CITY OF VINCENT

AGENDA

Council Briefing

8 December 2020

Time: 6pm

Location: E-Meeting and Administration and Civic Centre

244 Vincent Street, Leederville

David MacLennan

Chief Executive Officer

DISCLAIMER

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

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

Copyright

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

PROCEDURE FOR PUBLIC QUESTION TIME

The City's Council Briefings, Ordinary Council Meetings, Special Council Meetings and COVID-19 Relief and Recovery Committee Meetings are held in the Council Chamber located upstairs in the City of Vincent Administration and Civic Centre. Physical distancing measures are in place. Meetings are also held electronically (as eMeetings), and live streamed so you can continue to watch our meetings and briefings online at https://www.vincent.wa.gov.au/council-meetings/livestream

Questions or statements made at an Ordinary Council Meeting can relate to any matters that affect the City.

Questions or statements made at a Council Briefing, Special Meeting of the Council or a Committee Meeting can only relate to the items on the agenda or the purpose for which the meeting has been called.

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

The following conditions apply to public questions and statements:

1. Questions and statements can be made in person or by emailing governance@vincent.wa.gov.au with the questions prior to 3pm on the day of a Council Briefing or Meeting or prior to 10am on the day of a Committee Meeting. Please include your full name and suburb in your email.
2. Questions emailed will be read out by the CEO or his delegate during public question time if they relate to an item on the agenda. If they do not relate to an item on the agenda they will answered outside of the meeting. Statements will not be read out.
3. 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).
4. Questions/statements are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on an Elected Member or City Employee.
5. 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.
6. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

RECORDING AND WEBSTREAMING OF COUNCIL MEETINGS

- All Council proceedings are recorded and livestreamed in accordance with the Council Proceedings – Recording and Web Streaming Policy.
- All recordings are retained as part of the City's records in accordance with the State Records Act 2000.
- All livestreams can be accessed at https://www.vincent.wa.gov.au/council-meetings/livestream
- All live stream recordings can be accessed on demand at https://www.vincent.wa.gov.au/council-meetings
- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns with the live streaming of meetings, please contact the City's Governance Team on 08 9273 6500.

Order Of Business

1 Declaration of Opening / Acknowledgement of Country 7

2 Apologies / Members on Leave of Absence 7

3 Public Question Time and Receiving of Public Statements 7

4 Declarations of Interest 7

5 Strategy & Development 8

5.1 Development Application and Licence to locate a fence in the Gregson Street road reserve adjacent to No. 76 (Lot: 1; D/P: 52824) Newcastle Street, Perth 8

5.2 Development Application and Licence to locate a permanent alfresco structure in the Oxford Street road reserve adjacent to Nos. 404-406 (Lot: 6 D/P: 2878) Oxford Street, Mount Hawthorn 23

5.3 No. 12 (Lot: 6; D/P: 2360) Florence Street, West Perth - Proposed Four Grouped Dwellings 62

5.4 Nos. 95-117 (Lot: 300; D/P: 1791) Egina Street, Mount Hawthorn - Proposed Signage 193

5.5 No. 104 (Lot: 79; D/P: 555) Eton Street, North Perth - Proposed Alterations and Additions to Single House (Carport) – WITHDRAWN BY ADMINISTRATION 214

5.6 Northbridge Entertainment Precinct - Amendment No. 41 to City of Perth City Planning Scheme No. 2 215

5.7 City of Vincent Rebound Plan - Quarterly Update 227

5.8 Amendment to Policy No. 2.2.13 - Parklets 245

5.9 Beatty Park 2062 - Project Update 265

5.10 Review of Policy No. 4.1.22 - Prosecution and Enforcement 283

6 Infrastructure & Environment 304

6.1 Tender IE66/2020 - Traffic Management Services - Appointment of Successful Tenderer 304

6.2 Asset Management and Sustainability Strategy 2020-2030 307

6.3 North Perth Traffic Report 384

6.4 Leederville Laneway Upgrade [ABSOLUTE MAJORITY DECISION REQUIRED] 393

6.5 Safe Active Streets - Florence-Strathcona-Golding Project 409

6.6 Urban Road Safety Program Pilot - Implementation of Mini Roundabouts 440

6.7 Tender IE99/2020 - Beatty Park Leisure Centre Indoor Leisure Pool Filter Plant Replacement (and associated works) - Appointment of Successful Tenderer [ABSOLUTE MAJORITY DECISION REQUIRED] 449

6.8 Tender IE103/2020 - Beatty Park Indoor Leisure Centre 25m and Leisure Pool Retiling - Appointment of Successful Tenderer 452

7 Community & Business Services 455

7.1 Draft Annual Report 2019/20 [ABSOLUTE MAJORITY DECISION REQUIRED] 455

7.2 Surrender of North Perth Playgroup Lease - 15 Haynes Street, North Perth 574

7.3 Advertising of Amendment to Community Funding Policy - Student Citizenship Awards 578

7.4 Review of Library Collection Management Policy (3.11.1) and Local History Collection Management Policy (3.11.2) 592

7.5 Support for the Uluru Statement from the Heart 623

7.6 Authorisation of Expenditure for the Period 1 October 2020 to 31 October 2020 627

7.7 Investment Report as at 31 October 2020 655
7.8 Financial Statements as at 31 October 2020 664
8 Chief Executive Officer 730
8.1 Council Briefing and Ordinary Meeting of Council dates for 2021 730
8.2 Outcome of advertising and adoption of new policy - Policy Development and Review Policy 735
8.3 Report and Minutes of the Audit Committee Meeting held on 1 December 2020 750
8.4 Council recess period 2020-21 - Delegated Authority to the Chief Executive Officer [ABSOLUTE MAJORITY DECISION REQUIRED] 864
8.5 Information Bulletin 866
9 Motions of Which Previous Notice Has Been Given 889
Nil
10 Representation on Committees and Public Bodies 889
11 Confidential Items/Matters For Which The Meeting May Be Closed (“Behind Closed Doors") 890
11.1 Mindarie Regional Council Strategy and Future Options 890
12 Closure 891

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Cr Joanne Fotakis is an apology for this meeting.

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

4 DECLARATIONS OF INTEREST

4.1 Cr Sally Smith declared an impartiality interst in Item 5.2 Development Application and Licence to locate a permanent alfresco structure in the Oxford Street road reserve adjacent to Nos. 404-406 (Lot: 6 D/P: 2878) Oxford Street, Mount Hawthorn. The extent of her interest is that Egidio was a sponsor of the Mt Hawthorn Streets and Lanes Festival at her previous place of employment.

4.2 Cr Sally Smith declared an impartiality interst in Item 8.3 Report And Minutes Of The Audit Committee Meeting Held On 1 December 2020. The extent of her interest is that her husband is a member of the Audit Committee.

4.3 Cr Sally Smith declared an impartiality interest in Item 6.4 Leederville Laneway Upgrade. The extent of her interest is that she works for Dale Alcock Homes, which is an ABN Group Company and will be moving to the ABN Building when it is completed next year.

5 STRATEGY & DEVELOPMENT

5.1 DEVELOPMENT APPLICATION AND LICENCE TO LOCATE A FENCE IN THE GREGSON STREET ROAD RESERVE ADJACENT TO NO. 76 (LOT: 1; D/P: 52824) NEWCASTLE STREET, PERTH

Ward: South

Attachments:
1. Proposed License Area ⇩
2. Location Map - Gregson Street Road Reserve ⇩
3. Proposed Development Plans - Gregson Street Road Reserve ⇩
4. Determination Advice Notes ⇩
5. Images of Subject Site and Context ⇩

RECOMMENDATION:

That Council:

1. APPROVES the City granting a licence to the owners of Eastgate Apartments, No. 76 Newcastle Street, Perth, Strata Plan 52824 (Applicant), for part of the Gregson Street road reserve abutting No. 76 Newcastle Street, as shown in Attachment 2, on the following key terms:

1.1	**Term:**	**5 years with a 5 year option term;**
1.2	**Licence Area:**	**39m^2 (6.2m x 6.3m) of Gregson Street road reserve;**
1.3	**Licence fee:**	**nil;**
1.4	**Permitted use:**	**installation of a fence and gate with WAS Western Power approved lock (Installation) for the purpose of preventing entry onto the Licence Area except by relevant public authorities;**
1.5	**Cleaning:**	**Applicant must, at its cost, keep the Installation clean and tidy at all times, including removing any graffiti, posters or unauthorised signage from the exterior of the Installation, and ensure any build up of debris or rubbish within the Licence Area is removed and disposed of;**
1.6	**Insurance:**	**Applicant must ensure its public liability and property insurance extends to cover the Installation and (upon request) provide the City with a certificate of currency in respect to those policies;**
1.7	**Indemnity:**	**Applicant to indemnify the City and the Minister for Lands against loss or damage to property or persons occurring as a result of the Installation, the licensee's use of the Licence Area or the licensee failing to maintain the Installation in accordance with the terms of the licence;**
1.8	**Maintenance:**	**Applicant must, at its cost, keep the Installation in good repair and condition including repairing damage or deterioration to the Installation;**
1.9	**Removal and make good:**	**the Installation must be removed and the Licence Area made good by Applicant (to the City's**

satisfaction) at the request of the City, Minister for Lands, utility service provider or a public authority or on the termination or earlier determination of the Licence;

1.10 Compensation: **No compensation will be payable to the Applicant if the City, Minister for Lands, utility service provider or a public authority make a request in accordance with recommendation 1.9 above; and**

1.11 WAS lock: **the Applicant must provide the City and Western Power with working copies of the WAS keys and must, at all times, retain a set of keys to allow access to the Licence Area at the request of a service provider or public authority. If, at any time, the lock on the Installation must be replaced, the Applicant must, at its cost, arrange the replacement of the lock and provide copies of the new keys to the City and Western Power;**

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 licence in recommendation 1 above; and

3. In accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for the proposed Alterations and Additions to Mixed Use Development within the Gregson Street road reserve adjacent to No. 76 Newcastle Street, Perth in accordance with the plans provided within Attachment 3, and subject to the following conditions and Advice Notes included in Attachment 4:

3.1 This approval is for Alterations and Additions to Mixed Use Development as shown on the approved plans dated 20 November 2020. No other development forms part of this approval; and

3.2 Other than the structures which forms part form this approval, no other permanent structure, improvement or fixture within the road reserve area is permitted without prior written approval of the City.

PURPOSE OF REPORT:

To consider granting a licence to the owners of Eastgate Apartments, No. 76 Newcastle Street, Perth, Strata Plan 52824 (Applicant) and an application for development approval for Alterations and Additions to Mixed Use Development for the construction of a fence with locked gate (Installation) across a portion of the Gregson Street road reserve adjoining No. 76 Newcastle Street, Perth, as shown in **Attachment 3.**

PROPOSAL:

The Applicant proposes to erect a fence with gate across a portion of the Gregson Street road reserve. The fence would enclose a portion of the road reserve which is currently bound on three sides by the adjoining mixed use building at No. 76 Newcastle Street, Perth, creating an alcove. The alcove is currently subject to reports of anti-social behaviour, such as drug use, and poses a risk to the actual and perceived safety of pedestrians and residents. The proposed fence is sought to enclose this alcove to the street to remove the opportunities for anti-social behaviour and concealment by blocking access to the space.

As the Applicant is proposing to locate a permanent structure within a road reserve it is necessary for the Department of Planning, Lands and Heritage (DPLH) to sign the development application as the "landowner." DPLH's signing of the Development Application is subject to the City, who is responsible for the care, control and management of the road reserve, to enter into an appropriate tenure (land use) arrangement with the Applicant. The City proposes a licence with the Applicant, which will indemnify the City and Minister for Lands against any damage or loss arising in connection with the use of the Licence Area, and require that the Applicant maintain the Licence Area to the City's satisfaction.

The proposed fence is to run parallel with the adjacent pedestrian footpath and would enclose the portion of this road reserve as a safety measure. The fence is 6 metres in length, has a maximum height of 1.8 metres and is visually permeable. Vertical slats are proposed to remove ability to climb the fence. The fence is to be constructed of powder coated aluminium in a dark grey (Woodland Grey) as shown in **Attachment 3**. This is generally consistent with the construction of the existing pedestrian gate and the vehicular access gate on the same elevation of the adjoining mixed use development (refer to **Attachment 3**).

The subject portion of the road reserve is currently occupied by Western Power infrastructure associated with the mixed use development located on the adjoining land (No. 76 Newcastle Street, Perth). The land within this portion of road reserve has dimensions of 6 metres by 6 metres and a total area of 38.9 square metres.

A locked gate is to be included in the fence to permit access to Western Power and strata management as required. A copy of the proposed development plans are included at **Attachment 3.**

BACKGROUND:

Landowner:	State of Western Australia (road reserve). City has care, control and management of this road reserve.
Applicant:	Owners of Eastgate Apartments
Date of Application:	11 November 2020
Zoning:	MRS: Urban LPS2: Zone: No zoning – Road Reserve R Code: N/A
Built Form Area:	N/A
Existing Land Use:	Road Reserve
Proposed Use Class:	N/A
Lot Area:	N/A
Right of Way (ROW):	N/A
Heritage List:	N/A

The subject site is a 6 metre x 6 metre portion of road reserve created at time of subdivision for Western Power infrastructure associated with the adjoining mixed use development.

The subject site is bound by the three storey mixed use development at No. 76 Newcastle Street to the north, south and west and Gregson Street to the east. Further east, across Gregson Street, is a four storey mixed use development at No. 150 Stirling Street, Perth. Gregson Street forms the secondary street for both adjoining developments. A location plan is included as **Attachment 2**.

All properties adjacent to the subject site are zoned Mixed Use R100 under the City's Local Planning Scheme No. 2 (LPS2) and are within the Activity Centre Built Form Area under the City's Policy No. 7.1.1 Built Form (Built Form Policy).

The City's crime and drug statistics confirm needle collection within the site, and reports of theft on Gregson Street and anti-social behaviour associated with adjacent Newcastle Street and nearby Weld Square. The City's records includes reports of:

- Two thefts on Gregson Street (one incident each in February and May 2020); and
- 14 syringe removal requests from behind the transformer boxes since 2017, with three of these requests made in 2020.

DETAILS:

Summary Assessment

The provisions of the City's Built Form Policy do not extend to reserves. In assessing the application for development approval on land located on road reserve, the City is to have due regard to relevant matters as stipulated under the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Clause 67 - Matters to be considered by local government. An assessment against the relevant matters is discussed in the Comments section of this report.

The City does not have any adopted local planning policies that relate to development on road reserves.

The City's draft Development on City Owned and Managed Land Policy (Draft Policy) is silent on private development/installation of this nature on a road reserve. However, as the installation is for the purpose of reducing anti-social and criminal behaviour and the licence terms reflect the requirements of the Draft Policy (including indemnifying the City and Minister for Lands) Administration supports the grant of the licence on the terms set out in Recommendation 1.

CONSULTATION/ADVERTISING:

In accordance with section 3.58 of the *Local Government Act 1995* (LGA) and Regulation 30 of the *Local Government (Functions and General) Regulations 1996* (Regulations), the licence meets the requirements of an exempt disposition (Regulation 30(2)(a)). Local public notice of the proposed licence is not necessary.

The development application does not require advertising. The application does not propose any departures from the relevant planning framework which could reasonably be considered to have an adverse impact on the adjoining properties or the surrounding streetscape. In accordance with the City's Policy No. 4.1.5 – Consultation, the proposed amendments would not have a significant impact on the community, or the economy, lifestyle, amenity and/or environment of any member of the community or community group.

Design Review Panel (DRP):

Referred to DRP: No

LEGAL/POLICY:

- *Land Administration Act 1997;*
- *Local Government Act 1995;*
- *Local Government (Functions and General) Regulations 1996;*
- *Local Government (Uniform Local Provisions) Regulations 1996;*
- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- City of Vincent Local Planning Scheme No. 2; and
- Policy No. 4.1.5 – Community Consultation.

Section 55(2) of the *Land Administration Act 1997* places responsibility for the care, control and management of road reserves (within the district of the City) with the City.

Regulation 17 of the *Local Government (Uniform Local Provisions) Regulations 1996* provides:

- that the City may grant permission to a person to construct a specified thing on, over, or under a public thoroughfare or public place that is local government property; and
- specifies the requirements for the permission to be granted.

Section 3.58 of the LGA sets out the process for disposing of City owned and managed property. Section 3.58(5) provides for exceptions as set out in the Reg. 30 of the Regulations, as follows:

(2) a disposition of land is an exempt disposition if –
  (a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and –
    (i) its market value is less than $5,000; and
    (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee.

Planning and Development Act 2005

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

Draft Development on City Owned Land Policy

The City's draft Development on City Owned and Managed Land Policy (Draft Policy) was approved by Council for the purposes of advertising at its 28 July 2020 Ordinary Meeting. The Draft Policy is not a given

due regard status under Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This is because the status of the Draft Policy is not yet 'seriously entertained', as it has not received final support from Council and it is not certain or imminent in coming into effect in the form that it was advertised in. Notwithstanding this, the proposed development would be consistent with the objectives of the Draft Policy.

Delegation to Determine Applications:

The development application has been referred to Council to allow for the development of the land to be considered in conjunction with the application for licence approval.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to enter into a licence for part of the road reserve where the licence addresses the risk to the City in respect to the proposed Installation.

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:

Thriving Places

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

Our physical assets are efficiently and effectively managed and maintained.

Sensitive Design

Our built form character and heritage is protected and enhanced.

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

PUBLIC HEALTH IMPLICATIONS:

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

Reduced injuries and a safer community

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

Planning and Development (Local Planning Schemes) Regulations 2015

An assessment of the proposed fence has been undertaken against Schedule 2, Part 9, Clause 67 (Matters to be Considered by Local Government) of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The matters relevant to this application include:

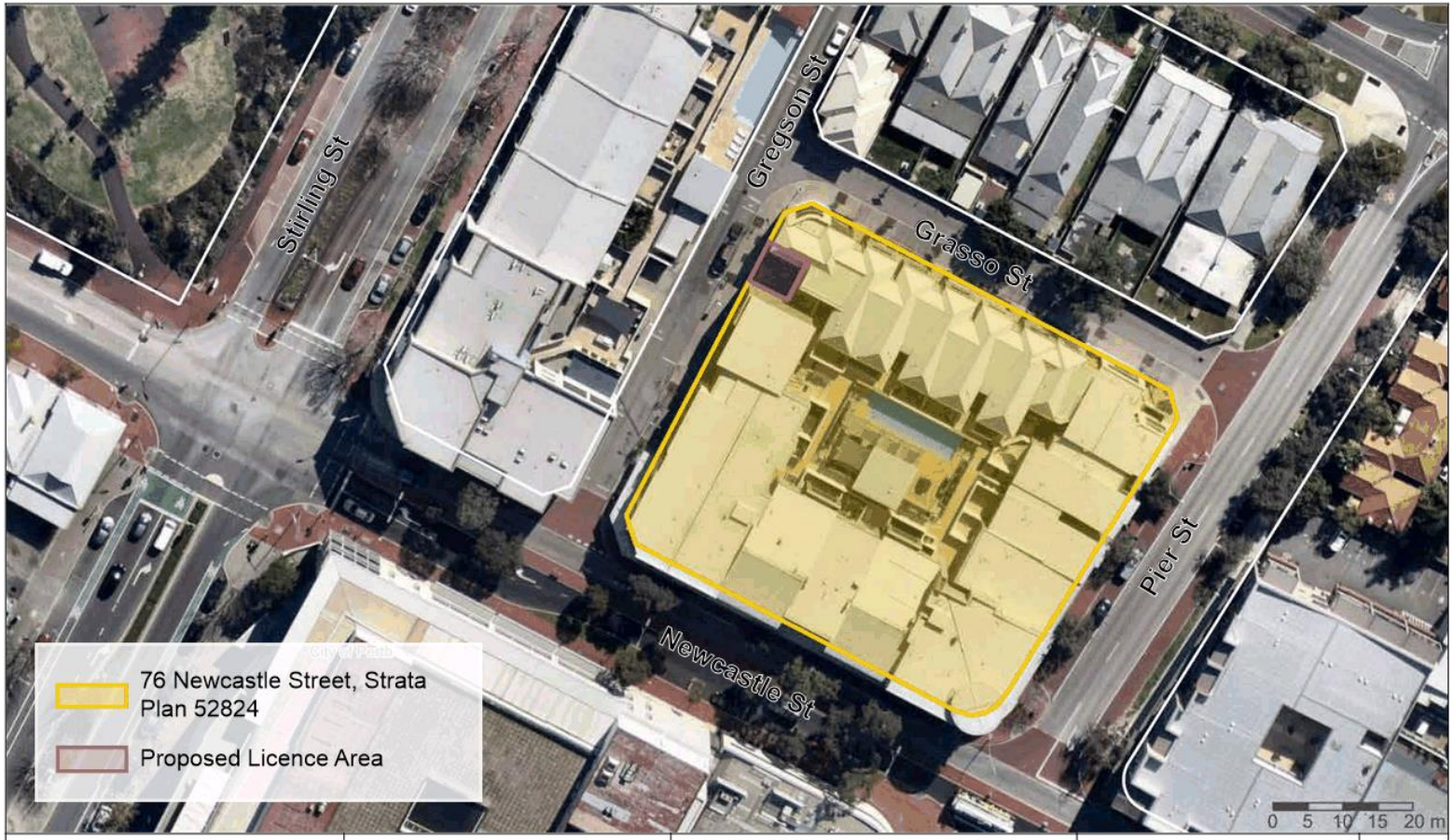
m) The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.

n) The amenity of the locality including the following -
(i) environmental impacts of the development;
(ii) the character of the locality; and
(iii) social impacts of the development.

Assessment of the proposed fence located in the road reserve against these relevant matters is provided below:

- The design of the fence, having regard to its scale and appearance, would be compatible with the streetscape character and that of the adjoining mixed use developments. Gregson Street has a reduced level of visual amenity, as it is characterised by blank walls and vehicular/garaging access at street level with balconies and windows on upper floors. The proposal would improve the character of the immediate locality by screening unsightly service infrastructure from view of Gregson Street.
- The alcove (subject portion of road reserve) has a 6 metre wide opening to Gregson Street and a depth of six 6 metres, as depicted in **Attachment 5**. The alcove is partially occupied by the Western Power infrastructure which is comprised of solid metal structures which occupy a total of approximately 3 metres in width by 1.5 metres in height (**Attachment 5**). Opportunities for concealment exist behind the Western Power infrastructure and within the alcove itself, particularly at night. The area is poorly lit and provides a low level of visibility from the street which undermines actual and perceived safety in the immediate area, particularly for pedestrians. The nature of Gregson Street in primarily providing for garaging of adjoining developments and does not serve as the main pedestrian entrances to these buildings. There are also no balconies or major openings from the adjoining development that directly overlooks the alcove area. This means that there is low level of passive surveillance of this area. The fence would create a barrier to this alcove to prevent access from Gregson Street and would deter the anti-social behaviour which has been known to occur on this portion of road reserve;
- The design of the fence is intended to prevent it from being climbed and to restrict it from concealment opportunities. The fence has a maximum height of 1.8 metres and is designed to be visually permeable with vertical slats to prevent a person getting a foot hold to climb over. The slats will have gaps of a minimum of 50 millimetres between to retain visibility. The proposal would result in an improvement to the amenity of the area having regard to visual amenity and pedestrian safety;
- The enhanced actual and perceived safety of the immediate area is anticipated to improve, having regard for social impacts through deterring anti-social behaviour and reducing opportunity for anti-social or illegal activity to occur. In this regard the proposal responds to the Western Australian Planning Commission's Designing out Crime Planning Guidelines by:
    - Restricting public access to an area around the Western Power infrastructure which currently presents as a congregation and entrapment area;
    - The fence has been designed to be visually permeable, providing opportunities for surveillance. The use of vertical slats restricts the ability for the fence to be easily climbed; and
    - Although the area is public for the purposes of Western Power being able to access its infrastructure, the fence assists to delineate between the public realm and this servicing space. The strata owner has consulted with Western Power, who has advised that it is supportive of the proposed fence, provided that a Western Australian Services (WAS) lock is provided so that it can access the infrastructure as required. A WAS lock is a lock commonly used throughout the State in similar situations where access is to be permitted only to the relevant parties such as the landowner and services provider. The provision of a WAS lock and the submission of a key to the City of Vincent and to Western Power forms one of the conditions of the licence.

The proposed fence located in the road reserve meets the relevant matters to be considered by local government, would not result in any adverse impact to the adjoining properties or surrounding area, and would result in an improved safety outcome for the street and surrounding residents.



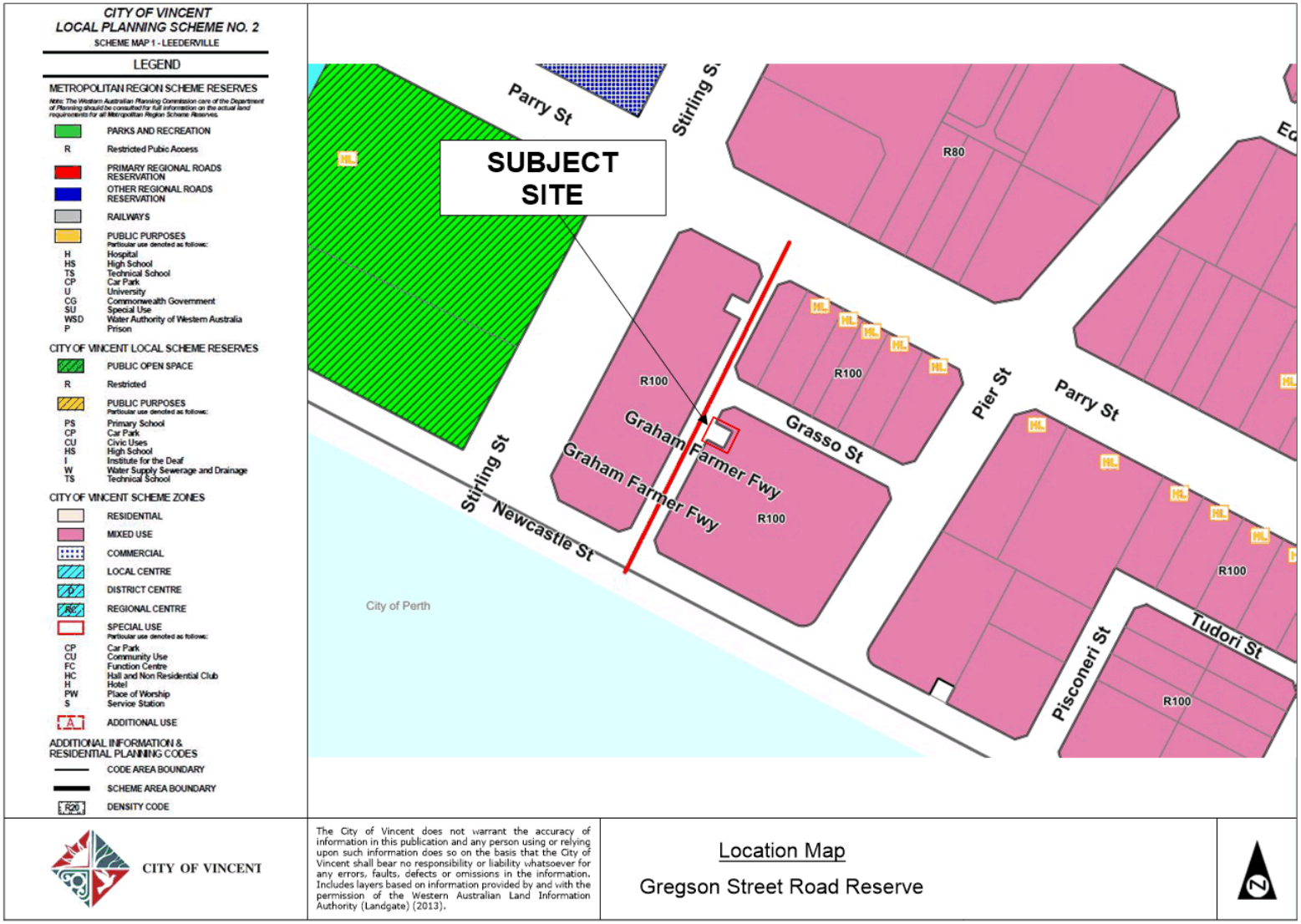
CITY OF VINCENT

The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).

Proposed Licence Area: 76 Newcastle Street (Strata Plan 52824), Perth

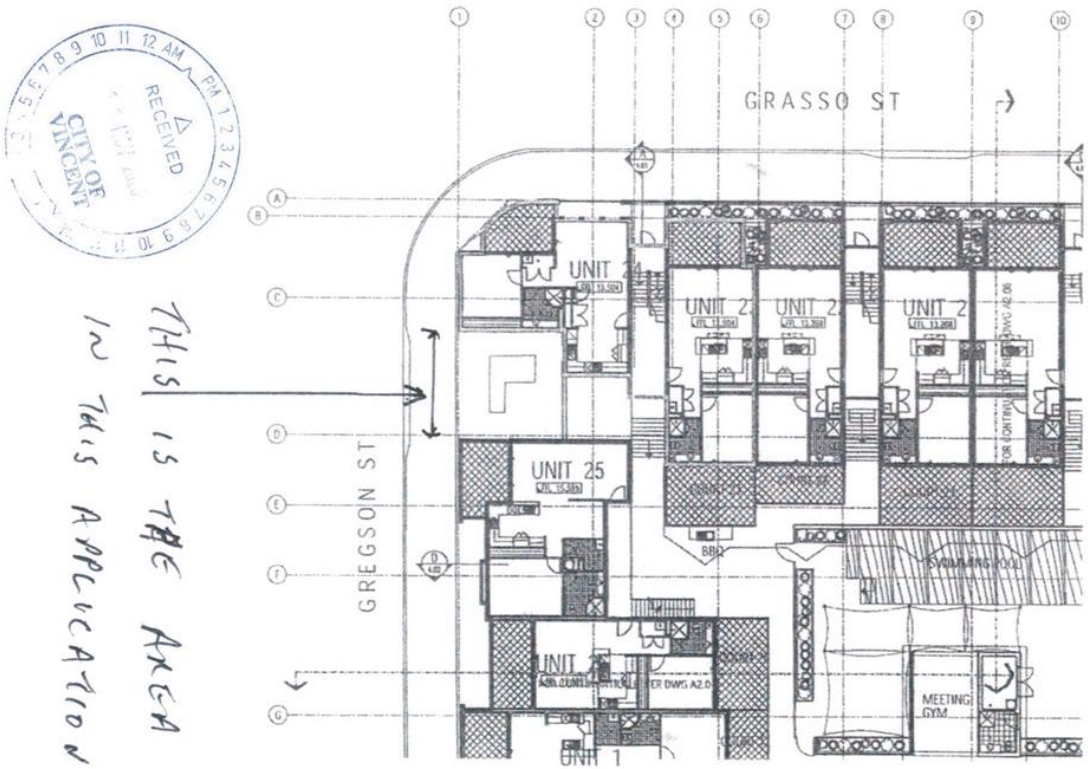
19/11/2020

1:800


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 1 - LEEDERVILLE
LEGEND
METROPOLITAN REGION SCHEME RESERVES
PARKS AND RECREATION
R Restricted Pubic Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
H Hospital
HS High School
TS Technical School
CP Car Park
U University
CG Commonwealth Government
SU Special Use
WSD Water Authority of Western Australia
P Prison
CITY OF VINCENT LOCAL SCHEME RESERVES
PUBLIC OPEN SPACE
R Restricted
PUBLIC PURPOSES
PS Primary School
CP Car Park
CU Civic Uses
HS High School
I Institute for the Deaf
W Water Supply Sewerage and Drainage
TS Technical School
CITY OF VINCENT SCHEME ZONES
RESIDENTIAL
MIXED USE
COMMERCIAL
LOCAL CENTRE
DISTRICT CENTRE
REGIONAL CENTRE
SPECIAL USE
CP Car Park
CU Community Use
FC Function Centre
HC Hall and Non Residential Club
H Hotel
PW Place of Worship
S Service Station
A ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES
CODE AREA BOUNDARY
SCHEME AREA BOUNDARY
R20 DENSITY CODE
SUBJECT SITE
Parry St
Stirling St
Newcastle St
Graham Farmer Fwy
Grasso St
Pier St
Pisconeri St
Tudori St
City of Perth
R80
R100
CITY OF VINCENT
The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).
Location Map
Gregson Street Road Reserve
N


SUBJECT SITE
151
147-149 Pa
145
143
139-141
135-137
1-49/150
Gregson St
Grasso St
Parry St
Pier St
Graham Farmer Fwy
Graham Farmer Fwy
1-59/76
123
111
Newcastle St
1-30/60
3, 5, 7
City of Perth
1-13/58
Pisconeri St
CITY OF VINCENT
The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).
Gregson Street Road Reserve
N

CITY OF VINCENT
RECEIVED
20 November 2020



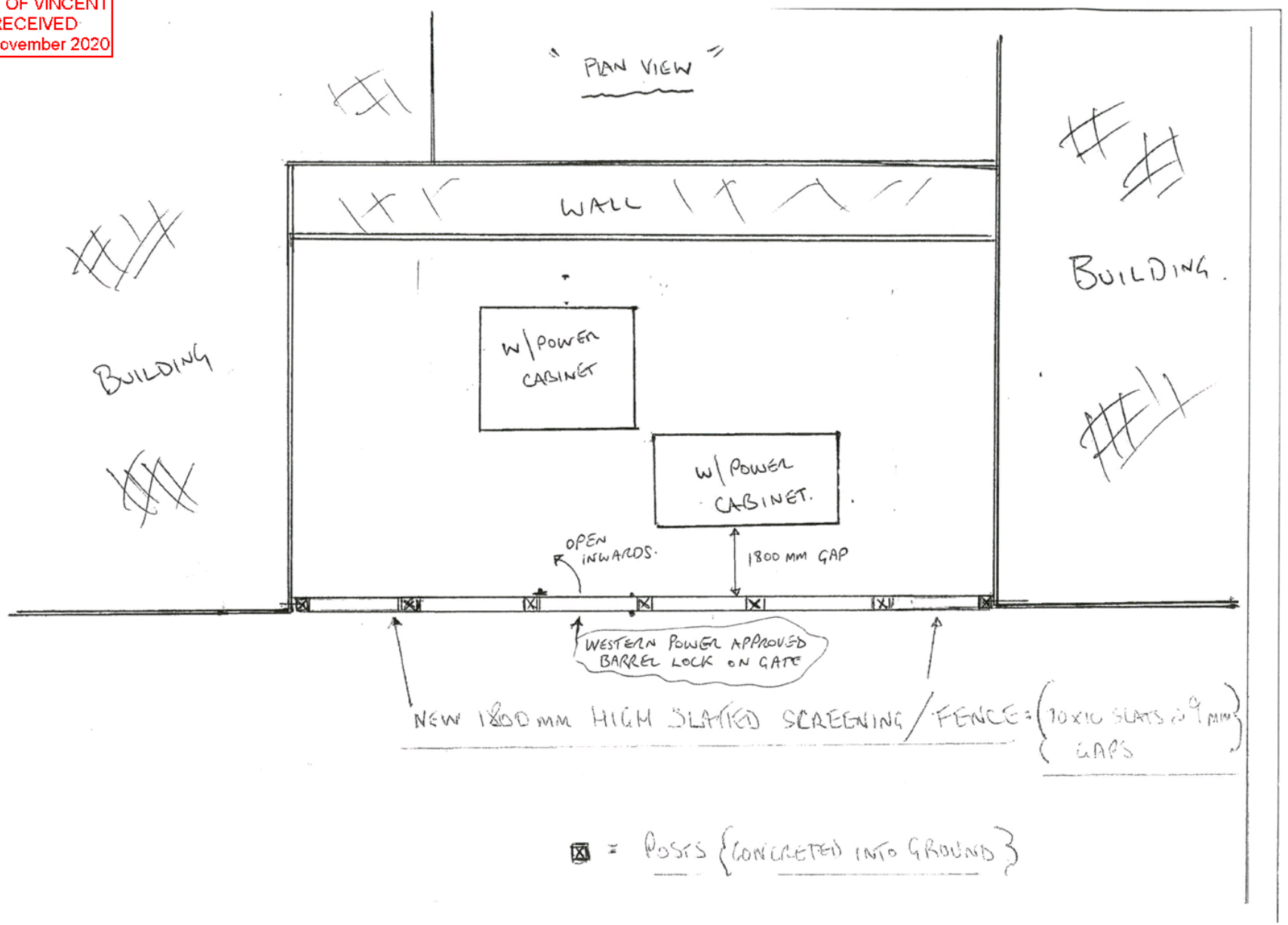
CITY OF VINCENT RECEIVED

THIS IS THE AREA IN THIS APPLICATION

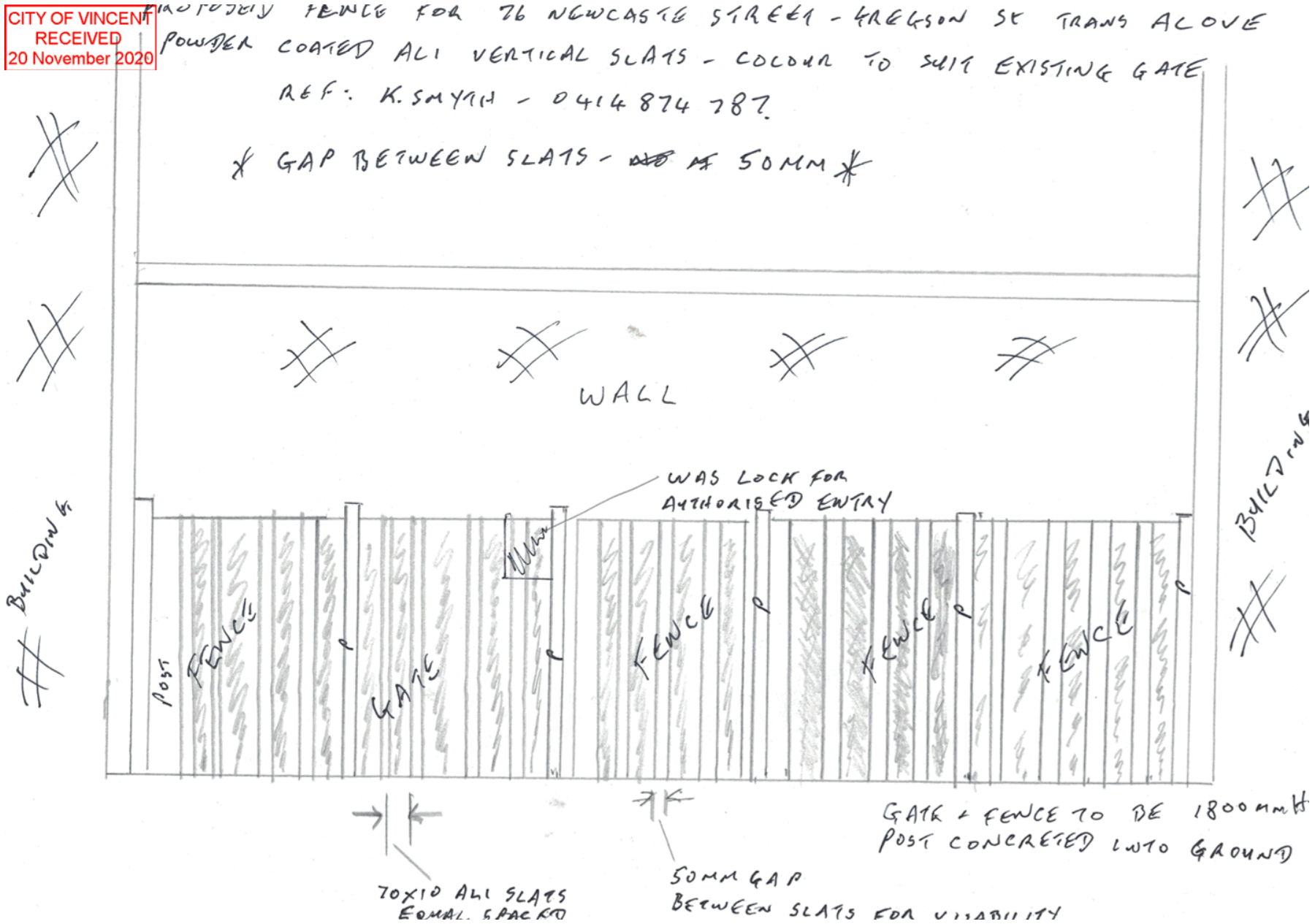
PART FIRST FLOOR PLAN



CITY OF VINCENT
RECEIVED
20 November 2020



CITY OF VINCENT
RECEIVED
20 November 2020



Determination Advice Notes:

1. **The Applicant must provide the City and Western Power with working copies of the WAS keys and must, at all times, retain a set of keys to allow access to the Licence Area at the request of a service provider or public authority. If, at any time, the lock on the Installation must be replaced, the Applicant must, at its cost, arrange the replacement of the lock and provide copies of the new keys to the City and Western Power.**

2. **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.**

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.**



Image 1: Subject site looking south-east



Image 2: Subject site looking north-east



Image 3: Subject site and immediate context

5.2 DEVELOPMENT APPLICATION AND LICENCE TO LOCATE A PERMANENT ALFRESCO STRUCTURE IN THE OXFORD STREET ROAD RESERVE ADJACENT TO NOS. 404-406 (LOT: 6 D/P: 2878) OXFORD STREET, MOUNT HAWTHORN

Ward: North

Attachments:
1. Location and Consultation Plan ⇩
2. Plan of Licence Area ⇩
3. Proposed Development Plans ⇩
4. Applicant Supporting Information ⇩
5. Summary of Submissions - Administration Response ⇩
6. Design Review Panel Minutes ⇩
7. Determination Advice Notes ⇩

RECOMMENDATION:

That Council:

1. **APPROVES the City granting a licence to Pio's WA Pty Ltd (ACN 626 785 260), tenant of Lot: 6 on Plan: 2878, Certificate of Title Volume 1774 Folio 172, known as Nos. 404-406 Oxford Street, Mount Hawthorn, for part of the road reserve adjacent to Nos. 404-406 Oxford Street, as shown in Attachment 2, on the following key terms:**

1.1.	**Term:**	**5 years with a 5 year option term;**
1.2.	**Licence Area:**	**54m^2 (10.2m x 5.3m) of Oxford Street road reserve (verge area);**
1.3.	**Licence fee:**	**$1,600 per annum plus GST, indexed by CPI annually on 1 July;**
1.4.	**Permitted use:**	**alfresco structure with bench seating, planters and canopy for casual outdoor dining and liquor consumption, as shown in the plan at Attachment 3;**
1.5.	**Non-Exclusive use:**	**Applicant is granted non-exclusive use of the Licence Area;**
1.6.	**Removal of furniture:**	**all furniture used within the Licence Area must be temporary and removed by the Applicant at the close of each business day;**
1.7.	**Cleaning:**	**Applicant must, at its cost, keep the Licence Area clean and tidy at all times;**
1.8.	**Insurance:**	**Applicant must effect and maintain public liability insurance to a minimum value of $20,000,000 (per claim);**
1.9.	**Indemnity:**	**Applicant will indemnify the City and the Minister for Lands against loss or damage to property or persons occurring as a result of the Applicant's fixtures, fittings and use of the Licence Area;**
1.10.	**Maintenance:**	**Applicant must, at its cost, keep the Licence Area in good repair including repairing damage to structures, fittings or fixtures on the Licence Area;**

1.11.	**Outdoor Eating Area Permit:**	**Applicant must (for the duration of the Licence) maintain a valid Outdoor Eating Permit for the Licence Area;**
1.12.	**Assignment:**	**upon transfer/sale of the business or 404-406 Oxford Street, the Applicant must notify the City and ensure the licence is properly assigned to the new business owner or registered proprietor;**
1.13.	**Removal and make good:**	**all the Applicant's fixtures and fittings (including the structure, planters and canopy) must be removed and the Licence Area made good by Applicant (to the City's satisfaction) on request of the City, Minister for Lands, a utility service provider or a public authority or on the termination or expiry of the Licence;**
1.14.	**Compensation:**	**no compensation will be payable to the Applicant if the City, Minister for Lands, a utility service provider or a public authority make a request in accordance with recommendation 1.13 above;**
1.15.	**Costs:**	**all costs incurred by the City in preparing the licence are payable by the Applicant;**
1.16.	**Café Blinds:**	**installation of café blinds is prohibited; and**
1.17.	**Smoking:**	**smoking is prohibited in the licence area;**
1.18.	**Amplified Music:**	**amplified music is prohibited in the licence area;**

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 licence in recommendation 1 above; and

3. In accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the development application for the proposed permanent alfresco structure in the Oxford Street road reserve adjacent to Nos. 404-406 Oxford Street, Mount Hawthorn, in accordance with the plans provided within Attachment 3, subject to the following conditions, with the associated determination advice notes in Attachment 7:

3.1. Modified Plans

Prior to issue of the Building Permit, amended plans shall be submitted with all glass windows being removed, to the satisfaction of the City; and

3.2. Landscaping

A detailed landscape and reticulation plan for the development, to the satisfaction of the City, shall be lodged with and approved by the City prior to commencement of construction. The plan shall be drawn to a scale and show the following the location and type of existing and proposed plants and areas to be irrigated or reticulated; and

3.3. Materials and Colours

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

3.4. Noise Management Plan

A Noise Management Plan shall be prepared, submitted and approved to the satisfaction of the City prior to the use of the licenced area commencing and shall address how to effectively mitigate noise emitted by all activities, equipment, and operations at the premises, including but not limited to:

- **Patron numbers and management of antisocial behaviour;**
- **No amplified music;**
- **Set up of furniture no earlier than half an hour before the premises opens;**
- **Pack down of furniture no later than half an hour of when the premises closes; and**
- **Community relations/complaint management procedure.**

PURPOSE OF REPORT:

To consider granting a licence to Pio's WA Pty Ltd (ACN 626 785 260) (Applicant) and an application for development approval to use a portion of the Oxford Street road reserve to locate a permanent alfresco structure for outdoor dining adjacent to Nos. 404-406 Oxford Street, Mount Hawthorn, (subject site) as shown in the location plan included in **Attachment 1**. The plan of the licence area is included in **Attachment 2**.

PROPOSAL:

The Applicant proposes to use a portion of the Oxford Street road reserve to locate a permanent alfresco structure. The licence area as a whole is 54 square metres and the structure would provide 25 square metres of outdoor dining space.

The permanent alfresco structure is framed by a 0.69 metre high red face brick planter box and glass windows that are fixed to 1.7 metres above finished floor level. The windows have the ability to be fully closed. The Applicant proposes to leave the windows in an open position and to only close them during severe weather.

The structure is covered by a solid roof that sits under the existing awning.

Permanent furniture proposed includes an internal fixed timber bench that extends along the west of the structure and a small fixed timber bench located on the southern exterior of the structure. All other furniture used in the internal dining area would be removable.

A 0.9 metre wide pedestrian access point is provided to the north of the structure to allow safe street crossing.

The permanent alfresco structures would require the removal of two on-street car bays. One new motorcycle bay is provided to the north of the structure. The existing verge tree would be retained.

A copy of the proposed development plans are included in **Attachment 3** and the Applicant's supporting documentation is included in **Attachment 4**.

BACKGROUND:

Landowner:	State of Western Australia (road reserve). City has care, control and management of this road reserve.
Applicant:	DGK Architects
Date of Application:	2 November 2020
Zoning:	MRS: Urban LPS2: Zone: No Zone – Road Reserve R Code: N/A
Built Form Area:	N/A
Existing Land Use:	Road reserve
Proposed Use Class:	Alfresco
Lot Area:	N/A
Right of Way (ROW):	N/A
Heritage List:	N/A

The Applicant is the tenant of No. 404-406 Oxford Street, Mount Hawthorn. Birraz restaurant operates from No. 406 Oxford Street and Pio's café and delicatessen operates from No. 404 Oxford Street.

All premises adjacent to the subject site are zoned District Centre under the City's Local Planning Scheme No. 2 (LPS2) and are within the Town Centre Built Form Area under the City's Policy No. 7.1.1 – Built Form.

As the Applicant is proposing to locate a permanent structure within a road reserve it is necessary for the Department of Planning, Lands and Heritage (DPLH) to sign the development application as the "landowner." DPLH's signing of the Development Application is subject to the City, who is responsible for the care, control and management of the road reserve, to enter into an appropriate tenure (land use) arrangement with the Applicant. The City proposes a licence with the Applicant, which will indemnify the City and Minister for Lands against any damage or loss arising in connection with the use of the Licence Area, and require that the Applicant maintain the Licence Area to the City's satisfaction.

Previous Approvals

A development application for an Unlisted Use (Small Bar) and Eating House with associated Shop was approved by the City under delegated authority on 28 February 2014. The Small Bar and Eating House (Restaurant) applies to No. 406 Oxford Street and the Shop applies to No. 404 Oxford Street.

The development application approved a total occupancy of 83 patrons. This included 43 persons within the Small Bar and 40 persons within the Eating House at any one time.

The subject site also has a liquor licence to operate from 7:00am to 12:00am Monday to Saturday and 10:00am to 10:00pm on Sundays. If approved, a new liquor licence would need to be obtained for the proposed alfresco area.

The Unlisted Use (Small Bar) and Eating House with associated Shop was approved with six car bays on-site. The applicant paid a cash-in-lieu contribution for 3.18 car bays of $7,080.00.

DETAILS:

Summary Assessment

In considering the application for development approval located on road reserve, the City is to have due regard to relevant matters as stipulated under the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Clause 67 - Matters to be considered by local government. Consideration against the relevant matters is discussed in the Comments section of this report.

The City does not have any adopted local planning policies that relate to development on road reserves.

CONSULTATION/ADVERTISING:

In accordance with section 3.58 of the *Local Government Act 1995* and Regulation 30 of the *Local Government (Functions and General) Regulations 1996* (Regulations), the licence meets the requirements of an exempt disposition (Regulation 30(2)(a)). Local public notice of the proposed licence is not necessary.

Community consultation for the development application was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, initially for a period of 17 days from 6 November 2020 to 22 November 2020. An additional three days was added to the 14 day consultation period at the request of occupiers within the area.

The initial method of consultation included 55 letters being mailed to all owners and occupiers surrounding the site and a notification placed on the City's website, in accordance with the minimum advertising requirements for non-residential development as stipulated in the City's Policy No. 4.1.5 – Community Consultation.

The above method of consultation was extended due to community interest in the proposal and due to the potential impact of the loss of car bays on the surrounding properties and streets. The advertising period was extended by 10 days until 29 November 2020. An additional 140 letters were sent to owners and occupiers of properties on Oxford Street (between Scarborough Beach Road and Anzac Road), Scarborough Beach Road south (between Oxford Street and Faraday Street), Wilberforce Street and Faraday Street. These

properties were advertised to given they are located in the areas considered in Administration's car parking assessment. A map with the extent of consultation is included in **Attachment 1**.

At the conclusion of the advertising period, the City received 24 submissions comprising 13 letters in support of the proposal and 11 letters of objection.

The concerns raised within the submissions related to the loss of two on-street parking bays and the impact this would have on surrounding small businesses operating in the area, as well as the existing parking issues within the area. Concerns were also raised in relation to noise from the proposed alfresco and the impact this would have on nearby residential properties.

The letters of support considered the proposal would support small business while also bringing more people to the area, improving the streetscape and increasing foot traffic to other small businesses.

A summary of submissions and Administration's response is provided in **Attachment 5**.

Design Review Panel (DRP):

Referred to DRP: Yes

The development was referred to the DRP on 28 October 2020. The minutes from this meeting are included in **Attachment 6**.

Comments provided by the DRP are summarised as follows:

- The concept and design is supported as it positively adds to the street and town centre;
- The proposal provides good street activation and a good sense of place;
- The design is open and publicly accessible for people to use when the restaurant is closed;
- The removal of two car bays for a community use on the street is positive; and
- The glass screen should be kept to a maximum height of 1.3 metres without the ability for the windows to be completely closed. This is to ameliorate impacts from the street.

The Applicant did not provide any amended plans in response to the DRP comments.

LEGAL/POLICY:

- *Land Administration Act 1997;*
- *Planning and Development Act 2005;*
- *Local Government (Uniform Local Provisions) Regulations 1996;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- City of Vincent Local Planning Scheme No. 2;
- Policy No. 4.1.5 – Community Consultation; and
- The City of Vincent Mount Hawthorn Place Plan.

Land Administration Act 1997

Section 55(2) of the *Land Administration Act 1997* places responsibility for the care, control and management of road reserves (within the district of the City) with the City.

Section 3.58 of the LGA sets out the process for disposing of City owned and managed property and section 3.58(5) provides for exceptions as set out in the Regulations, as follows:

Regulation 30. Dispositions of property excluded from Act s.3.58

(2) a disposition of land is an exempt disposition if –
  (a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and –
    (i) its market value is less than $5,000; and
    (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;

Regulation 17 of the *Local Government (Uniform Local Provisions) Regulations 1996* provides:

(a) that the City may grant permission to a person to construct a specified thing on, over, or under a public thoroughfare or public place that is local government property; and
(b) specifies the requirements for the permission to be granted.

Local Government (Uniform Local Provisions) Regulations 1996

Regulation 17 Private works on, over, or under public places — Sch. 9.1 cl. 8

(3) A person may apply to the local government for permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property.
(4) Permission granted by the local government under this regulation –
    (a) must be in writing; and
    (b) must specify the period for which it is granted; and
    (c) must specify each condition imposed under sub regulation (5); and
    (d) may be renewed from time to time; and
    (e) may be cancelled by giving written notice to the person to whom the permission was granted.

Planning and Development Act 2005

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

Draft Development on City Owned Land Policy

The City's draft Development on City Owned and Managed Land Policy (Draft Policy) was approved by Council for the purposes of advertising at its 28 July 2020 Ordinary Meeting. The Draft Policy is not a given due regard status under Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This is because the status of the Draft Policy is not yet 'seriously entertained', as it has not received final support from Council and it is not certain or imminent in coming into effect in the form that it was advertised in. Notwithstanding this, the proposed development would be consistent with the objectives of the Draft Policy.

Delegation to Determine Applications:

The development application has been referred to Council to allow for the development in the road reserve to be considered in conjunction with the application for licence approval. The development application also received more than five written objections.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to enter into a licence for part of the road reserve which addresses the risk to the City in respect to the development application, including indemnity, liability, maintenance and removal.

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*:

Thriving Places

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

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

Sensitive Design

Our built form character and heritage is protected and enhanced.

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

PUBLIC HEALTH IMPLICATIONS:

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

Reduced smoking

Administration has recommended a licence term that does not permit smoking in the permanent alfresco area.

Administration has recommended a determination advice note for the development application that draws the Applicant's attention to the City's Public Health Plan 2020 – 2025 target for smoke-free town centres by 2025. The advice note encourages the occupier of the licenced premises to eliminate tobacco smoke exposure to their patrons and smoking within the permanent alfresco dining area.

The area would also be subject to obtaining an Outdoor Eating Area permit from the City. A condition of all Outdoor Eating Area Permits is that smoking is not permitted in an unlicensed outdoor eating area.

A Liquor Licence may allow smoking in a nominated area. Any such Liquor Licence obtained for this area would be in conflict with Administration's recommended licence term that no smoking be permitted in the alfresco area. This would mean that smoking would not be permitted, as the terms of the City's licence to use the land would need to be met.

FINANCIAL/BUDGET IMPLICATIONS:

In accordance with the Draft Policy, a licence fee of $30 per square metre per annum, indexed annually by CPI, is recommended. This equates to an annual licence fee of $1,600.

COMMENTS:

Planning and Development (Local Planning Schemes) Regulations 2015

An assessment of the permanent alfresco structure has been undertaken against Schedule 2, Part 9, Clause 67 (Matters to be Considered by Local Government) of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The matters relevant to this application include:

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.

n) The amenity of the locality including the following –
(i) environmental impacts of the development;
(ii) the character of the locality; and
(iii) social impacts of the development.

y) any submissions received on the application.

Assessment of the proposed permanent alfresco structure located in the road reserve against these relevant matters is provided below:

- The increased dining opportunities to Oxford Street creates a good sense of place and positively contributes to the Mount Hawthorn Town Centre area. The existing alfresco area at Birraz and Pio's is narrow in width, providing limited opportunities for alfresco dining. The increased area for outdoor dining brings increased people to the street and activates a currently quiet and car dominated streetscape;

- The proposal is consistent with objectives identified under Key Focus Area 3.1 Streetscape of the Mount Hawthorn Place Plan which seeks to provide additional planting and new street furniture within the Town Centre. The open style structure would be publicly accessible when the restaurant is not in operation and comments received from the DRP confirm that the design of the structure is consistent with and contributes to, the character of the Town Centre;
- The proposal is consistent with objectives identified under Key Focus Area 1.4 Night Time Economy of the Mount Hawthorn Place Plan whereby the increased outdoor dining opportunity provided to Oxford Street enhances activity after hours to strengthen the night-time economy;
- The low height of the planter box ensures surveillance between the dining area and streetscape is maintained, while reducing the building bulk of the development;
- The DRP confirm that the red face brick and aluminium framing materials appropriately respond to the materials and colours of the adjacent tenancy at No. 404-406 Oxford Street as well as the local context whereby these materials are common;
- The proposal incorporates landscaping into the design which softens the built form when viewed from the street, while increasing the green outcome along Oxford Street. Comments received from the DRP advised that if the glass screens were to be considered that they should be offset to provide a wider external soil zone, resulting in a better planting outcome. Overall, the integrated landscaping is supported by the DRP. A condition of development approval is recommended requiring a landscape plan to be provided, detailing species choice and irrigation measures proposed;
- Administration does not support the fixed glass elements and slide-up windows proposed. These elements privatise the space and close off the area from the streetscape, reducing interaction and engagement with adjoining businesses and the streetscape. The brickwork planter box and landscaping would provide a sufficient barrier between the dining space and adjoining street. Comments received by the DRP also do not support the ability for the structure to be completely enclosed and only fixed glass to 1.3 metres above the finished floor level is supported by the DRP; and
- The City's Technical Officers have also reviewed the proposal and confirm that the proposal meets all relevant Engineering requirements.

The proposed permanent alfresco structure located in the road reserve meets the relevant matters to be considered by local government, with the exception of the provision of fixed and sliding glass windows. Administration recommends a condition of approval for the glass windows to be removed from the structure. Administration also recommends a licence term that prohibits café blinds from being installed.

Car Parking

The proposed permanent alfresco structure results in the removal of two on-street parking car bays.

During the consultation period, the City received letters of objection that raised concerns in regards to the removal of on-street car parking and the impact the car parking shortfall would have on surrounding local businesses. The objections considered that parking in this location is already a problem.

The removal of two half hour parking bays from Oxford Street to accommodate the development is supported for the following reasons:

- The City's parking survey data does not capture parking along Oxford Street between Scarborough Beach Road and Anzac Road. In light of this, a review of the City's GIS aerial mapping was undertaken. There are 44 bays in this location and review of the GIS mapping data indicates that there is on average 13 bays available at any one time. The average is taken across days which were captured in the mapping, noting times of the photos taken is not available. Details of the parking demand for this area is as follows:
    - Saturday 10 October 2020 – 37 cars parked
    - Sunday 30 August 2020 – 22 cars parked
    - Sunday 3 May 2020 – 34 cars parked
    - Wednesday 4 March 2020 – 34 cars parked
    - Thursday 17 October 2019 – 28 cars parked
    - Wednesday 17 July 2019 – 24 cars parked
    - Thursday 2 May 2019 – 26 cars parked
    - Sunday 24 February 2019 – 34 cars parked
- A review was completed against the City's parking survey data in the vicinity. The survey was undertaken on 28 November 2018 and captured the occupancy of bays between 9:00am to 11:00am; 12:00pm to 2:00pm; 3:00pm – 5:00pm; and 6:00pm – 8:00pm. The data has been averaged across the recorded hours to determine the availability of bays across the day and is summarised as follows:

  - In the City owned public carpark located at No. 394 Oxford Street, there are a total of 31 car bays, whereby eight bays are available on-average; and
  - Wilberforce Street and Faraday Street provide an additional 65 car bays, whereby 27 bays are available on-average;
- Based on the above parking data and GIS mapping analysis, there are a total of 139 public parking and on-street bays in the immediate locality, whereby 48 bays are available on-average, which equates to 34.5 percent vacancy on-average. The parking available in the area is sufficient to provide for the needs of businesses and to accommodate the loss of the two Oxford Street bays;
- The subject site is located 60 metres from Scarborough Beach Road, which is a high frequency bus route providing services every 15 minutes to Stirling Station, Glendalough Station and the Perth Busport. There are also high frequency bus stops on Oxford Street within 15 metres and 100 metres from the subject site, that provide services every 15 minutes to Glendalough Station and Perth Busport;
- There are also pedestrian paths located on both sides of Oxford Street as well as surrounding streets, connecting to the subject site to the broader Mount Hawthorn Town Centre located on Scarborough Beach Road as well as the Leederville Town Centre, located 1.4 kilometres to the south of the subject site. Scarborough Beach Road also includes a bicycle lane in both directions which connects to the wider bicycle network;
- The proposal provides one additional motorcycle bay available for public use to the north of the structure;
- The north of Oxford Street is car dominated with on-street parking extending along both sides of the street. There are also minimal existing alfresco dining along this portion of Oxford Street. The proposal would increase activation to Oxford Street by bringing increased dining to the street and enhancing the streetscape by adding interest and amenity. The benefits of the increased outdoor dining opportunities would outweigh the loss of two on-street parking bays within the Town Centre area that is highly accessible by alternative modes of transport; and
- The area would be subject to obtaining an Outdoor Eating Area permit from the City. A condition of all Outdoor Eating Area Permits is that the maximum number of persons permitted within the food premises and any associated outdoor eating area shall be limited to the maximum number specified within the development approval. As such, in-line with the approved planning application a total of 83 patrons would be permitted within the premises and associated outdoor eating area. The applicant does not propose to increase patron numbers as part of this application and an amended development application would be required to consider an increase in patronage.

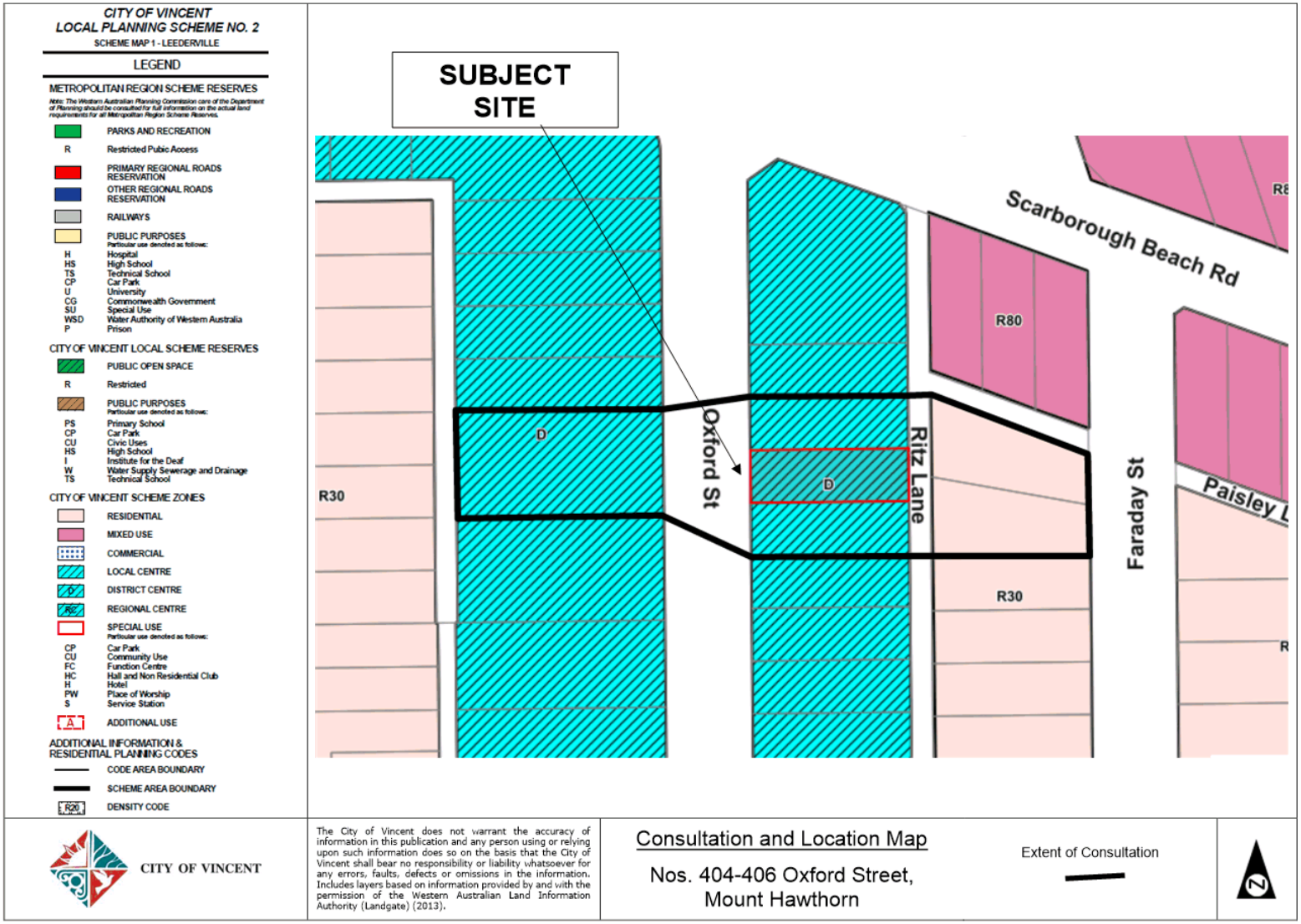
Noise Management

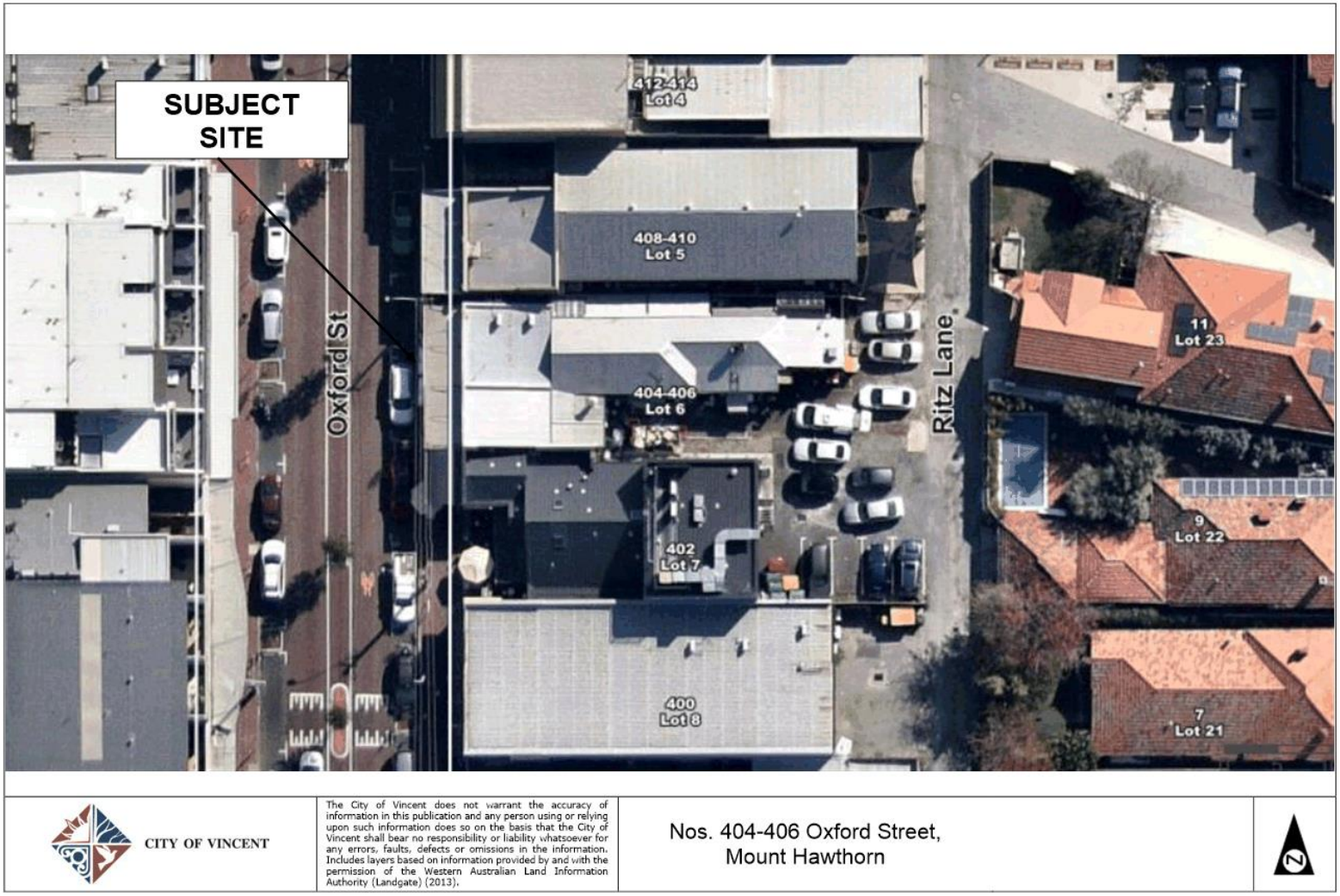
During the community consultation period the City received objections that raised concerns in relation to increased noise from the premises and associated antisocial behaviour.

1. The site is located within a District Centre area and the proposal meets the objectives of the District Centre zone which seeks to promote restaurant, café and entertainment uses, and to encourage street-orientated development that responds to each District Centre and develop areas for public interaction. Additional levels of noise and subsequent decreased level of amenity in a District Centre to accommodate the intended wide range of land uses and associated activity and vibrancy is reasonable to be expected within this area.
2.
3. It is however necessary to ensure that the use of the proposed alfresco area is undertaken in a manner that implements appropriate measures to avoid unnecessary disturbance and unreasonable adverse amenity impacts to adjoining uses. Administration has recommended a condition of development approval that requires a Noise Management Plan (NMP) to be submitted to manage the impacts of noise to adjoining uses. The NMP would be required to be submitted prior to the commencement of use of the permanent alfresco that addresses all activities, equipment and operations at the premises including:
4.
- Patron numbers and management of antisocial behaviour;
- No amplified music;
- Set up of furniture no earlier than half an hour before the premises opens;
- Pack down of furniture no later than half an hour of when the premises closes; and
- Community relations/complaint management procedure.

5.
The NMP provides a commitment for the applicant to comply with what has been written within the NMP. The NMP is a daily tool which would be used to manage use of the permanent alfresco and to ensure that noise and activities associated with the use of the structure would be moderated and managed. This requirement would assist to minimise the impact of noise on surrounding residents and tenancies.

6.
7. The use of outdoor speakers and set-up and pack-up of the Alfresco Structure would also be subject to compliance with the *Environmental Protection (Noise) Regulations 1997*.
8.
If the application is approved by Council, the City's Compliance Services team would follow up the compliance with the Noise Management Plan related conditions to ensure they are met within the specified timeframes and that the recommendations as provided within the Noise Management Plan are implemented.


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 1 - LEEDERVILLE
LEGEND
METROPOLITAN REGION SCHEME RESERVES
PARKS AND RECREATION
R Restricted Pubic Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
H Hospital
HS High School
TS Technical School
CP Car Park
U University
CG Commonwealth Government
SU Special Use
WSD Water Authority of Western Australia
P Prison
CITY OF VINCENT LOCAL SCHEME RESERVES
PUBLIC OPEN SPACE
R Restricted
PUBLIC PURPOSES
PS Primary School
CP Car Park
CU Civic Uses
HS High School
I Institute for the Deaf
W Water Supply Sewerage and Drainage
TS Technical School
CITY OF VINCENT SCHEME ZONES
RESIDENTIAL
MIXED USE
COMMERCIAL
LOCAL CENTRE
DISTRICT CENTRE
REGIONAL CENTRE
SPECIAL USE
CP Car Park
CU Community Use
FC Function Centre
HC Hall and Non Residential Club
H Hotel
PW Place of Worship
S Service Station
A ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES
CODE AREA BOUNDARY
SCHEME AREA BOUNDARY
R20 DENSITY CODE
SUBJECT SITE
Scarborough Beach Rd
R80
Oxford St
Ritz Lane
Faraday St
Paisley
R30
D
CITY OF VINCENT
The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).
Consultation and Location Map
Nos. 404-406 Oxford Street, Mount Hawthorn
Extent of Consultation
N


SUBJECT SITE
412-414 Lot 4
408-410 Lot 5
404-406 Lot 6
402 Lot 7
400 Lot 8
Oxford St
Ritz Lane
11 Lot 23
9 Lot 22
7 Lot 21
CITY OF VINCENT
The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).
Nos. 404-406 Oxford Street, Mount Hawthorn
N


404-406 (Lot 6) Oxford Street
Proposed Licence Area - Alfresco Structure
Oxford St
Ritz Lane
5.4m
10.2m
54m²
404 - 406 Oxford Street
Lot 6 on Plan 2878
CITY OF VINCENT
The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).
Proposed Licence Area: 404-406 (Lot 6) Oxford Street, Mount Hawthorn
16/11/2020
1:500
N

DGK
ARCHITECTS
Level 2, 10/307 Murray Street Perth, Western Australia 6000
E: info@dgk.com.au | **T**: (08) 6248 1713 | **W**: www.dgk.com.au

BIRRAZ OUTDOOR DINING ADDITION

406 OXFORD STREET, MOUNT HAWTHORN

JOB NUMBER 2011
ISSUE DATE 28/05/2020

DA APPROVAL



GENERAL NOTES

1. ALL CONCRETE SOFFIT TO HABITABLE ROOMS, ENTRANCE LOBBIES AND EXPOSED UNDERSIDE OF STAIRWELLS TO SKIM COAT FINISHED & SELECTED PAINT FINISH, UNLESS NOTED OTHERWISE.
2. ALL DIMENSIONS TO BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION/FABRICATION. DO NOT SCALE FROM DRAWINGS.
3. DGK IS TO BE NOTIFIED OF ANY DISCREPANCIES, ERRORS OR OMMISSIONS BEFORE WORK COMMENCES.
4. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE BCA AND IN COMPLIANCE TO THE AUSTRALIAN STANDARDS.
5. THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELAVANT CONSULTANT DRAWINGS AND DOCUMENTATION.

ANNOTATION

RWH RAIN WATER HEAD: COLOURBOND AS SPECIFIED
RL 10.000 PROPOSED REDUCED SPOT LEVEL

NOTE
THESE LEVELS RELATE TO SURVEYORS SURVEY PLAN AND SHALL BE CONFIRMED ON SITE

FFL 10.229 LEVEL OF TOP OF FINISHED FLOOR SLAB
TILES FLOOR FINISH

W03 / G-01 WINDOW/DOOR TYPE
FLOOR LEVEL: B=BASEMENT,G=GROUND,FIRST=FIRST
01 = OPENING NUMBER

MATERIALS

230mm CAVITY BRICKWORK
305x90x172mm EXTERNAL BRICKWORK LEAF, SAND CEMENT RENDER PAINT FINISH

90 INTERNAL MAXI BRICKWORK
290x90x172mm INTERNAL BRICKWORK LEAF, HARDWALL PLASTER FINISH (UNLESS NOTED OTHERWISE) TO ALL EXPOSED SURFACES INTERNALLY

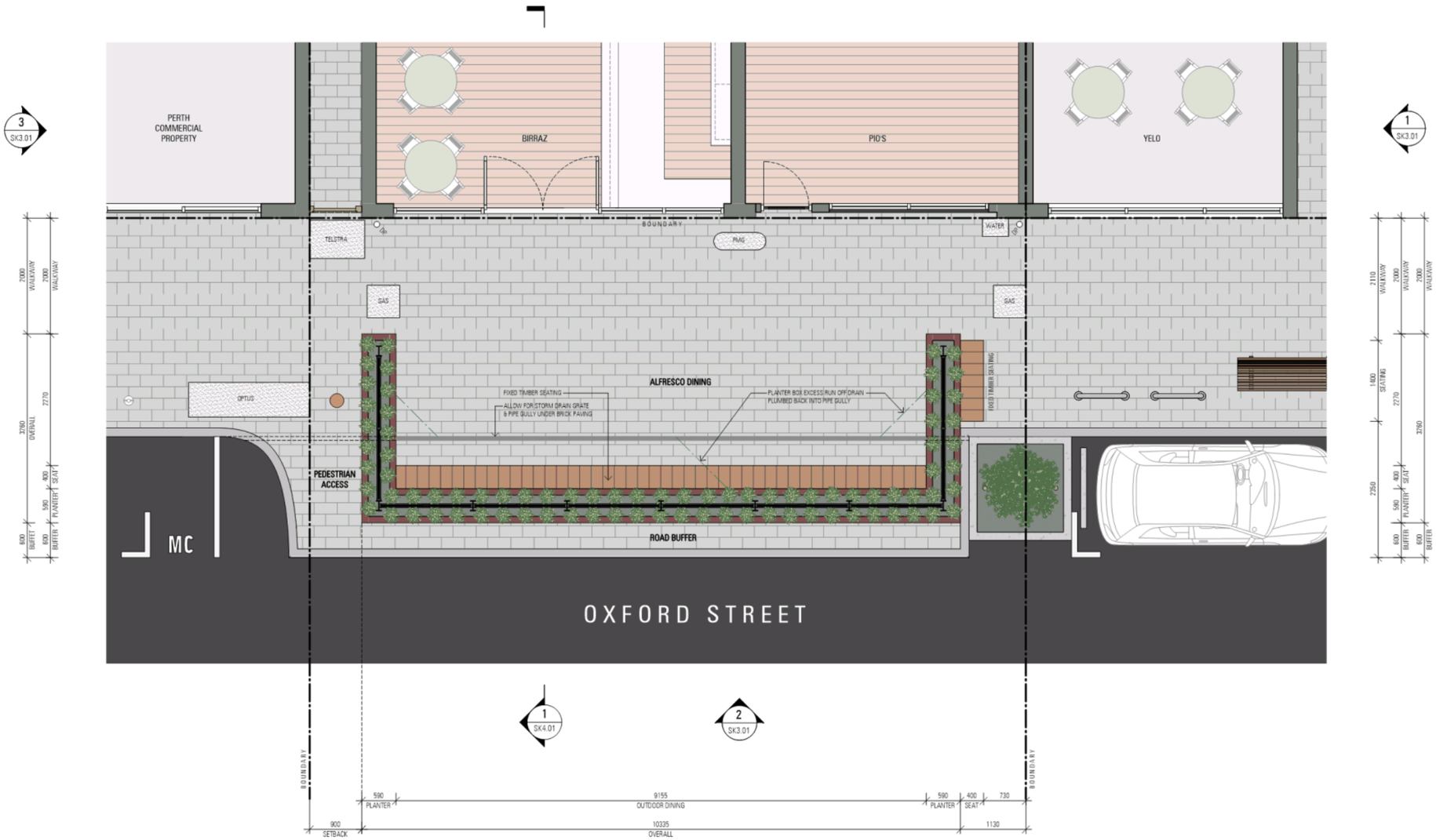
90 ATTACHED PIERS
290x90x162mm SINGLE LEAF FACE BRICKWORK, WITH ATTACHED SUPPORTING PIERS. REFER TO STRUCTURAL ENGINEERS'S DRAWING'S FOR DETAILS

STRUCTURAL

COL STRUCTURAL COLUMN. REFER TO STRUCTURAL ENGINEERS DRAWINGS

DP DOWNPIPES:-
EXTERNAL: 100x50 COLORBOND AS SPECIFIED
INTERNAL CAVITY: 100ØØ PVC UNLESS NOTED OTHERWISE

FLASH ALL INTERNAL DOWNPIPES
FLASH AROUND SUMP/BOXGUTTER WIDTH
SELECTED OVERFLOW POPS SLOTTED 50mm DEEP FULL (TO BUILDERS DISCRETION)



GENERAL NOTES			
1. ALL DIMENSIONS TO BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION/FABRICATION. DO NOT SCALE FROM DRAWINGS.			
2. DGK DESIGN STUDIO IS TO BE NOTIFIED OF ANY DISCREPANCIES, ERRORS OR OMMISSIONS BEFORE WORK COMMENCES.			
3. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE BCA AND IN COMPLIANCE TO THE AUSTRALIAN STANDARDS.	D	REVISED DA ISSUE	18-11-2020
	C	REVISED DA ISSUE	24-08-2020
4. THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELAVANT CONSULTANT DRAWINGS AND DOCUMENTATION.	B	ISSUED FOR REVIEW	10-06-2020
	A	ISSUED FOR INFORMATION	28-05-2020
	REV	DESCRIPTION	DATE

DGK ARCHITECTS
Level 2, 10/307 Murray Street Perth, Western Australia 6000
E info@dgk.com.au | T. (08) 6248 1713 | W www.dgk.com.au

NORTH POINT

PROJECT TITLE / CLIENT
BIRRAZ OUTDOOR DINING ADDITION
406 OXFORD STREET, MOUNT HAWTHORN

DRAWING TITLE
GROUND FLOOR PLAN

DA APPROVAL

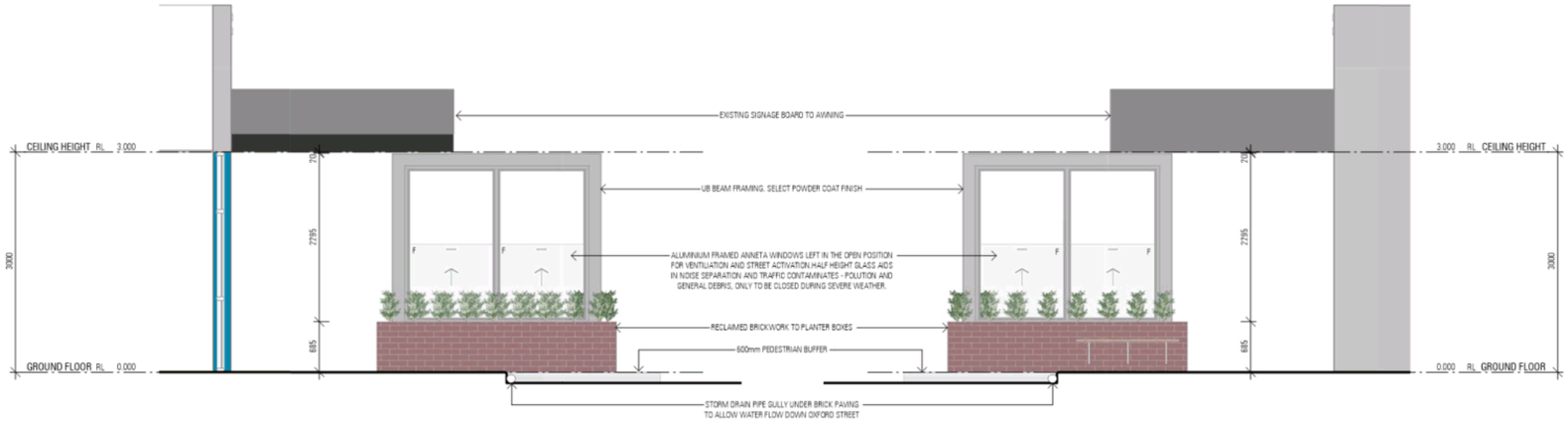
DRAWN	DATE	SCALE
DK	28/05/2020	1 : 50

SCALE BAR 500mm 1 2m 1:50

DRAWING NUMBER	REVISION
2011 SK2.01	D



WEST ELEVATION
SCALE: 1 : 50



NORTH ELEVATION
SCALE: 1 : 50

SOUTH ELEVATION
SCALE: 1 : 50

DA APPROVAL

GENERAL NOTES

1. ALL DIMENSIONS TO BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION/FABRICATION. DO NOT SCALE FROM DRAWINGS.
2. DGK DESIGN STUDIO IS TO BE NOTIFIED OF ANY DISCREPANCIES, ERRORS OR OMMISSIONS BEFORE WORK COMMENCES.
3. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE BCA AND IN COMPLIANCE TO THE AUSTRALIAN STANDARDS.
4. THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELAVANT CONSULTANT DRAWINGS AND DOCUMENTATION.

REV	DESCRIPTION	DATE
D	REVISED DA ISSUE	18-11-2020
C	REVISED DA ISSUE	24-08-2020
B	ISSUED FOR REVIEW	10-06-2020
A	ISSUED FOR INFORMATION	28-05-2020

DGK ARCHITECTS
Level 2, 10/307 Murray Street Perth, Western Australia 6000
E info@dgk.com.au | T. (08) 6248 1713 | W www.dgk.com.au

NORTH POINT

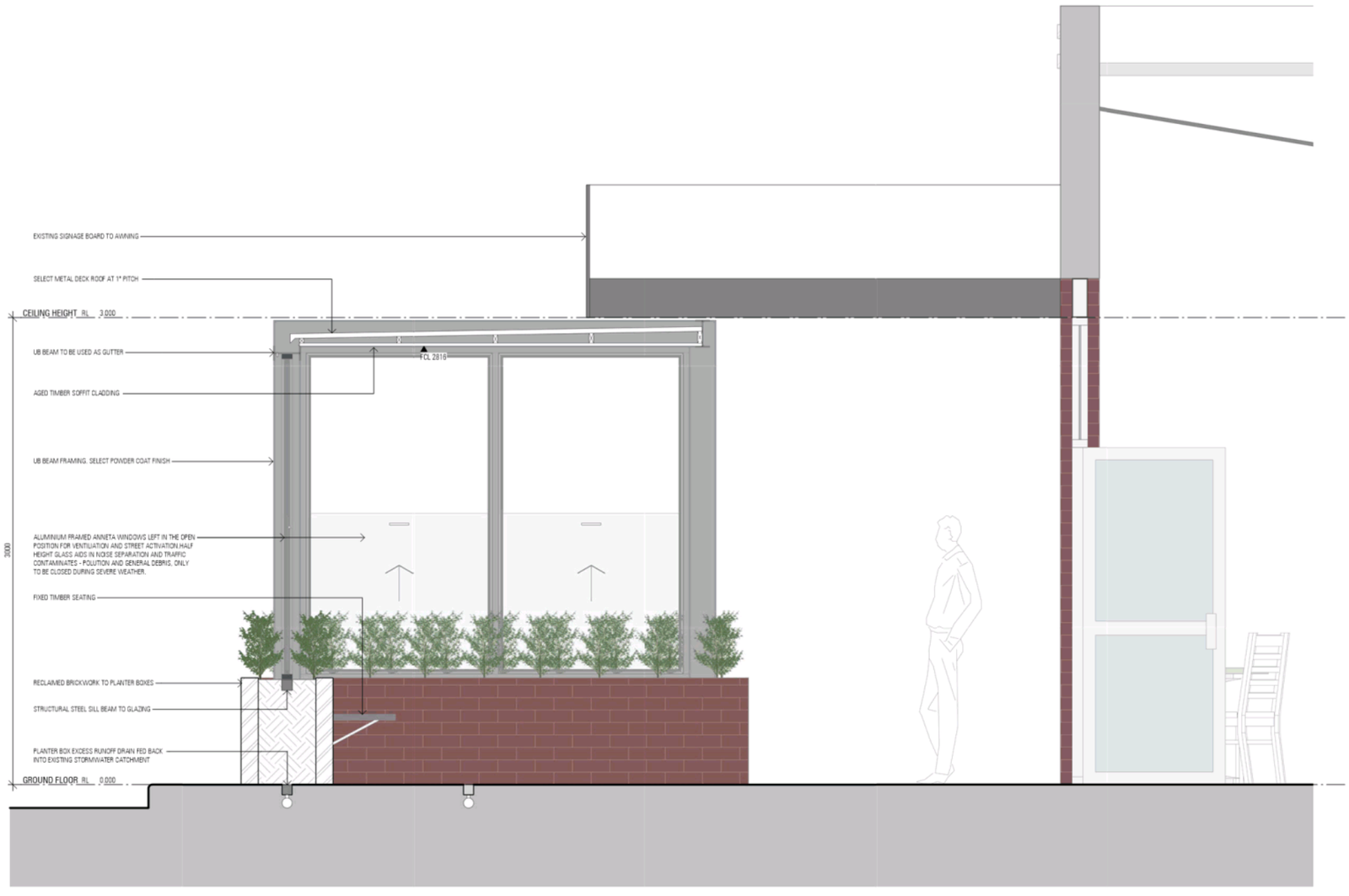
PROJECT TITLE / CLIENT
BIRRAZ OUTDOOR DINING ADDITION
406 OXFORD STREET, MOUNT HAWTHORN

DRAWING TITLE
ELEVATIONS

DRAWN	DATE	SCALE
DK	28/05/2020	1 : 50

SCALE BAR 500mm 1 2m 1:50

DRAWING NUMBER 2011 SK3.01
REVISION D



1 A2.02 SECTION A-A
1 : 20

DA APPROVAL

GENERAL NOTES
1. ALL DIMENSIONS TO BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION/FABRICATION. DO NOT SCALE FROM DRAWINGS.
2. DGK DESIGN STUDIO IS TO BE NOTIFIED OF ANY DISCREPANCIES, ERRORS OR OMMISSIONS BEFORE WORK COMMENCES.
3. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE BCA AND IN COMPLIANCE TO THE AUSTRALIAN STANDARDS.
4. THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELAVANT CONSULTANT DRAWINGS AND DOCUMENTATION.

REV	DESCRIPTION	DATE
D	REVISED DA ISSUE	18-11-2020
C	REVISED DA ISSUE	24-08-2020
B	ISSUED FOR REVIEW	10-06-2020
A	ISSUED FOR INFORMATION	28-05-2020

DGK ARCHITECTS
Level 2, 10/307 Murray Street Perth, Western Australia 6000
E info@dgk.com.au | T. (08) 6248 1713 | W www.dgk.com.au

NORTH POINT

PROJECT TITLE / CLIENT
BIRRAZ OUTDOOR DINING ADDITION
406 OXFORD STREET, MOUNT HAWTHORN

DRAWING TITLE
SECTION

DRAWN	DATE	SCALE
DK	28/05/2020	1 : 20

SCALE BAR 500mm 1 2m
1:50

DRAWING NUMBER 2011 SK4.01
REVISION D



DA APPROVAL

GENERAL NOTES			
1. ALL DIMENSIONS TO BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION/FABRICATION. DO NOT SCALE FROM DRAWINGS.			
2. DGK DESIGN STUDIO IS TO BE NOTIFIED OF ANY DISCREPANCIES, ERRORS OR OMMISSIONS BEFORE WORK COMMENCES.			
3. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE BCA AND IN COMPLIANCE TO THE AUSTRALIAN STANDARDS.	D	REVISED DA ISSUE	18-11-2020
4. THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELAVANT CONSULTANT DRAWINGS AND DOCUMENTATION.	C	REVISED DA ISSUE	24-08-2020
	B	ISSUED FOR REVIEW	10-06-2020
	A	ISSUED FOR INFORMATION	28-05-2020
	REV	DESCRIPTION	DATE

DGK ARCHITECTS
Level 2, 10/307 Murray Street Perth, Western Australia 6000
E info@dgk.com.au | T. (08) 6248 1713 | W www.dgk.com.au

NORTH POINT

PROJECT TITLE / CLIENT
BIRRAZ OUTDOOR DINING ADDITION
408 OXFORD STREET, MOUNT HAWTHORN

DRAWING TITLE
ARTIST IMPRESSION

DRAWN	DATE	SCALE
DK	28/05/2020	

SCALE BAR 500mm 1 2m 1:50

DRAWING NUMBER 2011 SK9.01
REVISION D



DA APPROVAL

GENERAL NOTES			
1. ALL DIMENSIONS TO BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION/FABRICATION. DO NOT SCALE FROM DRAWINGS.			
2. DGK DESIGN STUDIO IS TO BE NOTIFIED OF ANY DISCREPANCIES, ERRORS OR OMMISSIONS BEFORE WORK COMMENCES.			
3. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE BCA AND IN COMPLIANCE TO THE AUSTRALIAN STANDARDS.	D	REVISED DA ISSUE	18-11-2020
4. THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELAVANT CONSULTANT DRAWINGS AND DOCUMENTATION.	C	REVISED DA ISSUE	24-08-2020
	B	ISSUED FOR REVIEW	10-06-2020
	A	ISSUED FOR INFORMATION	28-05-2020
	REV	DESCRIPTION	DATE

DGK ARCHITECTS
Level 2, 10/307 Murray Street Perth, Western Australia 6000
E info@dgk.com.au | T: (08) 6248 1713 | W www.dgk.com.au

NORTH POINT

PROJECT TITLE / CLIENT
BIRRAZ OUTDOOR DINING ADDITION
406 OXFORD STREET, MOUNT HAWTHORN

DRAWING TITLE
ARTIST IMPRESSION

DRAWN	DATE	SCALE
DK	28/05/2020	

SCALE BAR 500mm 1 2m 1:50

DRAWING NUMBER	REVISION
2011 SK9.02	D



DA APPROVAL

GENERAL NOTES			
1. ALL DIMENSIONS TO BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION/FABRICATION. DO NOT SCALE FROM DRAWINGS.			
2. DGK DESIGN STUDIO IS TO BE NOTIFIED OF ANY DISCREPANCIES, ERRORS OR OMMISSIONS BEFORE WORK COMMENCES.			
3. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE BCA AND IN COMPLIANCE TO THE AUSTRALIAN STANDARDS.	D	REVISED DA ISSUE	18-11-2020
	C	REVISED DA ISSUE	24-08-2020
	B	ISSUED FOR REVIEW	10-06-2020
4. THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELAVANT CONSULTANT DRAWINGS AND DOCUMENTATION.	A	ISSUED FOR INFORMATION	28-05-2020
	REV	DESCRIPTION	DATE

DGK ARCHITECTS
Level 2, 10/307 Murray Street Perth, Western Australia 6000
E: info@dgk.com.au | T: (08) 6248 1713 | W: www.dgk.com.au

NORTH POINT

PROJECT TITLE / CLIENT
BIRRAZ OUTDOOR DINING ADDITION
406 OXFORD STREET, MOUNT HAWTHORN

DRAWING TITLE
ARTIST IMPRESSION

DRAWN	DATE	SCALE
DK	28/05/2020	

SCALE BAR 500mm 1 2m 1:50

DRAWING NUMBER 2011 SK9.03

REVISION D



DA APPROVAL

GENERAL NOTES

1. ALL DIMENSIONS TO BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION/FABRICATION. DO NOT SCALE FROM DRAWINGS.
2. DGK DESIGN STUDIO IS TO BE NOTIFIED OF ANY DISCREPANCIES, ERRORS OR OMMISSIONS BEFORE WORK COMMENCES.
3. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE BCA AND IN COMPLIANCE TO THE AUSTRALIAN STANDARDS.
4. THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELAVANT CONSULTANT DRAWINGS AND DOCUMENTATION.

REV	DESCRIPTION	DATE
D	REVISED DA ISSUE	18-11-2020
C	REVISED DA ISSUE	24-08-2020
B	ISSUED FOR REVIEW	10-06-2020
A	ISSUED FOR INFORMATION	28-05-2020

DGK ARCHITECTS
Level 2, 10/307 Murray Street Perth, Western Australia 6000
E info@dgk.com.au | T: (08) 6248 1713 | W www.dgk.com.au

NORTH POINT

PROJECT TITLE / CLIENT
BIRRAZ OUTDOOR DINING ADDITION
408 OXFORD STREET, MOUNT HAWTHORN

DRAWING TITLE
ARTISTS IMPRESSION

DRAWN	DATE	SCALE
DK	28/05/2020	

SCALE BAR 500mm 1 2m 1:50

DRAWING NUMBER 2011 SK9.04

REVISION D



DA APPROVAL

GENERAL NOTES			
1. ALL DIMENSIONS TO BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION/FABRICATION. DO NOT SCALE FROM DRAWINGS.			
2. DGK DESIGN STUDIO IS TO BE NOTIFIED OF ANY DISCREPANCIES, ERRORS OR OMMISSIONS BEFORE WORK COMMENCES.			
3. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE BCA AND IN COMPLIANCE TO THE AUSTRALIAN STANDARDS.	D	REVISED DA ISSUE	18-11-2020
4. THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELEVANT CONSULTANT DRAWINGS AND DOCUMENTATION.	C	REVISED DA ISSUE	24-08-2020
	B	ISSUED FOR REVIEW	10-06-2020
	A	ISSUED FOR INFORMATION	28-05-2020
	REV	DESCRIPTION	DATE

DGK ARCHITECTS
Level 2, 10/307 Murray Street Perth, Western Australia 6000
E info@dgk.com.au | T: (08) 6248 1713 | W www.dgk.com.au

NORTH POINT

PROJECT TITLE / CLIENT
BIRRAZ OUTDOOR DINING ADDITION
406 OXFORD STREET, MOUNT HAWTHORN

DRAWING TITLE
ARTIST IMPRESSION

DRAWN	DATE	SCALE
DK	28/05/2020	

SCALE BAR 1:100

DRAWING NUMBER	REVISION
2011 SK9.05	D

DGK
ARCHITECTS
Level 2, 10/307 Murray Street
Perth, Western Australia 6000
6248 1713 | T
info@dgk.com.au | E
www.dgk.com.au

18 November 2020

City of Vincent
224 Vincent Street
Leederville WA
6007

To whom it may concern,

RE: DEVELOPMENT APPLICATION LICENSE – BIRRAZ RISTOBAR 406 OXFORD STREET, MOUNT HAWTHON

Birraz is located at 406 Oxford street in Mt hawthorn and is part of a mixed-use precinct that compromises of retail, hospitality, and commercial businesses. The client is looking to extend their serving capacity by increasing the area to the front alfresco section of the restaurant. Making the business more attractive and inviting to the street, but more importantly provide protection from the severe winter weather.

Outlined below are our key decisions and justifications regarding our design proposal.

1.1 Vincent Vision 2024

The City of Vincent released a document titled Vincent Vision 2024 outlining what they saw as the future vision for the City of Vincent. Below are some of the key points that were taken into consideration:

- Create a strong civic heart
- An informal character and style demonstrating the local identity
- Preservation of the 1900's façade (industrialism) reinforcing 'sense of place'
- Responsive activation of spaces and revitalisation within the town centre
- Enhanced environmental connection
- Thriving spaces that engage with community

1.2 Design Proposal

Our design proposes that two of parallel parking bays to the front of the restaurant are repurposed to allow for the construction of a fixed alfresco structure. The shelter will draw from the existing fabric of the building and streetscape by incorporating exposed reclaimed brickwork and steel beams which ties back to the preservation of the 1900's era facades. Introduction of planted garden beds adds to the vibrancy and environmental connection to the streetscape and supports in the protection of the occupants in the event of a traffic accident as oppose to parklet or light weight structure. The shelter will also include clear fixed half height Aneeta windows to the lower section of the shelter, allowing for ventilation to the higher level whilst aiding in impeding noise and traffic contamination/debris at the seated occupant level.

The structure will have its own roof and will be built underneath the existing canopy which provides an appropriate scale to the precinct and is sensitive to the existing street canopies. It will also have an internal ceiling height of over 2.8m and provides a level of articulation between the two structures through the change of materiality.

Member Australian Institute of Architects
ARCHITECT REG. No. 3231
ABN | 25 737 952 501

1.3 Planning Considerations

The planning of the alfresco shelter was undertaken in co-ordination with the City of Vincent guidelines and recommendations, which provides the following:

- 2m wide walkway for pedestrians between the existing building and proposed structure
- Fixed seating both internally and externally for the public to use at any time of the day
- A pedestrian access point for street crossing which is placed to the oncoming traffic side of the structure, for better sight lines as oppose to the middle of the structure, which mitigated the risk of either children or pedestrian walking out onto incoming traffic. This also future proofs the development should a neighbouring tenancy erect a similar structure.
- A 600mm road buffer for pedestrians
- And a water run off gully to prevent water build up or flooding to the area

1.4 Case Studies

To further support our proposal an evening case study was undertaken on a Saturday night at 7:30pm where spritz has a similar structure that shows the level of activation and vibrancy that it brings to the area in comparison to Oxford street outside of Birraz where there is no structure erected, the alfresco is empty and the street in general has no activation.



Spritz


Birraz


Oxford Street – 7:30pm

1.5 Glazing

Discussions with the City of Vincent have reflected a concern that the erection of the clear half height glazing will enclose and privatise the space. We; however, believe that this is not the case. In the foremost, the Aneeta windows will be kept open at all time, without having solid horizontal transforms, that will remove any additional structural bulkiness, and will be visually seamless with that of the above open section. In the event of severe weather would these be raised and closed to protect the inhabitants.

The images below are a prime example of how an area can be affected when there is only light rain, even with a roof above. The area will either not be used or will cause patrons to find their own means of shelter, which in turn creates congestion to the main pedestrian throughway.





The purpose of this structure is to provide a safe and secure environment for all members of the public to engage and interact with, which will in-turn help to promote and activate how the street is used. A structure that does not provide shelter from the severe winter weather (wind/rain/cold) is a structure that will not be used, whether they are patrons or not eg. Bus Stops.

With consideration to the City's vision of activating spaces that thrive and engage with the community and revitalise the town centre. The above outcomes will not only fall short of that target, but also prevent other tenants on contributing to the community realm, as it will ultimately be an expensive exercise for a negative outcome as the public will still refuse to use the spaces provide, as they do not serve their purpose.

As an alternative to glazing, clear PVC café blinds could be used in lieu of the Aneeta windows. These can be hidden to the underside of the rotated UB beam, motorised and clipped down at the base prevent 'flapping' in the wind.

1.6 Suggestions

With respect to the City of Vincent's concern regarding the glazing, we would like to propose that the City would consider as part of its licensing agreement to create a clause that allows the owners, in the event of severe weather - wind, rain or temperature, that these may be shut for the protection of the general public within that space. Failure to comply could result in the licensing agreement to be revised and/or terminated.

1.7 Conclusion

We understand the City of Vincent's stand on not wishing to privatise a space and we believe that this design embodies those values and creates an area for the public that will actually be used for years to come. What we don't want to see is yet another structure being erected that will be used on an occasional basis, providing the weather permits it – this is not a sustainable means of public activation. In conclusion we feel this proposal identifies with the surrounding urban fabric and brings about a strong sense of place, providing public amenity, safety and an inviting vibrancy that is in line with the cities 2024 vision.

We look forward to your review and any comments regarding this design approval application.

Please do not hesitate to contact me if you have any queries.

Yours faithfully,

DGK ARCHITECTS



David Kirov
BAppSc, M.Arch RAIA
Architect Reg. No. 3231

Summary of Submissions:

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

Comments Received in Support:	Administration Comment:
• The proposal will increase the appeal of the suburb. • More if these alfresco areas should be provided in the City. • The proposal is a great addition to the strip and will provide much needed vibrancy and interaction with the streetscape. • Certainly improves the streetscape and will undoubtedly bring more people to this part of Mt Hawthorn. • The proposal will improve the foot traffic to the other local small businesses of which I form part of.	Comments received in support are noted by Administration.

Comments Received in Objection:	Administration Comment:
Parking & Access • Parking is already a serious problem here. • The northern end of Oxford Street has increasing shortage of car bays particularly since the planting of trees in 2019 which removed 11 on-street bays. • The subject site has no customer parking and minimal staff parking. They are also not providing any additional on-site parking. • The adjoining business at 402 Oxford Street also does not provide on-site parking. • The approval of a large medical practice at 405 Oxford Street also reduced bays in the area. • The majority of other businesses provide no on-site parking in this area. • Approval of this application will place additional undue street parking on the area under existing pressure. • If other businesses that operate as hospitality establishments on Oxford Street do a similar proposal, there is the potential to lose an additional 5-8 bays. • This end of Oxford Street would be suitable for possibly one or two shared parklets rotated across several locations but it is not suitable for the permanent loss of any further parking bays. • The development will establish a precedence for other businesses in the area to potentially do the same thing, creating further shortfalls to parking in this part of Oxford Street.	Administration undertook a review of GIS aerial mapping to determine the occupancy of car bays on Oxford Street between Scarborough Beach Road and Anzac Road. There are 44 bays in this location and review of the GIS mapping data indicates that there is on average 13 bays available at any one time. The average is taken across days which were captured in the mapping, noting times of the photos taken is not available. Details of the parking demand for this area is as follows: • Saturday 10 October 2020 – 37 cars parked • Sunday 30 August 2020 – 22 cars parked • Sunday 3 May 2020 – 34 cars parked • Wednesday 4 March 2020 – 34 cars parked • Thursday 17 October 2019 – 28 cars parked • Wednesday 17 July 2019 – 24 cars parked • Thursday 2 May 2019 – 26 cars parked • Sunday 24 February 2019 – 34 cars parked. A review of the surrounding streets was also completed against the City's parking data. There are a total of 139 public parking and on-street bays in the immediate locality, whereby 48 bays are available on-average, which equates to 34.5 percent vacancy on-average. In light of the City's parking data and GIS mapping, it is considered that the parking in the area is sufficient to provide for the needs of businesses and to accommodate the loss of two bays on Oxford Street.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
• The reduction of parking would have negative impacts on the town centre given we need to see continued incorporation of successful mixed businesses to create diversity and a go-to destination. • With car parking an issue, there will be further congestion at peak times as customers drive around looking for spaces. • Concerns more bays will be removed when Axford Park is upgraded. • The lane width create issues with larger vehicles trying to navigate. The structure may provide further issues with this. • The loss of carbays with force more parking into residential streets. • Parking sensors should be installed in this location to get a greater turnover of bays. • Number of patrons will be increased, resulting in worse parking. • Surrounding properties have also been approved with parking shortfalls on site. • An approval on this site will become the template for other applicants across the City and most definitely on Oxford Street.	Administration has also had regard to alternative modes of transport within the Town Centre area. This includes high frequency bus routes located on both Scarborough Beach Road and Oxford Street as well a number of pedestrian and cycle paths that connects the site to surrounding centres and residential areas. The City's Engineering team have reviewed the proposal in its entirety and confirm that the proposal complies with all relevant Engineering standards. The Unlisted Use (Small Bar) and Eating House with associated Shop at the subject site was approved with six car bays on-site. Four of these bays would be used as staff bays while two bays have the ability to be used as customer bays, noting that one bay is an ACROD bay. No. 402 Oxford Street (Yelo Café) was approved with four on-site bays. In terms of the changes made to Oxford Street in early 2019, the City reduced the total number of car bays between Scarborough Beach Road and Anzac Road from 48 on-street bays to 44 on-street bays and created five new motorcycle bays. As such, there was reduction of four on-street car parking bays in this section of Oxford Street, with one on-street bay used as a shared loading bay. The area would be subject to obtaining an Outdoor Eating Area permit from the City. A condition of all Outdoor Eating Area Permits is that the maximum number of persons permitted within the food premises and any associated outdoor eating area shall be limited to the maximum number specified within the development approval. As such, in-line with the previous planning approval a total of 83 patrons would be permitted within the premises and associated outdoor eating area. The applicant does not propose to increase patron numbers as part of this application and an amended development application would be required to consider an increase in patronage. Any amended development application would be advertised to properties in accordance with the City's Community Consultation Policy requirements.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
	Any future proposals that are of a similar nature, whereby car bays are proposed to be removed permanently, would be assessed against their merits following a car parking assessment of the area. Similar to the current proposal, Administration would have regard to the on-street parking occupancy rates of the locality in which the proposal is located. Submissions received from the community also assist in determining the appropriateness of the structure and Administration would not apply a blanket approach when considering structures on City owned land. The City is also currently drafting a Development on City Owned and Managed Land Policy (Draft Policy) which would provide decision making guidance for the appropriateness of similar structures in future. The benefits of the increased outdoor dining opportunities would outweigh the loss of two on-street parking bays within the Town Centre area that is highly accessible by alternative modes of transport. There are currently minimal existing alfresco dining along this portion of Oxford Street however the proposal would increase activation to Oxford Street by bringing increased dining to the street and enhancing the streetscape by adding interest and increased amenity.
Noise • Concerns from increased noise and antisocial behaviour from intoxicated patrons. • The business operates after 12:00am on weekends and after 10:00pm on Sundays which creates noise from patrons dining and then from people on the street waiting for taxis. • The business also operates from 5:00am in the mornings creating noise disturbances. • Concerns that outdoor speakers would be introduced. • Concerns that noise issues will get worse. • The City has not required this applicant to submit a noise study even though the development would bring diners several metres closer to residential buildings and even though this is proposed to be a licensed venue. Other businesses needed to provide noise studies for their alfrescos.	The City does not require acoustic reports for Outdoor Eating Area Permits. Outdoor eating areas can be conducted in the footpath and/or verge area and can operate in conjunction with an approved food business such as a café or restaurant. Administration has recommended a condition of development approval that requires a Noise Management Plan (NMP) to be submitted. The NMP would be required to be submitted prior to the commencement of use within the permanent alfresco that addresses all activities, equipment, and operations at the premises including: • Patron numbers and management of antisocial behaviour; • No amplified music; • Set up of furniture no earlier than half an hour before the premises opens; • Pack down of furniture no later than half an hour of when the premises closes; and • Community relations/complaint management procedure.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
	The NMP provides a commitment for the applicant to comply with what has been written within the NMP. The NMP is a daily tool which would be used to manage use of the permanent alfresco and would also provide a mechanism and assurance to the adjoining neighbours that the use of the structure would not unreasonably impact the amenity of the area. This requirement would assist to minimise the impact of noise on surrounding residents and tenancies. It is also noted that the use of outdoor speakers and set-up and pack-up of the Alfresco Structure would also be subject to compliance with the *Environmental Protection (Noise) Regulations 1997*. The site is located within a District Centre area. The proposal meets the objectives of the District Centre zone which seeks to promote restaurant, café and entertainment uses and to develop areas for public interaction. As such, additional levels of noise and disturbance should be expected within this area, however the NMP as recommended should assist in reducing the adverse amenity impacts on adjoining residents. If the application is approved by Council the City's Compliance Services team would follow up the compliance with the Noise Management Plan related conditions to ensure they are met within the specified timeframes and that the recommendations as provided within the Noise Management Plan are implemented. The subject site has a liquor licence approved to operate from 7:00am to 12:00am Monday to Saturday and 10:00am to 10:00pm on Sundays. An amended liquor licence would be required for the proposal.
Safety • The pedestrian walkway will be compromised and walking through will be constrained, similar to Spritz. • Concerns for people using the structure due to cars driving past.	The structure has provided a 2.0 metre setback to the shopfront which must remain clear as a pedestrian footpath. It is also noted that this width would be free of any encroachments. In accordance with Part 13 of the AustRoads *Guide to Traffic Engineering Practice: Pedestrians* a minimum width of 1.5 metres is required to enable wheelchairs to pass. An additional 0.5 metre width has been provided to that of Spirtz, which is setback 1.5 metres from the shopfront. The proposal also provides a 0.9 metre wide pedestrian access point to the north of the structure to meting safe street crossing. As such, the pedestrian pathways provided are supported. The speed limit on this section of Oxford Street is 40 kilometres per hour and the premises is also located 75 metres from the Oxford Street and Scarborough Beach Road intersection. It is considered that the reduced speed limit and proximity to the street corner would reduce any safety concerns with the structure and alfresco dining being located on the verge. The City's Engineering team has reviewed the proposal and support the structure in its entirety.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
Assessment of Applications • The title of the application is incorrect given the proposal does not provide additions to a café and should instead be considered as a permanent alfresco area. • The cost of $20,000 is considered to be very low. • The application is being put to the December meeting for reasons known only to the planning area. • This development application should have triggered a much broader look at the decision making framework and implications of such a request instead of coming before Council. • At this point no-one has been able to articulate what decision making or policy framework would prevent any other type of business from applying to extend their trading area onto City owned land via the permanent erection of buildings on car bays. • The lack of consultation with adjoining properties is a concern. The City should be consulting with all impacted under further applications.	The development application has been considered as permanent alfresco structure in the Oxford Street road reservation adjacent to Nos. 404-406 Oxford Street Mount Hawthorn. The Applicant resolved all design matters during the Design Review Panel process and through meeting with City Officers prior to lodgement of the application and as such, Administration did not require any amended plans or additional information to be submitted once the application was formally lodged. As all outstanding matters were resolved and community consultation took place, the proposal could be determined at the December Ordinary Meeting of Council. In considering the application for development approval located on road reserve, the City is to have due regard to relevant matters as stipulated under the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Clause 67 - Matters to be considered by local government. Consideration against the relevant matters is discussed in the Comments section of this report. The City does not have any adopted local planning policies that guides decision making for such permanent development in road reserves. The City is currently drafting a Development on City Owned and Managed Land Policy (Draft Policy) that was approved by Council for the purposes of advertising at its 28 July 2020 Ordinary Meeting. The Draft Policy does not have due regard status under Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This is because the status of the Draft Policy is not yet 'seriously entertained', as it has not received final support from Council and it is not certain or imminent in coming into effect in the form that it was advertised in. Notwithstanding this, the proposed development would be consistent with the objectives of the Draft Policy. Administration notes the comments received in relation to consultation on-board for future development applications of a similar nature whereby on-street parking is proposed to be removed. Feedback received from community members as part of this application would be considered under the Draft Policy.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
	Administration has recommended a licence fee of $30 per square metre per annum, indexed annually by CPI, is recommended. This equates to an annual licence fee of $1,600. The land rate at $30/m^2 is taken from the standard licence terms in section 3 of the Draft Development on City Owned and Managed Land Policy (Draft Policy). Administration's position is that on balance of public benefit, street amenity and private benefit, it is appropriate for a proponent to pay a fee for the use of the land. $30/m^2 per annum is in-line with the rate paid for existing structures in City land. It is noted that Outdoor Eating Permits do not incur any fee to use a portion of the footpath. Council has full discretion to review the rate of $30/m^2 on a case-by-case basis when licence terms are presented for consideration.

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

MINUTES

CITY OF VINCENT

DESIGN REVIEW PANEL

Wednesday 28 October 2020 at 3.30pm
Venue: Function Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:

Design Review Panel Members
James Christou
Tom Griffiths
Dominic Snellgrove
Munira Mackay

City of Vincent Officers
Joslin Colli (A/Manager Development & Design)
Mitch Hoad (A/Coordinator Planning Services)
Karsen Reynolds (Senior Urban Planner)
Dan McCluggage (A/Senior Urban Planner)
Rhianna Waugh (Urban Planner)

Applicant – Item 3.1

Applicant – Item 3.2

Applicant – Item 3.3
David Kirov

1. **Welcome/Declaration of Opening**

   James Christou declared the meeting open at 4.00pm

2. **Apologies**

3. **Business**

INFORMATION REDACTED FOR PRIVACY REASONS

INFORMATION REDACTED FOR PRIVACY REASONS

4.55pm – 5.25pm Applicant's Presentation – No DA Lodged

3.3 **Address:** 406 Oxford Street, Mount Hawthorn

Proposal: Alfresco

Applicant: DGK Architects

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 28 October 2020		
Design quality evaluation		
		Supported
		Pending further attention
		Not supported
Strengths of the Proposal		
• Like the proposal and think its good street activation. Support the concept as it positively adds to the street • Its quirky and unusual – in a good way • The design is open and publicly accessible for people to use when the restaurant is closed • The 2 metre gap between the structure and the building is good for pedestrian access • Thoughtfully designed proposal		
Design Principles		
Principle 1 - **Context and character**		***Principle*** ***Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.***
		• The design is publicly accessible to allow the area to be used by the public when the restaurant is closed • The materials and colours appropriately respond to the local context and adjacent tenancy
Principle 2 - **Landscape**		***Principle*** ***Good design recognises that together landscape and buildings operate as an***

quality	***integrated and sustainable system, within a broader ecological context.***
	• To achieve a better planted outcome, look at offsetting the glazing for a wider external soil zone and greener outcome. It would be better to provide the planting on the outside only • Hand watering of plants to ensure the glazing remains clear and doesn't get dirty from reticulation • Integrated landscaping is supported
Principle 3 - **Built form and scale**	***Principle*** ***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.***
	• Screen windows should be moved on one side to increase the width of the planter box. • Height of planter box is appropriate to maintain interaction with the street • Glass screen should be kept to maximum height of 1.3m to ameliorate impacts from the street
Principle 4 - **Functionality and build quality**	***Principle*** ***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.***
	• Consider how lighting and heating could be integrated
Principle 5 - **Sustainability**	***Principle*** ***Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.***
	• Solar heat gain from the western aspect – be prepared for this and note that it is unlikely that any obscure / tinted glazing would be supported • Social and economic sustainability would be improved as a result of the dining area • Removing two car bays for a community use on the street is positive
Principle 6 - **Amenity**	***Principle*** ***Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.***
	• Good amenity for the restaurant to use as well as the public when the restaurant is closed • Seat on the outside of the structure for use by public is positive • Positive addition to the town centre area
Principle 7 - **Legibility**	***Principle*** ***Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.***
	• Think it would just better to have glass to 1.3m max height from the FFL without the ability to completely close the structure
Principle 8 - **Safety**	***Principle*** ***Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.***
	• Glass component and consideration of safety impacts if a car were to hit the structure
Principle 9 - **Community**	***Principle*** ***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.***
	• Activating a currently quiet and visually car dominated street. Creates a good sense of place

Principle 10 - **Aesthetics**		***Principle*** ***Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.***
		• Ensure real bricks are provided in lieu of slip bricks • Good that the design picks up onto the shopfront materiality
Other comments provided by the DRP		
• Show furniture on the plans so the City can see how it will function. Outline seating capacity. • Furniture should be brought in everyday to ensure the public can use the structure's in-built seating at other times		

Conclusion

The DRP supports the proposal, except for the detail of the full height glazing.

The refined design can be circulated.

4. Close/Next Meeting

The Chairperson closed the meeting at 5:25pm

The next meeting is scheduled to be held on Wednesday 11 November 2020

Determination Advice Notes:

1. **This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.**

2. **If the development the subject of this approval is not substantially commenced within a period of two years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.**

3. **A further two years is added to the date by which the development shall be substantially commenced, pursuant to Schedule 4, Clause 4.2 of the Clause 78H Notice of Exemption from Planning Requirements During State of Emergency signed by the Minister for Planning on 8 April 2020.**

4. **If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.**

5. **As part of the City of Vincent's Public Health Plan 2020 – 2025, a target includes Smoke-free Town Centres by 2025. The City strongly encourages the occupier of the licenced premises to eliminate harmful tobacco smoke exposure to their patrons and smoking on their premises. The City is happy to discuss this target further and the benefits of smoke-free Town Centres within Vincent.**

6. **A security bond for the sum of $2,000, 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 Verge along Oxford 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 verge tree must not be trimmed and cannot be removed. Any works affecting the verge with potential to impact the tree must obtain prior approval from the City.**

5.3 NO. 12 (LOT: 6; D/P: 2360) FLORENCE STREET, WEST PERTH - PROPOSED FOUR GROUPED DWELLINGS

Ward: South

Attachments:
1. Consultation and Location Map ⇩
2. Development Plans ⇩
3. Applicant's Supporting Documents ⇩
4. Advertised Plans (Superseded) ⇩
5. Summary of Submissions - Administration's Response ⇩
6. Summary of Submissions - Applicant's Response ⇩
7. Determination Advice Notes ⇩

RECOMMENDATION:

That Council in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for four Grouped Dwellings at No. 12 (Lot: 6; D/P: 2360) Florence Street, West Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions and the associated advice notes in Attachment 7:

1. Development Plans

This approval is for four new Grouped Dwellings as shown on the approved plans dated 27 October 2020. No other development forms part of this approval;

2. Boundary Walls

The surface finish of boundary walls facing an adjoining property shall be of a good and clean condition, prior to the 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. 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;

4. Colours and Materials

The colours, materials and finishes of the development shall be in accordance with the details and annotations as indicated on the approved plans which forms part of this approval;

5. External Fixtures

All external fixtures, such as television antennas (of a non-standard type), radio and other antennaes, 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;

6. Landscaping

6.1 A detailed landscape and reticulation plan for the development site and adjoining road verge, to the satisfaction of the City, shall be lodged with and approved by the City prior to commencement of development. The plan shall be drawn to a scale of 1:100, prepared generally in accordance with the landscaping plans SK01-C and SK02-C dated 2 October 2020 and show the following:

- **The location and type of existing and proposed trees and plants;**

- **Areas to be irrigated or reticulated;**
- **Minimum deep soil area of 12 percent and tree canopy coverage of 30 percent of the site area;**
- **The inclusion of additional landscaping treatment between the 'Visitor Bay' and Florence Street to screen hardstand and parking areas, to the City's satisfaction;**
- **The inclusion of additional landscaping treatment between the 'Visitor Bay' and Unit 1 dwelling to provide increased privacy whilst maintaining street surveillance from this outdoor area, to the City's satisfaction; and**
- **The 'permeable paving' shown on a portion of the 'Visitor Bay' being removed and replaced with hardstand; and**

6.2 All works shown in the detailed landscaping plans 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;

7. Visual Privacy

Prior to occupancy or use of the development, privacy screening shall be installed as shown on the approved plans and on top of new fill and retained levels along the northern and eastern lot boundaries. 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. Sight lines

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

8.1 walls, letterboxes or fences adjoin vehicular access points to the site; or

8.2 a driveway meets a public street; or

8.3 two streets intersect; unless otherwise approved by the City of Vincent; and

9. Car Parking and Access

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

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

9.3 No goods or materials being stored, either temporarily or permanently, in the parking or landscape areas or within access driveways. All goods and materials are to be stored within the buildings or store rooms, where provided;

9.4 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

9.5 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.

PURPOSE OF REPORT:

To consider an application for development approval for four Grouped Dwellings at No. 12 Florence Street, West Perth (subject site).

PROPOSAL:

The application proposes the demolition of the existing dwelling at the subject site, and the construction of four three storey Grouped Dwellings in a battle-axe lot configuration fronting Florence Street.

The proposed dwellings have similar floor plans comprising:

- Double garages with vehicle access from a communal leg along the south of the site;
- Games rooms, outdoor living areas, bathrooms and laundries located on the ground floor;
- Primary living areas, ensuites, bedrooms and outdoor living terraces located on the first floor; and
- Bedrooms, studies and bathrooms located within the loft.

Pedestrian access is provided directly from Florence Street for Unit 1 and via the communal access leg for Units 2, 3 and 4. One visitor parking bay is provided in common property within the street setback area.

A location plan is included as **Attachment 1**. The proposed development plans have been included as **Attachment 2**. The applicant's supporting documents including an Urban Design Study and Environmentally Sustainable Design justification are included in **Attachment 3.**

BACKGROUND:

Landowner:	Xscope Pty Ltd
Applicant:	Daniel Lomma Design
Date of Application:	23 June 2020
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R50
Built Form Area:	Residential
Existing Land Use:	Single Dwelling
Proposed Use Class:	Grouped Dwelling
Lot Area:	1,020m²
Right of Way (ROW):	No
Heritage List:	No

The subject site is bound by Florence Street to the west, three single and two storey grouped dwellings to the south, a three storey apartment complex of 54 dwellings to the rear, a Federation style bungalow house listed on the City's Municipal Heritage Inventory to the north, and vacant land with a current development approval for 11 two storey Grouped Dwellings to the north and north-east accessed by Sheridan Lane. A location plan is included as **Attachment 1** and contextual analysis included in the applicant's urban design study as **Attachment 3**.

The subject site and surrounding properties are zoned Residential R50 under the City's Local Planning Scheme No. 2 (LPS2) with the exception of the rear adjoining apartment complex subject to an R80 density code.

The subject site and surrounding properties are within the Residential Built Form Area and have a permitted building height of two storeys under the City's Policy No. 7.1.1 – Built Form (Built Form Policy). The rear adjoining apartment site is subject to a three storey height limit under the Built Form Policy.

Nearby the subject site are properties subject to the City's Policy No. 7.5.15 – Heritage and Character Retention areas. To the north-east of the site are 15 properties in the Janet Street Heritage Area and to the south-west and south-east of the site is the Carr Street Character Retention Area of approximately 37 properties, which includes four listed as Heritage on the City's Municipal Heritage Inventory. Immediately adjoining the subject site to the north is a Federation style bungalow house listed on the City's Municipal Heritage Inventory.

Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of the State Government's State Planning Policy 7.3 Residential Design Codes Volume 1 (R Codes Volume 1), and the City's Built Form Policy and Policy No. 7.6.1 – Heritage Management - Development Guidelines for Heritage and Adjacent Properties (Heritage Management Policy). In each instance where the proposal requires the

discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Deemed-to-Comply/Acceptable Development	Requires the Discretion of Council
Street Setback		✓
Lot Boundary Setbacks/Boundary Walls		✓
Open Space		✓
Building Height/Storeys		✓
Setback of Garages and Carports	✓	
Garage Width	✓	
Street Surveillance	✓	
Street Walls and Fences	✓	
Outdoor Living Areas	✓	
Landscaping	✓	
Parking & Access	✓	
Site Works/Retaining Walls		✓
Visual Privacy		✓
Solar Access	✓	
Essential Facilities	✓	
External Fixtures	✓	
Environmentally Sustainable Design		✓
Urban Design Study		✓
Heritage Management Policy		✓

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**
Built Form Policy Volume 1 Clause 5.1 Walls on upper floors setback a minimum of 2.0 metres behind the ground floor predominant building line.	 The first floor is setback 0.67 metres behind the ground floor games/guest room predominant building line.
Lot Boundary Setbacks / Boundary Walls	
Deemed-to-Comply Standard	**Proposal**
R Codes Volume 1 Clause 5.1.3 <u>Lot Boundary Setbacks</u> *North boundary:* Units 1 to 4 - First floor living room recesses: 1.2 metres Unit 1 - Loft bed 2: 4.6 metres Units 2 and 3 - Loft bed 3 & study: 4.8 metres <u>Boundary Walls</u> Average wall height permitted: 3.0 metres Maximum wall height permitted: 3.5 metres	 Units 1 to 4 - First floor living room recesses: 1.0 metres Unit 1 - Loft bed 2: 4.58 metres Units 2 and 3 - Loft bed 3 & study: 4.58 metres Units 3 and 4 - Store and laundry: 3.3 metre average wall height and 3.7 metre maximum wall height Unit 2 - Ground floor store: 3.25 metre average boundary wall height
Open Space	
Deemed-to-Comply Standard	**Proposal**
R Codes Volume 1 Clause 5.1.4	

40% open space for each dwelling site	Units 2 and 3: 38.0% open space
Building Height	
Deemed-to-Comply Standard	**Proposal**
Built Form Policy Volume 1 Clause 5.3 Permitted building height: • Two storeys • External wall height: 7.0 metres where the roof is concealed; and 6.0 metres where the roof is exposed above. • Roof pitch: 9.0 metres.	Units 1 to 4: Three storeys Unit 1 – Loft: Maximum external wall height of 9.5 metres and roof pitch height of 10.5 metres Units 2 and 3 – Loft: Maximum external wall height of 10.2 metres and roof pitch of 11.0 metres Unit 4 - Maximum external wall height of 9.3 metres and roof pitch of 11.1 metres
Site Works/Retaining Walls	
Deemed-to-Comply Standard	**Proposal**
R Codes Volume 1 Clause 5.3.7 and 5.3.8 Fill and retaining greater than 0.5 metres above natural ground level setback in accordance with Tables 2a/2b.	*Eastern boundary:* Unit 4 – Courtyard: Maximum height of fill and retaining 0.66 metres with a nil setback
Visual Privacy	
Deemed-to-Comply Standard	**Proposal**
R Codes Volume 1 Clause 5.4.1 Visual setback distances from: • Major openings to bedrooms and studies: 4.5 metres • Major openings to other habitable rooms including kitchens and living rooms: 6.0 metres • Unenclosed outdoor active habitable spaces: 7.5 metres	*Southern boundary:* Units 1 to 4 - Kitchen: 4.0 metre setback Unit 1 - Study: 4.08 metre setback *Northern boundary:* Unit 4 - Ground floor courtyard: 2.6 metre setback Unit 4 - First floor terrace: 1.5 metre setback Unit 4 - First floor living: 2.8 metre setback *Eastern boundary:* Unit 4 - Ground floor courtyard: nil setback Unit 4 - First floor terrace: 1.7 metre setback
Development Guidelines for Heritage and Adjacent Properties	
Acceptable Development Standard	**Proposal**
Heritage Management Policy New development adjacent to heritage listed places shall have: • Equivalent setback and/or is no less than that of the heritage building; • Side setbacks reflect that of the heritage building; and • Height that is compatible with the heritage building. Staggering the building is an acceptable method to achieve this.	*Front Setback* Unit 1: Ground and first floor setback 1.8 metres and 1.0 metre respectively forward of the heritage dwelling proper to the north. The overall development is 0.7 metres behind the verandah of the heritage dwelling. *Side Setback* Units 2 to 4: Stores located on northern boundary *Building Height* Unit 1: The maximum external wall height is 4.7 metres and roof height is 2.5 metres higher.

The above elements of the proposal do 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 the *Planning and Development (Local Planning Scheme) Regulations 2015* for a period of 14 days from 7 October 2020 to 20 October 2020. The method of consultation included notice on the City's website and 233 letters mailed to all owners and occupiers of the properties within a 75 metre radius from the subject site, as shown in **Attachment 1**.

At the conclusion of the consultation period a total of 15 submissions were received, 13 objecting to the proposal and two in support. The submissions raised the following concerns:

- The proposed development does not fit within the established character context of the streetscape, and the built form does not reflect the existing Federation character;
- The three storey building height is non-compliant with the Built Form Policy and is excessive for the site and area context;
- The proposal is an overdevelopment of the site and would have detrimental overshadowing and bulk impacts on adjoining the dwellings;
- The proposal would result in reduced visual privacy from overlooking, particularly from Unit 4 to the north-east into future dwelling kitchen and outdoor living area approved at No. 26 Sheridan Lane, and generally towards the dwellings at No. 10 Florence Street;
- The proposal would result in increased traffic and parking congestion in the street;
- The proposed visitor parking in the front setback does not positively respond to the predominate streetscape features; and
- The proposed development does not comply and therefore should not be supported.

A summary of the submissions received along with Administration's comments on each are provided in **Attachment 5**. The applicant also provided a written response to the submissions received, as provided in **Attachment 6**.

A copy of the plans that were advertised to adjoining properties are included in **Attachment 4**.

The applicant submitted amended plans to address some of the concerns raised during the community consultation period and comments from the Design Review Panel (DRP) Chair. These changes related to modifying the Unit 1 street façade to better reflect built features of the streetscape and reducing the mass and bulk of Unit 4 where it terminates the communal access leg and adjacent to the southern side boundary.

Submitters have been notified that amended plans were provided. These amended plans were not readvertised to invite further comments. This is because Council reporting timeframes would not allow for this and also the changes made do not result in any additional departures to previously advertised deemed-to-comply standards thereby not triggering the need to undertake further public consultation under the City's Community Consultation Policy.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was reviewed on two occasions by the DRP prior to the application being lodged. The proposal was referred to the Chair of the DRP on a further two occasions following lodgement.

Following lodgement of the application, the proposal was first referred back to the DRP Chair during the public consultation. These plans referred to the DRP are included in **Attachment 4**. The following key comments were provided by the DRP chair, which also reference previous DRP advice made during pre-lodgement:

- The proposal does not retain the front façade of the existing house which is an acceptable outcome given retention of the existing façade would not add value based on the current design envelope and layout;
- The visitor car parking bay location negatively impacts the visual approach to the dwelling and compromises some greater landscaping opportunity, however constraints within the design layout for re-location is acknowledged. Notwithstanding this, the lack of high front fencing is a positive outcome;

- The alignment of the upper loft setback behind the lower levels at the street positively responds to the adjoining single storey character dwellings;
- Landscaping including tree canopy coverage has increased, particularly along the driveway and noting a new large tree within the front setback;
- Reducing the length and height of the boundary wall on the northern boundary would be positive. The ground level Unit 4 corridor space is quite inefficient so it looks like this could be achieved;
- Increasing the Unit 4 first floor and loft level eastern and southern setbacks would be a positive (even if they are compliant). In general, the overshadowing of the site to the south does seem to align with the built form on the adjacent site. Information on how the overshadowing relates to the openings and outdoor spaces of this development would be helpful;
- The angled loft style roof forms are sympathetic in terms of massing but it still looks overdeveloped at the rear which to me indicates three levels at the rear may not be appropriate; and
- The aerial perspective shows the loft massing of Unit 4 located right in the south eastern corner of the site. This area generally appears quite tight. Shifting this Unit 4 loft massing in a west direction closer to the centre of the site could be an option which may improve the issue.

The applicant submitted amended plans and additional information in response to the comments received from the DRP Chair and community consultation. Key changes reflected in these amended plans and additional information include:

- Modifying the Unit 4 loft wall and roof alignment to reduce building height by 0.7 metre along the southern elevation;
- Modifying the architectural language of the street façade of Unit 1 by:
    - Reducing the thickness of the ground floor porch and eave banding;
    - Incorporating narrow vertical windows in the upper floors;
    - Incorporating a narrow vertical feature of brickwork adjacent to the communal driveway encompassing the Unit 1 laundry and bath 1 shower wall; and
    - Upper floor windows provided with a re-interpreted traditional window awning in a contemporary form; and
- Providing additional contextual assessment of surrounding property developments, including a vertical overshadowing diagram illustrating the shadow effect on the established grouped dwellings to the south.

The applicant did not make any modifications to the location of the visitor bay located within the front setback area.

The amended plans being the final set of plans that the applicant is seeking approval for are included as **Attachment 2**.

The DRP Chair reviewed the amended plans and advised that the changes improved key concerns regarding contextual analysis informing the street presentation of Unit 1 and impacts associated with mass and visual privacy from Unit 4. A summary of the DRP Chair's comments is as follows:

- The streetscape façade and architectural language has improved throughout the process and is supported. Hit and miss feature brickwork has been introduced which is a strong part of the surrounding context and character. The proposed lighter colours are generally more sympathetic to the character of the area than the previous darker colours, and the upper level (loft floor) is setback significantly behind the lower levels;
- Additional windows overlooking the streetscape have been introduced providing increased passive surveillance of the streetscape. The front window proportions have changed from a horizontal to a vertical emphasis which references the windows on surrounding character houses;
- Improvements have been made to reducing the massing and bulk of Unit 4 at the rear portion of the development, including increasing the upper level setback to the south side;
- Based on the use of pitched roof forms to the rear loft levels and overshadowing diagrams the proposal has demonstrated design strategies to minimise the impact on adjacent neighbours and the impact on adjoining properties is minimal;
- The applicant has now provided overshadowing diagrams illustrating the impact on the adjoining neighbours to the south is comparable to a compliant building height and setback of 1.5 metres; and
- The applicant has provided greater surrounding context which includes a mixture of existing and future housing, which have reduced concerns relating to the impact on the future grouped dwelling development to the north.

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 04/09/2019	*DRP 2 11/12/2019*	*Referral to DRP Chair 08/10/2020*	*Referral to DRP Chair 05/11/2020*
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.

Delegation to Determine Applications:

This matter is being referred to Council in accordance with the City's Delegated Authority Register as the delegation does not extend to applications for development approval that propose a height of three storeys or more and do not meet the applicable Building Height deemed-to-comply standard. The application has also received more than five objections during the City's community consultation period.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

Street Setback

The Built Form Policy deemed-to-comply standard requires walls on upper floors to have a minimum setback of 2.0 metres behind the ground floor predominant building line from Florence Street. The first floor is setback 0.67 metre behind the predominant building line of the ground floor.

Administration received submissions during community consultation that raised concerns that the contemporary design does not fit within the established character context of the streetscape.

The proposed street setback satisfies the local housing objectives of the Built Form Policy and the design principles of the R Codes Volume 1 for the following reasons:

- The ground floor setback satisfies the deemed-to-comply street setback requirement of 6.5 metres and the upper floor setbacks are stepped to reduce the perception of building bulk from the upper floor walls. The ground floor is proposed to be setback 6.7 metres, with the first floor and loft setback 7.3 metres and 11.5 metres respectively;
- The stepping of setbacks has effectively responded to the immediate adjoining development context of the heritage dwelling to the north at No. 14 Florence Street. The proposed building setback from Unit 1 to Florence Street is behind the verandah alignment of the adjoining heritage dwelling. To reduce visible bulk and scale, the proposed first floor walk in robe as viewed from Florence Street is in alignment with the adjoining heritage dwelling face. Further, the Unit 1 bed 1 wall is setback 3.2 metres from the northern side boundary to reduce bulk and dominance of the heritage dwelling;
- Open space between the proposed development and the grouped dwellings on the southern adjoining property responds positively to the established street setback and development context. This is due to the location of the 4.0 metres wide communal access leg of the subject site coupled with the 3.0 metres wide communal access leg of the adjoining property. This minimum separation distance of 7.0 metres between dwellings significantly reduces the bulk and scale of the development as viewed from the streetscape and adjoining property to the south;
- The street presentation has incorporated features that positively responds and contributes to the character and context of the established streetscape, as follows:
    - The front window proportions provide a vertical emphasis which references the windows of surrounding character houses. The street facing window awnings have re-interpreted traditional feature awnings found broadly in the area without faux imitation and in respect to the contemporary design;
    - The overall light colour palette positively responds to predominate light colours featured in the streetscape. Hit and miss feature brickwork provides a varied material and texture finish responding to existing development in the street, particularly No. 4b Florence Street; and
    - The use of white masonry banding along the porch and eave of the street façade responds to the masonry fence feature of the heritage building to the north, specifically the masonry finish, white colour and wall thickness. Further, the masonry banding feature clearly distinguishes the ground floor from the first floor, with the first floor setback behind the porch and eave banding minimising the visual bulk;
- The proposed setback is suitable to accommodate the following site planning considerations:

- Adequate landscaping is provided in the street setback area to soften the visual impact of development which includes three medium sized and one large tree contributing towards 58.7 percent of the street setback area being provided with tree canopy coverage;
- Power meter boxes are setback 6.0 metres from the street boundary and located along the southern boundary. These utilities are visually softened by trees and a landscaped garden bed as viewed from Florence Street;
- The development satisfies the deemed-to-comply requirements of the R Codes Volume 1 in respect to car parking, with double garages proposed for each dwelling and one uncovered visitor bay provided within the front setback area. Whilst this visitor car bay does contribute additional hardstand within the front setback area, car parking within the front setback is a feature of this locality. There is car parking within the street setback area at No.'s 4a, 4b, 6, 8, 10A, 11, 21, 24, 38, 40 49 and 51 Florence Street. The car bay is uncovered to reduce any perception of building bulk and the dwelling maintains clear sightlines to provide surveillance of and connectivity with the street; and
- A condition of approval is recommended to provide additional landscaping treatment between the proposed visitor bay and Florence Street, and between the low rendered brick wall in the front setback area of Unit 1 and the proposed visitor bay. This is to reduce the visual impact of hardstand area and parked vehicle in the front setback area as viewed from the street. This is also to protect the amenity and privacy of the Unit 1 occupants through landscape design together with the physical separation between the proposed visitor bay and the Unit 1 games/guest wall which is 2.7 metres, whilst still maintaining street surveillance from this outdoor area of Unit 1 to the front setback area and to the street. Within a detailed landscape plan a suitable species around the visitor bay will be required and may result in a reconfiguration of the existing low walls to achieve a high quality outcome. Permeable paving annotated in the visitor bay of the landscape concept plans is not supported given vehicle parking in this location would result in significant shade limiting grass growth. The proposed 'grass crete' spaces on either side of the visitor bay are necessary for sufficient vehicle manoeuvring and should perform satisfactorily due to access to natural sunlight; and

- The DRP chair is supportive of the Unit 1 presentation to Florence Street, commending the integration of character and context from the streetscape and use of stepping upper floor walls to break up bulk and scale.

Building Height

The Built Form Policy specifies a deemed-to-comply building height of two storeys, including an external wall height of 6.0 metres where a roof is visible above, 7.0 metres for an external wall that has a concealed roof and 9.0 metres to the roof pitch. The proposed development is three storeys in height with the third floor referenced as a loft on the plans.

Administration received submissions during community consultation that raised concerns that the building height, particularly the third storey loft, and its design not fitting in the established context and character of the streetscape, which is predominantly single storey.

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

- The loft floors have been located and designed so as to not dominate and detract from the streetscape and adjoining properties. The loft has a significant street setback of 11.5 metres from Florence Street and is located behind the floors below, specifically 4.73 metres behind the ground floor and 4.1 metres behind the first floor. The southern side elevation of the dwellings have external wall heights between 7.0 and 7.5 metres before pitching to the roof form to give the impression of two storeys as viewed from the south, with the third floor being contained within the roof;
- The Unit 1 loft as viewed from the north does not dominate the adjoining heritage dwelling due to the development context and articulated setbacks provided. The loft sits 2.9 metres behind the adjoining property dwelling. Whilst this existing heritage dwelling on the adjoining property is single storey, its highest point of the roof pitch sits at the bed 3 window sill height of the Unit 1 loft. This demonstrates that the proposed development is not significantly out of proportion with the building height envelope of the existing adjoining heritage dwelling. This building height envelope is depicted with a dotted line on the northern elevation of the development plans included as **Attachment 2**;
- The northern side setback to loft walls and articulated design reduce the impacts of bulk and scale. The setbacks of the loft from the northern boundary vary between 3.4 metres and 4.5 metres, and are located between 2.0 and 3.0 metres behind the predominate setback line of the lower levels;

- The building envelopes of the lofts are provided with separations of 5.8 metres between Unit 1 and Unit 2, and 12.1 metres between Units 3 and 4 to break up building bulk;
- The setbacks of the lofts to the southern boundary reduce bulk and overshadowing. Units 1 to 3 are setback between 3.9 metres to 5.3 metres from the southern boundary, while Unit 4 is setback 1.85 metres. These setbacks have sought to offset the loft overshadowing to the south by achieving an overshadowing extent equal or lesser than that of the deemed-to-comply two storey wall height with a permitted 1.5 metre setback to the southern boundary. Vertical overshadowing diagrams provided by the applicant are included in **Attachment 3**. The overshadowing diagrams illustrate two ground floor lounge room windows of No. 10A Florence Street and two ground floor lounge room windows of No. 10B Florence Street would be impacted by shadow cast. The majority of north facing windows of No. 10B Florence Street are not affected by overshadowing and will allow for sufficient direct sunlight into the living spaces of the dwelling. This is demonstrated in the applicant's overshadowing perspectives on page 11 of **Attachment 3**. Similarly, No. 10A Florence Street has a large north facing dining window that would not be impacted by shadow cast from the loft, which would allow for direct sunlight into this primary living space of the dwelling;
- Notwithstanding the two storey height limit under the Built Form Policy, there are a number of established three storey dwellings in the surrounding area, including at No's. 4 and 37-43 Florence Street, and No's. 76A, 76B, 76C. 78A. 78B and 82 Carr Street. There is also a three storey apartment building at No. 147-159 Charles Street adjoining the subject site to the rear of a similar wall and roof height to the proposal; and
- The proposed ground floor finished levels of the dwellings closely respond to the natural topography of the site with departures kept to a minimum. The greatest extent of retaining and fill is 0.66 metres in height along the rear eastern boundary. The impact of this would be minor as discussed further below under Site Works and Retaining Walls.

Lot Boundary Setbacks

Boundary Setbacks

Reduced setbacks to the deemed-to-comply standards in R Codes Volume 1 are proposed to the northern boundary from living room recesses for each dwelling on the first floor, loft bed 2 of Unit 1, and loft bed 3 and study of Units 2 and 3.

Administration received submissions during community consultation that raised concerns that the proposal is an overdevelopment of the site and imposes detrimental building bulk on adjoining properties.

The proposed setbacks satisfy the local housing objectives of the Built Form Policy and the design principles of the R Codes Volume 1 for the following reasons:

- The living room 'TV recesses'/projections are limited in length and area to reduce impacts associated with building bulk. These building projections are isolated wall areas between 3.0 to 3.3 metres height from the first floor levels and 3.2 to 4.1 metres width. The projections are spaced across the elevation with walls and windows recessed between to break up bulk, and to provide articulation and sufficient light and ventilation to the dwellings;
- The living room projections sit above the windows of the adjoining property dwelling limiting visible bulk from these adjacent windows and maintaining ventilation;
- The orientation of the site results in setbacks to the northern boundary having no direct sunlight restriction and overshadowing of the adjoining property dwelling;
- The loft window openings are designed to improve solar and ventilation access. A mix of major openings and highlight windows are used facing north and south with appropriate awnings for solar moderation, and are operable to improve cross-ventilation; and
- The loft walls are designed and articulated with significant setbacks, separation and windows to reduce impacts associated with bulk and ventilation restriction. No single loft wall length exceeds 9.0 metres, using indentations, awnings, and windows to break up bulk. The lofts are also provided with adequate separations between proposed Units to further mitigate bulk and scale impacts.

Boundary Walls

North

The deemed-to-comply standard of the R Codes Volume 1 requires buildings on the boundary to be no higher than a maximum of 3.5 metres and an average of 3.0 metres. The proposed Units 3 and 4 store and

laundry boundary wall is a maximum height of 3.7 metres and an average height of 3.3 metres, while the Unit 2 store is proposed with an average height of 3.25 metres.

The proposed boundary wall heights satisfy the local housing objectives of the Built Form Policy and the design principles of the R Codes Volume 1 for the following reasons:

- Minimal and short lengths of boundary wall are used to reduce impacts associated with bulk and ventilation restriction. Cumulative boundary wall lengths of 15.5 metres are limited to the northern side boundary, in lieu of being permitted for 39.0 metres length up to two side boundaries. This is intended to reduce the impacts of building bulk. The boundary wall sections are also provided with adequate separation to provide relief from bulk and scale. In these sections are proposed two landscaped courtyards which provide for enhanced amenity between properties, including light and ventilation access; and
- The heights of the boundary walls are similar to established and approved wall heights on the adjoining property to the north. The established dwelling to the north has a wall height 0.1 metre to 0.4 metre higher than the proposed Unit 2 store boundary wall, and is setback 0.7 metre from the boundary wall with a small non-major window opening. The Unit 2 store boundary wall would have no detrimental visual bulk or ventilation restriction on the adjacent portion of the dwelling on the adjoining property to the north. Adjacent to the proposed boundary wall of Units 3 and 4 is a vacant site with approval for 11 grouped dwellings, which has blank walls on the boundary of 3.2 metres height and some minor recess portions connecting to ground floor garages. Having regard to this current and future development context there would be minimal impact resulting from the additional height sought for the proposed boundary walls.

Open Space

The R Codes Volume 1 deemed-to-comply standard requires a minimum of 40 percent open space provision for each proposed dwelling. Units 2 and 3 have open space of 38.0 percent each.

Administration received submissions during community consultation that raised concerns that the proposal is overdevelopment of the site.

The proposed open space satisfies the design principles of the R Codes Volume 1 for the following reasons:

- Open space averaged across all of the proposed dwelling sites is 41%, indicating that the overall development footprint is consistent with the R Codes Volume 1 deemed-to-comply standards for the R40 density;
- The street facing Unit 1 is complaint with open space and primary street setback for the predominant ground floor building line deemed-to-comply requirements. This would ensure that the development provides adequate open space and separation to the street, respecting and contributing to the existing and desired streetscape character;
- The development provides for a total landscaped deep soil area of 17.8 percent and tree canopy coverage of 30.5 percent, which meets the deemed-to-comply requirements of the Built Form Policy. The development has been designed to contribute to an attractive setting for the building and streetscape;
- The central courtyard and terrace designs of the dwellings reduce bulk, provides adequate space for outdoor pursuits and increases natural light access. These open areas provide significant breaks in the middle of the building footprint along the northern boundary reducing actual and perceived bulk from the adjoining property and provides ventilation for building openings. The courtyards and terraces are north facing for optimal access to sunlight to habitable spaces; and
- Essential fixtures and facilities are provided for in side setbacks to the northern boundary for Units 2 and 3, including bin storage, clothes drying and air-conditioning units, which are not visible from the proposed outdoor and internal living areas.

Visual Privacy

The R Codes Volume 1 deemed-to-comply standards stipulate visual privacy setbacks or screening where major openings or active habitable spaces overlook adjoining residential properties. The development proposes reduced privacy setbacks to the kitchen of Units 1 to 4 and study of Unit 1 along the southern boundary, and the courtyard and terrace of Unit 4 along the northern and eastern boundaries.

Administration received submissions during community consultation that raised concerns that overlooking from the development detrimentally impacts resident privacy to the south and future dwellings to the north including outdoor living and kitchen areas.

The visual privacy setbacks satisfy the design principles of the R Codes Volume 1 for the following reasons:

Southern boundary (Kitchen of Units 1 – 4 and Study of Unit 1)

- The required 6.0 metres and 4.5 metres cone of vision from the kitchen and study windows, respectively, fall over the vehicle access leg of the subject site and adjoining property. The nearest adjoining property dwelling and windows are of No. 10A Florence Street at ground level. Given the kitchen and study are on first floor levels and have benches 0.8 metre in depth to the wall, overlooking is indirect and at an effective distance of 8.5 metres to the adjoining 10A Florence Street property dwelling. This effective visual setback and indirect angle results in no detrimental loss in visual privacy; and
- Trees located along the southern boundary would visually obscure overlooking through maturity, specifically there are 21 Pyrus Calleryana trees spaced 2.4 metres apart along the southern boundary. The tree species Pyrus Calleryana can grow approximately 8.0 to 10.0 metres in height with a canopy diameter of approximately 2.0 to 4.0 metres. Given the number, height and spread of these trees, there will be substantial screening to further assist in the prevention of any overlooking and to enhance privacy at tree maturity.

Northern boundary (Courtyard and Terrace of Unit 4)

- Considering the layout of the future new dwellings to the north, there would be no detrimental visual overlooking of sensitive areas, including major openings to habitable rooms and outdoor living areas. The building footprint of approved dwellings to the north are shown in the development floor and site plans (refer to **Attachment 2**). Directly adjacent and immediately overlooked walls of these future dwellings are boundary walls and highlight windows. Open space that would be overlooked is a future common property area with one visitor car parking bay perpendicular to the subject site boundary, two bicycle parking bays and a small seat and BBQ space of dimensions 2.3 metres width by 5.5 metres length running perpendicular to the visitor bay. These spaces are not considered to be private and sensitive to visual overlooking given the space is expected to be used by visitors and occupants of the site predominately for parking purposes. The BBQ and seating area appears limited in its ability for active use given the minimum width dimension and the abutting visitor car parking bay location;
- Indirect overlooking from the courtyard would affects a portion of the top of the kitchen window of a future dwelling to the adjoining northern property. The portion of the kitchen window that would be impacted is above 2.1 metres in height measured from the ground level of the adjoining property. This accounts for the ground level difference and the adjoining property being 0.4 metres below the subject site as well as the construction of a standard 1.8 metre high dividing fence and perpendicular wall face of the kitchen which reduces the extent of overlooking. The kitchen opening affected by overlooking sit perpendicular to the subject site and are subject to acute angled indirect overlooking. The top of the kitchen window sill sits near the top of a future dividing fence given the level difference proposed between properties, and for this reason overlooking from the ground floor courtyard can be mitigated by a dividing fence. Similarly overlooking of a future outdoor living area of the adjoining property is predominately mitigated by the dividing fence and a 1.4 metre high screen around the outdoor living area;
- Indirect overlooking from the first floor terrace cone of vision affects a 0.2 square metre area of landscaped space of a future dwelling. The acute angle and small cone of vision projection into the landscaped area associated with the outdoor living area results in limited detrimental impact to privacy for this future dwelling; and
- Indirect overlooking from the first floor terrace cone of vision affects a kitchen window of a future dwelling which sits perpendicular to the subject site boundary. The adjoining property development sits 0.4 metre lower than the subject site creating an acute angle of overlooking from the terrace and provides for a new top of dividing fence level matching the top of the affected kitchen window. These features mitigate the majority of overlooking from the terrace area to the future kitchen window. Further, the kitchen window of this dwelling is directly adjacent to a common property visitor car parking bay of this site. Overlooking of this window from future visitors and occupants at the site will occur whilst using the visitor car parking bay.

Eastern boundary (Courtyard and Terrace of Unit 4)

- Direct overlooking falls over a vacant site on the northern portion of No. 19 Sheridan Lane, which has planning approval for 11 grouped dwellings. The approved development at this adjoining site along the eastern boundary has blank walls on the boundary and setback; and
- Adjacent to the southern portion of the eastern boundary on the adjoining property is a communal swimming pool area forming part of an existing apartment complex at No. 147-159 Charles Street. A 2.0 metre length of screening is provided along the eastern portion of the terrace to mitigate direct overlooking of this area. Views towards the communal pool area from the remainder of the terrace would be restricted by a double storey boundary wall forming part of the approved development at No. 19 Sheridan Lane, although this has yet to be constructed.

Site Works and Retaining Walls

The deemed-to-comply standards of the R Codes Volume 1 requires fill and retaining walls greater than 0.5 metres in height to be setback a minimum of 1 metre from a lot boundary. Unit 4 fill and retaining is proposed to a maximum height of 0.66 metres and setback nil from the eastern boundary.

The proposed fill and retaining to the eastern boundary satisfies the design principles of the R Codes Volume 1 for the following reasons:

- The fill and retaining is minimal in extent and adjoins a vacant site. The fill and retaining where it is greater than 0.5 metres height affects a 6.5 metre length of the eastern boundary. An approved development directly adjoining the fill and retaining wall location on the vacant site is a building on the boundary with an effective height of approximately 2.0 metres above the proposed fill and retaining level;
- The proposed fill and retaining levels of Unit 4 have been nominated responding to a balance of natural ground levels between the northern and southern boundaries. The north of the courtyard area is stepped down to respond to the natural ground level to reduce fill and retaining. The natural ground level at the southern boundary reflects the proposed fill and retaining level within 0.3 metres; and
- The retaining and fill levels create useable and functional spaces around Unit 4 which provides access, landscaping, bin storage and clothes drying.

Environmentally Sustainable Design

Clause 5.11 of the Built Form Policy provides local housing objectives relating to environmentally sustainable design. The applicant has provided justification and a Life Cycle Assessment (LCA) to demonstrate how the development has incorporated features of environmentally sustainable design and satisfied these local housing objectives. These are provided as **Attachment 3** and include the following:

- The site planning has optimised the northern aspect of the site for direct sunlight into habitable and active spaces for enhanced solar passive design, specifically using central courtyards and terraces, and north facing windows of games, bedrooms and primary living areas. Winter and summer solar angles provided demonstrate solar passive design in the Urban Design Study in **Attachment 3**;
- Use of suitable new and reused materials within the design for enhanced environmental performance, including reuse of existing building materials through salvaging of the existing dwelling red face bricks, use of light weight building materials in the first floor and loft floor, metal roofing and wall cladding provided with a solar absorptance value of 0.4;
- Using upper floor building projections over lower floors, eaves, screens and awnings to provide shading of north, west and east facing glazing;
- Cross ventilation for dwelling spaces is effectively demonstrated in the applicant's supporting documents in **Attachment 3**. Ceiling fans are proposed in all living and bedroom areas and operable windows used to aid ventilation. Primary living spaces are designed with the ability to be isolated to limit the volume required to heat or cool a space, reducing energy demands and cost; and
- Rooftop solar photovoltaic is able to be installed on the flat roof sections above each living room. Conduit pre-lay and panel roof space is provided such that solar photovoltaic can be either installed during construction or readily fitted after completion.

Administration has reviewed the attached justification and LCA and is satisfied that the development has incorporated sufficient environmentally sustainable design features to meet the local housing objectives.

Urban Design Study

Clause 5.12 of the Built Form Policy provides local housing objectives which require proposed development to be informed by an urban design study. The applicant's urban design study is included as **Attachment 3** and details the key built form references and details of the streetscape and surrounding area considered within the proposal, including the following:

- Face brick as a feature of the streetscape seen in the facades of dwellings and front fences;
- Contemporary Colorbond wall and roof cladding;
- Use of light colours in external walls and roofing complementing established traditional and contemporary development;
- White masonry banding in the façade;
- Articulated wall setbacks and loft forms; and
- Landscaping and canopy coverage provided in the front setback area.

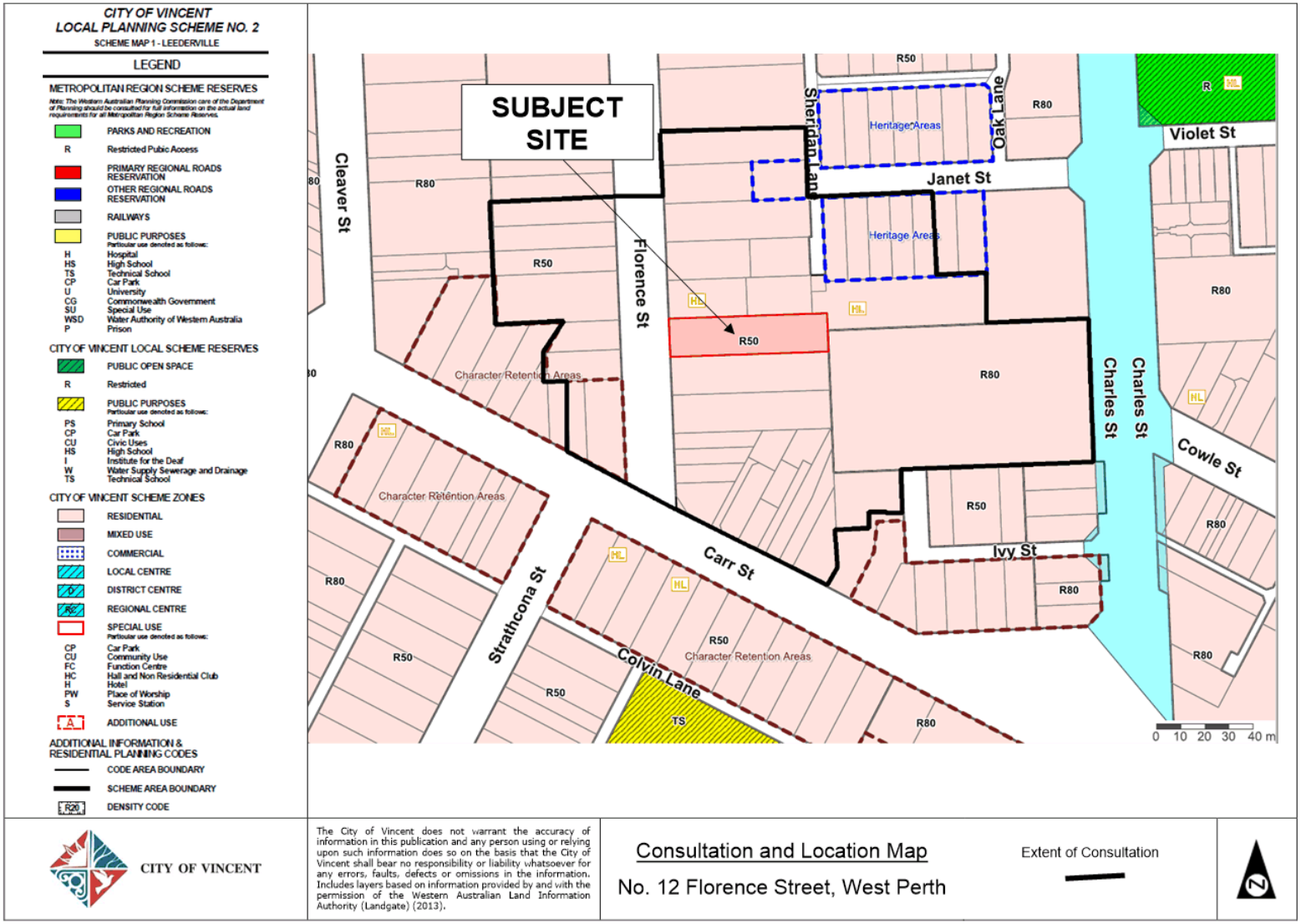
As per the Street Setback section of this report and the final comments received from the DRP Chair, the development has incorporated design features that ensure the development appropriately references and integrates with the surrounding built form context and streetscape.

Development Adjacent to Heritage Listed Buildings

The development site is adjacent to a heritage listed Federation bungalow at No. 14 Florence Street that is on the City's Municipal Heritage Inventory and subject to provisions under the City's Heritage Management Policy.

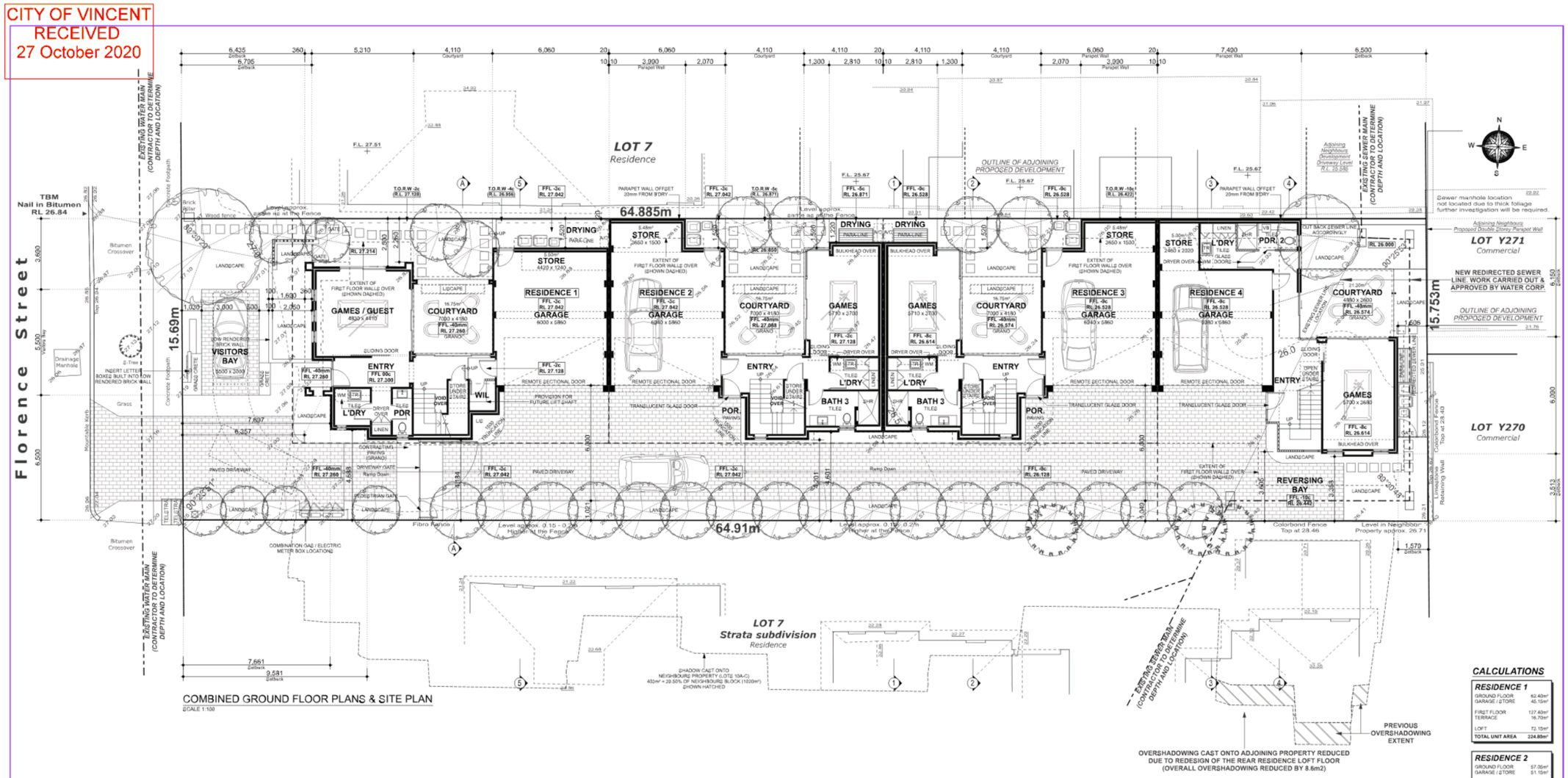
The proposed development satisfies the applicable performance criteria of the Heritage Management Policy for the following reasons:

- The development uses staggering and significant side setbacks to maintain the view and vista to the adjacent heritage building. Where projecting forward of the heritage dwelling façade, between 1.0 and 1.8 metres, the ground floor games/guest room has a side setback of 2.5 metres and first floor bed 1 setback of 3.2 metres. This staggering using generous side setbacks maintains a view angle greater than 45 degrees from the heritage building façade to Florence Street;
- The visually prominent bullnose verandah feature of the heritage building is 0.7 metres forward of the proposed development;
- The development has incorporated contemporary architectural features which have not attempted to mimic the style of the heritage building, rather complement its significance. The development has incorporated traditional style window sizes, a light colour palette including white masonry and a contemporary take on a traditional window awning;
- The development has incorporated staggering of setbacks to upper floors to ensure the scale and mass of the development respects the heritage building. Detailed in the Street Setback comments in this report, the loft is setback 2.9 metres behind the adjoining heritage dwelling face. Similarly, side setbacks are of the loft level is staggered between 2.0 metres and 2.6 metres behind the ground and first floor levels that are 1.5 metres setback from the lot boundary. These setbacks along the northern elevation are greater than the lot boundary setbacks of the adjacent heritage building; and
- The proposed development has side setbacks greater than 1.0 metre with the exception of a short store boundary wall adjacent to the heritage building. The heritage building has a continuous side setback of 0.7 metres along the shared boundary. The store boundary wall is 4.0 metres in length and is setback 22.3 metres from the Florence Street boundary, and would not be visually prominent as viewed from the street.


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 1 - LEEDERVILLE
LEGEND
METROPOLITAN REGION SCHEME RESERVES
PARKS AND RECREATION
R Restricted Pubic Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
H Hospital
HS High School
TS Technical School
CP Car Park
U University
CG Commonwealth Government
SU Special Use
WSD Water Authority of Western Australia
P Prison
CITY OF VINCENT LOCAL SCHEME RESERVES
PUBLIC OPEN SPACE
R Restricted
PUBLIC PURPOSES
PS Primary School
CP Car Park
CU Civic Uses
HS High School
I Institute for the Deaf
W Water Supply Sewerage and Drainage
TS Technical School
CITY OF VINCENT SCHEME ZONES
RESIDENTIAL
MIXED USE
COMMERCIAL
LOCAL CENTRE
DISTRICT CENTRE
REGIONAL CENTRE
SPECIAL USE
CP Car Park
CU Community Use
FC Function Centre
HC Hall and Non Residential Club
H Hotel
PW Place of Worship
S Service Station
A ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES
CODE AREA BOUNDARY
SCHEME AREA BOUNDARY
R20 DENSITY CODE
SUBJECT SITE
Cleaver St
Florence St
Sheridan Lane
Oak Lane
Janet St
Violet St
Charles St
Cowle St
Carr St
Ivy St
Strathcona St
Colvin Lane
Heritage Areas
Character Retention Areas
R50
R80
TS
0 10 20 30 40 m
CITY OF VINCENT
The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).
Consultation and Location Map
No. 12 Florence Street, West Perth
Extent of Consultation
N


SUBJECT SITE
Cleaver St
Florence St
Heridan Lane
Janet St
Charles St
Carr St
Strathcona St
Ivy St
12
CITY OF VINCENT
The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).
No. 12 Florence Street, West Perth
N

CITY OF VINCENT
RECEIVED
27 October 2020



COMBINED GROUND FLOOR PLANS & SITE PLAN
SCALE 1:100






CALCULATIONS

RESIDENCE 1	
GROUND FLOOR GARAGE / STORE	62.40m² 45.15m²
FIRST FLOOR TERRACE	127.40m² 16.70m²
LOFT	72.15m²
TOTAL UNIT AREA	224.80m²

RESIDENCE 2	
GROUND FLOOR GARAGE / STORE	57.05m² 51.15m²
FIRST FLOOR TERRACE	122.30m² 16.70m²
LOFT	64.50m²
TOTAL UNIT AREA	312.70m²

RESIDENCE 3	
GROUND FLOOR GARAGE / STORE	57.05m² 51.15m²
FIRST FLOOR TERRACE	122.30m² 16.70m²
LOFT	64.50m²
TOTAL UNIT AREA	312.70m²

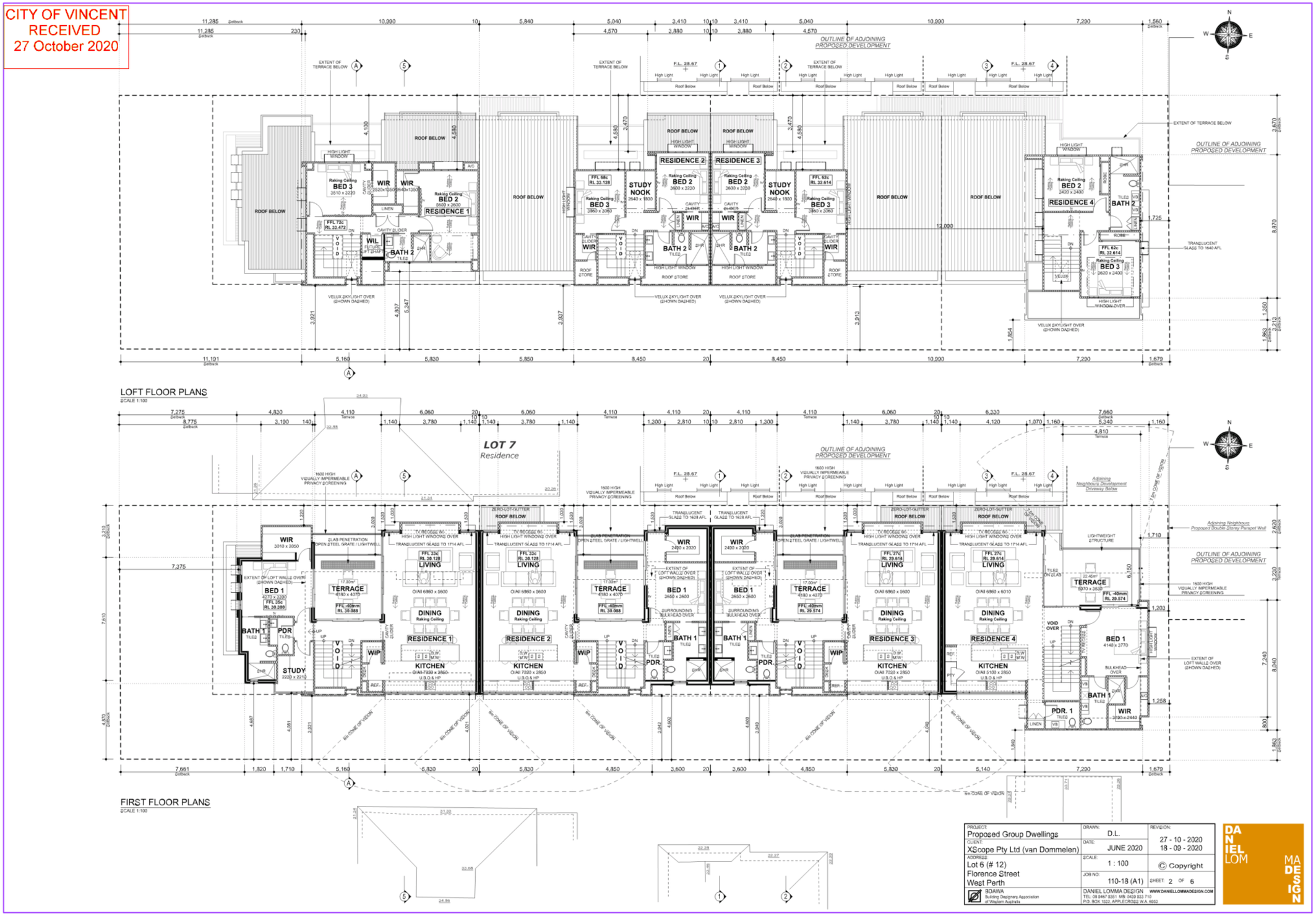
RESIDENCE 4	
GROUND FLOOR GARAGE / STORE	57.35m² 40.80m²
FIRST FLOOR TERRACE	118.90m² 22.46m²
LOFT	62.75m²
TOTAL UNIT AREA	287.26m²

SITE AREA	1020m²
SITE COVER	476m² (47%)
OPEN SPACE	542m² (53%)

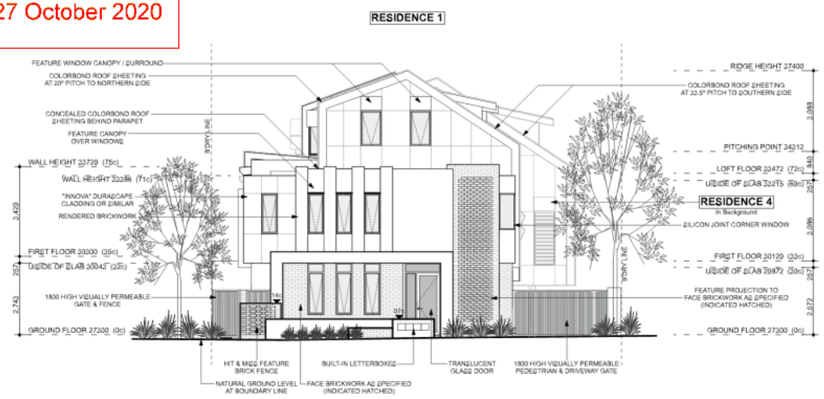
PROJECT: Proposed Group Dwellings	DRAWN: D.L.	REVISION: 27 - 10 - 2020 18 - 09 - 2020
CLIENT: XScope Pty Ltd (van Dommelen)	DATE: JUNE 2020	
ADDRESS: Lot 6 (# 12) Florence Street West Perth	SCALE: 1 : 100	© Copyright
	JOB NO: 110-18 (A1)	SHEET: 1 OF 6
BDAWA Building Designers Association of Western Australia	DANIEL LOMMA DESIGN TEL: 08 9467 9351 MB: 0430 922 710 P.O. BOX 1522, APPLECROSS W.A. 6952	WWW.DANIELLOMMADESIGN.COM

DANIEL LOM MA DESIGN

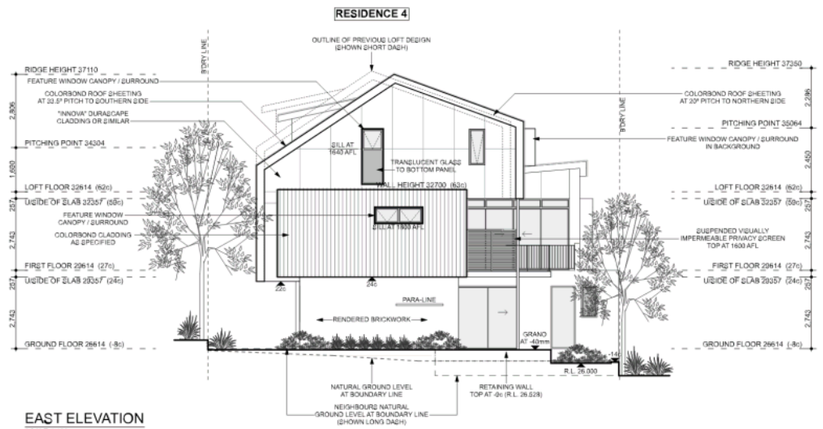
CITY OF VINCENT
RECEIVED
27 October 2020



CITY OF VINCENT
RECEIVED
27 October 2020



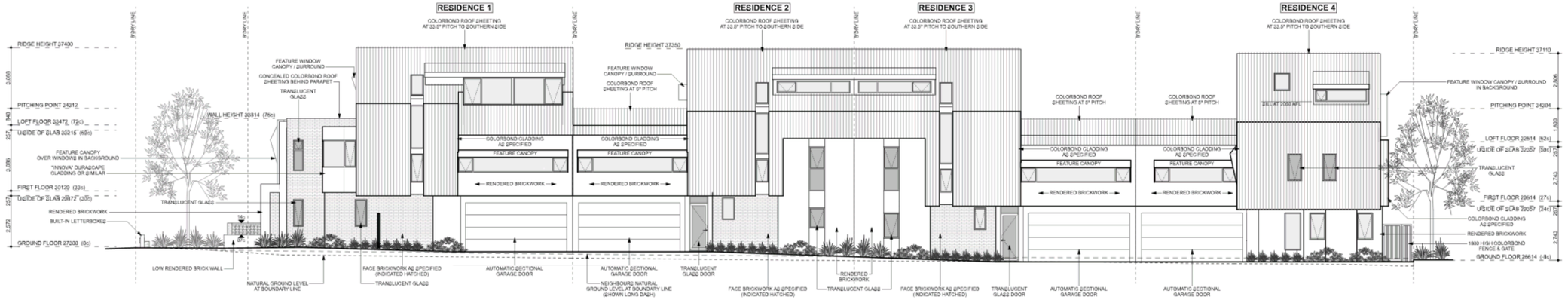
FLORENCE STREET
WEST ELEVATION
SCALE 1:100
NOTE: Landscaping indicative only



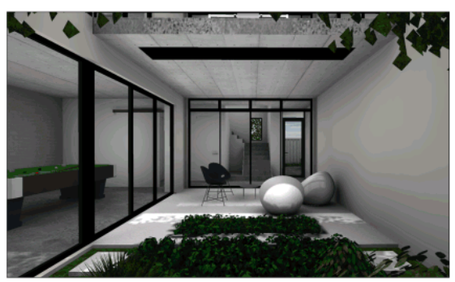
EAST ELEVATION
SCALE 1:100
NOTE: Landscaping indicative only

EXTERNAL FINISHES & COLOUR SCHEDULE

EXTERNAL WALLS (INDICATED NOT HATCHED)	-RENDERED BRICKWORK "DULUX LEXICON WHITE"
FEATURE WALLS (INDICATED HATCHED)	-FACE BRICK "AUSTRAL BRICKS MOSCATO"
BRICK FENCE	-RENDERED BRICKWORK "DULUX LEXICON" -FACE BRICK "AUSTRAL BRICKS MOSCATO"
CLADDING	-COLORBOND STEEL LONGLINE 305 "SHALE GREY""
ROOF	-COLORBOND STEEL LONGLINE 305 "SHALE GREY" -COLORBOND STEEL SHEETING IN "SHALE GREY"
GUTTERS	-COLORBOND STEEL SHEETING IN "SHALE GREY"
EAVES LINING AND SOFFIT	-DULUX LEXICON WHITE
BARGE BOARDS	-COLORBOND STEEL IN "SHALE GREY"
STEEL COLUMNS	-PAINTED GALVANISED STEEL IN "MONUMENT"
WINDOW FRAMES	-POWDERCOATED ALUMINIUM FRAME (ANODIC DARK GREY)
DRIVEWAY & CROSSOVER	-BRIKMAKERS GRANITE COLLECTION (SEA MIST)
COURTYARDS	-EXPOSED GREY CONCRETE SLAB

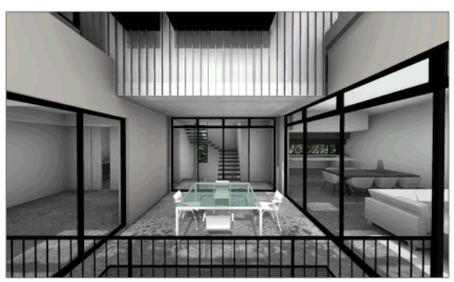


SOUTH ELEVATION
SCALE 1:100
NOTE: Landscaping indicative only





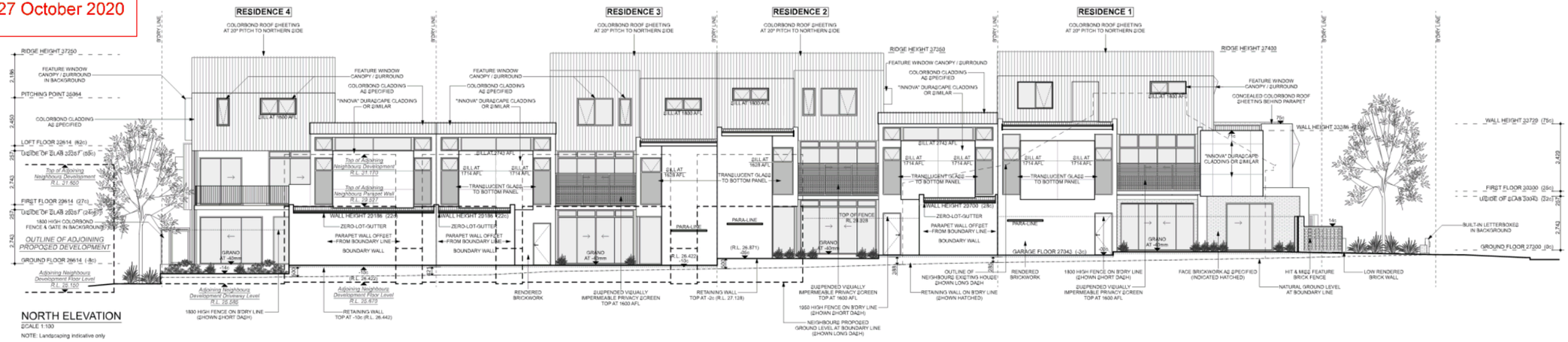




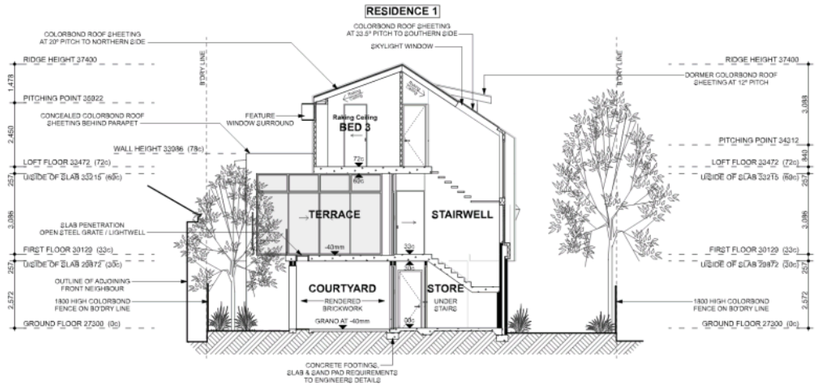
PROJECT: Proposed Group Dwellings	DRAWN: D.L.	REVISION: 27 - 10 - 2020 18 - 09 - 2020
CLIENT: XScope Pty Ltd (van Dommelen)	DATE: JUNE 2020	
ADDRESS: Lot 6 (# 12) Florence Street West Perth	SCALE: 1 : 100	© Copyright
BDAWA Building Designers Association of Western Australia	JOB NO: 110-18 (A1)	SHEET: 3 OF 6
	DANIEL LOMMA DESIGN TEL: 08 9467 5251 MB: 0420 933 710 P.O. BOX 1522, APPLECROSS W.A. 6953	WWW.DANIELLOMMADESIGN.COM

DANIEL LOMMA DESIGN

CITY OF VINCENT
RECEIVED
27 October 2020

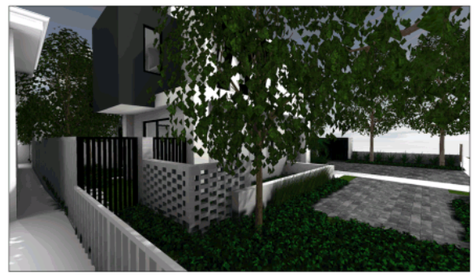


NORTH ELEVATION
SCALE 1:100
NOTE: Landscaping indicative only

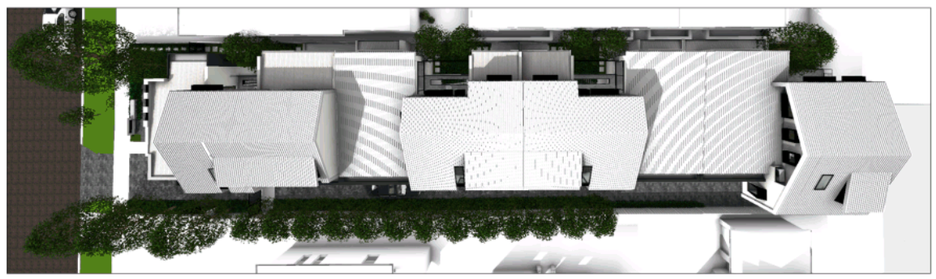


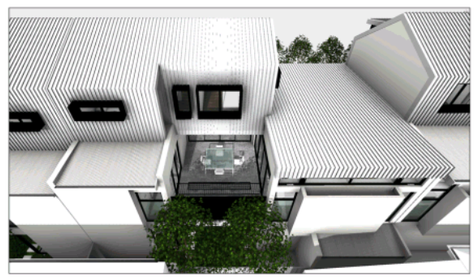
SECTION A-A
SCALE 1:100
NOTE: Landscaping indicative only











PROJECT: Proposed Group Dwellings	DRAWN: D.L.	REVISION: 27 - 10 - 2020 18 - 09 - 2020
CLIENT: XScope Pty Ltd (van Dommelen)	DATE: JUNE 2020	
ADDRESS: Lot 6 (# 12) Florence Street West Perth	SCALE: 1 : 100	© Copyright
	JOB NO: 110-18 (A1)	SHEET: 4 OF 6
BDAWA Building Designers Association of Western Australia	DANIEL LOMMA DESIGN TEL: 08 9467 9351 MB: 0439 933 710 P.O. BOX 1522, APPLECROSS W.A. 6953	WWW.DANIELLOMMADESIGN.COM

DANIEL LOMMA DESIGN

LANDSCAPE CONCEPT PLAN

CITY OF VINCENT
RECEIVED
2 October 2020

LEGEND

1. Existing tree and grass verge to be retained and reinstate where necessary.
2. Small size tree with combination of native shrubs and groundcovers giving sense of welcoming to the main entrance.
3. Well trimmed hedges and tree planting along the driveway creating visual interest to the driveway.
4. Narrow and upright form tree such as Pyrus calleryana along the driveway ramp providing formal look as well as a buffer to adjacent property.
5. Lower courtyard to be filled with shade tolerant plants such as Philodendron and Rhapis excelsa to create unique feature to dwelling entry area.
6. Design intent to create a lush and colorful garden with mix of native and exotic species.
7. Tree planting in 1.2-1.5m high removable soakwell concrete case to be proposed as above ground planter providing more tree canopy cover at the rear property.



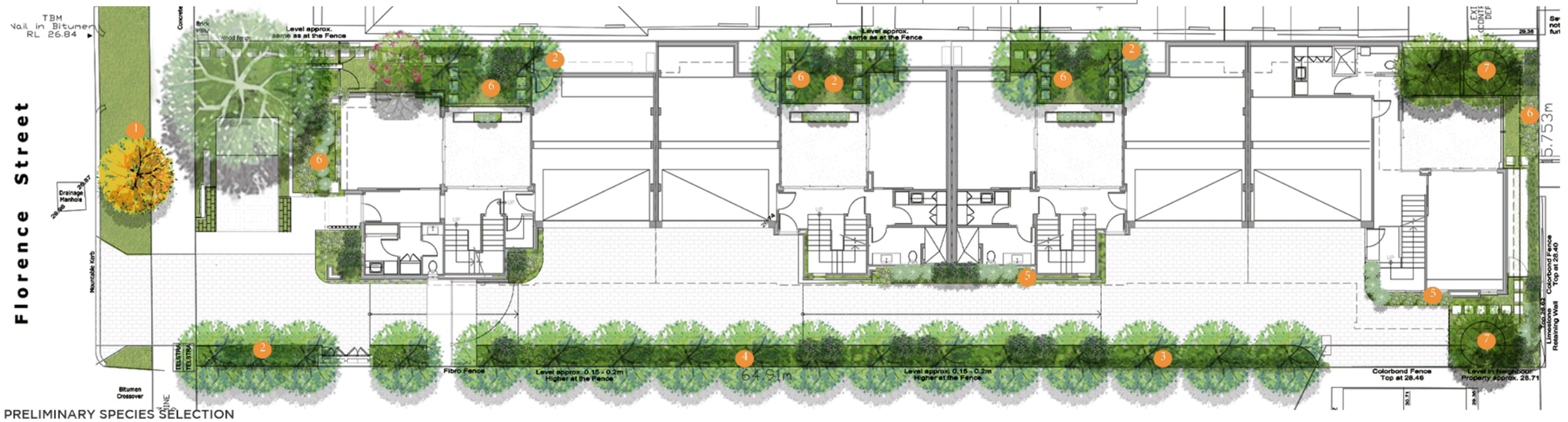
PERMEABLE PAVERS PRODUCTS : BRIKMAKERS
PermaDrain 220 x 110 x 60mm or similar.

SPP7.3 COMPIANCE CRITERIA

SITE AREA SPP7.3	MIN. DSA SPP 7.3	MIN. TREES SPP7.3
Less than 700m2	10% OR 7% trees retained (% site area)	1 medium tree plus small trees to suit area
700-1000m2		2 medium trees OR 1 large tree and small trees to suit area
Greater than 1000m2		1 large tree and 1 medium tree for each additional 400m2 in excess of 1000m2 OR 1 large tree for each additional 900m2 in excess of 1000m2 and small trees to suit area

LANDSCAPE DESIGN INTENT

- All planting beds are to be fully irrigated and operated off a timed controller with rain sensor shut-off.
- Irrigation design to comply with waterwise design principles and the City's Street Verge Guidelines. Detailed irrigation plan to be provided at building license stage.
- Water efficient irrigation system to be installed to best WSUD practice, using hydro-zoning and water harvesting principals where appropriate.
- Additional waterwise design principles employed:
  - > Low water use plant selection suited to the local soil complex.
  - > Complete omission of water intensive turf areas.
  - > Water retention soil preparation.
  - > Reduction in soil water loss through perscribing course mulch.
- Proposed plant distribution rate 4 per m2.
- Proposed plant pot sizes:
  - > Small Tree 100L
  - > Medium 200L
  - > Large Tree 500L
  - > Shrubs/groundcovers 140mm-200mm



PRELIMINARY SPECIES SELECTION

TREES


Gleditsia shademaster


Sapium sebiferum


Pyrus calleryana


Lagerstroemia indica


Plumeria rubra

SHRUBS / GROUNDCOVERS


Adenanthos cuneatus


Alyogyne huegelii


Casuarina 'Cousin It'


Correa alba


Dampiera linearis


Dianella 'Cassa Blue'


Eremophila glabra


Grevillea cherry cluster


Liriope muscari


Murraya paniculata


Philodendron xanadu


Pittosporum miss muffet


Rhapis excelsa


Senecio serpens


Tecoma capensis


Trachelospermum jasminoides


Viburnum tinus


Westringia Grey Box

TIMDAVIESLANDSCAPING

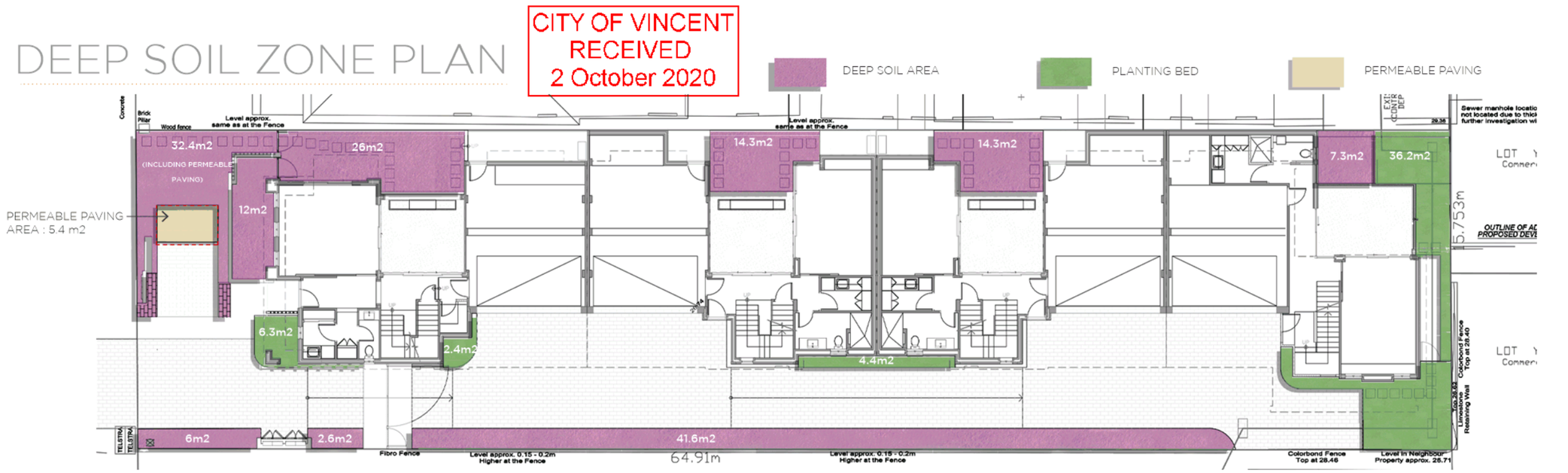
AUTHOR: JR Q.A: RB PROJECT #: 11578-FLO 1:200 @ A3

LOT 6 FLORENCE STREET - WEST
LANDSCAPE CONCEPT

SK01-C

DEEP SOIL ZONE PLAN

CITY OF VINCENT
RECEIVED
2 October 2020



LANDSCAPE AREA SUMMARIES

TOTAL SITE AREA	: 1020 m2
DEEP SOIL AREA REQUIREMENT	: 153 m2 (15 % FROM TOTAL SITE AREA)
SITE DEEP SOIL AREA	: 156.5 m2 (15.3%)
SITE CANOPY COVERAGE	: 305 m2 (30%)

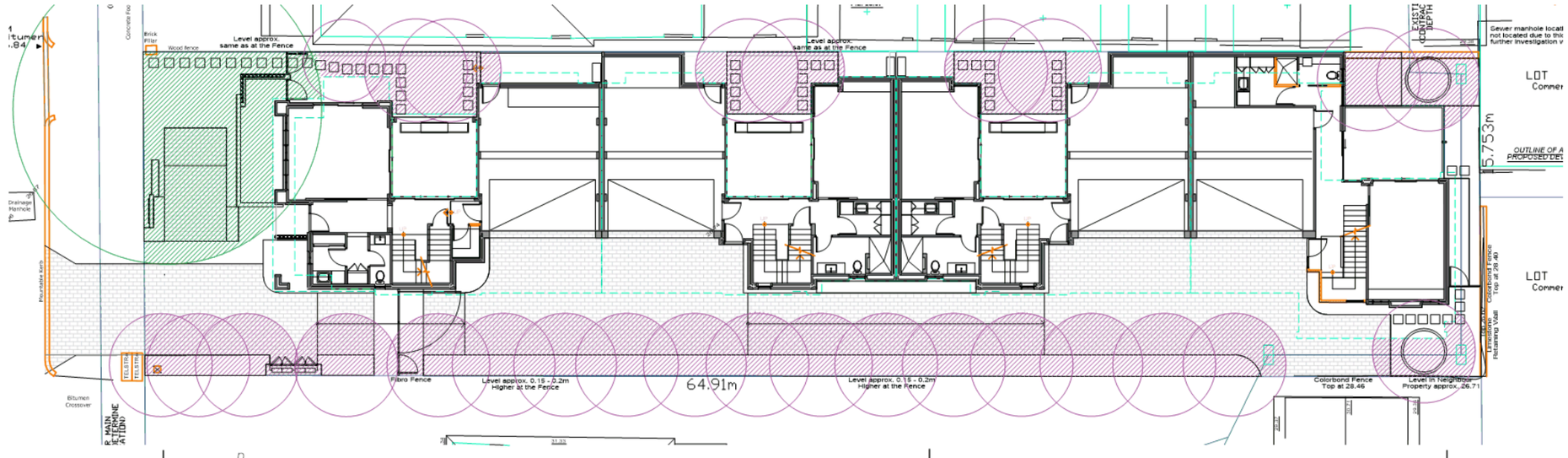
PROPOSED TREE 1 - LARGE
GLEDITSIA TRICHANTOS
MATURE CANOPY COVER : 15 Dia.
MATURE HEIGHT : 8m - 12m

PROPOSED TREE 2 - SMALL
PYRUS CALLERYANA
MATURE CANOPY COVER : 5 Dia.
MATURE HEIGHT : 7m - 10m

PROPOSED TREE 3 - MEDIUM
SAPIUM SEBIFERUM/ PLUMERIA RUBRA
MATURE CANOPY COVER : 5-6 Dia.
MATURE HEIGHT : 3m - 9m

PROPOSED TREE 4 - SMALL
LAGERSTROEMIA INDICA
MATURE CANOPY COVER : 4 Dia.
MATURE HEIGHT : 3m - 6m

TREE CANOPY COVER PLAN



TIMDAVIES LANDSCAPING

AUTHOR: JR Q.A: RB PROJECT #: 11578-FLO 1:200 @ A3

LOT 6 FLORENCE STREET - WEST PERTH
LANDSCAPE CONCEPT

SK02-C


APPLICATION FOR PLANNING APPROVAL
LOT 6 (12) FLORENCE STREET, WEST PERTH
SUPPLEMENTARY URBAN DESIGN ANALYSIS
XSCOPE PTY LTD
TOWN OF VINCENT
13 October 2020
fpdc
Ferraro planning and development consultancy
Office: Unit 217/096 Scarborough Beach Road Osborne Park WA 6017 – Mail: PO Box 1583 Melville South WA 6156 – Nikagem Pty Ltd as Trustee for The Ferraro Family Trust ABN 62 080 106 272

REVIEW OF THE BUILT AND NATURAL ENVIRONMENT

Florence Street is located only 2km north west of the centre of the Perth CBD. The area was developed early in the colonisation of the State and is evidenced through a wide range of character homes that remain in the area, ranging from modest 19th and 20th century weatherboard homes, federation bungalows through to new contemporary dwellings.

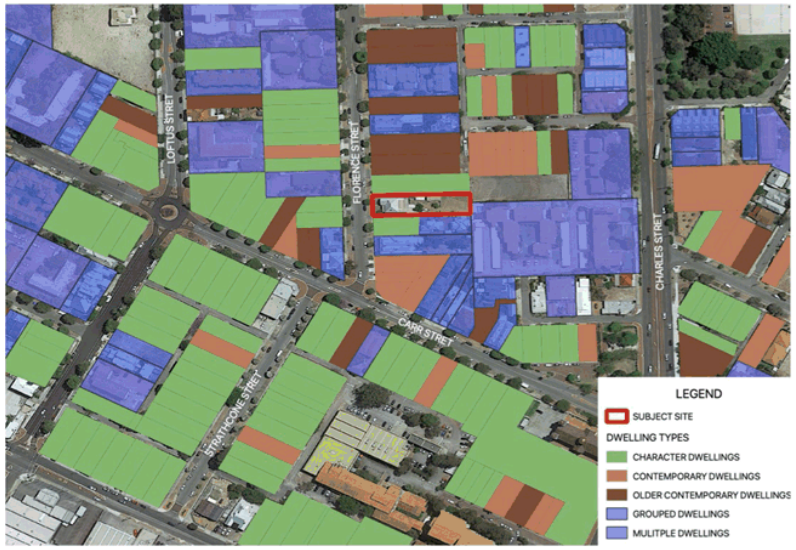
The area has been the subject to extensive rebuilding over the years and now accommodates a wide range of housing types from large free standing homes through to large multiple housing complexes.

There is no apparent consistent building style or material use evident throughout the suburb, with buildings largely reflecting the trends of the era in which they were built.

While metal roofs can be found on the older dwellings, clays tiles are now prevalent throughout.

The natural environment is largely confined to historical open space areas, such as Hyde Park and Smiths Lake, while active playing areas make up the balance of the green space.

The medium density grouped housing development proposed for 12 Florence Street is consistent with the more recent form and type of development that has been approved and developed in the area. The presentation of major openings to the public realm, together with interesting and varied architectural features add interest and creates a visual separation from the character buildings that remain in the area. The use of light colours and metal roofing aims to complement the original dwellings and create and interesting and harmonic streetscape.







1

URBAN DESIGN ANALYSIS

Lot 6 (12) FLORENCE STREET, WEST PERTH

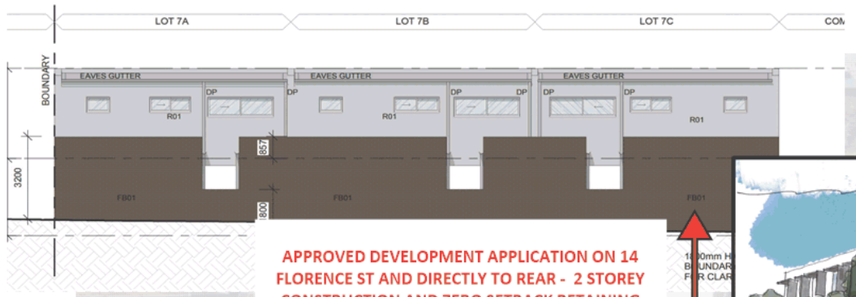


EXISTING STREET VIEW - 10 - 14 FLORENCE STREET

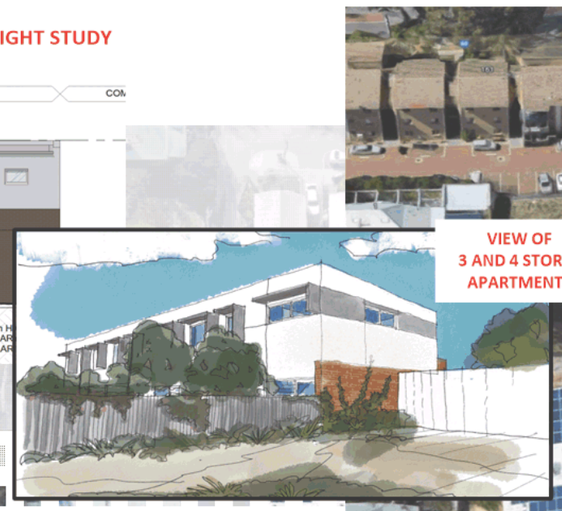


PROPOSED STREET VIEW - 10 - 14 FLORENCE STREET

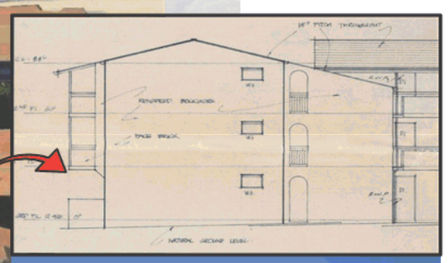
12 FLORENCE ST WEST PERTH - SUPPLEMENTARY NEIGHBOURING DWELLING HEIGHT STUDY



APPROVED DEVELOPMENT APPLICATION ON 14 FLORENCE ST AND DIRECTLY TO REAR - 2 STOREY CONSTRUCTION AND ZERO SETBACK RETAINING APPROVED



VIEW OF 3 AND 4 STOREY APARTMENTS





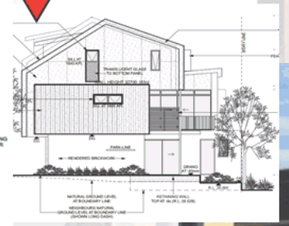
FRONT ELEVATION



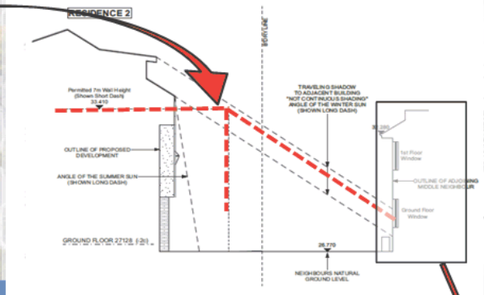
12 FLORENCE ST / LOT 6

REAR ASPECT OF 12 FLORENCE ST SHOWN

REAR ELEVATION



Permitted 7m Wall Height (Shown Short Dash) 33.410



EXAMPLES OF EXISTING FLORENCE ST ELEVATIONS





PROJECT: Proposed Group Dwellings	DRAWN: D.L.	REVISION: 27 - 10 - 2020 18 - 09 - 2020
CLIENT: XScope Pty Ltd (van Dommelen)	DATE: JUNE 2020	
ADDRESS: Lot 6 (# 12) Florence Street West Perth	SCALE: 1 : 100	© Copyright
MDAWA Building Designers Association of Western Australia	JOB NO: 110-18 (A1)	SHEET: 4B OF 6
	DANIELL LOVIMA DESIGN TEL: 08 9457 9331 MB: 0439 933 710 P.O. BOX 1152, APPLECROSS W.A. 6953	WWW.DANIELLOVIMADESIGN.COM

DANIEL LOVIMA DESIGN

URBAN DESIGN ANALYSIS

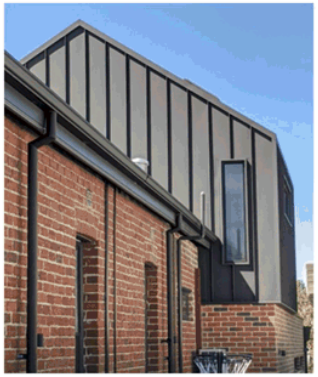
Lot 6 (12) FLORENCE STREET, WEST PERTH



Florence Street Character Analysis - Eclectic mix of housing types and styles

URBAN DESIGN ANALYSIS

Lot 6 (12) FLORENCE STREET, WEST PERTH



FLORENCE STREET, NORTH



4 FLORENCE STREET





7 CARR STREET

DESIGN INFLUENCES

Florence Street and its surrounds are characterised by a range of housing types, styles and ages. The streetscape provides evidence of intergenerations changes in housing styles ranging from Federation bungalows through to contemporary dwellings.

The use of solid masory on ground floor levels is a consistent theme throughout the area regardless of the age of the building.

The front facades of many new dwellings include a variety of geometric shapes and features which provides a clear distinction between the housing styles of the heritage buildings, while reflecting the aspirations of the new residents to the area. The design features proposed for Lot 6, have been drawn from many of the design elements that have been applied in the area. The design includes bold geometric shapes, partly concealed roofing and the use of distinct masonary features, reflect elements that are now common in the area.

CLEAVER STREET - NEW BUILD







CARR STREET, SOUTH





CLEAVER STREET, NEW AGED CAR UNDER CONSTRUCTION



CLEAVER STREET



WEST LEEDERVILLE

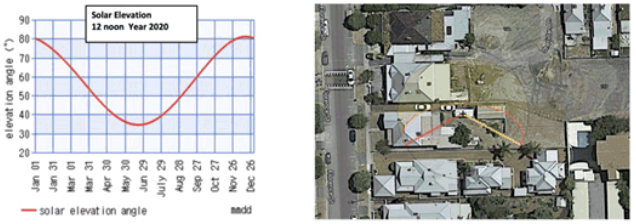
4

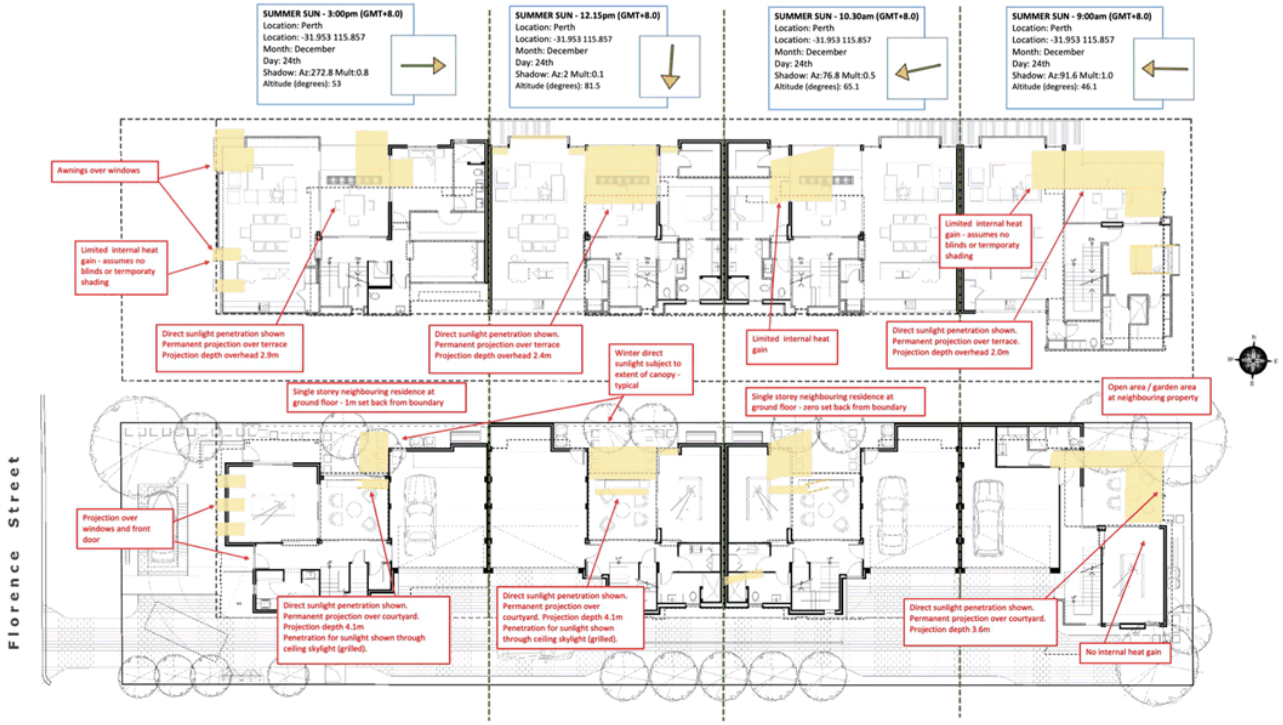
SUNLIGHT PENETRATION ANALYSIS -SUMMER

PASSIVE SOLAR DESIGN STUDY
SUMMER - 24th December

NORTH ORIENTATED TERRACE
UNWANTED NORTHERN SUMMER SUN

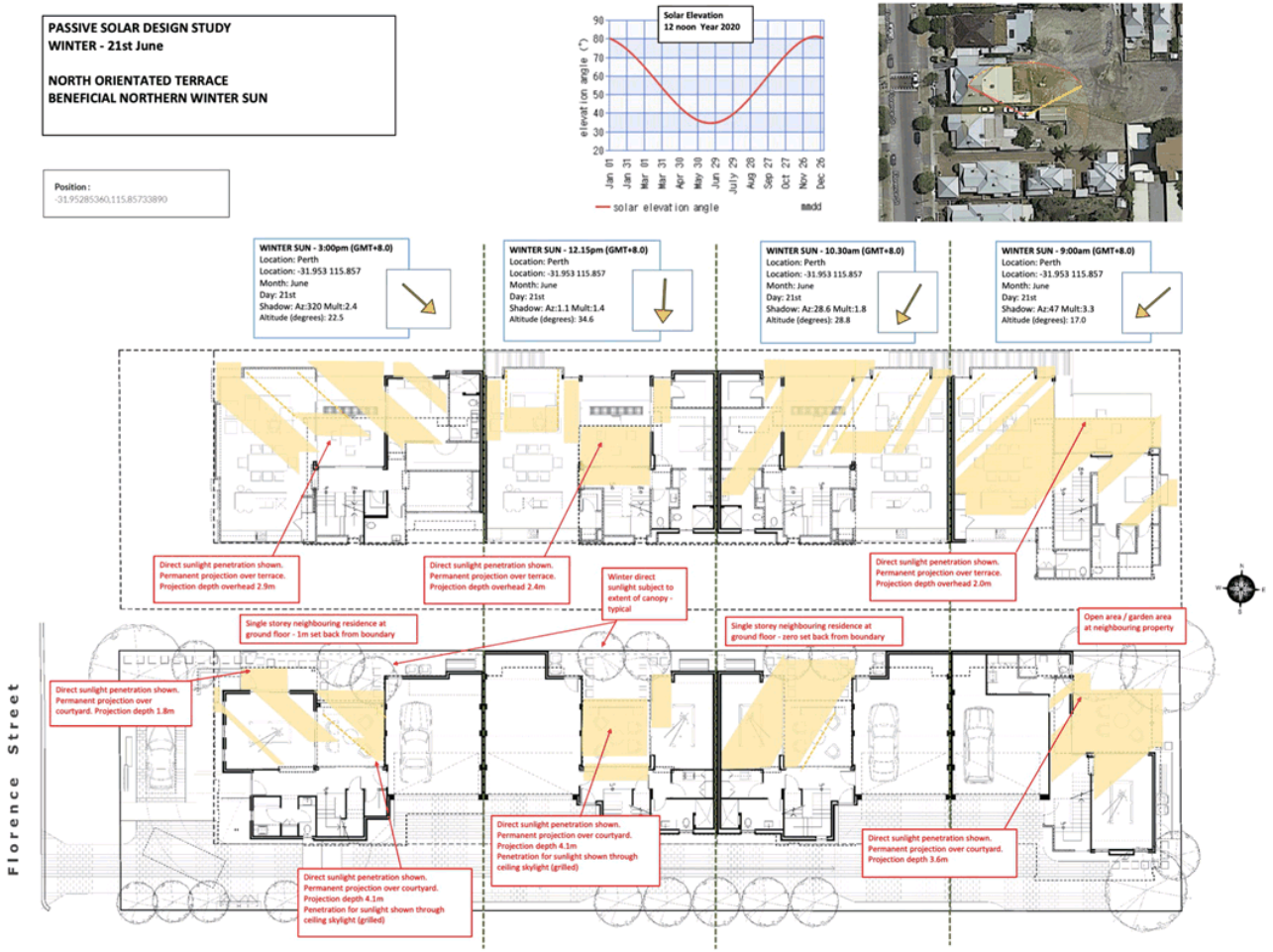
Position :
-31.95285360,115.85733890



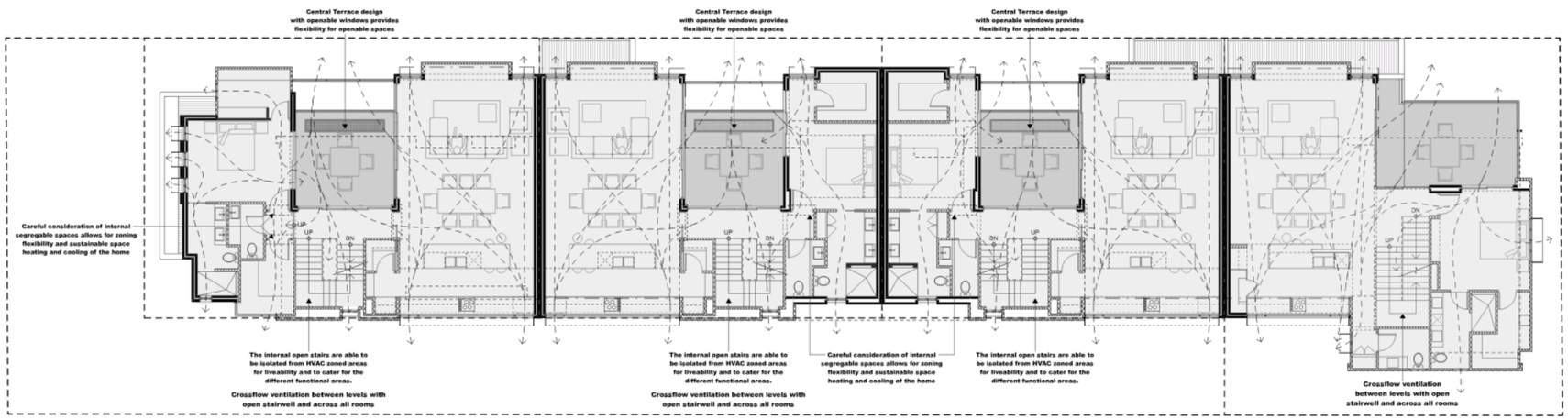


5

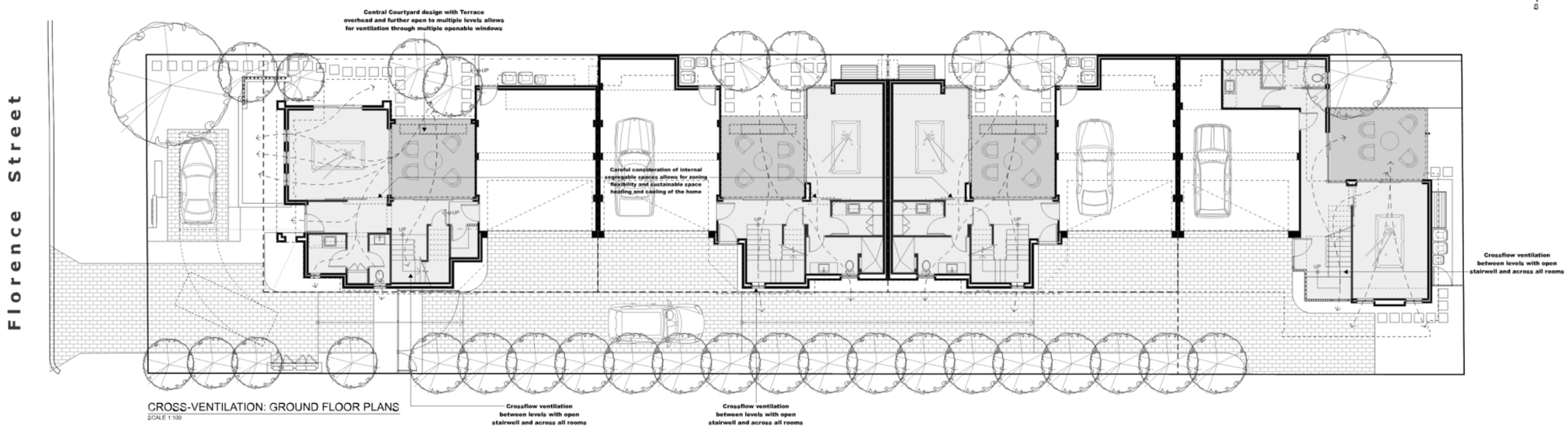
SUNLIGHT PENETRATION ANALYSIS - WINTER



6



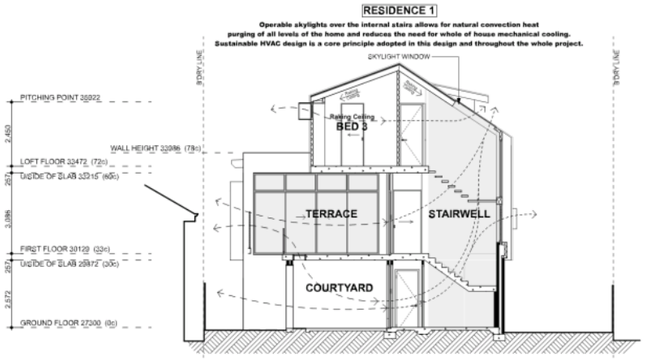
CROSS-VENTILATION: FIRST FLOOR PLANS
SCALE 1:100



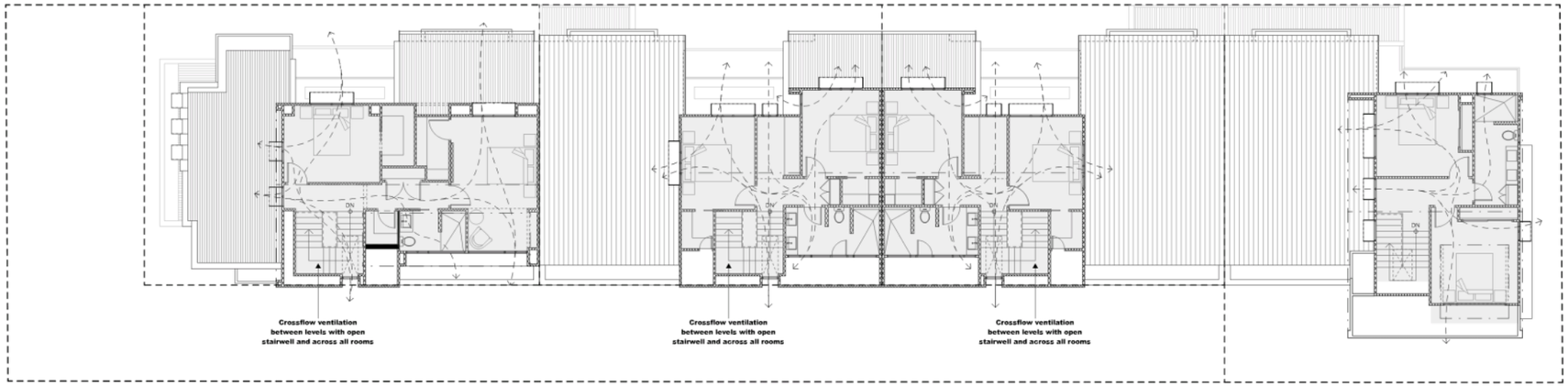
CROSS-VENTILATION: GROUND FLOOR PLANS
SCALE 1:100

PROJECT: Proposed Group Dwellings	DRAWN: D.L.	REVISION: 27 - 10 - 2020 18 - 09 - 2020
CLIENT: XScope Pty Ltd (van Dommelen)	DATE: JUNE 2020	
ADDRESS: Lot 6 (# 12) Florence Street West Perth	SCALE: 1 : 100	© Copyright
	JOB NO: 110-18 (A1)	SHEET: 4A OF 6
BDAWA Building Designers Association of Western Australia	DANIEL LOMMA DESIGN TEL: 08 9467 8051 MB: 0429 933 710 P.O. BOX 1522, APPLECROSS W.A. 6953	WWW.DANIELLOMMADESIGN.COM

DANIEL LOMMA DESIGN



CROSS-VENTILATION: SECTION
SCALE 1:100



CROSS-VENTILATION: LOFT FLOOR PLANS
SCALE 1:100

PROJECT: Proposed Group Dwellings	DRAWN: D.L.	REVISION: 27 - 10 - 2020 18 - 09 - 2020
CLIENT: XScope Pty Ltd (van Dommelen)	DATE: JUNE 2020	
ADDRESS: Lot 6 (# 12) Florence Street West Perth	SCALE: 1 : 100	© Copyright
BDAWA Building Designers Association of Western Australia	JOB NO: 110-18 (A1)	SHEET: 4B OF 6
	DANIEL LOMMA DESIGN TEL: 08 9467 8251 MB: 0420 922 710 P.O. BOX 1522, APPLECROSS W.A. 6952	WWW.DANIELLOMMADESIGN.COM

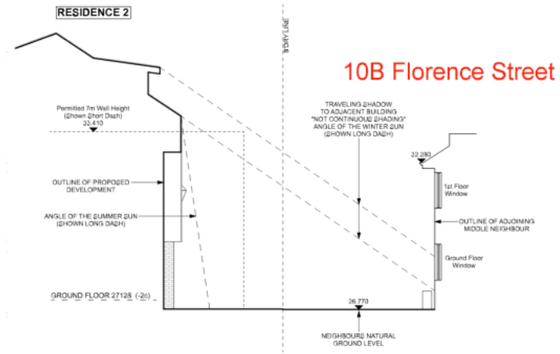
DANIEL LOMMA DESIGN



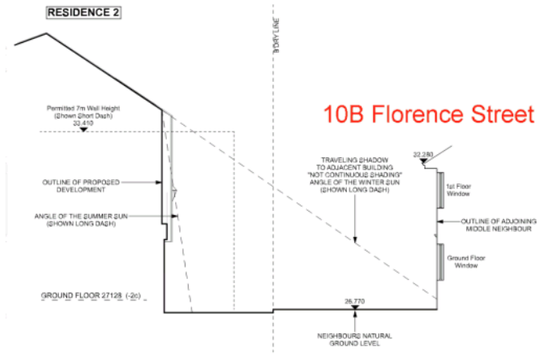




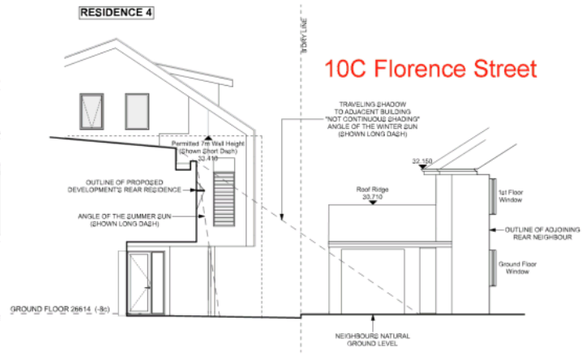
OVERSHADOWING STUDY TO ESTABLISHED DWELLING TO THE SOUTH



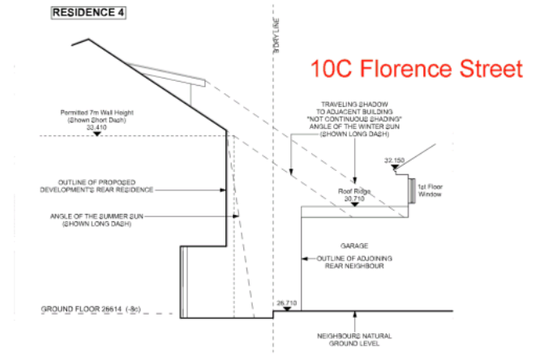
OVERSHADOWING SECTION 1
SCALE 1:100



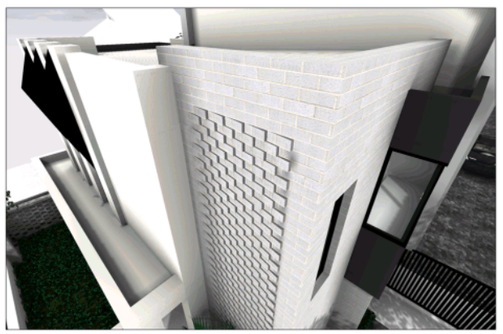
OVERSHADOWING SECTION 2
SCALE 1:100



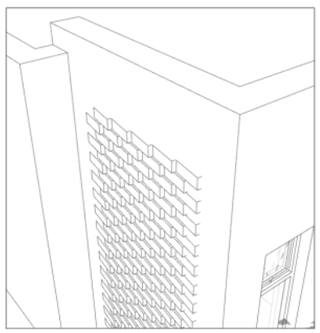
OVERSHADOWING SECTION 3
SCALE 1:100



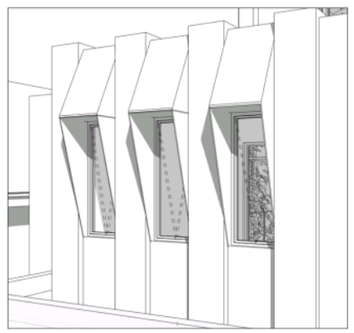
OVERSHADOWING SECTION 4
SCALE 1:100



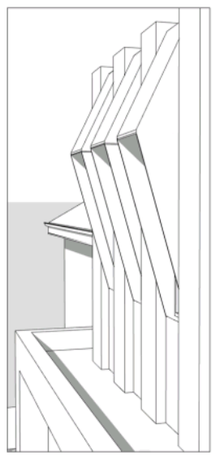
FEATURE BRICK PROJECTIONS

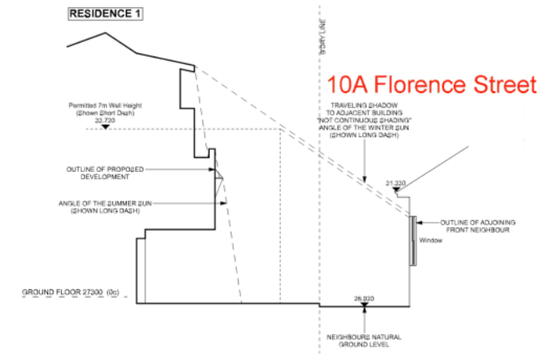


FEATURE BRICK PROJECTIONS



MODERN TAKE ON TRADITIONAL AWNING / WINDOW CANOPY





OVERSHADOWING SECTION 5
SCALE 1:100

PROJECT: Proposed Group Dwellings	DRAWN: D.L.	REVISION: 27 - 10 - 2020 26 - 10 - 2020
CLIENT: XScope Pty Ltd (van Dommelen)	DATE: OCT. 2020	
ADDRESS: Lot 6 (# 12) Florence Street West Perth	SCALE: 1 : 100	© Copyright
	JOB NO: 110-18 (A1)	SHEET: OF
BDAWA Building Designers Association of Western Australia	DANIEL LOMMA DESIGN TEL: 08 9497 2251 MB: 0433 922 710 P.O. BOX 1522, APPLECROSS W.A. 6952	WWW.DANIELLOMMADESIGN.COM

DANIEL LOMMA DESIGN

Environmentally Sustainable Design Requirements – Template for Single Houses and Grouped Dwellings

12 Florence St Leederville

4 Grouped Housing Development

Revised 10 Oct 2020 Including CoV Requirements

Revised 28 Oct 2020 Including Environmental Performance Study Agreement

The City's Built Form Policy includes Local Housing Objectives related to achieving a development which incorporates Environmentally Sustainable Design (ESD) principles.

These principles seek to achieve new developments which have a reduced environmental impact, improved energy and water efficiency, and reduced reliance on non-renewable energy sources. The development of energy efficient buildings also delivers medium to long-term savings for owners and occupants.

By considering these principles of ESD through the development application process, a more holistic approach can be taken towards incorporating ESD principles into the building design, rather than retrospectively once the building design has been completed.

The Local Housing Objectives in the Built Form Policy are performance-based, which requires consideration as to how each of these have been achieved.

To assist landowners and applicants in preparing a development application, the below table outlines the Local Housing Objectives applicable to Single Houses and Grouped Dwellings, and information on how these can be addressed through principles of ESD.

For further information and further examples of what you could provide, please refer to the City's Environmentally Sustainable Design Information Sheet HERE. Alternatively, feel free to contact the City's Development and Design team on 9273 6000.

Please outline how each of the following elements have been addressed and attach any relevant or supporting photos, images, diagrams or drawings where applicable.

What Does This Mean and How Can I Achieve This?	Applicant Comment – How I have achieved this objective
Environmental Impact *Development that considers the whole of life environmental impact of the building and incorporates measures to reduce this impact.*	
The environmental impact of developments can be impact by considerations such as building orientation, design and construction materials. Construction	The grouped dwelling footprint extends in an overall east-west orientation to achieve an advantageous north facing aspect for

What Does This Mean and How Can I Achieve This?	Applicant Comment – How I have achieved this objective
materials which are durable and are low maintenance generally have a low environmental impact. Some examples of building materials and design choices with reduced environmental impacts include: • Incorporating an east-west orientation (where possible); • Minimising the extent of the building footprint; • Incorporating good solar-passive design; • Reverse brick veneer (internal thermal mass, external insulation); • Low emission concrete; • Lightweight, recycled, non-toxic, minimally processed and recyclable materials; • Gabion walls filled with demolition waste; • High quality (durable), energy and water saving fixtures and fittings (such as reversible ceiling fans, water efficient taps and toilets); and • Installation of appropriate and effective insulation.	courtyards and terrace windows. The built form has been designed within the R50 requirements and seeks a balance between access to external space, landscaping and internal liveability whilst maintaining the deep soil and permeability requirements. The building materials include a mixture of rendered brickwork, face brickwork, cladding (Innova Durascape, Axon cladding or similar) and Colorbond cladding as required. Demolition of an existing brick house allows for salvage of reclaimed red face bricks to be used in select feature panels and internal walls. The first level and under roof loft space is designed to utilise timber framed walls and lightweight building materials where possible. The use of external Colorbond cladding that accentuates the roof shape and further used to define the articulated building elements on the south face provides further opportunity to maintain a lightweight structure. LED lighting, ceiling fans in all living and bedrooms areas, energy efficient appliances and rainwater tanks for garden use will achieved a high quality and energy sensitive project.
Thermal Performance *Development that optimises thermal performance of the building throughout the year through design elements and material selection.*	
Thermal performance relates to the efficiency of buildings and materials to retain or transmit heat. In summer, a development with poor thermal performance will often absorb and retain more heat, resulting in the inside of the building feeling hotter. Design elements which can assist with achieving a high level of thermal performance relate to solar-passive design and includes the orientation and layout of the building, the placement of thermal mass, and the use of insulation. Material selection which can assist with achieving a high level of thermal performance can include those which have thermal mass (such as concrete, brick, tile, rammed earth) and insulation properties (such lightweight	12 Florence St has sought to maximise the north facing aspect for the first floor terraces and the ground floor courtyards to promote passive solar design elements. The internal courtyard layout has been used to introduce direct sunlight in winter and to provide protection from direct sunlight in summer through the use of building projections over the majority of the terrace glazed elements. The direct winter sunlight on the concrete internal floors, as well as the first floor terrace slab that runs through to the internal spaces will further provide passive thermal performance in winter through the use of retained daytime heat and built up thermal inertia to reduce the heating requirements in winter. These floor slabs are substantially protected from direct sunlight and are shaded during the summer months.

What Does This Mean and How Can I Achieve This?	Applicant Comment – How I have achieved this objective
cladding, wood, recycled plastic composite, range of insulation materials, strategic use of air gaps).	Cavity insulation (Aircell) is employed where double brick walls are nominated, with rockwool or batts and vapour seals used for light weight walls. Roofs are installed with both Anticon under the Colorbond metal roof and R4 insulation batts installed above the internal ceilings under each of the roofs. Operable skylights mounted over the stair wells in each of the dwellings, with skylights provided with both rain sensors and sun blinds, allows for evening purging of summer heat as well as ventilation of each floor via the central open stairs. The living space and functional spaces can be isolated to limit the volume that requires space heating or cooling and provide the occupant operating flexibility of the reverse cycle air-conditioning provided by ducted and zone-controlled home air conditioning systems. The floor layout seeks to recognise that both passive and active solar and HVAC design should have configurable controls and work together to reduce the need for whole of house space heating /cooling when only some areas are in use. Review of the winter and summer solar angles are provided in document Urban Design Supplementary Analysis 20200724.
Solar Passive Design *Development shall incorporate site planning principles that maximise solar passive design opportunities for both summer and winter*	
• Where the long axis of building runs east-west, the majority of glazing being provided to the north, with limited glazing provided to the east and west; and/or • The inclusion of a central light well or courtyard can help to maximise access to northern light.	The solar passive design has been addressed under the Thermal Performance section above. Central light wells and courtyards have been fundamental to the design of the dwellings, and this detail has previously been presented to the DRP as being the preferred solution for this project. The design allows for wrap around glazing where blinds or curtains are not required to be employed year-round to achieve internal comfort or privacy, and achieves viewing angles across the house at each floor. Windows facing east and west are screened with window surrounds or structural elements that project over the windows.

What Does This Mean and How Can I Achieve This?	Applicant Comment – How I have achieved this objective
	Units 1 through to 3 also include a grilled penetration in the terrace concrete floor to throw additional direct and indirect natural light into the ground floor courtyard. The floor penetrations on the northern edge of the first floor terraces have been located so that it not directly shaded during summer and winter. Furthermore, the angle of solar elevation will allow winter sun to reach further into the ground floor courtyard during winter noon hours and prevent direct summer solar light during summer noon hours. A grilled penetration in the unit 4 terrace has not been required to introduce additional natural light at the ground floor level due to the set back of the building at the rear/east end of this development.
Sunlight and Ventilation *The provision of natural ventilation and daylight penetration to reduce energy consumption*	
• Rooms provided with ventilation openings on both sides to allow cross-flow of air; • Maximum glazing provided to north-facing living areas; • Bedrooms being located on the south; and/or • Utility rooms and garages being located on east and west sides of a dwelling.	The cross flow or air has been detailed for each room in the provided document titled Urban Design Supplementary Analysis 20200724. The north facing glazing has been addressed in the Thermal Performance and Solar Passive Design discussion points provided above. Glazing that faces directly east or west has been reduced and internal lightwell / courtyard glazing has been maximised.
Solar Heating *The provision of daytime areas with north-facing glazing to allow passive solar heating during winter*	
• Up to 80% of the glazing provided to north facing living areas being unshaded in winter, and fully shaded by external structures in summer.	Please refer to the provided document Urban Design Supplementary Analysis 20200724 which identifies the consideration given to solar elevations for different times of year. The projections over north facing and courtyard facing glazing achieves significant summer shading.
Cross Ventilation *The provision of openable windows and/or ceiling fans to habitable rooms or occupied spaces that allow natural and cross ventilation*	
• Windows located on north and south side of the dwelling being openable to utilise cooling breezes in summer; and/or • Reversible ceiling fans facilitate cooling in summer and improve air dispersion for more efficient heating in winter.	Openable widows are generously provided for to achieve indoor/outdoor access to the courtyard as well as cross flow within each floor and up the central open stairs.

What Does This Mean and How Can I Achieve This?	Applicant Comment – How I have achieved this objective
	Ceiling fans are allowed as addressed under the above Environmental Impact discussion points.
Water Re-use *The provision of recovery and re-use of rainwater, storm water, grey water and/or black water for non-potable water applications*	
• Rainwater captured in tank/s above or below ground and plumbed into toilet and laundry; • Greywater used for garden irrigation, or hand basin draining into toilet cistern for flushing; and/or • Soft landscaping is maximised to increase on-site stormwater infiltration.	Rainwater tanks are proposed to capture and use for garden water. Greywater systems will require further consideration as the project will already include many energy efficiency design, study and submission components at considerable cost. This consideration will become budget driven. Soft landscaping is as detailed in the landscaping plan provided.
Solar Gain *Incorporation of shading devices to reduce unwanted solar gain in summer and increase passive solar gain in winter*	
• Eaves, pergolas and other external shade structures designed to the correct depth to provide 0% shading in mid-winter and 100% shading in mid-summer. • Such structures may also be movable, (e.g. mobile screens and adjustable pergolas) to allow increased control over light and heat gain.	These details are discussed in the sections above.
Energy Consumption *Integration of renewable energy and energy storage systems to optimise energy consumption.*	
• Solar photovoltaic system (with or without battery storage) for electricity generation; • Solar or heat pump hot water system; and/or • Smart-wired home to enable automated diversion of excess solar energy to power air conditioners and other appliances and reduce energy use at other times.	Rooftop PV is able to be installed on the flat roof sections above each living room. Conduit pre-lay and panel roof space is provided such that Solar PV can be either installed during construction or readily fitted after completion. The owners will decide the extent of PV rooftop solar that will be installed to suit their use case, as the solar design will take into consideration lifestyle and daytime use, as well as the integration and need for storage and EV facilities. We see this evolve rapidly over the next few years and will progress the design and integration to suit during the build phase.
Solar Absorptance ***Flat roof*** *structures that are not visible from the street or adjacent properties shall have a maximum solar absorptance rating of 0.4*	

What Does This Mean and How Can I Achieve This?	Applicant Comment – How I have achieved this objective
or ***Pitched roof*** *structures or roof structures that are visible from the street or adjacent properties shall have a maximum solar absorptance rating of 0.5, unless a suitable alternative is identified in the Urban Design Study*	
Solar absorptance rating is a measure of how much solar energy a material absorbs and therefore how hot it gets when exposed to the sun. A rating of zero means no absorption and the material remains cool. A rating of 1 is 100% absorption and the material becomes very hot. As a general rule, light roof colours have lower absorptance values than dark roof colours. Roofing material suppliers can provide the absorptance values of their colour range. Roofs that are visible from the street or adjacent properties are permitted a higher absorptance value because lighter colours (which have lower absorptance values) may be visually less comfortable for some neighbours.	The flat roofs (not forming part of the loft roof elements) are proposed to be Colorbond colour Shale Grey or Surfmist with Solar Absorptance values of 0.43 and 0.32 respectively. Surfmist is classified as a light colour under NCC Volume Two 2019 and we would seek to understand if a more reflective roof is accepted by CoV before adopting this option, as other councils have preferred Shale Grey or similar. Loft roofs and pitched roofs were originally proposed to be colorbond Monument as they provide a dramatic design feature. Following DRP input and consultation Basalt was proposed as a lighter material (albeit other similar details in the precinct that rely on Colorbond Monument or black coloured cladding for dramatic shape language). Whilst there are multiple dwellings in the area with dark roofs under construction, we have been advised by CoV that for this and DA submissions going forward that these colours would be rejected. The design has now been resubmitted with roof colours and cladding selected as Shale Grey with a Solar Absorptance value of 0.43 to satisfy CoV requirements. Selection of Colorbond colours that achieve a Solar Absorptance value of 0.5 or less for roof and wall cladding for the loft pitched roof and wall cladding restrict selection to 6 of the available standard colours.

What Does This Mean and How Can I Achieve This?	Applicant Comment – How I have achieved this objective

Colour	Solar Absorptance
Surfmist®	0.32
Classic Cream™	0.32
Paperbark®	0.42
Evening Haze®	0.43
Shale Grey™	0.43
Dune®	0.47
Cove™	0.54
Windspray®	0.58
Pale Eucalypt®	0.60
Gully™	0.63
Mangrove®	0.64
Wallaby®	0.64
Jasper®	0.68
Basalt®	0.69
Manor Red®	0.69
Terrain®	0.69
Woodland Grey®	0.71
Monument®	0.73
Ironstone®	0.74
Cottage Green®	0.75
Deep Ocean®	0.75
Nightsky®	0.96

Allowed colours for wall and roof cladding – understood to be applied to all CoV developments. Council has confirmed that darker roof colours and alternatives can not be proposed for all future developments.

What Does This Mean and How Can I Achieve This?	Applicant Comment – How I have achieved this objective
Environmental Performance Demonstrate that the development is capable of achieving the following performance standards when compared against the Perth statistical average for residences: • 50% reduction in global warming potential (greenhouse gas emissions); and • 50% reduction in net fresh water use. The acceptable method for demonstrating this is an independently reviewed EN15978 compliant Target Setting life cycle assessment (LCA) with a 20% factor of safety applied to improvement strategies	
Applications for new Single Houses and Grouped Dwellings should be accompanied by a target setting LCA which measures the environmental performance of the building over its lifetime, to understand how the design contribute towards reduced environmental impacts. You can find an LCA assessor by contacting the Australian Life Cycle Assessment Society (ALCAS) or by doing a general internet search. Please ensure that you or the assessor you engage use methodologies compliant with: • Environmental standard EN15978 – Sustainability of construction works – Assessment of environmental performance of buildings – Calculation method; and • That the system boundary includes all Life Cycle Modules (A1-2, B1-7, C1-4 and D) in addition to non-integrated energy (plug loads). As an alternative to the LCA for Single and Grouped Dwellings, the City may accept an 8 star NatHERS rating, in conjunction with the development meeting the other local housing objectives listed above. The City can also consider other environmental sustainable design reports, however it is recommended these be discussed with the City prior to engaging someone, to ensure that the report will be accepted by the City.	Unit 2 Environmental Performance study is under development as a representative study for all 4 units, these being closely aligned in construction methodology, floor area, window set out and energy efficient appliances, HVAC and fixtures.

Please complete all sections of this template and send to **mail@vincent.wa.gov.au** along with all relevant attachments. Alternatively, you can submit your application in person at our **Administration Centre (244 Vincent Street, Leederville)** or post to **PO Box 82, Leederville, 6902**.

Life Cycle Assessment

12 Florence Street, West Perth, WA 6005

City of Vincent

Date : 13 November 2020

Authors : Michelle Jessup

Phone : +61 (08) 9467 1664

Address : Level 2, 18 Howard Street, Perth WA 6000 Australia

Email : info@etoolgobal.com

Peer Reviewer : Fei Ngeow

Version : 1



eToolLCD Software Disclaimer

The LCA predictions of embodied and operational impacts (including costs) conducted in eToolLCD software, by their very nature, cannot be exact. It is not possible to track all the impacts associated with a product or service back through history, let alone do this accurately. eToolLCD software has been built and tested to enable informed decisions when comparing design options. Generic cost and environmental impact coefficients do not necessarily correspond to those of individual brands of the same product or service due to differences within industries in the way these products and services are delivered.
eTool PTY LTD cannot make assurances regarding the accuracy of these reports for the above reasons.
© 2020 eTool PTY LTD and ETool All rights reserved

Executive Summary

This Life Cycle Assessment has been completed for a number of design options for Lot 2 - 12 Florence Street, City of Vincent located at 12 Florence Street, West Perth, WA 6005. The Author of the study is Michelle Jessup of ETool and the critical review has been conducted by Fei Ngeow of eTool PTY LTD.

The goal of this study is to profile and improve the environmental performance of the construction works at 12 Florence Street, West Perth, WA 6005. The life cycle performance of the project is compared to other designs. The study has been conducted in accordance with ISO 14044 and EN15978.

Characterised Impacts Per Occupant Per Year		Benchmark Design	Scenario Design	Scenario Design Savings Against Benchmark Design
Environmental Impacts				
Global Warming Potential, GWP	kg CO2 eq	3.66e+3	1.31e+3	64%
Ozone Depletion Potential, ODP	kg CFC-11 eq	1.69e-4	3.21e-4	-90%
Acidification Potential for Soil and Water, AP	kg SO2 eq.	1.01e+1	7.2722	28%
Eutrophication potential, EP	kg PO4--- eq	3.29e+0	2.99e+0	9%
Photochemical Ozone Creation Potential, POCP	kg ethylene	6.57e-1	6.66e-1	-1%
Abiotic Depletion Potential - Elements, ADPE	kg antimony	1.15e-1	1.45e-1	-26%
Abiotic Depletion Potential - Fossil Fuels, ADPF	MJ	4.99e+4	1.67e+4	67%
Resource Use				
Net use of fresh water, FW	m3	9.26e+4	4.66e+4	50%

Table 1: Summary of Results

The Scenario Design shows an expected performance improvement against Business as Usual for 5 of the 8 environmental indicators.

The following low impact strategies are included in the Scenario Design:

Design Strategy Performance	GWP	ODP	AP	EP	POCP	ADPE	ADPF	FW
HVAC: Residential Ceiling Fans Assisted Cooling	0.61%	-0.19%	-0.11%	-0.82%	-0.30%	-0.46%	0.54%	0.05%
Replacement: Recycled Bricks	0.26%	0.15%	0.17%	0.11%	0.26%	0.07%	0.18%	0.01%
Finishes: Reduce Floor Coverings (Tile to Polished concrete/Timber)	4.88%	7.76%	6.62%	5.30%	8.33%	26.89%	5.03%	0.40%
Finishes: Reduce Floor Coverings (Carpet to Polished concrete)	0.13%	0.06%	0.14%	0.08%	0.31%	0.11%	0.13%	0.00%
Open Exposed Ceiling (no plasterboard)	2.41%	5.06%	3.59%	2.76%	4.26%	3.10%	3.02%	0.25%
6.6kW PV system with 5kW Inverter Single Phase Connection (Connected)	60.94%	-4.22%	36.81%	33.93%	13.67%	-24.55%	57.96%	5.23%
Water-wise gardens (minimise lawn/native plants)	0.30%	0.11%	0.23%	0.22%	0.23%	0.10%	0.28%	8.60%
Dripper Irrigation System (in place of sprays)	0.14%	0.05%	0.10%	0.10%	0.10%	0.04%	0.13%	3.87%
2kL Rainwater Tank for Garden Irrigation Water	-0.39%	-0.81%	-0.53%	-0.69%	-0.48%	-0.57%	-0.59%	7.09%
Low Flow Shower Heads (7.5L/min)	0.64%	0.14%	0.26%	0.57%	0.39%	0.17%	0.70%	4.55%
Water efficient fixtures and fittings (Mixers and Toilets only)	0.45%	0.23%	0.37%	0.88%	0.37%	0.28%	0.39%	7.47%
Proposed Design	0%	0%	0%	0%	0%	0%	0%	0%

Table 2: Design Strategies in Scenario Design

Scenario Design Performance against Benchmark



Table of Contents

1 Introduction	6
2 Goal of the study	6
3 Scope of the study	6
4 Inventory Analysis	12
5 Life Cycle Impact Assessment	16
6 Life Cycle Interpretation	19
7 Low Impact Strategies	28
8 Conclusions	46
9 References	47
Appendix A: Environmental Indicators Description	49
Appendix B: Detailed Structure Scope Diagram	50

1 Introduction

Managing the environmental impacts that arise from the construction and operation of Building is of key importance in mitigating the damage caused directly and indirectly on the biosphere. Life Cycle Assessment (LCA) is the leading industry standard in clearly identifying optimum strategies for reducing environmental impacts. This report presents the results of the LCA completed for the Scenario Design, City of Vincent Project located at 12 Florence Street, West Perth, WA 6005. eToolLCD software has been used to model the infrastructure's environmental impacts.

The study has been conducted in accordance with the following standards:

- International Standards 14040 and 14044.
- European Standard EN 15978: *Sustainability of Construction Works – Assessment of Environmental Performance of Buildings – Calculation Method*

The Author of the study is Michelle Jessup (Lead) of ETool and the critical review has been conducted by Fei Ngeow of eTool PTY LTD.

2 Goal of the study

The goal of this study is to provide profile and improve the environmental performance of the construction works at 12 Florence Street, West Perth, WA 6005. The life cycle performance of the project is compared to other designs and as such this is a comparative study. The results of the study are intended to be made public.

3 Scope of the study

The LCA study has been conducted in accordance with the EN 15978 standard to assess the direct and indirect potential environmental impacts associated with the construction works at 12 Florence Street, West Perth, WA 6005 as part of the City of Vincent project.

3.1 Functional Unit

The function of the Building must reflect the core purpose of the asset such that it can be compared accurately to different designs. In this case the functional focus is the Residential and the chosen functional unit is the provision of this function for one Occupant over one year.

The estimated design life of the design is 55 years which has been adopted for the LCA study period. This takes into consideration the structural service life limit (120 years), as well as redevelopment pressure on the asset such as surrounding density, asset ownership structures, and the architectural design quality.

Note that products with expected service lives of less than the life span of the project are assumed to be replaced at increments reflecting their service life.

3.2 System Boundary

The system boundary, shown in Figure 1, follows guidance given in EN15978.

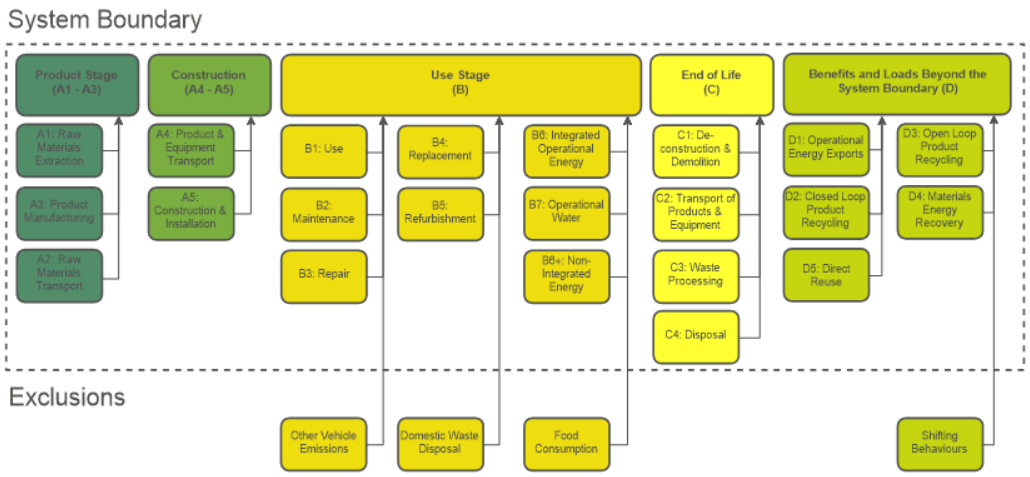


Figure 1: System Boundary Diagram

3.3 Environmental Indicators

The environmental indicators have been included in the study are detailed in Table 2. For further information regarding the environmental indicators please refer to Appendix A.

Environmental Indicator	Unit	Abbreviation	Characterisation Method
Environmental Impacts			
Global Warming Potential, GWP	kg CO2 eq	GWP	CML-IA baseline V4.5
Ozone Depletion Potential, ODP	kg CFC-11 eq	ODP	CML-IA baseline V4.5
Acidification Potential for Soil and Water, AP	kg SO2 eq.	AP	CML-IA baseline V4.5
Eutrophication potential, EP	kg PO4--- eq	EP	CML-IA baseline V4.5
Photochemical Ozone Creation Potential, POCP	kg ethylene	POCP	Institute of Environmental Sciences (CML)
Abiotic Depletion Potential - Elements, ADPE	kg antimony	ADPE	CML-IA baseline V4.5
Abiotic Depletion Potential - Fossil Fuels, ADPF	MJ	ADPF	CML-IA baseline V4.5
Resource Use			
Net use of fresh water, FW	m3	FW	Not Applicable - 1:1 factor on H20 Consumed

Table 2: Environmental Indicators Included in LCA study.

3.4 System Description

The object of the assessment is the structure itself. The assessment includes all the upstream and downstream processes needed to provide the primary function of the structure from construction, maintenance, operation, and finally demolition and disposal. The

inventory includes the extraction of raw materials or energy and the release of substances back to the environment or to the point where inventory items exit the system boundary either during or at the end of the project life cycle.

The area of the project is the City of Vincent local government in Western Australia. This local government authority covers an area of approximately 10.4 square kilometres in metropolitan Perth, the capital of Western Australia, and lies about 3 km from the Perth CBD. It includes the suburbs of Highgate, Leederville, Mount Hawthorn, North Perth, as well as parts of Coolbinia, East Perth, Mount Lawley, Osborne Park, Perth and West Perth. The City of Vincent maintains 139 km of roads and 104 ha of parks and gardens.

New developments in the area must comply with the city's built form policy released in 2020.

The project location is shown in figures 2 and 3.



Figure 2: Location of the project - Global View.



Figure 3: Location of the project - Locality View.

Lot 2 is one of a 4 dwelling development. This lot comprises a single residential building on an 235sqm lot in West Perth. The building is a three storey, double brick construction to ground floor and framed construction above where structurally possible, concrete slabs and metal roof, with facebrick, render and cladding finishes. Each residence has 3 bedrooms, 3.5 bathrooms, games room, study nook and double garage.

Energy and water assumptions for the business as usual model have been made based on a code compliant Nathers 6 star dwelling.

The Proposed Design has been orientated to promote passive solar design and cross ventilation elements with a sensor operated skylight over the stairwell that will open to purge excess heat reducing the energy demand for mechanical cooling. Sustainability features such as Solar PV, Ceiling Fans, Rainwater tanks, Waterwise landscaping and water saving fixtures have also been specified.

The motivation of this life cycle assessment is for the development to demonstrate how it achieves a 50% reduction in CO2 emissions and 50% reduction in fresh water use per occupant / per year as required by the City of Vincent Policy No 7.1.1 - Built Form; Clause 1.8 - Environmentally Sustainable Design.

The designs being assessed in the LCA include:

- Residential Benchmark building for City of Vincent representing a statistical average dwelling
- Business As Usual baseline design which represents a code compliant / standard practice version of the same design
- Proposed Design representing the design options selected by the client during the life cycle design feedback workshop

Table 3 below shows the key characteristics of the design.

	Business as Usual	Scenario Design
Design Details		
Design Name	AU WA Res Ave Code Compl CZ 5 (10 dwellings)	Proposed Design
Stories (#)	2	3
Primary Function	Single Family Residence	Residential
Structural Service Life Limit	100	120
Predicted Design Life	54	55
Functional Characteristics		
Dwellings	10	1
Bedrooms	30	3
Occupants	24	3
Total Floor Areas		
Usable Floor Area	2,140	281
Net Lettable Area	0	0
Fully Enclosed Covered Area	3,010	281
Unenclosed Covered Area	0	32
Gross Floor Area	3,010	313
Usable and Lettable Yield	71 %	90 %

Table 3: Design Characteristics Compared

Table 4 and 5 show the scope (structural and operational) of the inventory collection for the LCA. For further details on structure scope please refer to Appendix B.

Summary Structure Scope Diagram

Key: ✓ In Scope ✓ Partial ✗ Out of Scope

Category Name	Benchmark Design	Scenario Design
Substructure	✓	✓
Superstructure	✓	✓
Internal finishes	✓	✓
Fittings, furnishings and equipment	✓	✓
Services equipment	✓	✓
Prefabricated buildings and building units	✗	✗
Work to existing building	✗	✗
External works	✓	✓
Facilitating works	✗	✗
Project/design team	✓	✓
Undefined	✓	✓

Table 4: Structural scope of LCI collection

Operational Scope diagram

Key: ✓ In Scope ✗ Out of Scope

Category Name	Benchmark Design	Scenario Design
Appliances | Dishwashers	✓	✓
Appliances | Entertainment	✓	✓
Appliances | Laundry Appliances	✓	✓
Appliances | Office Workstations	✓	✓
Communications	✓	✓
Cooking and Food Preparation	✓	✓
Domestic Water Heating	✓	✓
Electrical Parasitic Loads	✓	✓
Fire Protection	✗	✓
HVAC	✓	✓
Industrial & Manufacturing Equipment	✗	✓
Lifts, Elevators and Conveying	✗	✓
Lighting	✓	✓
Miscellaneous	✗	✓
Monitoring, Control and Automation	✓	✓
Power Generation and Storage	✓	✓
Refrigeration	✓	✓
Safety and Security	✓	✓
Swimming Pools	✓	✓
Water Pumping	✓	✓
Water Removal and Treatment	✓	✓
Water Supply	✓	✓
Workshops, Garage & Misc	✓	✓

Table 5: Operational scope of LCI collection

3.5 Cut off Criteria

The EN15978 cut-off criteria were used to ensure that all relevant potential environmental impacts were appropriately represented:

- Mass – if a flow is less than 1% of the mass at either a product-level or individual-process level, then it has been excluded, provided its environmental relevance is not of concern.
- Energy – if a flow is less than 1% of the energy at either a product-level or individual-process level, then it has been excluded, provided its environmental relevance is not a concern.
- The total of neglected input flows per module, e.g. per module A1-A3, A4-A5, B1-B5, B6-B7, C1-C4 and module D shall be a maximum of 5% of energy usage and mass.
- Environmental relevance – if a flow meets the above criteria for exclusion, but is considered to potentially have a significant environmental impact, it has been included. All material flows which leave the system (emissions) and whose environmental impact is higher than 1% of an impact category, have been included.

The Operational Guidance for Life Cycle Assessment Studies (Wittstock et al. 2012) states:

The apparent paradox is that one must know the final result of the LCA (so one can show that the omission of a certain process is insignificant for the overall results) to be able to know which processes, elementary flows etc. can be left out.

The approach taken in this study is to continue modelling smaller inputs until confidence is gained that the criteria is safely met.

3.6 Allocation

Allocation rules follow those of EN15804 as given below:

- Allocation will respect the main purpose of the studied processes. If the main purpose of combined processes cannot be defined (e.g. combined mining and extraction of nickel and precious metals), economic allocation may be used to divide resources and emissions between the products.

- The principle of modularity is maintained. Where processes influence the product's environmental performance during its life cycle, they will be assigned to the module where they occur.
- The sum of the allocated inputs and outputs of a unit process are equal to the inputs and outputs of the unit process before allocation. This means no double counting of inputs or outputs is permissible.

3.7 Independent Review

The critical review has been undertaken in accordance with ISO14044.

4 Inventory Analysis

The inventory analysis was aided by the following design documents:

- Other Design Documentation: Take-off from LCD Lite Helper Spreadsheet, November 2020 by
- Other Design Documentation: ABCB_Nathers Heating and Cooling Load Limits_extract, November 2020 by
- Other Design Documentation: Lot2 - Florence St_LCD Lite Spreadsheet, November 2020 by
- Other Design Documentation: Lot2 - Florence St_Occupancy Calculator, November 2020 by
- Architectural Documentation: van Dommelen (Florence Street) Amended TP (22-09-2020), November 2020 by
- Other Design Documentation: Lot2 - Florence St_Rain Water Calculator, November 2020 by

The design has been modelled using the available eToolLCD elements, templates and EPDs as shown in Table 6.

eToolLCD Item Type	Count In Design	
	Benchmark	Scenario Design
Design Templates	24	179
Equipment and People Elements	495	241
Material Elements	841	363
Energy Elements	38	22
Water Elements	12	13
EPDs	0	0

Table 6: Count of elements, templates and EPDs in the design

The eToolLCD library templates are customisable and users may submit templates for validation. The template validation process is undertaken by experienced LCA practitioners and is a process of checking the user inputs and ensuring the assumptions are adequately referenced. Table 7 shows the extend to which validated templates were used in the model.

eToolLCD Item Type	Validated (%)	
	Benchmark	Scenario Design
Total Design Templates	8.33	55.31
Equipment and People Elements	1.01	62.24
Material Elements	.48	49.31
Energy Elements	0	0
Water Elements	0	0

Table 7: Use of validated templates

4.1 Templates Comparison

The eToolLCD templates found in each design are provided in Table 8.

Parent Template Name	Units	Quantity
		Scenario Design
Fittings, furnishings and equipment		
Appliances, Residential Average (AUS) Op&Em (2020 Update)	#	1
Cooking Res Gas Stove Electric Oven Op&Em	#	1
Kitchen Fittings, Furnishings & Equipment - medium sized	#	1
Refrigeration Residential Detailed (AUS) Op&Em	#	1
Standard 1st Bathroom - WC/Shower-bath/Basin/WallTiles	#	3
Standard Laundry sink (steel) + services	#	1
Standard Powder Room - WC/Basin	#	1
Services equipment		
Business as Usual Plumbing Fittings Mains Water and Offsite Treatment (Average Water Use & Treatment WA/AUS (no pool))	#	1
Electrical Fittings - sockets power points wiring embodied only (m2)	m2	312.7
HVAC Residential Ceiling Fans	#	5
HVAC Residential Split System Air Source Heat Pump (MEPs Average)	#	1
HWS - Gas Instantaneous	#	1
LED Outdoor Lighting (Residential - Standard Efficiency), m2	m2	80
Lighting Residential LED Med Natural Light	#	1
Rainwater tank and Pump for Residence (Above Ground)	m3	17

Parent Template Name	Units	Quantity
		Scenario Design
Solar PV System Commercial - Zone 3 (Perth)	Other	6.6
Utilities Connection to Site Residential	#	1
Superstructure		
Concrete Floor - 172mm elevated slab 40MPa 3.8% reo (First flr)	m2	140
Concrete Floor - 172mm elevated slab 40MPa 3.8% reo (Loft Flr)	m2	64.5
Door - HollowCoreTimber/WoodenJam/painted	#	17
Door - SolidCoreTimber/WoodenJam/Painted	#	3
External Finish - 13mm Render (Cement)	m2	102
Garage Door (number of car bays)	#	2
Louvre aluminium screen (by area)	m2	6.5
Roof - TimberTruss/SteelSheeting/foil ins.	m2	148
Skylight, residential	m2	1
Staircase Concrete (40Mpa 2% reo by volume)	lm	2
Wall External Masonry double brick 110-50-110 insulated with finishes	m2	20
Wall External Masonry double brick 90-50-90 insulated with int. finishes (Boundary Wall)	m2	135
Wall External Masonry double brick 90-50-90 insulated with int. finishes (Render separate template)	m2	102
Wall Internal Framed Timber Stud Plasterboard and paint finish	m2	153.255
Wall Internal Masonry Single Brick Wall (90mm) with finishes	lm	50
Wall, External, Timber Stud with CFC Cladding, PB Lining, Insulation, Painted, m2	m2	20
Wall, External, Timber Stud with Sheet metal Cladding, PB Lining, Insulation and Footings, Painted, m2	m2	65
Windows Residential Aluminium Single Glaze fly screen	m2	61.2892
Facilitating works		
Demolition - Residential (End-of-Life)	#	1
External works		
External Works - Concrete Paving, poured in-situ, 125mm thick	m2	22
External Works - Paving (limestone pavers)	m2	20
Substructure		
Floor Covering - 13mm Hardwood, Timber Floating Floor with Acoustic Underlay	m2	20
Floor, 100mm slab on ground, strip foundation	m2	108.2
Internal finishes		
Floor Covering - Carpet (glue down/Nylon)	m2	47
Floor Covering - Tiles (ceramic/5mm) (Bathrooms)	m2	26.5
Floor Finish - Grind+Polished Concrete	m2	126.76

Table 8: Templates Comparison (showing master templates only)

4.2 eToolLCD software

eToolLCD software was used to model life cycle impacts of the project. eToolLCD uses third party background processes aggregated as mid-point indicators and stored in a number of libraries within the software which are coupled with algorithms and user inputs to output the environmental impact assessment. A map of user inputs, data sources and algorithms (outputs) is given in Figure 4.

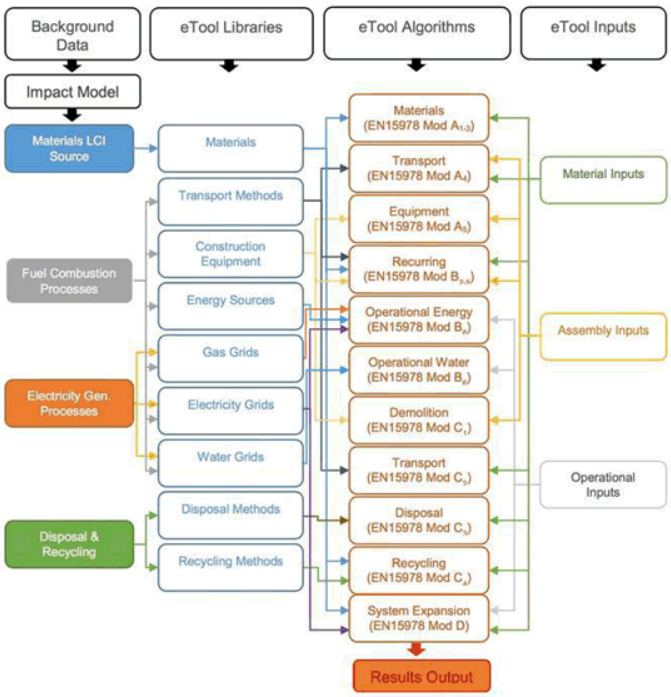


Figure 4: Relationship between LCI background data, eToolLCD software library, inputs and algorithms.

4.3 Data Quality

The data quality requirements for the background data are detailed in Table 9. Each of the criteria has been assessed for compliance and results presented below.

Criteria	Background Data Requirement	Compliance	
		Benchmark	Scenario Design
Temporal Relevancy	For annually fluctuating processes like Grid electricity fuel mixes the datasets must have been updated within the last 2 years. More static processes like materials production must have been updated within the last 10 years. Product specific EPDs must have been updated in the last 5 years.	Passed Grid Passed Materials	Passed Grid Passed Materials
Geographical Relevancy	The background data should be specifically compiled for the same country (preferable) or continent as the project location.	Passed (Same Continent)	Passed (Same Country)
Precision	No requirement specified however a qualitative review undertaken to ensure no erroneous values	Passed	Passed
Completeness	Qualitative assessment of the process to ensure no obvious exclusions	Passed	Passed
Technological Relevancy	Ensure that technology assumptions are representative for the product or product group.	Passed	Passed
Consistency	The study methodology holds for the background data.	Passed	Passed
Reproducibility	The information available about the methodology and the data values reported should allow an independent practitioner to reproduce the results reported in the study.	Passed	Passed

Table 9: Summary of data quality requirements for the study.

Criteria	Inventory Collection Requirement (eToolLCD User Inputs)	Compliance	
		Benchmark	Scenario Design
Temporal Relevancy	All inputs into eToolLCD to be reflective of the project being assessed and if assumptions are made these are to be based on industry practices that are consistent with the project commissioning date.	Passed 0/5 Checks	Passed 1/1 Checks

Criteria	Inventory Collection Requirement (eToolLCD User Inputs)	Compliance	
		Benchmark	Scenario Design
Geographical Relevancy	All inputs into eToolLCD must be reflective of the project being assessed and if assumptions are made these are based on the current practices employed in the project country.	Passed 0/5 Checks	Passed 3/3 Checks
Precision	To avoid aggregated errors a high level of precision is expected inputs into eToolLCD software, being either to 3 significant figures or: • Two significant figures or nearest 10 hours for equipment run time • Two significant figures or nearest 10kg for material quantities • Two significant figures or nearest 100MJ / annum for operational energy • Two significant figures or nearest 100kL / annum for operational water use	Passed 0/3 Checks	Passed 1/2 Checks
Completeness	Inputs to cover all life cycle phases and elements identified in the system boundary. The link between background data, eToolLCD algorithms and subsequent LCA results is not to introduce significant gaps in the data.	Passed 0/9 Checks	Passed 5/5 Checks
Technological Relevancy	All inputs into eToolLCD must be reflective of the project being assessed and if assumptions are made these must be drawn from appropriate examples of like technology.	Passed 0/5 Checks	Passed 1/1 Checks
Consistency	All inputs into eToolLCD must be reflective of the project being assessed and if assumptions are made these are drawn from the same reference library.	Passed 0/9 Checks	Passed 3/3 Checks
Reproducibility	The information available about the methodology and the data values reported should allow an independent practitioner to reproduce the results reported in the study.	Passed 0/10 Checks	Passed 2/2 Checks

Table 10: Summary of data quality requirements for the study.

4.4 Completeness

The study aims to follow EN15804 procedures for exclusion of inputs and outputs:

- All inputs and outputs to a (unit) process shall be included in the calculation, for which data are available.
- Data gaps may be filled by conservative assumptions with average or generic data. Any assumptions for such choices shall be documented.
- In case of insufficient input data or data gaps for a unit process, the cut-off criteria shall be 1 % renewable and non-renewable primary energy usage and 1 % of the total mass input of that unit process.
- The total of neglected input flows per module, e.g. per module shall be a maximum of 5 % of energy usage and mass.
- Conservative assumptions in combination with plausibility considerations and expert judgement can be used to demonstrate compliance with these criteria.
- Particular care should be taken to include material and energy flows known to have the potential to cause significant emissions into air and water or soil related to the environmental indicators.

Two major tests were run to determine the compliance with the above cut-off rules.

4.3.1 Inventory Mass Quantities

The cumulative mass of inventory entries is shown in Figure 5. Given that 227 material elements within the LCA base design make up the last 1% of mass inventory entries a high level of confidence exists that the cut off rules have been upheld.

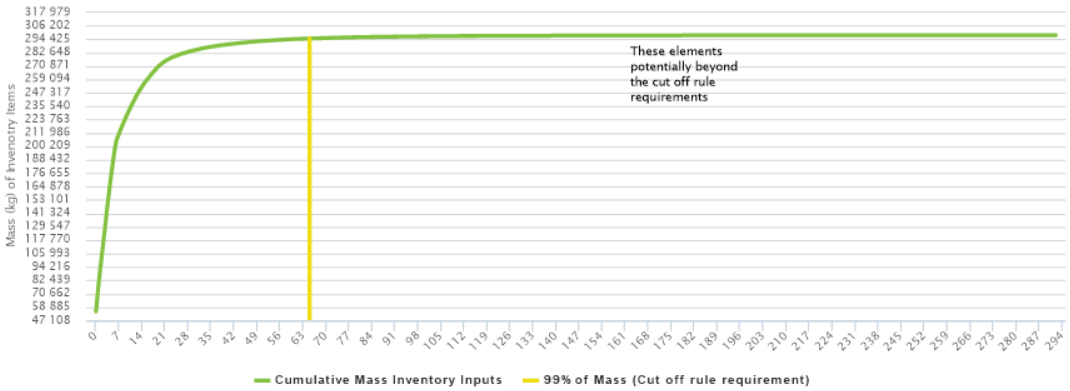


Figure 5: Cumulative Mass Inventory Entries. In this case 77.47% make up the last 5% of mass inventory entries.

4.3.2 Inventory Energy Analysis

The cumulative embodied energy of inventory entries is shown in Figure 6. Given that 278 elements within the LCA base design make up the last 1% of embodied energy inventory entries a high level of confidence exists that the cut off rules have been upheld.

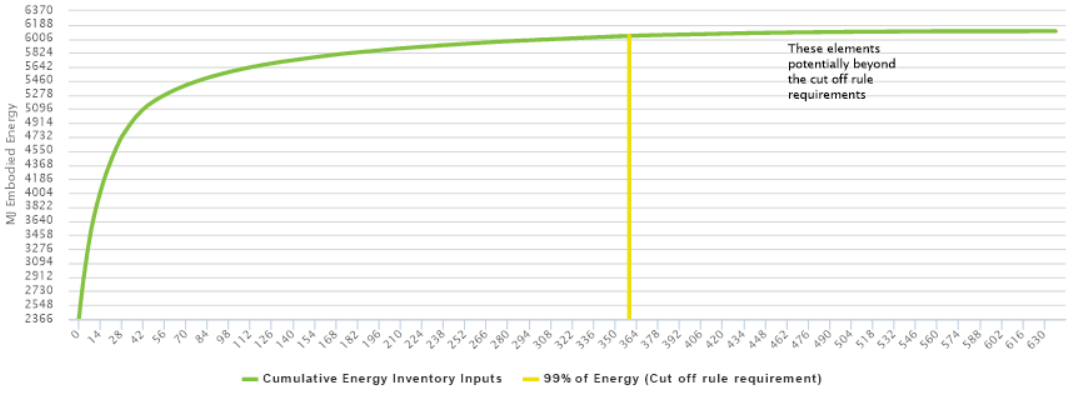


Figure 6: Cumulative Energy Inventory Entries. In this case 43.57% make up the last 5% of energy inventory entries.

5 Life Cycle Impact Assessment

The Life Cycle Impact Assessment (LCIA) results are provided in Table 11 and subsequent tables in the EN15978 reporting format. The heat map highlights the highest impacts for each indicators assessed and conversely in the comparison tables the highest savings observed. For further details on the LCIA please refer to interpretation.

5.1 Scenario Design Environmental Impacts Indicators

Characterised Impacts Per Occupant Per Year		Materials and Construction			Use Stage								End of Life Stage				Benefits and Loads Beyond the System Boundary	Total
		A1-A3	A4	A5	B1	B2	B3	B4	B5	B6	B6+	B7	C1	C2	C3	C4	D	
Benchmark																		
GWP	kg CO2 eq	6.18e+2	267.66	96.551	0	0	MNA	6.95e+2	0	9.40e+2	8.22e+2	1.66e+2	0	65.904	0	69.335	-76.099	3.66e+3
ODP	kg CFC-11 eq	3.00e-5	3.76e-5	1.49e-5	0	0	MNA	5.86e-5	0	4.88e-6	6.59e-6	3.61e-6	0	1.06e-5	0	4.61e-6	-2.27e-6	1.69e-4
AP	kg SO2 eq.	3.503	0.8573	0.2703	0	0	MNA	3.088	0	1.1599	1.5239	0.3678	0	0.1978	0	0.0906	-0.9942	1.01e+1
EP	kg PO4--- eq	1.28e+1	2.36e-1	4.71e-2	0	0	MNA	1.01e+0	0	3.81e-1	5.09e-1	2.43e-1	0	0.0432	0	1.94e-2	-4.81e-1	3.29e+0
POCP	kg ethylene	2.24e-1	5.13e-2	3.62e-2	0	0	MNA	2.03e-1	0	8.29e-2	4.24e-2	2.40e-2	0	1.31e-2	0	1.40e-2	-3.36e-2	6.57e-1
ADPE	kg antimony	5.86e-2	6.78e-3	2.61e-4	0	0	MNA	5.31e-2	0	4.21e-3	6.09e-3	2.88e-3	0	2.03e-3	0	1.11e-4	-1.88e-2	1.15e-1
ADPF	MJ	7674.4	3980.6	1310.7	0	0	MNA	9926.2	0	1.38e+4	1.06e+4	2002.3	0	1013.1	0	464	-864.5	4.99e+4
Scenario Design																		
GWP	kg CO2 eq	7.22e+2	3.06e+2	47.547	0	41.762	MNA	7.90e+2	0	-444.03	7.84e+2	95.286	16.178	55.496	4.759	1.01e+2	-1.21e+3	1.31e+3
ODP	kg CFC-11 eq	6.41e-5	4.09e-5	5.51e-6	0	9.96e-6	MNA	1.86e-4	0	-5.43e-6	6.29e-6	2.23e-6	2.48e-6	8.83e-6	1.34e-6	4.79e-6	-5.31e-6	3.21e-4
AP	kg SO2 eq.	4.6841	1.0164	0.1303	0	0.1133	MNA	3.468	0	-1.202	1.4537	0.2174	0.0501	0.1718	0.0139	0.0941	-2.9393	7.2722
EP	kg PO4--- eq	2.09e+1	2.96e-1	1.90e-2	0	4.19e-2	MNA	1.21e+0	0	-4.06e-1	4.86e-1	1.66e-1	1.24e-2	3.83e-2	0.0028	0.0202	-9.92e-1	2.99e+0
POCP	kg ethylene	3.52e-1	5.99e-2	2.92e-2	0	6.52e-3	MNA	2.30e-1	0	-1.54e-2	4.05e-2	1.41e-2	3.42e-3	1.14e-2	5.91e-4	1.56e-2	-8.14e-2	6.66e-1
ADPE	kg antimony	7.22e-2	1.00e-2	2.31e-4	0	1.43e-3	MNA	7.22e-2	0	-5.05e-3	5.81e-3	1.89e-3	3.11e-4	2.16e-3	5.55e-5	1.15e-4	-1.60e-2	1.45e-1
ADPF	MJ	8588.4	4540.3	539	0	444.7	MNA	9805.1	0	-4672.8	1.01e+4	1131.3	241.1	861.4	63.2	481.1	-1.55e+4	1.67e+4
Savings (Scenario Design Compared to Benchmark)																		
GWP	kg CO2 eq	-1.04e+2	-38.286	49.004	0	-41.762	MNA	-95.864	0	1.38e+3	37.83	70.312	-16.178	10.408	-4.759	-31.297	1.14e+3	64.3%
ODP	kg CFC-11 eq	-3.41e-5	-3.28e-6	9.36e-6	0	-9.96e-6	MNA	-1.27e-4	0	1.03e-5	3.03e-7	1.38e-6	-2.48e-6	1.79e-6	-1.34e-6	-1.71e-7	3.05e-6	-89.95%
AP	kg SO2 eq.	-1.1753	-0.1591	0.1401	0	-0.1133	MNA	-0.38	0	2.3619	0.0701	0.1504	-0.0501	0.026	-0.0139	-0.0035	1.9451	27.79%
EP	kg PO4--- eq	-8.12e-1	-5.55e-2	2.81e-2	0	-4.19e-2	MNA	-1.99e-1	0	7.87e-1	2.34e-2	7.72e-2	-1.24e-2	4.93e-3	-0.0028	-7.60e-4	5.12e-1	9.24%
POCP	kg ethylene	-1.28e-1	-8.61e-3	7.06e-3	0	-6.52e-3	MNA	-2.77e-2	0	9.83e-2	1.95e-3	9.94e-3	-3.42e-3	1.69e-3	-5.91e-4	-1.65e-3	4.78e-2	-1.41%
ADPE	kg antimony	-1.36e-2	-3.22e-3	3.08e-5	0	-1.43e-3	MNA	-1.91e-2	0	9.26e-3	2.80e-4	9.84e-4	-3.11e-4	-1.31e-4	-5.55e-5	-4.06e-6	-2.84e-3	-26.18%
ADPF	MJ	-913.9	-559.7	771.7	0	-444.7	MNA	121.1	0	1.85e+4	488.9	871.1	-241.1	151.7	-63.2	-17	1.46e+4	66.53%

Table 11: Environmental Impacts Impact of Each Life Cycle Phase.
INA: Indicator Not Assessed. MNA: Module Not Assessed.
Impact Key: Top 10% Top 20% Top 30%
Savings Key: Top 10% Top 20% Top 30%

5.2 Scenario Design Resource Use Indicators

Characterised Impacts Per Occupant Per Year		Materials and Construction			Use Stage								End of Life Stage				Benefits and Loads Beyond the System Boundary	Total
		A1-A3	A4	A5	B1	B2	B3	B4	B5	B6	B6+	B7	C1	C2	C3	C4	D	
Benchmark																		
FW	m3	3.29e+3	554.93	173.5	0	0	MNA	2.15e+3	0	1.20e+3	1.76e+3	8.52e+4	0	121.48	0	494.8	-291.68	9.26e+4
PERE	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
PERM	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
PERT	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
PENRE	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
PENRM	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
PENRT	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
SM	KG	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
RSF	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
NRSF	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
Scenario Design																		
FW	m3	3.62e+3	669.35	95.01	0	71.65	MNA	3.29e+3	0	-1.46e+3	1.68e+3	4.11e+4	29.83	108.48	78.63	512	-3.25e+3	4.66e+4
PERE	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
PERM	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
PERT	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
PENRE	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
PENRM	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
PENRT	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
SM	KG	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
RSF	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
NRSF	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0
Savings (Scenario Design Compared to Benchmark)																		
FW	m3	-327.26	-114.42	78.5	0	-71.65	MNA	-1.14e+3	0	2.66e+3	80.89	4.21e+4	-29.83	12.99	-78.63	-17.2	2.95e+3	49.74%
PERE	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%
PERM	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%
PERT	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%
PENRE	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%
PENRM	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%
PENRT	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%
SM	KG	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%
RSF	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%
NRSF	MJ	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	INA	0%

Table 12: Resource Use Impact of Each Life Cycle Phase.
INA: Indicator Not Assessed. MNA: Module Not Assessed.
Impact Key: Top 10% Top 20% Top 30%
Savings Key: Top 10% Top 20% Top 30%

6 Life Cycle Interpretation

The following sections provide more detailed results of the life cycle impact assessment for each environmental indicator with the aim of identifying the largest areas of impact. A one page profile for each indicator is provided on the subsequent pages giving detailed information about the indicator. Each chart provided is explained below.

Impact Time Series Chart:

A chart displaying when impacts occur during the life of a design. This enables users to gain insights such the "environmental payback period" of a design compared to alternatives, or when there are jumps in an impact value during the life of the project (for example, relating to a large replacement item).

Top Five Charts

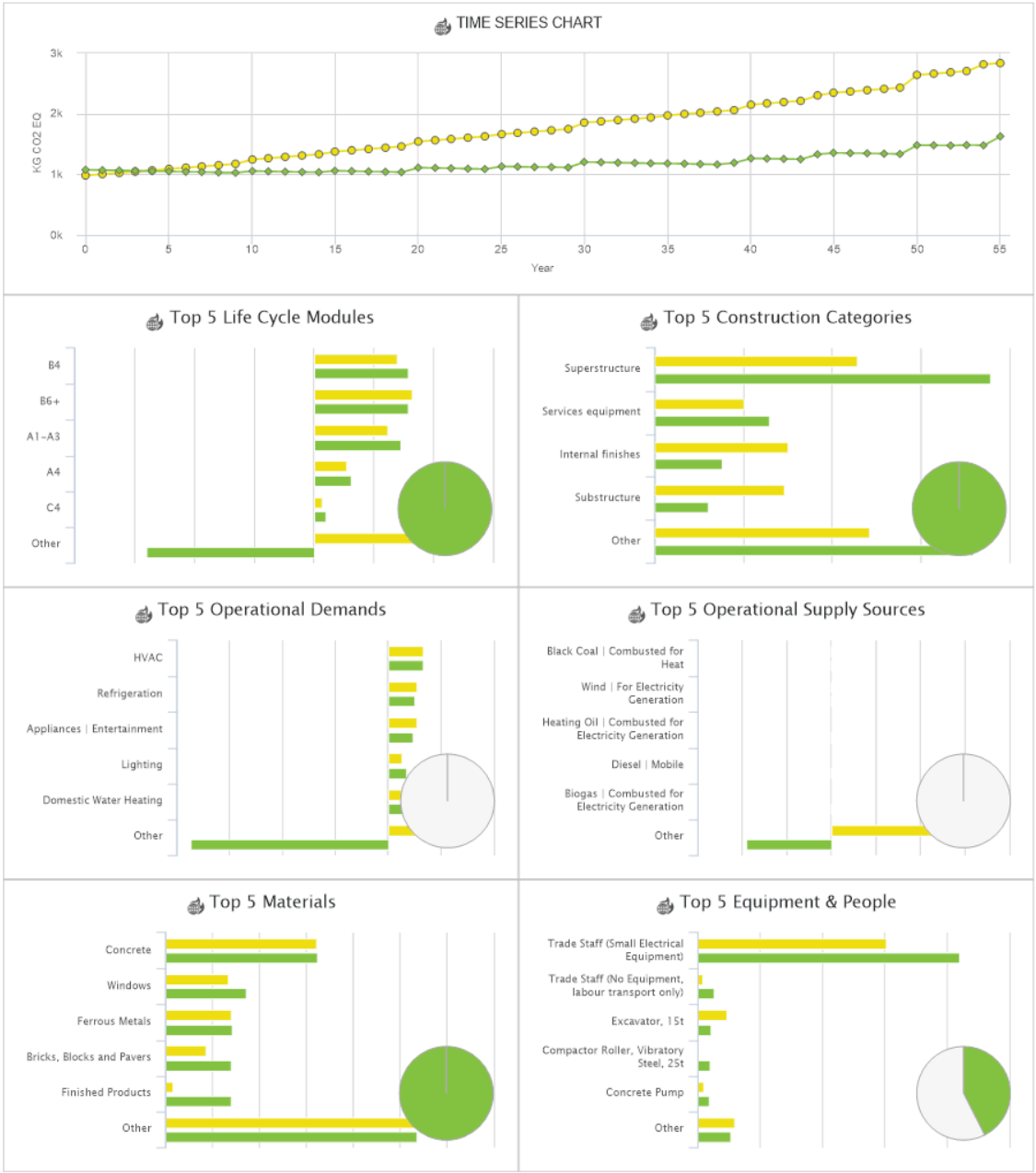
Each top 5 chart categorises the buildings and expresses the environmental impacts by these categories. This enables a detailed understanding of what is responsible for the greatest environmental burdens and also compares these burdens between designs. The pie chart associated with each bar chart shows the proportion of the building that is represented in the bar chart. A brief description of the categories is provided below:

- **LC Module Impacts:** The EN15978 Life Cycle Modules. Generally 100% building impacts will be included in the bar chart.
- **Construction Category:** The breakdown of the impacts by construction category. The bar chart will generally only part of the total building impacts.
- **Operational Demand:** The building end use demands that are driving environmental impacts.
- **Energy Supply:** The supply of fuels to the building, in effect the upstream fuel sources supplying energy for on site use during construction, operational and demolition.
- **Materials:** The materials (grouped into common categories) that are driving the environmental impacts.
- **Equipment and People:** The equipment and people required during construction, maintenance and demolition and all associated transport trips that are driving the environmental impacts

All impact figures are quoted per the functional unit selected for the study.

6.1 Global Warming Potential, GWP Profile

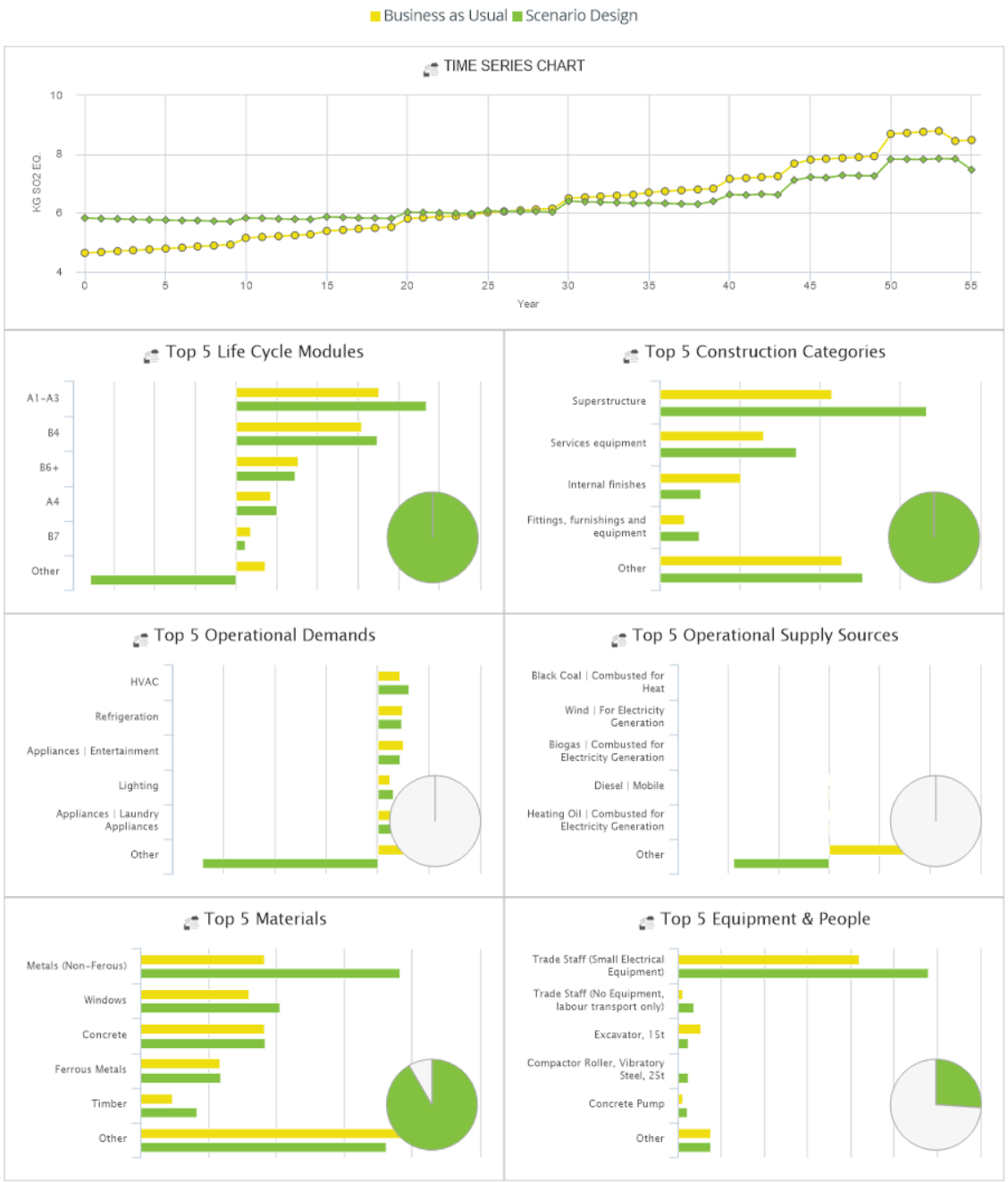
Business as Usual Scenario Design



6.2 Ozone Depletion Potential, ODP Profile



6.3 Acidification Potential for Soil and Water, AP Profile

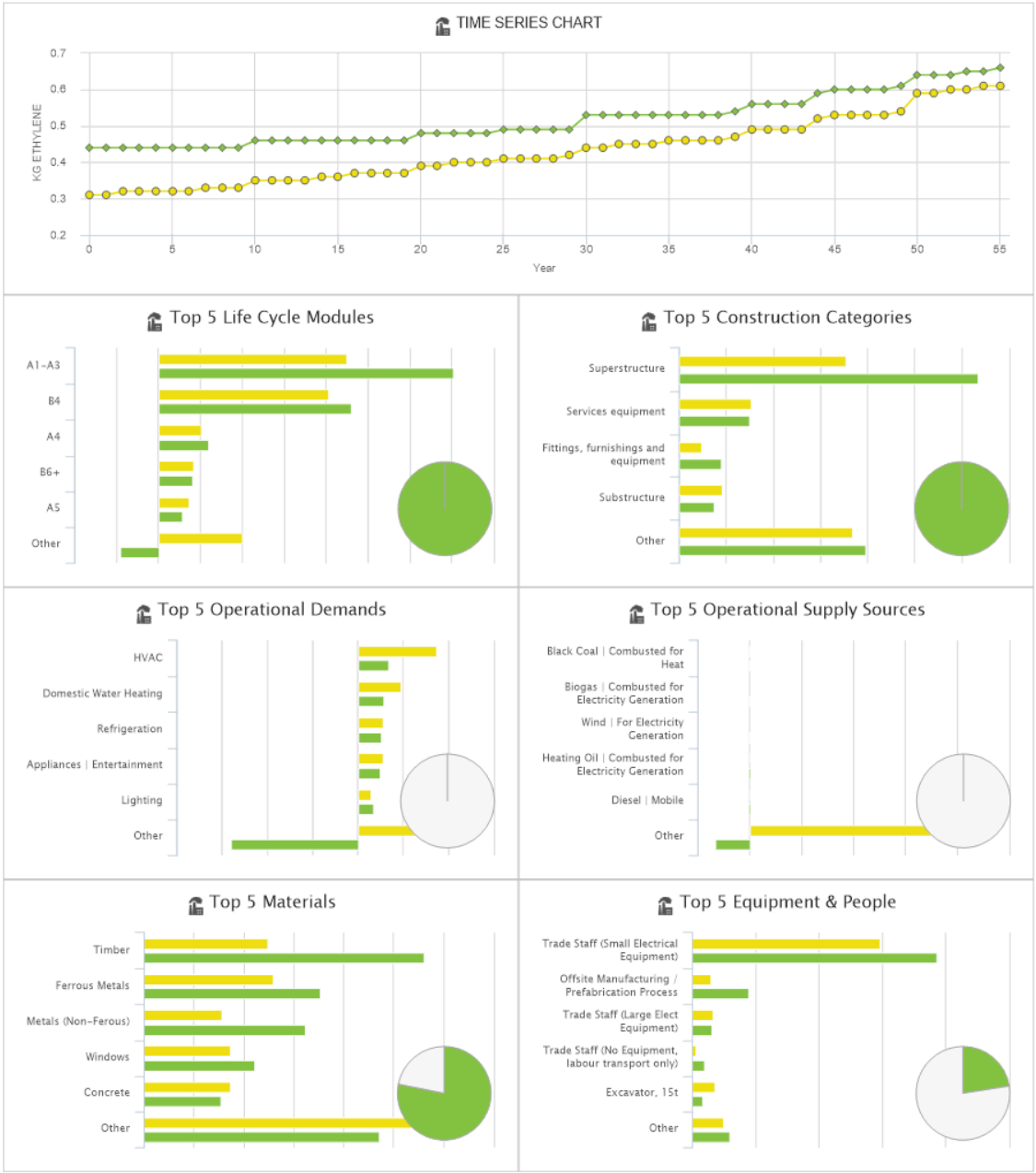


6.4 Eutrophication potential, EP Profile

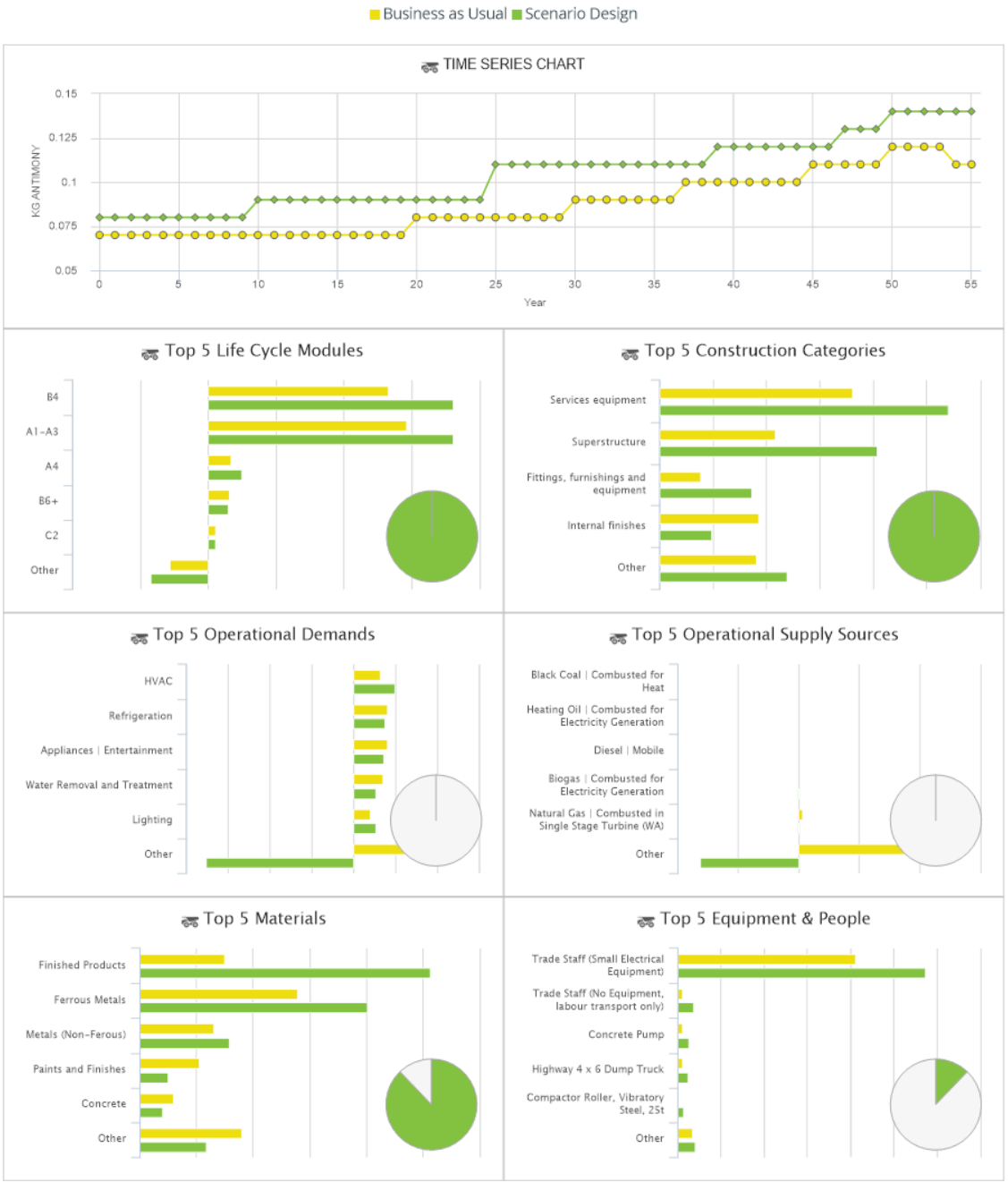


6.5 Photochemical Ozone Creation Potential, POCP Profile

Business as Usual Scenario Design

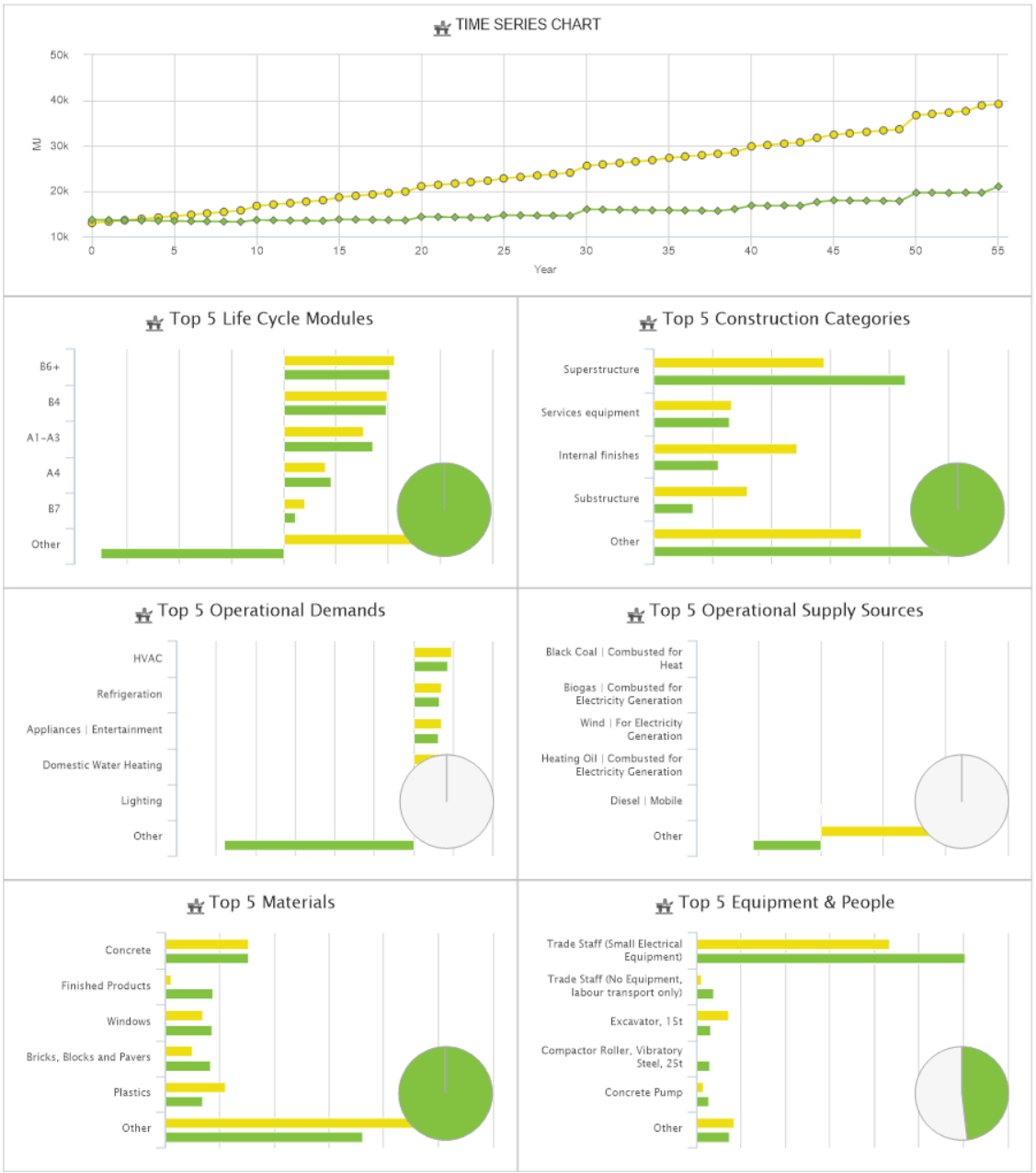


6.6 Abiotic Depletion Potential - Elements, ADPE Profile



6.7 Abiotic Depletion Potential - Fossil Fuels, ADPF Profile

Business as Usual Scenario Design



6.8 Net use of fresh water, FW Profile

Business as Usual Scenario Design



7 Low Impact Strategies

The following potential low impact design strategies were modelled in the LCA study to determine the relative benefits and aid the design decision making process.

The following low impact strategies are included in the Scenario Design:

Design Strategy Performance	GWP	ODP	AP	EP	POCP	ADPE	ADPF	FW
HVAC: Residential Ceiling Fans Assisted Cooling	0.61%	-0.19%	-0.11%	-0.82%	-0.30%	-0.46%	0.54%	0.05%
Replacement: Recycled Bricks	0.26%	0.15%	0.17%	0.11%	0.26%	0.07%	0.18%	0.01%
Finishes: Reduce Floor Coverings (Tile to Polished concrete/Timber)	4.88%	7.76%	6.62%	5.30%	8.33%	26.89%	5.03%	0.40%
Finishes: Reduce Floor Coverings (Carpet to Polished concrete)	0.13%	0.06%	0.14%	0.08%	0.31%	0.11%	0.13%	0.00%
Open Exposed Ceiling (no plasterboard)	2.41%	5.06%	3.59%	2.76%	4.26%	3.10%	3.02%	0.25%
6.6kW PV system with 5kW Inverter Single Phase Connection (Connected)	60.94%	-4.22%	36.81%	33.93%	13.67%	-24.55%	57.96%	5.23%
Water-wise gardens (minimise lawn/native plants)	0.30%	0.11%	0.23%	0.22%	0.23%	0.10%	0.28%	8.60%
Dripper Irrigation System (in place of sprays)	0.14%	0.05%	0.10%	0.10%	0.10%	0.04%	0.13%	3.87%
2kL Rainwater Tank for Garden Irrigation Water	-0.39%	-0.81%	-0.53%	-0.69%	-0.48%	-0.57%	-0.59%	7.09%
Low Flow Shower Heads (7.5L/min)	0.64%	0.14%	0.26%	0.57%	0.39%	0.17%	0.70%	4.55%
Water efficient fixtures and fittings (Mixers and Toilets only)	0.45%	0.23%	0.37%	0.88%	0.37%	0.28%	0.39%	7.47%
Proposed Design	0%	0%	0%	0%	0%	0%	0%	0%

Table 11: Design Strategies in Scenario Design

For each design strategy, the relative savings for all indicators is provided and given in context to the other strategies. A basic description of the strategy is also provided.

7.1 Scenario Design Strategies

7.1.1 HVAC: Residential Ceiling Fans Assisted Cooling

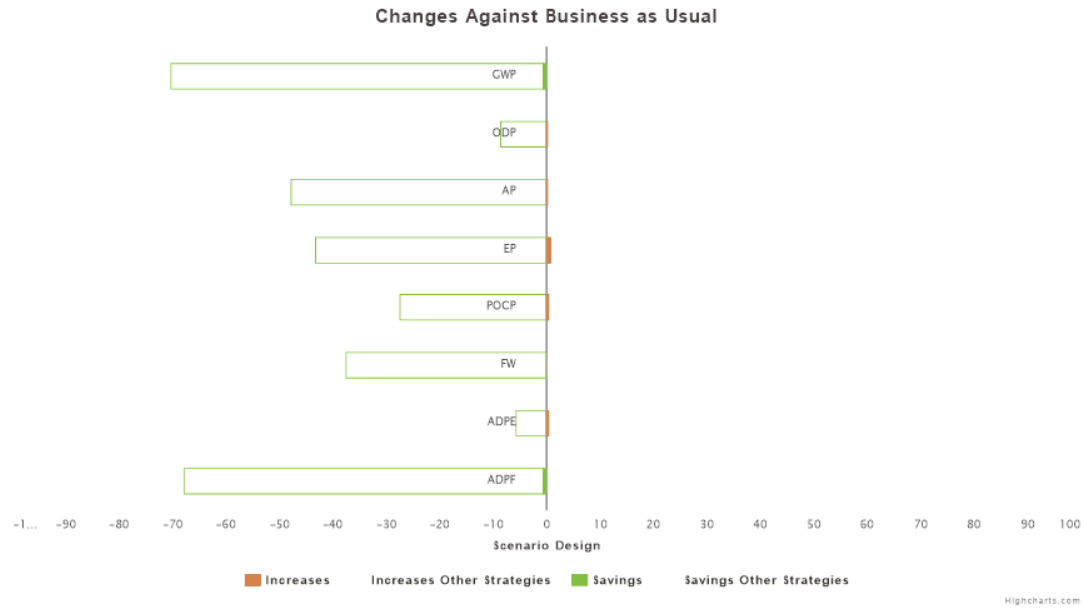


Figure 7: Impact savings (or increases) associated with the HVAC: Residential Ceiling Fans Assisted Cooling as a percentage of the base design.

The cooling requirements of modern code compliant houses can be easily met by low energy ceiling fans which in some ways are equally as effective as HVAC systems for cooling. They cool you by triggering evaporation from your skin. For comparison a central A/C unit runs on about 3000 watts per hour whereas a ceiling fan runs on only 30 watts per hour. Installing ceiling fans will allow occupants to choose this more efficient form of cooling over their costly air conditioning systems. A 20% reduction in air conditioning has been assumed.

If the implementation of this strategy is outside of the project budget the developer may offer the strategy as an upgrade package for purchasers. This eliminates the need for upfront capital while promoting best practices and educating the public.



(Image source: www.bigassfans.com)(Image source: www.bigassfans.com)

7.1.2 Replacement: Recycled Bricks

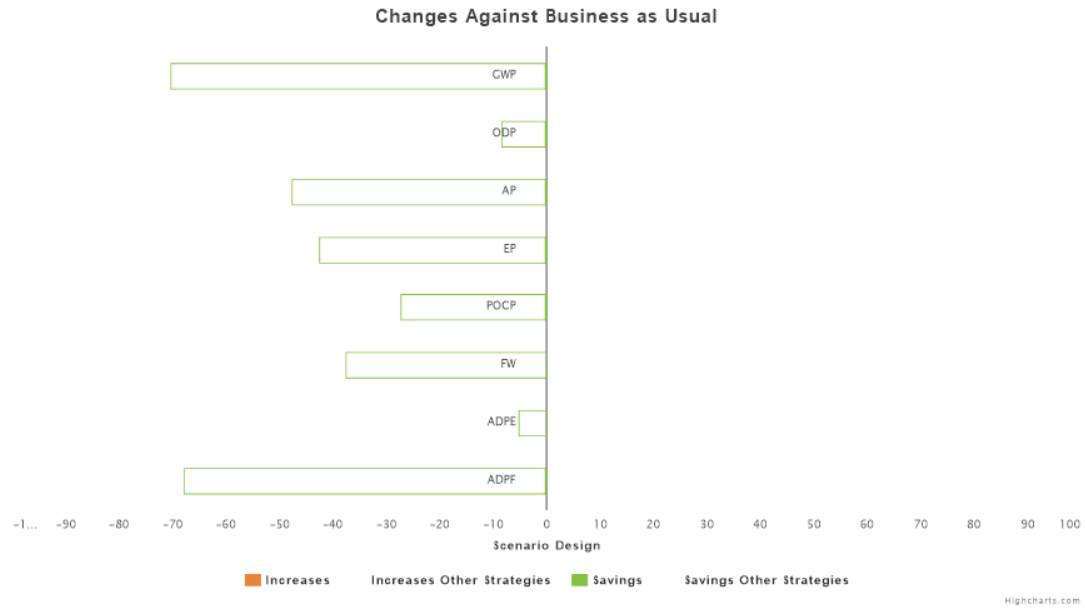


Figure 8: Impact savings (or increases) associated with the Replacement: Recycled Bricks as a percentage of the base design.

Using re-cycled clay bricks in all masonry walls will provide some carbon savings. Although there is a lot of labour involved in sourcing and cleaning bricks, they can be cost competitive with new bricks. The aesthetic look of recycled brick is also very popular in architecturally designed buildings.

For this scenario brick from the original house will be used for the 20m2 of feature facebrick wall.



(Image source: Architizer.com)

7.1.3 Finishes: Reduce Floor Coverings (Tile to Polished concrete/Timber)

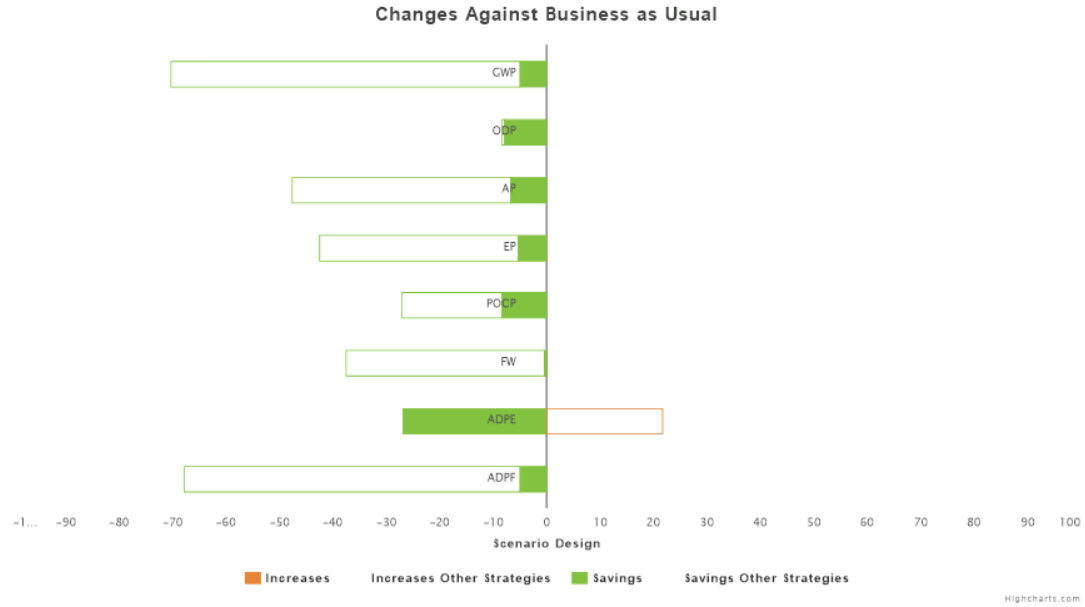
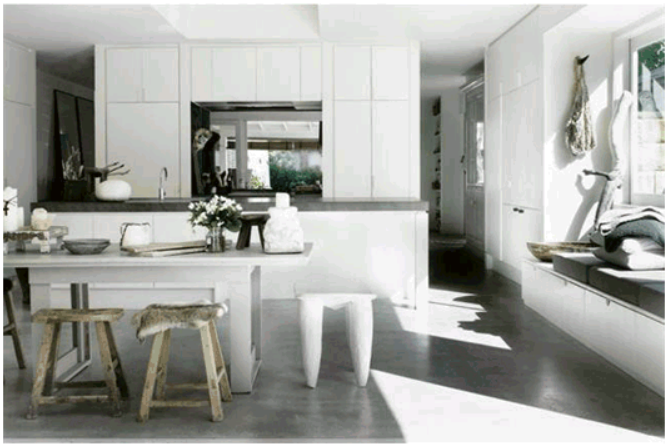


Figure 9: Impact savings (or increases) associated with the Finishes: Reduce Floor Coverings (Tile to Polished concrete/Timber) as a percentage of the base design.

Ceramic floor tiles have a large amount of embodied energy. Specifying polished concrete and timber floorings will have lower recurring impacts. Grind and polish concrete eliminates the use of a polyurethane seal/coating and reduces maintenance associated with a grind and seal finish.

For this recommendation, all tiled areas with the exception of the Games Room (20m2) are changed to grind & polished concrete.

The 20m2 for the Games room is to be a timber floor, which will also be a saving in embodied energy as timber is a unique material, because it enables the permanent capture of carbon. Although doesn't have the same savings and the polished concrete due to manufacturing, transportation elements of the product.



(image source: http://www.switcheroom.com)

7.1.4 Finishes: Reduce Floor Coverings (Carpet to Polished concrete)

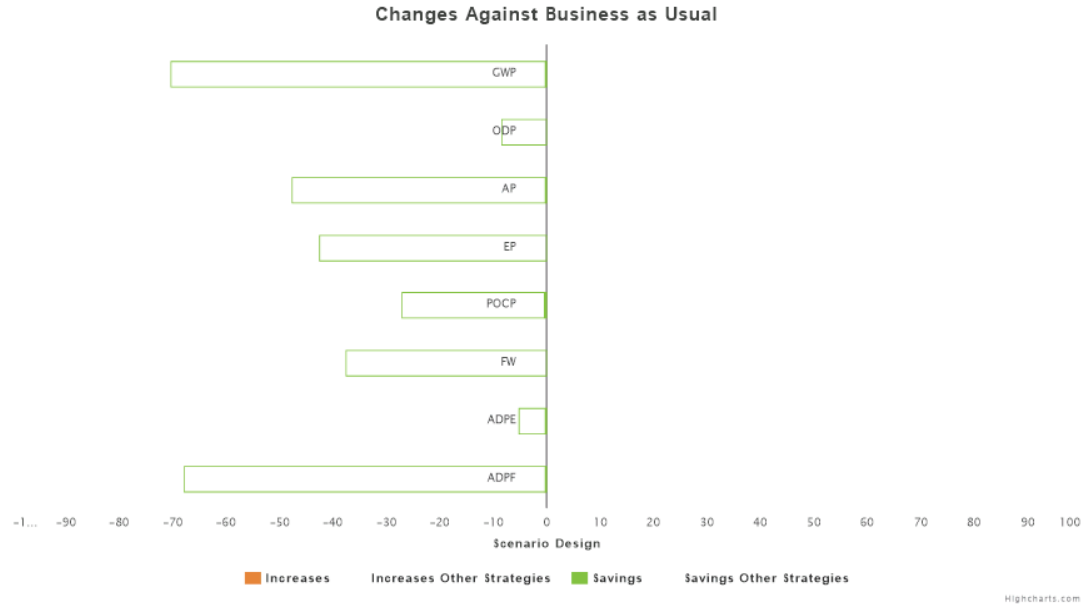


Figure 10: Impact savings (or increases) associated with the Finishes: Reduce Floor Coverings (Carpet to Polished concrete) as a percentage of the base design.

Carpets have significant life cycle impacts due to their heavy use and regular replacement. Specifying polished concrete and timber floorings will have lower recurring impacts. Grind and polish concrete eliminates the use of a polyurethane seal/coating and reduces maintenance associated with a grind and seal finish.

For this recommendation, only a small 6.76m2 of carpeted area has been changed to grind & polished concrete.

It should be noted that carpets have significant life cycle impacts due to their heavy use and regular replacement. If no other material alternatives such as cork, timber or polished concrete are possible then Environmental Product Declaration (EPDs) and/or recycled carpet should be sought. EPDs provide LCA data specific to the product rather than the default industry average. Good suppliers of recycled carpet and floor finishes with EPDs include Interface and Forbo. This has not been modelled.

7.1.5 Open Exposed Ceiling (no plasterboard)

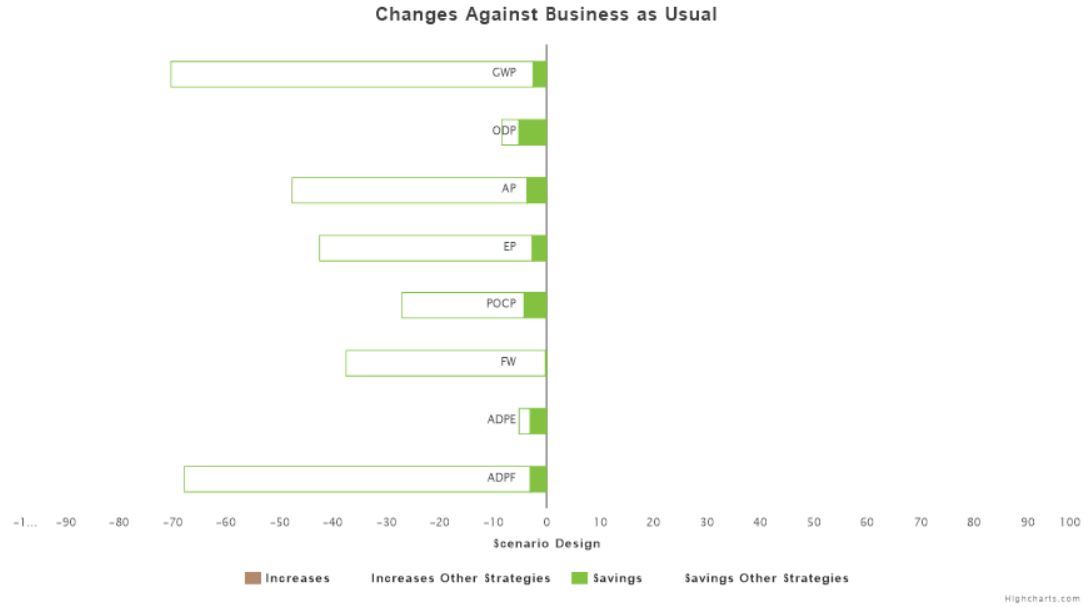


Figure 11: Impact savings (or increases) associated with the Open Exposed Ceiling (no plasterboard) as a percentage of the base design.

Due to the manufacturing process of plasterboard it has very high CO2 embodied impacts. Currently there is an architectural fashion to remove plasterboard ceilings and expose the underside of concrete floor slabs providing large CO2 savings.

Exposed Concrete ceilings bring a rawness and robustness, as well as thermal mass, to spaces with an industrial or contemporary aesthetic. They can be left raw, textured with the use of timber formwork or painted. Services can either be exposed, hidden within bulkheads or cast into the concrete.

For this recommendation, we have assumed that the building is fitted with an open ceiling and direct paint on the concrete.



Open Ceiling in a residential context

7.1.6 6.6kW PV system with 5kW Inverter Single Phase Connection (Connected)

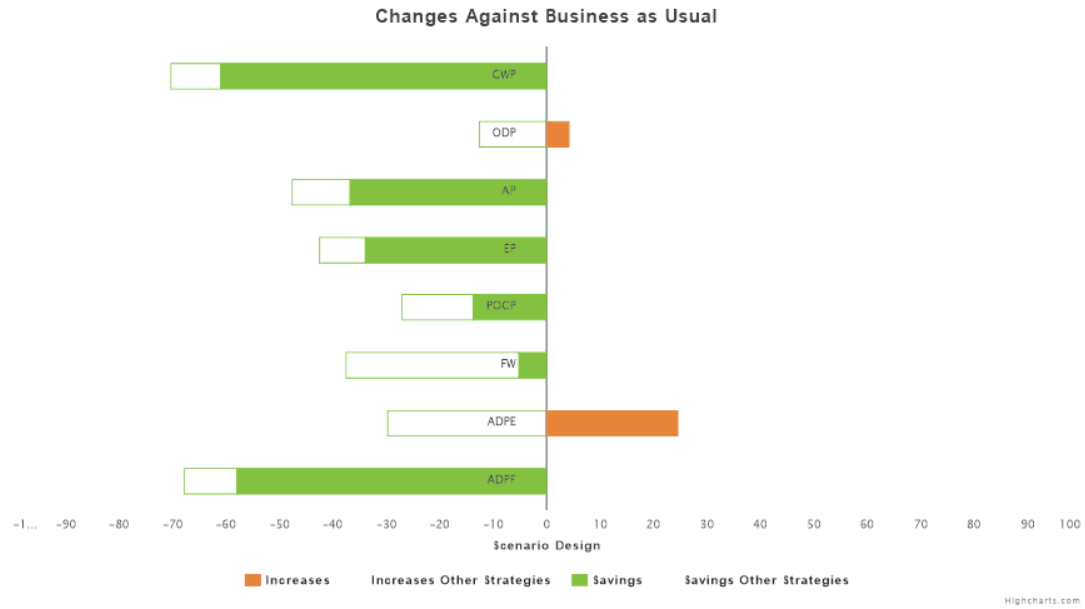


Figure 12: Impact savings (or increases) associated with the 6.6kW PV system with 5kW Inverter Single Phase Connection (Connected) as a percentage of the base design.

With the rising price of electricity, the economics of solar are very favourable and add to the value of the property. 22% of total Australian dwellings now have solar technologies on their roof. Using solar generated power on site results in much lower emissions associated with the dwelling compared to using the fossil fuel powered grid. Feeding out to the grid assumes a net environmental credit as the electricity will be consumed by a neighbouring consumer therefore reducing the demand on the grid.

By connecting the system to the grid electricity it produces that is not used onsite will feed back into the (predominantly fossil fuel fired grid). This can be thought of as offsetting the carbon associated with the materials used in constructing and maintaining the dwelling.

The embodied impacts of the solar PV system is included in the calculations.

eTool have assumed a conservative price of approximately $3000/kW however recent quotes on projects suggest costs more in the range of $1500-$2000/kW. If the implementation of this strategy is outside of the project budget the developer may offer the strategy as an upgrade package for purchasers. This eliminates the need for upfront capital while promoting best practices and educating the public. Another option to save on upfront costs is to consider companies such as Amanda Energy (https://amandaenergy.com.au/) that rent your roof space to install solar PV while passing down the benefits to the tenant in the form of lower power bills.

Worst case panel dimensions 1070mm x 1685mm.



(Image source: www.forceofthesun.com)



7.1.7 Water-wise gardens (minimise lawn/native plants)

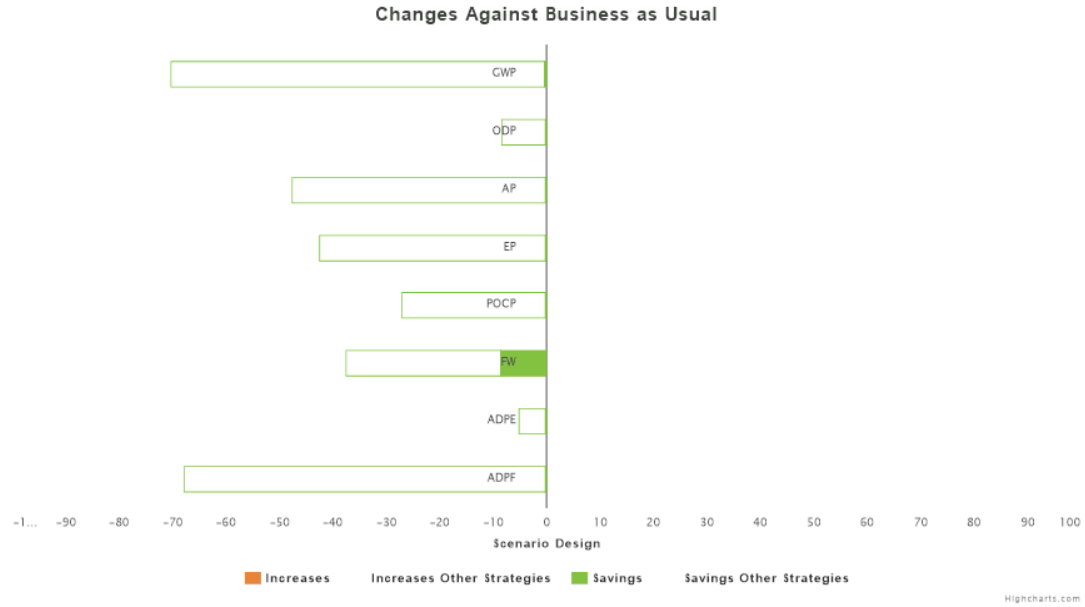


Figure 13: Impact savings (or increases) associated with the Water-wise gardens (minimise lawn/native plants) as a percentage of the base design.

Minimising lawn areas and planting native / drought-resistant plants only will ensure minimal water requirements for the landscape.

For this recommendation we have reduced lawn areas as per DA Drawings resulting in a reduction in irrigation water use. Assumed garden beds use 40% less water than lawns and no irrigation requirements on hard landscaping areas.

7.1.8 Dripper Irrigation System (in place of sprays)

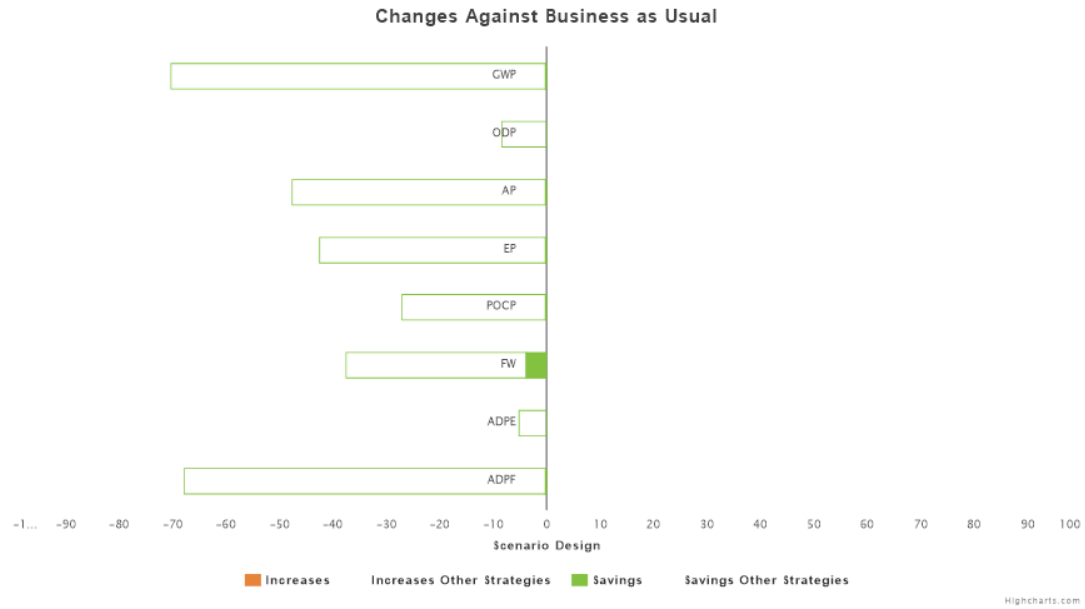


Figure 14: Impact savings (or increases) associated with the Dripper Irrigation System (in place of sprays) as a percentage of the base design.

Dripper irrigation saves between 20% and 50% of water use compared to conventional micro sprays. The savings are achieved due to a more direct application of water to the root zone and less evaporation. In modelling this strategy it is assumed a saving of 30% is achieved against 'business as normal' irrigation water use.

7.1.9 2kL Rainwater Tank for Garden Irrigation Water

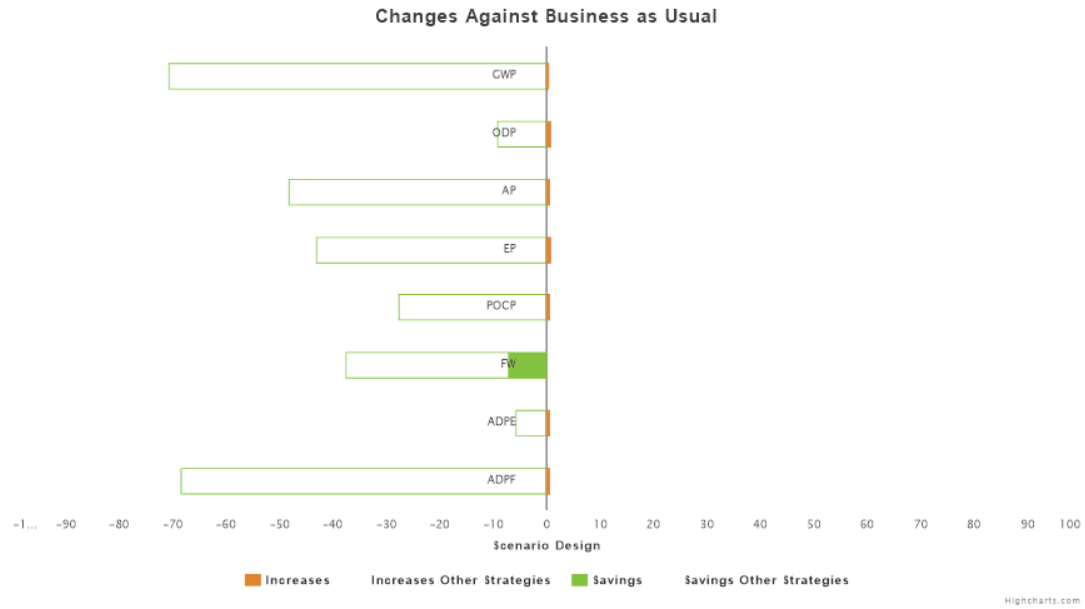
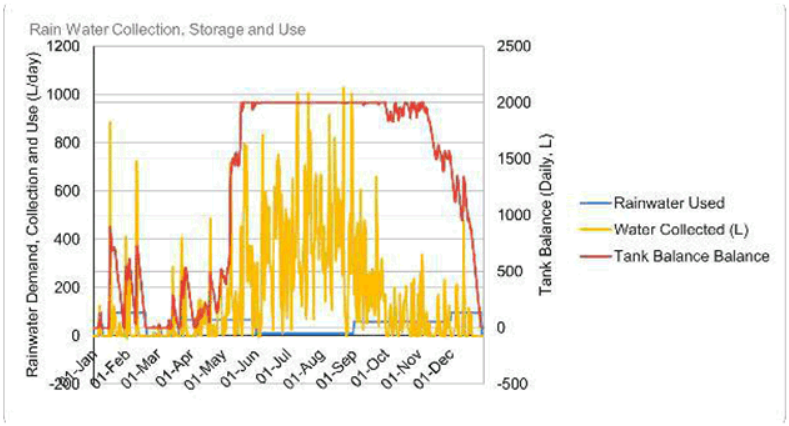


Figure 15: Impact savings (or increases) associated with the 2kL Rainwater Tank for Garden Irrigation Water as a percentage of the base design.

A rain water collection tank reduces water usage (laundry, toilets, outdoor) and water bills. It also reduces the load on storm water systems and reduces the need to build more store water dams.

Calculations are based on occupancy, roof size, storage capacity, size and type of garden. This strategy assumes the rainwater collected is used only for garden irrigation (25% of total water use). The 2kL tank supplies approximately 80% of the garden irrigation water use (see below collection, demand and use chart).



Further water savings could potentially be saved if rainwater is plumbed into the house for use in the toilets and laundry.



(Image source: www.tankworks.com.au)

7.1.10 Low Flow Shower Heads (7.5L/min)

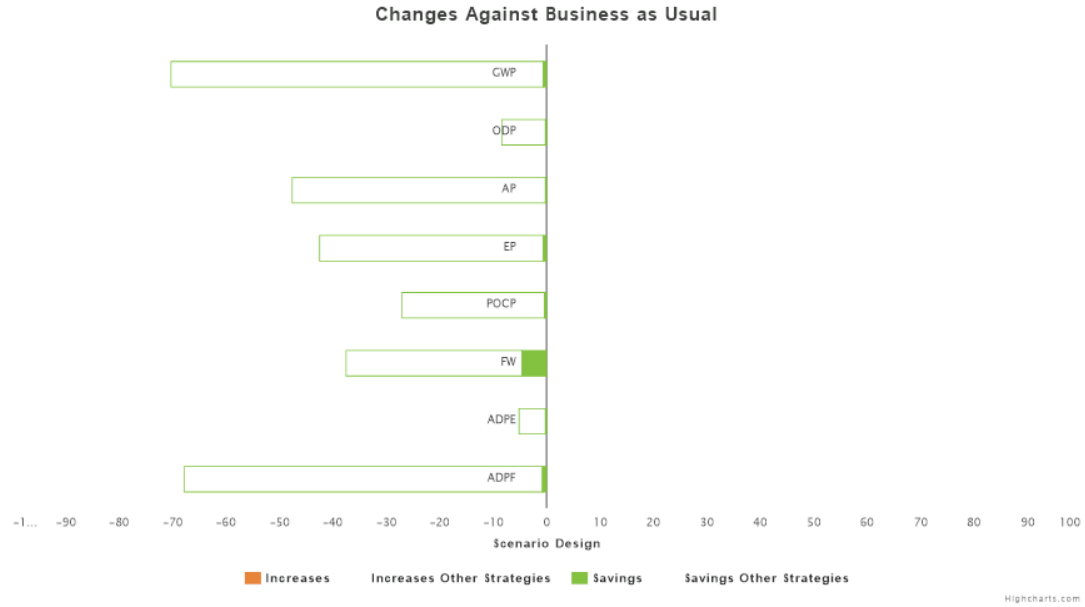


Figure 16: Impact savings (or increases) associated with the Low Flow Shower Heads (7.5L/min) as a percentage of the base design.

By specifying a 7.5L/min shower head, compared to a standard 9L/min, the total shower consumption is reduced by 17% and overall hot water consumption may be reduced by 11% assuming showering takes up 65% of the hot water use, leading to significant energy and water savings. It is recommended that tests are conducted to ensure the shower head chosen provides an adequate shower to avoid the tendency for residents to rip out the shower and replace with a less efficient model. Differentiation between products is based on the nominal flow rate @ 250kPa. However, flow rate measurements are made at 150kPa and 350kPa to determine the flow rate regulation across this pressure range. The shower heads also have to satisfy performance criteria, such as mean spray spread angle and temperature drop, while operating at lower flow rates.

The cost implications for this recommendation ranges from low to high depending on the manufacturer however the payback period is usually relatively quick. For example, the Methven shower head below from Pure Electric (4.5L/min or 5L/min) retails at $135 at the point of writing and claims to have a 3 month payback period. The same manufacture will also be producing a 3L/min showerhead in the near future but for a higher retail price http://etoolglobal.com/wp-content/uploads/2015/09/Low-flowSH.pdf

Satisfying the technical requirements of AS 3662 enables the establishment of a rating based on the 'the average flow rate' as follows:

- *more than 16L/min. or failing the performance requirement are nominated 0 star*
- *more than 12L/min. but not more than 16L/min. are nominated 1 star*
- *more than 9L/min. but not more than 12L/min. are nominated 2 star*
- *more than 7.5L/min. but not more than 9L/min. are nominated 3 star*
- *more than 6.0L/min. but not more than 7.5L/min. are nominated 3 star (including compliance with force of spray requirements) – to be 4 star but currently only 3 star available*
- *more than 4.5L/min. but not more than 6.0L/min. are nominated 3 star (including compliance with force of spray requirements) – to be 5 star but currently only 3 star available*
- *more than 4.5L/min. but not more than 6.0L/min. are nominated 3 star (including compliance with force of spray requirements and having bonus water saving features (e.g., a sensor with auto shut-off) – to be 6 star but currently only 3 star available*



(source: pure-electric.com.au/methven-kiri-satinjet-ultra-low-flow)

7.1.11 Water efficient fixtures and fittings (Mixers and Toilets only)

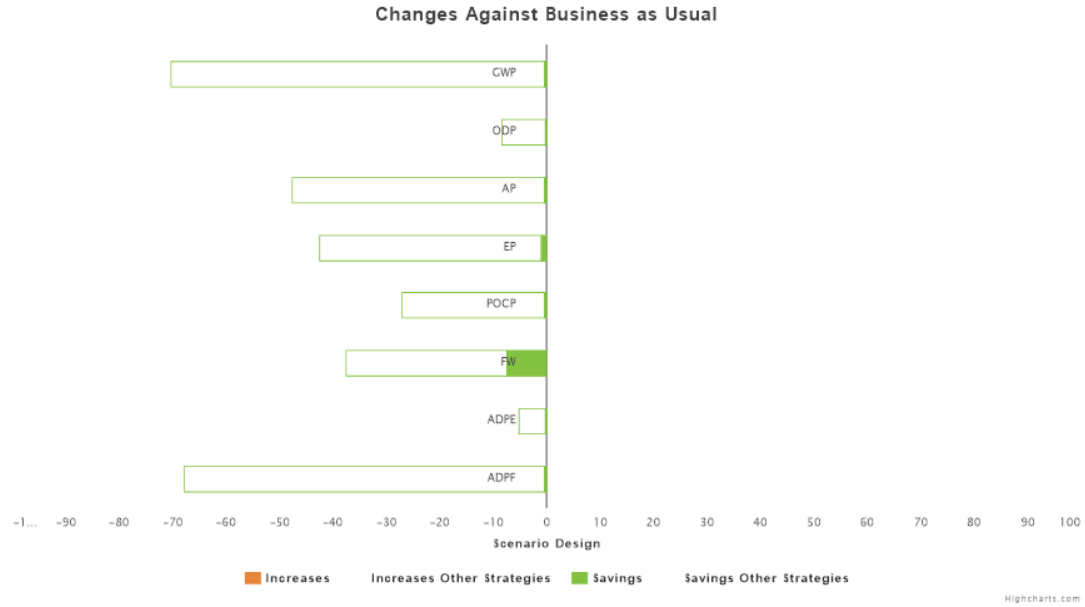


Figure 17: Impact savings (or increases) associated with the Water efficient fixtures and fittings (Mixers and Toilets only) as a percentage of the base design.

The highest WELS rated water fittings can achieve significant water savings compared to code compliant fittings:

- Basin Mixer: WELS 6 Star (50% water saving vs code compliant)
- Sink Mixer: WELS 6 Star (50% water saving vs code compliant)
- Toilet: WELS 4 Star 4.5L/ full flush and 3L/average flush (37.5% saving vs code complaint)
- Shower: Not defined
- Washing Machine: Not defined
- Dish Washer: Not Defined





8 Conclusions

The Scenario Design shows an expected performance improvement against Business as Usual for 5 indicators.

9 References

9.1 Background LCI Data

Life Cycle Strategies, 2015, Australasian LCI - V15 - Life Cycle Strategies (BETA)

9.2 Inventory - Design Documentation

2020, ABCB_Nathers Heating and Cooling Load Limits_extract.
2020, Lot2 - Florence St_LCD Lite Spreadsheet.
2020, Lot2 - Florence St_Occupancy Calculator.
2020, Lot2 - Florence St_Rain Water Calculator.
2020, Take-off from LCD Lite Helper Spreadsheet.
2020, van Dommelen (Florence Street) Amended TP (22-09-2020).

9.3 Inventory - Assumptions

2006, Life Expectancy of Building Components, https://costmodelling.com/lifespans, Web Link.
2007, Study of Life Expectancy of Home Components, Web Link.
2013, Truck-mounted concrete pump 47 M5 XXT with optimised boom and innovative support, Web Link.
Bauer Marc, Bödeker Jan Maurice, International Aluminium Institute, Pehnt Dr. Martin, 2010, Aluminium and Renewable Energy Systems – Prospects for the Sustainable Generation of Electricity and Heat, Heidelberg, Web Link.
BlueScope Steel, 2013, Lysaght Products, Web Link.
BlueScope Steel, Colorbond Steel Warranty, Port Kembla, NSW, Web Link.
City of Perth, 2014, LCA & LCCA project for paving, Perth,
Cost modelling, 2012, Typical life Expectancy of Building Components - Roofs, Web Link.
Cost Modelling, 2012, Typical Life Expectancy of Building Components - Wall Finishes, Web Link.
DEFRA, Energy Saving Trust, 2008, Measurement of Domestic Hot Water Consumption in Dwellings, Web Link.
Dulux Paints, 2012, Acrylic Primer Sealer Datasheet, Web Link.
Dulux Paints, DULUX 1 Step Acrylic Primer, Sealer & Undercoat, Web Link.
Energy Saving Trust, DEFRA , 2008, Measurement of Domestic Hot Water Consumption in Dwellings, Web Link.
Estimating Demolition Costs for Single Residential Buildings, Deakin University, Web Link.
Field F, Gregory J, Kirchain R, Nicholson A, Olivetti E, 2009, End of Life Allocation Methods: Open Loop Recycling Impacts on Robustness of Material Selection Decisions,
General Information (Door hinge loads), Web Link.
Graedel T E, 2011, Recycling Rates of Metals, Web Link.
Grant Tim, Pears Alan, 2006, Allocation Issues in Life Cycle Assessment - Benefits of Recycling and the Role of Environmental Rating Schemes,
Home Interiors, Tile Adhesive and Grout Calculator, Web Link.
Malabago Nolasco K. , 2016, Refrigerant Recovery and Recycling Machine: An Innovation, Cebu, Web Link.
PACIA, 2007, Plastic Recycling Rates,
Rawlinsons, 2011, Rawlinsons Australian Construction Handbook, Perth,
Reinforcing Steel Bars Weights and Dimensions, Web Link.
Studco Building Systems, Steel Stud Systems, Web Link.
The Roofing Professionals, THE DIFFERENCE BETWEEN COLORBOND AND ZINCALUME, Web Link.
Tiles LTP, Tile Coverage Calculator, Web Link.
Villaume Gayle, 2011, 2010 Recycling Data - Australian Packaging Covenant,
Walker Roger, 2011, Mass of Materials, Web Link.
Water Corporation (Western Australia), 2009, Perth Residential Water Use Study, Perth, Web Link.

9.4 Environmental Product Declarations

No EPD references were recorded.





Appendix A: Environmental Indicators Description

Global Warming Potential, GWP

Anthropogenic global warming is caused by an increase of greenhouse gasses (GHG) in the earth's atmosphere. These gasses reflect some of the heat radiated from the earth's surface that would normally escape into space back to the surface of the earth. Overtime this warms the earth. Common GHGs include CO2, N2O, CH4 and volatile organic compounds (VOCs). Global Warming Potential (GWP) is expressed in equivalent GHGs released, usually in kgCO2e.

Ozone Depletion Potential, ODP

Ozone is formed and depleted naturally in the earth's stratosphere (between 15-40 km above the earth's surface). Halocarbon compounds are persistent synthetic halogen containing organic molecules that can reach the stratosphere leading to more rapid depletion of the ozone. As the ozone in the stratosphere is reduced more of the ultraviolet rays in sunlight can reach the earth's surface where they can cause skin cancer and reduced crop yields. Ozone Depletion Potential (ODP) is expressed in equivalent ozone depleting gasses (normally kgCFC11e).

Acidification Potential for Soil and Water, AP

Acidification is a consequence of acids (and other compounds which can be transformed into acids) being emitted to the atmosphere and subsequently deposited in surface soils and water. Increased acidity can result in negative consequences for flora and fauna in addition to increased corrosion of manmade structures (buildings vehicles etc.). Acidification Potential (AP) is an indicator of such damage and is usually measured in kgSO2e

Eutrophication potential, EP

Over enrichment of aquatic ecosystems with nutrients leading to increased production of plankton, algae and higher aquatic plants leading to a deterioration of the water quality and a reduction in the value and/or the utilisation of the aquatic ecosystem. Eutrophication is primarily caused by surplus nitrogen and phosphorus. Sources of nutrients include agriculture (fertilisers and manure), aquaculture, municipal wastewater, and nitrogen oxide emissions from fossil fuel combustion.

Photochemical Ozone Creation Potential, POCP

Photochemical Ozone Creation Potential (POCP), commonly known as smog, is toxic to humans in high concentration. Although ozone is protective in the stratosphere at low levels it is problematic from both a health and nuisance perspective. Plant growth is also effected through damaged leaf surfaces and reduced photosynthesis. POCP is formed when sunlight and heat react with Volatile Organic Compounds (VOCs).

Abiotic Depletion Potential - Elements, ADPE

Abiotic Resource Depletion of energy (ADPM) is a measure of the extraction and consumption of primary resources from the earth. Such exploitation reduces resources available to future generations and as such must be managed.

Abiotic Depletion Potential - Fossil Fuels, ADPF

Abiotic Resource Depletion of energy (ARDE) is a measure of the extraction and consumption of non-renewable energy sources (primarily fossil fuels, but also inclusive of other energy sources such as uranium). Primary energy content of non-renewable energy sources including the embodied energy to extract, process and deliver the non renewable fuels, or manufacture, transport and install the renewable generator. Hence there is usually and non-renewable energy content associated with renewable fuels also.

Net use of fresh water, FW

The pressure on global freshwater resources arises from the demand for everyday goods and services which use water in their production. The interconnected nature of global economic systems means that water abstraction can occur far from where final consumption occurs. Globally, water use has been increasing at more than twice the rate of population growth, and most withdrawals are in watersheds already experiencing water stress. Managing water resources is extremely important for the health of the environment and our current and future agricultural, industrial and personal water requirements. Fresh water can be derived from renewable sources (rain water) and somewhat non-renewable resources (aquifers). Consumptive water (H2O C) use is abstracted water that is no longer available for other uses because it has evaporated, transpired, been incorporated into products and crops, or consumed by man or livestock.

Appendix B: Detailed Structure Scope Diagram

Key: ✓ In Scope, In Design ✓ In Scope, Not In Design ✓ Partial ✗ Out of Scope

Parent Name	Sub Category Name	Benchmark Design	Scenario Design
Substructure	Substructure	✓	✓
	Standard foundations	✓	✓
	Specialist foundations	✓	✓
	Lowest floor construction	✓	✓
	Insulation	✓	✓
	Basement excavation	✓	✓
	Basement retaining walls	✓	✓
Superstructure	Frame	✓	✓
	Frame	✓	✓
	Upper floors	✓	✓
	Floors	✓	✓
	Insulation	✓	✓
	Balconies	✓	✓
	Drainage to balconies	✓	✓
	Roof	✓	✓
	Insulation	✓	✓
	Roof structure	✓	✓
	Roof coverings	✓	✓
	Specialist roof systems	✓	✓
	Roof drainage	✓	✓
	Rooflights, skylights and openings	✓	✓
	Roof features	✗	✗
	Stairs and ramps	✓	✓
	Stair/ramp structures	✓	✓
	Stair/ramp finishes	✓	✓
	Stair/ramp balustrades and handrails	✓	✓
	Ladders/chutes/slides	✓	✓
	External walls	✓	✓
	External Paint, Textures and Renders	✓	✓
	External enclosing walls above ground level	✓	✓
	Insulation	✓	✓
	External enclosing walls below ground level	✓	✓
	Solar/rain screening	✓	✓
	External soffits	✓	✓
	Subsidiary walls, balustrades and proprietary balconies	✓	✓
	Façade access/cleaning systems	✓	✓
	Windows and external doors	✓	✓
	External windows	✓	✓
	Security and Fly Screens	✓	✓
	External doors	✓	✓
	Internal walls and partitions	✓	✓
	Walls and partitions	✓	✓
	Insulation	✓	✓
	Balustrades and handrails	✓	✓
	Moveable room dividers	✓	✓
	Cubicles	✓	✓
	Internal doors	✓	✓
	Internal doors	✓	✓
Internal finishes	Wall finishes	✓	✓
	Wall finishes	✓	✓
	Cornices & Shadowlines	✓	✓
	Paint - Walls	✓	✓
	Wet Area Walls	✓	✓
	Floor finishes	✓	✓
	Finishes to floors	✓	✓
	Wet Area Floors	✓	✓
	Raised access floors	✓	✓

Parent Name	Sub Category Name	Benchmark Design	Scenario Design
	Ceiling finishes	✓	✓
	Finishes to ceilings	✓	✓
	False ceilings	✓	✓
	Demountable suspended ceilings	✓	✓
Fittings, furnishings and equipment	Fittings, furnishings and equipment	✓	✓
	General fittings, furnishings and equipment	✓	✓
	Domestic kitchen fittings and equipment	✓	✓
	Special purpose fittings, furnishings and equipment	✗	✗
	Signs/notices	✗	✗
	Works of art	✗	✗
	Non-mechanical and non-electrical equipment	✗	✗
	Internal planting	✗	✗
	Bird and vermin control	✗	✗
Services equipment	Sanitary installations	✓	✓
	Sanitary appliances	✓	✓
	Sanitary ancillaries	✓	✓
	Services equipment	✓	✗
	Services equipment	✓	✗
	Disposal installations	✓	✓
	Foul drainage above ground	✓	✓
	Chemical, toxic and industrial liquid waste disposal	✗	✗
	Refuse disposal	✓	✓
	Water installations	✓	✓
	Mains water supply	✓	✓
	Cold water distribution	✓	✓
	Hot water distribution	✓	✓
	Local hot water distribution	✓	✓
	Steam and condensate distribution	✗	✗
	Heat source	✓	✓
	Heat source	✓	✓
	Space heating and air conditioning	✓	✓
	Central heating	✓	✓
	Local heating	✓	✓
	Central cooling	✓	✓
	Local cooling	✓	✓
	Central heating and cooling	✓	✓
	Local heating and cooling	✓	✓
	Central air conditioning	✓	✓
	Local air conditioning	✓	✓
	Ventilation systems	✓	✓
	Central ventilation	✓	✓
	Local and special ventilation	✓	✓
	Smoke extract/control	✓	✓
	Electrical installations	✓	✓
	Electric mains and sub-mains distribution	✓	✓
	Power installations	✓	✓
	Lighting installations	✓	✓
	Specialist lighting installations	✓	✓
	Local electricity generation systems	✓	✓
	Earthing and bonding systems	✓	✓
	Fuel installations	✗	✗
	Fuel storage	✗	✗
	Fuel distribution systems	✗	✗
	Lift and conveyor installations	✓	✓
	Lifts and enclosed hoists	✓	✓
	Escalators	✓	✓
	Moving pavements	✓	✗
	Powered stairlifts	✗	✗
	Conveyors	✗	✗
	Dock levellers and scissor lifts	✗	✗

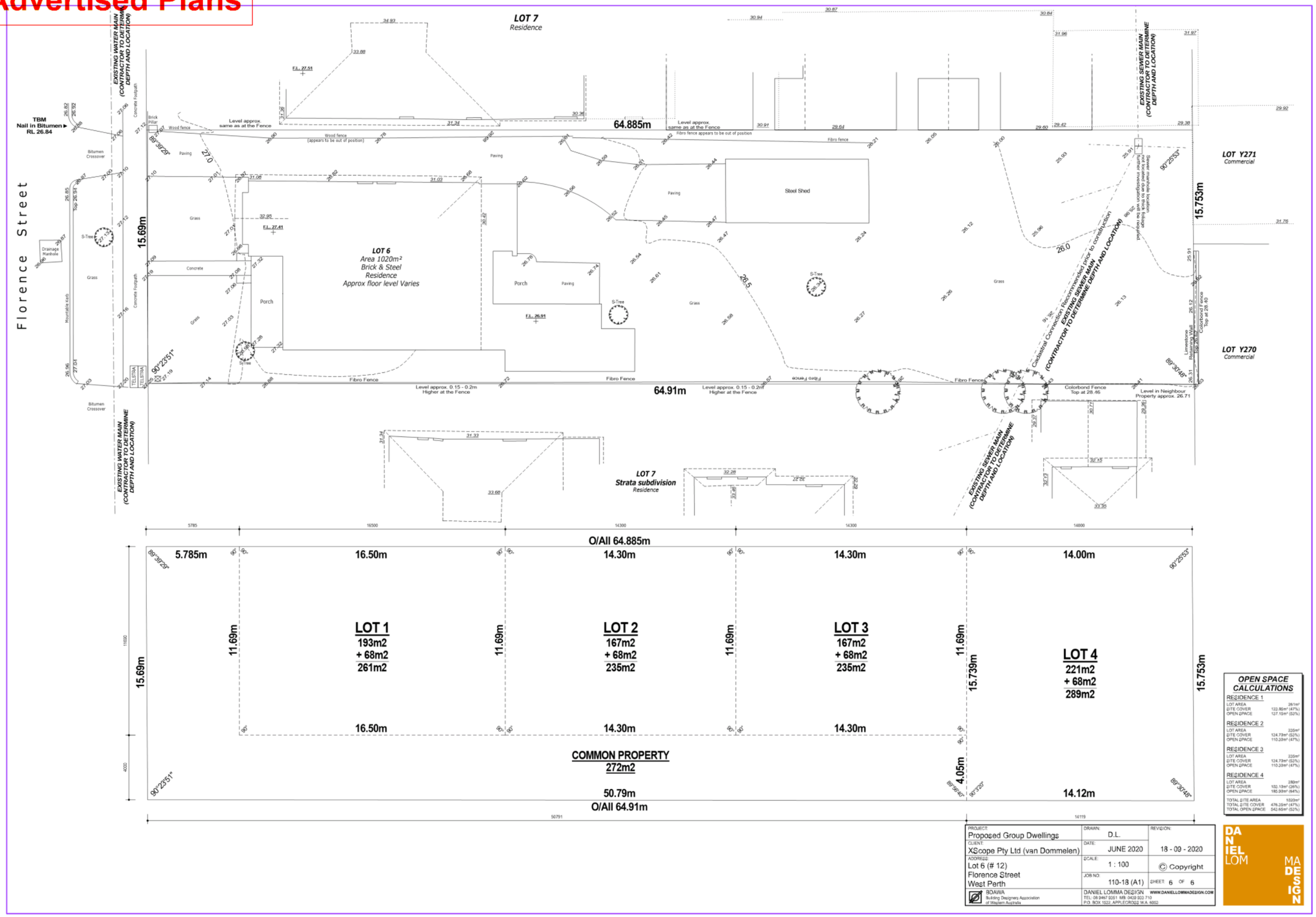
Parent Name	Sub Category Name	Benchmark Design	Scenario Design
	Cranes and unenclosed hoists	✗	✗
	Car lifts, car stacking systems, turntables and the like	✗	✗
	Document handling systems	✓	✓
	Other lift and conveyor installations	✓	✓
	Fire and lightning protection	✗	✓
	Fire-fighting systems	✗	✓
	Fire suppression systems	✗	✓
	Lightning protection	✗	✓
	Communication, security and control systems	✓	✓
	Communication systems	✓	✓
	Security systems	✓	✓
	Central control/building management systems	✓	✓
	Specialist installations	✓	✓
	Specialist piped supply installations	✗	✗
	Specialist refrigeration systems	✗	✗
	Specialist mechanical installations	✗	✗
	Specialist electrical/electronic installations	✗	✗
	Water features	✗	✗
	Civil Engineering Structure	✓	✓
	Builder's Work in Connection (BWIC) with Services	✗	✗
	BWIC with services	✗	✗
Prefabricated buildings and building units	Prefabricated buildings and building units	✗	✗
	Complete buildings	✗	✗
	Building units	✗	✗
	Pods	✗	✗
Work to existing building	Minor demolitions and alterations	✗	✗
	Minor Demolitions and Alterations	✗	✗
	Repairs to existing services	✗	✗
	Repairs to existing services	✗	✗
	Damp proof course/fungus and beetle eradication	✗	✗
	Damp Proof Course/Fungus and Beetle Eradication	✗	✗
	Façade Retention	✗	✗
	Façade Retention	✗	✗
	Cleaning Existing Surfaces	✗	✗
	Cleaning Existing Surfaces	✗	✗
	Renovation work	✗	✗
	Renovation Work	✗	✗
External works	Site preparation works	✓	✓
	Site clearance	✓	✓
	Preparatory groundworks	✓	✓
	Roads, paths and pavings	✓	✓
	Roads, paths and pavings	✓	✓
	Special surfacings and pavings	✓	✓
	Soft landscaping, planting and irrigation systems	✓	✓
	Seeding and turfing	✓	✓
	External planting	✓	✓
	Irrigation systems	✓	✓
	Fencing, railings and walls	✓	✓
	Fencing and railings	✓	✓
	Walls and screens	✓	✓
	Retaining walls	✓	✓
	Barriers and guardrails	✓	✓
	External fixtures	✗	✗
	Site/street furniture and equipment	✗	✗
	Ornamental features	✗	✗
	External drainage	✓	✓
	Surface water and foul water drainage	✗	✗
	Ancillary drainage systems	✗	✗
	External chemical, toxic and industrial liquid waste drainage	✗	✗
	Land drainage	✓	✓

Parent Name	Sub Category Name	Benchmark Design	Scenario Design
	External services	✓	✓
	Water mains supply	✓	✓
	Electricity mains supply	✓	✓
	External transformation devices	✓	✓
	Electricity distribution to external plant and equipment	✓	✓
	Gas mains supply	✓	✓
	Telecommunications and other communication system connections	✓	✓
	External fuel storage and piped distribution systems	✓	✓
	External security systems	✓	✓
	External/street lighting systems	✓	✓
	Local/district heating installations	✓	✓
	BWIC with external services	✓	✓
	Minor building works and ancillary buildings	✗	✗
	Minor building works	✗	✗
	Ancillary buildings and structures	✗	✗
	Underpinning to external site boundary walls	✗	✗
Facilitating works	Toxic/hazardous/contaminated material treatment	✗	✗
	Toxic/hazardous material removal	✗	✗
	Contaminated land	✗	✗
	Eradication of plant growth	✗	✗
	Major demolition works	✓	✗
	Demolition works	✓	✗
	Soft strip works	✓	✗
	Temporary support to adjacent structures	✗	✓
	Temporary support to adjacent structures	✗	✓
	Specialist groundworks	✗	✓
	Site dewatering and pumping	✗	✓
	Soil stabilisation measures	✗	✓
	Ground gas venting measures	✗	✗
	Temporary diversion works	✗	✗
	Temporary diversion works	✗	✗
	Extraordinary site investigation	✗	✗
	Archaeological investigation	✗	✗
	Reptile/wildlife mitigation measures	✗	✗
	Other extraordinary site investigation	✗	✗
Project/design team	Consultants	✓	✓
	Planning & Approvals	✓	✓
	Main contractor's pre-construction design	✓	✓
	Project Management	✓	✓
	Main contractor's design	✓	✓
	Sales and Marketing	✓	✓
Undefined			





Advertised Plans



Advertised Plans (Superseded)

SUPERSEDED

COMBINED GROUND FLOOR PLANS & SITE PLAN
SCALE 1:100









CALCULATIONS

RESIDENCE 1	
GROUND FLOOR GARAGE / STORE	62.80m² 45.10m²
FIRST FLOOR TERRACE	127.60m² 16.70m²
LOFT	72.15m²
TOTAL UNIT AREA	325.40m²
RESIDENCE 2	
GROUND FLOOR GARAGE / STORE	57.00m² 51.15m²
FIRST FLOOR TERRACE	123.20m² 16.70m²
LOFT	64.50m²
TOTAL UNIT AREA	312.70m²
RESIDENCE 3	
GROUND FLOOR GARAGE / STORE	57.00m² 51.15m²
FIRST FLOOR TERRACE	123.20m² 16.70m²
LOFT	64.50m²
TOTAL UNIT AREA	312.70m²
RESIDENCE 4	
GROUND FLOOR GARAGE / STORE	57.25m² 46.80m²
FIRST FLOOR TERRACE	118.90m² 22.40m²
LOFT	62.75m²
TOTAL UNIT AREA	297.20m²
SITE AREA	1020m²
SITE COVER	476m² (47%)
OPEN SPACE	542m² (53%)

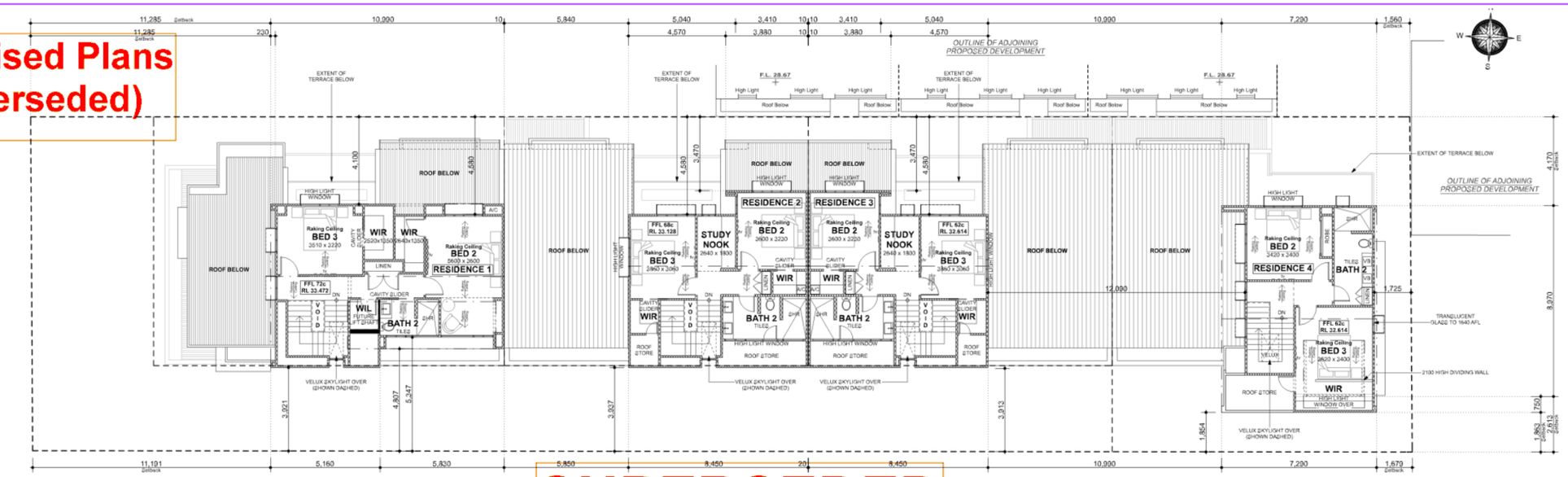
PROJECT: Proposed Group Dwellings	DRAWN: D.L.	REVISION:
CLIENT: XScope Pty Ltd (van Dommelen)	DATE: JUNE 2020	18 - 09 - 2020
ADDRESS: Lot 6 (# 12) Florence Street West Perth	SCALE: 1 : 100	© Copyright
	JOB NO: 110-18 (A1)	SHEET: 1 OF 6
BDAWA Building Designers Association of Western Australia	DANIEL LOMMA DESIGN TEL: 08 9467 9351 MB: 0428 802 710 P.O. BOX 1022, APPLECROSS W.A. 6953	WWW.DANIELLOMMADESIGN.COM

DANIEL LOMMA DESIGN

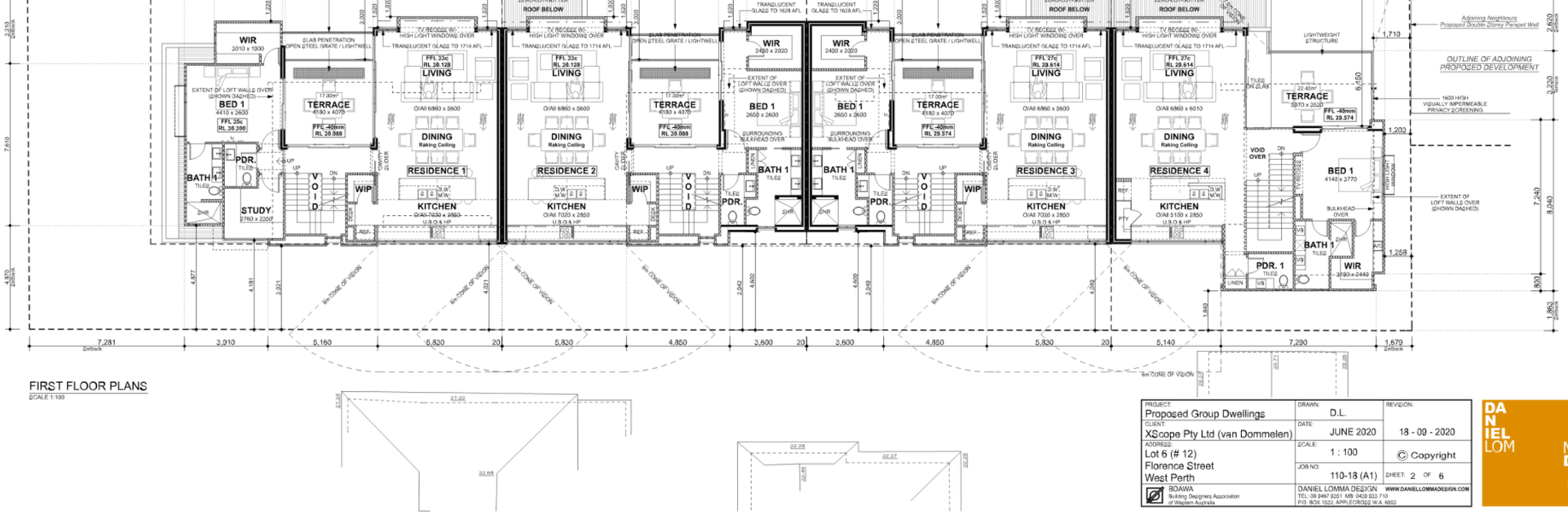
Advertised Plans (Superseded)

SUPERSEDED

LOFT FLOOR PLANS
SCALE 1:100



FIRST FLOOR PLANS
SCALE 1:100



PROJECT: Proposed Group Dwellings	DRAWN: D.L.	REVISION: 18 - 09 - 2020
CLIENT: XScope Pty Ltd (van Dommelen)	DATE: JUNE 2020	
ADDRESS: Lot 6 (# 12) Florence Street West Perth	SCALE: 1 : 100	© Copyright
BDAWA Building Designers Association of Western Australia	JOB NO: 110-18 (A1)	SHEET: 2 OF 6
	DANIEL LOMMA DESIGN TEL: 08 9467 8251 MB: 0429 802 710 P.O. BOX 1522, APPLECROSS W.A. 6952	WWW.DANIELLOMMADESIGN.COM

DANIEL LOM MA DESIGN

Advertised Plans (Superseded)

RESIDENCE 1

RESIDENCE 4

EXTERNAL FINISHES & COLOUR SCHEDULE

EXTERNAL WALLS (INDICATED NOT HATCHED)	-RENDERED BRICKWORK "DULUX LEXICON WHITE"
FEATURE WALLS (INDICATED HATCHED)	-FACE BRICK "AUSTRAL BRICKS MOSCATO"
BRICK FENCE	-RENDERED BRICKWORK "DULUX LEXICON" -FACE BRICK "AUSTRAL BRICKS MOSCATO"
CLADDING	-COLORBOND ∑TEEL LONGLINE 305 "∑HALE GREY""
ROOF	-COLORBOND ∑TEEL LONGLINE 305 "∑HALE GREY" -COLORBOND ∑TEEL ∑HEETING IN "∑HALE GREY"
GUTTERS	-COLORBOND ∑TEEL ∑HEETING IN "∑HALE GREY"
EAVES LINING AND SOFFIT	-DULUX LEXICON WHITE
BARGE BOARDS	-COLORBOND ∑TEEL IN "∑HALE GREY"
∑TEEL COLUMNS	-PAINTED GALVANISED ∑TEEL IN "MONUMENT"
WINDOW FRAMES	-POWDERCOATED ALUMINIUM FRAME (ANODIC DARK GREY)
DRIVEWAY & CROSSOVER	-BRIKMAKERS GRANITE COLLECTION (SEA MIST)
COURTYARDS	-EXPOSED GREY CONCRETE SLAB

FLORENCE STREET
WEST ELEVATION
SCALE 1:100
NOTE: Landscaping indicative only

EAST ELEVATION
SCALE 1:100
NOTE: Landscaping indicative only

SUPERSEDED

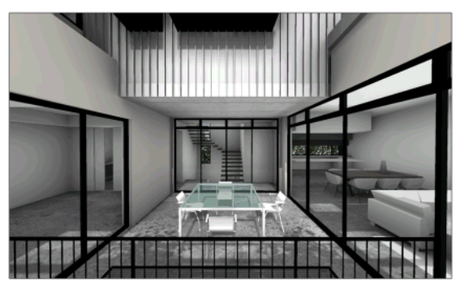
RESIDENCE 1 RESIDENCE 2 RESIDENCE 3 RESIDENCE 4

SOUTH ELEVATION
SCALE 1:100
NOTE: Landscaping indicative only





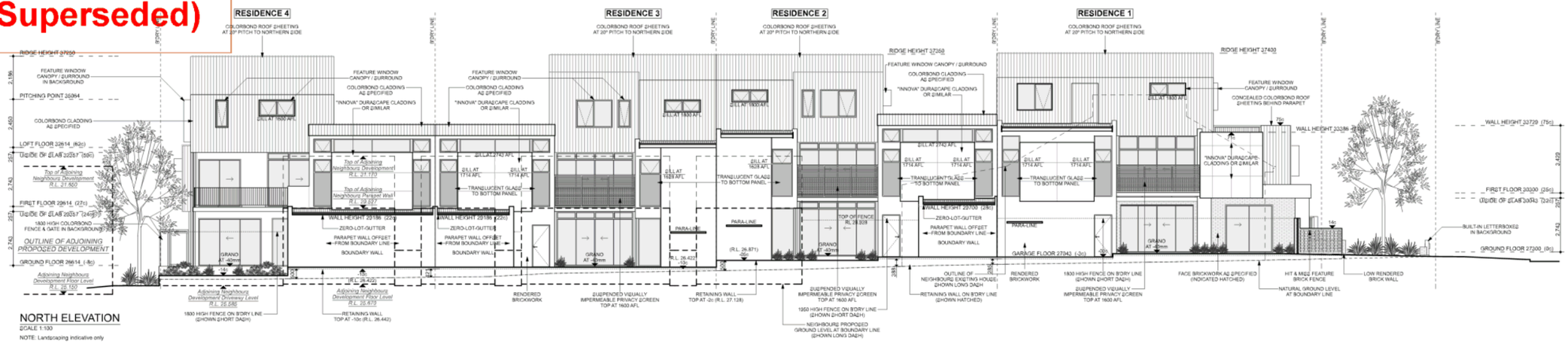


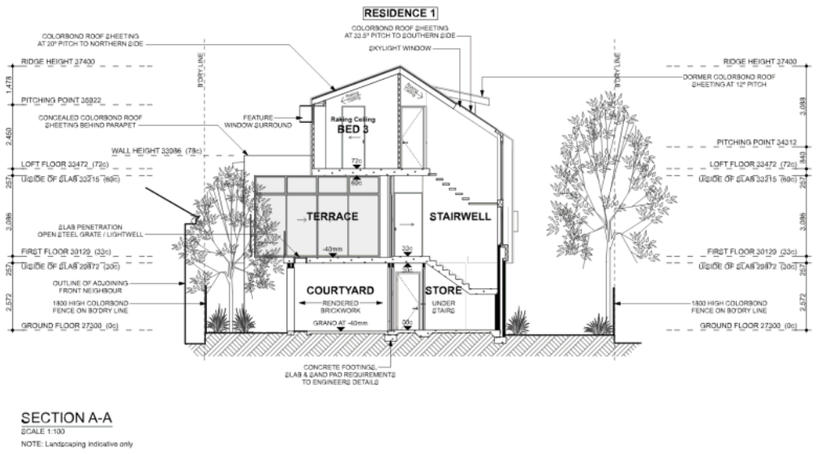


PROJECT: Proposed Group Dwellings	DRAWN: D.L.	REVISION:
CLIENT: XScope Pty Ltd (van Dommelen)	DATE: JUNE 2020	18 - 09 - 2020
ADDRESS: Lot 6 (# 12) Florence Street West Perth	SCALE: 1 : 100	© Copyright
	JOB NO: 110-18 (A1)	SHEET: 3 OF 6
BDAWA Building Designers Association of Western Australia	DANIEL LOMMA DESIGN TEL: 08 9467 9351 MB: 0420 933 710 P.O. BOX 1522, APPLECROSS W.A. 6953	WWW.DANIELLOMMADESIGN.COM

DANIEL LOMMA DESIGN

Advertised Plans (Superseded)



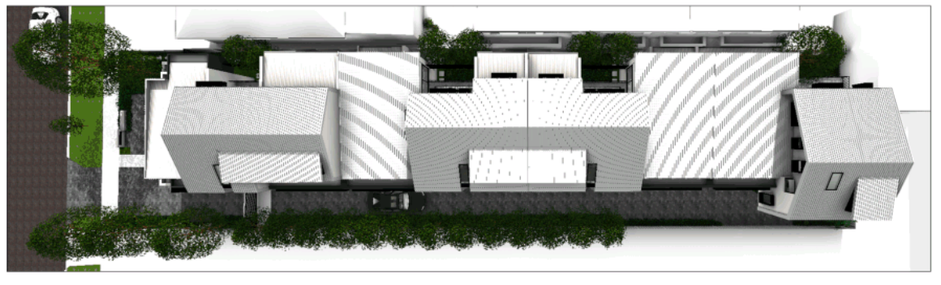


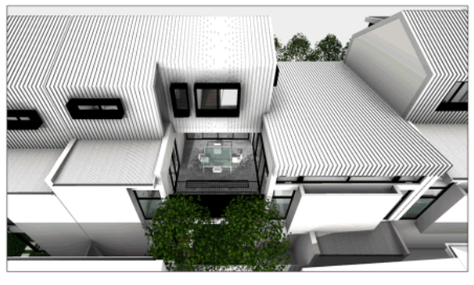
SUPERSEDED











PROJECT: Proposed Group Dwellings	DRAWN: D.L.	REVISION:
CLIENT: XScope Pty Ltd (van Dommelen)	DATE: JUNE 2020	18 - 09 - 2020
ADDRESS: Lot 6 (# 12) Florence Street West Perth	SCALE: 1 : 100	© Copyright
	JOB NO: 110-18 (A1)	SHEET: 4 OF 6
BDAWA Building Designers Association of Western Australia	DANIEL LOMMA DESIGN TEL: 08 9467 3351 MB: 0409 933 710 P.O. BOX 1522, APPLECROSS W.A. 6953	WWW.DANIELLOMMADESIGN.COM

DANIEL LOMMA DESIGN

Advertised Plans

LANDSCAPE CONCEPT PLAN

LEGEND

1. Existing tree and grass verge to be retained and reinstate where necessary.
2. Small size tree with combination of native shrubs and groundcovers giving sense of welcoming to the main entrance.
3. Well trimmed hedges and tree planting along the driveway creating visual interest to the driveway.
4. Narrow and upright form tree such as Pyrus calleryana along the driveway ramp providing formal look as well as a buffer to adjacent property.
5. Lower courtyard to be filled with shade tolerant plants such as Philodendron and Rhapis excelsa to create unique feature to dwelling entry area.
6. Design intent to create a lush and colorful garden with mix of native and exotic species.
7. Tree planting in 1.2-1.5m high removable soakwell concrete case to be proposed as above ground planter providing more tree canopy cover at the rear property.



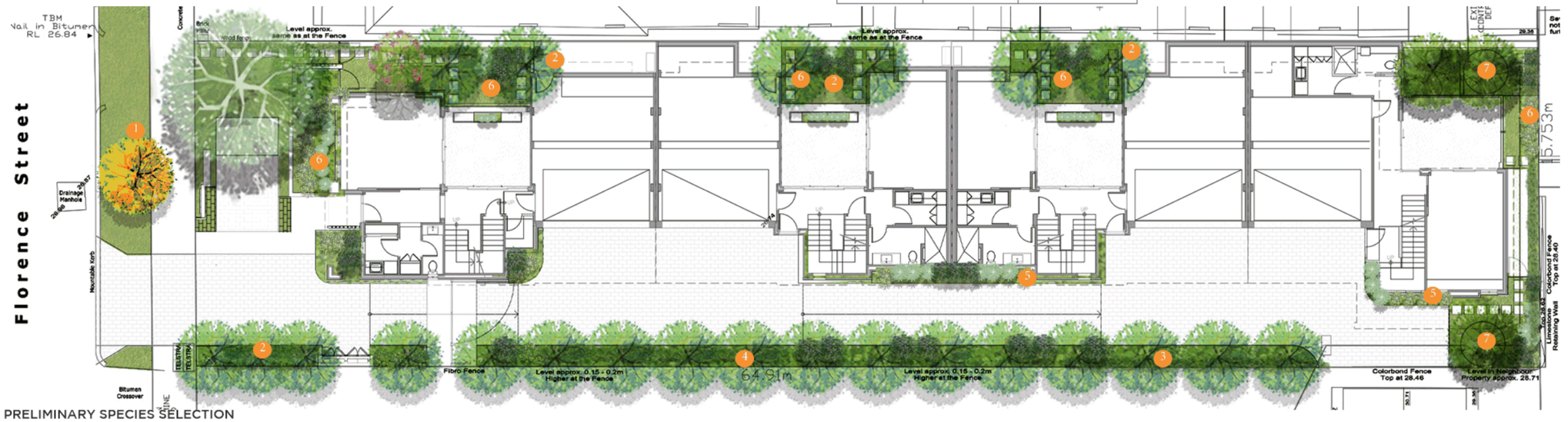
PERMEABLE PAVERS PRODUCTS : BRIKMAKERS
PermaDrain 220 x 110 x 60mm or similar.

SPP7.3 COMPIANCE CRITERIA

SITE AREA SPP7.3	MIN. DSA SPP 7.3	MIN. TREES SPP7.3
Less than 700m2	10% OR 7% trees retained (% site area)	1 medium tree plus small trees to suit area
700-1000m2		2 medium trees OR 1 large tree and small trees to suit area
Greater than 1000m2		1 large tree and 1 medium tree for each additional 400m2 in excess of 1000m2 OR 1 large tree for each additional 900m2 in excess of 1000m2 and small trees to suit area

LANDSCAPE DESIGN INTENT

- All planting beds are to be fully irrigated and operated off a timed controller with rain sensor shut-off.
- Irrigation design to comply with waterwise design principles and the City's Street Verge Guidelines. Detailed irrigation plan to be provided at building license stage.
- Water efficient irrigation system to be installed to best WSUD practice, using hydro-zoning and water harvesting principals where appropriate.
- Additional waterwise design principles employed:
  - > Low water use plant selection suited to the local soil complex.
  - > Complete omission of water intensive turf areas.
  - > Water retention soil preparation.
  - > Reduction in soil water loss through perscribing course mulch.
- Proposed plant distribution rate 4 per m2.
- Proposed plant pot sizes:
  - > Small Tree 100L
  - > Medium 200L
  - > Large Tree 500L
  - > Shrubs/groundcovers 140mm-200mm



PRELIMINARY SPECIES SELECTION

TREES


Gleditsia shademaster


Sapium sebiferum


Pyrus calleryana


Lagerstroemia indica


Plumeria rubra

SHRUBS / GROUNDCOVERS


Adenanthos cuneatus


Alyogyne huegelii


Casuarina 'Cousin It'


Correa alba


Dampiera linearis


Dianella 'Cassa Blue'


Eremophila glabra


Grevillea cherry cluster


Liriope muscari


Murraya paniculata


Philodendron xanadu


Pittosporum miss muffet


Rhapis excelsa


Senecio serpens


Tecoma capensis


Trachelospermum jasminoides


Viburnum tinus


Westringia Grey Box

TIMDAVIESLANDSCAPING

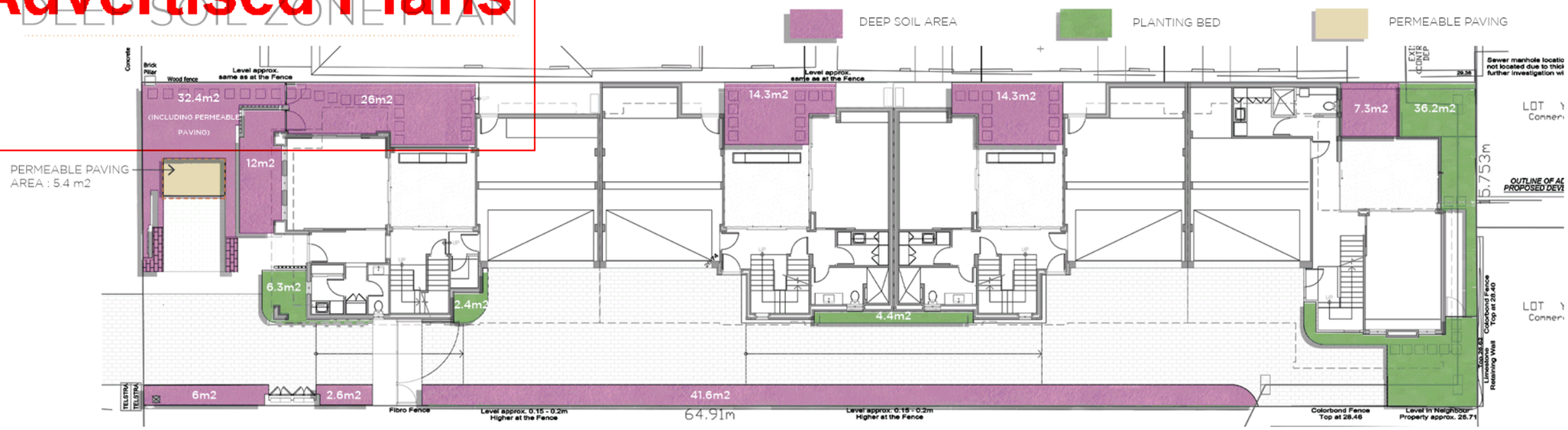
AUTHOR: JR Q.A: RB PROJECT #: 11578-FLO 1:200 @ A3

LOT 6 FLORENCE STREET - WEST
LANDSCAPE CONCEPT

SK01-C

Advertised Plans

DEEP SOIL ZONE PLAN



LANDSCAPE AREA SUMMARIES

TOTAL SITE AREA	: 1020 m2
DEEP SOIL AREA REQUIREMENT	: 153 m2 (15 % FROM TOTAL SITE AREA)
SITE DEEP SOIL AREA	: 156.5 m2 (15.3%)
SITE CANOPY COVERAGE	: 305 m2 (30%)

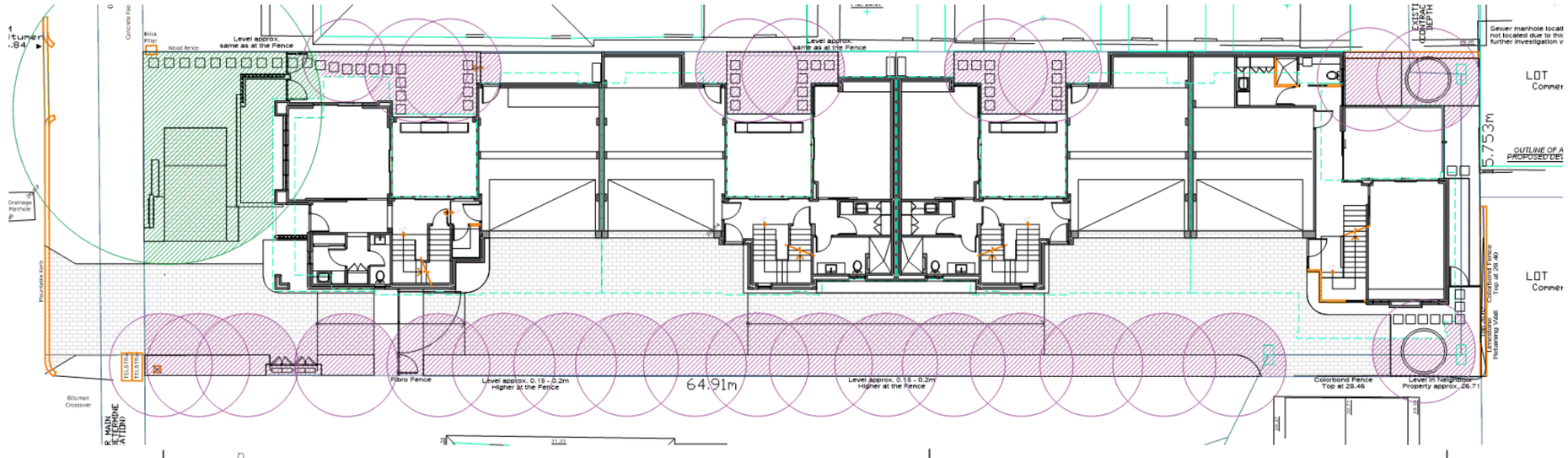
PROPOSED TREE 1 - LARGE
GLEDITSIA TRICHANTOS
MATURE CANOPY COVER : 15 Dia.
MATURE HEIGHT : 8m - 12m

PROPOSED TREE 2 - SMALL
PYRUS CALLERYANA
MATURE CANOPY COVER : 5 Dia.
MATURE HEIGHT : 7m - 10m

PROPOSED TREE 3 - MEDIUM
SAPIUM SEBIFERUM/ PLUMERIA RUBRA
MATURE CANOPY COVER : 5-6 Dia.
MATURE HEIGHT : 3m - 9m

PROPOSED TREE 4 - SMALL
LAGERSTROEMIA INDICA
MATURE CANOPY COVER : 4 Dia.
MATURE HEIGHT : 3m - 6m

TREE CANOPY COVER PLAN



TIMDAVIESLANDSCAPING

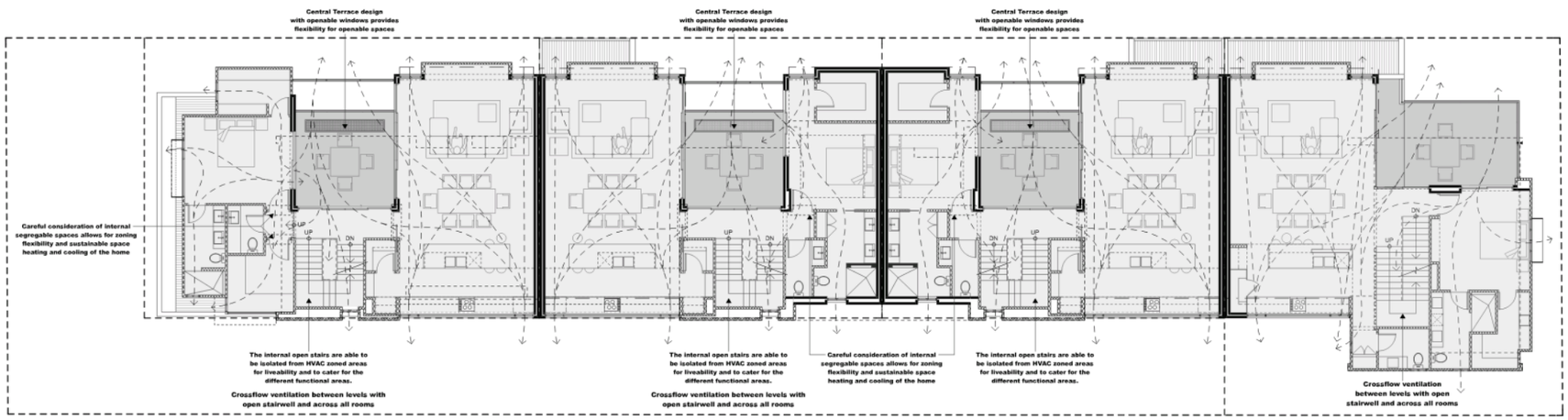
AUTHOR: JR Q.A: RB PROJECT #: 11578-FLO 1:200 @ A3

LOT 6 FLORENCE STREET - WEST PERTH

LANDSCAPE CONCEPT

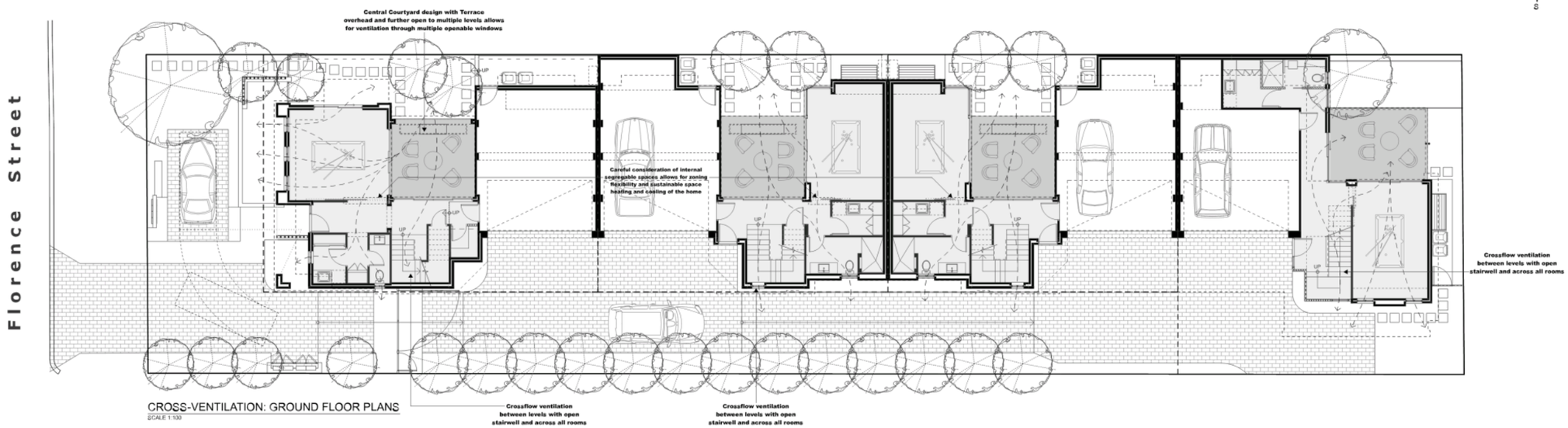
SK02-C

Advertised Plans



CROSS-VENTILATION: FIRST FLOOR PLANS
SCALE 1:100

SUPERSEDED

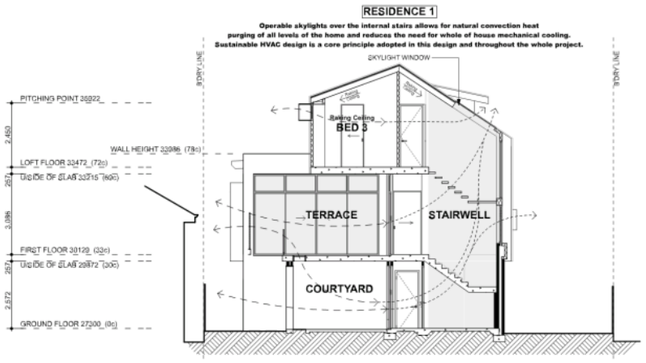


CROSS-VENTILATION: GROUND FLOOR PLANS
SCALE 1:100

PROJECT: Proposed Group Dwellings	DRAWN: D.L.	REVISION:
CLIENT: XScope Pty Ltd (van Dommelen)	DATE: JUNE 2020	18 - 09 - 2020
ADDRESS: Lot 6 (# 12) Florence Street West Perth	SCALE: 1 : 100	© Copyright
	JOB NO: 110-18 (A1)	SHEET: 4A OF 6
BDAWA Building Designers Association of Western Australia	DANIEL LOMMA DESIGN TEL: 08 9467 8051 MB: 0429 933 710 P.O. BOX 1522, APPLECROSS W.A. 6953	WWW.DANIELLOMMADESIGN.COM

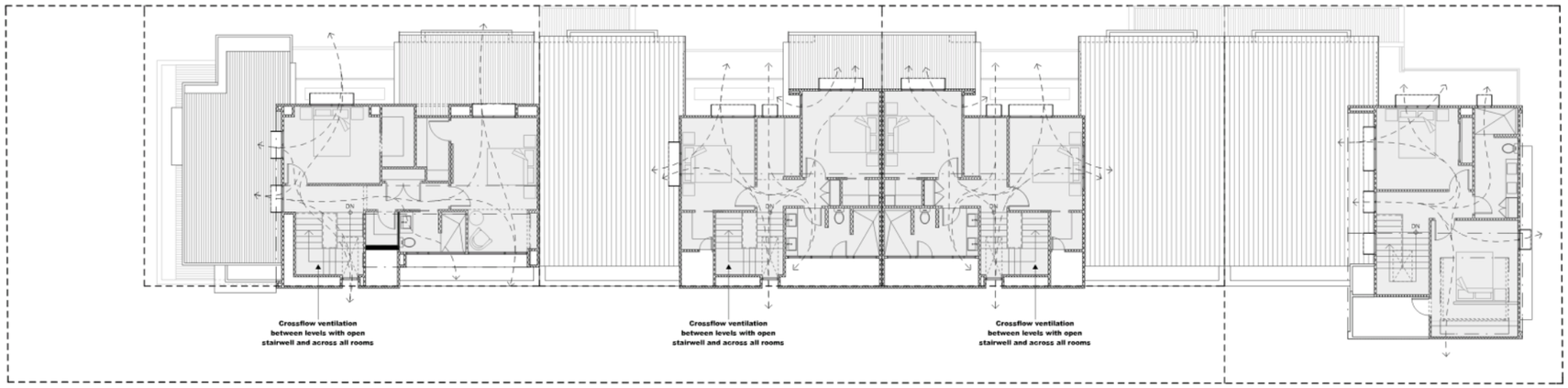
DANIEL LOMMA DESIGN

Advertised Plans



CROSS-VENTILATION: SECTION
SCALE 1:100

SUPERSEDED



CROSS-VENTILATION: LOFT FLOOR PLANS
SCALE 1:100

PROJECT: Proposed Group Dwellings	DRAWN: D.L.	REVISION:
CLIENT: XScope Pty Ltd (van Dommelen)	DATE: JUNE 2020	18 - 09 - 2020
ADDRESS: Lot 6 (# 12) Florence Street West Perth	SCALE: 1 : 100	© Copyright
	JOB NO: 110-18 (A1)	SHEET 4B OF 6
BDAWA Building Designers Association of Western Australia	DANIEL LOMMA DESIGN WWW.DANIELLOMMADESIGN.COM TEL: 08 9497 5251 MB: 0439 922 710 P.O. BOX 1522, APPLECROSS W.A. 6952	

DANIEL LOM MA DESIGN

Advertised Plans
SUPERSEDED

REVIEW OF THE BUILT AND NATURAL ENVIRONMENT

Florence Street is located only 2km north west of the centre of the Perth CBD. The area was developed early in the colonisation of the State and is evidenced through a wide range of character homes that remain in the area, ranging from modest 19th and 20th century weatherboard homes, federation bungalows through to new contemporary dwellings.

The area has been the subject to extensive rebuilding over the years and now accommodates a wide range of housing types from large free standing homes through to large multiple housing complexes.

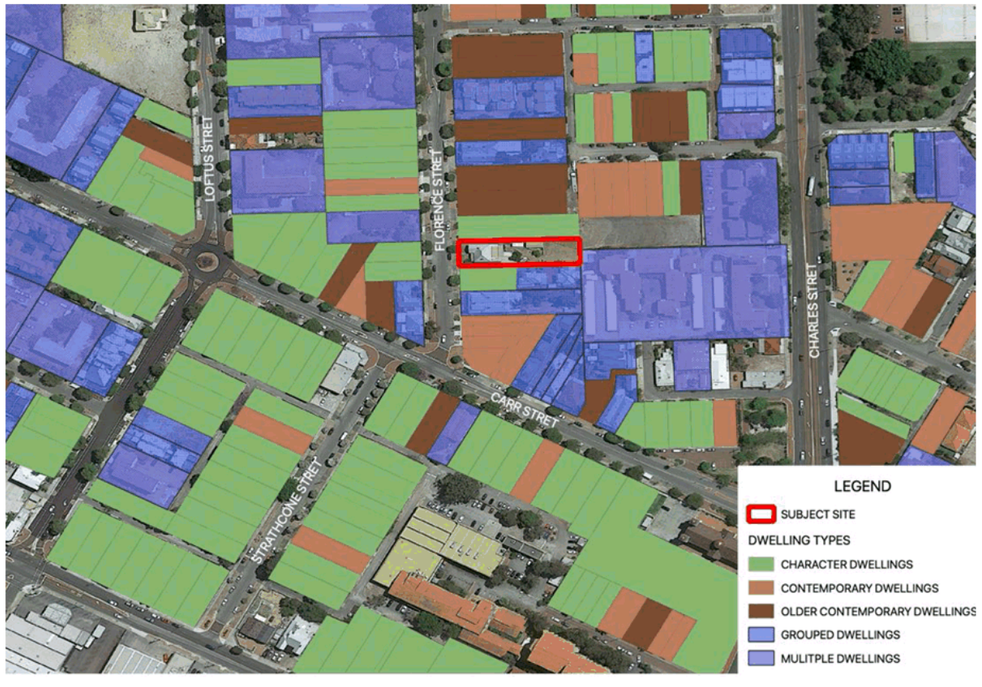
There is no apparent consistent building style or material use evident throughout the suburb, with buildings largely reflecting the trends of the era in which they were built.

While metal roofs can be found on the older dwellings, clays tiles are now prevalent throughout.

The natural environment is largely confined to historical open space areas, such as Hyde Park and Smiths Lake, while active playing areas make up the balance of the green space.

The medium density grouped housing development proposed for 12 Florence Street is consistent with the more recent form and type of development that has been approved and developed in the area. The presentation of major openings to the public realm, together with interesting and varied architectural features add interest and creates a visual separation from the character buildings that remain in the area. The use of light colours and metal roofing aims to complement the original dwellings and create and interesting and harmonic streetscape.







SUPERSEDED

URBAN DESIGN ANALYSIS

Lot 6 (12) FLORENCE STREET, WEST PERTH





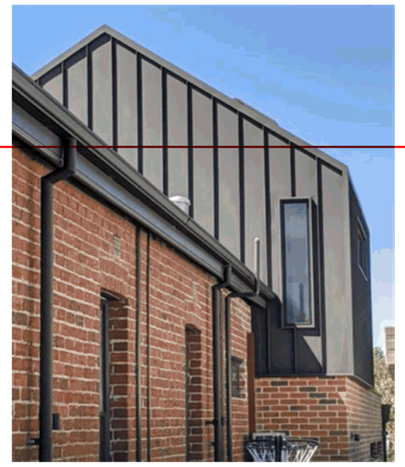


Florence Street Character Analysis - Eclectic mix of housing types and styles

Advertised Plans SUPERSEDED

URBAN DESIGN ANALYSIS

Lot 6 (12) FLORENCE STREET, WEST PERTH

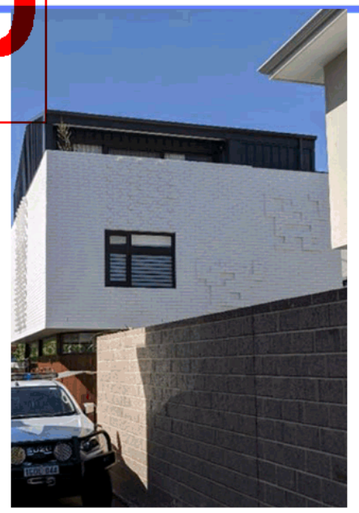


FLORENCE STREET, NORTH



4 FLORENCE STREET





7 CARR STREET

DESIGN INFLUENCES

Florence Street and its surrounds are characterised by a range of housing types, styles and ages. The streetscape provides evidence of intergenerations changes in housing styles ranging from Federation bungalows through to contemporary dwellings.

The use of solid masory on ground floor levels is a consistent theme throughout the area regardless of the age of the building.

The front facades of many new dwellings include a variety of geometric shapes and features which provides a clear distinction between the housing styles of the heritage buildings, while reflecting the aspirations of the new residents to the area. The design features proposed for Lot 6, have been drawn from many of the design elements that have been applied in the area. The design includes bold geometric shapes, partly concealed roofing and the use of distinct masonary features, reflect elements that are now common in the area.

CLEAVER STREET - NEW BUILD







CARR STREET, SOUTH





CLEAVER STREET, NEW AGED CAR UNDER CONSTRUCTION



CLEAVER STREET



WEST LEEDERVILLE

Summary of Submissions:

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

Comments Received in Support:	Administration Comment:
No comments provided in the two submissions of support.	No comment required.

Comments Received in Objection:	Administration Comment:
Context and Character The proposed development does not fit within the established character context of the streetscape. Some suggestions were made to retain the existing federation character home or at least be reflective of this in built form.	Given the property is not subject to heritage listing, retention of the existing dwelling is not required. The development design has responded to the prevailing and immediate street setback context and has used staggered and stepped setbacks to upper levels, particularly the loft floor, to mitigate bulk and scale. Amendments to the plans after the community consultation period improved the architectural language in response to community submissions and comments from the City's Design Review Panel (DRP) chair, who is overall supportive of the character and context consideration in the design.
Building Height The three storey building height is excessive for the site and area context, and is non-compliant.	The City's Built Form Policy is designed to be flexible to allow for additional building height should applicable objectives and design principles be satisfied. In this instance the loft floors have been located and designed to be discrete using setbacks as not to dominate and detract from the streetscape and adjoining properties. Whilst two storeys is specified for the area under the Built Form Policy, there are a number of established three storey dwellings of a similar form within 100 metres of the site.
Overdevelopment • The proposal is an overdevelopment of the site. • Reduced setbacks and greater building height result in detrimental bulk impacts on adjoining properties.	• The site has a density code of R50 which allows for up to five grouped dwellings at the site, whereas only four dwellings are provided. Open space assessed across the site as a whole instead of individual dwelling sites results in open space of 41.9%, which is compatible with the density code expectation of 40%. • Setbacks have been articulated across the development proposal using staggering and stepping to reduce continuous lengths of large and bulky walls. Numerous and varied openings and materials are also used across floors and elevations to reduce the bulk of walls.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
Overshadowing Detrimental overshadowing impact, particularly on the dwellings to the south.	Total overshadowing of the adjoining site at midday winter solstice is 40.5% which is under the 50% permitted in accordance with Clause 5.4.2 – Solar Access for Adjoining Sites. The building height responds to its context with the loft mostly contained within the roof form along the southern elevation and provided with significant setbacks to the southern boundary to reduce overshadowing. Overshadowing from the highest loft walls, being dormer features inserted into the roof form, are comparable in impact to a development built to the permitted 7.0 metres wall height with a typical side setback of 1.5 metres as demonstrated in the supplementary information provided by the applicant.
Privacy • Reduced visual privacy from overlooking, particularly from Residence 4 to the north into future dwelling kitchen and outdoor living area approved at No. 14 Florence Street and overlooking south towards No. 10 Florence Street dwellings. • Reduced privacy of No. 16 Florence Street and dwellings fronting Janet Street.	• Due to the context and layout of established and approved development adjoining the site at No. 14 Florence Street, visual privacy is not detrimentally impacted. Overlooking to the south falls over vehicle access ways and is subject to an indirect view angle. Furthermore, trees proposed along the southern boundary at maturity will provide greater visual privacy in future. • Overlooking to the north is across a vacant site with approval for eleven grouped dwellings. Due to the layout of this approved development, overlooking falls mostly on blank walls, future fences and a communal parking space, with any excess overlooking of active habitable spaces indirect and minimal in extent. The properties located on Janet Street are approximately 14 metres from the subject site and will be separated by future development, so visual privacy would not be impacted by the proposal.
Traffic Increased traffic and parking congestion in the street.	The proposal provides two private car parking spaces for each dwelling and one communal visitor car parking space. The number of private car parking spaces is one greater than that required under the R Codes Volume 1. Considering the surplus in car parking the development should not result in vehicle congestion in the street. The density code of R50 allows for up to five dwellings at the site, therefore the amount of traffic generated by four dwellings is reasonably expected for the future development potential of the area. The Western Australian Planning Commissions Transport Impact Assessment Guidelines indicate that a development of this scale, being less than ten dwellings, would have a low impact on the surrounding road network.

Summary of Submissions:

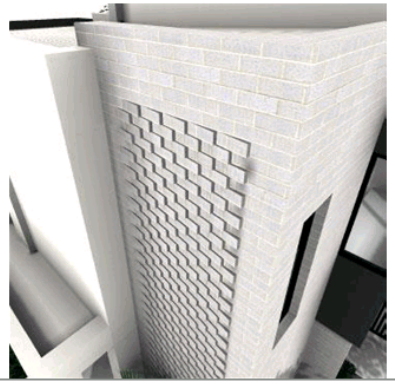
Comments Received in Objection:	Administration Comment:
Visitor Parking Visitor parking in the front setback does not reflect predominate features of the streetscape character.	The location of the visitor bay is compliant with the R Codes Volume 1. Notwithstanding this, an analysis of the street context found car parking within the street setback is a predominate feature. Landscaping between the visitor bay and Unit 1 is required through the detailed landscape plan to soften the visual impact on this dwelling. Furthermore, sufficient landscaping is provided to soften with visual impact on Florence Street with four new trees provided within the street setback area.
Non-compliant development Proposed development doesn't comply and therefore should not be supported.	The applicable planning policies are intended to be applied flexibly opposed to rigid compliance with deemed-to-comply criteria provided design principles and objectives are satisfied. Deemed-to-comply criteria is the minimum applicable standards, where a development meets the 'deemed-to-comply' requirements this provides a straight forward pathway to approval. A proposal is required to demonstrate compliance with design principles and/or objectives where it does not satisfy the corresponding deemed-to-comply provisions, subject to the discretion of the delegated decision maker being the City of Vincent Council in this instance.
Sewer easement conflict The development appears to be directly built over a sewer easement.	As indicated on the development plans the sewer line is to be re-aligned with the works to be carried out and subject to Water Corporation approval.
Tree canopy overshadowing The proposed 'pyrus calleryana' trees along the southern boundary will contribute to loss of direct sunlight and create overshadowing.	The 'pyrus calleryana' tree is a deciduous species which will allow for light penetration through winter whilst providing shade across the southern vehicle access hardstand in summer to reduce the urban heat island effect.

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

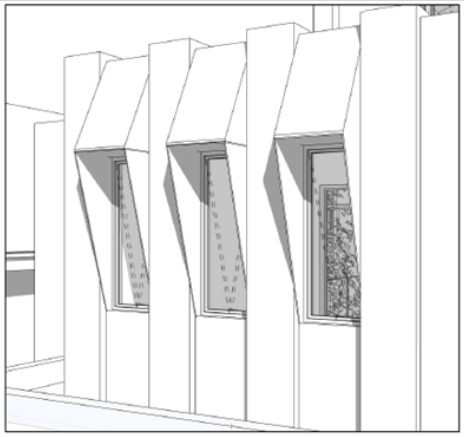
Summary of Submissions:

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:	Applicants Comment:
No comments provided in the two submissions of support.	No comment required.

Comments Received in Objection:	Applicants Comment:
Issue: Context and Character • The proposed development does not fit within the established character context of the streetscape. Some suggestions were made to retain the existing federation character home or at least be reflective of this in built form.	Substantive changes have been made to the streetside elevation, in consultation with CoV and input from the CoV's nominated architect. These changes are now reflected in the updated drawings and draw in the suggested details from existing federation character homes and reflect these details in several key areas. 

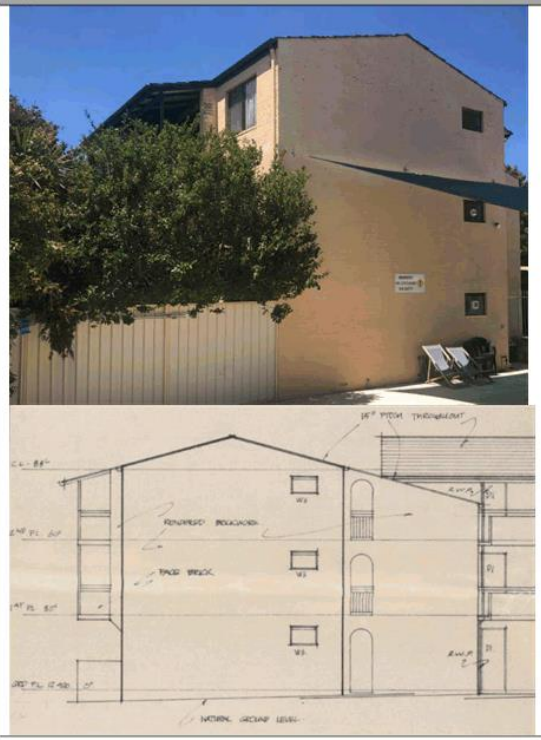
Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
	 MODERN TAKE ON TRADITIONAL AWNING / WINDOW CANOPY

Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
	
Issue: Building Height • The three storey building height is excessive for the site and area context, and is non-compliant.	The height follows extensive consultation with CoV as well as pre-design commencement meetings to discuss the nature, orientation and built form of the townhouses. The orientation, driveway location and number of levels is reflective of a considered and consultative approach incorporating CoV architectural review. The third storey is in the form of loft style elevations which is in character with the area and readily found in the immediate surrounds. The loft elements are set back from the front of the street with substantial articulation. The high elements will not be dominant from the perspective of the public realm. The roof line steps down to a height that is well below deemed to comply height limits to differentiate the townhouses as well as reduce overshadowing. Please also refer to the "SUPPLEMENTARY NEIGHBOURING DWELLING HEIGHT STUDY" attached and further examples of 3 storey dwellings on Florence and immediately adjacent streets. **View from rear of 12 Florence – 3 storey blank wall**

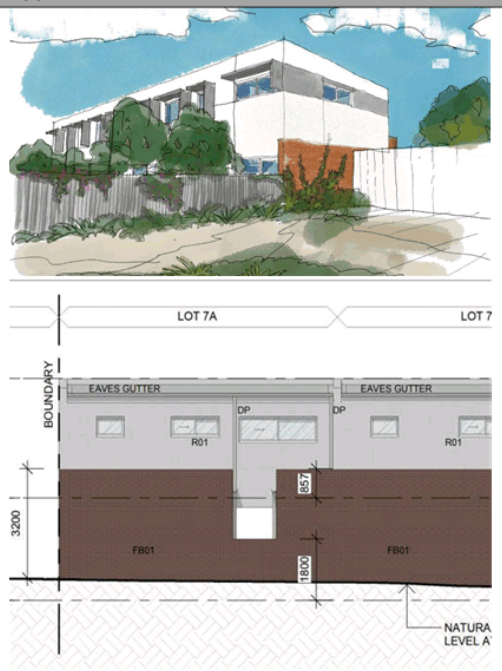
Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
	

Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
	  14 Florence St – new neighbouring buildings approved with continuous zero setback wall to rear half and north boundary of 12 Florence Street.

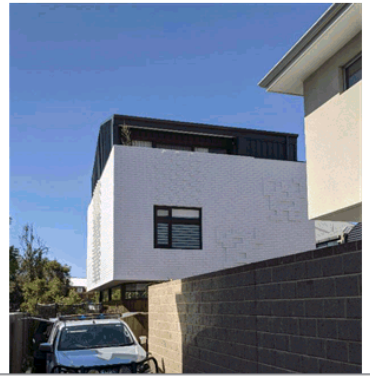
Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
	 34 Cleaver St – New build

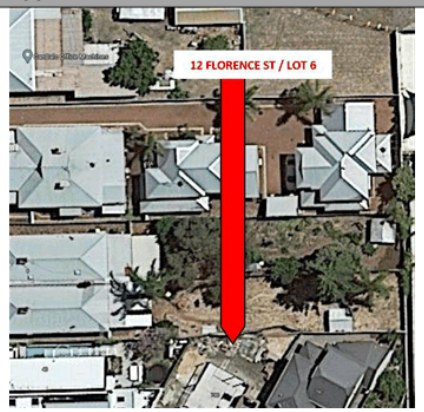
Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
	 Cleaver St – Multi storey apartments under construction  4 Florence St: 4 storey build including garage

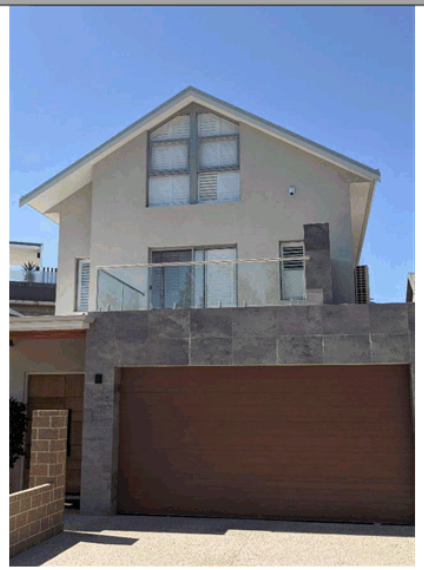
Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
	 78B Carr St: 3 storeys build two rear lots away from rear of 12 Florence St 

Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
	 78 Carr St: Newly constructed with full 3 storey elevation to front street

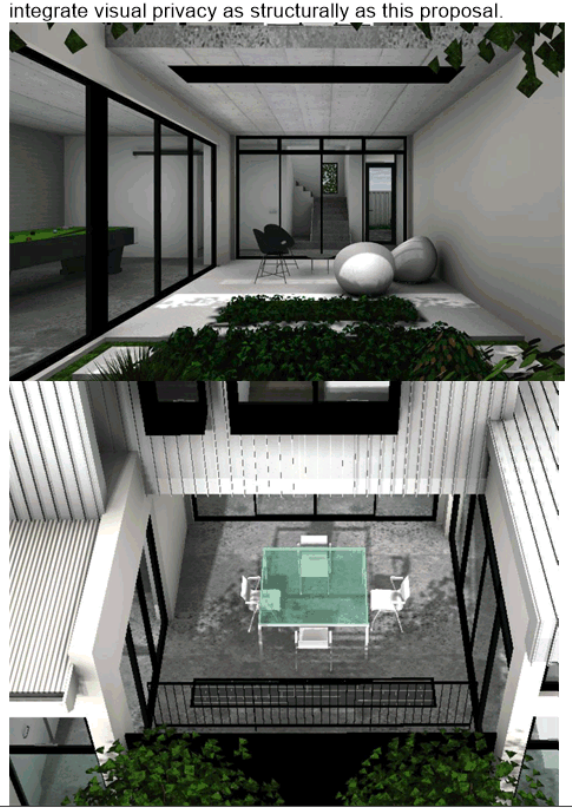
Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
	 76 Carr St: In line with rear of 12 Florence St – two lots away

Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
	
Issue: Overdevelopment • The proposal is an overdevelopment of the site. • Reduced setbacks and greater building height result in detrimental bulk impacts on adjoining properties.	There are several constraints on any built form or design that can be considered for this property. The width and length of the property has a natural geometry for 4 townhouses in a row. Any townhouses installed along the length of the property will have sight line screening or obscured glazing requirements due to the proximity to the boundary. The open space departs from the specified requirements by 2%. The landscaping design and open space exceeds many similar developments. There is significant demand and interest for inner city style developments and it is the opinion of the applicant that this proposal represents a generous and spacious design that does not seek to constrain the enjoyment and use of the dwellings by the occupants. Furthermore, it is not the applicants opinion that this design introduces more dwellings than that which is a reasonable and natural fit for this size of the lot, nor that the construction of this dwelling imposes itself on the neighbouring property. The proposed design has a high construction standard that will further differentiate this development and provide a high merit and pleasing addition to the locality. Visual privacy has been addressed by way of internal courtyards and terraces that significantly promote a sense of views without overlooking. Sight lines form the internal

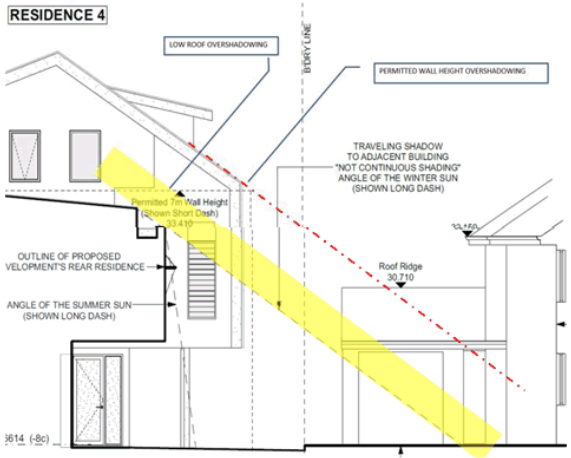
Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
	terraces that can intrude on neighbours have further screening to comply for overlooking. In researching other existing neighbouring buildings in the precinct we have not identified many examples where the design of dwellings seeks to integrate visual privacy as structurally as this proposal. 

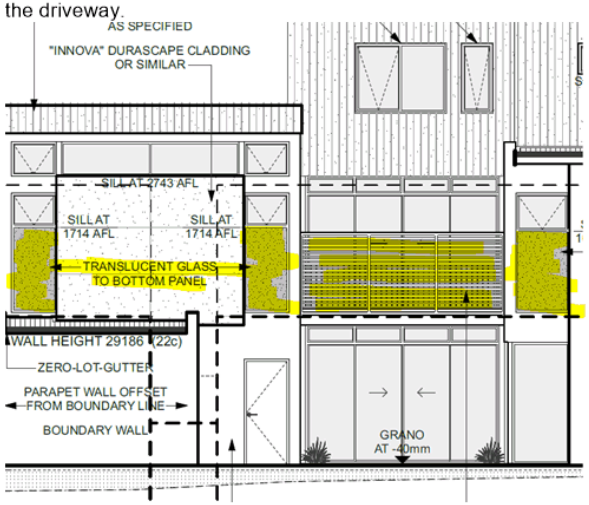
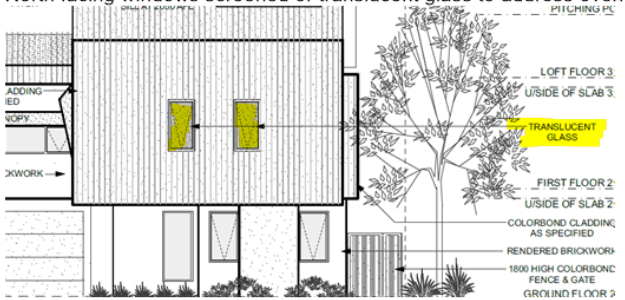
Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
	 Internal courtyard and terrace aspects with natural light and ventilation, with design elements that address overlooking from a concept stage onwards. The central open stairwell, the introduction of passive heating and cooling elements as well as avoiding viewing angles on adjacent neighbouring properties has been a key design brief for this project.
Issue: Overshadowing • Detrimental overshadowing impact, particularly on the dwellings to the south.	The design and layouts have been amended and resubmitted following consultation with CoV. This includes both amended roof heights and further studies for overshadowing. This includes overshadowing of the driveway immediately adjacent to the south property boundary as well as selected windows that show vertical elevations. A further study has been requested and provided to show the extent of overshadowing from a deemed to comply wall height at the boundary (depending on the permitted length). These details are now included in the drawing set.

Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
	  Overshadowing for rear unit. Other examples on drawings provided.
Issue: Visual Privacy • Reduced visual privacy from overlooking, particularly from Residence 4 to the north into future dwelling kitchen and outdoor living area approved	Due to the context and layout of established and approved development adjoining the site, visual privacy is not detrimentally impacted.

Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
at 14 Florence Street and overlooking south towards 10 Florence Street dwellings. • Reduced privacy of 16 Florence Street and dwellings fronting Janet Street.	North aspect windows and terraces include screening. We understand that this includes future lot 7C kitchen and lot 271A outdoor living area. There are limited windows looking south and these are set back by the width of the driveway.  North facing windows screened or translucent glass to address overlooking.  South facing windows translucent glass

Summary of Submissions:

Comments Received in Objection:	Applicants Comment:
Issue: Traffic • Increased traffic and parking congestion in the street.	There is significant parking provision with a double garage and visitor parking provided. In consultation with CoV it was questioned by council if we would consider reducing the parking allowance to 1 garage space for each townhouse. We therefore understood that reducing the onsite parking may be an option however have sought to remain with 2 parking bays per garage to avoid any issues with respect to sufficient parking. Florence St is generally a low traffic street and it would be surprising and unusual that 4 townhouses in this area would impact the amenity of the existing apartments, townhouses and dwellings.
Issue: Visitor Parking • Visitor parking in the front setback does not reflect predominate features of the streetscape character.	It is unclear what this concern seeks to address, and we would welcome further discussion with CoV if there is a visitor parking preference that has not already been discussed during DRP/consultations.
Issue: Non-compliant development • Proposed development doesn't comply and therefore should not be supported	No comment provided. This is addressed in Administration response to submissions.
Issue: Sewer easement conflict • The development appears to be directly built over a sewer easement	No comment provided. This is addressed in Administration response to submissions.
Issue: Tree canopy overshadowing • The proposed 'pyrus calleryana' trees along the southern boundary will contribute to loss of direct sunlight and create overshadowing	No comment provided. This is addressed in Administration response to submissions.

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

Determination Advice Notes:

1. **The owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.**

2. **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.**

4. **Clause 5.4.1 C1.2 Visual Privacy requirements of the R Codes states that *screening devices such as obscure glazing, timber screens, external blinds, window hoods and shutters are to be at least 1.6m in height, at least 75 percent obscure, permanently fixed, made of durable material and restrict view in the direction of the overlooking into any adjoining property*.**

5. **An Infrastructure Protection Bond together with a non-refundable inspection fee shall be lodged with the City by the applicant, prior to commencement of all building/development works, and shall be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the bond must be made in writing. This bond is non-transferable.**

6. **The applicant/developer is advised to liaise with Telstra to convert the Telstra pit lid that adjoins the proposed crossover to a trafficable lid.**

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 City accepts no liability for the relocation of any public utility and/or any other services that may be required as a consequence of this development. The applicant/owner shall ensure that the location of all services is identified prior to submitting an application of building permit. The cost of relocated any services shall be borne by the applicant/owner. The applicant/landowner is advised to liaise with the Water Corporation and Western Power in regards to servicing and infrastructure requirements for the development.**

5.4 NOS. 95-117 (LOT: 300; D/P: 1791) EGINA STREET, MOUNT HAWTHORN - PROPOSED SIGNAGE

Ward: North

Attachments:
1. **Location Map** ⇩
2. **Development Plans** ⇩
3. **Applicant's Supporting Documentation** ⇩
4. **Previous Development Approval** ⇩
5. **Determination Advice Notes** ⇩

RECOMMENDATION:

That Council in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for proposed Signage at Nos. 95-117 (Lot: 300; D/P: 1791) Egina Street, Mount Hawthorn, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 5:

1. **This approval is for Signage as shown on the approved plans dated 9 November 2020. No other development forms part of this approval;**

2. **The signage is not permitted to be illuminated, electronic or programmable, to the satisfaction of the City;**

3. **The signage shall not advertise gambling, drugs, fast food, tobacco or alcohol related products, services or trademarks, electoral or political material, adult entertainment material or other graphics/wording deemed offensive or discriminatory, to the satisfaction of the City; and**

4. **All signage shall be kept in a good state of repair, safe, non-climbable, and free from graffiti for the duration of its display on-site, to the satisfaction of the City.**

PURPOSE OF REPORT:

To consider an application for development approval for signage for the purposes of displaying club logos and sponsors. The signs are proposed to be installed on the fascia of the existing pavilion at Menzies Park, Nos. 95-117 Egina Street, Mount Hawthorn (subject site).

PROPOSAL:

The subject site is located at Nos. 95-117 Egina Street, Mount Hawthorn (Menzies Park) as shown on the location plan included as **Attachment 1**.

The application proposes the installation of five signs on the fascia of the existing pavilion at the subject site. Details of the proposed signage are as follows:

- One sign showing the logo of the University Cricket Club (Cricket Club). It is proposed to be 1.45 metres in height and 1.7 metres in width;
- A total of four signs showing the sponsors of the local sporting clubs. Two of these sponsor signs were previously approved. Each sign is proposed to be 0.51 metres in height and 1.95 metres in width. The sponsor signs would change depending on the sporting club and the sponsors for the season; and
- The existing sign for the Mount Hawthorn Cardinals Junior Football Club (Football Club) logo would remain.

The sponsor signs would be classified as ‘billboard’ signage under Policy No. 7.5.2 – Signs and Advertising (Signage Policy) as they advertise businesses not located on the site. The definition of a billboard sign under the Signage Policy is as follows:

"Billboard" means a sign erected for the purpose of advertising products or services which are not being offered on a site on which the sign is erected.

The proposed development plans are included as **Attachment 2**. The applicant's supporting documentation including a sign strategy and written justification is included as **Attachment 3**.

BACKGROUND:

Landowner:	City of Vincent
Applicant:	University Cricket Club (PSCA) Inc
Date of Application:	15 October 2020
Zoning:	MRS: Urban LPS2: Reserve - Public Open Space
Built Form Area:	N/A - Reserve
Existing Land Use:	Public Open Space
Proposed Use Class:	Public Open Space – Signage Addition
Lot Area:	23430.3m²
Right of Way (ROW):	No
Heritage List:	Yes

The subject site is bound by Purslowe Street to the north, Egina Street to the east, Berryman Street to the south and East Street to the west.

The subject site is reserved for Public Open Space under the City of Vincent's Local Planning Scheme No. 2 (LPS2). The surrounding properties are all zoned Residential R30 under LPS2. They are all within the Residential Built Form Area under the City's Policy No. 7.1.1 – Built Form Policy (Built Form Policy).

The subject site is on the City's Municipal Heritage Inventory as 'Menzies Park' and is listed as Management Category B – Conservation Recommended.

The subject site is classified as a Sports Space under the City's Public Open Space Strategy.

Previous Approval

On 18 November 2011, the Football Club lodged a development application seeking approval for signage. This included the logo for the Football Club and two signs for the club's sponsors. The application was approved on 2 December 2011.

The previous approval 2 December 2011 Delegated Approval Notice and previously approved development plans are included as **Attachment 4**.

DETAILS:

Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of LPS2, Signage Policy and Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties (Heritage Policy). In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Signage		✓
Heritage Management		✓

Detailed Assessment

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

Signage	
Deemed-to-Comply Standard	**Proposal**

Policy No. 7.5.2 – Signs and Advertising *Part 2(i) – Standards Common to all Signs* The total signage area is not to exceed 10 per cent of the total area of the building wall in which that signage is located.	The total signage area is 13.8% of the total area of the pavilion façade.
Policy No. 7.5.2 – Signs and Advertising *Part 3(iii) – Bill Posting and Billboards* Billboards and the structures of a similar or identical type are not permitted within the City of Vincent.	The application proposes the installation of billboard signs on the subject site for the purposes of displaying sponsors of the local sporting clubs.
Policy No. 7.5.2 – Signs and Advertising *Part 4 – Standards Common to Signs on Heritage Buildings* ii) New Signs are to: a) not dominate a Heritage Place. Instead, signs should be placed where they would have traditionally been placed, and should be limited to a level consistent with traditional coverage.	The application proposes the signs to be placed on the roof of the existing pavilion where they have been traditionally placed. The traditional level of coverage was three signs with a total area of 9 square metres. The proposed level of coverage is six signs with a total area of 13.5 square metres.
Heritage Management	
Deemed-to-Comply Standard	**Proposal**
Policy No. 7.6.1 – Heritage Management *Acceptable Development* A2.7 – Signage to comply with 'Standards Common to Signs on Heritage Buildings' provisions in the City's Policy No. 7.5.2 – Signs and Advertising.	The signage does not comply with 'Standards Common to Signs on Heritage Buildings' provisions as the proposal increases the level of signage that would traditionally exist.

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:

The application has been reviewed against the City's Policy No. 4.1.5 – Community Consultation (Community Consultation Policy) and it was determined that the proposal did not require advertising for the following reasons:

- The location of the proposed signage is consistent with existing signage associated with the football club on the pavilion roof;
- It is reasonably expected that Menzies Park would contain signage associated with local sporting clubs as the park is classified as a Sports Space under the City's Public Open Space Strategy; and
- The proposed signage would not have a significant impact on the community, or the economy, lifestyle, amenity and/or environment of any member of the community or community group. The proposed signage would be located a significant distance from adjoining residential properties and the streetscape.

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. 7.5.2 – Signs and Advertising; and
- Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties.

Planning and Development Act 2005

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

Signage Policy

The Notice of Motion at the 20 October 2020 Ordinary Council Meeting amended the Signage Policy to exclude billboard signage from being able to be considered against the principles for variations to standards.

Notwithstanding this and as per Schedule 2, Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the local government in considering an application for development approval is to have due regard for matters in the consideration of applications for planning approval. This includes the following:

- any local planning policy for the Scheme area; and
- 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.

The appropriateness of the proposed billboard (sponsor) signage has been considered against the objective of the Signage Policy and the objectives for land reserved as Public Open Space under LPS2.

Delegation to Determine Applications:

This matter is being referred to Council in accordance with the City's Register of Delegations, Authorisations and Appointments as the delegation does not extend to the approval of applications for a billboard sign.

RISK MANAGEMENT IMPLICATIONS:

Low. 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.

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following deliverables of the City's Public Health Plan 2020-2025:

18.2 – Support the implementation of alcohol and or smoke free environments including festivals, events, activities and or clubs; and

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

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

Signage

The application proposes the total signage area to be 13.8 per cent of the total area of the pavilion façade in lieu of the permitted 10 per cent under the Signage Policy.

The Heritage Policy states that new signs should be limited to a level consistent with traditional coverage. The application proposes signage on a heritage place and proposes to increase the level of signage coverage from the traditional level of coverage.

The Signage Policy provides that where a particular standard or provision is unreasonable or undesirable in the particular circumstances of the application, the City may use its discretion to waive or vary a standard having regard to the following relevant principles for variations to standards:

"Appropriateness of Setting:

a) The scale and design of the proposed signage is appropriate to the building and the architectural detailing to which it relates;
b) The scale and design of the proposed signage is compatible with existing surrounding development and is appropriate to the general nature of land use in the area;
c) The proposed signage does not dominate the streetscape;
d) The proposed signage does not block important views, obscure architectural detailing or is not detrimental to the amenity of nearby properties; and
e) The proposed signage does not result in the destruction of important elements of the building fabric.

Consolidation of Signs:

a) Rationalisation of signs is necessary where signs have been installed in an ad-hoc manner over an extended period of time; or
b) Where several businesses are located in close proximity to one another and form part of a shopping centre or similar commercial aggregation."

The proposal is consistent with these principles and is supported for the following reasons:

- The Cricket Club sign and each of the sponsor signs comply with the individual standards for created roof signs under the Signage Policy, including the size standard of three square metres. The Cricket Club sign would have an area of 2.5 square metres and each sponsor sign would have an area one square metre;
- The total area and number of signs on the pavilion façade is appropriate, with each sporting club currently using the park having space for their own logo and name, along with a maximum of four club sponsors. Sufficient space is provided on either side of the signage on the pavilion fascia to ensure that there is not a proliferation of signage and that the signage does not dominate the pavilion façade or heritage place;
- Menzies Park is classified as a Sports Space under the City's Public Open Space Strategy. It is reasonably expected that the park would contain signage associated with local sporting clubs, including for club logos and sponsors;
- The signage would be located on the south-west fascia of the existing pavilion. In this direction the signage would be located a minimum of 110 metres from the nearest street and 130 metres from the nearest residential properties. The signage would also be fixed and not digital, moving or illuminated. This ensures that it will not block important views, dominate the streetscape or be detrimental to the amenity of nearby properties; and
- The pavilion was built in 2005/2006 and is not included on the statement of significance for the Menzies Park heritage listing. The signage would be located on a solid metal sheeting fascia of the existing pavilion which does not have any architectural detailing and is not an important element of the building fabric. The signage would also be readily removable. This ensures that it will respect and not detract from the existing pavilion.

Billboard Signage

The application proposes signage displaying sponsors of the local sporting clubs. These signs are classified as billboard signage under the Signage Policy which is not permitted, as they would advertise products or services which are not offered on the subject site.

The Notice of Motion at the 20 October 2020 Ordinary Council Meeting amended the Signage Policy to exclude billboard signage from being able to be considered against the principles for variations to standards outlined above.

In considering the acceptability of the proposed signage, the City is required to have due regard for the objective of the Signage Policy and the objectives for land reserved as Public Open Space under LPS2.

The objective of the Signage Policy is:

"T*o ensure that the display of advertisements on properties does not adversely impact upon the amenity of the surrounding areas while providing appropriate exposure of activities or services."*

The objectives of land reserved as Public Open Space under LPS2 are:

"To set aside areas for public open space, particularly those established under the Planning and Development Act 2005 s. 152.

To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage."

The proposal is consistent with these objectives and is supported for the following reasons:

- Menzies Park is classified as a Sports Space under the City's Public Open Space Strategy. It is reasonably expected that the park would contain signage associated with local sporting clubs, including for sponsors. Other examples of Sport Spaces in the City which contain signage advertising sponsors of local sporting clubs are Dorrien Gardens, Leederville Oval and Litis Stadium, as well as Menzies Park itself with existing signage;
- The signage is for sponsors of the local sporting clubs using Menzies Park. This is in support of and associated with the use of the park as a space for active recreation;
- There would be a total of four sponsor signs at any one time. Two of these sponsor signs were previously approved. The signage would also be fixed and replaced seasonally, it would not be digital, moving or illuminated. This ensures that appropriate exposure of the sponsors are provided without adversely impacting on the amenity of surrounding areas;
- Each sponsor sign would have an area of one square metre, is contained within the fascia of the existing pavilion and is compliant with the sign-specific standards for created roof signs under the Signage Policy. This ensures that the signage does not detract from the existing building and does not block important views or dominate Menzies Park and surrounding area; and
- For the reasons outlined above, approval of the proposed sponsor signage would not set an undesirable precedent for billboard signage on private properties due to their limited size, non-digital nature, distance from the street and adjoining properties, and location on land reserved for Public Open Space. As outlined in the applicant's written justification, the sponsor signage would provide revenue for the sporting clubs to assist them in delivering community support and services. It would not be providing revenue for a private organisation for their own benefit.

<u>Heritage</u>

The application proposes signage that does not comply with 'Standards Common to Signs on Heritage Buildings' provisions. The Heritage Policy provides criteria for acceptable development which states that signage on heritage places is to comply with these provisions.

The subject site is listed on the City's Municipal Heritage Inventory as 'Menzies Park' and is listed as Management Category B – Conservation Recommended. The statement of significance is as follows:

"Menzies Park was created in the 1940s to make up for a deficit in public open space in the area of Mount Hawthorn, south of Scarborough Beach Road, in recognition of planning standards promoted by the City Beautiful movement under the leadership of W E Bold, the long standing Town Clerk of the City of Perth."

The Heritage Policy states that new development is to meet the following performance criteria:

"P1 - Development is to comply with the statement of significance and zones of significance outlined in Heritage Assessment, Heritage Impact Statement and/or Place Record Form.

P2 - Alterations and additions to places of heritage value should be respectful of and compatible with existing fabric and should not alter or obscure fabric that contributes to the significance of the place.

P3 - To ensure the cultural heritage significance of a place is conserved and the majority of the significant parts of the heritage place and their relationship to the setting within the heritage place should be retained."

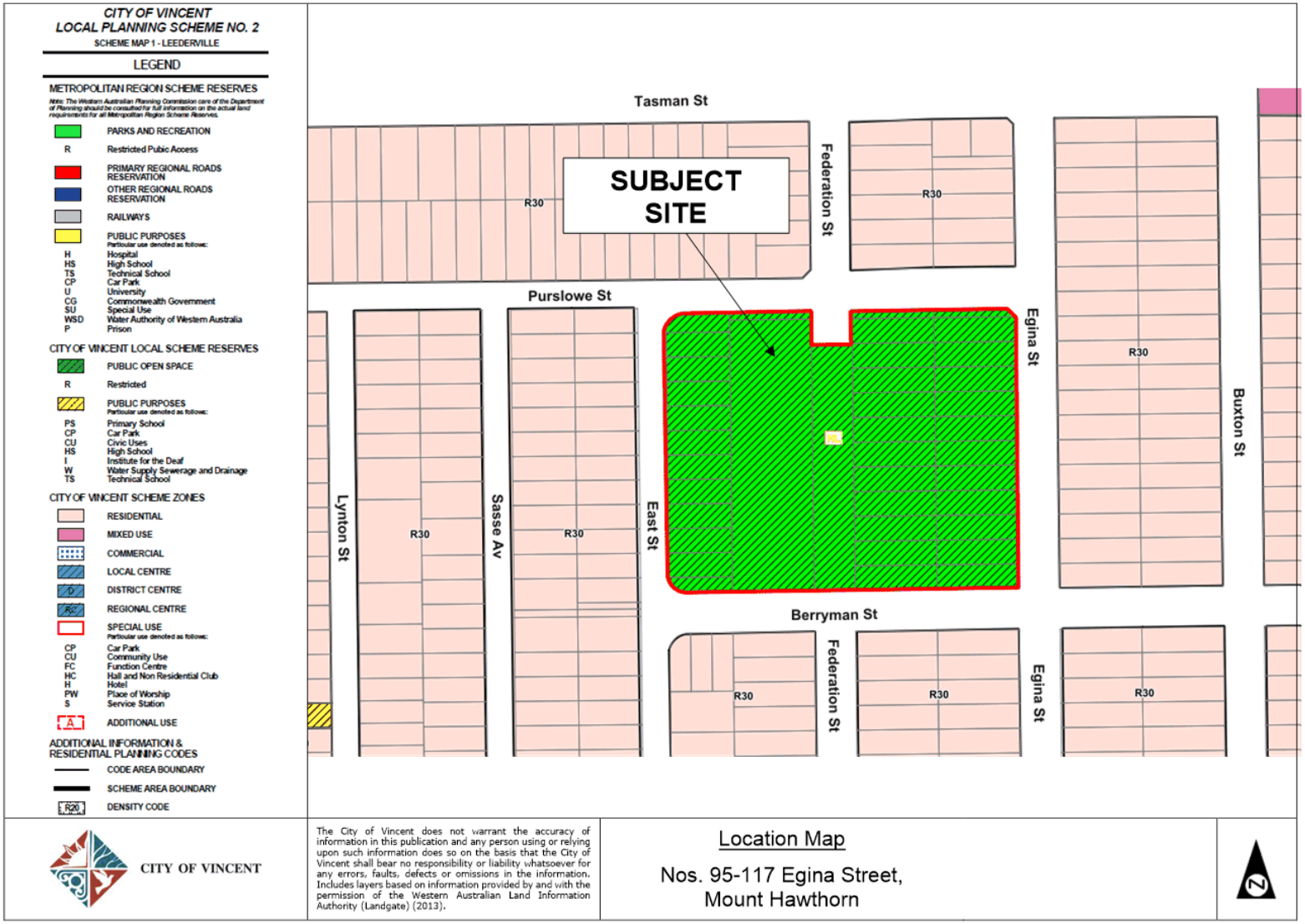
The proposal is consistent with the performance criteria of the Heritage Policy and is supported for the following reasons:

- The pavilion was built in 2005/2006 and is not included on the statement of significance for the Menzies Park heritage listing. The building does not contribute to the cultural significance of the heritage place. The signage would be located on a solid metal sheeting fascia of the existing pavilion which does not have any architectural detailing and is not an important element of the building fabric. The signage would also be readily removable and require minimal alteration to the existing building. This ensures that it would respect and not detract from the existing pavilion;
- The signage would be simply designed and readily distinguishable as new work, ensuring that it is compatible with the existing fabric; and
- The signage would be compatible with the social and historical value of Menzies Park as public open space used for sporting and recreation activities. This is because the signage is associated with local sporting clubs which lease and use the park for these activities.

Future Management

The two sporting clubs which currently use Menzies Park are the Football Club and the Cricket Club. Both clubs have provided an undertaking to the City that they will install their sponsor signs at the start of the season and remove them at the end of the season. The respective sporting seasons of both clubs do not overlap. The Football Club's season begins in April and finishes in September, the Cricket Club's season begins in October and finishes in March the following year. An advice note has been recommended to advise the sporting clubs that they are to comply with the terms of their existing legal agreements with the City for the use of the Menzies Park.

The development plans do not show specific content for the four proposed sponsor signs. This is to allow each sporting club to put up their own sponsors during their season and to allow them to change their sponsors from season to season without needing further development approval from the City. To manage the content of the signs Conditions 2 and 3 have been recommended to prevent the signage from being digital or advertising material that is inappropriate or not in accordance with the City's Public Health Plan 2020-2025. This would ensure that the sponsor signage will not detract from Menzies Park and its heritage significance, and would not adversely affect the streetscape and adjoining properties.


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 1 - LEEDERVILLE
LEGEND
METROPOLITAN REGION SCHEME RESERVES
PARKS AND RECREATION
R Restricted Pubic Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
H Hospital
HS High School
TS Technical School
CP Car Park
U University
CG Commonwealth Government
SU Special Use
WSD Water Authority of Western Australia
P Prison
CITY OF VINCENT LOCAL SCHEME RESERVES
PUBLIC OPEN SPACE
R Restricted
PUBLIC PURPOSES
PS Primary School
CP Car Park
CU Civic Uses
HS High School
I Institute for the Deaf
W Water Supply Sewerage and Drainage
TS Technical School
CITY OF VINCENT SCHEME ZONES
RESIDENTIAL
MIXED USE
COMMERCIAL
LOCAL CENTRE
DISTRICT CENTRE
REGIONAL CENTRE
SPECIAL USE
CP Car Park
CU Community Use
FC Function Centre
HC Hall and Non Residential Club
H Hotel
PW Place of Worship
S Service Station
A ADDITIONAL USE
ADDITIONAL INFORMATION & RESIDENTIAL PLANNING CODES
CODE AREA BOUNDARY
SCHEME AREA BOUNDARY
R20 DENSITY CODE
Tasman St
SUBJECT SITE
Federation St
Purslowe St
Egina St
Buxton St
Lynton St
Sasse Av
East St
Berryman St
R30
CITY OF VINCENT
The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).
Location Map
Nos. 95-117 Egina Street,
Mount Hawthorn
N



CITY OF VINCENT

The City of Vincent does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Vincent shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).

No. 95-117 Egina Street, Mount Hawthorn

N


CITY OF VINCENT
RECEIVED
9 November 2020
1.7 metres
1.45 metres
1.35 metres
0.5 metres
HOME OF THE MIGHTY
Mt Hawthorn
CARDINALS
JUNIOR FOOTBALL CLUB
PROSPECTIVE NEW SPONSOR SIGNS
TOM LEISHMAN PAVILION

DEVELOPMENT APPLICATION – CITY OF VINCENT, MENZIES PARK PAVILION

APPLICANT: UNIVERSITY CRICKET CLUB (PSCA) INC

PROPOSAL: INSTALLATION OF NEW SIGNAGE FOR CLUB'S SPONSORS ONTO PAVILION ROOF FAÇADE

Background of University Cricket Club (PSCA)

The University Cricket Club (PSCA), "UCC", was established in 1974-75 as an amateur cricket club playing in the inner suburbs of Perth. Today we have 4 sides playing in the Perth Swan Cricket Association and our home ground is at Menzies Park, which is where we have been located since the late 1970's.

The UCC was instrumental in working with the City in Vincent in the early-2000's to establish the re-development of the Menzies Park Pavilion, securing Federal Government Grant money to help support this re-development (previous to this it was simply a toilet block). Following this in the early 2010's, the UCC together with the Mt Hawthorn Junior Football Club, worked with the City to develop the Pavilion verandah extensions, to where it is today, one of the most coveted Pavilions in the City of Vincent.

Several years ago, the Junior Football Club, received the approval from the City to establish signage for their Sponsors' onto the Menzies Park Pavilion façade. In this "development", they erected signage infrastructure which allows them to change signs as pertaining to their appropriate Sponsors for the season. The UCC has been in consultation with the Junior Football Club to utilise this infrastructure for our own Club Sponsors for our summer season of cricket. The Football Club has endorsed this.

We will have 4 Sponsors' signs in place on the Pavilion façade. The signs will be size 1952x510x4mm, to meet the current signage infrastructure on Menzies façade. They will be made from Aluminium and they will not project more than 300mm from the roof/fascia, as in accordance with the City's Signage Policy.

Plus we will have our own Club sign of size 1700x1450x4mm, made from Aluminium, and will also not project more than 300mm from the roof/fascia.

The signs will also be readily and easily removable.

The location of the signage, including the Junior Football Club on the façade of Menzies Pavilion is shown in the attached plan

We believe the businesses that we are proposing to have their Logos displayed on the Menzies Park Pavilion is in line with similar signage by the Junior Football Club and would be unobtrusive for the surrounding neighbourhood. We have targeted several businesses within the City of Vincent and it is our intent to support local businesses as much as we can, with this partnership/sponsorship arrangement. But we also understand that not all local businesses are able to provide sponsorship in these current difficult economic times, so we would hope that the City of Vincent accepts outside businesses may also have an interest to support us. All the businesses are small privately run and are independent operations, so this provides great support for these small businesses.

The funds that the UCC receives from these Sponsors provides us with highly invaluable financial support to help us run an amateur sporting Club.

We trust that the City will approve this Development Application in time for our coming cricket season, beginning mid-Oct 2020.

Secretary
University Cricket Club (PSCA)
20 August 2020

TOWN OF VINCENT

SIGN STRATEGY PRO FORMA

COMMERCIAL AND RESIDENTIAL PROPERTIES

As per the Town's Policy No. 3.5.2 relating to Signs and Advertising, a Sign Strategy is to be submitted with Development Applications in the following instances:

- Signage advertising services or products other than those available on the lot;
- Pylon signage with a width exceeding 300 millimetres;
- Wall signage exceeding ten (10) percent in area in total on any one wall (excluding projecting signs); and
- Applications for variation of standards for proposals involving three (3) or more signs that do not comply with the standards of the Town.

A Sign Strategy is required in the above instances to assist the Council in exercising its discretion in relation to signage applications, to ensure:

- a reasonable and equitable level of identification to businesses and community facilities within the Town of Vincent is provided;
- signage compliments the character and visual amenity of an area, the buildings on which they are displayed, and the general environment; and
- there is no proliferation of signage to the detriment of existing signage.

1.0 Personal and Site Details

1.1 Personal Details:

Applicant Name: [redacted]

Address: [redacted]

Suburb: [redacted] Postcode: [redacted]

Tel (H) [redacted] (WK) [redacted] (Mob) [redacted]

E-Mail: [redacted]

Planning Application Number: .....

H:\Devl&Env\Plng&Bld\Strategic Planning\Planning and Building Policy\Policy Amendments\Amendment No. 62\The Policy\Sign Strategyedit.doc

1.2 Site Details:

Address: MENZIES PARK PAVILION

Suburb: MT HAWTHORN Postcode: 6016

Approved land use (e.g. house, office, shop): COMMUNITY PAVILION

Context of immediate surrounds (residential or commercial): RECREATION

Is the property heritage listed? (tick appropriate box) Yes ☐ No ☑

2.0 Existing Signage

2.1 Photographs:

Photographs, showing all of the building/sites existing signage, is to be included.

Have photographs been attached to this Pro Forma? Yes ☑ No ☐

To your knowledge, have these signs been approved? Yes ☐ No ☑

3.0 Proposed Signage (including re-badging of existing signage)

3.1 Table:

Please insert details of the proposed signage in the following table. This table is to correspond with the plans and elevations as stipulated by section 3.2 below:

Signage No.	Sign Type	Message (Sign Content)	Height and Width (mm)	Area (m2)	Method of Illumination
1	CREATED ROOF	UNIVERSITY CRICKET CLUB	1700 x 1450 MM	2.465	N/A
2	(DITTO)	SLATER + MUIR	1952 x 510 MM	0.995	N/A
3	(DITTO)	MT HAWTHORN IGA	1952 x 510 MM	0.995	N/A
4	(DITTO)	STUDIO LUXE	1952 x 510 MM	0.995	N/A
5	(DITTO)	THE OXFORD HOTEL	1952 x 510 MM	0.995	N/A
6.	(DITTO)	TRAINOR LEGAL	(DITTO)	(DITTO)	

3.2 Diagrams:

As per the Planning Application Checklist relating to signage, a site plan and elevations showing the proposed location of signage are to be provided, inclusive of the following:

- ☐ Dimensions of proposed signage (width, depth and area in square metres)
- ☐ Height from natural ground level to underside of all signage

H:\Devl&Env\Plng&Bld\Strategic Planning\Planning and Building Policy\Policy Amendments\Amendment No. 62\The Policy\Sign Strategyedit.doc

- ☐ Percentage of sign area in relation to the wall or building façade where proposed

As per the requirements in the Planning Application Checklist, have diagrams been attached to this Pro Forma? Yes ☐ No ☑ (PHOTOS HAVE BEEN ATTACHED)

4.0 Rationale for Proposed Signage relating to Specific Assessment Criteria

Please provide written justification in relation to the below specific assessment criteria, to demonstrate that consideration has been given to the impact of the signage on the amenity of the adjacent property and surrounding area.

- ☑ The proposed signage respects the amenity of the area;
- ☑ The proposed signage does not compete with existing signage within the site;
- ☑ The size and impact of the proposed signage responds to the size of the premises on which the signage is to be displayed and the scale of the surrounding buildings;
- ☑ The proposed signage does not negatively impact on the appearance and efficiency of a road or other public way in terms of colour, brightness and location;
- ☑ The pattern and theme of the proposed signage matches that of existing signage in the area;
- ☑ The proposed signage responds to any objects of scenic, historic, architectural, scientific or cultural interest; and
- ☑ The proposed signage does not dominate the streetscape.

Applicant's Name: [redacted] Signature: [redacted] Date: 20/08/2020

UNIVERSITY CRICKET CLUB (R.S.C.)

Note:

If the Sign Strategy is approved by the Town, the signage approved as part of the strategy may be renewed or replaced with no additional planning approval, (only a Sign Licence). However, planning approval will be required if:

- the advertisement area is to be increased;
- the renewal or replacement would result in a different type of sign; and
- the sign is to be erected in a different location.

H:\Devl&Env\Plng&Bld\Strategic Planning\Planning and Building Policy\Policy Amendments\Amendment No. 62\The Policy\Sign Strategyedit.doc

THIS IS NOT A BUILDING LICENCE

Fifth Schedule Clause 42
For Office Use Only
Serial No. 5.2011.576.1

CITY OF VINCENT TOWN PLANNING SCHEME
APPROVAL TO COMMENCE DEVELOPMENT

LOT: 315 D/P: 1939 **STRATA LOT NO.:**

PROPERTY ADDRESS: Nos. 95-117 Egina Street MOUNT HAWTHORN

OWNER: City of Vincent
PO Box 82
LEEDERVILLE WA 6902

Approval to commence development in accordance with the application for Town Planning Approval dated 18 November 2011 received on 22 November 2011 for Signage and the attached plans dated 22 Novemeber 2011 was GRANTED in accordance with the provisions of the City of Vincent Town Planning Scheme and the Metropolitan Region Scheme subject to the following conditions.

(i) the signage shall not have flashing or intermittent lighting;

(ii) all signage shall be subject to a separate Sign Licence application being submitted to and approved by the City prior to the erection of the signage; and

(iii) all signage shall be kept in a good state of repair, safe, non-climbable, and free from graffiti for the duration of its display on-site.

NOTES:

THE RELEVANT ENVIRONMENTAL HEALTH, ENGINEERING AND BUILDING REQUIREMENTS APPLICABLE TO THIS DEVELOPMENT IS CONTAINED IN THE ATTACHMENTS.

PLEASE NOTE THAT ANY AMENDMENTS PROPOSED IN THE BUILDING LICENCE APPLICATION PLANS, WHICH DIFFER FROM THE PLANNING APPROVAL PLANS, MAY RESULT IN THE REQUIREMENT FOR A NEW PLANNING APPLICATION TO BE SUBMITTED FOR ASSESSMENT AND DETERMINATION. SHOULD THIS BE THE CASE, THE OWNER/BUILDER/DEVELOPER IS ADVISED TO FACTOR IN AN ADDITIONAL TIME PERIOD INTO THE DEVELOPMENT/BUILDING PROCESS.

PLEASE NOTE THAT ANY ADDITIONAL PROPERTY NUMBERING TO THE ABOVEMENTIONED ADDRESS, WHICH IS RESULTANT FROM THIS APPLICATION, IS TO BE ALLOCATED BY THE CITY OF VINCENT AND NO OTHER PARTIES. IT IS RECOMMENDED THAT YOU LIAISE

WITH THE CITY'S PLANNING SECTION ON THE ABOVE MATTER, DURING THE BUILDING LICENCE STAGE.

PERSON(S), OWNER(S), BUILDER(S) AND DEVELOPER(S) UNDERTAKING DEVELOPMENT/CONSTRUCTION OF ANY KIND ARE HEREBY ADVISED OF A RESPONSIBILITY TO COMPLY WITH THE REQUIREMENTS OF THE DISABILITY DISCRIMINATION ACT 1992. FOR FURTHER INFORMATION ON THIS ACT, ENQUIRIES SHOULD BE DIRECTED TO THE DISABILITY SERVICES COMMISSION ON TELEPHONE NUMBER (08) 9426 9200.

SHOULD THE APPLICANT BE AGGRIEVED BY THE DECISION A RIGHT OF APPEAL MAY EXIST UNDER THE PROVISIONS OF THE TOWN PLANNING SCHEME OR THE METROPOLITAN REGION SCHEME.

This approval is valid for a period of TWO years only. If the development is not substantially commenced within this period, a fresh approval must be obtained before commencing or continuing the development.

DATE OF DECISION: 2 December 2011
DATE OF ISSUE: 2 December 2011

MANAGER
PLANNING AND BUILDING SERVICES

BUILDING SPECIFIC REQUIREMENTS

The following requirements are also applicable to the above development, in addition to the actual planning conditions contained in the attached Approval to Commence Development Serial No. 5.2011.576.1:

A Builder* shall not commence to construct a building or alter, add to, repair or underpin any building demolish or remove an existing building and shall not commence any earthworks, necessary for, or incidental to, that construction, alteration, addition or underpinning until a Building Licence (or Demolition Licence) has been issued by the City of Vincent in accordance with the Building Regulations 1989 (as amended).

The Builder* shall ensure that all works necessary or reasonably incidental to, or resulting from, those proposed building works are carried out in accordance with a valid Building Licence and the attached conditions and in compliance with the requirements of the current Building Code of Australia, Residential Design Codes and relevant Australian Standards, unless the City of Vincent agrees in writing, with or without conditions, to waive or vary those requirements.

Change of Use:

Before making or occupying any change in the use of an existing building which would result in a change of building classification(s), as defined under the Building Code of Australia, the person proposing to make that change shall submit plans and specifications to and obtain the written approval from the City's Building Services Section. The building must comply with the requirements of the Building Code of Australia applicable to the new Class.

Note: Regulation 3 of the Building Regulations 1989: Builder* means *"a person employed to construct any building or to demolish, alter or execute any work on a building already constructed, and includes the owner or occupier of the land upon which any such building is intended to be constructed, or other person for whom, or by whose order or under whose direction and control such alteration or work was done or is intended to be done, as the case may be".*


6 Metres
1 Metre
CARDINALS
PLANNING & BUILDING SERVICES
RECEIVED
22 NOV 2011
CITY OF VINCENT

CITY OF VINCENT
PLANNING & BUILDING SERVICES
APPROVED ~~REFUSED~~
IN ACCORDANCE WITH
FORM M.R.S.2 ISSUED - 2 DEC 2011
AND AMENDMENTS SHOWN IN RED 2/12/11
Manager, Planning & Building Services

6 metres

HOME OF THE MIGHTY
Mt Hawthorn
CARDINALS
JUNIOR FOOTBALL CLUB

Proudly sponsored by
MENAGLIO KOHN
REAL ESTATE AGENTS
Bendigo Bank
North Perth Community Bank® Branch

1.5 metres

THIS APPROVAL IS GRANTED UNDER THE CITY OF VINCENT TOWN PLANNING SCHEME BY DELEGATED AUTHORITY TO THE CHIEF EXECUTIVE OFFICER PERSUANT TO SECTION 5.42 OF THE LOCAL GOVERNMENT

RECEIVED
22 NOV 2011
CITY OF VINCENT

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. **The applicant and other sporting clubs erecting and maintaining the signage subject to this approval are advised to comply with the relevant provisions relating to signage of the club's existing legal agreement/s with the City.**

3. **If the development the subject of this approval is not substantially commenced within a period of two years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.**

4. **A further two years is added to the date by which the development shall be substantially commenced, pursuant to Schedule 4, Clause 4.2 of the Clause 78H Notice of Exemption from Planning Requirements During State of Emergency signed by the Minister for Planning on 8 April 2020.**

5. **If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.**

5.5 NO. 104 (LOT: 79; D/P: 555) ETON STREET, NORTH PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO SINGLE HOUSE (CARPORT) – WITHDRAWN BY ADMINISTRATION

Item withdrawn by Administration at the request of the Applicant.

5.6 NORTHBRIDGE ENTERTAINMENT PRECINCT - AMENDMENT NO. 41 TO CITY OF PERTH CITY PLANNING SCHEME NO. 2

Attachments:

1. **Amendment No. 41 including Option B** ⇩
2. **Noise Modelling – Amendment No. 41 & Option B** ⇩
3. **City of Vincent Draft Submission - Amendment No. 41 to the City of Perth City Planning Scheme No. 2** ⇩

RECOMMENDATION:

That Council:

1. **ENDORSES the City's submission on Amendment No. 41 to City of Perth, City Planning Scheme No. 2 included as Attachment 4; and**

2. **NOTES that Administration will forward the submission to the City of Perth.**

PURPOSE OF REPORT:

For Council to consider the City's submission on Amendment No. 41 to the City of Perth, City Planning Scheme No. 2 (CPS2).

BACKGROUND:

The City of Perth, at its Special Council Meeting on 4 December 2019, resolved to initiate Amendment No. 41 to the CPS2 to create a Special Control Area (SCA) and establish the Northbridge Special Entertainment Precinct (SEP).

Amendment No. 41 proposes changes to the CPS2 which involves:

- The creation of a Special Entertainment Precinct which contains a Core Entertainment Area and Frame Entertainment Area, as drafted here;
- Adoption of precinct-wide design and construction standards for new residential development, entertainment venues and short-stay accommodation to reduce the impact on health and amenity of residents;
- Capping maximum noise levels at 95dB in the Core Entertainment Area and 79dB in the Frame Entertainment Area. There would be a grandfather clause for existing entertainment venues in the Frame Area to emit 90dB; and
- In the event of a noise complaint lodged regarding alleged unreasonable noise, sound levels would be measured at the venue instead of at the receiving premises (i.e. residence where a complaint is made from).

The proposed scheme amendment would also trigger amendments to the *Environmental Protection (Noise) Regulations 1997* (the Noise Regulations), which would enable entertainment venues to apply for a Venue Approval to operate at the Scheme levels.

The State Government has given approval for the City of Perth to advertise Amendment No. 41. The Western Australia Planning Commission (WAPC) issued their approval on 3 February 2020 and the Environmental Protection Authority (EPA) on 6 April 2020.

Consultation was undertaken earlier this year on a state-wide approach which involved the following two papers:

1. WAPC Draft Position Statement: Special Entertainment Precincts; and

2. Department of Water and Environmental Regulation (DWER) 'Managing Amplified Music Noise in Entertainment Precincts' Consultation Paper.

The City of Vincent's submissions were endorsed at the Ordinary Meeting of Council on 11 February 2020 and contained the following wording:

> *"The City supports the intent of the reforms to establish special entertainment precincts in Western Australia proposed by the State Government. The changes have particular relevance to Vincent given the City's strong desire to have a vibrant 24-hour city, the prevalence of existing entertainment music venues in our Town Centres, along with the City's strategic desire to see an increase in residential accommodation within these areas. The Leederville Town Centre and the Jazz Precinct planned as part of the Arts Development Plan 2018-2020 are opportune areas where a SCA could be considered.*
>
> *The issue at hand is inherently complex and impacts both an important local industry and residents. Changes to the Noise Regulations should be balanced to ensure it is supported by extensive scientific research to ensure the wellbeing of affected residents is not unduly compromised."*

In response to the consultation the Department of Planning, Lands and Heritage (DPLH) and DWER have worked collaboratively to refine the reforms. This included DWER commissioning Lloyd George Acoustics to produce a 'Low Frequency Music Noise Prediction' report. This report highlights that City of Vincent properties would be impacted by the proposed scheme amendment in the City of Perth.

Outcomes of consultation resulted in DPLH providing 'Option B' for the City of Perth to consider. At their Ordinary Meeting of Council on 29 September 2020 the City of Perth resolved to undertake public consultation of Amendment No. 41 including an alternative Option B. A visual summary of the two options are detailed in **Attachment 1**.

DETAILS:

Option B contains an expanded Core Entertainment Area, a transition area between the Core and Frame, and a reduction in the capped maximum noise level to 90dB in the Core Entertainment Area. The provisions to allow for existing entertainment venues in the Frame Area to emit noise at Core Area levels, would be deleted from the scheme.

Both proposals, being Amendment No. 41 and 'Option B', would impact City of Vincent properties as demonstrated in the noise modelling scenarios shown in **Attachment 2.** This attachment shows a 67db contour line for both Amendment No. 41 (blue dashed line) and Option B (yellow dashed line), which predicts the properties that could be affected by unreasonable noise from the respective proposal. Up to 3,500 residents/owners in Vincent could be affected by Amendment No. 41. The impact of Option B would affect less properties as the Core Area has a lower capped maximum sound level.

Existing noise sensitive receivers in the City

Amendment No. 41 and Option B both propose to permit the emission of sound levels in excess of the assigned levels of the Noise Regulations.

DWER has advised some Vincent residents could receive higher sound levels than the noise modelling shown in Attachment 3, given the typical construction of single dwellings in this area is not consistent with the assumptions the modelling was based on. For example, the assumed glazing on apartments in the City of Perth is 10.38mm glass while some City of Vincent properties are more likely to be constructed with glazing of 6.38mm or less.

Retro-fitting sound attenuation measures to existing noise-sensitive premises may assist in protecting the health and amenity of the resident but would impose a cost on the building owner. This could also present an issue for properties included on the City's Municipal Heritage Inventory which may not have the ability to be upgraded to attenuate the noise. This is because there would be limitations on structural modifications that could be made to a heritage listed dwelling or building, not consistent with the attenuation measures required to achieve effective noise transmission loss.

The City's submissions in response to the two State consultation papers in February 2020 sought guidance and feedback from the WAPC and DWER on how this may be adequately addressed. The City is continuing to liaise with relevant agencies to address concerns on behalf of existing residences, as a formal response has not yet been provided.

Administration considers that imposing a cost on the receiver to attenuate to a 'new level of acceptable noise' (as would likely be the case should a scheme amendment progress) is contradictory to a principle of

the *Environmental Protection Act 1986* where the 'polluter pays'. This is *"those who generate pollution and waste should bear the cost of containment, avoidance or abatement"*.

A limitation of the 'Low Frequency Music Noise Prediction' report outlined above is that it has only modelled existing venues within the precinct and does not predict 'worst case scenario' given new venues can enter the SCA and emit noise. It does not consider cumulative noise of new noise sources.

Impact on new development

As part of the Northbridge Entertainment Precinct proposal, DWER engaged acoustic consultants Gabriels Hearne Farrell in 2019 to prepare a report to evaluate the design and construction implications for new development within the scheme area. The report – 'Evaluation of Residential Building Attenuation', surmises that the effective limit for emission of sound in a SCA should be 70dB at 125Hz and 79db at 63Hz (low frequency noise). This provides for the protection of the health and amenity of new noise sensitive receivers, whilst maintaining technical and economic feasibility in the design and construction of new buildings. The proposed 'Core' of Amendment No. 41 and Option B both exceed this level. This has effectively ruled out new noise sensitive development in the Core.

Depending on the outcome of the CPS2 scheme amendment, additional construction requirements to attenuate low frequency (bass) noise may be required for City of Vincent properties, potentially increasing construction costs of new development by more than 7 percent. Without implementing such controls, noise sensitive developments in Vincent may receive sound levels in excess of those consistent with the protection of health and amenity. Controls may come in the form of an amendment to the City of Vincent's Local Planning Scheme and/or development of a local planning policy to ensure new development in impacted areas have suitable development control.

Amendments to the Noise Regulations

Proposed amendments to the Noise Regulations have not yet been released by DWER. This is required to enable an amendment of this nature to the City of Perth CPS2 to take effect. It is likely to see the inclusion of a 'Venue Approval' for which entertainment premises within an SCA could apply. Permitted sound levels for those approvals would be set consistent with those in the Scheme. Entertainment premises that hold a Venue Approval would then be exempt from the requirement to comply with the assigned levels of the Noise Regulations.

This would have a flow on effect to the way noise complaints against entertainment venues in a SCA are investigated. It would see compliance being measured at the noise emitter, rather than what the current practice is, by measuring at the receiver. If the measured levels are compliant at the venue (within the City of Perth SCA), no further action would be required even if the levels are higher than the assigned levels set for the noise receiving premises (which may be in Vincent).

Submission to City of Perth

Administration has prepared a submission included as **Attachment 3.** The submission indicates the City's support for the amendment, only with the modifications that are detailed in Option B.

Amendment No. 41 without modifications would affect significantly more residents, including many who live in heritage listed properties which could not be attenuated from noise.

CONSULTATION/ADVERTISING:

The City of Perth is advertising Amendment No. 41 to CPS2 from 23 October 2020 to 23 December 2020. Officers at the City of Perth sought advice from Administration regarding advertising to residents of the City of Vincent impacted by the proposal.

Administration advised that it was most suitable to advertise to all properties within the 67dB contour (blue dashed line as shown in Attachment 3). All properties within this catchment were sent correspondence by the City of Perth seeking their feedback on the scheme amendment.

The City of Perth has a dedicated page on their 'Engage Perth' platform. There is also a dedicated page on the Vincent website, linking to Engage Perth. The City has not yet been contacted by affected residents.

LEGAL/POLICY:

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- *Environmental Protection (Noise) Regulations 1997;*
- City of Perth – City Planning Scheme No. 2;
- City of Vincent – Local Planning Scheme No. 2; and
- Local Planning Policy No. 7.5.21 – Sound Attenuation.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to provide a submission to inform the outcome of Amendment No. 41 to City of Perth, CPS2.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

We have minimised our impact on the environment.

Connected Community

An arts culture flourishes and is celebrated in the City of Vincent.

Thriving Places

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

Sensitive Design

Our built form character and heritage is protected and enhanced.

Innovative and Accountable

We are open and accountable to an engaged community.

PUBLIC HEALTH IMPLICATIONS:

Management of noise is a public health issue which is addressed in the Health Protection pillar of the Public Health Plan 2020-2025. The objective of this pillar is to deliver evidence based health protection services and programs for our community.

The City would liaise with other stakeholders to ensure future changes are supported by evidence to protect public health.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

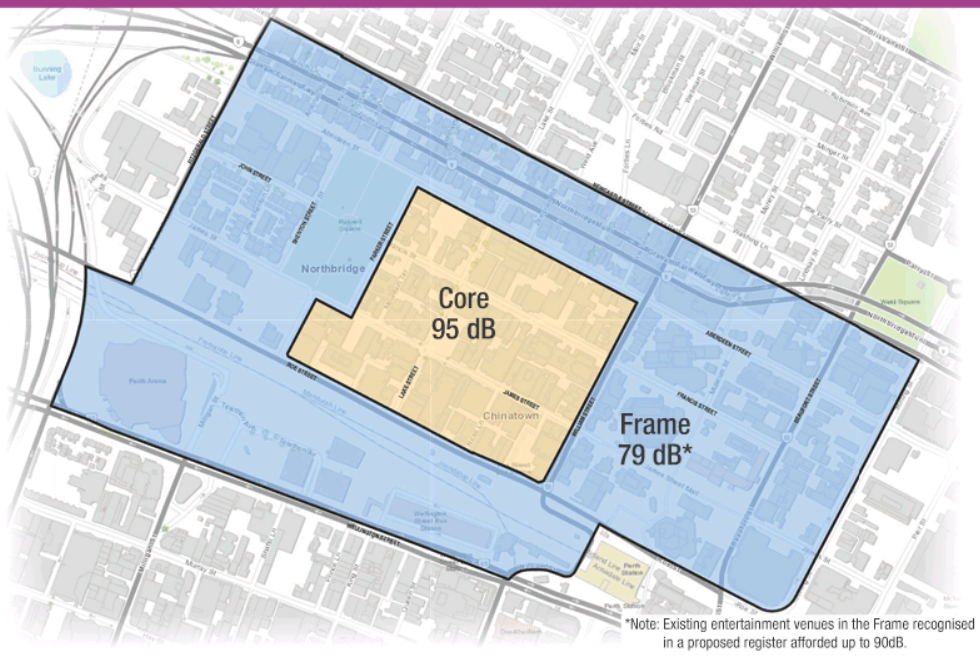
Administration supports the modifications detailed in Option B of Amendment No. 41, on the basis that Amendment No. 41 without modification would affect significantly more Vincent residents. Once a decision is made by the City of Perth, the final determination on the CPS2 scheme amendment would be made by the Minister for Planning.

ATTACHMENT 6.1G

Page 185

KEY DIFFERENCES BETWEEN AMENDMENT NO. 41 AND OPTION B

Amendment No. 41, as initiated



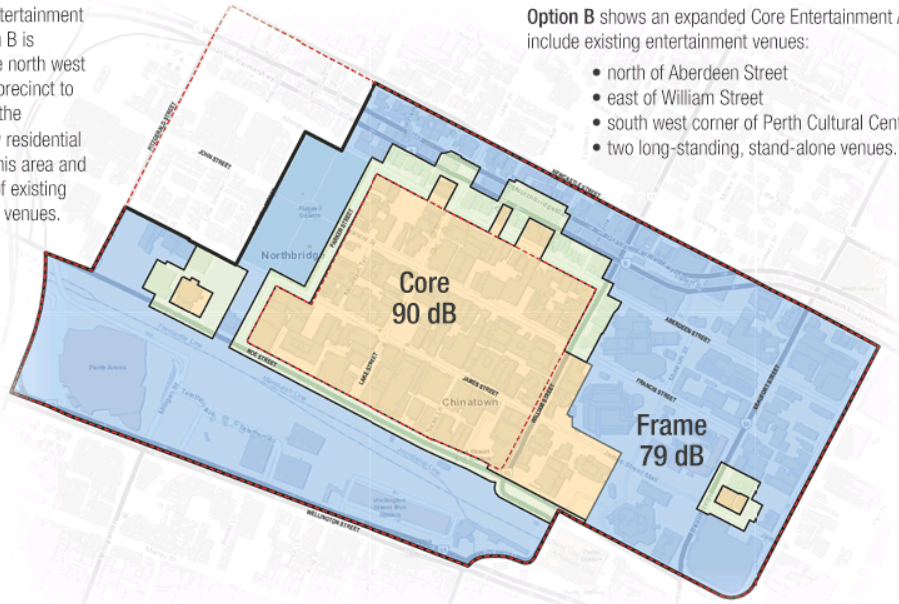
*Note: Existing entertainment venues in the Frame recognised in a proposed register afforded up to 90dB.

Option B (Note Option B does not formally constitute part of Amendment No. 41. It is provided as supplementary information for consultation purposes only)

The Frame Entertainment Area in Option B is reduced in the north west corner of the precinct to acknowledge the predominantly residential character of this area and the absence of existing entertainment venues.

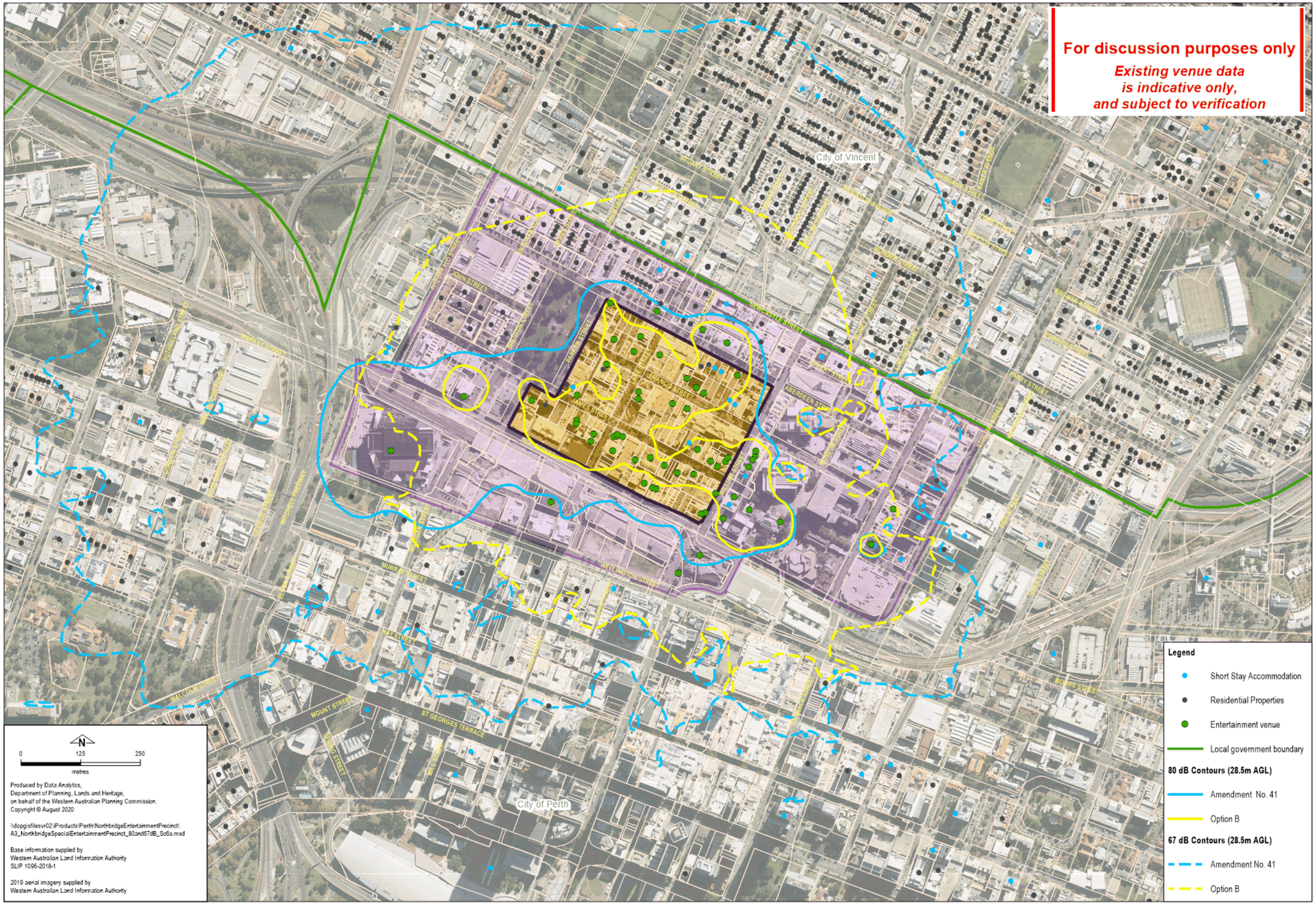
Option B shows an expanded Core Entertainment Area to include existing entertainment venues:

- north of Aberdeen Street
- east of William Street
- south west corner of Perth Cultural Centre and
- two long-standing, stand-alone venues.



Option B includes a new Transition Area between the Core and Frame Entertainment Areas in recognition of the higher external noise levels to be experienced by noise sensitive premises situated adjacent to the Core Entertainment Area. Accordingly, noise attenuation standards for new noise sensitive development in this area will be required to be commensurate with the noise attenuation standards of the Core Entertainment Area (i.e. based on emissions of 90dB in the 63Hz octave band). Note new entertainment venues (or existing venues that choose to opt in and acquire a venue approval) will be required to be attenuated to achieve noise levels commensurate with the Frame Entertainment Area (i.e. 79dB in the 63Hz octave band).

Northbridge Special Entertainment Precinct



Noise Modelling Scenarios for Amendment No. 41 and Option B Attachment H

Enquiries: Tim Elliott, 9273 6528
tim.elliott@vincent.wa.gov.au

Our Reference: SC55-011 (D20/210421, D20/226754)

CITY OF VINCENT

16 December 2020

Western Australian Planning Commission
140 William Street
PERTH WA 6000

Dear Sir/Madam,

NORTHBRIDGE ENTERTAINMENT PRECINCT – AMENDMENT NO. 41 TO CITY OF PERTH CITY PLANNING SCHEME NO. 2

Thank you for providing the City with the opportunity to comment on the proposed Amendment No. 41 to the City of Perth City Planning Scheme No. 2. This matter was considered at the City's Ordinary Meeting of Council on 15 December 2020.

The City of Vincent's supports the amendment with the modifications that are detailed in Option B. This includes adjustments to the Core and Frame boundaries, inclusion of a Transition area and reduction in the maximum noise level in the Core Entertainment Area.

Amendment No. 41 without modifications is not supported by the City of Vincent, as up to 3,500 Vincent residents and property owners could be affected; compared to a significantly less number of residents based on noise modelling for Option B. Amendment No. 41 would encompass existing heritage listed properties in Vincent that would not be able to attenuate any increase in noise levels.

The City also supports a higher standard of building sound attenuation being required for new noise sensitive receivers, and new and existing entertainment venues. This is because it is a more effective outcome to mitigate noise through design and construction rather than ongoing operational management.

The formal submission to Amendment No. 41 is attached and contains some detailed comments on the amendment.

It is important to recognise the proximity of Vincent residents to the proposed Special Entertainment Precinct. Continued engagement with the City of Perth would be necessary to ensure the public health of residents in both local government areas is protected, while also achieving positive economic outcomes for Northbridge businesses.

If you have any questions please contact Tim Elliott, Senior Strategic Planning Officer on 9273 6528 or tim.elliott@vincent.wa.gov.au.

Yours sincerely,

Mark Fallows
A/EXECUTIVE DIRECTOR STRATEGY AND DEVELOPMENT

Administration & Civic Centre
244 Vincent Street, (Cnr Loftus), Leederville, Western Australia 6007 | PO Box 82, Leederville WA 6902 | Tel: (08) 9273 6000 Fax: (08) 9273 6099 | Email: mail@vincent.wa.gov.au www.vincent.wa.gov.au

Planning and Development Act 2005 Form No. 3A [Regs. 24(1)(a), 26(6)(a), 40(1)(a) & 49(1)(a)]

The Chief Executive Officer of the City of Perth
GPO Box C120
PERTH WA 6839
(Att: info@cityofperth.wa.gov.au)

SUBMISSION ON
LOCAL PLANNING SCHEME AMENDMENT
TO CITY PLANNING SCHEME NO. 2

AMENDMENT NO. 41: NORTHBRIDGE SPECIAL ENTERTAINMENT PRECINCT

Name: Mark Fallows

Organisation/ Company: City of Vincent

Phone: 9273 6000

Address: 244 Vincent Street, Leederville

Email: mail@vincent.wa.gov.au

State how your interests are affected, whether as a private citizen, on behalf of a company or other organisation, or as an owner or occupier of property.

For and on behalf of the City of Vincent

ADDRESS OF PROPERTY AFFECTED (if applicable). (Include lot number and nearest street intersection

Properties within the City of Vincent

SUBMISSION (Provide your comments in full and any information to support them (attach additional pages if necessary).

Special Control Area

1. The City of Vincent (CoV) requests that a 'Transition Area' be included into the Special Control Area referenced in 28.1 of the scheme, according to the detail of 'Option B' as advertised.

Objectives

The CoV requests:

1. the CoP include an additional objective in the scheme amendment to ensure Heritage Listed properties and precincts are conserved.

2. that a 'Transition Area' is incorporated into the scheme according to the detail of 'Option B' as advertised.

Noise Attenuation Requirements

1. The CoV does not support the 'nominal amplified noise levels' referenced in 28.4.1 (a) and (b), according to 'Amendment 41'.

2. That should a scheme amendment progress, the CoV requests the Core Entertainment Area noise levels as advertised in 'Option B' are incorporated in replace of those existing in 'Amendment 41' being:

   That the extent of noise attenuation required for entertainment venues and noise sensitive premises shall be based on a nominal external amplified music noise level of L_{LEQ} ***90****dB at the 63 Hz octave band and* L_{LEQ} ***81****dB in the 125 Hz octave band.*

3. That the CoV requests the Transition Area be included according to the detail of 'Option B' as advertised.

   Within the Transition Area:

   (i) the extent of noise attenuation required for entertainment venues shall be based on a nominal external amplified music noise level of LLeq, 79 dB in the 63 Hz octave band and LLeq, 70 dB in the 125 Hz octave band;
   (ii) the extent of noise attenuation required for noise sensitive premises shall be based on a nominal external amplified music noise level of LLeq, **90** dB in the 63 Hz octave band and LLeq, **81** dB in the 125 Hz octave band.

4. That the CoV request that the Frame Entertainment Area be defined as advertised in 'Option B', removing 28.4.1 (b) (ii) and (iii).

Requirement for Development Approval for Works

The CoV supports the need for planning approval for all premises.

Noise Sensitive Premises

1. The CoV has many heritage listed properties. Particularly of note is the Brookman Moir precinct. The City is concerned that if Amendment 41 proceeds as is, these properties would not be able to mitigate the impact of noise.

2. The CoV supports for all new noise sensitive premises within the Core, Transition Area and Frame to be designed and constructed to ensure the transmission loss is suitably attenuated to those 'nominal external amplified music noise levels' corrected as per 'Option B'.

3. The City supports 28.5 (c), (e) – (i), with amendments to the levels referenced in 28.5(a) and (b) in line with those of the advertised 'Option B'.

Entertainment Venues

1. The CoV supports 28.6 (a) 'mitigation through construction rather than on-going operational management'.

2. The City supports the need for entertainment venues within the Core, Transition Area and Frame to be designed and constructed to ensure the 'nominal external amplified music noise levels' are consistent with those as advertised in 'Option B'.

3. The City supports 28.6 (b) – (g), with amendments to the levels referenced in 28.6 (b) and (c) in line with those 'nominal external amplified music noise levels' corrected as per 'Option B'.

Outside the specifics of the scheme, the City requests that prior to progressing with any reforms, further consideration is given to existing noise sensitive receivers impacted by the proposed special control area and scheme amendment, particularly relating to heritage listed properties. This includes properties within the City of Vincent.

Retro-fitting noise attenuation measures to existing noise-sensitive premises may assist in protecting the health and amenity of the resident but will impose a cost on the building owner. The City considers that imposing a cost on the receiver to attenuate to a 'new level of acceptable noise' (as will likely be the case should a Scheme Amendment progress) would be contradictory to a principle of the *Environmental Protection Act 1986* where the 'polluter pays'. As such, should recompense or compensation be considered in this respect, the City requests this be afforded to properties of the City of Vincent, impacted any amendment to the City of Perth City Planning Scheme No. 2.

The City looks forward to the response to the above comments.

If you have any questions please contact Tim Elliott, Senior Strategic Planning Officer on 9273 6528 or tim.elliott@vincent.wa.gov.au.

Yours sincerely,

Mark Fallows
A/EXECUTIVE DIRECTOR STRATEGY AND DEVELOPMENT

5.7 CITY OF VINCENT REBOUND PLAN - QUARTERLY UPDATE

Attachments:
1. **Vincent Rebound Plan - Implementation Framework ⇩**
2. **Arts Relief Grant Funding Update ⇩**

RECOMMENDATION:

That Council NOTES the:

1. **quarterly update on the City of Vincent Rebound Plan implementation included as Attachment 1, and the monthly reporting to the Rebound Roundtable and COVID-19 Relief and Recovery Committee; and**

2. **City of Vincent Rebound Plan implementation will be updated and reported monthly to the Rebound Roundtable and quarterly to Council.**

PURPOSE OF REPORT:

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

BACKGROUND:

COVID-19 has had a significant impact on the City's services, facilities and workforce. The onset of COVID-19 required timely decision making and a coordinated approach to establish and deliver relief and recovery measures. To guide decision making and provide oversight to the City's support efforts, the COVID-19 Relief and Recovery Committee (Committee) was established and the COVID-19 Relief & Recovery Strategy (Strategy) endorsed at the Special Council Meeting on 30 March 2020.

The Strategy guided the City's actions during COVID-19 and enabled agile and responsive decision making. The Strategy sets out three key phases to recovery in the short (phase 1: response and relief), medium (phase 2: adapt) and long (phase 3: recovery) terms. The implementation of phase 1 and phase 2 were supported by an Implementation Plan, which tracked the delivery of 65 response and relief measures, over a six month period, these are now either actioned or complete. In August 2020 the City entered phase 3: recovery, which sought to integrate the impacts of COVID-19 into new ways of operating to support economic rebound, create social reconnection and plan for long-term resilience in an uncertain future.

On 15 September 2020 at its Ordinary Meeting, Council endorsed the City of Vincent Rebound Plan (Rebound Plan), as an addendum to the Strategy and noted that the implementation of the Rebound Plan would be reported monthly to the Rebound Roundtable and Committee, and quarterly to Council.

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

The Rebound Roundtable has met monthly since August 2020 to guide the implementation of the Vincent Rebound Plan – Implementation Framework (Implementation Framework), included as **Attachment 1**. The Implementation Framework addresses the ongoing actions for the rebound phase of recovery and has been reported monthly to both the Rebound Roundtable and the Committee.

COVID-19 Economic Impact Analysis

On 21 October 2020, the Western Australian Local Government Association (WALGA) released the report – Economic Briefing 2020/21 Budget Edition. The report outlines the impact of COVID-19 on State and Federal Budgets, the State Government's economic forecasts for 2020/21 – 2022/23 and State and Federal Budget information that will impact on the Local Government sector. Key findings from this report include:

- COVID-19 severely impacted the WA industries affected by restrictions including hospitality, retail and arts and recreation;

- WA State Final Demand, which represents the domestic economy (no imports or exports into/out of WA), experienced its worst contraction on record in June 2020, falling by 6%;
- The drop in State Final Demand during the June quarter was primarily due to a 10.6 decline in household expenditure, which is the largest component of State Final Demand;
- WA's economy has, and is expected to continue to, perform better than other states as a result of the State's dominant mining industry which has driven export earnings, as well as the containment of the virus which allowed for the easing of restrictions;
- The State's labour market rebound was rapid when restrictions first eased but has slowed, with employment and hours worked in the State still yet to reach pre-pandemic levels;
- The outlook for the WA economy has been revised downward because of COVID-19, with Gross State Product Growth expected to increase by just 1.25% in 2020/21 and average 1.7% over the forward estimates;
- In 2020/21, the WA economy will be supported by the WA Government's Asset Investment Program, while in 2021/22 it will be supported by dwelling investment induced from building grants, and increased household consumption and business investment as a result of the Commonwealth's tax reductions and investment incentives;
- The WA Government's forecasts are underpinned by the assumption that these will be no second wave of COVID-19 in WA; and
- The $1 billion Federal investment in local roads and community infrastructure is a vote of confidence in the Local Government sector's ability to drive local economic prosperity.

DETAILS:

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

The first quarterly update to Council is outlined through the Implementation Framework included as **Attachment 1.** The highlights from this are summarised below:

- To make it easier to use town centre public spaces (Action 1.1), public spaces located in town centres have been listed as free on the City's booking platform SpacetoCo.
- To enhance the presentation of town centres and main streets (Action 1.3), planter boxes have been installed in North Perth Town Centre.
- The Arts Relief Grant (Action 1.6) has funded 16 projects, with four complete and the remaining twelve substantially commenced. A detailed implementation update, as at 11 November 2020, is included as **Attachment 2**.
- To support businesses to innovatively use public space to grow, expand and diversify (Action 2.1), a Parklet Fee Free 24 month trial commenced November 2020.
- To support local business and drive Support Local and Buy Local campaigns (Action 2.5), the City's Purchasing Policy was reviewed in November 2020 with a strong focus on the importance of buying local.
- To improve the customer service experience for businesses (Action 2.6), several Health Services applications have been updated and improved. These have been simplified to enable smooth processing. In addition, a review of several business guidelines has commenced, including Food and Public Buildings, to improve the information available to businesses.
- To celebrate community resilience and build awareness of local community groups, volunteers and sporting clubs to increase participation and membership (Action 3.1), the People of North Perth Video project was delivered and launched 22 November 2020.
- To foster wellness by ensuring the community has knowledge of, and access to, services that enhance wellbeing (Action 3.4), nearly $1 million has been provided to local service providers who are supporting the local community in a variety of areas including financial assistance, food and shelter provision, mental health and outreach.
- To provide opportunities to celebrate an inclusive and socially connected community (Action 3.5), NAIDOC Week was held in the Pickle District between 8 and 15 November 2020.

CONSULTATION/ADVERTISING:

The Rebound Plan has been implemented in consultation with Town Team community and business representatives through the Rebound Roundtable. Feedback relating to the actions and initiatives has been

positive and highlighted a preference for rebound initiatives to focus on community reconnection, town centre presentation and making it attractive and easier to do business in the City.

Attendance at the Rebound Roundtable has dropped since the easing of the WA Government Phase 4 restrictions in October 2020, and as life has further returned to normal for many Western Australians. The format of the Rebound Roundtable will be reconsidered in consultation with its members in December 2020. The reformatting will ensure the forum is fit for purpose, improves attendance and effectively and efficiently utilises the time and resources of its members.

Stakeholder and community engagement will continue through ongoing consultation with community and business representatives and through quarterly reporting to Council.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS

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

STRATEGIC IMPLICATIONS:

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

Connected Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.
Our community facilities and spaces are well known and well used.

Thriving Places

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

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

We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.

Innovative and Accountable

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

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

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

On 18 August 2020, Council supported the 'Statement of Principles' announced by the Mayors of the C40 Climate Leadership Group with the goal to build a better, more sustainable, more resilient and fairer society out of the recovery from the COVID-19. The Rebound Plan has been considered against the Statement of Principles and has been found to be in alignment.

PUBLIC HEALTH IMPLICATIONS:

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

Increased mental health and wellbeing

Mitigate the impact of public health emergencies

FINANCIAL/BUDGET IMPLICATIONS:

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

The actions listed in the Rebound Plan have all been accounted for through the City's quarterly revised approved operational budget, capital budget and/or cash-in-lieu funds. The relevant funding allocations are referenced against each action in **Attachment 1**.

An amendment to the City's Fees and Charges, to enable the Parklet Fee Free 24 month Trial, was approved by Council in November as part of the quarterly budget review.

Future initiatives and actions will be subject to Council consideration and/or external grant funding. External grant funding opportunities have and will continue to be sought as opportunities arise, and the City will continue to collaborate with the Inner City Perth Working Group, Inner Perth Marketing Collective and Small Business Development Corporation to share resources and progress actions and initiatives.

COMMENTS:

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

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

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

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing 2020/21 Jul-Dec	Timing 2020/21 Jan-Jun	Timing 2021/22 Jul-Dec	Timing 2021/22 Jan-Jun	Status – 12 October 2020	Quarterly Update – 2 December 2020
1.1 Make it easy to use town centre public spaces and simplify the process to host events and activations	• update SpacetoCo booking options and promote free hire of town centre public spaces • explore opportunities to create pre-approved event spaces		Marketing & Partnerships/ Policy & Place	•	•			SpacetoCo has been updated and is ready to go live with promoting free town centres and public spaces. Pre-approved event space project due to commence January 2021.	All free spaces are now available on SpacetoCo. Free spaces include: Axford Park (Mount Hawthorn), North Perth Common (North Perth), Mary Street Piazza (Mount Lawley), Leederville Village Square (Leederville), Oxford Street Reserve (Leederville) and Tu Do Park (Perth). Media release to promote the City's support of small scale summer events and activations drafted. Marketing material distributed to all event and community groups in mid-November.
	• streamline events approval processes in consultation with Town Teams to ensure processes are fit for purpose	$5,000	Built Environment & Wellbeing	•	•			The City is receiving a steady stream of event applications in the lead up to the Christmas period. The City's Health Services team are providing guidance to event organisers of COVID requirements. While a 'COVID-Event Plan' is a statutory requirement for gatherings of more than 500 persons, the City is following best practice by requesting a COVID Safety Plan for all events held with attendance less than 500 persons. COVID-Safety Plans are far less onerous on event organisers, but identify key risks and management strategies to implement in the current environment.	The City's Health Services team continues to closely monitor information released by the WA Government around COVID Event Plans. This is readily communicated to event organisers to ensure they are aware of any changes that may affect their event. The City's Environmental Health Officers recently exercised their authorisation to approve a medium risk COVID Event Plan. Officers are utilising existing guidelines and checklists established by the WA Government for the assessment and review of these plans. A template approval document has been generated, to ensure consistency in communications and integration with WA Police.
1.2 Encourage and support events and activations	• collaborate with Town Teams and community event providers to activate our spaces and places	$30,000	Marketing & Partnerships		•			Due to commence January 2021. Christmas collaboration noted under 2.5 and 3.5.	Due to commence January 2021. Christmas collaboration noted under 2.5 and 3.5.
1.3 Enhance the presentation of town centres and main streets	• implement and maintain streetscape enhancements including planter boxes, seating, greenery, tree planting, art, positive messaging and lighting	$220,000	Policy & Place/ Engineering/ Parks	•	•			Planter boxes on track to be installed in October and November. RAC Grant funding was unsuccessful. An EOI is being prepared to be submitted for the Lotterywest Building Community Grant stream.	North Perth Town Centre planter boxes were installed and planted end of October 2020. EOI was submitted to Lotterywest in October 2020 and currently awaiting for response. EOI for RAC Transforming Streets and Spaces Trial submitted 24 November 2020.
	• review town centre street cleaning services including street furniture and pavement cleaning, and graffiti maintenance	TBC ($24,000)	Waste & Recycling/ Parks	•	•			Town Centre cleaning services to be discussed at monthly meeting with Infrastructure and Environment and Place Management teams to establish an effective solution moving forward.	Budget currently remains for 3 precinct "deep cleans" – i.e. contracted out pressure cleaning services in the 2020/21 financial year. William Street and Leederville Town Centre have been identified as the two priority locations (precincts) for pressure cleaning (anticipated to commence from end January 2021). Place Managers/Waste Team to assess condition and prioritise additional precinct cleaning requirements. Consider increasing budget at mid-year review to accommodate outstanding precincts (subject to outcome of site assessments).
1.4 Make it easy to get around Vincent and visit town centres and main streets	• prioritise parking patrols to ensure the efficient use of available parking to support local businesses	Nil	Ranger Services	•	•	•	•	Rangers assigned to place based parking patrols, focusing on town centres and activity corridors.	Rangers assigned to place based parking patrols, focusing on town centres and activity corridors.
	• prepare the Vincent Wayfinding Strategy and implement cycle, signage and car parking improvements	$208,000	Policy & Place/ Engineering	•	•	•		Project plan approved by Council.	Internal scoping meetings are currently taking place.
1.5 Encourage and promote active transport to visit and shop local	• launch active transport campaign and Learn to Ride, Social Riding and Cycle Training sessions	$5,800	Engineering	•				Learn to Ride and Social Riding Cycling Courses, to get participants riding independently and to work were held from 5 September to 10 October 2020 at Smiths Lake Reserve. Courses were fully booked with waiting lists and received positive feedback.	Learn to Ride and Social Riding Cycling Courses, to get participants riding independently and to work were held from 5 September to 10 October 2020 at Smiths Lake Reserve. Courses were fully booked with waiting lists and received positive feedback.

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing 2020/21 Jul-Dec	Timing 2020/21 Jan-Jun	Timing 2021/22 Jul-Dec	Timing 2021/22 Jan-Jun	Status – 12 October 2020	Quarterly Update – 2 December 2020
1.6 Enhance the public realm through improved development outcomes and incorporation of cultural infrastructure and activation	• investigate opportunities to pursue development incentives for community benefit	Nil	Policy & Place	•	•	•		Investigation commenced, findings to be reported to November Council Workshop.	Investigation commenced, findings reported to 24 November Council Workshop.
	• complete phase 1 of the COVID-19 Arts Relief Grant funding	$151,000	Marketing & Partnerships	•	•			Joy Collective completed at 450b Fitzgerald Street. Maddie Godfrey poetry workshops scheduled for November 2020.	Jazz Picnic in the Park completed 8 November with excellent turn out at 482 attendees. Poetry workshops almost booked out for four dates in November. Short film production happening in December. Locations being confirmed for two sculpture projects. Development workshops booked for Mighty Raw project.
	• launch phase 2 (Medium Scale Town Centre Artworks) of the COVID-19 Arts Relief Grant Funding	TBC	Marketing & Partnerships	•	•			Draft EOI and AAG feedback to be presented at 27 October 2020 Council Workshop.	Draft EOI presented at Council Workshop and further direction developed with Arts Relief Working Group. On 1 December 2020, the COVID-19 Relief and Recovery Committee carried an amendment in relation to Item 7.2 Arts Relief Working Group - Closure Report recommendation. With the recommendation amended as follows: 3. APPROVES the amendment of the action entitled "Launch Phase 2 (Major Public Artwork) of the COVID-19 Arts Relief Grant funding" in the City of Vincent Rebound Plan, to "Launch Phase 2 (Medium Scale Town Centre Artworks) of the COVID-19 Arts Relief Grant funding". 4. REQUESTS Administration to prepare an EOI with proposed locations for the Medium Scale Town Centre Artworks, with advice from the Arts Advisory Group, for presentation to Council no later than March 2021.

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

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

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing 2020/21 Jul-Dec	Timing 2020/21 Jan-Jun	Timing 2021/22 Jul-Dec	Timing 2021/22 Jan-Jun	Status – 12 October 2020	Quarterly Update – 2 December 2020
2.1 Support businesses to innovatively use public space to grow, expand and diversify	• create a 'Use Public Space to Grow Your Business' flipbook • implement a Parklet Fee Free 24-month Trial as part of the quarterly budget review • transition COVID-19 Temporary Parklets to permanent Parklets	$3,000	Policy & Place	•				Draft flipbook scheduled to be graphic designed in early November 2020. Parklet Fees have been proposed to be reduced to nil through the quarterly budget review process. This is pending approval of this review at 17 November 2020 Ordinary Meeting of Council. Coordination with the two temporary parklet owners in Leederville has commenced to transfer these into permanent Parklets by November.	On 17 November 2020 at its Ordinary Meeting, Council resolved to reduce Parklet Fees to nil as part of the first quarterly budget review process. The draft 'Use Public Space to Grow Your Business' flipbook will include Parklet Fee Free 24-month Trial information.
2.2 Make it easier for businesses to start-up, pivot and co-locate through policy and regulation change and advocacy	• consider expanding change of use exemptions and land use definitions to provide greater flexibility and certainty for businesses seeking to alter operations or start-up • consider the necessity for additional car parking to be provided for a change of use in non-residential areas	Nil	Policy & Place	•	•			Awaiting finalisation of State Government planning reforms, which may alter the scope or outcome of this project.	Awaiting finalisation of State Government planning reforms, which may alter the scope or outcome of this project.
	• advocate to Racing, Gaming and Liquor to streamline the Extended Trading Permit requirements and application process • actively identify areas for improvement in the planning, building and health regulatory frameworks and advocate for change	Nil	Development & Design/ Built Environment & Wellbeing	•	•	•	•	Awaiting outcome of advertising on amendment to the *Planning and Development (Local Planning Scheme) Regulations 2015*.	Awaiting outcome of advertising on amendment to the *Planning and Development (Local Planning Scheme) Regulations 2015*.
	• explore the opportunity to create a 'Start-up Incubator and Community Hub' in response to the Vacancy Project outcomes	TBC	Policy & Place		•	•		Due to commence February 2021.	Due to commence February 2021.

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing 2020/21 Jul-Dec	Timing 2020/21 Jan-Jun	Timing 2021/22 Jul-Dec	Timing 2021/22 Jan-Jun	Status – 12 October 2020	Quarterly Update – 2 December 2020
2.3 Partner with government agencies, third party providers and inner city local governments to support small business and attract visitors and tourism	• launch and promote Visit Perth Neighbourhood Map and Visit Perth Directory and increase local buy-in and use • determine opportunities to deliver small business support in collaboration with the Perth Inner City Working Group (Town of Victoria Park, City of Subiaco, City of Perth and City of South Perth)	$20,000	Marketing & Partnerships	•	•	•	•	Visit Perth Neighbourhood Map business sign up sent to Vincent Business via E-News. Perth Inner City Working Group met 4 September 2020 at Vincent Administration to discuss Christmas collaboration for Shop Local. Inner Perth Assembly Christmas blogs and gift guides being delivered as part of the annual MOU budget.	Content strategy developed with the Inner Perth Collective. Blogs developed for Vincent centric content which will be launched over the Christmas period.
	• determine a preferred platform to further develop the COVID-19 established Business Directory • continue to engage with the Small Business Development Corporation (SBDC) and promote SBDC initiatives as they arise	Nil	Policy & Place	•	•	•	•	Preferred platform options being explored including Localised, Streets of OurTowns and Visit Perth.	The City submitted an EOI to participate in the SBDC *Small Business Friendly Approvals Program* (Approvals Program) in October. The Approvals Program is a State Government funded program which seeks to partner with local governments to map the approvals pathways for small business and co-design reforms to achieve more streamlined approvals processes. The program will involve the SBDC partnering with 20 local governments over the next two years, commencing early 2021.
2.4 Improve engagement and communication with local and small business	• distribute quarterly Business E-News and six-month Business Health Check surveys • expand the Business E-News database to increase reach	Nil	Policy & Place	•	•	•	•	Business E-News database being reviewed and expanded to include both new businesses and existing business email addresses. Business E-News to be distributed once Christmas campaign details confirmed.	Business E-News database expanded from 448 to 537.
2.5 Support local business and drive Support Local and Buy Local campaigns	• continue to use and promote VendorPanel Marketplace to support local businesses and contractors	Nil	Financial Services	•	•	•	•	The Procurement team is promoting VendorPanel Marketplace internally so all staff are aware of local suppliers. The City's Purchasing Policy which is due to be adopted by Council in November has also been updated to include a strong focus on the importance of buying local.	On 17 November 2020 at its Ordinary Meeting, Council adopted the City's updated Purchasing Policy which includes a strong focus on the importance of buying local. Further Procurement training will be rolled out to all staff once the Policy is adopted and will include how to identify and purchase from local suppliers including through VendorPanel Marketplace.
	• consider Christmas shop local campaign, in consultation with Town Teams and in partnership with the City of Stirling and City of Perth	$8,000	Marketing & Partnerships	•				Met with the City of Stirling and City of Perth. Survey outcomes for businesses showed equal weighting of COV support for decorations and marketing & events therefore, the project outcomes have considered each of the outcomes equally.	Time pressures has resulted in limited collaboration with the City of Stirling. Collaboration with the City of Perth on content will occur. Decoration installation commenced 15 November 2020.
2.6 Improve the customer experience for businesses	• better integrate and connect approvals processes across service units (e.g. planning, building and health) • streamlined approvals processes, supported by information sheets/application requirements and clarity around assessment and process requirements	Nil	Development & Design/ Built Environment & Wellbeing	•	•			Content is being drafted by planning, building and health to inform future business page on City's website. Health Services have updated and improved several application forms required to be completed by businesses prior to commencing operations. These have been simplified where possible and amended to enable smooth processing. The team has also commenced review of several business guidelines including Food and Public Buildings to improve the upfront information available to businesses.	Website content has been prepared and is now being internally reviewed and page structure developed.
	• develop and distribute a 'Business Welcome Pack' including summary info sheets outlining requirements for various approvals, Public Space flipbook and Town Team welcome information	$3,000	Policy & Place			•	•	The development of individual items to be included in the Business Welcome Pack, such as the Use Public Space to Grow Your Business flipbook and approvals process mapping have commenced, however, the preparation of the Business Welcome Pack itself will not commence until July 2021.	The development of individual items to be included in the Business Welcome Pack, such as the Use Public Space to Grow Your Business flipbook and approvals process mapping have commenced, however, the preparation of the Business Welcome Pack itself will not commence until July 2021.

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

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

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

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing 2020/21 Jul-Dec	Timing 2020/21 Jan-Jun	Timing 2021/22 Jul-Dec	Timing 2021/22 Jan-Jun	Status – 12 October 2020	Quarterly Update – 2 December 2020
3.1 Celebrate community resilience and build awareness of local community groups, volunteers and sporting clubs to increase participation and membership	• promote inspirational COVID-19 community stories from sporting clubs, organisations and volunteers, and as part of the Local History Awards and People of North Perth project in collaboration with North Perth Local	$1,500	Local History Centre/ Marketing & Partnerships	•	•			Partnerships team have called out to current volunteer and sporting groups.	People of North Perth Video project complete and launched 22 November 2020 at North Perth Bowls Club. Assistance provided to Nunzio Mondia for interviewing schedule for COVID Arts Relief project ('COVID Conversations'). 40 interviews completed to date. COVID stories and photos awarded special mentions in Local History Awards and will be further promoted.
	• facilitate club promotion and education, develop a new regular hirer events calendar and include sporting events and activities in events calendar • refocus and relaunch the Vincent Community Support Network	$3,000	Marketing & Partnerships	•	•			Community Funding Policy – being presented to an Ordinary Meeting of Council in October 2020 to approve additional funding category Emergency Funding.	On 20 October 2020 at its Ordinary Meeting, Council adopted the City's updated Community Funding Policy, including an additional funding category - Emergency Relief Donations. This category relates to the availability of donations (essential goods and/or services) for residents who are considered vulnerable due to experiencing hardship, or being at risk of hardship during a declared State of Emergency.
3.2 Support and promote healthy, active spaces, liveable neighbourhoods and social reconnection	• engage the community to determine Pop Up Play locations • relaunch, promote and showcase Open Streets Events, street activation and Pop Up Play	$20,000	Marketing & Partnerships	•	•			Open Streets relaunch, including demonstration on how to run local events, scheduled October 2020. Internal working group established and consultation approach will be developed in November to find locations and pop up play deliverables.	Pop Up Play locations have been sourced and discussed with the Children and Young People Advisory Group. Consultation will begin on activation preferences at those locations at the end of November. Further information was discussed at 24 November Council Workshop.
3.3 Support community groups and sporting clubs to become more sustainable and community based initiatives that respond to community need	• assist groups and clubs to develop attraction and retention strategies and seek funding and grant opportunities • prepare and promote tools to aid club development and improve maintenance and lease management to assist club operation	$4,500	Marketing & Partnerships	•	•			Due to commence December 2020.	Due to commence December 2020.
	• advocate for the continuance of community-based initiatives funded by the Leederville Gardens Trust	$3,000	Marketing & Partnerships		•			Due to commence January 2021.	Due to commence January 2021.
3.4 Foster wellness by ensuring the community has knowledge of, and access to, services that enhance wellbeing, sense of safety and belonging	• build relationships with local community and wellbeing service providers and increase the visibility of mental health and wellbeing service providers through promotion • identify vulnerable cohorts and support the delivery of targeted services and rebound activities that supports segments in need	Nil	Marketing & Partnerships	•	•	•	•	Ongoing with dependency on external providers.	Through the Leederville Gardens Trust, nearly $1 million has been provided to local service providers who are supporting the local community in a variety of areas including (but not limited to), financial assistance, food and shelter provision, mental health and outreach. As guided by the Youth Action Plan, Officers are advocating for youth mental health and other key youth services along with exploring current and potential relationships and partnership opportunities with mental health service providers.
3.5 Provide opportunities to celebrate an inclusive and socially connected community	• recognise key Days of Importance by supporting innovative delivery models that align with economic and social outcomes, including celebrating NAIDOC and Youth Week • provide targeted funding opportunities, under the COVID-19 Arts Relief Grant, for artists including LGBTQI+, Youth, ATSI and CaLD	$85,000	Marketing & Partnerships	•	•	•		NAIDOC Week planning has progressed significantly and will be held in the Pickle District between 8 and 15 November 2020. There will be two film screenings at Backlot Cinemas including Bran Nue Day and The Australian Dream. There will be Aboriginal Art Workshops and an AFL celebrity game at Leederville Oval. North Perth Common and Beaufort Street Sign lights to be lit in recognition. Preliminary Christmas initiatives confirmed including Children's Christmas Market at North Perth Common,	NAIDOC Week was held 8 - 15 November 2020. The City celebrated NAIDOC Week with a Welcome to Country, Sculptures by the Freeway and 'Stories of Country' exhibitions in the Pickle District, community AFL Games, a Smoking Ceremony and an Aboriginal Dance Performance. Leederville Oval played host to East Perth FC and Polly Farmer Foundation as they partnered with Aranmore Catholic College and Mouth Hawthorn Cardinals to feature Junior and Female AFL Games. Christmas decorations, activity and marketing launched 15 November 2020.

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing 2020/21 Jul-Dec	Timing 2020/21 Jan-Jun	Timing 2021/22 Jul-Dec	Timing 2021/22 Jan-Jun	Status – 12 October 2020	Quarterly Update – 2 December 2020
								Eco Christmas trees restoration and Student Christmas Banner Projects.	
3.6 Build community capacity to support a resilient community	• provide upskilling workshops for organisations, students and youths • progress towards asset-based community development • participation in cross-agency collaborations, networks and working groups to find opportunities for local organisations to partner	TBC ($20,000)	Marketing & Partnerships	•	•	•	•	Workshops to be scoped and presented to Council for consideration as part of budget review, scheduled for 17 November 2020 Ordinary Meeting of Council.	Workshops to be scoped and presented to Council for consideration as part of the budget review in early 2021.

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

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

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing 2020/21 Jul-Dec	Timing 2020/21 Jan-Jun	Timing 2021/22 Jul-Dec	Timing 2021/22 Jan-Jun	Status – 12 October 2020	Quarterly Update – 2 December 2020
4.1 Improve community engagement and support open and transparent communication	• monthly Rebound Roundtables with local Town Team and business representatives to identify initiatives to support community reconnection and business rebound	Nil	Policy & Place	•	•	•	•	No new initiatives identified at Rebound Roundtable held 7 October 2020. Next Rebound Roundtable scheduled 11 November 2020.	Rebound Roundtable held 11 November 2020. Next Rebound Roundtable scheduled 9 December 2020. Opportunities to improve the meeting format, including the development of a forward agenda, to be explored in December 2020.
	• update website, COVID-19 portal and conduct six-month community surveys to determine overall levels of success with implemented rebound projects and initiatives	$3,000	Marketing & Partnerships	•	•	•	•	Internal working group established.	Internal working group established.
4.2 Seek external funding to deliver shovel ready projects and rebound initiatives	• develop and implement an advocacy agenda to attract Federal and State Government and private sector funding or investment in the local economy – including delivery of the East Perth Power Station development	Nil	Policy & Place	•	•	•	•	Draft Advocacy Agenda being developed for Council consideration in November 2020.	Draft Advocacy Agenda presented at 24 November 2020 Council Workshop.
4.3 Provide economic stimulus and sustainably manage resources and assets	• complete critical works at Beatty Park Leisure Centre including retiling the indoor pool, modernising the change rooms and upgrading electrical and filtration systems • expand Beatty Park Leisure Centre operating hours and services as attendance levels and demand increases	$2.9mill	Engineering/ Beatty Park Leisure Centre	•	•			Business Case for project going to October 2020 Ordinary Meeting of Council for endorsement. Tender for Indoor Pool tiling and pool filtration work prepared and ready for advertising in October 2020. Detailed design work for pool deck change rooms and other associated upgrade works being prepared.	Tenders for Beatty Park Leisure Centre (BPLC) filter plant replacement and outdoor pool and dive pool works and BPLC 25m and leisure pool retiling closed 16 November 2020. Appointment of successful tenderers to be considered at 15 December 2020 Ordinary Council Meeting.

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

Attachment 2

CITY OF VINCENT

Arts Relief Grants Update

Vincent Rebound Plan Update - 11 November 2020



Arts Relief Grants Update

Applicant	Artform	Allocated	Public Art Outcome	Update
Tanya Schultz	Visual Arts.	$9,871	Exhibition in Vacant Tenancy.	To date, a vacant tenancy has to been found to host the visual arts exhibition. Administration met with the land owners of Washing Lane, in the William Street Town Centre, to discuss the potential use of a vacant tenancy fronting the lane. A subsequent meeting will be held between these landowners and the artist in the coming weeks. There is potential for the opening of the visual arts exhibition to coincide with the Meat Market currently being held in the lane on Friday evenings.
Jennifer Jamieson	Visual/Theatre.	$5,000	Neon Sign and Performance Session.	The City is currently liaising with Leederville Connect regarding a potential location for the neon sign and associated performance. Once a location has been determined a MOU with the building owner will be required.
Nunzio Mondia	Music.	$24,180	Short Documentary.	The short documentary is currently being developed. The artists involved have been liaising with the Local History Centre as well as gathering interviews and community footage to be included as part of the final piece. Due to the size of the piece, it is likely to be delivered early 2021
Skender and Rae	Visual Arts.	$20,000	Sculptures.	The RAPWG and City's Parks team are in the process of determining a suitable location for the series of sculptures. A number of images have been sourced by the artists from the Local History Centre and will be incorporated into the final pieces.
Paula Hart	Visual Arts.	$10,000	Sculpture.	A workshop session is currently being organised for the City's Community Partners to liaise with the artist. A tentative location has been flagged in the Mount Hawthorn Town Centre, with further investigation being under taken before confirming it is appropriate.
Leah Grant	Music.	$9,471	Album Video and Performance.	The video recording of the music album is close to completion. The City in collaboration with the artist is currently investigating performance opportunities and the potential to collaborate with other artists involved in the project.

Arts Relief Grants Update

Applicant	Artform	Allocated	Public Art Outcome	Update
Alice McCullagh	New Media.	$7,372	Online Video Game.	The online video game is currently in production. The City is investigating the possibility of the artist launching the video game at Potluck Collective's Perth Video Game Festival.
Matt Acorn	Theatre.	$10,000	Workshops and Football Game Commentary.	The City is liaising with the artist to confirm that the piece is aligned with the 2021 football season. This will see the development sessions occur between December and February and the final outcomes be delivered in March 2021. Enquiries are currently being made to host development sessions in associated clubrooms.
Halatau and Senior	Film.	$7,040	Short Film.	Filming for the piece is scheduled for December, and is to take place in locations including Hyde Park, Luna Cinema and the Oxford Street Café Strip. The short film is to included in the 2021 Revelation Film festival and the West Australian Short Film event.
Jane Coffey	Visual Arts.	$9,500	3 Oil Paintings.	The oil paintings are currently in production. Once completed, the pieces are to be temporarily displayed at the City of Vincent Library and at North Perth Cafes. A permanent location for the pieces is yet to be determined.
Liz Gray	Visual Arts.	$9,600	Copper Cut Outs	The artist is in the process of collecting photos of City of Vincent locals to used as the basis for her pieces. The City is investigating locations for the installation of the final pieces in City of Vincent public buildings.
Sarah Chopra	Crafts.	$655	Mask for Beseech Sculpture (Blue Head) by Ken Sealy.	The mask is in production. It is proposed the mask is to be installed in March 2021 to mark the one year anniversary of Perth's COVID-19 lock down.

Arts Relief Grants Update





Complete Projects
View From Here The RTRFM View From Here videos have been completed
Care in Isolation Joy Artists Collective 'Care in Isolation' mural has been completed at the corner of Wasley Street and Fitzgerald Street
Jazz Picnic in the Park Perth International Jazz Festival - Jazz Picnic in the Park was held at Hyde Park on 8 November
Poetic Proximity Maddie Godfrey's Poetic Proximity Poetry Workshops were run throughout November - Selection of resulting poems will be displayed in the Lightbox Laneway

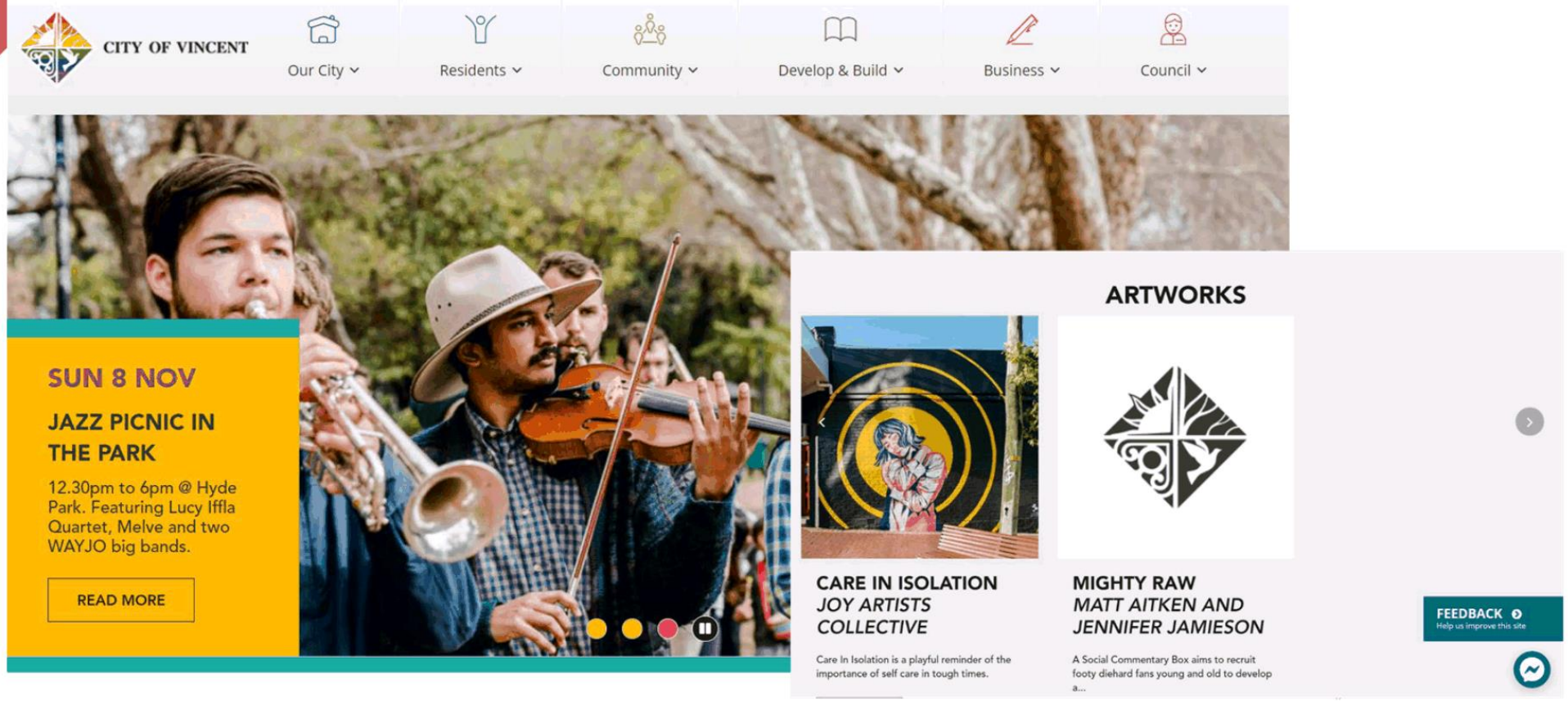




CITY OF VINCENT

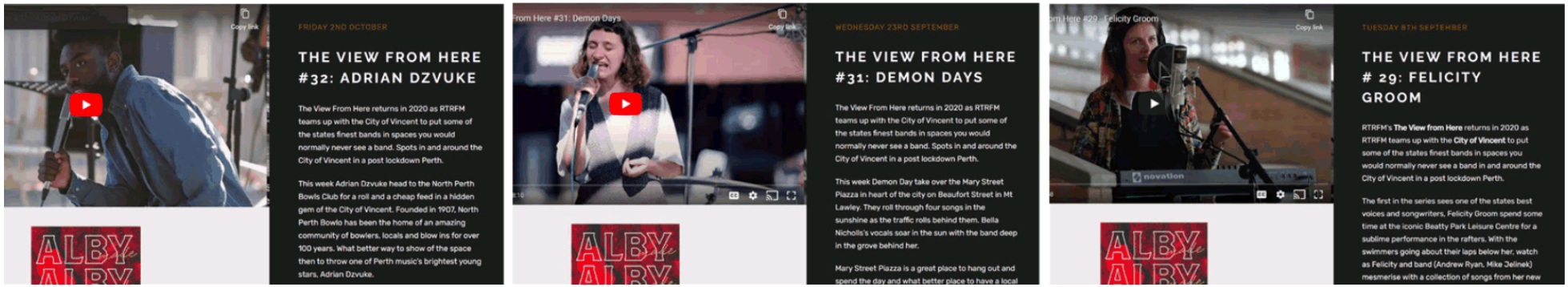
Arts Relief Grants Website

https://www.vincent.wa.gov.au/covid-arts-relief.aspx



Arts Relief Grants RTR FM Partnership

- New sponsorship agreement developed with RTR FM
- Arts Relief Grant projects will be advertised on air
- Interview spots available on ArtBeat and Breakfast with Taylor
- Advertising on RTR FM's website included
- Poetic Proximity ad currently running, interview with Maddie Godfrey scheduled
- Can be used for other arts projects (eg Major Artwork, Lightbox Laneway artists)



Arts Relief Grants Photography and Videography

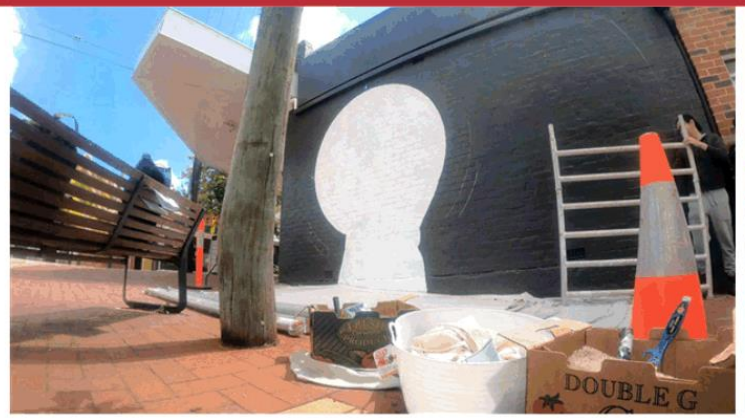
- Danica Zuks engaged for photography and videography at all 16 projects, including some in-progress photos and video as well as final outcomes
- Includes some timelapses
- Final video will be made summarising all 16 projects

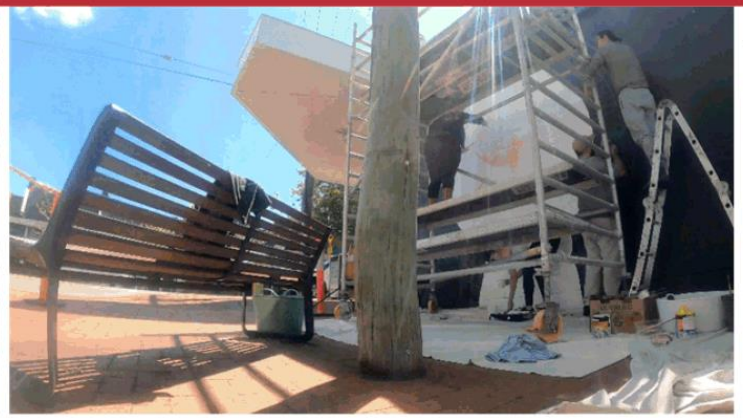




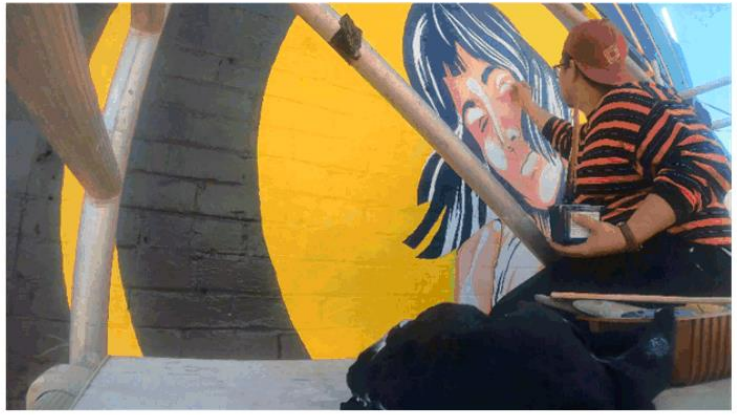
CITY OF VINCENT

Arts Relief Grants Photography and Videography





Joy Artists Collective





CITY OF VINCENT

5.8 AMENDMENT TO POLICY NO. 2.2.13 - PARKLETS

Attachments: **1. Policy No. 2.2.13 - Parklets ⇩**

RECOMMENDATION:

That Council:

1. NOTES the submissions received as detailed in the report; and

2. ADOPTS Policy No. 2.2.13 – Parklets included as Attachment 1.

PURPOSE OF REPORT:

To consider amending Policy No. 2.2.13 – Parklets to allow Administration discretion to support an application for a liquor licence to apply in a parklet.

BACKGROUND:

At its meeting on 5 March 2019 Council authorised the Chief Executive Officer to advertise an amendment to Policy No. 2.2.13 – Parklets, to remove the provision that prohibits the consumption of alcohol in parklets. This allows the City to support liquor licence applications subject to conditions and guidance.

The amendment to Policy No. 2.2.13 – Parklets includes the following new section on page 12:

> *1. Alcohol Consumption*
>
> *The City may support an application made to the Department of Racing, Gaming and Liquor (DRGL) for a liquor licence for a Parklet subject to the following:*
>
> - *The liquor licence is to be obtained by the Parklet host; and*
> - *The liquor licence is to be in conjunction with an approved licensed premise such as an existing restaurant or small bar;*
> - *Liquor can only be served in a Parklet in conjunction with a meal; and*
> - *Any application to license a new or existing Parklet is subject to community consultation as specified in part 4 of this Policy.*
>
> *The City may restrict the hours when alcohol is permitted to be served in the Parklet.*

The advertised amendment also included minor spelling and grammatical modifications.

DETAILS:

The amendment to Policy No. 2.2.13 – Parklets was advertised 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. The affected properties are those contained within town centre borders as this is where the current parklets are located. In addition to this, a notice was placed on the City's website and this was communicated through social media channels.

The advertising period was from 18 August 2020 to 18 September 2020. The advertising extended beyond the required 21-day period due to letter delivery delays caused by COVID-19.

During advertising three submissions were received. Of these submissions, two submissions supported the amendment with no additional comments and one was opposed.

The submission which opposes the amendment has raised the following opinions and concerns:

- There is a shortage of public parking in the City;
- Short term parking should be prioritised to benefit non-hospitality businesses; and
- There should be further encouragement of business diversity in Leederville specifically.

The issues raised in this submission relate to the parklet program in general, while the proposed amendment is related to the licencing of approved parklets. It could be reasonable to presume that, by permitting liquor licensing of parklets, food and beverage operators are incentivised over shops and services. This is not the intention of the policy amendment and it is unlikely that this will be an observable outcome since each application requires association with an already existing licensed premise, as well as being subject to community consultation.

The submission also proposes multi-storey car parking in Leederville as a way of mitigating the loss of street parking. The multi-storey car park proposal was addressed in the 2012 Leederville Master Plan and will be investigated as part of the Leederville Activity Centre Plan. Parking surveys undertaken in Leederville demonstrate that there is sufficient short term parking provision through both the Avenue Car Park and Frame Court Car Park.

Following consultation, no modifications are proposed to be made to the amended Policy No. 2.2.13 – Parklets as **Attachment 1**.

CONSULTATION/ADVERTISING:

No further consultation is required.

LEGAL/POLICY:

- City's Policy No. 4.1.1 – Adoption and Review of Policies sets out the process for repealing and adopting policies.
- City Policy 4.1.5 – Community Consultation – specifies the community consultation required.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to adopt the amendment to Policy 2.2.13 – Parklets.

STRATEGIC IMPLICATIONS:

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

Thriving Places

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

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

Sensitive Design

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

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

Nil.

PUBLIC HEALTH IMPLICATIONS:

The Public Health Plan 2020-2025 (PHP) contains a long term health outcome to reduce harmful alcohol use. The policy amendments state that liquor can only be served with a meal. This means parklets cannot be used for alcohol consumption in a standing only area for a liquor licensed business, without a meal. The PHP requires that public health principles are incorporated into applications relating to alcohol, which include prevention of anti-social behaviour and avoiding alcohol related harm.

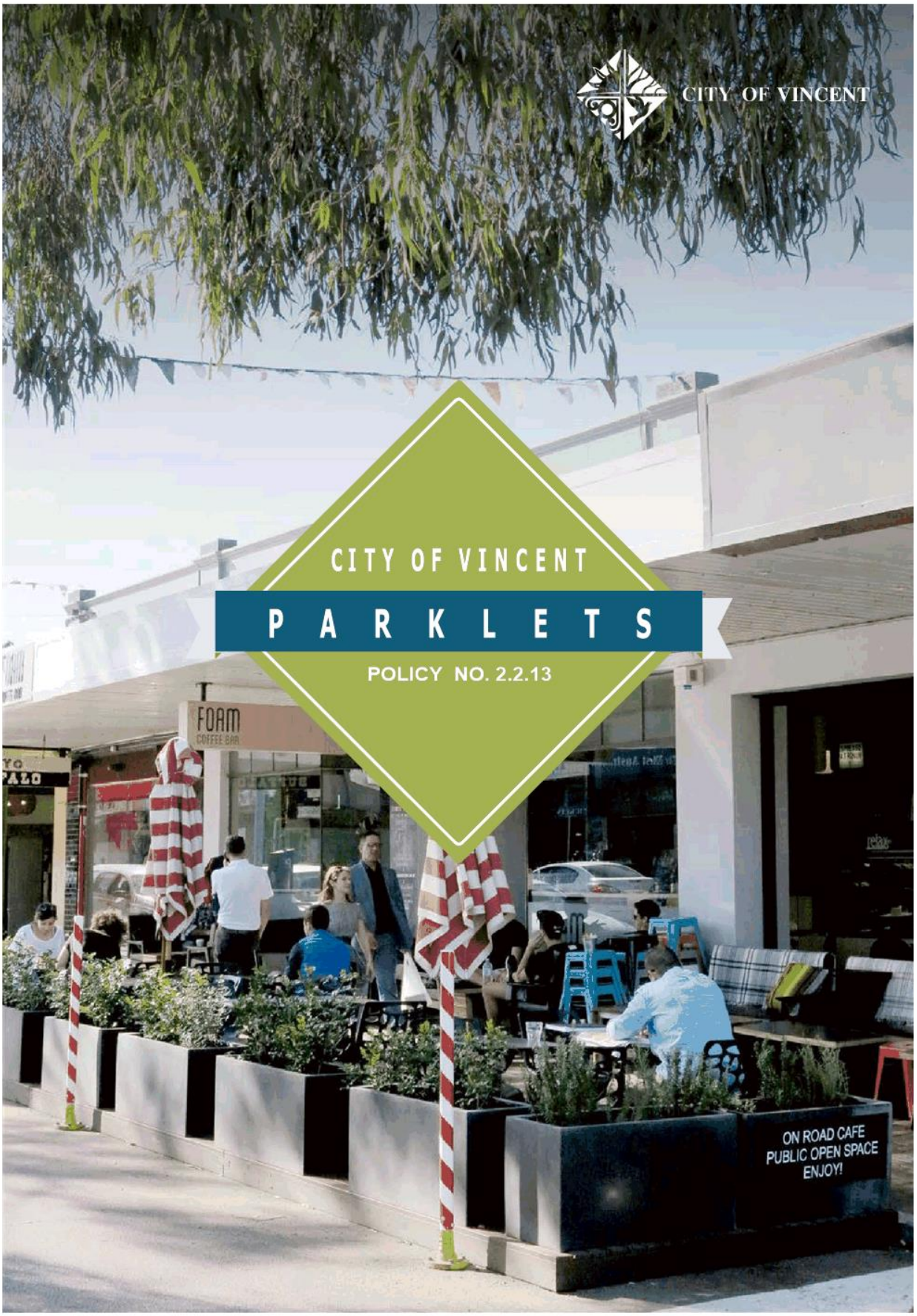
FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

The proposed amendment to Policy No. 2.2.13 – Parklets will allow parklet hosts to further activate the space and add vibrancy to the public realm by attracting more customers. The proposed criteria would ensure that consumption of alcohol in parklets is in conjunction with an approved business such as a restaurant and the business owner would assume responsible service of alcohol in accordance with their liquor licence and any conditions included in the parklet agreement. Any business owner hosting a parklet is still required to comply with any applicable development approval conditions relating to operating hours and patron numbers.

Given that the City is the landowner, the Department of Racing Gaming & Liquor will require the City's consent prior to issuing a liquor licence. The City is able to recommend a time limitation on a liquor licence application and as the landowner may at any point revoke its support. This gives the City the ability to monitor the licensed parklets and ensure that there is no negative impact on the area.


CITY OF VINCENT
CITY OF VINCENT
PARKLETS
POLICY NO. 2.2.13
FOAM
COFFEE BAR
ON ROAD CAFE
PUBLIC OPEN SPACE
ENJOY!

CONTENTS



1. WHAT IS A PARKLET?
2. WHY A PARKLET?
3. WHO CAN HOST A PARKLET?
4. APPROVAL PROCESS

- Parklet project objectives
- How do I host a Parklet?



5. FEES + CHARGES
6. PUBLIC LIABILITY INSURANCE
7. SELECTION PROCESS
8. LOCATION CRITERIA
9. PLATFORM + INSTALLATION REQUIREMENTS

- Speed limits
- Parking spaces
- Parklet platform
- Semi-permanent
- Accessibility
- Construction
- Pre-installation on-site inspection
- Required materials
- Building permit & installation
- Post-construction on-site inspection



10. DESIGN REQUIREMENTS
11. DESIGN CRITERIA
12. MAINTENANCE

- Parklets are public
- No advertising
- Safety materials
- Signage
- Greenery
- Vertical elements
- Amenities
- Host responsibilities



APPLICATION FORM

1. Applicant information
2. Designer information
3. Anticipated timeline
4. Pictures of existing site
5. Site plan
6. Concept design submission
7. Community support
8. Acknowledgment

1. WHAT IS A PARKLET?







Parklets are small public parks set into the existing streetscape. A Parklet repurposes part of the street into a public space for people and enhances the streetscape by adding interest and amenity. They are for anyone to use, providing a place to rest, eat or work. They provide simple amenities like shade, bike parking and seating. They help local businesses by encouraging people to linger longer, and are a point of interest in the community for residents and visitors to experience.

Parklets can add value to the surrounding area, increase commercial and residential occupancy, encourage pedestrian traffic, highlight the character of the neighbourhood and provide pleasant views and entertainment space.

In the City of Vincent (City) there are two types of Parklets, City Parklets and Hosted Parklets. City Parklets are funded, designed, built and maintained by the City. Hosted Parklets are sponsored by a business or community group (the applicant) and are funded, designed, built and maintained by the applicant.

Hosted Parklets, like City Parklets, are for everyone to use and are not reserved for customers of particular businesses.

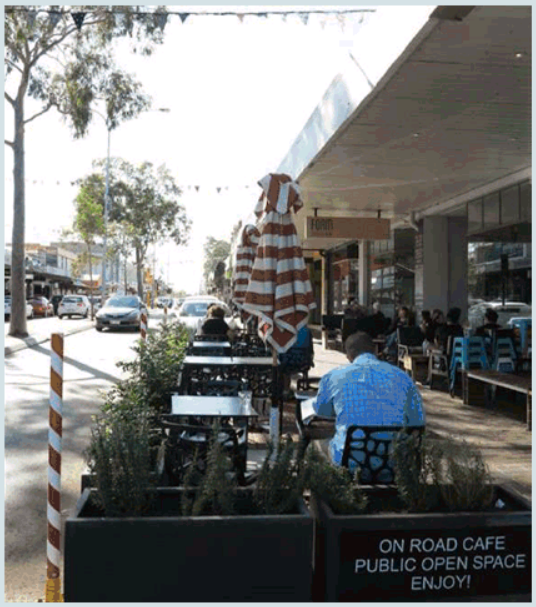
The City of Vincent Parklet Project is based on the 'Pavements to Parks' Program in San Francisco. More information on that can be found here: http://pavementtoparks.sfplanning.org/

2. WHY A PARKLET?

PARKLET PROJECT OBJECTIVES

PROMOTE VIBRANCY IN THE CITY'S TOWN CENTRES





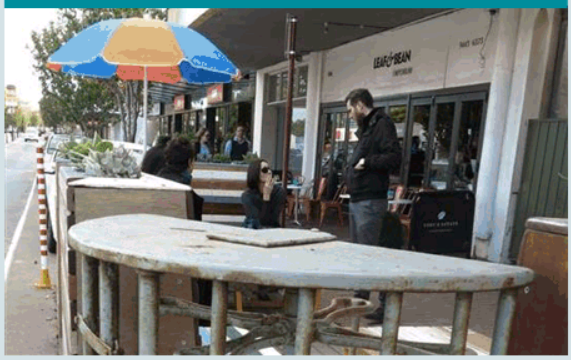
ENHANCE WALKABILITY



SUPPORT LOCAL BUSINESS



ENCOURAGE PEDESTRIAN ACTIVITY



FOSTER COMMUNITY INTERACTION

CITY OF VINCENT PARKLET POLICY NO. 2.2.13 4

3. WHO CAN HOST A PARKLET?

The design and installation of a Hosted Parklet is fully funded by the applicant. Hosting a Parklet means you are responsible for obtaining the approvals, submitting the design and overseeing construction. Once installed the applicant acts as the host, and is responsible for the day to day maintenance to ensure that the area remains a clean and attractive space for everyone to enjoy.



BUSINESS OWNERS



PROPERTY OWNERS



NOT FOR PROFIT & COMMUNITY ORGANISATIONS

4. APPROVAL PROCESS

HOW DO I HOST A PARKLET?

01 Express your interest to a City of Vincent Place Manager
mail@vincent.wa.gov.au

02 Talk to us!
We'll come on site to discuss plans, concepts and locations and provide advice on how to get a Parklet on your street.

03 Submit Proposal
- Application Form;
- Site plan pictures;
- Design concept explanation; and
- Demonstrated community support.

04 Assessment by City Officers
- Safe location design;
- Usage potential;
- Community support;
- Design quality; and
- Meets Parklets Policy objectives.

05 Community Consultation
- Letters sent to businesses and residents affected;
- Advertised online (14 days); and
- Notice in window of business (14 days).

06 Officer Recommendation
Parklet is determined by the City.

07 Submit Final Design
City Officers assess for structural integrity and safety.

08 Agreement
A contract outlining the responsibilities is drawn up and signed by the applicant and the City.

09 Construction and Installation
A permit is issued to construct your Parklet.

10 Enjoy your Parklet

11 Ongoing Maintanence
- Keep it clean;
- Water the plants; and
- Encourage public use.

12 Permit Renewal
After 24 months.

5. FEES & CHARGES



APPLICATION

Application Fee* is to be paid upon submitting the Application Form.



PERMIT

Once the Application is approved, a Permit Fee* is required. This lasts for 24 months.



MAINTENANCE

Maintenance for upkeep, furniture and cleaning is at the expense of the applicant.

* Refer City of Vincent Fees & Charges Schedule

6. PUBLIC LIABILITY INSURANCE

The applicant will be required to obtain and hold current a policy of insurance for Public Liability for an amount of not less than $20,000,000.00 (twenty million dollars). A copy of the current certificate is to be provided to the City.

7. SELECTION PROCESS

City Officers will review and assess each application. The decision to approve a Parklet will be based on a number of factors including the location, level of demonstrated community support, quality of the design concept and how the Parklet will be used. Officers will also consider the proposed site's conditions (e.g. street speed limit, slope, distance from a corner), the timing of any planned street works, and other factors that may arise. The final decision will reside with the City's Chief Executive Officer under delegated authority.

FEATURES OF A SUCCESSFUL APPLICATION

✓	Meets all technical requirements
✓	Innovative design that follows the general design guidelines
✓	Demonstrated support from neighbouring residents and businesses
✓	Support from adjacent property owner(s)
✓	Identified, secured funding for construction
✓	Commitment of applicant to manage cleaning and landscaping

8. LOCATION CRITERIA

Parklets shall only be considered on roads in town centres and in commercial areas. 'Protected' embayed parking spaces which serve public transport, taxis, service vehicles or people with disabilities will not be considered.



SPEED LIMITS

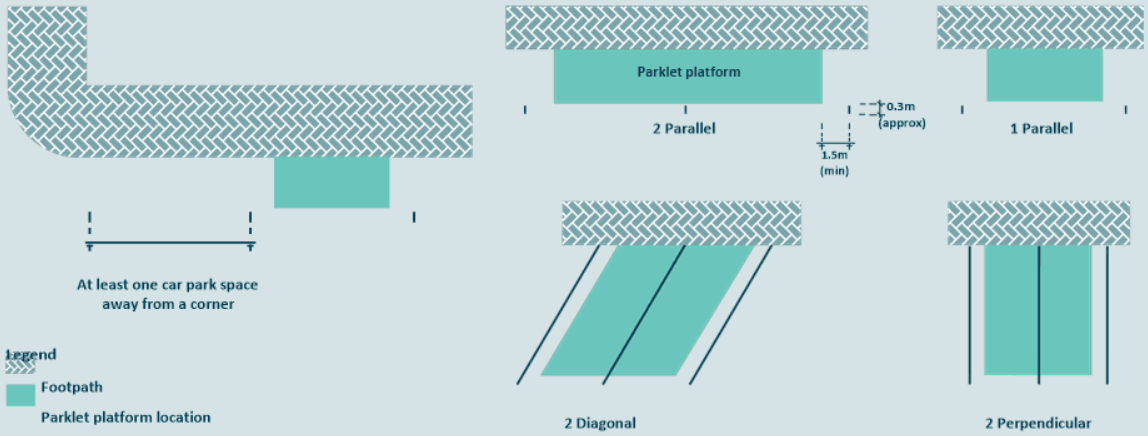
- Parklets are only to be on roads where the speed limit does not exceed 40kph, or on roads where traffic calming is in place and the speed limit does not exceed 50kph.



PARKING SPACES

- Parklets must generally be located at least one car park space from a corner;
- Parklets can be considered in any location where there is a space for on-street, parallel, angled, diagonal or perpendicular parking – including spaces which are metered;
- Parklets will not impede or negatively impact upon pedestrian or vehicular movement, sightlines at road junctions or vehicle access crossovers, or impede emergency vehicle movement;
- Where a community group, business or property owner is the applicant, a maximum of two parking bays shall be used adjacent to the applicant's premises, with support from neighbouring businesses;
- Parklets must not be located on roads classified as Primary Distributor or four lane District Distributor roads;
- The Parklet platform structure shall have a minimum buffer distance between the roadside outer edge of the parking space and the edge of the structure (approximately 0.3 metres). This buffer distance will be determined by the City on a case by case basis; and
- The Parklet platform structure shall have a minimum buffer distance of 1.5 metres between the outer edge of adjacent parking spaces and the edge of the platform structure.

Below are some examples of suitable parking spaces



9. PLATFORM & INSTALLATION REQUIREMENTS

9.1 PARKLET PLATFORM

9.1.1 The Parklet platform should be freestanding and not require anchoring into the City's road infrastructure. If a safety issue presents itself and anchoring is required, this will be assessed on a case by case basis and will be at the expense of the applicant and will require City approval;

9.1.2 The top of the Parklet platform must be flush with the footpath with a maximum gap of one centimetre. In the case of a sloping street, the designer must work with the City to address issues of access;

9.1.3 The surface material should be non-slip. Loose particles such as sand or loose stone, are not permitted;

9.1.4 Kerbside drainage channel must not be blocked;

9.1.5 The structure shall be designed to have sufficient load-bearing capacity but also be designed for easy removal. No Parklet component may weigh more than 100 kilograms per square metre; and

9.1.6 Gas installations shall not be permitted within the structure.

9.2 SEMI-PERMANENT

9.2.1 The Parklet should be able to be removed completely within a 24 hour period; and

9.2.2 Part or all of a Parklet may have to be temporarily removed for street improvements, utility work, emergencies, or repeated violations of the contract. In the case of planned maintenance, the applicant is responsible for the removal, storage and reinstallation of the Parklet.

9.3 ACCESSIBILITY

9.3.1 The Parklet must only be accessible from the adjoining footpath via an unobstructed section which must be at least 1.5 metres wide.

9.4 CONSTRUCTION
(up to 6 months after permit issuance)

9.4.1 You have six months after the date the City issues your permit to have completed construction.

9.5 PRE-INSTALLATION ON-SITE INSPECTION

9.5.1 You or your contractor are required to notify the City at least 7 days before beginning any site work to schedule a pre-installation on-site inspection with one or more of the City's Officers. During this inspection all structures in the streetscape requiring removal will be nominated. These may include but are not limited to trees, utilities, bike racks, ticket machines etc; and

9.5.2 The removal and relocation of all structures in the streetscape will be at the expense of the applicant and must be relocated prior to any site works being undertaken.

9.6 REQUIRED MATERIALS

9.6.1 You or your contractor must purchase and install the required safety materials and signage during construction, ready to be installed on the first day of operation.

9.7 BUILDING PERMIT & INSTALLATION

9.7.1 Structural Certification must be supplied to the City prior to installation. As much of the construction as possible should occur offsite;

9.7.2 Installation should not take more than six hours and will require a Traffic Management Plan (at the applicant's expense); and

9.7.3 A Building Permit will only be required where the Parklet platform area exceeds 10 square metres or is more than 2.4 metres in height. If the shade structure exceeds 3.0 metres Planning Approval will also be required as this is no longer considered a minor development.

9.8 POST-CONSTRUCTION ON-SITE INSPECTION

9.8.1 You or your contractor are required to notify the City within 24 hours of the completion of the Parklet construction to schedule a post-construction on-site inspection.

10. DESIGN REQUIREMENTS

10.1 PARKLETS ARE PUBLIC

10.1.1 Parklets are public spaces and should feel open and welcoming to passers-by, even those who may not intend to patronise your business.

10.2 NO ADVERTISING

10.2.1 Logos, advertising, or other branding is prohibited. A small unobtrusive plaque recognising project sponsors and material donors may be acceptable.

10.3 SAFETY MATERIALS

10.3.1 You or your contractor must purchase and install the following required materials;

- Wheel stops - these are rubber with yellow stripes and act as a barrier for vehicles. One wheel stop at each end is required.
- Soft hit posts - at least one at each corner of the Parklet (roadside) is required.

10.4 'PUBLIC PARKLET' SIGN

10.4.1 You are required to install two City of Vincent 'Public Parklet' signs. These will be supplied by the City and will state that all seating must be publicly accessible at all times. Make sure you show the locations of the signs in your concept design.

- You are required to install two signs and show the location of each on your concept design.

10.5 NAME YOUR PARKLET

10.5.1 We encourage you to name your Parklet and include the Parklet name in your design. Only names which are considered location based names (e.g. Barlee Street, Albert Square Parklet) will be acceptable. You can include the name as part of the Parklet structure or as a sign affixed to the structure.

10.6 GREENERY

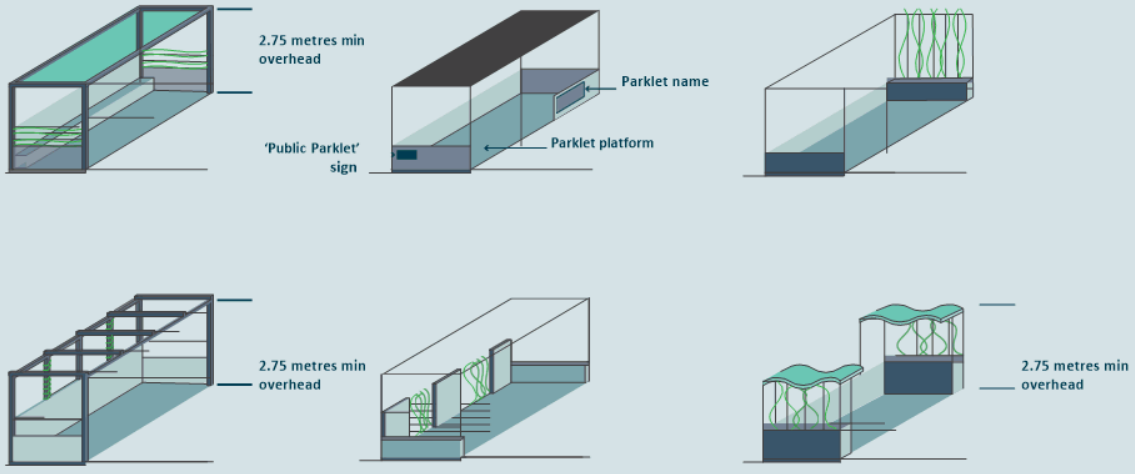
- You are required to incorporate planter boxes or an element of greenery into your design.

10.7 ENCLOSURES AND VERTICAL ELEMENTS

10.7.1 A positive edge must be formed along the sides of the Parklets facing the roadway and parking bays to offer adequate protection for Parklet users from moving vehicular traffic. This can take the form of planters, railing, cabling, or some other appropriate buffer. The height and scale of the buffer required will vary depending on the local context. For example, on some low-traffic streets, a continuous edge may not be required. The City will determine this on a case by case basis in collaboration with the applicant;

10.7.2 The structure shall have vertical elements (e.g. planters, umbrellas) so that it is visible to vehicles; and

10.7.3 Where shade structures are used they need to be adequately secured and the outer edges of any shade structure must not extend beyond the edges of the Parklet. Shade structures shall have a minimum clearance of 2.75 metres above the Parklet platform.



11. DESIGN CRITERIA

Think about who would use the Parklet – is it a popular children's area? Do cyclists frequent your business? Aim to service the needs of your immediate community!

- Parklets should include some permanent seating integrated into the structure, so if removable seating is packed away at closing time, the Parklet can still be used; and
- Where possible, integrated bicycle parking is strongly encouraged. This can be incorporated into the design of the Parklet or on the street adjacent to the Parklet (with assistance from the City).

CREATIVITY

Think outside the standard tables and chairs on a platform!

Think outside the traditional planter box to add greenery!

01





SUSTAINABILITY

Use locally sourced, sustainably harvested and recycled materials where possible.

02

QUALITY

Each structure shall be finished with quality materials and planting.

Make sure to make your seating comfortable!

03



12. MANAGEMENT

WITH A GREAT PARKLET COMES GREAT RESPONSIBILITIES....



General Management:

Remember Parklets are public! Parklets are free and open to all members of the public to use.

The applicant will be responsible for ensuring that there is no table service at your Parklet, including the placement of condiments or napkins.

Keep it clean! The Parklet shall be kept clean of litter, grime and graffiti. The surfaces and area underneath the platform should be rinsed out on an as needs basis.

Any movable items, such as tables and chairs, must be either locked down at night or taken inside. All chairs and furniture placed on the Parklet must be different from the existing furniture of your business, including any existing outdoor eating area furniture. Umbrellas used for shading must be secured safely.

Smoking in the Parklet is not permitted.

Landscaping:

The applicant must keep plants in good health, including watering, weeding, and trimming when necessary.

Alcohol Consumption:

The City may support an application made to the Department of Racing, Gaming and Liquor (DRGL) for a liquor licence for a Parklet subject to the following:

- The liquor licence is to be obtained by the parklet host; and
- The liquor licence is to be in conjunction with an approved licensed premise such as an existing restaurant or small bar;
- Liquor can only be served in a Parklet in conjunction with a meal; and
- Any application to license a new or existing Parklet is subject to community consultation as specified in part 4 of this Policy.

The City may restrict the hours when alcohol is permitted to be served in the Parklet.


CITY OF VINCENT
PARKLETS
POLICY NO. 2.2.13
APPLICATION FORM

APPLICATION FORM

1. APPLICANT INFORMATION

Proposed Parklet Address	
Nearest Cross Street	
Business Name	
Postal Address	
Contact Name 1	
Contact Phone 1	
Email Address 1	
Contact Name 2	
Contact Phone 2	
Email Address 2	

2. DESIGNER INFORMATION

Please tick one option.

	I don't know yet	Designer Name:	
		Company Name:	
	I'll design it myself	Phone:	
		Email:	
	I'll hire a designer	Do you have a detailed design:	

3. ANTICIPATED TIMELINE

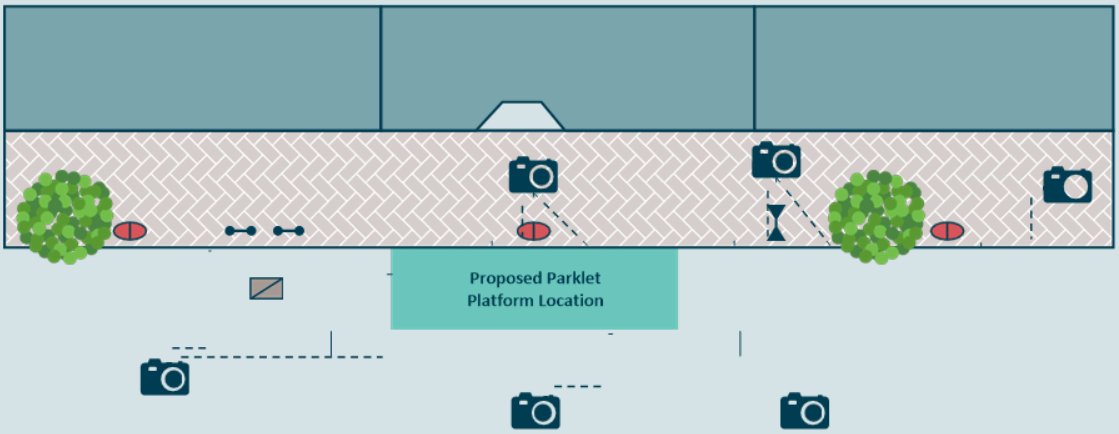
If your application is successful.

How long do you think it will take to submit a detailed design?	
When would you like to have the Parklet installed?	

APPLICATION FORM

4. PICTURES OF EXISTING SITE

Provide pictures of the existing site conditions of the proposed Parklet location. The following diagram demonstrates where photographs may be taken. These should include adjacent parking spaces, sidewalks and/or building façades in front of the proposed location.



LEGEND

- Parking Ticket Machine
- Bike Rack
- Utility
- Street Light
- Street Tree
- Proposed Parklet Platform
- Parking Space
- Footpath
- Photo of Site

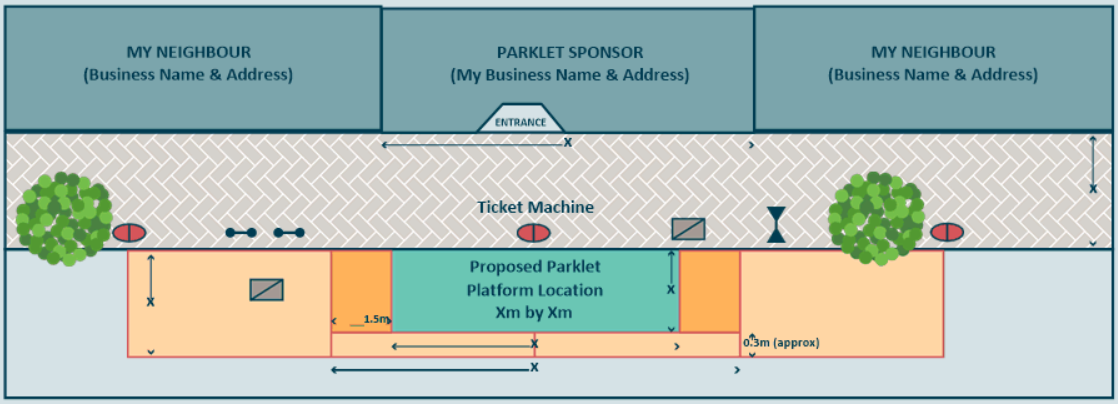
APPLICATION FORM

5. SITE PLAN

Provide a site plan of the existing space for the proposed Parklet installation.This can be created digitally or hand drawn. Below is a sample that can be used as a template.

The following are items to include in the site plan:

- Your building/ business and neighbouring properties (include addresses);
- Proposed Parklet and dimensions;
- Proposed Parklet location and 1.5m buffer dimension(s) adjacent to car park spaces (not to be included in Parklet size);
- On-street adjacent features (e.g. trees, utilities, bike racks, ticket machines). You can create your own graphic design symbols for other streetscape features not mentioned on the sample below; and
- Any unique features.





6. CONCEPT DESIGN SUBMISSION

Provide a brief summary explaining your initial concept and how it will look on the street. This should include:

- Proposed materials, amenities, location and number of car park spaces proposed;
- Images of design inspiration for the "look" you are trying to achieve;
- Drawings, plans and any other information that will help your application (e.g. location and type of greenery, proposed parklet name etc); and
- The type of enclosure you will have from the street (e.g. planter boxes etc).

DESIGN REQUIREMENTS CHECKLIST:

- ☐ Wheel stops
- ☐ Soft hit posts
- ☐ Public Parklet signage
- ☐ Greenery
- ☐ Parklet name

APPLICATION FORM

7. COMMUNITY SUPPORT

Letters of support from neighbouring businesses, property owners and Town Teams will greatly benefit your application at this stage. These could include but are not limited to:

- Letter of support from the property owner;
- Letter(s) of support from the adjacent property owners (the more the better); and
- Letter of support from the local Town Team (ie, Leederville Connect, Beaufort St Network, Mt Hawthorn Hub, North Perth Local or OnWilliam).

8. ACKNOWLEDGMENT

Provide an acknowledgement that you have read these guidelines, spoken to a City Officer and you are familiar with all the requirements.

☐ I have read the Policy and I am familiar with the requirements	
Signed	
Date	

FOR MORE INFORMATION

If you would like more information about this application, please email mail@vincent.wa.gov.au or please return the completed form with payment of the Application Fee to the City of Vincent at 244 Vincent Street, Leederville WA 6007.

APPLICATION CHECKLIST:

- ☐ Application Form
- ☐ Pre-application site visit
- ☐ Pictures of the existing site
- ☐ Site plan
- ☐ Design concept explanation
- ☐ Community support documentation
- ☐ Evidence of public liability insurance for an amount of not less than $20,000,000.00

5.9 BEATTY PARK 2062 - PROJECT UPDATE

Attachments:

1. **Beatty Park 2062 - Project Site Boundary** ⇩
2. **BPLC Register of Key Documents 2016-2018** ⇩
3. **Beatty Park 2062 - Project Implementation Update 2018/19-2020/21** ⇩
4. **Asset Management and Sustainability Strategy Communications Plan** ⇩
5. **Beatty Park 2062 - Project Plan 2020/21** ⇩

RECOMMENDATION:

That Council NOTES the:

1. **Beatty Park 2062 project implementation update included as Attachment 3; and**

2. **Beatty Park 2062 project is guided by the monthly Beatty Park 2062 Project Steering Committee meetings and the Communications Plan and Project Plan included as Attachments 4 and 5.**

PURPOSE OF REPORT:

To provide an overview and update of the Beatty Park 2062 project.

BACKGROUND:

The site being considered for the purposes of the Beatty Park 2062 project includes Beatty Park Leisure Centre (BPLC) and Beatty Park which is a State Registered heritage place (Register No. 3553) located on Reserve 885, Lot 1618 (No. 220) Vincent Street, North Perth. The project site, as defined in **Attachment 1**, is Crown land vested to the City for the purpose of recreation. A Management Order provides the City with the power to lease this land for a period not exceeding 21 years, subject to the Minister for Lands consent.

BPLC was constructed in 1962 as a purpose built aquatic facility for the VIIth British Empire and Commonwealth Games. Major upgrades to BPLC were completed in 1994 and 2013. The 2013 upgrade followed an extended planning process including the preparation of a needs analysis and feasibility study for the 'Future Redevelopment of the Beatty Park Leisure Centre' in 2004 which was updated 2006. Redevelopment concept plans were then developed in late 2008.

In September 2010, Council approved revised concept plans and the following staged redevelopment:

- Stage 1 May 2011 – October 2012
  New extension, geothermal energy system, new 50 metre outdoor pool, plant room and associated equipment upgrade;
- Stage 2: 2012 – 2013 financial year
  Car park upgrade, associated landscaping and refurbishment of existing gymnasiums;
- Stage 3: 2013 – 2014 financial year
  New outdoor learners' pool, replacement of the indoor water slide, spa area renovation and upgrade of dive pool; and
- Stage 4: 2014 – 2015 financial year
  Upgrade grandstand/heritage works.

On 9 November 2010, Council approved the tender for the Provision of Consultant Services – Beatty Park Leisure Centre Redevelopment and on 23 August 2011, Council approved the construction tenders and 'Stage 1' works.

Stage 1 was completed in March 2013, at a cost of approximately $17.5 million, and included substantial alterations and additions including the reconstruction of the external pool, pool plant and major upgrade to the entry and gym facilities. Since completion of Stage 1, no further stages have been implemented.

In 2015, the visual distinction between the condition of the original 1962 building elements including the grandstand and façade, and those of the latter stages, was identified as a potential issue. To gain a better

understanding of the structural and material condition of the remaining 1962 portion of the facility, and to identify any additional information required in order to make informed decisions about the best long term direction for BPLC, a range of investigative projects and reports were commissioned in 2016, 2017 and 2018, as outlined in **Attachment 2**.

On 26 June 2018 at its Ordinary Meeting, Council adopted the Corporate Business Plan 2018/19 – 2021/22 (CBP), including:

Title of Works	Description of Works	Budget Impact
6.5 Beatty Park Leisure Centre Options Project	Development of options to resolve known and yet to be identified issues related to BPLC, inclusive of heritage, structural and business model solution development.	$200,000
6.6 Beatty Park Leisure Centre Structural and Condition Upgrade.	Prepare and implement BPLC structural and condition upgrades through consideration of heritage, asset management, commercial development options, business performance and community values.	TBD

The CBP noted that the full budget implications of the BPLC Structural and Condition Upgrade were yet to be determined and would be informed by the BPLC – Options Project. To ensure renewal works did not conflict with any findings from the BPLC – Options Project, the City completed various renewal works associated with the pool operating plant in 2018 and 2019 and did not undertake renewal works relating to the 1962 portion of the facility.

On 28 July 2020 at its Ordinary Meeting, Council adopted the 2020/21 Annual Budget including an amount of $2.93 million for the five BPLC Upgrade maintenance and renewal projects listed below.

1. Indoor passive pool tiling.
2. Indoor passive pool filtration.
3. Change room renewal to the northern elevation, and other indoor passive pool improvements.
4. Electrical renewal to the grandstand structure and associated tenancies.
5. Critical maintained to the grandstand as identified in the BPLC 1962 Grandstand Structural Assessment Report.

On 18 August 2020 at its Ordinary Meeting, Council adopted the Long Term Financial Plan (LTFP) for the period 2020/21 – 2029/30. The LTFP is the high-level strategic document that aligns community aspirations, strategic intent and organisational capacity. It guides the City's approach to delivering infrastructure and services to the community and demonstrates commitment to managing operations in a responsible and sustainable manner, by projecting the City's financial position over a ten-year period using a series of realistic financial assumptions.

The BPLC – Options Project was excluded from the LTFP calculations due to the ongoing planning associated with the project and the fact that timelines and funding models were yet to be assigned. Although the LTFP did not factor in the potential costs associated with the project, the project was acknowledged in the LTFP narrative, and will be included in a future iteration of the LTFP, should a clear direction for the project and detailed cost estimates for this direction be determined.

In September 2020, the City received $270,557 Local Roads and Community Infrastructure Program funding for essential BPLC Upgrade works and on 15 September 2020 at its Ordinary Meeting, Council adopted the City of Vincent Corporate Business Plan 2020/21 – 2023/24, including:

Title of Works	Description of Works	Funding
22 Beatty Park 2062	Development of a long-term approach to preserve and protect the history and heritage of the 1962 grandstand and other major elements of the site.	✓
23 Beatty Park Leisure Centre Upgrade	Planning, development and implementation of a project scheduled to conduct overdue renewal to the facility.	$2,930,000
24 Asset Management and Sustainability Strategy	Develop a financially sustainable strategic approach to City Assets.	✓

The BPLC – Options Project, previously listed as CBP No 6.5, was renamed 'Beatty Park 2062', in reference to the centenary of the VIIth British Empire and Commonwealth Games and development of BPLC.

The BPLC Structural and Condition Upgrade, previously listed as CBP No. 6.6, was renamed BPLC Upgrade. A new initiative, CBP No. 24 Asset Management and Sustainability Strategy (AMSS), was listed as works to be complete over the next four years which would directly impact the Beatty Park 2062 and BPLC Upgrade projects.

The effective management of assets is crucial to the sustainable delivery of the City's services. The City holds a large portfolio of long-lived assets, including BPLC, and the City's asset renewal demand currently exceeds the City's ability to fully resource asset renewal investment. In line with the CBP, the City is preparing the AMSS to outline how the City's asset portfolio will meet the service needs of the community as well as ensure future funding needs are identified well in advance.

The draft AMSS explores the City's asset management challenges and considers Beatty Park 2062, as a case study, within the broader context of the City's assets. On 15 December 2020 at its Ordinary Meeting, Council will consider the draft AMSS for advertising. If endorsed for advertising, the outcomes of advertising and final adopted AMSS will inform the future direction of the Beatty Park 2062 project.

To guide the development of an improvement plan for the long term future of BPLC, inclusive of heritage, structural and business model solutions, the City initiated the Beatty Park 2062 project and established the Beatty Park 2062 Project Steering Committee (PSC) in February 2019.

The PSC includes representatives from the City, the Department of Local Government, Sport and Cultural Industries (DLGSC) and the Department of Planning, Lands and Heritage (DPLH). Working collaboratively with DLGSC and DPLH, the City is seeking to determine an agreed approach to preserve the cultural heritage significance of the 1962 grandstand, and other major elements of the site, whilst balancing stakeholder expectations, community satisfaction and complex site constraints.

In February 2019, an Investment Logic Mapping process was undertaken in consultation with DPLH and DLGSC. This process helped to identify the problems and benefits associated with the Beatty Park 2062 site and the gaps in information required to make informed decisions about the future of the site. Three priority problems were determined by the PSC as part of the Investment Logic Mapping process including:

- Extended closure of BPLC following critical asset failure would cause widespread disruption to community and commercial activities;
- Excluding youth, seniors and people with impaired mobility from sports and recreation services impedes meaningful lifelong participation; and
- Further neglect of the heritage listed grandstand would result in the loss of a valued part of Perth's history.

In seeking to sensitively resolve and address the problems identified above, as well as explore options to improve the general utilisation of the site to better cater for the needs of the community, the PSC determined additional information relating to the structural integrity of BPLC should be sought to inform any future solutions.

In June 2019, a site tour of BPLC was undertaken with representatives from the Heritage Council and City's Design Review Panel and in July 2019, the City engaged consultants to prepare a structural assessment report for the 1962 portion of BPLC inclusive of materials investigation, façade condition and adaptability assessments.

The assessments found that the current material health and base building structure to be in a reasonable state and determined the scope for the extension of material life for the next 50 years to be good. The BPLC 1962 Grandstand Structural Assessment Report was completed in December 2019 and confirmed Building Code compliance issues would significantly limit future use of the grandstand without significant investment and adaptation.

In order to determine what improvements could be delivered at responsible cost, the consultants brief required the review of all previous bodies of work and the estimated cost of full or partial retention of the grandstand.

The report concluded that the façade retention and base building works required to retain the entire grandstand for a future 50 years, with no adaptive works and limited functionality, to be the order of $7.5 million. The cost to retain individual wings of the grandstand ranged from $4.45 million to $6.5 million. These scenarios were costed to better understand the structural integrity of the grandstand as a single construction and as separate wings.

On 17 March 2020, the Structural Assessment Report findings and associated costings were presented to DPLH, DLGSC and Development WA to inform discussions around the future development feasibility of the Beatty Park 2062 site. The meeting concluded that the site constraints were too high and available unconstrained developable land in the area too small to suggest a positive business case could be prepared.

Given the estimated building retention costs, a strong partnership with the State and Federal Governments was essential for a long term solution for this site.

DETAILS:

Project Implementation

The implementation of the Beatty Park 2062 project is documented in **Attachment 3**.

On 20 October 2020, Council approved the Beatty Park Upgrade Business Case as part of the delivery of the BPLC Upgrade project. In line with the business case and as part of the BPLC Upgrade project, the City will deliver $3.1 million in essential BPLC maintenance and major renewal works in 2020/21. These works include the critical maintenance of the grandstand identified in the Structural Assessment Report, commissioned as part of the Beatty Park 2062 project.

The PSC continues to meet monthly to guide the Beatty Park 2062 project. The AMSS Communications Plan (Communications Plan) has been developed to guide project communications moving forward. The Communications Plan is included as **Attachment 4** and relates to both the AMSS and Beatty Park 2062 project communications. The Beatty Park 2062 project is discussed as a case study within the AMSS and the communications relating to Beatty Park 2062 will be presented within the broader context of the City's asset management and sustainability.

Future project milestones will be determined by the PSC and informed by the implementation of the Communications Plan and outcomes of the draft AMSS advertising. The Beatty Park 2062 Project Plan, included as **Attachment 5**, will be updated accordingly and presented monthly at Council Workshops and quarterly at Council Meetings.

Advocacy

Since 1962, BPLC has become an icon in the Western Australian community as one of the most popular and identifiable aquatic facilities in the State. It was the first purpose built aquatic centre in Western Australia and nearly 1 million people visit the facility each year. For BPLC to continue to meet the needs of the community, it requires significant investment.

The City is committed to ongoing and extension advocacy to garner support for the Beatty Park 2062 project and investment in the site. The City has advocated to State and Federal Government Ministers and Members of Parliament. A snapshot of previous advocacy activities is outlined below:

- On March 2019, the City met with and wrote to Mr Patrick Gorman MP, Federal Member for Perth noting the regional heritage significance of BPLC and the significant capital funding any structural and condition upgrades and site improvements would require;
- On 29 May 2020, the City wrote to Hon Michael McCormack MP, Deputy Prime Minister and Minister for Infrastructure, Transport & Regional Development, thanking the Federal Government for the $270,557 Local Roads and Community Infrastructure Program funding received and seeking additional funding for the essential structural works to retain and make safe the grandstand for public use and enjoyment; and
- In August 2020 the City wrote to Premier Mark McGowan MLA, requesting support for investment in BPLC.

The City has prepared a Beatty Park 2062 Advocacy Agenda (Advocacy Agenda) which will be a living document, updated quarterly. The Advocacy Agenda will guide the City's advocacy for State and Federal Government support as well as identify opportunities to source alternative funding contributions.

CONSULTATION/ADVERTISING:

A detailed Communications Plan outlining the City's approach to communications and community engagement around city asset management moving forward is included as **Attachment 4**.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to note an update on the project.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

Our parks and reserves are maintained, enhanced and well utilised.

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.

Sensitive Design

Our built form character and heritage is protected and enhanced.

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.

PUBLIC HEALTH IMPLICATIONS:

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

Reduced injuries and a safer community

Increased physical activity

Reduced exposure to environmental health risks

Increased mental health and wellbeing

FINANCIAL/BUDGET IMPLICATIONS:

To date, the implementation of the Beatty Park 2062 project has resulted in a total expenditure of $71,278.

As part of the 2020/21 first quarterly budget review, an amount of $15,000 was allocated to the project. Should this amount be exhausted in the 2020/21 financial year, a total of $86,278 will have funded the implementation of the Beatty Park 2062 project from 2018/19 to 2020/21.

The effective management of the City's assets is crucial to the sustainable delivery of the City's services. In order to sustainably plan for the future of BPLC and Beatty Park, the City needs to understand the current and ongoing maintenance and renewal costs associated with the site. The Beatty Park 2062 project is being delivered to enable the City to better understand these on-going costs, as well as current and future community needs and expectations. The delivery of the project will enable the City to make informed decisions regarding the future of the Beatty Park and will contribute to the City's sound financial

management and asset sustainability. Actual costs of the Beatty Park 2062 project are to be incorporated into the LTFP, once determined.

BEATTY PARK 2062 - SITE BOUNDARY



- Owned by the State of WA and vested to the City of Vincent
- Management Order - power to lease not exceeding 21yrs, subject to consent of the Minister for Lands
- City of Vincent MHI Category A - Conservation Essential
- HCWA Register of Heritage Places No. 3553

SITE PLANNING



+ Class A Reserve: Greatest degree of protection/ used solely to protect areas of high conservation or high community value
+ Land Use: Recreation
+ TPS 2 Zone: Reserve - Public Purposes - Civic Use
+ TPS 2 Zone: Reserve - Public Open Space

Attachment 2

BEATTY PARK LEISURE CENTRE (BPLC)

REGISTER OF KEY DOCUMENTS 2016 - 2018

	Date	Produced By	Title	Scope	File Ref:
1	**Asset**				
1.1	March 2016	Lycopodium	Building Asset Condition and 10 Year Capital Works Plan – Renewal Only		D16/22429
1.2	January 2018	SPM Assets	Asset Management Plan - BPLC	To provide a robust planning process to facilitate the delivery of services through effective provision and management of the City's assets at the BPLC. The AMP aims to document the asset management practices and procedures that will be implemented by the City over the coming years.	D18/22390
2	**Structural**				
2.1	21/02/2017	Structerre Consulting Engineers	Structural Inspection of Grandstand Structure	To inspect and comment upon the existing grandstand structure. Report comments on maintenance and current codes and non-compliance matters.	D17/24294
2.2	21/02/2017	Structerre Consulting Engineers	Preliminary Report for BCA Compliance for Beatty Park Grandstand	To provide an assessment of the BCA requirements if the building is to be used as a class 9b- Sporting Complex and give specific compliance details that will need to be implemented into the building to achieve compliance.	D18/57093
2.3	15/03/2017	Structerre Consulting Engineers	Preliminary Report for BCA Compliance for Beatty Park Indoor Pool	To provide an assessment of the BCA requirements if the building is to be used as a class 9b- Sporting Complex and give specific compliance details that will need to be implemented to achieve compliance.	D17/30996
2.4	15/03/2017	Structerre Consulting Engineers	Structural Inspection of Northern 1994 Structures	To inspect and comment upon the existing northern 1994 structures and the plant rooms that were constructed or modified during the 1994 works. Report comments on maintenance and current codes and non-compliance matters.	D17/30995
2.5	27/06/2017	Structerre Consulting Engineers	Vermiculite Fire Retardant Falling Off Beam	Desktop review of information to provide comment on the likely cause and possible inspection options available and remedial measures.	D17/77196

Attachment 2

2.6	27/06/2017	Structerre Consulting Engineers	Demolition Scope of Works and Moisture Damage Recommendations	To provide a demolition scope of works machinery protection recommendations and moisture damage repair recommendations for the sauna and steam rooms (responds to D17/30995).	D17/77197
2.7	19/07/ 2018	Schwanke Consulting	Building Compliance Assessment report	Fire safety risk assessment of the BPLC grandstand.	D18/162893
2.8	21/062018	MA Lalli & Assoc.	Existing Structure – Structural Condition Assessment	Condition report on the 1962 step down pool deck toilet block and western top floor grandstand toilet block.	D18/89773
3	**Heritage**				
3.1	January 2018	TPG	Conservation Management Plan Review	To satisfy a condition of planning approval of the BPLC Redevelopment. A review of the BPLC Conservation Plan prepared in 2007.	D18/53194
3.2	February 2018	TPG	Interpretation Plan	To recommend strategies for the interpretation of Beatty Park Leisure Centre's cultural heritage value.	D18/53197

CITY OF VINCENT

PROJECT ON A PAGE – PROJECT IMPLEMENTATION UPDATE

Project Name:	**Beatty Park 2062 (CBP No. 6.5 2018/19) (CBP No. 22 2020/21)**			**Project Manager:**	**Policy & Place**
Priority Program:	Innovative and Accountable			**Executive Sponsor:**	**CEO**
Timeframe:	2018/19 - 20/21				
Container:	SC3269	**Beatty Park 2062 Project Budget & Expenditure 2018/19-2020/21**			
Project Classification:	Major/Complex	Approved 2018/19 Budget:	$200,000		
		Actual 2018/19:	**$6,897**		
		Approved 2019/20 Budget:	$193,103 (Carried forward from 2018/19)		
% of FTE Time pw (project manager + Team)	30%	**Actual 2019/20:**	**$64,381**		
		Approved 2020/21 Budget	$15,000 (Requested at quarterly budget review)		
Total FTE cost (estimated):	0.30 current FTE	**Total Actual Project Expenditure to Date 2018/19-2020/21:**	**$71,278**		

Project Description:
Development of an improvement plan and long-term approach to preserve the cultural heritage significance of the 1962 grandstand, and other major elements of the site, which balances various stakeholder expectations and informs the asset management and improvement of the Beatty Park Leisure Centre (BPLC).

Project Implementation Timeline		2018/19													2019/20											
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
2018/19-2019/20 Expenditure ($71,278)	Actual																									
1. BPLC - Options Project listed in the Corporate Business Plan 2018/19-2021/22 - 26 June 2018																										
2. Beatty Park 2062 Project Steering Committee (PSC) Established																										
3. PSC Meeting 1 - Project Purpose, ILM, Draft Terms of Reference, Site Tour and Meeting Dates									27																	
4. PSC Meeting 2 - Terms of References & Investment Logic Mapping Workshop	$6,897									11																
5. PSC Meeting 3 - ILM Outputs, Problem Definition, Consultation, Heritage Council Site Tour Information											11															
6. Structural Assessment Report - Collate Background Information, Prepare Procurement Plan & RFQ																										
7. Structural Assessment Report - Mandatory Site Inspection with Potential Consultants													6													
8. Site Tour with Heritage Council & Design Review Panel													14													
9. Structural Assessment Report - RFQ Advertising (7 June – 21 June)													21													
10. RFQ Assessment & Appointment of Preferred Consultant													27													
11. PBCE Contract Executed & Scope of Works Extended to include Façade Condition & Materials Investigation															8											
12. PSC Meeting 4 - Structural Assessment Progress Report & Consultant Introductions															25											
13. Assessment and Design Documentation for Plant Room Slab Deterioration Mitigation	$3,850																									
14. Façade Condition and Materials Investigation Reports																										
15. PSC Meeting 5 - Façade Condition and Materials Investigation Report Presentations	$16,916																19									
16. Structural Assessment Report	$13,750																			5						
17. PSC Meeting 6 - Structural Assessment Report & Order of Magnitude Presentation	$29,865																		21							
18. PSC Meeting 7 - 2020 Meeting Dates, Outstanding Information and Stakeholders Meetings																				12						
19. Meeting with DPLH Land Use Management Representatives																						14				
20. Prepare BPLC Facilities Costings including Change Room and Plant Room Relocation Costs																										
21. Prepare Draft Heritage Council Presentation including Structural Assessment Report Findings																						28				
22. PSC Meeting 8 - Report Facilities Costings, DPLH Meeting and Postponed Heritage Council Presentation																						19				
23. Meeting with Government Agencies (DPLH, DLGSC & Development WA). Redevelopment Options and Feasibility Discussed from a Heritage, Sport, Lands and Commercial Perspective.																							17			
24. PSC Meetings Postponed Indefinitely 20 March 2020 in Response to COVID-19.																							20			
2019/20 Planned Expenditure ($15,000)		2020/21													2020/21											
25. Internal Meeting - Advocacy for State and Federal Funding		6																								
26. Internal Meeting - Project Next Steps - Council Report Required Either Concurrently or Following Asset Management and Sustainability Strategy (AMSS) Report		31																								
27. Site Visit with Hon Mick Murray MLA, Minister for Sport and Recreation and John Cary MLA, Member for Perth			29																							
28. PSC Reconvened 21 Oct 2020 - PSC Meeting 9 - Government Agency Meeting Outcomes and Council Report				21																						
29. Draft Communications and Advocacy Plan Preparation																										
30. PSC Meeting 10 - Draft Communications Plan, Advocacy Plan and Council Report																										
31. Beatty Park 2062 Council Report - Project Background, Overview, Structural Assessment Findings and Communications Plan (Communications Plan to Guide Communications for AMSS and Beatty Park 2062)																										
32. PSC Meeting 11 - Communications Plan Detail																										
33. Community Focus Group Workshop (Combined AMSS and Beatty Park 2062 Workshop)																										
34. Future Project Milestones to be determined by PSC at Ongoing Monthly Meetings.																										

Key Impacted Stakeholders
- Community
- Rate Payers
- Facility Users
- Tenants
- Heritage Council
- Project Steering Committee
- Council

Key Issues (what has been identified)
- Cultural heritage significance
- Compliance with current standards
- Funding capability
- Perception and expectations

Key Risks (what may happen)
- Perception and expectations
- Funding capability

ASSET MANAGEMENT & SUSTAINABILITY STRATEGY COMMUNICATIONS PLAN

1.1. Background

The purpose of the Asset Management and Sustainability Strategy (AMSS) is to outline how the City's asset portfolio will meet the service needs of the community into the future. Asset management is a continuous process, covers the full life of an asset and can include the creation of assets as well as acquisition, upgrades, maintenance, renewal, disposal and day-to-day operation of assets.

The key issues that the City currently faces is that asset renewal demand exceeds the City's ability to fully resource asset renewal investment. The AMSS is designed to set out the key challenges and plan for the City's priorities to ensure improved asset management and sustainability.

Sound asset management will maximise asset service delivery potential, ensure assets are fit-for-purpose and meet community needs and changing expectations and environment. Lifecycle management of assets needs to be aligned to planning, service delivery and long-term financial sustainability.

The asset management challenge is to strike the right balance between maintaining the scale, magnitude and breadth of the assets that the City currently manages, whilst meeting the changing and evolving infrastructure needs of a growing and diverse community, and doing so within the City's means.

Project Purpose

As part of future planning for the City's asset portfolio, the community will be invited to consider the asset challenges in the City and consider the following:

- Prioritising renewal projects above new, expansion or upgrade projects;
- When new, expansion and upgrade projects are planned, lifecycle costs will be considered and accounted for;
- Advocacy for funding opportunities;
- Options if additional funding cannot be secured;
- Monitoring asset conditions and taking appropriate actions to minimise risks;
- Monitoring organisational asset management performance to identify challenges and proactively implement improvement plans;
- Accepting some of the risks associated with not being able to undertake all identified maintenance and renewal works with associated long term implications; and
- Clearly define the opportunities and constraints associated with the City's assets and facilities; and
- Develop a plan to guide the long-term future of the City's assets and facilities.

Communications Context

- We want to generate community and stakeholder understanding of the project including the past, present and future project context, and the associated financial implications
- We want to clearly communicate the opportunities and constraints associated with our facilities
- Showcase the comprehensive investigative work and site analysis completed to date on some of our facilities (touching on Beatty Park Leisure Centre as a case study)
- We want to communicate the issues whilst mitigating challenging conversations
- We want clear and consistent messaging that evolves over a twelve month period to deliver consultation in line with community expectations, and
- This project is likely to have a significant community media focus

Communications Objectives

- Raise awareness and understanding of the project including past, present and future project context and the opportunities and constraints
- Gain a deeper understanding of community and stakeholder values, issues and opinions of the identified opportunities and constraints
- Drive community interest to advocate for the future of the City's assets and facilities
- Ensure clarity around any information sought from the community and stakeholders
- Manage the community conversation as much as possible and be a source of truth
- Appropriately address community and stakeholder questions and issues, and
- Ensure timely, accurate, consistent and coordinated information to all stakeholders

Strategic Alignment

The project aligns with the City's Strategic Community Plan (2018-2028) through the Innovative and Accountable priority. The CBP identifies the development of an Asset Management and Sustainability Strategy to develop a financially sustainable strategic approach to City Assets (No 24).

1.2. Case Study: Beatty Park Leisure Centre

Purpose

Beatty Park will be discussed as a case study within the AMSS. Communication relating to Beatty Park will be presented within the context of the overarching conversation about the City's assets and facilities.

The case study aims to:

- Raise awareness of the impact that Beatty Park has on the City and the potential implications for Vincent ratepayers,
- Communicate the importance of Beatty Park to the broader Vincent and WA community, by communicating the project context, project status and opportunities and constraints, and
- Set the context for future conversations about the future of Beatty Park.

Stakeholders

Sector	Stakeholders
Community	City of Vincent ratepayers City of Vincent Elected Members City of Vincent Administration Beatty Park Leisure Centre employees Beatty Park members and patrons Beatty Park tenants (Swimming WA, Beatty Park Physiotherapy) Beatty Park 2062 Project Steering Committee Leederville Oval users (Subiaco FC, East Perth FC) Local schools Frequent hirers of City of Vincent halls and facilities Local aged care facilities
Government	Heritage Council of Western Australia Department of Planning Lands and Heritage Department of Local Government, Sport and Cultural Industries Member for Perth State Member for Perth

	Minister for Sport and Recreation State and Federal Government Ministers Western Australian Senators
Industry	Parks and Leisure Australia Royal Life Saving WA
Media	Local Newspapers (Perth Voice, Guardian Express, Stirling Times, The Post, Western Suburbs Weekly) The Western Australia The Sunday Times All media

1.3. Communication & Engagement Tools

Responsibilities for implementing the following tools are outlined in section 1.4 below.

Tool	Deliverable/Explanation
Community Engagement Panel	+ Establish a new independent community panel (existing community panel from 2017 has expired) + Panel will be demographically representative of the City of Vincent population.
Community Panel Workshop	+ Workshop with the newly established community panel + Workshop to be held by an independent facilitator + Workshop will focus on the AMSS, with the goal of testing the project concepts and working with the panel to set the consultation approach for the AMSS. + Beatty Park will be touched on as a case study under the AMSS.
Imagine Vincent page	+ Consultation page with online survey, based on outcomes from the community panel workshop + Consultation will be held for statutory requirement of 42 days
Letters/direct email to businesses, community groups, local schools, aged care facilities and frequent facility hirers.	+ Letters/direct emails will introduce the topics of the AMSS and invite recipients to provide feedback
Media release	+ Media release developed to launch community-wide consultation on the AMSS
City of Vincent website	+ News item with media release, directing to Imagine Vincent consultation page + Homepage header artwork directing to Imagine Vincent consultation page
City of Vincent Facebook Page	+ Key messages from Mayor as City spokesperson + Community noticeboard style and approach + Modify to support delivery of break out project messages
City of Vincent LinkedIn page	+ Community and business messages
E-newsletters	+ Newsletters will be issued as required
Local public notice	+ Public notice in local newspapers advertising that the AMSS is open for public comments for 42 days
Beatty Park Facebook Page	+ Sharing of content and messages from City of Vincent Facebook page
Beatty Park Pop Ups	+ Staff pop ups at Beatty Park and other locations to talk to patrons and residents about the future of Beatty Park

ASSET MANAGEMENT AND SUSTAINABILITY STRATEGY COMMUNICATIONS & ENGAGEMENT PLAN

1.4. Key Actions

Phases	Deliverables	Responsible Team	Support Team	Release Date
Phase 1: Setting the scene and consultation on the AMSS	Test the concepts and issues in the AMSS with community members to develop a consultation strategy. This will be done by: • Establishment of a new independent community panel (panel from 2017/SCP is outdated) • Workshop with the newly formed community panel. The workshop will be independently facilitated and used to discuss the concepts and issues of the AMSS. Feedback will inform the community-wide consultation strategy. • The community panel workshop will touch on BPLC as a case study under the AMSS.	Marketing	Policy & Place Engineering	March 2021
Phase 2: Community-wide consultation on the AMSS	Based on outcome of the community panel workshop, we will develop a strategy to communicate and consult on the AMSS with the wider community. This may include but is not limited to: • Imagine Vincent consultation page • Media release • Communications on City of Vincent website and social media channels • Public notices in community newspapers • Letters/direct email to businesses, community groups, local schools, aged care facilities and frequent facility hirers. • Notices in the City's monthly full-page newspaper advert and digital e-newsletter • Sharing of content and messaging to City of Vincent Library and Beatty Park Leisure Centre social media channels • Pop ups at Beatty Park Leisure Centre	Marketing	Policy & Place Engineering	TBC
Phase 3: Review and next steps	Following the AMSS consultation, the project team will review all community feedback and plan next steps. Next steps may include further communication and engagement relating to specific assets such as Beatty Park, Leederville Oval etc.	Policy & Place	Marketing Engineering	TBC

Panel Methodology and Time Line



1.5. The registration process

The independent agency will deliver the registration and selection of the panel in a manner that is professional, transparent and separate from the City.

- Invitations are sent directly to either a random sample or to all households (and businesses) inviting them to register their interest to participate. This is done by direct mail using Australia Post.
- Of those who register, a random sample is selected to fill the required number of participants to represent the City's population and demographic goals
- The demographic goals are developed based on Census data and in consultation with the steering committee
- Registrations should close 4 weeks prior to first meeting, so that the selection and follow up processes can be completed
- The City will send background reading to the panel 10 days before the first workshop

1.6. Panel Invitation inclusions

- Explanation of the reason for the establishment of the panel
- why this issue is important with a succinct background to the issue/s
- how Council will respond to the Panel's recommendations
- the dates and locations of the meetings
- the honorarium that will be paid for participation ($200 per half day panel)
- how to register or get more information

This page has been left blank intentionally

CITY OF VINCENT

PROJECT ON A PAGE

Health	Time	Cost	Quality	% Complete	Start	Finish
!	!	✗	✓	30%	01/02/19	31/12/21

Project Name:	Beatty Park 2062	**Project Status**	**Project Manager:**	Project Planner, Recreation	**Directorate:** Strategy & Development
Corporate Business Plan 20/21 – 23/24 Strategic Project	CBP No. 22	Business Case	**Executive Sponsor:**	ED Community &Business Services	**Service Area:** Policy & Place
Asset Class *select from drop down*	Land & Building		**Expenditure Type:**	Renewal	**Container & Record No:** SC3269 D20/4385

Timeframe:	3 years	**OBJECTIVES**
Decision Maker	Council	Description: Development of an improvement plan and long-term approach to preserve the cultural heritage significance of the 1962 grandstand, and other major elements of the site, which balances various stakeholder expectations and informs the asset management and improvement of the Beatty Park Leisure Centre.
Project Classification: 50	Major or Complex	
% of FTE Time pw (project manager + Team)	30%	

Key Impacted Stakeholders
- Community
- Rate Payers
- Facility Users
- Tenants
- Heritage Council
- Project Steering Committee
- Council

STATUS UPDATE

Delayed due to Covid-19. Meeting with Minister Mick Murray held on site on Tuesday 29 October. Project Steering Committee (PSC) meeting held 13 November 2020. Project background, overview, Structural Assessment Report findings and Communications Plan to be presented at 15 December 2020 Ordinary Council Meeting. There is insufficient budget to implement initiatives for this project, therefore funding opportunities need to be explored.

Total FTE cost (estimated):	0.33 current FTE
Project Cost: (budget)	Nil ($15,000 subject to quarterly budget review)
Account No. (Finance to allocate)	

Key Issues (what has been identified)

• Perception and expectations	• Cultural heritage significance
• Funding capability	• Compliance with current standards
	• Funding capability

	Project Milestones and Forecast Expenditure *(Optional Phasing and Gantt Charts tabs available)*	Comments	2020 / 21 Budget	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	21 / 22	22 / 23	23 / 24
1.	*Beatty Park 2062 Project Steering Committee (PSC) Reconvened - meeting held 21 October 2020*	The project commenced in February 2019.					■											
2.	*Draft Communications Plan and Advocacy Plan - prepared*						■	■										
3.	*Draft Communications Plan and Advocacy Plan - tabled at 13 November PSC meeting*							■										
4.	*Beatty Park 2062 Council Report - to be presented at 15 December Ordinary Council Meeting, including project background and overview, Structural Assessment Report findings and Communications Plan (Communications Plan will guide the communications for the Asset Management and Sustainability Strategy (AMSS) and Beatty Park 2062)*							■	■									
5.	*December PSC Meeting - to discuss elements of the Communications Plan that relate to Beatty Park 2062 and provide advice and guidance regarding additional details for implementation*								■									
6.	*Community Focus Group Workshop (Workshop will be a combined AMSS and Beatty Park 2062 workshop. Timing aligns with approved AMSS PoaP)*										■	■	■					
7.	*Future Project Milestones to be determined by PSC at ongoing monthly meetings.*																	
		Total	$ -															

KPI's, Benefits & Project Success Indicators

How is success measured e.g. timeframe, budget, targets

Benefits:
- Transparent and effective communication between the City, the local community and the broader Perth community.
- An improvement plan which balances the various stakeholder expectations to deliver the most cost effective solution.
- A framework to consider prioritisation of related renewal requirements.
- A plan to deliver a long term solution.

Project Success is:
- The development and adoption of an improvement plan that is supported by the Heritage Council and DPLH.
- An improvement plan that is recognised as delivering a suitable solution to improve the utilisation of BPLC to better cater for the needs of the community and to guide the long term asset management and improvement of BPLC.

What happens if we don't do the project?
- Lack of guidance for prioritising renewal work.
- Less ability to secure external funding.
- BPLC becomes underutilised, inefficiently managed and maintained.

Deliverables

What the project delivers:
- Communications Plan and Advocacy Plan - to raise community awareness about the current state of BPLC, the existing and future costs associated with BPLC, the opportunities and constraints associated with BPLC (including Beatty Park Reserve) and to seek potential funding sources to assist with the delivery of the improvement plan.
- Improvement plan - business case & feasibility study.
- Strategic Community Plan outcomes including: Our parks and reserves are maintained, enhanced and well utilised; Our community facilities and spaces are well known and well used; We encourage innovation in business, social enterprise and imaginative uses of space, both public and private; Our physical assets are efficiently and effectively managed and maintained; Our built form character and heritage is prot[illegible]an

ENHANCED ENVIRONMENT · CONNECTED COMMUNITY · THRIVING PLACES · SENSITIVE DESIGN · INNOVATIVE & ACCOUNTABLE

Staff changes/skillset or improvements required for this project to succeed	Process/Policy changes or improvements required for this project to succeed	ICT System changes or improvements required for this project
• There are no staff changes required in 2020/21.	• NA	• Asset Management software may be beneficial in preventing the need for similar projects in the future as well as improve the record keeping of any future renewal and maintenance of BPLC.

What's Out of Scope?

- This program does not cover/include/manage road maintenance that may be required as a result of third party works, i.e. service authorities.

This page has been left blank intentionally

5.10 REVIEW OF POLICY NO. 4.1.22 - PROSECUTION AND ENFORCEMENT

Attachments:
1. **Enforcement Policy - Draft ⇩**
2. **Policy No. 4.1.22 - Prosecution and Enforcement - Current ⇩**

RECOMMENDATION:

That Council:

1. **APPROVES the proposed Enforcement Policy, at Attachment 1, for the purpose of public notice, which is proposed to replace Policy No. 4.1.22 – Prosecution and Enforcement, at Attachment 2;**

2. **AUTHORISES the Chief Executive Officer to provide local public notice of the proposed new policy in Recommendation 1 above, and invite public comments for a period of at least 21 days; and**

3. **NOTES that at the conclusion of the public notice period any submissions received would be presented to Council for consideration.**

PURPOSE OF REPORT:

To consider providing public notice of a new Enforcement Policy, which is proposed to replace Policy no. 4.1.22 – Prosecution and Enforcement.

BACKGROUND:

At the Ordinary Meeting of Council on 22 February 2005, Policy No. 4.1.22 – Prosecution and Enforcement was adopted (current policy) as at **Attachment 2** This policy has guided the City's enforcement and prosecution activities and was due for review in February 2015, after amendments in 2010 and 2013.

Administration has completed a review of the current policy, noting it is mainly applied to development related non-compliances.

DETAILS:

The new Enforcement Policy ('draft policy') has been drafted using general language that could apply to prosecution or enforcement across all service areas within the City. The new policy would to apply predominantly to development-related compliance, and some principles relating to this activity have been retained. This is because development-related compliance and enforcement can be quite complex to manage and can often involve investigating adherence to Council decisions.

The proposed changes to the Policy do not involve a substantial change to the City's current enforcement and prosecution approach, and are minor in effect even though the size of the Policy has reduced substantially. The objective of the policy *'to administer compliance with the acts, regulations and local laws under the City's control in an impartial, fair and consistent matter'* remains the same. The current policy also contained procedural information that has been removed. This has resulted in a differently formatted and more concise document, which better reflects the intent of what a policy is.

To support the Policy, administrative procedures and practice notes are prepared by each service area. Many service areas rely more on such procedures than this Policy for their enforcement approach (e.g. ranger parking enforcement and debt recovery). A procedure contains language which is specific to the service area including relevant legislation and enforcement options. These documents can be reviewed and/or amended regularly to accommodate for changes to legislation, technology, practices and efficiency improvements. It is also noted many enforcement activities are guided by State Government compliance and enforcement guidelines, such as for the *Food Act 2008*.

The review of the Policy has involved:

1. Stronger recognition of the Director of Public Prosecutions – Statement of Prosecution Policy and Guidelines (2018). While this is a State Government Guideline the City can adopt this approach and reference the DPP Guidelines through the Policy;

2. Consideration of whether certain clauses in the Policy should instead be located in an internal procedure. Administration supports some clauses being contained within the Policy which could be perceived as procedural. This is to ensure there is accountability and endorsement by Council of certain approaches which involve the best use of resources. For example, to retain procedural discretion for Administration to make decisions not to investigate unsubstantiated or vexatious style complaints;

3. Placing greater emphasis on the concepts of 'graduated response' and 'proportionate response' (see clause 2.2(a) and (b));

4. Provision of guidance relating to seeking approval for unauthorised development (see clause 2.2(c) and (d));

5. Assessing where duplication of language can be reduced and merging sub-clauses to package common themes together, reducing the size of the Policy from 12 pages to four pages; and

6. Consideration of other policies, particularly for risk management.

CONSULTATION/ADVERTISING:

In accordance with the City's Policy No. 4.1.1 – Adoption and Review of Policies, public notice of the repeal of the current policy and adoption of a new policy will be provided for a period exceeding 21 days in the following ways:

- Notice on the City's website;
- Notice in the local newspapers; and
- Notice on the notice board at the City's Administration and Library and Local History Centre.

LEGAL/POLICY:

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

City's Policy No. 4.1.1 – Adoption and Review of Policies sets out the process for repealing and adopting policies.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to consider an updated Enforcement Policy.

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

SUSTAINABILITY IMPLICATIONS:

Nil.

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following priority health outcomes of the City's *Public Health Plan 2020-2025*, as the Policy encompasses application of legislation relating to:

Reduced exposure to environmental health risks

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

ENFORCEMENT POLICY

CITY OF VINCENT

Legislation / local law requirements	All legislation, regulations and local laws referred to in the City's Register of Delegations, Authorisations and Appointments
Relevant delegations	Appointment of authorised and designated officers in accordance with the City's Register of Delegations, Authorisations and Appointments
Related policy procedures and documents	Director of Public Prosecutions Act 1991 – Statement of Prosecution and Policy Guidelines (DPP Guidelines) Other State Government Guidelines Register of Delegations, Authorisations and Appointments Administration Enforcement Procedure Service Area Practice Notes

PURPOSE

To establish the process for administering compliance with the acts, regulations and local laws under the City of Vincent's (City's) control in an impartial, fair and consistent manner.

OBJECTIVES

In undertaking any enforcement action the City will consider the rights of the offender, the interests of the community, the circumstances of each individual case and the risk associated with enforcement decisions.

The City will conduct its compliance and enforcement investigations and actions in a manner that is transparent, and will apply legislative and local law requirements consistently. The City endeavours to emulate the approach outlined in the DPP Guidelines, Court decisions and State Government guidelines. Decision making processes will be documented in accordance with the Administration Enforcement Procedure and process mapping.

SCOPE

This Policy applies to the investigation and resolution of offences for breaches of acts, regulations and local laws that the City is responsible for administering. Whilst the Policy can be applied by any service area in the City, it is predominantly applied to development related breaches.

POLICY

1. Investigation of alleged breaches

1.1 The City will investigate an alleged breach where:

(a) A customer has contacted the City in respect to it; or

(b) It relates to an activity that poses an unacceptable risk to the City or community; and/or

(c) A monitoring observation has been made by an Authorised Officer which is considered to pose an unacceptable risk or outcome to the community.

ENFORCEMENT POLICY

CITY OF VINCENT

1.2 The City may utilise its discretion to not investigate an alleged breach, or may discontinue an investigation if the alleged breach:

(a) Is assessed as 'low' in accordance with the City's Risk Management Policy and does not directly affect the health, safety or amenity of the Customer;

(b) Arises from the negotiation of a contract of sale of Property, where resolution of the breach should be negotiated by the buying and selling parties;

(c) Is unsubstantiated, vexatious or involves an ongoing neighbourhood dispute which the parties could reasonably resolve;

(d) Is a civil matter;

(e) Is being managed by the offender submitting an application for existing unauthorised development; or

(e) When enforcement proceedings are unlikely to be successful due to:

(i) The time elapsing since the development was undertaken or statute of limitations expiring; and/or

(ii) A lack of documentary evidence (such as plans/documents, reliable witnesses), including if it is unclear who the offender is.

1.3 Where an alleged breach is raised by a Customer, for evidentiary and contact purposes the City would normally request the complaint be made in writing, including:

(a) Name, address and phone number or email address of the complainant;

(b) Address of the Property to which the complaint relates;

(c) Details of the alleged breach; and

(d) Details of how the matter is affecting the Customer.

The City will advise the customer if they may be required to appear as a witness if prosecution is determined to be the appropriate course of action.

2. Enforcement

2.1 Enforcement action often involves a range of options depending on the legislation which is being applied, including:

- Taking no further action;
- Verbal direction;
- Written correspondence;
- Issue of infringement notice/s;
- Issue of notices/orders/directives;
- Seeking an injunction; or
- Prosecution action.

ENFORCEMENT POLICY

CITY OF VINCENT

2.2 The City would determine the most appropriate method of enforcement action through consideration of the following principles:

(a) Graduated response – this principle recognises that less severe enforcement options could be utilised and tried first, before progressing to more severe enforcement options;

(b) Proportionate response – this is an assessment of the severity of the alleged breach which should lead to more serious enforcement action being utilised to manage more severe breaches or deliberate and/or repeated non-compliance;

(c) Applications for existing unauthorised development may be invited if it is established there is a reasonable prospect of Development and/or Building Approval being obtained;

(d) Discretion to allow the continuation of an existing unauthorised development while approval is being obtained is to be assessed on a case by case basis depending on the degree of non-compliance and the impact to the community;

(e) Public interest assessment if there is a significant monetary penalty;

(f) Consideration of mitigating or aggravating circumstances;

(g) Provision of legal advice received from the City's legal representatives or precedence of similar cases;

(h) The prospects of conviction including *prima facie* evidence to prove the case beyond reasonable doubt including but not limited to written or verbal admissions and witness statements; and

(i) An assessment against the City's Risk Management Policy.

2.3 Prosecution proceedings may be discontinued where:

(a) There is an error at law or in the charges;

(b) There is a mistake of fact;

(c) The alleged offender is deceased, cannot be located or is declared bankrupt;

(d) The City's legal advisors recommend this;

(e) The age, state of physical health and/or mental health of the alleged offender is a determining factor;

(f) The Court has made comments which would support discontinuing the case;

(g) There has been consultation with the defendant or their legal representatives to achieve a suitable resolution, noting the City still has the discretion to continue the prosecution even if steps towards compliance are made following commencement; or

(h) It is not in the Public Interest to continue to pursue the charges.

ENFORCEMENT POLICY

CITY OF VINCENT

3. Recovery of legal costs and penalties

3.1 The City will seek to recover its fair and reasonable costs in all matters where costs are recoverable, either by consent or by order of the Court.

3.2 The City is unable to assist third parties in the recovery of legal costs.

4. Injunctions/Prosecution Appeals

4.1 The City may seek an injunction by a court for a breach of statute. The decision will be made at the discretion of the Chief Executive Officer.

4.2 The decision to appeal a decision/penalty made by a court will be made at the discretion of the Chief Executive Officer, based on the following factors:

(a) The approach documented in the DPP Guidelines; and

(b) At the recommendation of the City's legal advisors.

DEFINITIONS

Authorised Officer means an employee of the City who has been appointed by Council, the CEO or the CEO's delegate, pursuant to the *Local Government Act 1995* or other legislation, to fulfil certain powers and duties assigned under that legislation or local law to an "authorised officer" or "authorised person".

Public Interest means:

- Action and/or conduct which is for the good of society and for the well-being of its members. The interest is therefore the interest of the public as distinct from the interest of an individual or individuals (Reference: *DPP v Smith* [1991] 1 VR 63). In the local government context, it specifically relates to the general function of the City to provide for the good governance of persons in its district (see section 3.3(1) of the *Local Government Act 1995*); and
- This definition of public interest was developed following consideration of the principles of 'Evaluation of the Public Interest' as stated in the *Director of Public Prosecutions Act 1991* – Statement of Prosecution and Policy Guidelines.

OFFICE USE ONLY	
Responsible Officer	Manager Built Environment and Wellbeing
Initial Council adoption	Date: <Approval Date>, Ref#
Reviewed / Amended	Date: Ref#:
Next Review Date	Date: <review Date>

CITY OF VINCENT

PROSECUTION AND ENFORCEMENT

POLICY NO. 4.1.22

(Adopted at the Ordinary Meeting of Council held on 22 February 2005)

POLICY NO: 4.1.22

PROSECUTION AND ENFORCEMENT

Index

OBJECTIVES **1**
POLICY STATEMENT **1**
1. Enforcement of Legislation **1**
2. Prosecution **1**
GUIDELINES AND POLICY PROCEDURES **2**
1. Application **2**
2. Enforcement of Legislation **2**
2.1.1 General Procedures **2**
2.1.2 Infringement Notices – General **3**
2.2 Enforcement and Legal Proceedings relating to Development, Subdivision of Land Use **3**
2.2.1 Definitions **3**
2.2.2 Raising a Compliance Matter **4**
2.2.3 Discretionary Criteria **4**
2.2.4 Enforcement Procedures **4**
2.2.5 Infringement Notices **5**
2.2.6 Reviews **6**
3. The Decision to Prosecute **6**
4. A Prima Facie Case **7**
5. The Public Interest **7**
6. Evaluation of the Public Interest **8**
6.1 Reasonable Prospects of Conviction **8**
6.2 Other Relevant Public Interest Factors **9**
6.2.1 Factors Which May Weigh Against Prosecution **9**
6.2.2 Factors Which May Weigh in Favour of a Prosecution Proceedings **10**
6.2.3 Irrelevant Factors **10**
7. Juveniles **10**
8. Prosecution of the Mentally Impaired **11**
9. Prosecution Appeals **11**
10. Cases Where a Decision is made Not to Prosecute **12**
11. Responsibilities **12**

POLICY NO: 4.1.22

PROSECUTION AND ENFORCEMENT

OBJECTIVE

To ensure that the laws administered by the City of Vincent are applied impartially, in a fair and consistent manner.

POLICY STATEMENT

1. Enforcement of Legislation

(i) All provisions of the Acts, Regulations and Local Laws enforced by the City are important in regard to requirements for compliance, and will be appropriately enforced.
(ii) The enforcement action which is pursued will depend on the circumstances of the case, in particular the seriousness of the breach as reflected by the penalty provided in the legislation.

2. Prosecutions

This Policy aims to ensure decisions in relation to prosecutions and enforcement of legislation are based on appropriate criteria which are accountable, transparent, open, fair and capable of being applied consistently across the broad range of circumstances to which the laws apply. The policy recognises the role of the *"public interest"* in determining whether or not a prosecution, or subsequent appeal, will be initiated or continued.

A prosecution has an impact on the rights of the alleged offender, the interests of the victim and the community generally.

Through application of this Policy and Guidelines and Procedures, the City of Vincent (referred to as "the City") will avoid arbitrary decisions, and will ensure prosecutions are not conducted for improper purposes, capriciously or oppressively.

This Policy embraces the principles contained in the *Statement of Prosecution Policy and Guidelines 2005* issued by the Director of Public Prosecutions and published in the Western Australian *Government Gazette*.

This Policy applies to all prosecutions for offences under the Acts, Regulations and Local Laws administered by the City, (referred to as "the Act" or "the Regulations" or "the Local Laws") and as the circumstances allow, to all appeals arising out of proceedings in respect of any such prosecutions.

Date Adopted:	**22 February 2005**
Date Amended:	**1 February 2010, 11 June 2013**
Date Reviewed:	**1 February 2010**
Date of Next Review:	**February 2015**

GUIDELINES AND POLICY PROCEDURES FOR PROSECUTION AND ENFORCEMENT POLICY – POLICY NO. 4.1.22

1. APPLICATION

1.1 This policy is to be applied:

(i) prior to any authority to prosecute being signed and at any subsequent time should additional information be provided that might influence the decision to prosecute prior to the matter being heard in court;
(ii) when a decision is taken not to proceed with the recommendation of an *"Authorised Person"* to prosecute; and
(iii) in all cases involving a serious endangerment to a person or the health and safety to a person is at risk.

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

2. ENFORCEMENT OF LEGISLATION

2.1.1 General Procedures

The enforcement action which is warranted will depend upon the circumstances of each individual case, in particular the seriousness of the breach, as reflected by the penalty that Parliament has provided in the legislation and includes the following:

(i) verbal direction;
(ii) warning letter;
(iii) issue of an infringement notice;
(iv) notices/orders/directives;
(v) prosecution action; or
(vi) any combination thereof.

Verbal direction in the context of the enforcement policy will normally relate to situations where a minor breach can be immediately rectified and inspected prior to the Authorised Person leaving the premises or within a short time.

Action taken by the Authorised Person, including verbal directions, will be conveyed to the owner, occupier or proprietor or any other relevant person/party while the City's Authorised Person is present at the premises.

Where an Authorised Person has issued a verbal warning, details of the warning shall be recorded. Such a record should include when the direction was issued, to whom it was issued and details of the direction. Any verbal warning should be recorded on the appropriate file/document so that repeated breaches can be recognised.

If the breach constitutes an immediate threat to health or safety, the Authorised Person should make every endeavour to promptly contact the owner and/or occupier by telephone or in person.

In situations where the breach is of a minor nature, does not constitute an immediate threat to health or safety, the owner or occupier is not readily contactable and the person has not previously received a letter concerning the breach, the Authorised Person may send a letter to the owner and/or occupier requesting that the breach be rectified within a reasonable period of time. Such a letter will quote the relevant Act, Regulation or Local Law and will indicate the actions open to the City if the breach is not rectified, including penalties that may apply.

Where the Authorised Person believes that the breach will not be rectified within the time frame stipulated in the letter, a notice/order/directive should be issued in accordance with the Act, Regulation and Local Law.

Where the breach has not been rectified after the City has issued the necessary notices/orders/directives, consideration will be given to instituting prosecution action. Such action will be in accordance with the City's Prosecution and Enforcement Policy.

Anonymous complaints are to be dealt with in accordance with the Policy No. 4.1.3 – Customer Service Complaints Management.

City of Vincent Local Government Property Local Law 2008 Clause 3.13 concerning the prohibiting camping and/or occupying a vehicle overnight in a public place

At the Ordinary Meeting of Council held on 11 June 2013 the Council considered a Notice of Motion (Item 10.2) from Mayor Hon. Alannah MacTiernan and resolved as follows:

"The enforcement of the City of Vincent Local Government Property Local Law 2008, Clause 3.13 concerning prohibiting the camping and/or occupying a vehicle overnight in a public place, shall only follow a complaint or a decision by the Manager Ranger and Community Safety Services, from a local resident, ratepayer or a Police Officer

2.1.2 Infringement Notices - General

(i) As an alternative to commencing prosecution proceedings, an offender may be issued with an Infringement Notice, under a specified Statute. Infringement Notices shall only be issued by authorised persons (or designated officers) as approved by the Chief Executive Officer and prescribed in the City's Delegation Register.

(ii) Infringement Notices will only be issued where the offence committed is a minor contravention of the Act.

(iii) Payment of the modified penalty for an Infringement Notice may not prevent further formal enforcement proceedings being taken should the alleged breach not be remedied.

2.2 Enforcement and Legal Proceedings relating to Development, Subdivision or Land Use

2.2.1 Definitions

"Unauthorised Development" means development that does not have a valid Planning Approval and/or a valid Building Permit, where required, from the City of Vincent.

"Compliance Matter" means an alleged unauthorised development; or a development operating contrary to approved plans/and or conditions of approval, raised by a written enquiry/complaint or inspection by an Authorised Person.

"Planning Written Direction" means a notice given under the provisions of the *Planning and Development Act 2005*, to an owner or any other person undertaking a development in contravention of a planning scheme, interim development order or planning control area requirements, to stop, and not recommence, the development or that part of the development that is undertaken in contravention and/or to remove, pull down, take up, or alter the development; and to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.

"Building Notice" means a notice given under the provisions of the *Building Act 2011*, to an owner or builder in contravention of this Act, requiring him to pull down or so alter the building as to remove the cause of the objection.

2.2.2 Raising a Compliance Matter

(i) In the interest of fairness and accountability, all enquiries/complaints are to be made in writing (letter, facsimile or e-mail) to the City, including the person's name, address, phone/email contact and details of the matter.
This information will enable the City to contact the complainant should further information be required and/or notify them of the outcome of the investigation. Should the City be unsuccessful in achieving compliance, complainants may be required to appear as a witness at legal proceedings.

(ii) All compliance matters will be treated confidentially, where practicable.

2.2.3 Discretionary Criteria

The following matters may not be dealt with by the City:

(i) matters falling outside of the jurisdiction of the City, such as civil matters;

(ii) where in the opinion of the Manager Planning and Building Services, the matter of concern is of a vexatious nature or is not made in good faith;

(iii) where after reasonable investigation, enforcement proceedings are unlikely to be achieved due to:
  (a) a lack of documentary evidence; (e.g. such as plans/documents);
  (b) the time which has elapsed since the development was undertaken; and/or
  (c) the development/building(s) is deemed NOT to be a potential danger, hazard, health or safety risk to any person or property.

2.2.4 Enforcement Procedures

(i) Compliance matters will be dealt with in accordance with the following priorities:
  (a) any matter relating to a development/building that is considered to be a potential danger, hazard, health or safety risk to any person and property; and
  (b) any matter involving irreversible and permanent damage to a building or place on the State Register of Heritage Places or the City's Municipal Heritage Inventory Database, or to the natural environment.

  All other compliance matters will be processed in the order in which they arise.

(ii) The following outlines the general enforcement procedure to be followed, however the manner in which the City takes enforcement action will ultimately depend on the nature of the matter, and the seriousness of the contravention:

(a) write to the owner and/or responsible person requesting them to either:

(1) remove and/or cease the unauthorised development/building(s) within twenty eight (28) days of notification by the City; OR

(2) if in the opinion of the Manager Planning and Building Services, a reasonable prospect of retrospective approval exists, the City will concurrently provide an opportunity for the submission of an application for retrospective Planning and Building Approval (if required) within 28 days of notification; OR

(3) issue the respective Planning Written Direction and/or Building Notice to the property owner and/or responsible person, if the development/building(s), in the opinion of the City, is deemed to be a potential danger, hazard, health or safety risk to any person and property.

(b) where compliance is not achieved in accordance with the above relevant timeframe, and a request for an extension of time has not been requested and approved by the City, and no attempt has been made to rectify the matter, the City may:

(1) issue an Infringement Notice under the Division 3 of Part 13 of the *Planning and Development Act 2005*. Refer to Clause 2.2.5 of this Policy relating to Infringement Notices;

(2) write to the owner and/or responsible person requesting them to advise the City, in writing, of their intentions within seven (7) days; or

(3) commence legal proceedings in accordance with the City's Policy No. 4.1.22 relating to Prosecution and Enforcement (Clause 6).

(iii) In addition to Clause (ii) above of this policy, where unauthorised development/building(s) have been carried out, which blatantly disregards the City's requirements, the City may:

(a) issue an Infringement Notice under the Division 3 of Part 13 of the *Planning and Development Act 2005*. (Refer to Clause 2.2.5 of this Policy relating to Infringement Notices); and

(b) commence legal proceedings in accordance with the City's Policy No. 4.1.22 relating to Prosecution and Enforcement (Clause 6).

NOTE: The lodgement of an application for retrospective Planning Approval does not prevent action being taken by the City in respect to the offence.

2.2.5 Infringement Notices

(i) As an alternative to commencing prosecution proceedings, an offender may be issued with an Infringement Notice, as per Division 3 of Part 13 of the *Planning and Development Act 2005.*

(ii) Infringement Notices will only be issued where the offence committed is a minor contravention of the Act or Scheme and where the physical elements of the offence are clearly recognised.

(iii) Payment of the modified penalty for an Infringement Notice may not prevent further formal enforcement proceedings being taken should the alleged breach not be remedied.

NOTE: As per the section 234(2) of the *Planning and Development Act 2005* a person who is authorised to give infringement notices under section 228 is not eligible to be a designated person for the purposes of any of the other sections (i.e .sections 230 and 231).

(iv) For the purposes of section 234 of the *Planning and Development Act 2005,* the Chief Executive Officer has appointed the following classes of persons to be designated persons for the purposes of **giving an infringement notice** pursuant to sections 228 of the Act:
(a) Manager Planning and Building Services.

(v) For the purposes of the section 234 of the *Planning and Development Act 2005* the Chief Executive Officer has appointed the following classes of persons to be designated persons for the purposes of **withdrawing an Infringement or granting an extension of time for payment** pursuant to sections 230 and 231 of the Act:
(a) Director Planning Services.

2.2.6 Reviews

Where an application for review is lodged with the State Administrative Tribunal in respect to a notice served by the City, no further action shall be taken in relation to that matter until such time as the review application has been determined (unless there are immediate health or safety concerns to be addressed).

3. THE DECISION TO PROSECUTE

In applying the law impartially, in a fair and consistent manner, it is necessary to consider:

(i) the rights of the alleged offender; and
(ii) the interests of the community and particularly those most adversely affected.

Ordinarily discretion on whether to prosecute will be exercised so as to recognise the courts' central role in the criminal justice system in determining guilt and imposing appropriate sanctions for criminal conduct.

Where an Authorised Person obtains sufficient evidence to establish a prima facie case for serious matters, and there is a reasonable prospect of a conviction, consideration will be given to taking prosecution action, instead of, or in addition to applying alternative enforcement actions, in circumstances including:

(i) where the issue of notices/orders/directives is considered insufficient for ensuring compliance with the Act or Regulations;
(ii) where, in the opinion of an Authorised Person, an alleged breach of the Act, Regulations or Local Laws either has resulted, or could have resulted in serious injury, serious risk/damage or a serious health hazard;
(iii) alleged failure to comply with a notice within a reasonable period of time;
(iv) where a person flagrantly and/or deliberately breaches legislation;
(v) where an Authorised Person alleges a person has repeated the same serious offence; and
(vi) wilful obstruction of an Authorised Person.

In cases falling under one or more of the above circumstances, a prosecution only will be initiated where:

(i) an Authorised Person obtains sufficient evidence to establish a prima facie case; and
(ii) it is judged to be in the "public interest", including there being a reasonable prospect of success.

The above considerations are detailed under sections 3, 4, 5, and 6 below.

The decision to continue a prosecution is at least as important as the decision to charge and takes into account factors beyond those which influence an Authorised Person. Those factors are set out in this document.

4. A PRIMA FACIE CASE

Consideration should be given, as early as possible in the prosecution process, as to whether the evidence discloses a *prima facie* case.

The question whether there is a *prima facie* case is one of law. This involves consideration of whether the evidence could lead to the conclusion, beyond reasonable doubt, that all the elements of the offence can be proved.

Where, in the opinion of the City's Chief Executive Officer, giving due consideration to appropriate advice, the available material does not support a *prima facie* case, the prosecution should not be instituted or proceed under any circumstances. A report shall be prepared by the Chief Executive Officer specifying the reasons for such action.

5. THE PUBLIC INTEREST

If a *prima facie* case exists, the prosecution of an offence must also be in the public interest.

This requires the balancing of a broad range of factors, as they relate to the particular case. The presence of a particular factor does not necessarily mean it would be against, or in, the public interest to proceed with a prosecution, and the same factor could equally weigh in favour of prosecution in one particular case, yet weigh against it in another. Ultimately it is all the relevant factors taken together which will determine, on balance, whether it is in the public interest to proceed.

As mentioned earlier in this policy, it is the role of the courts to determine guilt or innocence. While all prosecutions must be in the public interest, the test of public interest must be applied in a manner which does not remove the central role of the courts in the prosecution process. As is the case with other issues relating to the public interest, it is a matter of balance and exercise of appropriate judgement.

It is in the public interest that prosecutions be treated fairly and impartially.

A prosecution which is instituted for improper purposes, capriciously or oppressively is not in the public interest.

6. EVALUATION OF THE PUBLIC INTEREST

6.1. Reasonable Prospects of Conviction

It is not in the public interest to proceed with a prosecution which has no reasonable prospect of resulting in a conviction.

A prosecution should be discontinued if, based on the available material and appropriate advice, the City's Chief Executive Officer considers that there is no reasonable prospect of conviction, unless further prompt investigation will remedy any deficiency in the prosecution case.

The evaluation of prospects of conviction requires dispassionate and impartial judgment, based on the advice and experience of the Council's solicitors.

Such decisions may on occasions be difficult. However, this does not mean that only cases perceived as 'strong' should be prosecuted. Generally, the resolution of disputed questions of fact is for the court and not the Council. A case considered 'weak' by some may not seem so to others. Nevertheless, the Council has a responsibility, in the public interest, to exercise appropriate discretion and judgement in the assessment of the prospects of conviction when deciding to bring a matter to court. The assessment of the prospects of conviction is not to be understood as an usurpation of the role of the court but rather as an exercise of discretion in the public interest.

The evaluation of the prospects of conviction includes consideration of:

(i) whether any alleged confession was given voluntarily and whether there are grounds for reaching the view that a confession will not meet the various criteria for admission into evidence;
(ii) the likelihood of the exclusion from the trial of a confession or other important piece of evidence in the exercise of a judicial discretion. In the case of an alleged confession, regard should be given to whether a confession may be unreliable having regard to the intelligence of the accused, or linguistic or cultural factors;
(iii) the competence, reliability and availability of witnesses;
(iv) matters known to the prosecution which may significantly lessen the likelihood of acceptance of the testimony of a witness. Regard should be given to the following:
    (a) Has the witness made prior inconsistent statements relevant to the matter?
    (b) Is the witness friendly or hostile to the defence?
    (c) Is the credibility of the witness affected by any physical or mental impairment;
(v) the existence of an essential conflict in any important particular of the prosecution case among prosecution witnesses;
(vi) where identity of the alleged offender is in issue, the cogency and reliability of the identification evidence;
(vii) any lines of defence which have been indicated by or are otherwise plainly open to the defence.

Evaluation of the prospects of conviction will generally not have regard to:

(i) material not disclosed to the prosecution by the defence;
(ii) notification of a defence which purports to rest upon unsubstantiated assertions of fact;
(iii) whether assertions of facts upon which a defence or excuse are based are contentious, or rest on information which would not, in the opinion of the prosecutor, form the basis of credible cogent evidence.

6.2 Other Relevant Public Interest Factors

6.2.1 Factors Which May Weigh Against Prosecution

Despite the existence of a *prima facie* case and reasonable prospects of conviction, it may not be in the public interest to proceed if other factors, singly or in combination, render a prosecution inappropriate.

Presence of one or more of the following factors does not necessarily indicate that the prosecution should not proceed, but rather that the factor(s) should be balanced against other factors relating to the case. Factors which may, singly or in combination, render a prosecution inappropriate in the public interest include:

(i) the trivial or technical nature of the alleged offence in the circumstance;
(ii) the youth, age, physical or mental health or special infirmity of the victim, alleged offender or a witness;
(iii) the alleged offender's antecedents (i.e. previous history);
(iv) the staleness of the alleged offence, including delay in the prosecution process which may be oppressive;

(v) the degree of culpability of the alleged offender in connection with the offence;
(vi) the obsolescence or obscurity of the law;
(vii) whether a prosecution would be perceived as counter-productive to the interests of justice;
(viii) the availability or efficacy of any alternatives to prosecution;
(ix) the lack of prevalence of the alleged offence and need for deterrence, either personal or general;
(x) whether the alleged offence is of minimal public concern;
(xi) the attitude of the victim of an alleged offence to prosecution;
(xii) the likely length and expense of a trial;
(xiii) whether the alleged offender has co-operated in the investigation and prosecution of others or has indicated an intention so to do;
(xiv) the likely outcome in the event of a finding of guilt having regard to the sentencing options available to the court;
(xv) the likely effect on public order and morale;
(xvi) whether a sentence has already been imposed on the offender which adequately reflects the criminality of the episode; and
(xvii) whether the alleged offender has already been sentenced for a series of other offences and the likelihood of the imposition of an additional penalty, having regard to the totality principle (i.e. where a person has been sentenced to a penalty to a level where "enough is enough"), is remote.

6.2.2 Factors Which May Weigh in Favour of a Prosecution Proceeding

Factors which might require the prosecution to proceed in the public interest, and which should be balanced against any factors weighing against, include:

(i) the need to maintain the rule of law (i.e. the application of the law without the influence of arbitrary power; the equal accountability of all before the law; and the protection of the rights and freedoms of individuals through the courts);
(ii) the need to maintain public confidence in basic constitutional institutions, including Parliament and the courts;
(iii) the entitlement of any person to be awarded compensation if guilt is adjudged;
(iv) the release from obligation by a person to pay compensation, insurance or other similar payments in relation to the action of the defendant, if the defendant is found guilty of an offence;
(v) the need for punishment and deterrence; and
(vi) the circumstances in which the alleged offence was committed.

6.2.3 Irrelevant Factors

The following matters are not to be taken into consideration in evaluating the public interest:

(i) the race, colour, ethnic origin, sex, religious beliefs, social position, marital status, sexual preference, political opinions or cultural views of the alleged offender;
(ii) the possible political consequences of the exercise or non-exercise of discretion;
(iii) the prosecutor's personal feelings concerning the alleged offender or victim; and
(iv) the possible effect of the decision on the personal or professional circumstances of those responsible for the decision.

7. JUVENILES

Further special considerations apply to the prosecution of juveniles and decisions to continue a prosecution of a juvenile should have regard to:

(i) the seriousness of the alleged offence;
(ii) the age and apparent maturity of the juvenile;
(iii) the capacity of the juvenile, if under 14, to know that at the time of doing an act, or making an omission, the juvenile knew that he or she ought not to do the act or make the omission;
(iv) the juvenile's antecedents; and
(v) any other special factor.

8. PROSECUTION OF THE MENTALLY IMPAIRED

People with a mental impairment should not be prosecuted for offences which pose no threat to the community or where it is likely that the defence of insanity under section 27 of the *Criminal Code* will be relied upon.

While the appropriate course may usually be to decide not to proceed with the prosecution, in some cases it may nevertheless be appropriate to proceed with the prosecution, for example, where the offence involves violence of there is a danger of the alleged offender re-offending.

Consideration should be given to the willingness of the offender to undergo appropriate treatment (if such treatment is available), and any change in circumstances since the alleged offending.

9. PROSECUTION APPEALS

The purpose of prosecution appeals is to ensure that offence provisions are justly and correctly applied; and in the case of appeals against penalty is to ensure that there are established and adequate, just and proportionate standards of punishment for offences.

Prosecution appeals have been held by the courts to raise considerations not present in an appeal by a defendant seeking a judgment of not guilty or a reduction in penalty. They have been described as cutting across time-honoured concepts of criminal administration and as putting the convicted person in jeopardy a second time.

Prosecution appeals must be considered against the background of many complex circumstances and legal principles. For any offence there is a range of sentencing options and a court must have regard, in choosing which option seems appropriate, to the principles laid down by Parliament and in other cases. For any offence there may be a number of different dispositions none of which are necessarily wrong. Therefore a prosecution appeal will not be initiated simply because the outcome is perceived as inadequate or inappropriate in a particular case.

The following factors are relevant in considering whether or not to lodge an appeal:

(i) whether a penalty is so disproportionate to the seriousness of the offence as to reflect error in sentencing principle by the courts;
(ii) whether a penalty is so disproportionate to the seriousness of the crime as to shock the public conscience;
(iii) whether a penalty is so out of line with other penalties imposed for the same or similar offences without reasonable cause for that disparity;
(iv) whether the idiosyncratic views of individual magistrates as to particular offences or types of offences require correction;
(v) whether disputed points of sentencing principle are giving, or are likely to give, rise to disparity of penalties imposed for offences of the same or similar type;
(vi) whether existing penalties are already subject to wide and inexplicable variations and there is a need to reduce this disparity and variability in order to promote uniform standards of sentencing.

10. CASES WHERE A DECISION IS MADE NOT TO PROSECUTE

(i) The Chief Executive Officer is to ensure that where a prosecution is to be instituted or not proceeded with, a report shall be prepared specifying the reasons for such actions, taking cognisance of Section 6.
(ii) Where a decision has been made not to proceed with prosecution that decision will not be reversed unless:
  (a) significant fresh evidence has been produced that was not previously available for consideration;
  (b) the decision was obtained by fraud; or
  (c) the decision was based on a mistake of fact or law;
and in all the circumstances it is in the interests of justice that the decision be reversed.
(iii) Generally, reasons for discontinuance of a prosecution will be given to an enquirer who has a legitimate interest in the proceedings, including representatives of the media. Reasons will not be given if to do so would prejudice the administration of justice or would cause significant harm to a victim, witness or accused person.

11. RESPONSIBILITIES

(i) The primary responsibility for investigating and issuing complaints under the Act, Regulations and Local Laws reside with the Chief Executive Officer.
(ii) Only a person authorised by the Council may sign a complaint alleging a breach of the Act, Regulations or Local Laws by another person. The Council has delegated this authority to the Chief Executive Officer.
(iii) The authority to prosecute is, in the first instance, to be subject to legal advice from the Council's solicitors.
(iv) The Council has the ultimate responsibility and decision to determine and/or direct the Chief Executive Officer with regards to initiating or discontinuing legal action or an Appeal.

6 INFRASTRUCTURE & ENVIRONMENT

6.1 TENDER IE66/2020 - TRAFFIC MANAGEMENT SERVICES - APPOINTMENT OF SUCCESSFUL TENDERER

Attachments: **1. Evaluation Schedule - Confidential**

RECOMMENDATION:

That Council ACCEPTS the tender submitted by Contra-Flow Pty Ltd for Tender IE66/2020 for the supply of Traffic Management Services.

PURPOSE OF REPORT:

To report to Council the outcome of Tender IE66/2020 and to recommend the acceptance of a tenderer.

BACKGROUND:

The City regularly undertakes capital projects, events and operating programs that involves minor or significant traffic management for which the City relieves upon an external contractor engaged under tender.

DETAILS:

Tender Advertising

The estimated value of the contract over three years is in excess of $1,000,000. As the total budget exceeds $250,000 an open public tender process has been conducted as per *Policy No. 1.2.3 – Purchasing*.

Under CEO Delegation 1.19, the Executive Director Infrastructure and Environment approved the Procurement Plan, which included the following Evaluation Criteria:

Qualitative Criteria	Weighting
Respondents must, as a minimum, provide the following information: **1. Relevant Experience** a) Tenderer Shall Provide Evidence of Full Main Roads Accreditation b) Tenderer to provide details of experience and expertise in providing relevant services to Local Government and/or similar organisations.	**40%**
2. Resources a) Provide evidence that the tenderer has the required plant, equipment and appropriately skilled staff to undertake the works the City requires.	**40%**
3. Demonstrated Understanding a) Tenderer to demonstrate they understand the scope of works required by providing: i) the process for delivering the services, ii) identify potential issues/risks and how these will be mitigated; and iii) proposed methodology for delivering services on time	**20%**

The Request for Tender IE66/2020 was publicly advertised in the West Australian on Saturday 15 August 2020 and invited submissions until 3 September 2020.

At the close of the advertising period, eleven tender responses were received, all of which were judged compliant, from the following companies:

- Advanced Traffic Management (W.A) Pty Ltd.

- Altus Traffic Pty Ltd
- Carrington's Traffic Services
- Contra-Flow Pty Ltd
- Downer Works Pty Ltd
- Overwatch Traffic Services Pty Ltd
- Par Traffic Solutions Pty Ltd
- Site traffic Management Services
- Taborda Contracting
- TMSW Pty Ltd ATFT TMSW Unit Trust (Traffic Force)
- Vigilant Traffic Management Group Pty Ltd

Tender Assessment

The tenders were assessed by members of the Tender Evaluation Panel (below) and each tender was assessed using the above Evaluation Criteria, with a scoring system being used as part of the assessment process.

Title	Role
Manager Engineering	Voting
Depot Operations Supervisor	Voting
Coordinator Engineering Operations	Voting
Procurement & Contracts Officer	Non-voting

Evaluation

Based upon panel's assessment of the Qualitative Evaluation Criteria, all of the submissions were judged and a short list of three tenderers was created. A summary table for the shortlisted tenderers is provided below. A full outline of the Qualitative Evaluation Criteria for each tenderer and pricing is contained within **Confidential Attachment 1.**

Company	Qualitative Score/100	Ranking
Advanced Traffic Management Pty Ltd	90	1
Contra-Flow Pty Ltd	86	2
Overwatch Traffic Services Pty Ltd	82	3

To determine 'value for money' each of the shortlisted tenderers rates were applied to a number of past work scenarios for which the recommended tenderer would have resulted in the lowest cost.

CONSULTATION/ADVERTISING:

The Request for Tender IE66/2020 was advertised in the West Australian on 15 August 2020 and on both the City's website and Tenderlink portal between 15 August and 3 September 2020.

LEGAL/POLICY:

The Request for Tender was prepared and advertised in accordance with the City's purchasing protocols, *Policy No. 1.2.3 – Purchasing*.

RISK MANAGEMENT IMPLICATIONS:

Medium Project delays and safety considerations.

STRATEGIC IMPLICATIONS:

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

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

SUSTAINABILITY IMPLICATIONS:

The hire of a competent and efficient traffic management services is essential to completing capital works projects and maintenance programs in a timely and safe manner.

FINANCIAL/BUDGET IMPLICATIONS:

The annual expenditure under this tender varies from year to year dependant on work requirements, however based on previous years, it is estimated that the total value will be in the order of $330,000 per financial year.

COMMENTS:

The submission from Contra-Flow Pty Ltd complies with all the tender requirements. The submission was well presented and included all specified information. The Evaluation Panel deemed the response to be convincing and credible; demonstrating the capability, capacity and experience relevant to the Evaluation Criteria.

The Evaluation Panel recommends that Contra-Flow Pty Ltd be accepted for Tender IE66/2020 as they presented the best overall value for money to the City.

6.2 ASSET MANAGEMENT AND SUSTAINABILITY STRATEGY 2020-2030

Attachments:

1. **Draft Asset Management and Sustainability Strategy 2020-2030** ⇩
2. **Asset Management Discussion Paper** ⇩
3. **Asset Management & Sustainability Strategy - Communications Plan** ⇩

RECOMMENDATION:

That Council:

1. **APPROVES the draft Asset Management and Sustainability Strategy 2020-2030 at Attachment 1 and the Asset Management Discussion Paper at Attachment 2 for advertising for a period of 42 days in accordance with the City's Policy No. 4.1.5 – Community Consultation; and**

2. **NOTES:**

   2.1 a further report will be presented to an Ordinary Meeting of Council detailing any submissions received during the public comment period and proposed modifications;

   2.2 the draft Asset Management and Sustainability Strategy 2020-2030 and Asset Management Discussion Paper will be subject to further formatting, styling and graphic design as determined by the Chief Executive Officer prior to publication; and

   2.3 the draft Asset Management and Sustainability Strategy 2020-2030 and Asset Management Discussion Paper will be advertised in accordance with the Asset Management and Sustainability Communications Plan included at Attachment 3.

PURPOSE OF REPORT:

For Council to consider approving the draft Asset Management and Sustainability Strategy 2020-2030 (AMSS) and Asset Management Discussion Paper for public comment.

BACKGROUND:

The Innovative and Accountable Priority of the City's Strategic Community Plan 2018-2028 (SCP) identifies the need to ensure that the City's resources and assets are planned and managed in an efficient and sustainable manner.

'Asset management' is the process of balancing the needs of the community with financial and environmental responsibilities. Asset management generally involves the day-to-day operation and maintenance of assets as well as construction, acquisition, upgrading, renewal, sale and demolition.

The City's current Asset Management Strategy 2010-2020 outlines how the local government's asset portfolio will meet the service delivery needs of its communities now and into the future. As the Strategy is now 10 years old, it does not reflect the most up-to-date information on the status of the asset portfolio and financial planning to maintain these assets in the future.

Desktop research

The City began the process of reviewing the Asset Management Strategy by undertaking a series of investigations to identify the weaknesses and opportunities associated with the existing asset portfolio and the long-term planning required to maintain those assets and plan for future projects. This investigation included a desktop analysis of:

- The City of Vincent Strategic Community Plan 2018-2028
- The City of Vincent Corporate Business Plan 2020/2021-2023/2024
- The City of Vincent Asset Management Strategy 2010-2020

- The City of Vincent Asset Management Plans (Building, Recreation/Parks and Transport) developed by Talis consultants (last updated in 2019)
- The City of Vincent Long Term Financial Plan 2020/21-2029/30 (LTFP)
- The City of Vincent Public Open Space Strategy 2018
- The City of Vincent Accessible City Strategy 2020-2030 (draft)
- The Department of Local Government Sports and Cultural Industries Integrated Planning and Reporting: Asset Management Guidelines (Sep 2016)
- Other LGA Asset Management Strategies
- The City of Vincent Audit Committee Report on Asset Sustainability ratio risk (June 2020)
- The City of Vincent Capital Works Program 2020/21-2023/24
- The City of Vincent Property Management Framework 2020
- Other relevant Council Reports

The outcomes of the desktop research and analysis were used to identify key issues in asset management at the City. These key issues included:

- Significant service deficiencies for some of the City's long-lived assets that require substantial renewal funding to keep them safe for use;
- A recent shortfall in meeting asset sustainability ratio benchmarking targets, indicating that the City may be underinvesting in renewal and replacement of its asset base;
- The provision of master plans and development plans that have not been factored into long-term financial planning;
- Insufficient lifecycle costing for current and future assets;
- A need to prioritise and update engagement with the community on service levels and performance of the City's assets; and
- A need to update and implement future asset demand planning that accounts for population forecasting and demographic trends.

DETAILS:

The draft AMSS is proposed to replace the existing Asset Management Strategy and will address the key issues identified during the desktop research. The draft AMSS and draft Asset Management Discussion Paper support the provision of an asset portfolio that provides high-quality services to the community and will meet the community's future asset demand while ensuring financial sustainability.

Vision and Objectives

The SCP articulates the community's vision and aspirations for the future. The following outcome under the SCP Innovative and Accountable Priority sets the vision of the draft AMSS and draft Asset Management Discussion Paper:

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

This vision is supported by the four key objectives to support asset sustainability goals:

1. Having enough funds to keep our assets up-to-date;
    - Improving the City's asset sustainability ratio to ensure that assets are being kept up-to-date as they degrade over time.
2. Keeping our historical assets safe for use;
    - Planning for the significant aged condition of some of the City's assets that are in urgent need of attention to keep them safe for users.
3. Planning for the future of our assets;
    - Ensuring that several master plans and development plans that are proposed to be implemented over the course of the AMSS are considered as part of an asset hierarchy and are accounted for in long-term financial planning.

- Ensuring that all new substantial capital works projects include lifecycle costs as part of detailed cost estimates before endorsement is considered.

4. Making sure we have the assets we need now and in the future;
    - Keeping assets up-to-date in response to current and changing community needs.

Structure of the Draft Asset Management and Sustainability Strategy

The draft AMSS includes guidance for decisions around the planning, management and provision of the City's assets. The draft AMSS is structured as follows:

- Alignment with Integrated Planning and Reporting Framework.
- A summary of relevant statistics and analysis on the City's population and demographic profile (current and future) and discussion on how this impacts levels of service.
- A summary of current assets and their value and key identified service performance deficiencies of assets.
- A summary of the three key assets classes discussed in the draft AMSS (Buildings, Parks/Recreation and Transport) and explanation of expenditure on the key asset classes.
- An explanation of the recent negative trend in the City's asset sustainability ratio and targets to address this shortfall.
- A summary of current financial position and recommended financial scenarios for future long-term financial planning (from LTFP).
- An explanation of current rationalisation program of works and future Asset Prioritisation Plan.
- Implementation Plan to detail action items with deliverables and timelines for achievement.

Structure of the Draft Asset Management Discussion Paper

The Asset Management Discussion Paper is intended to accompany the draft AMSS by highlighting the key points to inform community engagement exercises. The information in the Asset Management Discussion Paper is the same information found in the draft AMSS and contains no new or additional information.

The draft Asset Management Discussion Paper is focused on three key elements:

1. A summary of the four key objectives with identification of how challenges will be addressed.
2. Relevant case studies that speak to the four objectives.
3. The Implementation Plan.

CONSULTATION/ADVERTISING:

As per Council Policy No. 4.1.5 – Community Consultation, it is proposed to seek community feedback and input on the draft AMSS through a 42-day public comment period. This will be in accordance with the Asset Management and Sustainability Strategy Communications Plan found at **Attachment 3**.

LEGAL/POLICY:

During the 2019-2020 audit the Office of the Auditor General (OAG) noted the adverse trend for the past three years in the asset sustainability ratios when considering the basic standard set by Department of Local Government, Sport and Cultural Industries.

During budget setting, Council has focused its attention on ensuring capital spend is biased toward renewal instead of new expenditure. Consequently, the asset sustainability ratio has improved since last year, from 0.30 to 0.45. Additionally, the City has implemented the following initiatives in 2020:

- Budget prioritisation for capital projects for renewal instead of new;
- Prepared a 4-year capital works program 2020/21-2023/24;
- Adopted the 2020/21-2029/30 Long Term Financial Plan (LTFP) which reflects that the projected asset sustainability ratio will reach the benchmark ratio by 2024/25 (noting that the accounting of HBF Park will impact this projection).

The draft AMSS is part of the Integrated Planning and Reporting Framework as recommended in the Department of Local Government Sports and Cultural Industries Integrated Planning and Reporting: Asset Management Guidelines (Sep 2016).

RISK MANAGEMENT IMPLICATIONS

Low/Medium: There is an increased public safety risk and increased risk of community concern regarding an extended period of underinvestment in maintaining the City's assets which has resulted in a downward trend in the City's Asset Sustainability Ratio.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

Our parks and reserves are maintained, enhanced and well utilised.
We have minimised our impact on the environment.

Accessible City

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

Connected Community

Our community facilities and spaces are well known and well used.
We are an inclusive, accessible and equitable City for all.

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Sensitive Design

Our built form character and heritage is protected and enhanced.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

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

Sustainable Energy Use
Sustainable Transport

PUBLIC HEALTH IMPLICATIONS:

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

Increased mental health and wellbeing

Increased physical activity

Reduced injuries and a safer community

FINANCIAL/BUDGET IMPLICATIONS:

The total cost of the standalone project items included in the Implementation Plan is $187,000. Following advertising, if adopted, the actions within the AMSS Implementation Plan, will be further detailed and included in the City's annual budget and Long Term Financial Plan.

COMMENTS:

A critical issue that the City currently faces is that asset renewal demand exceeds the City's ability to fully resource asset renewal investment. The draft AMSS is designed to set out our challenges, help identify priorities and assist in mapping out the opportunities for better asset management for a sustainable future.

The draft AMSS is intended to guide the management of the City's asset portfolio over the next ten years with regular review of progress of the implementation plan.

Focus will be on the overriding principle of renew over new so that the City will be in a better position to manage risks within available funding. This means prioritising renewal projects above new, expansion or upgrade projects, where possible. This will ensure the ongoing management of high-quality and safe assets that can be used well into the future.

The intent is to enable a more strategic approach to the management of the asset portfolio as an overarching vision and guide for the City's asset related policies and works. The draft AMSS is not likely to remain static.

As it is reviewed, new information will be included that may modify previously accepted positions. As we continue to deliver and refine actions, we will make sure to keep an open and transparent dialogue with our community.

CITY OF VINCENT

Asset Management and Sustainability Strategy

2020-2030

TABLE OF CONTENTS

Foreword 3
Vision and Objectives 4
Integrated Planning and Reporting Framework 7
Vincent Context 11
Population Forecasting 12
Transport Network 13
Where are we now? 16
What assets do we own? 19
How are our assets performing? 23
What are we spending on our key asset classes? 24
The need for change 27
Long-Term Financial Planning for Our Assets 32
What funds do we have? 32
Are we spending enough? 33
Rationalisation for asset sustainability 36
Governance and Management Arrangements 39
Implementation Plan 42
Glossary & Acronyms 47

Acknowledgment 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.

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.

FOREWORD

TBC

VISION AND OBJECTIVES

Purpose

The purpose of the Asset Management and Sustainability Strategy (AMSS) is to provide a strategic framework that guides the:

- planning, management and provision of assets;
- renewal and investment in assets; and
- utilisation and rationalisation of assets.

The AMSS enables the City to make the best use of its resources for the benefit of current and future generations.

Asset management is a continuous process, covering the full life of an asset, and can include the creation of assets as well as acquisition, upgrades, maintenance, renewal, disposal and day-to-day operation of assets. Underpinning the activities associated with asset management is the identification of key risks that affect asset management processes and the City's capacity to deliver on the community's level of service. The City has identified key risks associated with providing the required levels of service and the inability to complete all identified activities and projects. The risks include financial liability and community dissatisfaction.

Through the AMSS and Asset Management Plans (AMPs) the City will endeavour to manage these risks within available funding, resourcing and infrastructure risk management processes. The AMSS has been developed with the following components to ensure it achieves the desired policy outcomes and effective corporate governance:

- Define major asset classes;
- Plan for levels of service;
- Link to the Long Term Financial Plan and the Workforce Plan; and
- Set governance and management arrangements.

Vision

The Strategic Community Plan 2018-2028 (SCP) articulates the community's vision and aspirations for the future. The residential population is growing and this brings new challenges and opportunities that impact on current assets and future asset demand.

The following outcome under the SCP Innovative and Accountable Priority establishes the vision of the AMSS.



"OUR RESOURCES AND ASSETS ARE PLANNED AND MANAGED IN AN EFFICIENT AND SUSTAINABLE MANNER"

(AMSS Vision)

To achieve the outcomes of the Innovative and Accountable priority the City of Vincent will continue 'to be an innovative, honest, engaged and responsible organisation that manages resources well, communicates effectively and takes our stewardship role seriously' (SCP pg.25).

Objectives

The City has developed four key objectives to meet the City's asset sustainability goals.

1. Having enough funds to keep our assets up-to-date

An asset sustainability ratio indicates whether assets are being kept up-to-date, or if they are generally degrading over time.

According to the Department of Local Government and Communities Asset Management Guidelines (2016), an asset sustainability ratio of less than 90% indicates that the local government may be underinvesting in renewal and replacement of its asset base. The asset sustainability ratio for the City in 2018/19 was 33%, equating to an asset renewal gap in a single year of approximately $7.5 M. This is well below the established benchmark of 90%.

An overriding principle of the AMSS is renew over new so that the City will be in a better position to manage risks within available funding.

The Long Term Financial Plan 2020/21-2029/30 (LTFP) has also set long-term targets to address the asset renewal gap (see Targets).

2. Keeping our historical assets safe for use

The City's asset portfolio includes a number of long-lived assets that are getting older and more expensive to maintain. The significant aged condition of some of the City's assets are in urgent need of attention to keep them safe for users. If they are not maintained to appropriate levels, there may be several consequences including user safety.

The City has committed some major renewal funding to long-lived assets like Beatty Park Leisure Centre, but long-term funding to keep these assets safe to use remains a major challenge. Part of the deliverables detailed in the AMSS Implementation Plan will be advocating to federal and State governments to provide support for the City's assets as well as sourcing other alternative funding contributions.

3. Planning for the future of our assets

The City of Vincent has several master plans and development plans that are proposed to be implemented over the course of the AMSS (ten years). Historically, the actions within these master plans and development plans have been prioritised and budgeted on an annual basis. Moving forward, the lifecycle costs of priority projects will be included in the City's long-term financial planning.

Lifecycle costs includes the cycle of activities that an asset goes through for the life of that asset. To keep the asset performing at an appropriate level, adequate funding needs to be set aside to maintain that asset each year for the life of that asset.

The AMSS requires that all new major capital works projects include lifecycle costs in its detailed costing estimates. Only then will they be considered for endorsement.

A key action item in the AMSS is an Asset Prioritisation Plan that will provide important data to inform asset management decisions for new major capital works projects. The Asset Prioritisation Plan in the AMSS will speak to an asset hierarchy based on a matrix of measurements that includes utilisation, fit-for-purpose considerations and community values.

4. Making sure we have the assets we need now and in the future

The City of Vincent has a growing population. Along with a changing demographic profile, this will influence demand on current and future assets. For example, the City's ageing population may require different facilities than youth, families and couples.

The Implementation Plan in the AMSS will define levels of service for the asset portfolio and establish a community focus group to discuss asset management issues. This will help keep levels of service and participatory asset discussions as key principles of asset management going forward.

The City of Vincent will also adopt a continuous improvement approach with an updated Asset Management Framework. There will be a focus on establishing and nurturing a 'whole-of-organisation' culture for best practice in asset management. To achieve this outcome, the City will continually improve the quality of data that informs asset management decision-making and ensure that the community remains informed on the status of the City's assets.

INTEGRATED PLANNING AND REPORTING FRAMEWORK

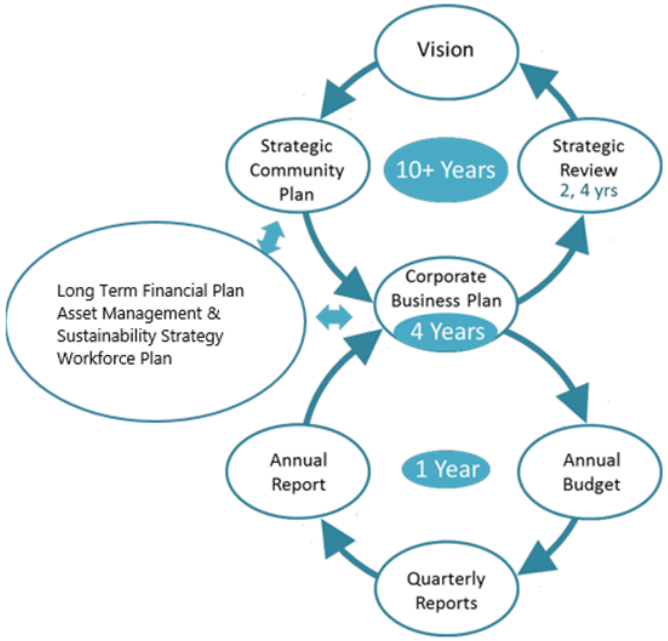
The Local Government Act 1995 requires every local government to 'plan for the future'. The AMSS is an important piece of future planning that is influenced by, and will feed into, the Corporate Business Plan 2020/2021-2023/2024 (CBP) and SCP to form part of the City's Integrated Planning and Reporting Framework (IPRF). The CBP and SCP are significant guiding documents for planning, budgeting, resource allocation and service delivery within the City, over the next decade.

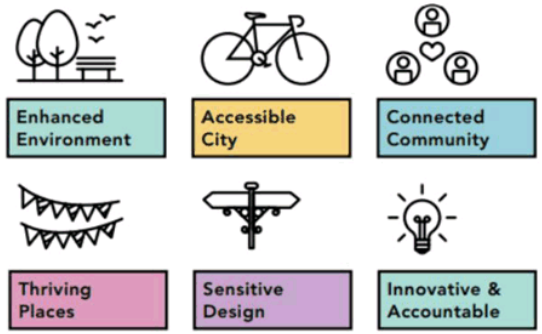
The CBP identifies the development of the AMSS to 'develop a financially sustainable strategic approach to City Assets' (CBP No.24) as part of the Innovative and Accountable priority in the SCP.

The AMSS is informed by the City of Vincent Asset Management Policy (2009) and Asset Management Strategy 2010- 2020. The AMSS also feeds into the Asset Management Plans (Buildings, Transport and Recreation/Parks).

The effective management of the City's assets is crucial to the sustainable delivery of services that meet the current and future needs of the community. The alignment of the AMSS with the IPRF will ensure that asset management is established as part of the City's integrated planning.

Figure 1 IPRF Cycle (adapted from LTFP 2020/21-2029/30)





The vision of the AMSS is underpinned by six SCP priorities that are set out as Guiding Principles. The relationship between the Guiding Principles and the outcomes the AMSS will deliver is also highlighted.

Guiding Principle	***Application to AMSS***
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. Thriving Places	Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority. *Outcome* Our physical assets are efficiently and effectively managed.
Guiding Principle	**Application to AMSS**
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. Innovative & Accountable	We will continue to adopt best practice to ensure the financial resources and assets of the City are responsibly managed and the quality of services, performance procedures and processes is improved and enhanced. We will develop and implement an Asset Management Framework. *Outcome* Our assets and financial resources are responsibly managed. We use innovative thinking to capitalise on our assets by lowering costs and generating income. We are transparent with the community about our asset sustainability challenges and the importance of participatory asset discussions.

Guiding Principle	***Application to AMSS***
We want to be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent. 	We have better integrated modes of transport and increased services through the City; and Our pedestrian and cycle networks are well designed, connected, accessible and encourage increased use.
	Outcome
	The City's transport network is designed and maintained in the most cost effective manner to provide a safe and connected City for all users.
Guiding Principle	**Application to AMSS**
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. 	We strive to integrate accessibility, diversity and inclusion into our operations and service delivery to meet the needs of everyone in our community. Our community facilities and spaces are well known and well used.
	Outcome
	Our asset portfolio is diverse and provides opportunities for the City's community members to build relationships and connections with each other and the City.

Guiding Principle	**Application to AMSS**
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. 	Our strategies enable investment in our parks and reserves; We increase access to green space in high priority areas; and We promote and implement initiatives to reduce non-renewable energy use and increase the use of renewable energy.
	Outcome
	Our parks and reserves are maintained, enhanced and well utilised. We have minimised our impact on the environment.
Guiding Principle	Application to AMSS
Design that 'fits in' to our neighbourhoods is important to us. We want to see unique, high quality developments that respect our character and identity and respond to specific local circumstances. 	Our built form character and heritage is protected and enhanced.
	Outcome
	Our built form is in line with our growing and changing community.

Asset Management feeds into many of the City's existing projects and programs and the objectives of the AMSS will influence new and revised strategic planning documents, as well as other development projects, to

assist in achieving best practice outcomes for asset management in the City. The core strategic documents linked to the AMSS are detailed in the table below.

Strategic Community Plan 2018-2028	The SCP is Vincent's most significant guiding document. The SCP drives planning, budgeting and resource allocation and service delivery over the next decade. The vision set out in the SCP is that *'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!'*
Corporate Business Plan 2020/2021-2023/2024	The CBP aligns Vincent's functions to Council's six key priorities outlined in the SCP. It is a four year delivery plan, giving effect to four years of the 10 year SCP. The AMSS is identified as one of the City's strategic projects within the CBP, showing its significance and priority in the future planning in the City.
Long Term Financial Plan 2020/21-2029/30	The LTFP is an important planning tool to demonstrate the alignment between the City's organisational capacity and Council's strategic aspirations developed in conjunction with the community. The plan considers the impact of a range of financial strategies on the City of Vincent's economic environment over a ten-year horizon.
Public Open Space Strategy 2018	The purpose of Vincent's Public Open Space Strategy is to provide a strategic framework that guides the management, provision, use of and investment in parks, reserves and other open spaces.
Local Planning Strategy and Local Planning Scheme No. 2	The Local Planning Strategy is the principal document for outlining and communicating the future land use planning for Vincent. The Local Planning Scheme controls the types of uses and development allowed in different zones.
Sustainable Environment Strategy 2019-2024	The objectives of the CBP to provide a sustainable green environment for the community is implemented through the Sustainable Environment Strategy. This is the roadmap for delivering a sustainable natural and built environment for the community.
Accessible City Strategy 2020-2030	The ACS sets a vision and priorities for transport strategy, policy and infrastructure, with a specific focus on the needs of land use and activity across the City.
Disability Access and Inclusion Plan 2017-2022	The Western Australian Disability Services Act 1993 (amended 2004) requires all State and Local Government Authorities to implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equity of access and inclusion to services, facilities, functions and information. This DAIP sets out details on the issues affecting people with disability and guides the City on how to manage its assets to ensure that equitable access is available to everyone.
Workforce Plan 2020-2021	Informed by the SCP and CBP, the Workforce Plan aims to support the City of Vincent in achieving the skilled, flexible and diverse workforce it needs to deliver value for money services.
Capital Works Program 2020/21-2023/24	A four year program to ensure the City's existing infrastructure is sufficiently maintained and renewed to support existing programs and services and anticipates emerging needs within the community.
Property Management Framework (2020)	A framework for City-owned properties that provides a classification for leases and licences, along with an equitable methodology for calculating annual lease and licence fees.

VINCENT CONTEXT

The City of Vincent is located three kilometres from Perth and is the custodian for an extensive range of community assets. The City, a comparatively smaller metropolitan local government covering an area of 11.4 square kilometres, has a number of long-lived assets that represents significant investment over time. For example, in 1962 the pool on the Beatty Park site was constructed for the Commonwealth Games before being opened to the public. In 1993-4 the State of Western Australia vested Beatty Park Leisure Centre with the newly formed Town of Vincent. There were substantial upgrades ($5.3m) during this time and a further $17.5m in upgrades that was undertaken by the City of Vincent in 2011-2013. In the 2020/21 financial year, the City has committed a further $2.9m for major renewal of the indoor swimming pool and other components.

The City has a higher proportion of working aged adults (15 years and over) than the State average with the majority aged 20-34 years. In 2016, it was identified that 81% of the City's resident workers were employed outside of Vincent. This means that the provision of reliable transport assets, such as roads and cycling paths, is critical. In the City, couples with no children represents 48% of the population which is higher than the state average. The City's assets provide crucial services to this cohort through the provision of night time and weekend sport and leisure activities in facilities including the Loftus Community and Recreation Centre and Beatty Park Leisure Centre. The provision of well-maintained assets such as community halls and parks is an important way for the City's diverse demographic groups to remain connected with their local communities.

KEY STATISTICS

Figure 2 Placeholder: graphic of the following stats

Within the City of Vincent we have the following assets:

Six major regional leisure and sporting facilities

- Beatty Park Leisure Centre
- Leederville Oval
- Litis Stadium
- Perth Oval*
- Dorrien Gardens*
- Loftus Community and Recreation Centre

*(*currently leased).*

- 21 Operational and heritage buildings
- 10 community halls and pavilions
- 106.4 ha of parks and gardens including two regional public open space assets: Hyde Park and Britannia Reserve.
- 47 playgrounds
- 144kms of road,
- 260kms of shared paths
- 27 carparks
- 94 bus shelters
- 68 tennis courts
- One Bowling Club
- One Croquet Club

- One Bocce Rink Club
- One Volleyball - Inner City Beach Centre
- One Skate Park
- One Administration Building , Leederville
- One City of Vincent Library and Local History Building, Leederville
- One City of Vincent Depot, Osborne Park (not in City of Vincent)

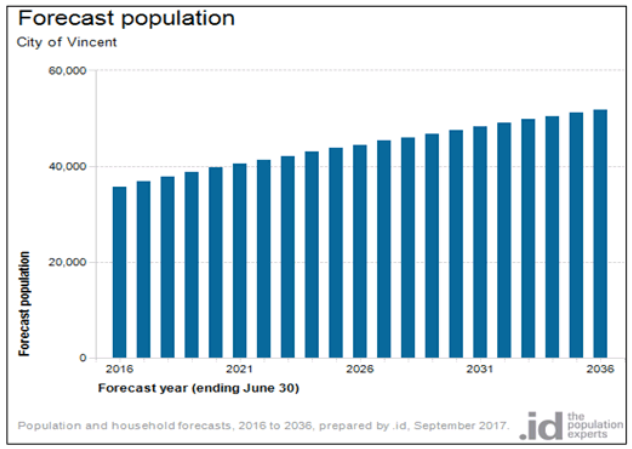
Population Forecasting

The City of Vincent's population has steadily increased and developed into a rich melting pot of cultures, which has contributed to its unique diversity. The City is committed to ensuring that its community facilities and spaces are well known and will adapt to the needs of a growing population and changing demographic profile.

According to the ABS (2018) The Estimated Resident Population (ERP) for the City of Vincent is 36,088. The estimated population provided by *id.forecast* is 37,812 (a discrepancy of 1,724).

POPULATION GROWTH

The City's forecast population data compiled by *id.forecast* covers the period 2016 to 2036 and was last updated in 2017. The forecast anticipates an average annual growth of 2.61% between 2016 and 2021, moderating to 1.88% to 2026, 1.65% to 2031 and 1.40% to 2036.



It is noted here that the above Forecast Population graph reflects a 2018 estimate of 37,812 provided by id.forecast (as per discrepancy with ERP previously noted).

DEMOGRAPHIC FORECASTING

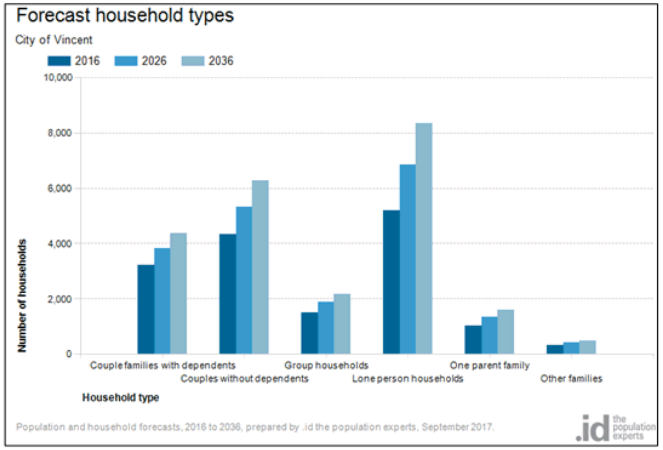
Changes in the demographic profile will have an impact on how the City manages its assets and ensures that they are appropriately maintained and well-used. For example, a small number of the City's historical facilities do not have female change-rooms and this needs to be addressed to reflect

current community needs. Below is the *id.forecast* relating to the City's demographic profile.

	2016 Actual	2030 Forecast
Median Age Band	30 - 34 years	30 - 34 years
Gender – Male	51.2%	51.0%
Gender - Female	48.8%	49.0%
Average Household Size	2.23	2.21

Source: Forecast.id 2017

A forecast of households types, shows a significant increase in lone person households by 2036 (a change of +3,517) and a moderate increase in couples with dependents (+1,156) and couples without dependents as well (+1,929).



Ensuring that levels of service meet the future population growth and changing demographic profile is essential for meeting SCP deliverables and is featured in the AMSS Implementation Plan (Action Item No. 2).

Transport Network

The City aims to ensure that transport networks are well-maintained and appropriate for the needs of the community. Approximately 15% of the City's residents travel to work using active modes of transport that include walking and cycling. There are approximately 18% of residents who use public transport (buses and trains) to travel to work and about 67% are in cars.

The City of Vincent road network exists as both a regional distributor network, with a large amount of through regional traffic connecting neighbourhoods, and a local connector servicing residents, town centres and mixed-use areas. As the City is expected to grow in population (see above) the corresponding car ownership levels will place an unstable load on the road network in the long run. Ensuring the City manages its transport assets becomes a critical part of future planning for asset sustainability.

Parking demand varies considerably across the City's five town centres with Leederville generating a substantial proportion of the overall requirement for parking. However, this needs to be considered in the context of Leederville being the largest town centre.

Public parking in Vincent can be summarised as:

- More than 17,500 spaces, distributed across the LGA;
- 2,000 bays in off-street car parks;
- 1,600 bays paid bays (1,100 off-street and 500 on-street bays);
- 6,000 unrestricted (free all-day) parking bays, located primarily in residential neighbourhood streets;
- 8,000 time-restricted bays (paid or free), located within or adjacent to Activity Centres or Corridors, or in other areas of increased demand; and
- 500 on-street spaces are subject to some form of residential permit (either as a restriction or an exemption).

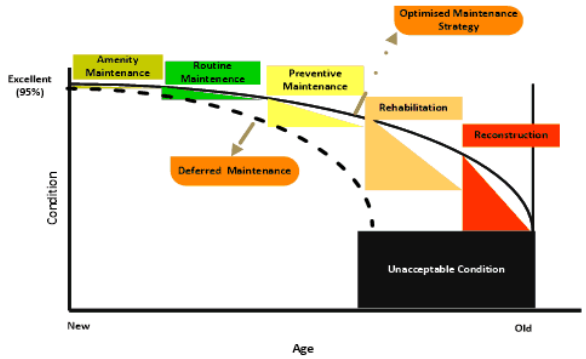
Due to the concentration of existing development in the City, there is less opportunity to create a large, communal public car park. As such, pent-up demand can spill over into the surrounding on-street parking. High-quality parking management has the ability to influence a reduction in private vehicle trip generation. Through the Accessible City Strategy 2020-2030, the City aims to create a more sustainable land-use and transport environment. This has many positive flow-on affects that will help with asset sustainability. For example, the City has an obligation to maintain the road network to an appropriate standard and endeavours to undertake regular condition assessments of the entire network and carries out regular maintenance programs.

ROAD PRESERVATION AND RENEWAL

The City has 144 kms of roads including District Distributor A Roads that carry in excess of 25,000 vehicles per day.

The District Distributor A roads in the City of Vincent, such as Loftus and London Streets, carry in excess of 25,000 vehicles per day. There are also Access Roads (residential streets) that carry fewer than 200 vehicles per day and everything in between.

As would be expected the road surface on arterial roads deteriorates faster than the low volume residential streets. The road condition data is used to determine the annual road resurfacing program.



Why do we have a resurfacing program?

It costs, on average, three times as much to reconstruct a road than it does to resurface it. The City strives to intervene at the optimum time, the point at which preventive maintenance becomes cost prohibitive and before surface failure requires reconstruction.



A recently resurfaced road
(Angove Street - District Distributor B)

By resurfacing at the optimum time the road will not have to be resurfaced for another 18/20 years for District Distributor A to 25+ years for a low volume Access Road.

An example of longitudinal reflective cracking (Coronation Street – Access Rd)



An interim crack sealing, or preventative maintenance, to extend the life of the asset
(Fleet St – Access Road)



Where are we now?

The City is the custodian of a significant number of assets including infrastructure assets (e.g. 144kms of road), buildings, furniture, plant, equipment and land. Currently, the City has responsibility for planning the maintenance, renewal, upgrade, retirement and eventual replacement of the following assets (approximate estimates as of 30 June 2020).

Category	Value (approx.)
Transport Assets (roads, paths, drainage network, car parks)	$167M
Building Assets (Community Buildings and Facilities)	$160M
Recreation/Parks Assets (Parks and Reserves only)	$23M
Plant and Equipment	$5M
Land Assets	$128M

LTFP 2020/21-2029/30 (2020)

In recent years, the City has focused on delivering a range of new and upgraded facilities that have expanded and improved the public realm. However, asset renewal has not delivered on the levels required to ensure assets can be used to appropriate capacity into the future. Ensuring that the City makes up for the recent asset renewal gap has informed the key objectives of LTFP and the AMSS.

Two major capital projects have been identified as having known service performance deficiencies in the Asset Management Plan for Buildings. Addressing these deficiencies has been prioritised by the City of Vincent with detailed and targeted development plans currently underway.

Location	Major Service Deficiency
Leederville Oval	Poor condition grandstand and associated infrastructure
Beatty Park Leisure Centre	Poor condition of grandstand and associated infrastructure

Source: City of Vincent AMP Buildings 2019

Further to this, funding models and timelines of several master plans and development plans will be based on identifying priorities through:

- the projections of the LTFP;
- the detailed Asset Management Plans (Buildings and Recreation);
- the planned Asset Prioritisation Plan and the Sports and Recreation Facilities Plan; and
- Detailed cost estimates for all new substantial capital works projects.

There will also be a focus on sourcing alternative funding contributions.

The impact of the COVID-19 pandemic is also a key consideration for appropriately managing the City's assets into the long-term. The 2020/21 Annual Budget for the City of Vincent was developed on the assumption that the COVID-19 pandemic has greatly impacted on the total operating revenue for the City. Whilst the easing of restrictions has come earlier than originally

anticipated, the speed of recovery is still uncertain and the impact on the economy will be long-lasting. In a local context, this means that, for facilities such as Beatty Park Leisure Centre, there is an expectation of a lag between operating expenditure returning to normal and revenue achieving pre COVID-19 levels.

ASSET CLASS

Asset classes usually include different but similar categories of asset. The following major asset classes discussed in the AMSS are outlined in the following table and are drawn from the three AMP asset classes (Transport, Recreation/Parks and Buildings). It is noted here that the AMP asset classes that are the focus of the AMSS, are inconsistent with some general financial reporting conducted by the City of Vincent and discussed in the LTFP. For example, the AMP includes parks within a 'Recreation' asset class. The LTFP, however, generally includes parks and reserves within its 'Infrastructure' asset class (see pg.6 of the LTFP) with the exception of its asset renewal demand and depreciation data that is based on a review of the AMPs (pg.14 of the LTFP). Ensuring consistent use of asset classes across the organisation is identified as a critical issue in the gap analysis and will be addressed as a high priority action item in the Implementation Plan.

Asset Class	Description
Transport	Roads, Paths, Bus Shelters, Bridges, Drainage, Car Parks
Recreation/Parks	Softscape, Hardscape, Structures, Furniture, Electrical & Lighting Equipment, Irrigation & Water
Buildings	Operational and Heritage Buildings, Halls and Pavilions, Ablutions and Club Rooms

Source: City of Vincent AMP Buildings 2019

The asset classes are recorded in the City's asset register and reviewed through the application of risk-based decision making. The detailed tasks required for ongoing management of these major assets are found in the three associated AMPs.

LEVELS OF SERVICE

Levels of service are a key mechanism for managing asset management demand and costs. Therefore, it is important to regularly reassess the level of service to be provided by the asset portfolio. A level of service is the defined service quality for a particular activity (i.e. road maintenance) or service area (i.e. street lighting) against which service performance can be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental considerations, acceptability and cost (2015 IIIMM).

A key element for determining customer levels of service is to understand who the stakeholders of assets are, what values they place on those assets and what they want to achieve from them. In the City of Vincent, community stakeholder's values and objectives are service-based. Therefore, the need to

identify and consider these values is an important part of determining levels of service. The service needs and aspirations of the community are the primary drivers for good asset management, which seeks to achieve the best possible value for ratepayers and communities. Seeking community feedback on levels of service for the City of Vincent is a key part of the Implementation Plan (Action Item No.2 and No.6).

Supporting the customer service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that best achieve the desired customer outcomes and demonstrate effective performance. It is the responsibility of the City's Administration to identify customer and technical levels of service and model the quality and cost standards for each asset class and the entire asset portfolio based on these levels of service.

Along with the main demands for new services, created by a population increase and change in population demographic, the City's demand management practices will involve public consultation and measurement of current service levels. Currently, the City's funding levels are insufficient to continue to provide existing services at present levels in the medium term.

The main service consequences are:

- Loss of accessibility to properties and places;
- Inadequate capacity; and
- Assets that are not fit-for-purpose.

To mitigate these risks, the City will continue to account for how its assets are performing. Through the continuous monitoring of service levels, the City will be better positioned to address any service deficiencies that arise through the activities of its operational and rationalisation program of works.

ASSET MANAGEMENT INFORMATION SYSTEMS

Asset management information systems are a combination of process, data and software applied to provide essential outputs for effective asset management. Below are the systems the City currently uses.

System	Description
Civica (Authority)	Used to store the City's critical financial data to inform the City's asset management and associated reporting.
Intramaps	Used to record the City's locations and the condition of assets using GIS mapping capability in the system.
Excel	Used for the City's Asset Register.

As discussed in the Gap Analysis, there is a commitment to improving the use of the City's current systems which will include utilising the assessment management software available through Civica (Authority). Migrating existing infrastructure data to appropriate asset management software such as *AssetFinda* will also be explored as part of the Implementation Plan.

What assets do we own?

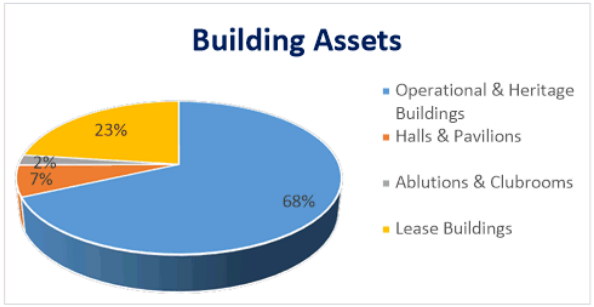
The Buildings (property infrastructure) assets are used to provide a range of services to the community and are detailed here in relation to quantity and replacement value. The following is noted:

- The AMP (Buildings) report states that 'until the future direction of Beatty Park is decided the capital expenditure that will be required has been excluded from this iteration of the plan' (section 1.3).
- The AMP data provided by Talis consultants was last revised in 2019. AMPs are revised regularly with the next revision scheduled for 2021.

The City's Building, Transport and Recreation/Parks assets form the majority of the City's asset portfolio (around 72% in costs) and are therefore the main focus of the AMSS.

Category	Quantity	Replacement Value
Operational & Heritage Buildings	21	$103,754,200
Halls & Pavilions	10	$10,045,200
Ablutions & Clubrooms	17	$3,340,000
Lease Buildings	33	$34,903,600
	Total	$152,043,000

Source: City of Vincent AMP Buildings 2019

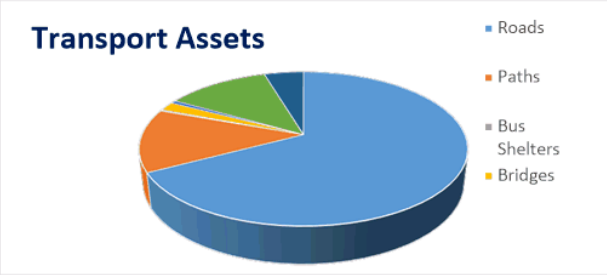


Source: City of Vincent AMP Buildings 2019

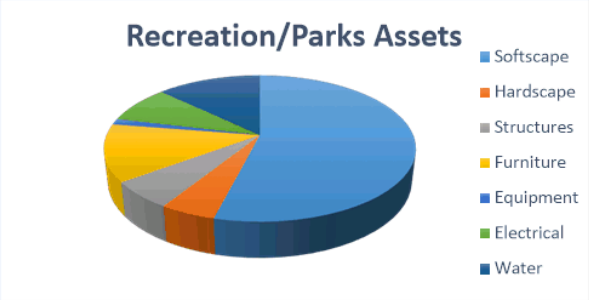
The Transport (infrastructure assets) provide important transportation services to the community and are detailed below in terms of dimensions and replacement value.

Asset Category	Dimension	Replacement Value
Roads	144km	$152,460,432
Paths	260km	$30,080,951
Bus Shelters	94	$630,000
Bridges	3	$4,207,710
Drainage Pits	2,585	$1,423,110
Drainage Pipes	105,310m	$27,479,548
Car Parks	27	$10,472,800
	Total	$226,754,551

Source: City of Vincent AMP Transport 2019



Source: City of Vincent AMP Transport 2019



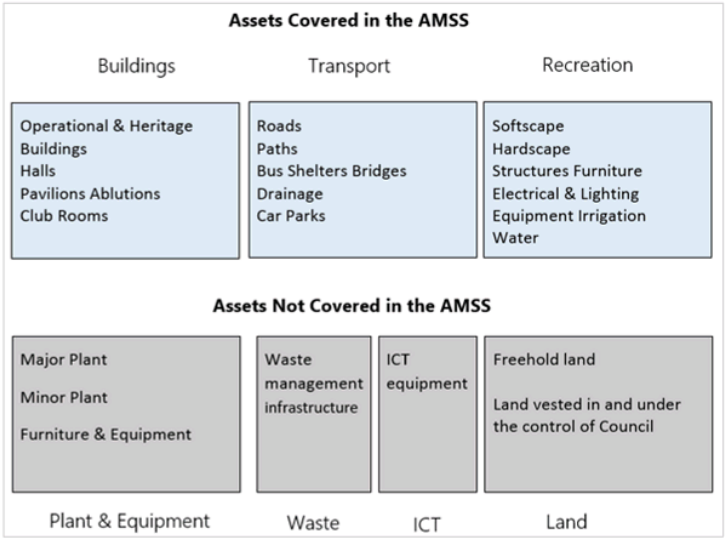
Source: City of Vincent AMP Recreation 2019

The Assets covered by the Asset Management Plan (Recreation/Parks) includes:

Asset Category	Replacement Value
Softscape	$14,316,667
Hardscape	$1,300,956
Structures	$1,591,705
Furniture	$3,350,251
Electrical & Lighting	$352,197
Equipment	$2,193,101
Irrigation & Water	$3,427,270
Total	$26,532,146

Source: City of Vincent AMP Recreation 2019

Along with the three AMPs, there is also an established replacement schedule for assets in the 'Plant and Equipment' asset class.



Detailed ICT and updated Plant and Equipment asset management plans will be scheduled as part of the Implementation Plan in the AMSS, noting that the management principles for these categories differ from traditional community assets, such as buildings, roads, bridges, drainage, parks and paths.

City land assets are excluded from the AMSS. The City has an internal register of City land with sale and development potential and Council will consider the potential sale of lots on an ongoing basis. Administration is progressing with the sale of a number of these lots.

Recreation/Parks assets contribute greatly to the City's inner-city community. Through the POS Strategy and other initiatives, the City is prioritising the creation and enhancement of the natural environment.

Braithwaite Park Nature Play Playground - built around the philosophy of nature based

The City of Vincent provides 47 playgrounds, with many being the fixed, 'off the shelf', primary coloured metal variety that were ubiquitous in local government parks in the 1990s. More recently, the City has invested in two nature play areas at Braithwaite Park and Banks Reserve, which are more contemporary and challenging for a range of ages.

The City of Vincent's Public Open Space Strategy has also identified a gap in youth facilities, such as skate and active zones and more challenging play structures.

Based on population growth, changing demographics and community expectations, we will need to change our playground offering through significant capital investment over the next few years.


Braithwaite Park (2017)



Braithwaite Park (2017)

How are our assets performing?

Assets need to be managed in a way that ensures they do not deteriorate to a point where they are in danger of no longer being able to provide the minimum required level of service.

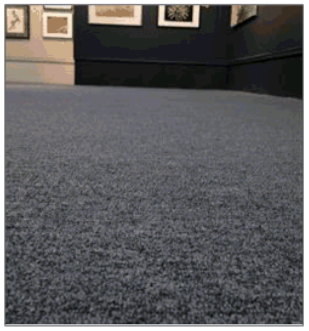
Asset condition reflects the proportion of service years remaining for an asset. For example, if an asphalt footpath with a life of 25 years is considered very poor, it will have a condition rating of 5 meaning there is between 0 and 5 years of service remaining, in which time it should be considered for full replacement.

Condition Grading	Description of Condition
1	Excellent: only planned maintenance required
2	Good: minor maintenance required plus planned maintenance
3	Fair: significant maintenance required
4	Poor: significant renewal/rehabilitation required
5	Very Poor: physically unsound and/or beyond rehabilitation

Source: City of Vincent AMP Buildings 2019

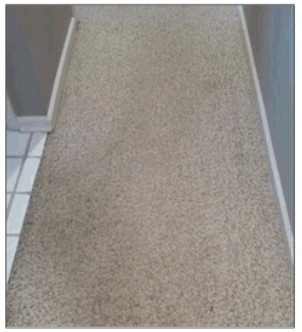
The City undertakes condition rating of its key assets in order to determine their remaining useful life and to prioritise future capital works as part of its rationalisation program of works. By undertaking regular inspections, the City is also able to understand at what rate assets are deteriorating and is then able to monitor the effectiveness of maintenance and renewal activities in reaching the expected useful life of assets. Below is an example of a simple 'condition' and 'defect' example that demonstrates the condition grading used at the City.

Figure 3 City of Vincent Internal Asset Management Presentation 2019



Condition: 1
12.75 Years Remaining

Carpet in very good condition, no signs of wear.



Condition: 3
6 Years Remaining

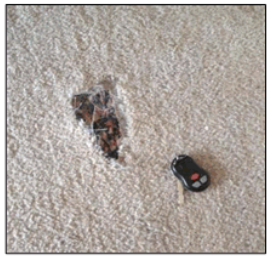
Carpet in fair condition, showing some signs of wear.

Figure 4 City of Vincent Internal Asset Management Presentation 2019



Condition: 5
0 Years Remaining

Carpet in very poor, showing major signs of wear.



Defect Example
Isolated damage

Carpet in very good condition but damaged in one area.

A visual condition assessment of the property network was undertaken in 2016 and as such there is a moderate to high level of confidence in the condition data for the building asset class (noting here that there is no formal condition assessment regime for drainage, bridges, bus shelters or carparks). A subsequent Building Condition Audit was also conducted in 2018 (see 'Long-Term Financial Planning of our assets').

Each asset type varies in complexity and is assessed using different parameters. Some assets are more costly to replace if they are allowed to deteriorate to a very poor state. Best practice would be to reach an ideal balance across the asset portfolio where the average overall asset deterioration is controlled and an asset average condition profile is maintained that prevents the profile from moving from a fair condition (3 condition grading) to poor condition (4 condition grading).

Poor condition is not the only factor that will require an asset to be replaced. Other factors include:

- Whether an asset is fit-for-purpose;
- An asset does not meet minimum standards;
- Poor condition of surrounding and associated assets;
- Standards may also change; or
- Standards are introduced where no standard previously existed (e.g. changes to compliance and the Disability Discrimination Act 1992).

Detailed confidence grading informs the AMPs.

What are we spending on our key asset classes?

Understanding the historical data on the City's three major asset classes and the estimated funding over a ten year period (2019/20-2028/29) is an important part of identifying if the City is spending enough on key assets. This is particularly important because as it enables an identification of where any spending deficiencies are concentrated. For example, the following data is drawn from the AMPs (2019) and demonstrates a significant funding shortfall per year of what is required to maintain the City's recreation assets to current conditions (see below).

Transport Asset Class

Based upon historical data the estimated 10 year funding (2019/20 – 2028/29) for the City's Transport asset class is $54,554,236 or $5,455,424 per year which is 66% of the cost to provide the service.

This is a funding shortfall of $2,765,062 (on average) per year of what is required to maintain the assets to current condition.

Recreation/Parks Asset Class

Based upon historical data the estimated 10 year funding (2019/20 – 2028/29) is $50,000,587 or $5,000,059 per year which is 66% of the cost to provide the service. This is a funding shortfall of $1,679,038 (on average) per year of what is required to maintain the assets to current conditions.

Buildings Asset Class

Based upon historical data the estimated 10 year funding (2019/20 – 2028/29) is $114,149,884 or $11,414,988 per year which is 84% of the cost to provide the service. This is a funding shortfall of $2,244,248 (on average) per year of what is required to maintain the assets to current condition.

The above analysis demonstrates a total shortfall across the three asset classes as $6,688,348 per year of what is required to maintain the assets to current conditions.

In addition to the above funding shortfalls for the City's building asset classes are major critical assets that have yet been fully funded to ensure renewal in the long-term. As noted above, they include Leederville Oval and Beatty Park Leisure Centre.

Beatty Park Leisure Centre Grandstand

This highly-valued asset is in need of significant additional investment to keep it maintained for future generations.

Owned by the State of Western Australia and vested in the City of Vincent, the site has become an icon as one of the most popular and identifiable aquatic facilities in WA. Nearly 1 million people visit the centre each year.

Beatty Park has, over time, been upgraded and expanded to suit modern requirements. Certain parts of the facility, such as the heritage-listed grandstand, has been retained and represent a significant risk to the City. We also have large maintenance projects underway, beginning with $2.9 million in 2020/21 for major renewal to the indoor swimming pool, change room facilities and upgrading electrical and filtration systems.

Significant further investment is needed for the 1962 grandstand. The project will cost between $8 to $12m to retain and safeguard the structure of the grandstand for the next 25 years. This investment is currently beyond our means and not contained within the City's LTFP. We will need support, additional funding contributions or a creative solution to progress any significant work to the grandstand.


Beatty Park Leisure Centre c.1962

The need for change

In accordance with its terms of reference, the City's Audit Committee's responsibilities include reviewing reports of internal audits and monitoring the implementation of recommendations for managing risk. In June 2020, the Audit Committee noted a negative trend in the City's asset sustainability ratio over several years which represents significant risk for the City. Addressing this risk is aimed at finding a balance between the replacement of existing assets with expectations for improvements to asset based services. If there is a reduction in the funding allocated to asset renewal it can lead to a renewal gap. The gap is demonstrated through the negative trend in the City's asset sustainability that also includes the asset consumption and renewal funding ratio.

The asset sustainability ratio indicates whether a local government is renewing or replacing existing nonfinancial assets at the same rate that its overall stock of assets is wearing out. It is calculated by measuring capital expenditure on renewal and replacement of assets relative to the rate of depreciation for the same period. The following table, drawn from the LTFP and based on a review of the AMPs, demonstrates the annual estimated cost (2019/20) to meet the renewal demand compared to the current depreciation applied for each asset category held by the City.

Asset Class	Renewal Demand	Depreciation
Transport	$4,446,443	$4,777,000
Recreation/Parks	$1,316,394	$915,000
Buildings (Property)	$3,929,360	$4,131,000
Total	$9,692,197	$9,823,000

LTFP 2020/21-2029/30 (2020)

Sustainability is demonstrated if the ratio is in or around 100% depending on the overall condition of assets. As shown below, there has been a significant shortfall in the City's KFIs.

Key Financial Indicators	2018/19	2017/18	2016/17
Asset Sustainability Ratio	0.33	0.43	0.51
Asset Consumption Ratio	0.68	0.69	0.64
Asset Renewal Funding Ratio	0.83	0.81	N/A

City of Vincent (September 2020)

The asset sustainability ratio for the City for the last three years has reflected a decline in comparative funding. An asset renewal gap over successive years can translate into a deterioration of the asset, resulting in increased costs in the future. Renewal expenditure, on the other hand, usually results in a reduction in maintenance costs in the longer term since it is replacing the older, more maintenance intensive asset with a more efficient one. Renewal of assets is vital to ensure continuity of existing services that rely upon assets for their delivery.

Given these considerations, there will be a prioritisation of Renew over New with proposals for new discretionary capital projects will require the preparation of a detailed cost estimates for all new substantial capital works projects that includes lifecycle costing before the project is considered for endorsement and inclusion in future revisions of the LTFP.

This will ensure that a financially sustainable approach is being maintained to the renewal and expansion of the City's assets to meet the ongoing needs of the community.

TARGETS

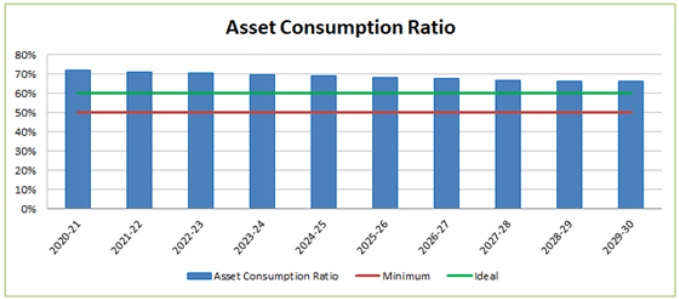
The ratio standards set by the Department of Local Government, Sports and Cultural Industries (DLGSCI) are to ensure that local governments meet minimum standards of asset management. It is noted here that there is no single indicator that demonstrates a local government's financial sustainability nor does it necessarily mean that it is fatal if a particular local government falls below the DLGSCI's 'preferred' benchmark for that particular indicator in a single year. The City will measure and report asset management sustainability annually in accordance with the IPRF and Regulation 50 of the Local Government (Financial Management) Regulations 1996. The following targets are drawn from the LTFP (2020).

The *Asset Consumption Ratio* for depreciable assets is outlined below:

Depreciated Replacement Cost/ Current Replacement Cost. This ratio seeks to highlight the aged condition of a local government's stock of physical assets. It measures the rate at which depreciable assets have been consumed by comparing their written down value to their replacement cost. The City has committed to achieve the following target for the asset consumption ratio which is identified as key performance indicator.

1. Asset consumption ratio (ACR): The City will aim to responsibly maintain, renew/replace assets in accordance with the Asset Management Strategy and target an ACR between 0.5 and 0.7.

Projected ratios for the Asset Consumption Ratio range is between 72% and 66% for the period of 2020-2030. The City exceeds the benchmark in all years covered here although the trend is downwards. It is also noted that the ratio covers all asset categories and it is likely that individual categories, such as Buildings would reflect a lower ratio.

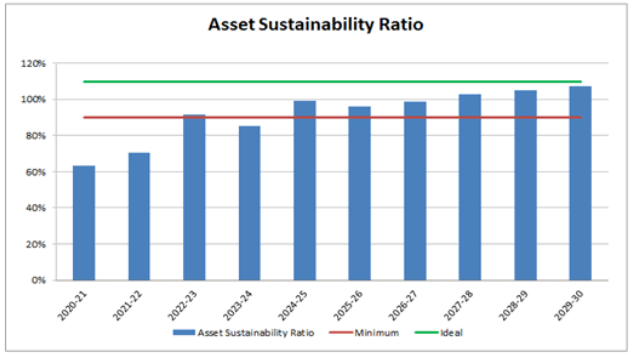


LTFP 2020/21-2029/30 (2020)

The *Asset Sustainability Ratio* indicates whether the City's assets are being replaced or renewed at the same rate that the overall asset stock is wearing out. The City has committed to achieve the following target for the asset sustainability ratio which is identified as key performance indicator.

2. Asset sustainability ratio (ASR): This ratio indicates whether existing assets are being renewed or replaced at the same rate that its overall stock of assets is wearing out. The City will aim to renew its assets at appropriate times, at the same rate it is depreciating and target an ASR between 0.9 and 1.1.

Projected ratios for the Asset Sustainability Ratio range is between a low of 63% and a high of 107% for 2020-2030.



LTFP 2020/21-2029/30 (2020)

The *Asset Renewal Ratio* is a measure of the ability of a local government to fund its projected asset renewal / replacements as required. The City has committed to achieve the following target for the asset renewal ratio which is identified as key performance indicator.

3. Asset renewal ratio (ARR): This ratio indicates the ability of the City to fund its projected asset renewals in the future. The City will aim to develop a Long Term Financial Plan that is supported by the AMSS to determine this ratio and target an ARR between 0.95 and 1.05 (Action Item No. 1).

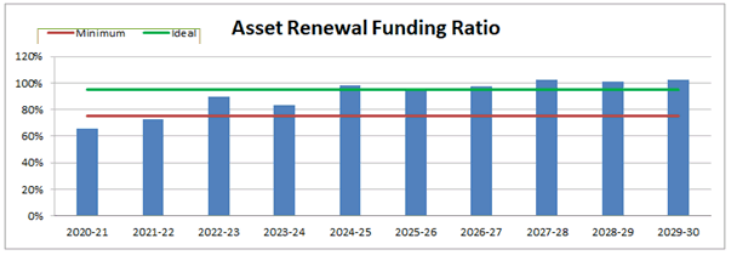


Figure 5 LTFP 2020/21-2029/30 (2020)

The results of the calculation of each of the key financial indicators and detail of the industry benchmarks is provided in the Table below. This approach to renewal expenditure aims to close the asset renewal gap.

Key Financial Indicator	20/21	21/22	22/23	23/24	24/25	29/30
Asset Consumption Ratio	●	●	●	●	●	●
Benchmark > 50%	71.9%	71.1%	70.3%	69.5%	68.8%	65.9%
Asset Renewal Funding Ratio	●	●	●	●	●	●
Benchmark > 75%	65.5%	72.6%	89.5%	83.5%	97.9%	102.6%
Asset Sustainability Ratio	●	●	●	●	●	●
Benchmark > 90%	63.2%	70.5%	91.5%	85.4%	99.1%	107.2%

Figure 6 source (Abbreviated version of Table in LTFP 2020/21-2029/30 (2020)

As the City progresses towards achieving its asset sustainability targets, there remains the challenge of addressing critical renewal funding requirements for identified major assets like Leederville Oval grandstand. To date, this long-lived asset has not been fully funded in the City's long-term financial planning.



Leederville Oval Grandstand (2018)

*The facilities at **Leederville Oval** are dated and ageing and not keeping pace with community expectations*

Leederville Oval is owned by the State of WA and vested in the City of Vincent through a Management Order. The City of Vincent is working with the two East Perth and Subiaco Football clubs, the WA Football Commission and the community to commence a master planning project for Leederville Oval. The master plan will explore development opportunities for the oval and the facility's outstanding works that impose significant costs.

The Master Plan takes into consideration the upgrade, replacement or construction of new buildings, landscaping, playing surfaces and other facilities for community and sporting club use.

The Master Plan aims to ensure that there is the provision of a good quality facility that is fit-for-purpose with additional and/or improved facilities and infrastructure. Capabilities as a multi-use community asset (that increases community access and utilisation) within the Leederville town centre. The Master Plan will explore:

- Current and future requirements of the WA Football Commission, East Perth Football Club and Subiaco Football Club;
- Facility management options; and
- Capital funding model options.

The estimated costs for the Leederville Oval Precinct development includes $12-13m as a short-term development option. The Master Plan also considers more substantial development options linked to precinct-wide opportunities. These figures are not contained in the City's LTFP.

LONG-TERM FINANCIAL PLANNING FOR OUR ASSETS

The primary consideration of the AMSS is to ensure that the City plans for long-term asset sustainability. This requires understanding what funds the City has available both for managing current assets and for the financial planning of future assets. The City will continue to follow the asset rationalisation program of works and prioritise the development of more overarching assessment of assets through an Asset Prioritisation Plan. The City will be in a better position to manage risks within available funding by:

- Prioritising renewal projects above new, expansion or upgrade projects;
- When new, expansion and upgrade projects are planned, lifecycle costs will be considered and provided for;
- Exploring additional funding opportunities, including the community's willingness to pay more;
- Reducing the number of assets and/or the levels of service provided, if funding cannot be secured;
- Insuring against risk and potential third party claims;
- Monitoring asset conditions and taking appropriate actions to minimise risks;
- Monitoring organisational asset management performance and identifying challenges and proactively implementing improvement plans;
- Accepting some of the risks associated with not being able to undertake all identified maintenance and renewal works with associated long-term implications; and
- Reviewing the City's current methodologies and practices for providing services to improve efficiencies.

It is noted that although renew over new will be a guiding principle for asset sustainability, there may be circumstances where this is not appropriate. For example, replacement of costly, aged assets that are not fit-for-purpose with a new asset may bring improved service delivery and associated cost benefits. This will be one of the considerations in the Asset Prioritisation Plan (see 'Rationalisation for Asset Sustainability' for more information).

What funds do we have?

The LTFP is the high-level strategic document that helps align the community's aspirations, strategic intent and organisational capacity. The LTFP projects the City's financial position over a ten-year time period using a series of realistic, conservative financial assumptions.

The financial modelling provides the City with informed information to assess its capacity to maintain overall financial sustainability into the long-term and, most importantly, ensure that the City has in place the necessary funding arrangements to support proposed capital replacement programs (asset sustainability) and new capital projects.

Overall, the LTFP provides a relatively positive forecast, including substantial improvement to the City's asset renewal activities (see Targets). However, the recent economic disruption as a result of the COVID-19 pandemic has had a significant and lasting impact, adding to the funding challenges of the City.

The LTFP has earmarked:

- 73% of the capital works program for 20/21 for renewal projects;
- 14% for new projects; and
- 13% for upgrades.

The Base version detailed in the LTFP provides a prudent approach in this uncertain economic climate, however a number of scenarios have been included for comparative purposes. The Base position will achieve improvements but it does not deliver the level of resilience and financial capacity that will be required in the longer term. This reinforces the importance of the annual reviews of the LTFP and the AMSS which will be linked to those financial considerations.

In developing the LTFP it is recognised that Beatty Park Leisure Centre (Grandstand) and the Public Open Space Strategy (POS) – Implementation (which includes Leederville Oval grandstand) are expected to occur within the life of the LTFP, but have yet to be assigned timelines or funding models. Preliminary costings to deliver the POS Strategy have been prepared and estimate the planning and implementation of the 32 key actions listed in the POS Strategy to be in the order of $37.6 million. There are also other asset-related projects outside of the POS Strategy that have not been assigned timelines or funding models. There is already a degree of endorsement for some key projects and programs but final endorsement should be subject to the provision of detailed cost estimates.

GROWTH IN RATEABLE PROPERTIES

The annual increase in the number of rateable properties is an important consideration, as the majority of these additional properties are residential dwellings, with a direct link to population. Statistically, the average household size in the City of Vincent is 2.23, which is projected to decline slightly over time as the percentage of 'lone person households' increases proportionately from 33% to 36% by 2036. The 10-year projection for rateable properties in outlined in the table below.

Rateable Properties		
Base (1/07/2019)	1 July 2020	30 June 2030
18,879	19,013	22,231

LTFP 2020/21-2029/30 (2020)

Are we spending enough?

The LTFP delivers a plan to address the asset renewal gap that prioritises the renewal of assets and achieves a significant improvement in the Asset Sustainability Ratio. The LTFP also provides modelling on a projected base position and additional scenarios for consideration (2020). The base position is the starting point and this version assumes that the impact of COVID-19 restrictions, particularly as it translates to revenue in parking and leisure activities, will extend beyond Year 1, stepping to full recovery over a three year period. Coupled with a freeze on Rates in Year 1 and the consequential compound effect over the life of the LTFP, this has required tight controls over operating expenditure particularly in Year 1, with a progressive, but constrained recovery over the life of the LTFP. In view of the significant challenge in achieving long-term financial sustainability, the Base position is supported in the LTFP as a short-term approach and further consideration of alternative scenarios is proposed.

The LTFP also builds on the base position by providing financial modelling to factor in a large range of improvements provided in the City's master plans and development plans. This alternative financial scenario includes the Public Open Space Strategy implementation and the structural condition report on the Beatty Park Leisure Centre. Whilst these works would deliver significant improvements, funding this extensive range of works would require a combination of rate increases together with additional reserve and loan funding. This alternative Scenario is not recommended in the LTFP at this stage, 'as an effective Asset Management Strategy is considered critical prior to committing to that scale of works' (2020 pg.25).

The AMSS has put together key action items to consider long-term financial scenarios that address funding for development plans and master plans (Action Item 1). This will enable the City to move towards more sustainable asset management.

As noted in the LTFP, there is also the opportunity for the City to investigate other funding sources, whether it be City-owned land sales or sourcing additional funding contributions. For example, linking the redevelopment of Banks Reserve to the adjoining East Perth Powerstation Redevelopment Precinct.

Banks Reserve - the pavilion is ageing, does not take advantage of the riverfront location, has limited use and provides limited activation opportunities.

The facility is not fit-for-purpose, it is not tenanted and is infrequently used. It would take significant investment to bring it up to a modern standard.

During the Banks Reserve Master Plan community consultation, residents highlighted that the Pavilion is unsuitable for many activities due to its location, design and dated infrastructure. Feedback identified the need for an improved, shared community space that takes full advantage of the prime river front.

The Master Plan aims to improve the amenity of the foreshore area, reduce ongoing lifecycle costs and explore potential redevelopment opportunities.

The Banks Reserve Master Plan proposes the demolition of Banks Reserve Pavilion to create an open plaza area that will increase activation and promote greater use. Demolition of the pavilion would allow for a greater focus on enhancing well-used and in demand facilities to a standard that the community is proud to use.



Banks Reserve (2018)

Rationalisation for asset sustainability

The Asset Management Strategy 2010-2020 identified an action item to undertake a City of Vincent-owned building conditions audit. On 8 May 2018, the audit was presented to Council and it was noted that the City of Vincent had 81 structures (excluding minor parks structures such as shade sails and gazebos) and over 57 sites in its building portfolio which imposed a significant and on-going maintenance cost to the City. The audit also identified some buildings as underutilised by the community. The City of Vincent Buildings Information Table that detailed the outcomes of the audit included:

- an overview of the City's buildings;
- their purpose;
- their utilisation rates;
- a general description of condition;
- information on the associated cost of each building (both capital and operational); and
- a comment on Community Needs Assessment.

The AMP (Buildings) was updated to incorporate this data in 2019. The information provided in the audit, and the updated AMPs, has provided guidance on a rationalisation program for the City's building assets. This program of works is also accounted for in the City's operational Capital Works Program and includes activities such as the 'community halls renewal and rationalisation program' (2020). The assets team regularly reviews the condition of the main component groups to further identify which assets are in poor condition and nearing end of life. For example, the table below demonstrates how the audit, along with the implementation of the rationalisation program, has led to the appropriate disposal of some poor performing (Grade 4-5) assets.

Abbreviated data from Building Conditions Audit 2018

Facility Name	Asset Maintenance Costs (annualised)	Community Need Assessment	Current Asset Condition	Asset Options Retain/Renew Redevelop/Dispose
Beatty Park Pavilion	$2,500	Underutilised Community Building	Poor Condition $45K in 'draft' 18/19 OPEX to demolish.	Dispose *Demolished 2019*
Birdwood Square - Ablutions & Change Rooms	$1,500	Public Open Space Amenity	Poor Condition $45K in 'draft' 19/20 OPEX to demolish.	Dispose *Demolished 2019*
Litis Stadium - Ablutions (x3)	N/A	Litis Stadium Master Plan	Average - Poor Condition. 1 x demolish 18/19, 2 x	Dispose *Demolished 2019*

WHAT DO WE MEAN BY NOT FIT-FOR-PURPOSE?

Condition

- Multiple aging components in building.
- Low aesthetic appeal.
- Structural components such as brick walls and concrete foundation are still sound.
- Functional components such as toilets and taps are able to be replaced.



Level of Service

- Located next to a premium Recreation asset.
- Small structure possibly incapable of meeting demand.
- Medium to High public focus.
- This building is representative of the services provided by the Council and the City.

RENEW OVER NEW

As part of the public toilet renewal program, the tired and worn out asset has now been renewed while keeping the existing heritage structure.



This ensures a cost-effective approach to managing our assets.

The toilet block now includes unisex accessible toilets, LED lighting and contemporary fixtures and fittings that also ensure accessibility for a person who uses a wheelchair. The privacy walls have also been removed to improve accessibility and reduce the potential for vandalism.

The rationalisation program of works has also been informed by the technical expertise of the City's Administration. Assessments carried out by the technical team involved with asset management has taken the buildings condition audit into account along with following considerations:

- Compliance matters (including asbestos issues);
- Usage (if the assets is fit-for-purpose);
- Degree and frequency of vandalism;
- Amenity; and
- Other matters (e.g. sewage or drainage concerns).

The buildings condition audit has also referred to relevant project master plans and development plans as part of its assessment.

Facility Name	Community Need Assessment	Current Asset Condition	Asset Options Retain/ Renew Redevelop/ Dispose
Banks Reserve - Ablutions	Banks Reserve Master Plan	Poor condition, proposed to replace with Modus type stand alone.	Demolish / Redevelop
Leederville Oval - Ablutions	Leederville Oval Master Plan	Average condition. Future new fit out required if retained	Demolish / Redevelop
North Perth Tennis Club Bowling & Recreation	Tennis West Strategic Facilities Plan Woodville Reserve Master Plan	Reasonable condition.	Demolish / redevelop

Formalising this approach as part of an Asset Prioritisation Plan will include the identification of key asset classes and holdings with a high level assessment of aged condition of these assets (Action Item No.2).

The rationalisation program of works will also be linked to the Sports and Recreation Facilities Plan currently underway (recommended in the POS Strategy). The Plan will deliver a strategic direction for the City that will better accommodate sporting club growth and improve community accessibility to public open space. The plan will ensure the City can sustainably and responsibly manage the City's sport and recreation assets through the provision of a Facility Rationalisation Plan that caters for clubs future growth and identifies assets which are no longer required. This will be considered a component of the overarching Asset Prioritisation Plan identified as a key priority in the AMSS Implementation Plan. The Asset Prioritisation Plan will address a range of service delivery considerations to form an overarching City-wide analysis and asset hierarchy. The hierarchy will be informed by a matrix of asset performance measurements that includes:

- assets with high-community benefit;
- asset utilisation;
- fit-for-purpose considerations;
- opportunities to source alternative funding opportunities; and

- future asset demand that takes into account demographics and trend analyses.

These considerations will also align with the City's Property Management Framework (2020). The objective of this framework is to meet growing community needs by ensuring that City-owned and managed properties are prioritised for use where occupancy arrangements include co-location, shared-use and highest community utilisation.

Once the Asset Prioritisation Plan is completed it will inform decision-making on the renewal, upgrade, procurement and maintenance of the City's three key asset classes.

GOVERNANCE AND MANAGEMENT ARRANGEMENTS

In order to achieve best practice in managing the City's assets there must be ongoing, good governance and management arrangements. The ongoing management of the City's assets involves the following key stakeholders.

Council

The role and responsibility of council is as follows:

- represent the needs of the community and act as stewards for key assets;
- set the corporate Asset Management policy and vision;
- allocate resources to meet the organisation's objectives in providing services while managing risks;
- ensure the organisation is financially sustainable; and
- promote and raise awareness of asset management to the community.

Chief Executive Officer

The role and responsibility of the CEO is as follows:

- overall responsibility for developing the AMSS;
- reporting on the status of assessment management within the organisation;
- implement the AMSS within agreed resources;
- monitor and review performance of staff in achieving the objectives of the AMSS; and
- promote and raise awareness of asset management to the Council, staff, users and community.

City of Vincent Administration

Administration staff involved in asset management:

- guides, directs and facilitates asset management plan development;
- provides required information for Council to achieve core competency in asset management;
- delivers levels of services to agreed risk and cost standards and report to Council on service delivery versus service level standard; and
- develops and implements operational plans for maintenance, refurbishment and capital works programs.

All staff must ensure best practice in regards to asset management by implementing the City's relevant policies, decision and local laws and ensure appropriate management of City assets.

Asset Management and Sustainability Sub-Committee

The Implementation Plan for the AMSS (Action item No.5) Administration will establish a sub-committee that will provide oversight on critical asset management issues. The Asset Management and Sustainability Sub-Committee will help guide the development and implementation of the AMSS, providing guidance on the delivery of services while ensuring asset sustainability principles are used in all relevant projects. Membership of the AMS Sub-Committee will include executive staff and asset and finance staff as well as staff involved in leisure planning projects and other key master plans to ensure a cross-functional asset management group.

GAP ANALYSIS

In order to prepare detailed AMPs for the major asset classes, the City will continually improve the quality of data that informs asset management decision-making. Currently the asset register is a series of excel spreadsheets that have limited functionality for the purposes of asset management. The City will explore alternatives such as the asset management software available in Civica (Authority) that is not currently used. This software will also allow more consistent use of asset class categories across the organisation and improved financial reporting on assets to include total replacement cost of assets, written down value of assets that can then inform remaining useful life calculations.

The City will also explore opportunities to retain an additional asset management software such as the *AssetFinda* system used by other local governments in WA (Action Item No.4).

As current assessments have indicated a 'renewal gap' (see above) the consolidation of this information will provide Council and the Asset Management and Sustainability Sub-Committee more reliable and robust data that will provide them more certainty in:

- planning for the long-term asset sustainability; and
- making recommendations to Council on additional funding requirements for proposed master plans and development plans.

These results will also form the basis of annual budget reviews and establishes maintenance, operational, renewal and upgrade costs as well as lifecycle costs for new assets.

The SCP provides guidance on community values of assets. The last City of Vincent community perceptions survey that specifically sought feedback on the service levels and performance of the asset portfolio was completed in 2012. It is critical that the City continues to prioritise engagement with the community on service levels and asset performance not just through the SCP, but through other means. The Implementation Plan will address this through the establishment of a community focus group workshop to discuss asset management issues and ensure that customer levels of service and

participatory asset discussions are key principles of asset management going forward (Action Item No.6).

The AMPs will also undertake key actions in accordance with the infrastructure risk management customer levels of service measures used in the asset management plan which are:

1. Quality: How good is the service ... What is the condition or quality of the service?
2. Quantity: Function is it suitable for its intended purpose .... Is it the right service?
3. Capacity/Use Is the service over or under used ... Do we need more or less of these assets?

CONTINUOUS IMPROVEMENT OF SKILLS AND PROCESSES

The City of Vincent will adopt a continuous improvement approach that establishes and nurtures a 'whole-of-organisation' culture focused on best practice in asset management. To achieve this, the City will educate its staff to have greater awareness and application of asset management principles.

For example, the City will prioritise the development of skills across the organisation to ensure that staff use GIS to locate assets as required and provide regular updates on their aged condition and status. Along with a general best practice approach, the commitment to improvement of skills and processes will involve educating staff on the current status of the City's assets and the need to think about long-term asset sustainability. There will also be the provision of training appropriate staff in key asset management topics such as condition assessments, valuation of assets and accounting treatment (Action Item No.4).

The aims of the AMSS will also be linked to subsequent reviews of the Workforce Plan 2020-2021 to ensure that the employment of relevant staff (asset management and GIS) is considered a priority need within the Infrastructure and Environment Directorate.

IMPLEMENTATION PLAN

The Implementation Plan provides key overarching action items for achieving the key objectives of the AMSS. The action items are based on a review of the Asset Management Strategy 2010-2020 with an identification of action items achieved in that Strategy and those that have not been completed or are part of ongoing asset management activities.

REVIEW AND IMPLEMENTATION OF THE AMSS

Reporting is important for the City to be able to measure and monitor progress of the projects and action items identified in the AMSS. Firstly, through the AMS Sub-Committee, there will be quarterly reporting on the action items of the AMSS. This will ensure that long-term planning will be considered along with a detailed cost estimates and timelines including lifecycle costs that will now be required for all new substantial capital works projects (as recommended in the LTFP). This will be decided upon as the City moves towards progressing with its development and master plans (including the Beatty Park Master Plan 2062). Secondly, the City will use the AMSS to feed into annual budget reviews and ensure that lifecycle costings for the master plans and development plans are factored into the LTFP reviews.

It is important to note that the AMSS will likely not remain static. As it is reviewed, new information (for example, the completed Asset Prioritisation Plan) will be included that may modify previously accepted positions. As the City continues to deliver and refine the opportunities identified in the AMSS, it will maintain an open and transparent dialogue with the community.

ACTION ITEMS

The purpose, vision and objectives of the AMSS will be achieved through the implementation of the following short (1 – 3 years), medium (4 – 7 years) and long term (8 years +) and ongoing (Ong) key deliverables.

No.	Action – what we'll do	Deliverable – how we'll do it	Timing				Priority	Funding Allocation
			Short	Med	Long	Ong		
1	Consider and then implement long-term funding scenarios that will close the asset renewal gap and plan for relevant projects that have detailed cost estimates and timelines	Improve the City's Asset Sustainability Ratio restored to a minimum 90% position by 2022/23	●				High	As per LTFP (Base Position)
		Improve the City's Asset Sustainability Ratio restored to a minimum 100% position for the life of the AMSS			●		High	As per LTFP (Base Position)
		Consider base position and other long-term financial scenarios and determine preferred option for future planning	●				High	Operational
		Consider additional costings for relevant projects listed within the City's CBP that have provided lifecycle costs as part of its detailed cost estimates and timelines. Make informed implementation decisions that link to LTFP projections	●	●			High	Operational
		Report on renewal ratio for key assets and provide targeted financial details that will inform annual budget reviews				●	Medium	Operational

No.	Action – what we'll do	Deliverable – how we'll do it	Timing				Priority	Funding Allocation
			Short	Med	Long	Ong		
2	Review key asset classes to allocate levels of service (both current and future usage) to provide a framework for asset sustainability and rationalisation going forward	Develop an Asset Prioritisation Plan for Building, Transport and Recreation/Parks that is informed by: • Building conditions audit (2018) • Current rationalisation program of works (informed by building conditions audit and condition grading assessments) • Active Reserve Strategic Club Allocation & Facility Rationalisation Plan (feeds into Sports and Recreation Facilities Plan that is in development) • AMPs for Building, Transport and Recreation/Parks	●				High	$80,000
		Review, classify and allocate levels of service to all City buildings for current and future usage of assets that incorporates population forecasts and demographic changes and align with SCP priorities (feeds into AMPs)	●	●			Medium	$40,000
3	Review and update Asset Management Framework that supports asset sustainability management principles	Provide detailed cost estimates and timelines including lifecycle cost template in project management framework to be used for all new substantial capital works projects (also informed by recommendations of Asset Prioritisation Plan when completed)				●	High	Operational
		Revise current AMPs as part of three year cycle (2021/24/27/30)				●	High	Operational
		Review Asset Management Policy 2009		●			Medium	Operational
		Completion of Asset Management Plan (Plant and Equipment)		●			Medium	$15,000
		Completion of Asset Management Plan (Information Communication Technology)		●			Medium	$5,000
		Plan, allocate resources and deliver upgrades to meet disability access improvements, risk management and compliance and legislative requirements				●	High	Operational

No.	Action – what we'll do	Deliverable – how we'll do it	Timing				Priority	Funding Allocation
			Short	Med	Long	Ong		
4	Work towards best practice in asset management through continuous improvement in asset management processes, capability and maturity	Skill development of staff using GIS to map asset locations appropriately				●	Medium-High	$5,000
		Explore *Assetfinda* and Civica (Authority) asset management software to replace current asset data storage	●	●			High	Operational
		Adopt software that improves consistency in asset class use across the organisation	●	●			High	$40,000
5	Provide support and oversight on critical asset management issues and ensure ongoing monitoring of Implementation Plan	Establishment of AMS sub-committee to oversee implementation of current and proposed relevant development plans and master plans				●	High	Operational
6	Enhance current demand management practices through public consultation and associated measurement of current community service levels	Ensure participatory asset discussions by undertaking a community focus group workshop to understand community value of assets and compare with current service level measurements	●				High	$2,000

No.	Action – what we'll do	Deliverable – how we'll do it	Timing					Funding Allocation
			Short	Med	Long	Ong	Priority	
7	Advocate for support for asset sustainability through the promotion of City assets and the development potential of underutilised public open spaces	Advocate to State and Federal Government for support to renew the City's regional facilities				●	Medium	Operational
		Pursue partnership opportunities with appropriate funding bodies				●	Medium	Operational

GLOSSARY & ACRONYMS

AMPs – Asset Management Plans (Buildings, Transport, Recreation/Parks)
AMSS – Asset Management and Sustainability Strategy 2020-2030
CBP – City of Vincent Corporate Business Plan
DLGSCI – Department of Local Government, Sport and Cultural Industries
IIIMM - International Infrastructure Management Manual
LTFP- Long Term Financial Report
POS Strategy – Public Open Space Strategy
SCP – City of Vincent Strategic Community Plan

Asset

A physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.

Asset Class

Groupings of assets of similar nature and use in a local government's operations.

Asset Consumption

The average proportion of "as new condition" left in an asset.

Asset Disposal

The process of removing and disposing of an asset upon the end of its useful life.

Asset Maintenance

Regular repair works to prevent deterioration of the assets' capability, such as pothole filling, minor repairs etc.

Asset Management

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.

Asset Operations

Continuously required expenditure which enables the asset to provide benefits to the community such as mowing, street sweeping and lighting power charges.

Asset Renewal

Works to replace existing assets which are worn, poorly functioning or dated with assets of equivalent capacity or performance.

Asset Upgrade

The significant upgrade of an asset to produce a higher level of service, such as dualling or widening of a road, extending of a building, installation of reticulation to a dry park.

Customer Levels of Service

Measures how the customer receives the service and whether value to the customer is provided. Community levels of service are developed in consultation with the community, demographics, trend analyses and customer feedback.

Level of Service

Designed quality of a particular activity (e.g. road maintenance) or service area (e.g. lighting) against which performance can be measured.

Technical Levels of Service

Technical measures that relate to the allocation of resources to service activities to best achieve the desired customer outcomes and demonstrate effective performance.

Lifecycle

The cycle of activities that an asset (or facility) goes through while it retains an identity as a particular asset.

MORE INFORMATION

To find out more about our *Asset Management and Sustainability Strategy*, or any of our programs, contact:

City of Vincent

Address: 244 Vincent Street (corner of Loftus Street), Leederville, Western Australia, 6007

Tel: (08) 9273 6000. Fax: (08) 9273 6099

www.vincent.wa.gov.au



City of Vincent Asset Management Discussion Paper

Contents

Background 2
Purpose 3
1. Having enough funds to keep our assets up-to-date 4
Case Study 1 – Roads 6
2. Keeping our historical assets safe for use 7
Case Study 2a – Beatty Park Leisure Centre Grandstand 8
Case Study 2b – Leederville Oval 9
3. Planning for the future of our assets 10
Case Study 3 – Banks Reserve 11
4. Making sure we have the assets we need now and in the future 12
Case Study 4 – Braithwaite Park 13
Implementation Plan 14

Purpose

What is the Asset Management and Sustainability Strategy (AMSS)?

The purpose of the AMSS is to address the City's Strategic Community Plan Priority:

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

This is also the vision for the AMSS. The AMSS includes guidance for decisions around the planning, management and provision of the City's assets. In the AMSS, we have grouped our key assets into three asset classes:

- Transport
- Recreation/Parks
- Buildings

What is the Asset Management Discussion Paper?

This Asset Management Discussion Paper is intended to accompany the AMSS by highlighting the key points that we need to inform the community about. As a discussion paper, a lot of the ideas in here are draft and may change based on community engagement exercises.

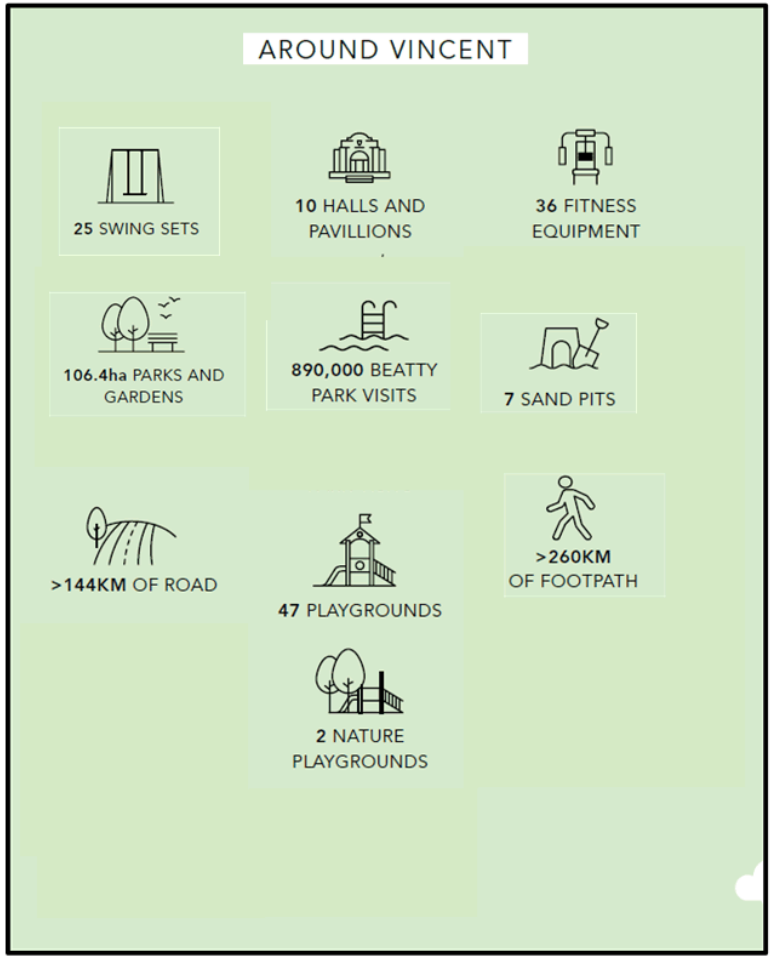
What is asset management?

Asset management generally involves the day-to-day operation and maintenance of assets as well as construction, acquisition, upgrading, renewal, sale and demolition.

Asset management is the process of balancing the needs of the community, with financial and environmental responsibilities throughout the lifetime of the asset.

From our research, we've come up with the following key objectives that the AMSS seeks to address:

1. Having enough funds to keep our assets up-to-date
2. Keeping our historical assets safe for use
3. Planning for the future of our assets
4. Making sure we have the assets we need now and in the future



Background

When we talk about assets, we mean something that is a physical resource. An asset has value, provides a service and has an economic life greater than 12 months. Assets include buildings, roads, parks, vehicles, computers and many other physical objects.

In the City of Vincent, our assets include six major sporting and leisure facilities, 144km of road, 10 community halls and pavilions, and 47 playgrounds.

Caring for our assets has a direct bearing on the health and wellbeing of our community who use them. To care for our assets appropriately, we need a plan that addresses our challenges and opportunities. This is where our 'Asset Management and Sustainability Strategy' (AMSS) comes in.

1. Having enough funds to keep our assets up-to-date

The Challenge

An asset sustainability ratio indicates whether assets are being kept up-to-date, or if they are degrading over time.

According to the Department of Local Government and Communities Asset Management Guidelines (2016), an asset sustainability ratio of less than 90% indicates that the local government may be underinvesting in renewal and replacement of its asset base and therefore these assets are degrading too much.

The asset sustainability ratio for the City in 2018/19 was 33%, equating to an asset renewal gap in a single year of approximately $7.5 M. Although we have been below the recommended level in recent times, it is not fatal. The AMSS will help us get back above 90%.

Other challenges with funding is that a number of State/federal grants are only provided if the City also contributes funds. The City also actively looks for funding from both State and federal sources but funding is often available to build new facilities but not to maintain existing facilities.

Addressing the Challenge

An overriding principle of the AMSS is **renew over new** so that the City will be in a better position to manage risks within available funding. This means prioritising maintenance projects above new, expansion or upgrade projects, where possible.

The Long Term Financial Plan (LTFP) has also set long-term targets to address our asset renewal gap.

Renew Over New



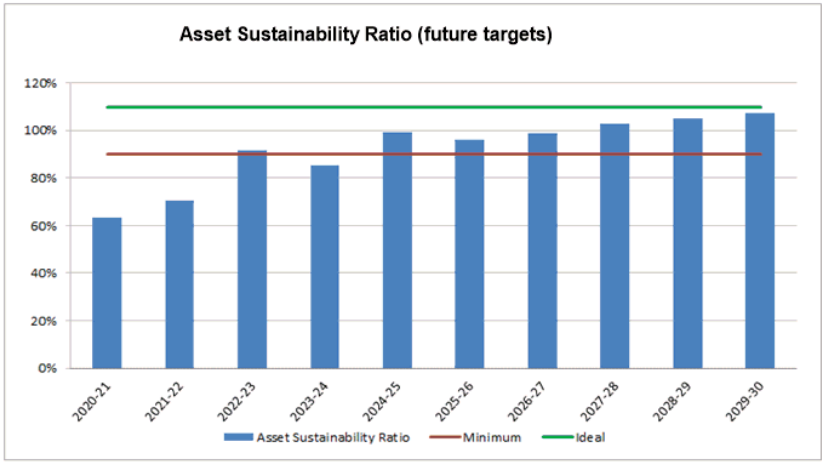
Hyde Park East Toilet Block

As part of the public toilet renewal program, the tired and worn out asset has now been renewed while keeping the existing heritage structure.



It is noted here that there is no single indicator that demonstrates a local government's financial sustainability nor does it necessarily mean that it is fatal if a particular local government falls below the DLGSCI's 'preferred' benchmark for that particular indicator in a single year.

Projected ratios for the Asset Sustainability Ratio range is between a low of 63% and a high of 107% for 2020-2030.



Addressing the renewal gap: renewal targets from the Long Term Financial Plan (Source: LTFP 2020/21-2029/30)

City of Vincent - Assets Discussion Paper



Case Study 1 – Roads

The City has over 144 km of roads, including some that carry more than 25,000 vehicles per day.

District Distributor roads in the City of Vincent, such as Loftus Street and London Street, carry more than 25,000 vehicles per day. Some Access Roads (residential streets) carry fewer than 200 vehicles per day.

As would be expected, the road surface on those major roads deteriorates faster than the low volume residential streets. We gather data on road condition to determine the annual road resurfacing program.



An interim crack sealing, - preventative maintenance, to extend the life of the asset
(Fleet St – Access Road)

Why do we have a resurfacing program?

It costs, on average, three times as much to reconstruct a road than it does to resurface it. The City strives to intervene at the optimum time, the point at which preventive maintenance becomes cost prohibitive and before surface failure requires reconstruction. Each year, we prepare a list of roads and undertake the necessary upgrades for each of them.

By resurfacing at the optimum time, the road will not have to be fully reconstructed for 20 to 25 years.



A recently resurfaced road
(Angove Street - District Distributor B)

2. Keeping our historical assets safe for use

The Challenge

The City's asset portfolio includes a number of long-lived assets that are getting older and more expensive to maintain.

The significant aged condition of some of the City's assets are in urgent need of attention to keep them safe for users. If they are not maintained to appropriate levels, there may be several consequences including user safety, higher maintenance costs and a loss of amenity.

The City's Asset Management Plan (AMP) has already identified Beatty Park Grandstand and Leederville Oval Grandstand as having known service performance deficiencies.

Addressing the Challenge

Having identified the issues, we're now focussing on creating detailed and targeted plans for Beatty Park and Leederville Oval.

Our initial findings show that there will be a considerable cost to keep these assets safe. Alongside our other asset management commitments, our annual income cannot currently cover all of these costs.

Part of the deliverables detailed in the AMSS Implementation Plan will be advocating to federal and State governments to provide support for the City's assets as well as sourcing other alternative funding contributions.

We don't want to close these great facilities to the public, but if we do not have the funds to keep them adequately repaired and maintained they may no longer be safe to use.



Beatty Park Leisure Centre (2017)

7

Case Study 2a – Beatty Park Leisure Centre Grandstand

This highly-valued asset is in need of significant additional investment to keep it maintained for future generations.

Owned by the State of Western Australia and vested in the City of Vincent, the site has become an icon as one of the most popular and identifiable aquatic facilities in WA. Nearly 1 million people visit the centre each year.

In 1962, the pool on the Beatty Park site was constructed for the Commonwealth Games before being opened to the public. In 1993-94 the State of Western Australia vested Beatty Park Leisure Centre with the newly formed Town of Vincent. There were substantial upgrades ($5.3m) during this time and a further $17.5m in upgrades that were undertaken by the City of Vincent in 2011-2013. In the 2020/21 financial year, the City has committed a further $2.9m for major renewal to the indoor swimming pool, change room facilities and upgrading electrical and filtration systems.

Certain parts of the facility, such as the heritage-listed grandstand, has been retained and represent a significant risk to the City and further investment is needed. The project will cost between $8 to $12m to retain and safeguard the structure of the grandstand for the next 25 years. This investment is currently beyond our means and not contained within the City's LTFP. We will need support, additional funding contributions or a creative solution to enable us to progress any significant work to the grandstand.



City of Vincent - Assets Discussion Paper


Leederville Oval (2018)

Case Study 2b – Leederville Oval

The facilities at Leederville Oval are dated and ageing and not keeping pace with community expectations

Leederville Oval is a Western Australian Football League ground that is located at 246 Vincent Street, Leederville. The facility is used as a home ground by the East Perth Football Club and the Subiaco Football Club.

Leederville Oval is owned by the State of WA and vested in the City of Vincent through a Management Order. The City of Vincent is working with East Perth and Subiaco football clubs, the WA Football Commission and the community to commence a master-planning project for Leederville Oval. The Master Plan will explore development opportunities for the oval and address the facility's outstanding maintenance and repair work.

The Master Plan considers upgrades, replacement or construction of new buildings, landscaping, playing surfaces and other facilities for community and sporting club use.

The Master Plan aims to make Leederville Oval a high quality and fit-for-purpose facility with additional and improved services and infrastructure. Further integration with Leederville Town Centre will also improve community access and usage. The Master Plan will explore:

- Current and future requirements of the WA Football Commission, East Perth Football Club and Subiaco Football Club;
- Facility management options; and
- Capital funding model options.

The estimated costs for the Leederville Oval Precinct development includes $12-13m as a short-term development option. The Master Plan also considers more substantial development options linked to precinct-wide opportunities. These figures are not contained in the City's LTFP.

9

3. Planning for the future of our assets

The Challenge

The City of Vincent has several master plans and development plans that are proposed to be implemented over the course of the AMSS (ten years). Historically, the actions within these master plans and development plans have been prioritised and budgeted on an annual basis. Moving forward, the lifecycle costs of priority projects will be included in the City's long-term financial planning.

The preliminary costings for some of these works are significant. For example, the Public Open Space (POS) Strategy has 32 key actions with a total cost in the order of $37.6 million. The POS Strategy is currently unfunded and the City will need to plan how it delivers the actions over a period of time.

Lifecycle costs includes the cycle of activities that an asset goes through for the life of that asset. To keep the asset performing at an appropriate level, adequate funding needs to be set aside to maintain that asset each year for the life of that asset.

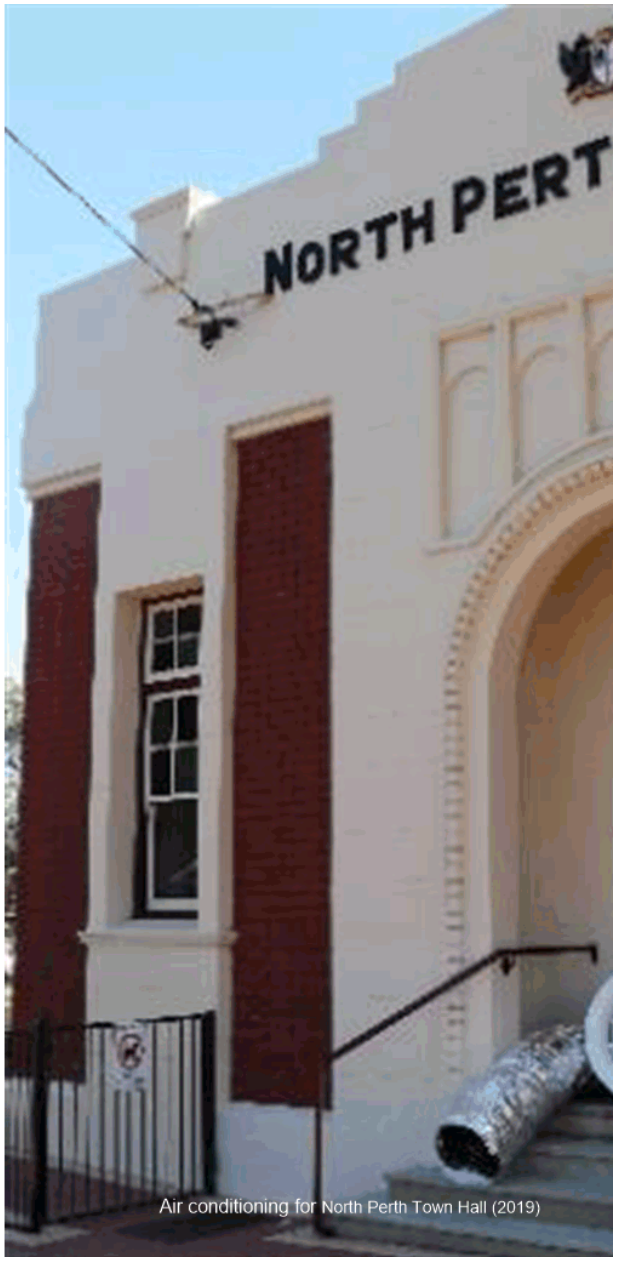
Addressing the Challenge

The AMSS requires that all new major capital work projects incorporate lifecycle costs as part of their detailed cost estimates. Only then will they be considered for endorsement as the full cost implications will be known.

A key action item in the AMSS is an Asset Prioritisation Plan that will provide important data to inform asset management decisions for new major capital work projects. The Asset Prioritisation Plan in the AMSS will speak to an asset hierarchy based on a matrix of measurements that includes utilisation, fit-for-purpose considerations and community values.

Through the AMSS, the City will be in a better position to manage risks within available funding not only by keeping to a principle of renew over new but also by:

- Considering lifecycle costs whenever new, expansion or upgrade projects are planned;
- Exploring additional funding opportunities, including the community's willingness to pay more; and
- Reducing the number of assets and the levels of service provided, if funding cannot be secured.



Air conditioning for North Perth Town Hall (2019)

Case Study 3 – Banks Reserve

The Pavilion is ageing, does not take advantage of the riverfront location, has limited use and provides limited activation opportunities.

The facility is not fit-for-purpose, it is not tenanted and is infrequently used. It would take significant investment to bring it up to a modern standard.

During community consultation for the **Banks Reserve Master Plan**, residents highlighted that the Pavilion is unsuitable for many activities due to its location, design and dated infrastructure. Feedback identified the need for an improved, shared community space that takes full advantage of the prime riverfront.

The Master Plan aims to improve the amenity of the foreshore area, reduce ongoing lifecycle costs and explore potential redevelopment opportunities.

The Banks Reserve Master Plan proposes the demolition of Banks Reserve Pavilion to create an open plaza area that will increase activation and promote greater use. Demolition of the pavilion would allow for a greater focus on enhancing well-used and in demand facilities to a standard that the community is proud to use.



Banks Reserve (2018)

4. Making sure we have the assets we need now and in the future

The Challenge

The City of Vincent has a growing population. Along with a changing demographic profile, this will influence demand on current and future assets. For example, our ageing population will require different facilities than youth, families and couples.

The City has a higher proportion of working aged adults than the State average. In 2016, it was identified that 81% of the City's resident workers were employed outside of Vincent. This means that the provision of reliable transport assets, such as roads and cycling paths, is critical to help them get to and from work.

In the City of Vincent, couples with no children represents 48% of the population. For this cohort, major assets include the provision of night time and weekend sport and leisure activities. Ensuring that the community has opportunities to remain connected to its local social networks is also a critical part of the City's Connected Community priority from the Strategic Community Plan.

After acquiring buildings that serve a certain need, it is important to update those buildings or assets in response to changing demands and community requirements.

Addressing the Challenge

Because the City of Vincent's community values and objectives are service-based, they help with determining community levels of service that are an important part of asset management. One of the key ways to identify these values and objectives is through our Strategic Community Plan that provides guidance on community values for our assets.

It is critical that we continue to prioritise engaging with our community on service levels and asset performance.

The Implementation Plan will address this issue through the establishment of a community focus group workshop to discuss asset management issues. This will help keep levels of service and community participation in asset discussions as key principles of the City's asset management going forward.



Mary Street Piazza (2017)

Case Study 4 – Braithwaite Park

Braithwaite Park Nature Play Playground - built around the philosophy of nature based elements

The City of Vincent provides 47 playgrounds, with many being the fixed, 'off the shelf', primary coloured metal variety that were ubiquitous in local government parks in the 1990s. More recently, the City has invested in two nature play areas at Braithwaite Park and Banks Reserve, which are more contemporary and challenging for a range of ages.

The City of Vincent's Public Open Space Strategy has also identified a gap in youth facilities, such as skate and active zones and more challenging play structures.

Based on population growth, changing demographics and community expectations, we will need to change our playground offering through significant capital investment over the next few years.


Braithwaite Park (2017)



Braithwaite Park (2017)

Implementation Plan

The purpose, vision and objectives of the AMSS will be achieved through the implementation of the following short (1 – 3 years), medium (4 – 7 years) and long term (8 years +) and ongoing (Ong) key deliverables.

No.	Action – what we'll do	Deliverable – how we'll do it	Timing				Priority	Funding Allocation
			Short	Med	Long	Ong		
1	Consider and then implement long-term funding scenarios that will close the asset renewal gap and plan for relevant projects that have detailed cost estimates and timelines	Improve the City's Asset Sustainability Ratio restored to a minimum 90% position by 2022/23	●				High	As per LTFP (Base Position)
		Improve the City's Asset Sustainability Ratio restored to a minimum 100% position for the life of the AMSS			●		High	As per LTFP (Base Position)
		Consider base position and other long-term financial scenarios and determine preferred option for future planning	●				High	Operational
		Consider additional costings for relevant projects listed within the City's CBP that have provided lifecycle costs as part of its detailed cost estimates and timelines. Make informed implementation decisions that link to LTFP projections	●	●			High	Operational
		Report on renewal ratio for key assets and provide targeted financial details that will inform annual budget reviews				●	Medium	Operational

No.	Action – what we'll do	Deliverable – how we'll do it	Timing				Priority	Funding Allocation
			Short	Med	Long	Ong		
2	Review key asset classes to allocate levels of service (both current and future usage) to provide a framework for asset sustainability and rationalisation going forward	Develop an Asset Prioritisation Plan for Building, Transport and Recreation/Parks that is informed by: • Building conditions audit (2018) • Current rationalisation program of works (informed by building conditions audit and condition grading assessments) • Active Reserve Strategic Club Allocation & Facility Rationalisation Plan (feeds into Sports and Recreation Facilities Plan that is in development) • AMPs for Building, Transport and Recreation/Parks	●				High	$80,000
		Review, classify and allocate levels of service to all City buildings for current and future usage of assets that incorporates population forecasts and demographic changes and align with SCP priorities (feeds into AMPs)	●	●			Medium	$40,000
3	Review and update Asset Management Framework that supports asset sustainability management principles	Provide detailed cost estimates and timelines including lifecycle cost template in project management framework to be used for all new substantial capital works projects (also informed by recommendations of Asset Prioritisation Plan when completed)				●	High	Operational
		Revise current AMPs as part of three year cycle (2021/24/27/30)				●	High	Operational
		Review Asset Management Policy 2009		●			Medium	Operational
		Completion of Asset Management Plan (Plant and Equipment)		●			Medium	$15,000
		Completion of Asset Management Plan (Information Communication Technology)		●			Medium	$5,000
		Plan, allocate resources and deliver upgrades to meet disability access improvements, risk management and compliance and legislative requirements				●	High	Operational

No.	Action – what we'll do	Deliverable – how we'll do it	Timing				Priority	Funding Allocation
			Short	Med	Long	Ong		
4	Work towards best practice in asset management through continuous improvement in asset management processes, capability and maturity	Skill development of staff using GIS to map asset locations appropriately				●	Medium-High	$5,000
		Explore *Assetfinda* and Civica (Authority) asset management software to replace current asset data storage	●	●			High	Operational
		Adopt software that improves consistency in asset class use across the organisation	●	●			High	$40,000
5	Provide support and oversight on critical asset management issues and ensure ongoing monitoring of Implementation Plan	Establishment of AMS sub-committee to oversee implementation of current and proposed relevant development plans and master plans				●	High	Operational
6	Enhance current demand management practices through public consultation and associated measurement of current community service levels	Ensure participatory asset discussions by undertaking a community focus group workshop to understand community value of assets and compare with current service level measurements	●				High	$2,000
7	Advocate for support for asset sustainability through the promotion of City assets and the development potential of underutilised public open spaces	Advocate to State and Federal Government for support to renew the City's regional facilities				●	Medium	Operational
		Pursue partnership opportunities with appropriate funding bodies				●	Medium	Operational

ASSET MANAGEMENT & SUSTAINABILITY STRATEGY COMMUNICATIONS PLAN

1.1. Background

The purpose of the Asset Management and Sustainability Strategy (AMSS) is to outline how the City's asset portfolio will meet the service needs of the community into the future. Asset management is a continuous process, covers the full life of an asset and can include the creation of assets as well as acquisition, upgrades, maintenance, renewal, disposal and day-to-day operation of assets.

The key issues that the City currently faces is that asset renewal demand exceeds the City's ability to fully resource asset renewal investment. The AMSS is designed to set out the key challenges and plan for the City's priorities to ensure improved asset management and sustainability.

Sound asset management will maximise asset service delivery potential, ensure assets are fit-for-purpose and meet community needs and changing expectations and environment. Lifecycle management of assets needs to be aligned to planning, service delivery and long-term financial sustainability.

The asset management challenge is to strike the right balance between maintaining the scale, magnitude and breadth of the assets that the City currently manages, whilst meeting the changing and evolving infrastructure needs of a growing and diverse community, and doing so within the City's means.

Project Purpose

As part of future planning for the City's asset portfolio, the community will be invited to consider the asset challenges in the City and consider the following:

- Prioritising renewal projects above new, expansion or upgrade projects;
- When new, expansion and upgrade projects are planned, lifecycle costs will be considered and accounted for;
- Advocacy for funding opportunities;
- Options if additional funding cannot be secured;
- Monitoring asset conditions and taking appropriate actions to minimise risks;
- Monitoring organisational asset management performance to identify challenges and proactively implement improvement plans;
- Accepting some of the risks associated with not being able to undertake all identified maintenance and renewal works with associated long term implications; and
- Clearly define the opportunities and constraints associated with the City's assets and facilities; and
- Develop a plan to guide the long-term future of the City's assets and facilities.

Communications Context

- We want to generate community and stakeholder understanding of the project including the past, present and future project context, and the associated financial implications
- We want to clearly communicate the opportunities and constraints associated with our facilities
- Showcase the comprehensive investigative work and site analysis completed to date on some of our facilities (touching on Beatty Park Leisure Centre as a case study)
- We want to communicate the issues whilst mitigating challenging conversations
- We want clear and consistent messaging that evolves over a twelve month period to deliver consultation in line with community expectations, and
- This project is likely to have a significant community media focus

Communications Objectives

- Raise awareness and understanding of the project including past, present and future project context and the opportunities and constraints
- Gain a deeper understanding of community and stakeholder values, issues and opinions of the identified opportunities and constraints
- Drive community interest to advocate for the future of the City's assets and facilities
- Ensure clarity around any information sought from the community and stakeholders
- Manage the community conversation as much as possible and be a source of truth
- Appropriately address community and stakeholder questions and issues, and
- Ensure timely, accurate, consistent and coordinated information to all stakeholders

Strategic Alignment

The project aligns with the City's Strategic Community Plan (2018-2028) through the Innovative and Accountable priority. The CBP identifies the development of an Asset Management and Sustainability Strategy to develop a financially sustainable strategic approach to City Assets (No 24).

1.2. Case Study: Beatty Park Leisure Centre

Purpose

Beatty Park will be discussed as a case study within the AMSS. Communication relating to Beatty Park will be presented within the context of the overarching conversation about the City's assets and facilities.

The case study aims to:

- Raise awareness of the impact that Beatty Park has on the City and the potential implications for Vincent ratepayers,
- Communicate the importance of Beatty Park to the broader Vincent and WA community, by communicating the project context, project status and opportunities and constraints, and
- Set the context for future conversations about the future of Beatty Park.

Stakeholders

Sector	Stakeholders
Community	City of Vincent ratepayers City of Vincent Elected Members City of Vincent Administration Beatty Park Leisure Centre employees Beatty Park members and patrons Beatty Park tenants (Swimming WA, Beatty Park Physiotherapy) Beatty Park 2062 Project Steering Committee Leederville Oval users (Subiaco FC, East Perth FC) Local schools Frequent hirers of City of Vincent halls and facilities Local aged care facilities
Government	Heritage Council of Western Australia Department of Planning Lands and Heritage Department of Local Government, Sport and Cultural Industries Member for Perth State Member for Perth

	Minister for Sport and Recreation State and Federal Government Ministers Western Australian Senators
Industry	Parks and Leisure Australia Royal Life Saving WA
Media	Local Newspapers (Perth Voice, Guardian Express, Stirling Times, The Post, Western Suburbs Weekly) The Western Australia The Sunday Times All media

1.3. Communication & Engagement Tools

Responsibilities for implementing the following tools are outlined in section 1.4 below.

Tool	Deliverable/Explanation
Community Engagement Panel	+ Establish a new independent community panel (existing community panel from 2017 has expired) + Panel will be demographically representative of the City of Vincent population.
Community Panel Workshop	+ Workshop with the newly established community panel + Workshop to be held by an independent facilitator + Workshop will focus on the AMSS, with the goal of testing the project concepts and working with the panel to set the consultation approach for the AMSS. + Beatty Park will be touched on as a case study under the AMSS.
Imagine Vincent page	+ Consultation page with online survey, based on outcomes from the community panel workshop + Consultation will be held for statutory requirement of 42 days
Letters/direct email to businesses, community groups, local schools, aged care facilities and frequent facility hirers.	+ Letters/direct emails will introduce the topics of the AMSS and invite recipients to provide feedback
Media release	+ Media release developed to launch community-wide consultation on the AMSS
City of Vincent website	+ News item with media release, directing to Imagine Vincent consultation page + Homepage header artwork directing to Imagine Vincent consultation page
City of Vincent Facebook Page	+ Key messages from Mayor as City spokesperson + Community noticeboard style and approach + Modify to support delivery of break out project messages
City of Vincent LinkedIn page	+ Community and business messages
E-newsletters	+ Newsletters will be issued as required
Local public notice	+ Public notice in local newspapers advertising that the AMSS is open for public comments for 42 days
Beatty Park Facebook Page	+ Sharing of content and messages from City of Vincent Facebook page
Beatty Park Pop Ups	+ Staff pop ups at Beatty Park and other locations to talk to patrons and residents about the future of Beatty Park

ASSET MANAGEMENT AND SUSTAINABILITY STRATEGY COMMUNICATIONS & ENGAGEMENT PLAN

1.4. Key Actions

Phases	Deliverables	Responsible Team	Support Team	Release Date
Phase 1: Setting the scene and consultation on the AMSS	Test the concepts and issues in the AMSS with community members to develop a consultation strategy. This will be done by: • Establishment of a new independent community panel (panel from 2017/SCP is outdated) • Workshop with the newly formed community panel. The workshop will be independently facilitated and used to discuss the concepts and issues of the AMSS. Feedback will inform the community-wide consultation strategy. • The community panel workshop will touch on BPLC as a case study under the AMSS.	Marketing	Policy & Place Engineering	March 2021
Phase 2: Community-wide consultation on the AMSS	Based on outcome of the community panel workshop, we will develop a strategy to communicate and consult on the AMSS with the wider community. This may include but is not limited to: • Imagine Vincent consultation page • Media release • Communications on City of Vincent website and social media channels • Public notices in community newspapers • Letters/direct email to businesses, community groups, local schools, aged care facilities and frequent facility hirers. • Notices in the City's monthly full-page newspaper advert and digital e-newsletter • Sharing of content and messaging to City of Vincent Library and Beatty Park Leisure Centre social media channels • Pop ups at Beatty Park Leisure Centre	Marketing	Policy & Place Engineering	TBC
Phase 3: Review and next steps	Following the AMSS consultation, the project team will review all community feedback and plan next steps. Next steps may include further communication and engagement relating to specific assets such as Beatty Park, Leederville Oval etc.	Policy & Place	Marketing Engineering	TBC

Panel Methodology and Time Line



1.5. The registration process

The independent agency will deliver the registration and selection of the panel in a manner that is professional, transparent and separate from the City.

- Invitations are sent directly to either a random sample or to all households (and businesses) inviting them to register their interest to participate. This is done by direct mail using Australia Post.
- Of those who register, a random sample is selected to fill the required number of participants to represent the City's population and demographic goals
- The demographic goals are developed based on Census data and in consultation with the steering committee
- Registrations should close 4 weeks prior to first meeting, so that the selection and follow up processes can be completed
- The City will send background reading to the panel 10 days before the first workshop

1.6. Panel Invitation inclusions

- Explanation of the reason for the establishment of the panel
- why this issue is important with a succinct background to the issue/s
- how Council will respond to the Panel's recommendations
- the dates and locations of the meetings
- the honorarium that will be paid for participation ($200 per half day panel)
- how to register or get more information

6.3 NORTH PERTH TRAFFIC REPORT

Attachments: **1. Plan 3611-CP ⇩**

RECOMMENDATION:

That Council:

1. **NOTES the analysis on the potential impact of a partial road closure at the intersection of View and Fitzgerald Streets, North Perth, specifically banning the right turn into and out of View Street;**

2. **APPROVES a 12 month trial of the above by extending the Fitzgerald Street median island through the intersection, as shown on Plan 3611-CP Attachment 1;**

3. **NOTES that the consultation with the residents and businesses will take place in February 2021, in the area bounded by Angove, Charles, Vincent and Fitzgerald Streets on the installation of mid-block traffic calming measures in:**

   3.1 Alma Road, between Camelia and Persimmon Streets

   3.2 Camelia Street, between Vincent and Claverton Streets

   3.3 Claverton Street, between Camelia and Alfonso Streets

   3.4 Alfonso Street, between Calverton and Vincent Streets; and

   3.5 Leake Street, between Grosvenor and Chelmsford;

4. **RECEIVES a further report at the conclusion of the public consultation in March 2021; and**

5. **INFORMS the petitioners of the Council's decision.**

PURPOSE OF REPORT:

To seek Council's approval to conduct a trial, for a period of 12 months, of the closure of the median in Fitzgerald Street, intersection of View Street, to prevent the right turn into and out of View Street, based upon the conclusions of the report by the independent Traffic Engineering Consultants engaged by the City to undertake a traffic and road safety assessment for the area bounded by Vincent, Fitzgerald, Angove and Charles Streets. Further, to consult with the residents and businesses of the aforementioned area seeking feedback during the trial closure as well as proposed traffic calming measures in Alma Road, Camelia, Claverton, Alfonso and Leake Streets.

BACKGROUND:

At its Ordinary Meeting of Council held on 1 May 2018 a 42 signature petition was tabled outlining residents' concerns about the speed, volume, composition and origins of traffic using the local road network bounded by Leake, Vincent, Charles and View Streets, resulting in several reports, a public forum and a number of discussions at the (now defunct) Urban Mobility Advisory Group (UMAG).

As part of the planning process the City engaged the services of an independent traffic engineering consultancy to assess the City's proposed response in respect of the staging the introduction of traffic calming measures within the precinct.

In addition, the City was at the time, finalising plans for the construction of the 'North Perth Common' in View Street, adjacent the North Perth Plaza.

In light of timing of the development the consulting traffic engineer was also asked to consider the impact of preventing the right turn movement into and out of View Street (to Fitzgerald Street) by closing the gap

between the median islands in Fitzgerald Street, as a possible future enhancement of the North Perth Common.

The North Perth Common subsequently opened on 15 June 2019 at a well-attended community event.

However the City has, and continues, to receive feedback from the community that both the traffic volumes and speed are inappropriate for a 'shared space'.

The closure of the median is a relatively low cost change that will have an immediate and positive impact. Additionally, the City's Policy and Place Team is investigating possible staged changes to the North Perth Common to improve its function and activation. An urban design concept for the View Street Car Park is scheduled to be completed in the 2021/22 financial year, which will further consider North Perth Common and how these spaces can work together to enhance the vibrancy of the Town Centre.

North Perth Common will continue to have active and passive programming to encourage people to come into the space and linger longer. The Native Plant Sale and Young Makers Christmas Market both returned to North Perth Common this year, and elements such as art easels, lighting, and Christmas decorations have been added to maintain the passive activation of the space.

DETAILS:

Engagement of an Independent Traffic Engineering Consultant

To ensure that the City was not limiting its options and to take a more a 'holistic' approach to the precinct and to address the residents' concerns *GTA Consultants* (Traffic Engineers) were engaged to undertake an independent traffic and road safety assessment for the area bounded by Vincent, Fitzgerald, Angove and Charles Streets.

GTA were provided with the previous Council reports and UMAG minutes as well full access to the City's traffic data and MRWA/Police accident data. While they were not asked specifically to form an opinion of an appropriate 85% speed* they were advised that the one of the major concerns held by residents was that an 85% speed in the order of 50kph was excessive, irrespective of it being the current urban speed limit.

*the maximum speed at which 85% of the traffic travels.

Consultant's Report

GTA submitted their report to the City in mid-May 2019 and presented an overview of their findings to the UMAG at its meeting 27 May 2019.

The report considered a 'short term' or priority intervention strategy, as summarised below, as well as a suggested longer term strategy.

The short term strategy recommended a number of mid-block slow points to reduce the speed at those locations where the 85% speed is near, or exceeds, 50 kmh, as listed in the recommendation.

The longer term strategy, in addition to the above measures, was based around a series of raised plateau's at strategic intersections, in particular in Leake Street, and a possible 'diagonal road closure' at Alma Road and Leake Street. In addition, the report suggested that entry statements be considered at each entrance to those access roads that intersect with a District Distributor/Boundary Road.

The longer term strategy was seen as being dependent upon the outcome of the 40 kmh Speed Trial in the area to the south of Vincent Street. The premise being that if the trial proves successful the 40 kmh speed limit, if supported by Council, Main Roads WA and Road Safety Commission, it could be extended across the entire City of Vincent.

This goal has now been incorporated into the draft Accessible City Strategy to be implemented by 2023, and as such subject to the broader Community Consultation.

View and Fitzgerald Street Intersection- partial closure

As part of the study the Traffic Consultants modelled the operations of the intersections of Fitzgerald Street and Alma Road and Fitzgerald Street and Angove Street to assess the potential redistribution of traffic as a

result of restricting the turning movements at the View Street and Fitzgerald Street intersection to left-in left-out only (LILO).

As part of the assessment process visual traffic counts were undertaken on a weekday morning (7:30-8:30 AM) and again in the afternoon (4:30-5:30) peak period for the intersection of Fitzgerald Street and View Street. Approximately 45 vehicles per hour were observed turning right from Fitzgerald Street into View Street in peak periods whilst approximately 12 vehicles turned right from View Street into Fitzgerald Street.

Two scenarios were tested:

- All the redistributed right turn vehicles that are currently turning right into and out of View Street utilise the signalised intersection of Fitzgerald Street and Angove Street.
- All the redistributed right turn vehicles that currently turn right from Fitzgerald Street into View Street turn right at the intersection of Fitzgerald Street and Alma Road.

Note: The level of service concept describes the quality of traffic service in terms of six levels, designated A to F, with level of service A (LOS A) representing the best operating condition (i.e. at or close to free flowing), and level of service F (LOS F) the worst (i.e. forced flow). More specifically:

A	Excellent
B	Very Good
C	Good
D	Acceptable
E	Poor
F	Very Poor

Scenario 1

All the redistributed right turn vehicles that currently turning right into and out of View Street utilise the signalised intersection of Fitzgerald St and Angove Street. In the morning peak the intersection of Angove and Fitzgerald Streets currently operates with a Level of Service (LoS) D, with the redistributed traffic the LoS is not expected to change. In the afternoon peak the intersection currently operates with a LoS B, with the redistributed traffic the LoS is not expected to change.	
Impact	Based on the above measures, the impacts of all the redistributed traffic utilising the intersection of Fitzgerald and Angove Streets is considered acceptable.

Scenario 2

All the redistributed right turn vehicles that currently turn right from Fitzgerald Street into View Street turn right at the intersection of Fitzgerald Street and Alma Road. In the morning peak the intersection of Alma Road and Fitzgerald Street currently operates with a LoS A for the critical right turn from Fitzgerald Street. With the redistributed traffic the LoS is not expected to change. In the afternoon peak the intersection currently operates with a LoS D for the critical right turn from Fitzgerald Street, with the redistributed traffic the LoS in not expected to change.	
Impact	Based on the above measures, the impacts of all the redistributed traffic utilising the intersection of Fitzgerald Street and Alma Road is considered acceptable.

Analysis

The conclusion drawn is that even if all of the redistributed traffic were to use Angove Street, although unlikely, it would not have a major impact upon the level of service of the intersection and therefore would not be a deterrent to peak hour traffic using Angove Street in preference to using Alma Road.

In respect of all of the redistributed traffic using Alma Road, again unlikely, it is not a direct route to Charles Street, as is Angove and View Streets, and in the morning would be more prone blockages and congestion on Charles Street queuing back to/beyond Alma Road in the AM peak. Further, a significant percentage of the traffic using View Street in the peak periods is accessing Bourke Street (to and from Loftus and Oxford Streets) and as such there is no benefit in using Alma Road as an alternative. Similarly in the afternoon PM peak the right turn into Alma Road from Fitzgerald Street is often difficult due to the constant flow and queuing of outward bound traffic on Fitzgerald Street.

Therefore it could be expected that if there were an impact upon Alma Road it would more likely be outside the peak periods and that it would be limited.

Further, with the closure of View Street during construction of the North Perth Common a majority of the redistributed through traffic was drawn to Angove Street, while a significant percentage of local traffic, predominately patrons of the North Perth Plaza, either used Alma Road or View Street via the City's and Rosemount Hotel carpark (to and from Angove Street).

Note: Traffic data was collected in the relevant streets in August 2018, before the 'Common' commenced, and again in June 2019 during construction (when View Street was blocked), November 2020 and, if the partial closure is approved, in February/March 2021 after school resumes.

Traffic Accidents

For the 5 year period 1 January 2015 to 31 December 2019 there were 14 reported accidents at the intersection of View and Fitzgerald Street. Closing the median would have eliminated 7 of the 14 (50%) all of which were classified as 'major property damage'.

Further, the location within the precinct with the most traffic accidents was the 90°angled parking adjacent the North Perth Plaza. There were 28 accidents at this location of which 21 could be directly attributed to vehicles either entering or exiting the parking bays or 'rear enders' as drivers stopped as a result of the activity.

Therefore it could be expected that not only would the partial closure of the Fitzgerald / View intersection significantly reduce traffic volumes through the 'Common' but also result in a significant reduction in traffic accidents in this locality.

Cost Implications

As part of the 2020/21 budget $50,000 has been carried over from the 2019/20 budget to install traffic calming measures within the nominated area. Further community consultation, and therefore any works, were deferred due to the COVID-19 pandemic.

The cost of a single lane slow point, where no widening is required, is in the order $8,000 inclusive of vegetation. An Oval Slow Point, as suggested by GTA, requires localised widening and is upwards of $12,000+, dependent upon services. Raised intersection plateaus, similar to that at the intersection of Fairfield Street and Anzac Road in Mt Hawthorn, cost in the order of $15,000/$25,000, and again dependent upon services. Entry statements, where the road is narrowed with landscaped nibs and a speed hump installed, such as at the intersection of Strathcona and Newcastle Streets, West Perth, is in the order of $15,000, excluding service relocations.

Therefore given a budget of $50,000 the City would able to install a combination of 'single lane slow points' and 'oval slow points' at the five locations identified by GTA but not the raised plateaus as suggested in Leake Street.

The estimated cost to trial the partial closure of View and Fitzgerald Streets intersection is $10,000 (50% of which is for on-going traffic control during installation and maintenance). The works could be funded from the City's Minor Traffic Management Improvement Program budget.

Current Council Decision

At its Ordinary Meeting of 18 September 2018 Council approved the installation of two single lane slow points in Claverton and Leake Streets and to this time the decision has not been rescinded. The current recommendation is to consult on the two aforementioned mid-block slow points with additional three in Alma Road, Alfonso and Camelia Streets respectively.

CONSULTATION/ADVERTISING:

The matter has twice been considered by the UMAG as well as at a Public Forum held at the North Perth Town Hall on Monday 12 November 2018.

LEGAL/POLICY:

All of the roads within and bounding the precinct, other than Charles Street, as discussed in this report, come under the care, control and management of the City.

RISK MANAGEMENT IMPLICATIONS

Low/Medium: as the study has shown that, other than the specified two locations, the speeds and volumes within the study area are within the operating criteria for the respective streets in accordance with their classification.

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:

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

Sustainable Transport

PUBLIC HEALTH IMPLICATIONS:

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

Reduced injuries and a safer community

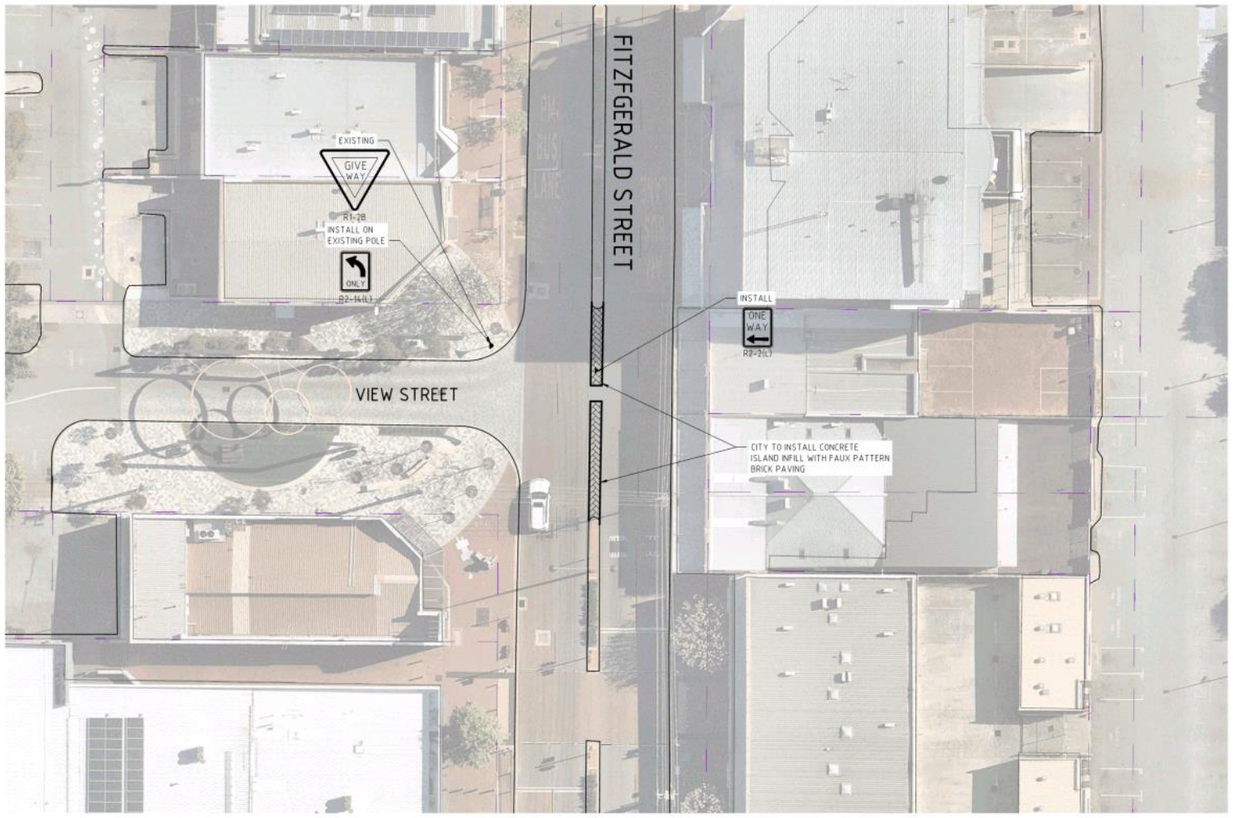
FINANCIAL/BUDGET IMPLICATIONS:

The 2020/21 budget includes an allocation of $50,000 with which to undertake traffic calming within the study area. A combination of three single lane slow points and two oval slow points would utilise the majority of the budget allocation.

The estimated cost to trial the partial closure of View and Fitzgerald Streets intersection is $10,000. Whilst currently not funded the works could be funded from the City's Minor Traffic Management Improvement Program budget.

COMMENTS:

The installation of the recommended slow points will enable the City to compare the effectiveness of 'hard' traffic calming measures versus that of signage only as installed in the 40kmh Speed Trial area south of Vincent Street. Further, if the 40kmh trial proves successful it is envisaged, and now a cornerstone of the Accessible City Strategy, that the entire City of Vincent will become a designated a 40kmh speed zone by 2023, potentially reducing the need for additional traffic measures and the resultant loss of resident amenity in the future.



CITY OF VINCENT WORKS

- REMOVE OLD LINEMARKING AS INDICATED.
- ARRANGE FOR TEMPORARY LINEMARKING.
- SWEEP SITE BEFORE INSTALLATION OF NEW LINEWORK.
- SPOT ALL NEW LINEWORK IN ACCORDANCE WITH MRWA SPECIFICATIONS.

FOR DESIGN DRAWING REFER TO DRAWING No: 3610-DP

CITY OF VINCENT
244 VINCENT STREET LEEDERVILLE, 6007
TECHNICAL SERVICES

AMENDMENTS

No	REVISION	DESCRIPTION	AUTHORISED

THIS DRAWING REMAINS THE PROPERTY OF THE CITY OF VINCENT AND MUST NOT BE RETAINED, COPIED OR USED WITHOUT THE AUTHORITY OF THE MANAGER, TECHNICAL SERVICES

BUDGET: -	DESIGNED: AJ 23/11/20	SURVEYOR: TOPO	31/08/20
CHECKED: SF	DRAWN: AJ 23/11/20	GRID: MGA AHD	DATUM: MGA2020
APPROVED: DTS / ME	SEAN FOSTER (C.O.D)	SCALE: 1:250 METRES	

MINOR TRAFFIC MANAGEMENT
FITZGERALD STREET, VIEW STREET INTERSECTION
EXTENSION OF MEDIAN ISLANDS

A1 | SHEET 1 OF 1 | REVISION 0
DRAWING NUMBER
3611-CP

6.4 LEEDERVILLE LANEWAY UPGRADE

Attachments: **1. Leederville Laneway Concept ⇩**

RECOMMENDATION:

That Council:

1. RECIEVES the report on the Leederville Laneway Upgrade Project and;

1.1 APPROVES IN PRINCIPLE the Leederville Laneway Upgrade concept plans;

1.2 NOTES the Administration's method of calculation for the City's possible contribution of $155,808 towards the cost of the works based upon the infrastructure for which the City would be responsible in future;

1.3 AUTHORISES the Chief Executive Officer to negotiate with the developer(s) the City's contribution, and any other details that may arise, including that of minor miscellaneous infrastructure; and

1.4 NOTES that the final negotiated contribution amount will be included in the mid-year budget review process for consideration by Council; and

2. APPROVES BY AN ABSOLUTE MAJORITY the allocation of additional funds of $132,308 within the 2020/21 Annual Budget for this project.

PURPOSE OF REPORT:

To provide Council with the basis to determine a possible contribution towards the cost of the Leederville Laneway Upgrade Project, as proposed by the proponents, Hesperia Property Developments.

BACKGROUND

On 3 September 2020, the Metropolitan West Joint Development Assessment Panel (JDAP) approved the FJM - ABN development at 742 Newcastle Street, Leederville.

Further, the Leederville Hotel, which includes the 'Garden', and which is also part of the FJM property portfolio, is to be refurbished with the construction of a new bar, shop, and kiosks opening onto the lane-way that separates the two developments.

Hesperia (formerly Fini and Linc Property Developments) acting on behalf of the developer is looking to integrate the two developments by creating an activated and vibrant laneway and are seeking both the City's input and a financial contribution to the proposed works.

DETAILS:

The Leederville Hotel laneway concept and current cost estimate is at **Attachment 1**.

The total initial estimated cost for the project has been revised down from $431,362 to $369,937 (-$61,425), inclusive of civil and paving works, landscaping, artwork, lights & branding. Hesperia has been seeking a 50% contribution from the City for the total cost ($184,968.50).

FJM had previously indicated they were willing to contribute $179,000 toward the project, which increases by $5,968.50, to $184,968.50, based upon the 50/50 funding model.

Administration supports the overall concept but has been seeking clarification from Hesperia about some cost elements such as branding and security which would not normally be shared infrastructure costs for a local government contribution for such a project.

The core infrastructure to which the City would contribute include drainage, paving and street lighting.

Administration has requested Hesperia to review the cost estimates and delete those costs that are not relevant to any City contribution. This has not occurred at the time of preparing this report.

Drainage

Prior to the ABN development the area adjacent the lane-way on the northern side was hotel car park - an open expanse of bitumen. In winter, if there was an above average storm event the run-off from the lane-way would flow into the car park unconstrained with little consequence. By approving the development this is no longer a viable option and to mitigate the associated risk the drainage system within the lane-way had to be substantially upgraded.

The works had to be undertaken early in the project while the site was accessible and was largely completed by the developer in September.

The revised costs as provided to the City in November indicated that the in ground costs for the drainage was in the order of $60,828, excluding any design costs, typically 10-15%.

Having reviewed the design and taking into consideration the costs for the City to have undertaken the works, the potential scheduling conflicts (working around the builders within a constrained) and associated risks, a **$66,911** contribution (inclusive of 10% for design and supervision) would be appropriate.

Paving

The estimate for the paving, using the same inter-locking pavers as the Leederville Village Square, is in the order of $78,025, inclusive of the easements either side of the lane-way abutting the respective developments.

Note: this excludes the paving in the private Right of Way along the rear of the properties fronting Oxford Street as this is an agreement between the builder and property owners.

On the basis the City is responsible for approx. 60% of the total area (as the width of the lane-way varies the length of the subject area) a contribution of **$51,497** (inclusive of 10% for design and supervision) would be appropriate.

Lighting

This is the most difficult of the three ‘core infrastructure’ items to quantify as the level of expectation, and the technology proposed, exceeds standard street lighting.

Typically the City would install 4 x single outreach LED lights on 4.5m poles. If the Western Power standard was adopted it would be powder coated tapered steel poles requiring a power supply (unmetered supply – UMS) from Oxford Street and service cable (open trench the length of the lane-way). An estimated cost would be in the order of $35,000+. However, Western Power would then be responsible for any future maintenance.

Alternatively the City could apply for a UMS (in the order of $10,000) and install its own cabling and standard lighting (assuming it would be decorative), again in the order of $35,000.

In both the above scenarios the location of the poles is likely to be problematic. The poles can’t be hard-up against the façade of a building, further constraining a narrow space. If located on the northern side of the lane-way, and given the overhang of the ABN building, the poles would have to be no taller than 3.8m reducing their effectiveness, and potentially requiring an additional pole to meet the standards (AS1158) for road way lighting.

Hesperia is proposing catenary lighting as a better outcome. LED luminaries strung across the lane-way on fine steel cables serve both a decorative and functional purpose. Cost wise it is very similar to the options above ($34,000).

The developers have indicated that if the Council were to approve the catenary lighting the power supply would be from either of the buildings (ABN or Leederville Hotel) with a sub-meter for the electrical costs being on-charged to the City. While this is not unreasonable it’s the long term maintenance and replacement

of the lights that may be a future burden upon the City. Therefore a negotiated management agreement would be required if the catenary lights are installed.

The catenary lighting would be a much better public realm outcome visually and aesthetically for both the City and the respective developments. As with drainage and paving a 10% design and supervision fee is not unreasonable, increasing the City's contribution to the order of **$37,400**.

Included in the design component would a requirement that it meets the Australian Standard 1158 for public lighting.

Comment

Based upon the above rationale and calculation the City's recommended total contribution would be $155,808, which is $29,160.50 less than Hesperia was seeking.

Given that $23,500 has already been budgeted to resurface the dedicated portion of the lane-way in 2020/21 the additional impost, if approved, on the City's budget will be $132,308 (and if agreed with the developer(s)).

CONSULTATION/ADVERTISING:

The adjacent property owners and residents that abut the lane-way would be provided with an opportunity to view the concept plans and to provide comment. It should be noted that it is now beyond the means of the City, or the Developer, to make significant changes to access to lane-way but there is an onus upon the City to ensure that access is maintained. Further, if or when, the owner of 295 Oxford Street develops their site they are obliged to provide and maintain an access easement through the property linking the lane-way to Vincent Street. However it should be noted that there will be an extended period where the access easement is closed to traffic as the developer builds over/straddles the easement. During this period the only public vehicle access will be via Oxford Street. This then will preclude any large vehicles because of the awnings of the heritage listed building either side of the lane-way entrance.

LEGAL/POLICY:

The 'Leederville Lane-way', from Oxford Street to the eastern extent of the ABN development, is a dedicated road and comes under the care and control of the City. As such the City is responsible for the stormwater, the road surface and street lighting, with the minimum standard of each specified in the relevant Australian Standard.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to make an appropriate contribution to shared infrastructure costs for this project.

STRATEGIC IMPLICATIONS:

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

Thriving Places

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

SUSTAINABILITY IMPLICATIONS:

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

Sustainable Transport

PUBLIC HEALTH IMPLICATIONS:

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

Increased mental health and wellbeing

FINANCIAL/BUDGET IMPLICATIONS:

Based upon the above rationale and calculation the City's total contribution is $155,808, of which $23,500 has already been budgeted in 2020/21. The additional impost, if approved, on the City's budget will be $132,308.

The City forecasted an opening surplus of $1,615,763 for the 2020/21 budget however after the completion of the 2019/20 financial audit the surplus has now been confirmed as $ 2,122,499. This has resulted in an additional budgeted surplus of $506,736. The proposed additional $132,308 would be funded from this surplus.

COMMENTS:

The drainage works have recently been completed in the laneway to enable the ABN building to proceed as per the construction schedule and in preparation for the development of the laneway precinct.

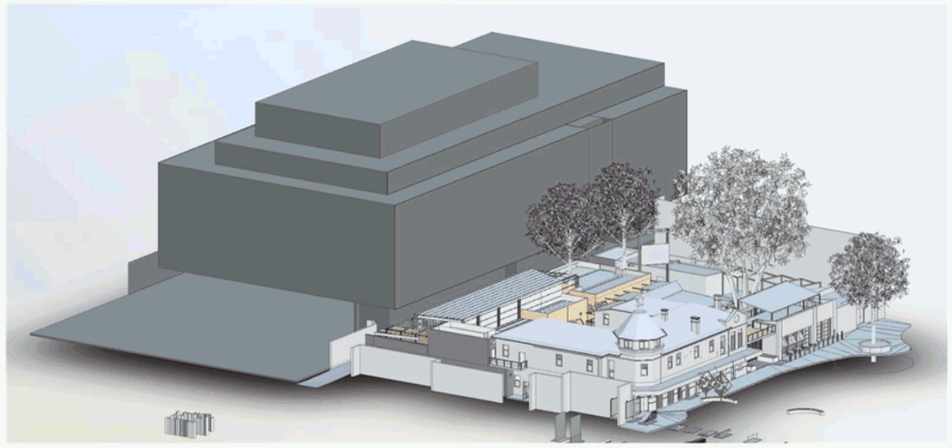
The proposed laneway concept submitted by Hesperia is of a very high quality in terms of design and project management capability for delivery on scope, timeframes and budget.

The laneway proposal would provide Leederville with a unique and high quality laneway experience and complement the Village Square project undertaken by the City in partnership with Leederville Connect. The activated laneway proposal could form a major part of the Vincent Rebound Plan to bring visitors and shoppers into the Town Centre.



LEEDERVILLE LANEWAY

A City of Vincent and FJM Property Collaboration



CITY OF VINCENT

fjm

FJM PROPERTY



LEEDERVILLE LANEWAY

ABN Development Summary

Project Overview

ABN Development
We are currently 58 weeks into the build of the ABN Group's multi-level office which includes a ground floor showroom and 6 storey carpark.

Located on Vincent Street in Leederville the building will include extensive end-of-trip facilities, retail offering on to the southern laneway, a state-of-the-art ground floor showroom, integrated fit-out throughout and a customised building façade through the commission of artist Tom Muller.

The building will be both 5 star NABERS and Greenstar rated.

ABN Project



What does the ABN Development do for Leederville?

- Provides amenity for the laneway precinct, including public bathrooms
- Provides 123 public carparking bays, motorbike bays and electric charging bays
- Adds vibrancy to the area
- Increases day trade
- Creates an iconic part of the Leederville Community
- Includes a state of the art showroom
- Showcases public art

ABN Development – "Colour of Time" We have completed the installation of the integrated artwork onto the northern façade of the building (Vincent Street side). This includes a run of perforated anodised panels against the carpark and across level 5 of the façade. The perforation allows for the lighting installation which consists of vertical led light strips that mimics different gradients of colour across the day and through the night creating both pattern and movement.

"Colour of Time"





LEEDERVILLE LANEWAY

Hotel Re-Development Summary

Project Overview

Hotel Development

In conjunction with the new ABN Development and the 750 team members that they bring, the owners of the Leederville Hotel have elected to invest into the hotel redevelopment. The direction on this development was to ensure a new true laneway precinct is created, that the Hotel operations improve (in both offering and efficiency) and that it has better connectivity through the site with the community.

Its vision 'to create a true community hub through hospitality, retail and entertainment spaces that other communities wish they had'



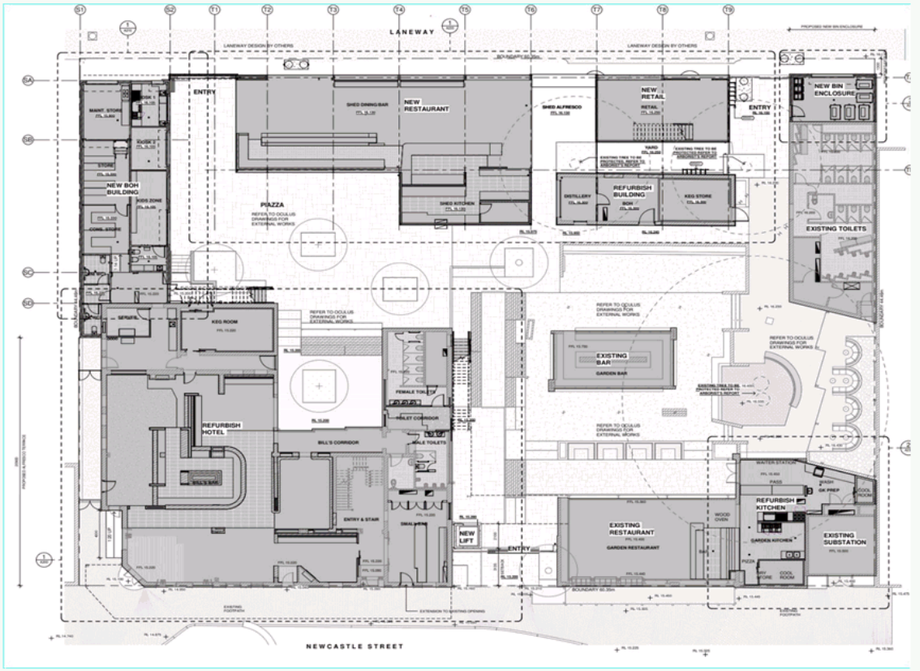
Newcastle St Entrance



What does the Hotel Development do for Leederville?

- Creates a true laneway precinct
- Improves the hotel amenities and customer experience
- Delivers a safe place for parents to bring children
- Brings multiple new food and beverage offerings
- Employs more locals
- Has a well considered parents room (otherwise missing in Leederville)
- Brings activities – Pool table, Sports screens, arcade games
- Showcases public art
- Improves an otherwise tired asset and makes more relevant for today

"Hotel Ground Floor"





LEEDERVILLE LANEWAY

Location and Vision

Laneway Location

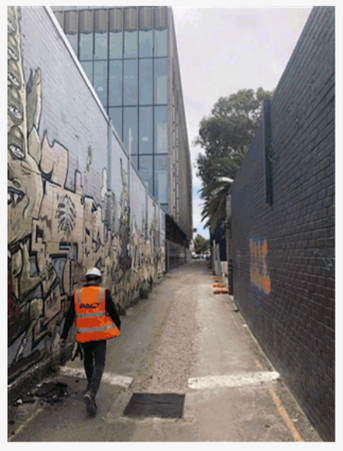


Laneway Concept Vision

The vision for the laneway is to create Leederville's first true laneway precinct, a place that the community is proud to have at the centre of its city. Its role is to bring together Leederville's oldest and one of Perth's most successful pubs with the newly created office development for the ABN 750 + team members.

We will be looking for tenancy variety and density that ensures the laneway is active all times of the day and into the night. We aspire to have tenants that value being part of a laneway precinct for both their brand values and our community expectations. To this end we are seeking a majority food and beverage for a dwell time and vibrancy.



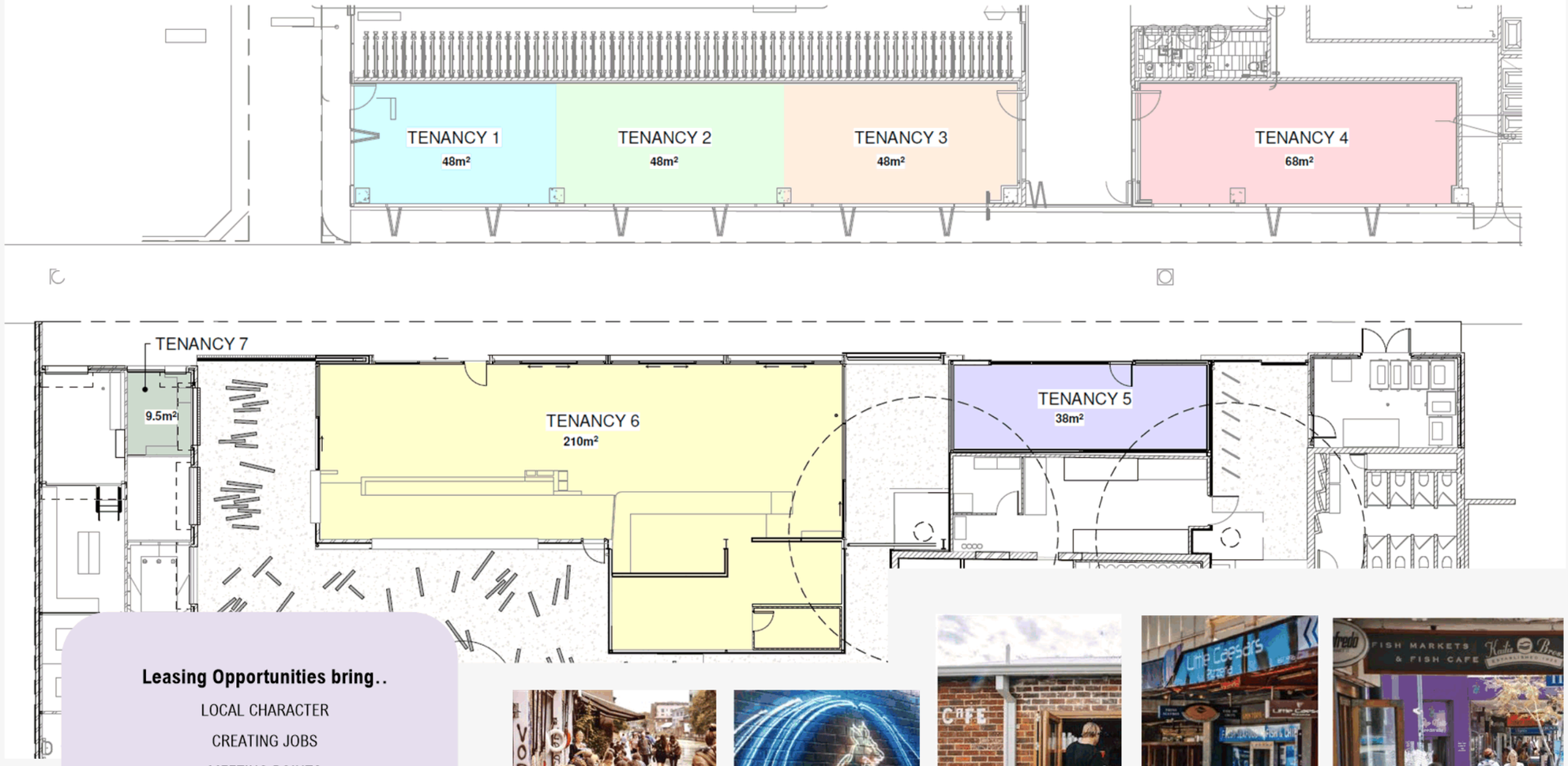




LEEDERVILLE LANEWAY

Leasing opportunities

Proposed Tenancy Size and Location



Leasing Opportunities bring..

LOCAL CHARACTER

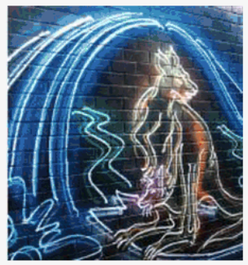
CREATING JOBS

MEETING POINTS

DIVERSITY

AMENITIES

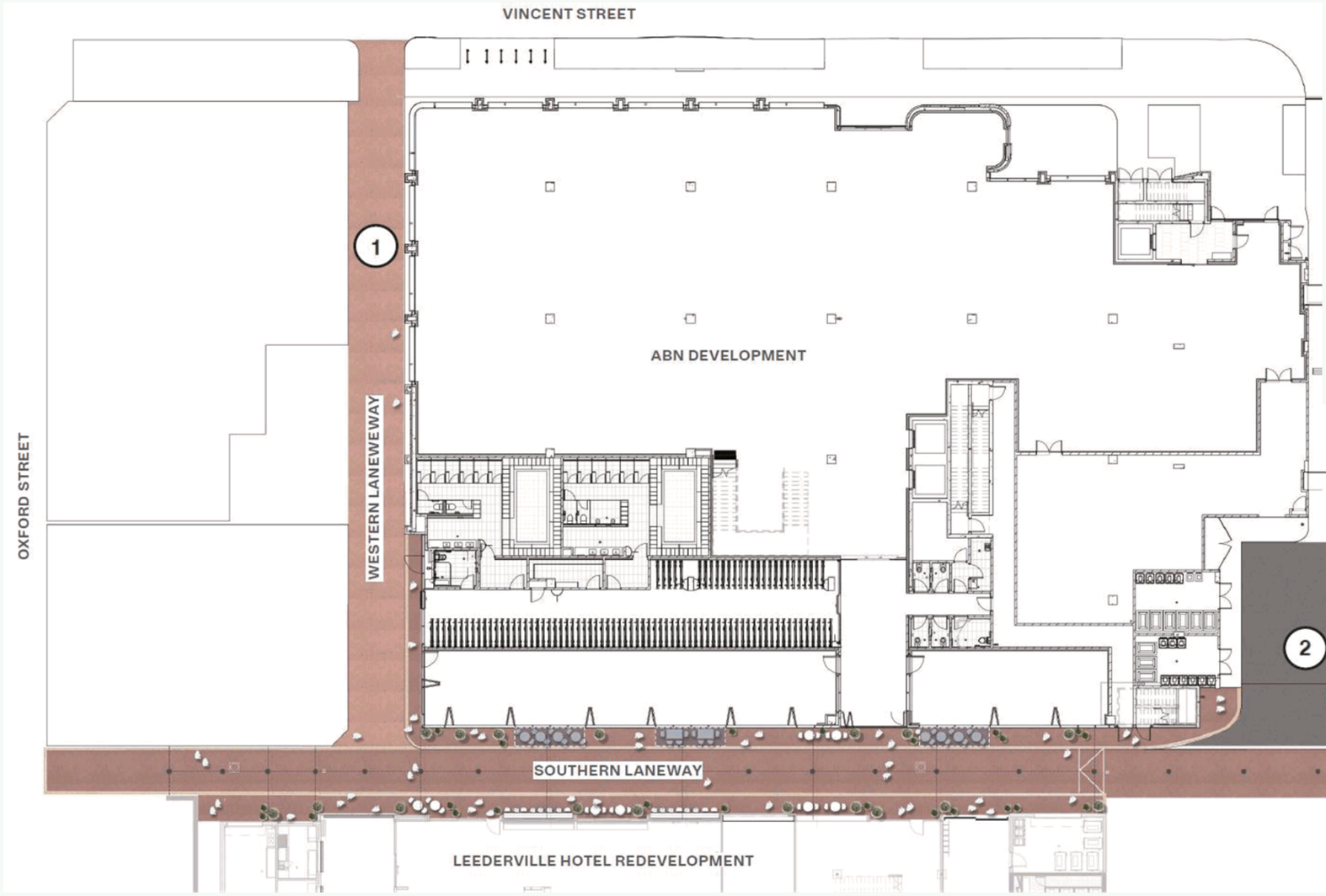






LEEDERVILLE LANEWAY

Inground Services & Paving Works





City of Vincent Paver

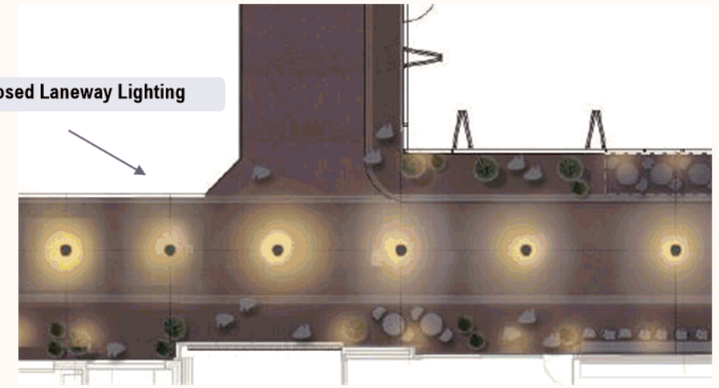


Asphalt Pavement to Service Lane



LEEDERVILLE LANEWAY

Concept Vision – Public Art



Brief

The artwork installation will be located in the southern laneway which connects the Hotel and ABN buildings. It must have a strong day-night presence with the laneway amenities providing offerings through out the week along with large emphasis on weekend night life.

We are wanting to create Perth first 'true laneway' so encourage presenting new ideas that take public art / lighting in WA to a new level of originality and invention.

The laneway is owned by the City of Vincent and needs to comply with their height restrictions and minimum lux levels, to ensure we achieve this we have provisioned for catenary lighting to run across the laneway. We require the artwork to compliment and work in with this system.

**Request for lower height restrictions pending formal approval from Council.*

There are several key points that underpin the artwork requirements for the laneway, these include;

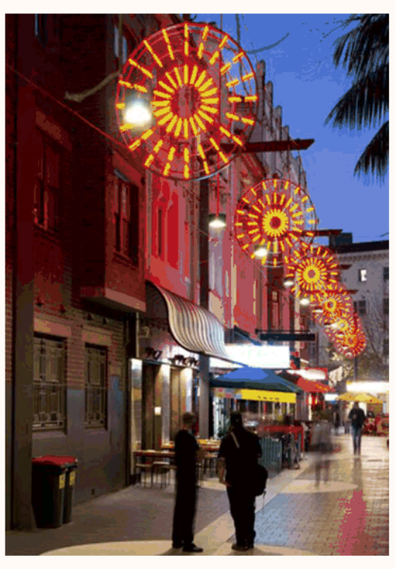
- SAFETY & SECURITY
- ICONIC
- COMMUNITY ENGAGEMENT
- DRAWS YOU DOWN THE LANEWAY
- 'INSTAGRAMBLE'
- CREATES A SENSE OF PLACE

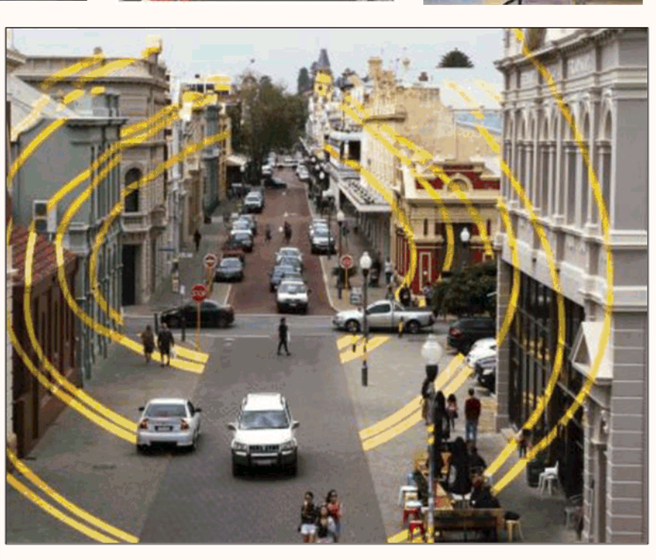












Hotel Development ← → ABN Development



LEEDERVILLE LANEWAY

Budget and Program

Budget

Hesperia / FJM property have taken the same approach it does for all projects in building the assumptions behind the building of the budget. These numbers are assumptions and will likely come down as real quotes are captured. We would like to contribute equally into the City of Vincent's laneway to better create a destination for the community of Leederville

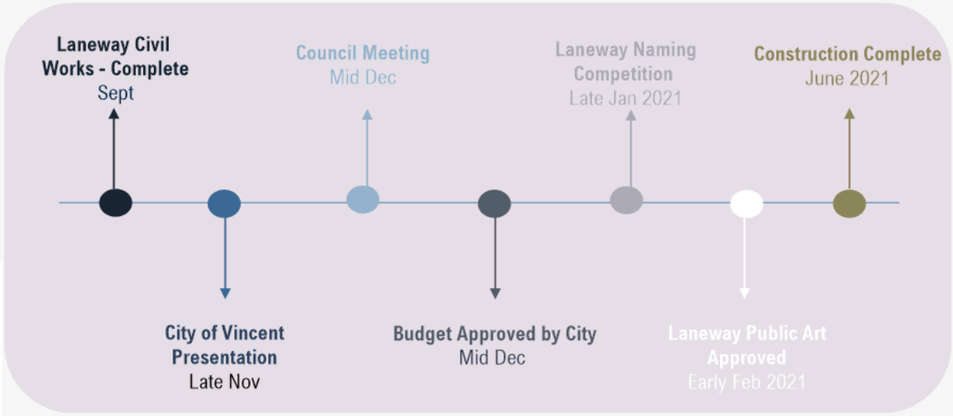
Original Budget as proposed in September 2020

	Original		New	Cost savings
Inground Hydraulic & Civil Works	188,968.41	Inground Hydraulic & Civil Works	127,543.41	- 61,425.00
Paving Works	107,651.25	Paving Works	107,651.25	-
Landscaping, Artwork, Lights & Branding	134,742.35	Landscaping, Artwork, Lights & Branding	134,742.35	-
Total Costs	**431,362.01**	**Total Costs**	**369,937.01**	**- 61,425.00**

Budget seeking approval for with an equal contribution

Cost	Description	Forecast ($)
Inground Hydraulic & Civil Works	Inground works, documentation, TMP	127,543.41
Paving Works	Paving works, civil works, TMP	107,651.25
Landscaping, Artwork, Lights & Branding	Bollards, lighting, pot plants, artwork	134,742.35
Total Cost (100%)		**369,937.01**
Less FJM contribution (50%)		*184,968.50*
Total Council contribution (50%)		**184,968.50**

High Level Program





Laneway



Hotel Development





LEEDERVILLE LANEWAY

THANK YOU

CITY OF VINCENT

FJM PROPERTY

For any queries regarding this document, please contact:

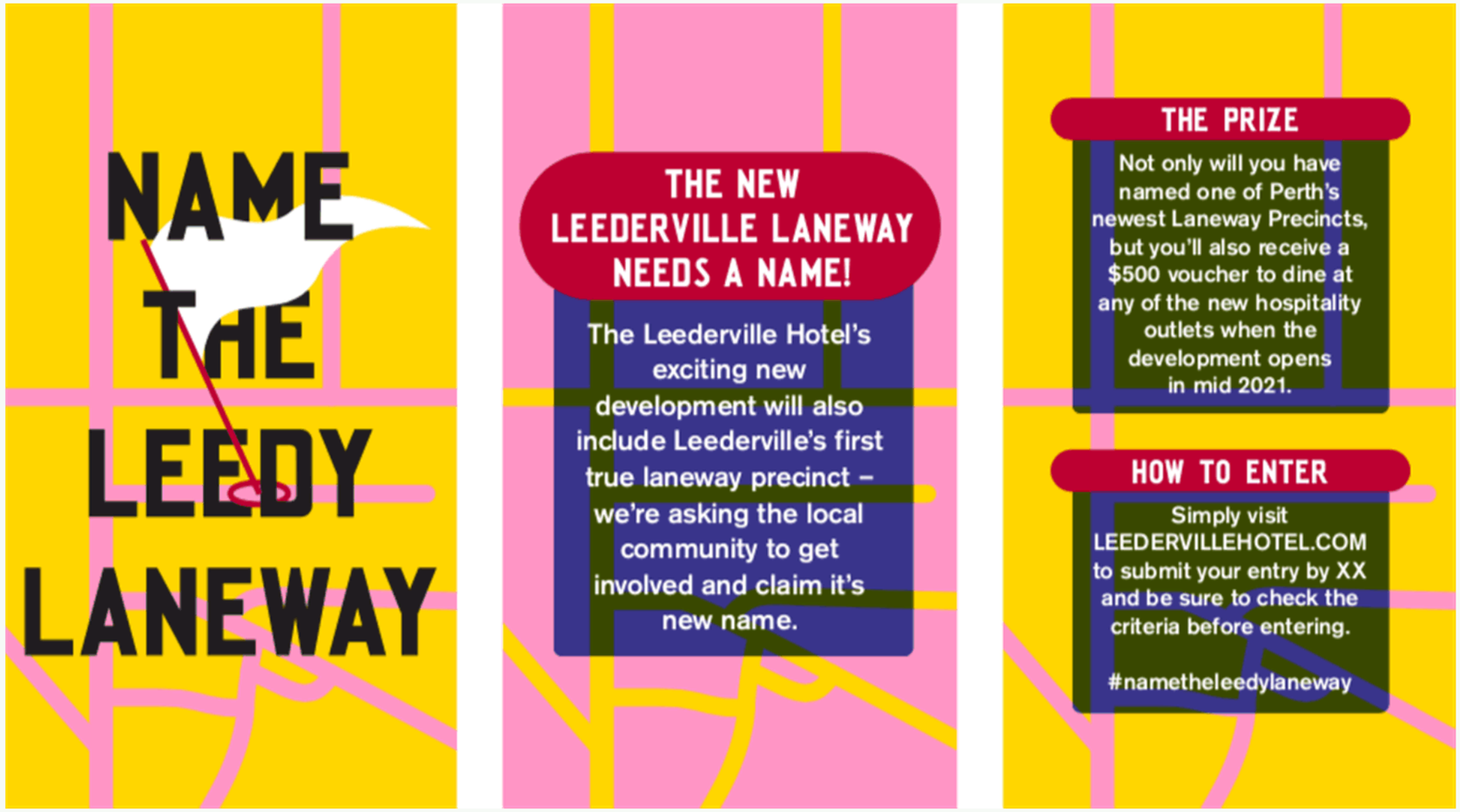
Lily Pittard
ABN Development
P. 0430 093 107
E. lily@hesperia.com.au

Graeme Dick
Hotel Development
P. 0428 428 223
E. graeme@hesperia.com.au



LEEDERVILLE LANEWAY

Appendix. Laneway naming comp



Laneway Paving and Civil works

Summary

Cost	Description	Forecast ($)
Inground Hydraulic & Civil Works	Inground works, documentation, TMP	127,543.41
Paving Works	Paving works, civil works, TMP	107,651.25
Landscaping, Artwork, Lights & Branding	Bollards, lighting, pot plants, artwork	134,742.35
Total Cost (100%)		**369,937.01**
Less FJM contribution (50%)		*184,968.50*
Total Council contribution (50%)		**184,968.50**

Breakdown

Cost	Item	Qty	sqm	Rate	Forecast ($)
Inground Hydraulic & Civil Works	**Consultant Fees**				**55,000.00**
	Oculus - Concept design	1.00	-	7,000.00	7,000.00
	Insight Project Services - Project Management	6.00	-	3,180.00	19,080.00
	Hassell - Architect	5.00		275.00	1,375.00
	Aspect - Landscape Architect	5.00	-	240.00	1,200.00
	Development Manager	1.00		16,000.00	16,000.00
	Forth - Structural (Director)	4.00	-	280.00	1,120.00
	Forth - Structural (Engineer)	45.00	-	205.00	9,225.00
	Preliminaries				**2,670.00**
	Fencing	1.00	-	250.00	250.00
	Labour	1.00	-	1,120.00	1,120.00
	Survey	1.00	-	1,300.00	1,300.00
	Hydraulic & Civil Works				**58,157.99**
	Hydraulic Works	1.00	-	53,857.99	53,857.99
	Bitumen Cutting	150.00	-	10.00	1,500.00
	Re-instate sub-base and base	2.00	-	1,400.00	2,800.00
	Provisional Costs				**5,641.92**
	Water Corp Authority Charges	1.00	-	5,641.92	5,641.92
	Traffic Management	-	-	900.00	-
	Parking reimbursement (299, 297)	-	-	1,200.00	-
	Builders Margin	121,469.91	-	5%	**6,073.50**
	Sub Total				**127,543.41**

Cost	Item	Qty	sqm	Rate	Forecast ($)
Paving Works	**Paving Works**				**53,895.00**
	Right of Way (Oxford to 297)	-	635.00	77.00	48,895.00
	Kerbing Works	1.00	-	5,000.00	5,000.00
	Civil Works				**24,130.00**
	Right of Way (Oxford to 297)	-	635.00	38.00	24,130.00
	Provisional Costs				**24,500.00**
	Traffic Management (initial setup)	10.00	-	950.00	9,500.00
	Traffic Management (ongoing)	30.00	-	500.00	15,000.00
	Builders Margin	102,525.00	-	5%	**5,126.25**
	Sub Total				**107,651.25**

Cost	Item	Qty	sqm	Rate	Forecast ($)
Landscaping, Artwork, Lights & Branding	**Base Build Variations**				**16,707.00**
	Bollards	2.00	-	250.00	500.00
	Pot Plants (medium)	5.00	-	1,620.00	8,100.00
	Pot Plants (small)	3.00	-	969.00	2,907.00
	Supply and install plants & soil	8.00	-	650.00	5,200.00
	Lighting				**34,000.00**
	Catenary Luminaire	20.00	-	1,200.00	24,000.00
	Installation	2.00	-	5,000.00	10,000.00
	Security	1.00	-	15,000.00	**15,000.00**
	Builders Margin	50,707.00	-	5%	**2,535.35**
	Branding				**31,500.00**
	Branding Concept	1.00	-	3,000.00	3,000.00
	Laneway Naming	1.00		8,500.00	8,500.00
	Community Engagement	1.00	-	20,000.00	20,000.00
	Artwork	1.00	-	50,000.00	**50,000.00**
	Sub Total				**134,742.35**

	Total Area	Rate	Total Cost
Total Costs	635.00	582.58	**369,937.01**

6.5 SAFE ACTIVE STREETS - FLORENCE-STRATHCONA-GOLDING PROJECT

Attachments:
1. **Consultation Correspondence** ⇩
2. **EHQ Comments and Administration Responses** ⇩
3. **Proposed Plan** ⇩

RECOMMENDATION:

That Council:

1. NOTES the results of the community consultation for the proposed Safe Active Streets project in Strathcona and Golding Streets as shown in Attachment 1; and

2. APPROVES;

2.1 the Strathcona and Golding Streets works proceeding; and

2.2 Administration finalising the construction design incorporating, where possible, minor changes as requested in the feedback based on the plan in Attachment 3.

PURPOSE OF REPORT:

To advise Council of the outcome of the public consultation on the Strathcona and Golding Streets Safe Active Streets (SAS) concept plan.

BACKGROUND:

The City's 2013 Bike Network Plan (BNP) described the existing network as isolated and disjointed. Community workshops carried out as part of the BNP also highlighted the need to 'connect discontinuous bicycle facilities and link paths to destinations' as a spending priority. In addition an online survey conducted at the same time recommended the City create paths to Town Centres, shopping precincts and parks.

More recently the City of Vincent's Strategic Community Plan committed the City to deliver alternative streetscapes that encourage increased pedestrian and cyclist activity and prioritise pedestrians through safe streets and slower zones.

As a result in 2018 the City applied for, and received, grant funding from the Department of Transport for design and construction of two staged sections of the City's proposed cycling network. The projects were intended to add traffic calming to create a Safe Active Street (Bicycle Boulevard) along the following routes:

- Stage 1: Florence Street, Vincent Street to Carr Street, and
- Stage 2: Strathcona and Golding Streets, Carr Street to the Graham Farmer/Mitchell Freeway Principal Shared Path (Old Aberdeen Place).

Stage 1 of this route, involving improvements to Florence Street (as approved at the Ordinary Meeting of Council on 17 March 2020) was completed, other than Main Roads line-marking, in September 2020.

The Stage 2 upgrades, which were the subject of the consultation, are to follow on from these works and will provide an improved walking and cycling connection from Beatty Park Leisure Centre in North Perth to the Principal Shared Path (PSP) along the Graham Farmer / Mitchell Freeway. This route is identified in the approved Department of Transport Long Term Cycle Network Plan (LTCN).

To improve safety and encourage walking and cycling in the area, the proposed Stage 2 upgrades to Strathcona & Golding Streets focus on:

- Improving access to key community facilities such as Beatty Park Leisure Centre,
- Reducing vehicle speed and congestion by lowering the speed limit to 30kmh on Strathcona and Golding Streets, which is consistent with the City's existing Safe Active Streets,
- Connecting residents to existing high quality paths,
- Improving crossings at roads along the route, and

- Increasing the City's tree canopy.

The project involves the installation of two mid-block plateaus and three tree wells in Strathcona Street, and an entry plateau, a mid-block plateau and three tree wells in Golding Street and a raised plateau at the intersection of Golding Street and Old Aberdeen Place. At the conclusion of the works the City will apply to Main Roads WA for a speed reduction to 30kmh in accordance with the Safe Active Streets approval process.

It should be noted that since the initial feature survey and the SAS Concept Design was completed the City has planted 15 Dwarf Sugar Gums within the footpath along the eastern side of Golding Street as part of the City's Greening Plan. As a consequence it is only intended to plant three additional trees, as per the design, in Golding Street. The final locations will depend upon the spacing of the existing trees and need to preserve parking. In respect of Strathcona Street there are already 20 established street trees, either side of the street, however the City will look to plant additional trees towards the southern end of Strathcona Street as part of the 'Greening Plan' program.

The City undertook a consultation survey on 9 October 2020 for a three week period.

DETAILS:

The City mail out went to 669 separate addresses, both properties in the area and property owners (a copy of survey is at **Attachment 1**). 12 responses were received, all responses are attached in **Attachment 2.**

Of the community responses, three expressed support, five did not support, one response was neutral and three made a general enquiry which were subsequently dealt with via a telephone call. Many of the comments received were in response to unrelated matters.

Further, a positive response was also received from the Department of Planning, Lands and Heritage (DPL&H).

While not been included in the community submissions the summary of the response was that;

'As residential densities increase, it is more important than ever to provide safe and comfortable bicycle routes and encourage people to walk and cycle more often…..

It is noted that residential lots along Strathcona Street are capable of further intensification under the City of Vincent Local Planning Scheme No. 2 (R160 and R80 to the north, and R50 and R160 to the south)….

the design of the Strathcona Street SAS should ensure that the development or subdivision potential of these lots is not inadvertently compromised'

The most detailed response received was from a Planning Consultancy acting for their client, WA Flour Mills Pty Ltd, which own over two thirds the properties abutting Golding Street. They did not support the treatment in Golding Street as they perceived that the treatment will have a negative impact on accessibility for delivery trucks, affect the commercial viability of the business and be a risk to cyclists using the route. Furthermore, they requested that Cleaver Street be considered as an alternative route for the SAS treatment.

The City's response is that works will not adversely affected access and that the treatments will reduce speeds thereby making is safer for cyclists. In response to using Cleaver Street as an alternative SAS is not an option as it has it is a busy bus route (north of Newcastle Street), it does not connect with the signalised crossing at Florence Street, while the southern portion (south of Newcastle Street) is the primary access into the Pickle District, including the 'slip lane' from the Graham Farmer Freeway on-ramp, and therefore not a suitable road for the Safe Active Street Treatment.

The City responses to the other issues raised as a result of the consultation are contained in **Attachment 2**.

In respect of the 'draft' Pickle District Place Plan it is acknowledged the area is currently not well serviced from an active transport perspective. The Pickle District is bounded by the Graham Farmer Freeway, Newcastle, Loftus, and Charles Streets, which are often barriers to those seeking to use active forms of transportation. The proposed SAS has been identified as an action in the draft Pickle District Place Plan currently under development, which will be presented to Council for advertising early 2021.

If the recommendation is approved by Council the Administration will liaise directly with WA Flour Mills Pty Ltd to review and make minor modifications to the design to maintain suitable access for commercial vehicles to their properties, while meeting the Department of Transport's criteria for a Safe Active Street.

CONSULTATION/ADVERTISING:

All affected property owners and occupiers within the immediate area of the proposed works were notified of the proposal and asked to provide comment. All responses are attached in **Attachment 2**.

The City advertised in accordance with the City's Policy No. 4.1.5 – Community Consultation Appendix 2 through the following means:

- Mail out to all properties and non-resident owners (669), within the area bounded by Loftus, Vincent and Charles Street, and Old Aberdeen Place and Leederville Parade.
- The City's Imagine Vincent website, and
- Posts on the City's social media pages.

Note: All persons who commented or provided submissions during the public notice/consultation period for this matter have been notified that this Item is going before Council.

LEGAL/POLICY:

Strathcona and Golding Streets are classified as local roads under the care, control and maintenance of the City of Vincent. Strathcona Street is within a residential zone whilst Golding Street is zoned commercial.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council. While the works will reduce speed, access to properties will not be unduly affected and no parking will be lost.

STRATEGIC IMPLICATIONS:

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

Accessible City

Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.

Connected Community

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

SUSTAINABILITY IMPLICATIONS:

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

Sustainable Transport

PUBLIC HEALTH IMPLICATIONS:

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

Reduced injuries and a safer community

FINANCIAL/BUDGET IMPLICATIONS:

Department of Transport grant funding provides for 50% of the total cost of the project, up to $150,000, of $300,000. Should the scope of the project be reduced, or project no longer meet Safe Active Street design criteria, the grant funding could reduce or be withdrawn. Recent costings have estimated the project can be completed under budget.

COMMENTS:

The Safe Active Street program was initiated to work towards increasing bicycle mode share in Western Australia. This program should be seen as an ongoing effort to attract users to this format of transport, rather than a process of just provision of such facilities followed by an immediate take up of users. This process may take decades, as highlighted in the Department of Transports Long Term Cycle Network planning.

It is considered that this project should proceed as planned due to the importance of the network to the City's strategic priorities to be a sustainable and accessible City. The issues raised through the community consultation are not impacted by the proposed Safe Active Streets treatment and the project will improve connectivity to safer and slower streets for cyclists and pedestrians.

ENQUIRIES TO Sean Foster 9273 6000
Infrastructure & Environment
Ref: D20/188931

CITY OF VINCENT

9 October 2020

Dear Sir/Madam,

In late 2020, the City is looking to upgrade Strathcona Street and Golding Street to make them more accessible for all road users.

The proposed upgrades will convert Strathcona and Golding to **Safe Active Streets**. Safe active streets (also known as bike boulevards) are cycle routes on quiet local streets, where traffic calming measures allow for a safer shared street.

The Cleaver Precinct (bordered by Charles, Loftus, Vincent and Newcastle Streets) is made up of quiet, leafy streets that are great places to walk and ride – with Beatty Park Leisure Centre, Leederville town centre and Perth City close by. To improve safety and encourage walking and cycling in the area, the proposed upgrades to Strathcona & Golding Streets focus on:

- Improving access to key community facilities such as Beatty Park Leisure Centre,
- Reducing vehicle speed and congestion by lowering the speed limit to 30km/h on Strathcona and Golding Streets, which is consistent with the City's existing Safe Active Streets,
- Connecting residents to existing high quality paths,
- Improving crossings at roads along the route, and
- Increasing the City's tree canopy.

Stage 1 of this route, involving improvements to Florence Street, was approved at the 17 March 2020 Council Meeting and works commenced in September 2020.

An Accessible City

The proposed Safe Active Street in the Cleaver Precinct directly contributes to the second priority of the City's Strategic Community Plan, Accessible City.

Combined with the recently completed signalised pedestrian crossing at the corner of Florence and Vincent Streets, along with the improvements that are currently underway on Florence Street, the proposed upgrades to Strathcona and Golding Streets will provide an improved walking and cycling connection from Beatty Park Leisure Centre in North Perth and the Principal Shared Path.

This project will also improve on the wider bike network, linking to the recently completed bike lanes on Loftus Street, the bike boulevard on Shakespeare Street, shared paths in Charles Veryard Reserve and the bike lanes further north on Scarborough Beach Road.

Proposed Upgrades

The proposed upgrades include the addition of speed bumps and new tree wells on Strathcona and Golding Streets, plus a raised junction Old Aberdeen Place

These traffic calming measures will result in the planting of 3 new street trees on Strathcona Street in addition to the 15 new trees that were installed on Golding Street in 2019. The proposed works will incur no loss of on street parking.

Concept plans of the proposed works are provided with this letter and can be viewed online. Detailed drawings are available to view at the City of Vincent Administration building on request.

Administration & Civic Centre
244 Vincent Street, (Cnr Loftus), Leederville, Western Australia 6007 | PO Box 82, Leederville WA 6902 | Tel: (08) 9273 6000 Fax: (08) 9273 6099 | Email: mail@vincent.wa.gov.au www.vincent.wa.gov.au

ENQUIRIES TO: Samuel Jamieson 9273 6000
Infrastructure & Environment

CITY OF VINCENT

Share your thoughts

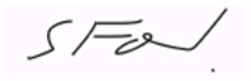
To find out more and share your thoughts, visit Imagine Vincent before **30 October 2020**.

- www.imagine.vincent.wa.gov.au/strathcona-golding-upgrades

On this page you will find concept designs for the upgrades, frequently asked questions and a feedback form if you have any comments, thoughts or questions.

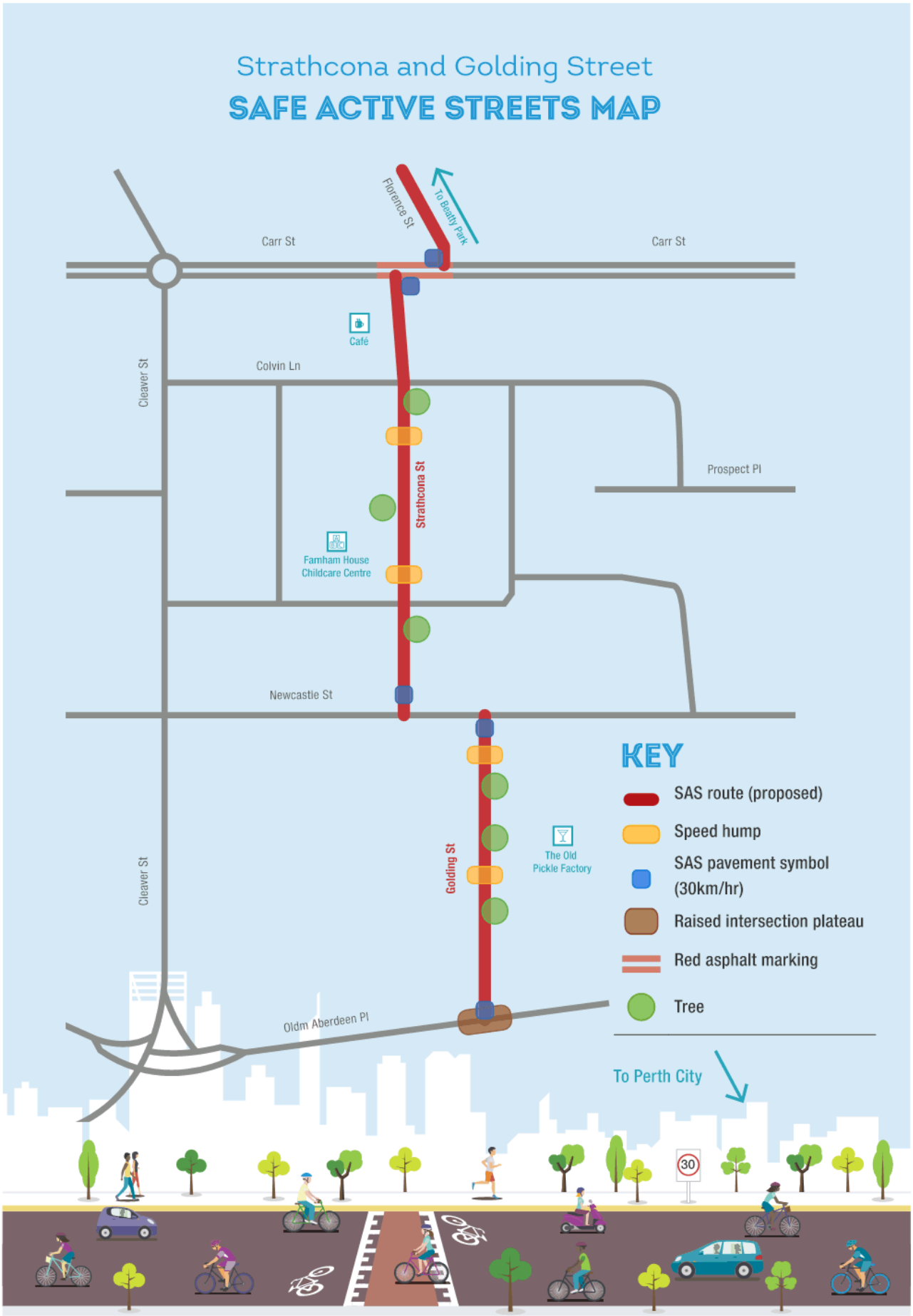
Feedback can also be submitted to the City directly via mail@vincent.wa.gov.au or 9273 6000.

Yours sincerely,



Sean Foster
Coordinator Civil Design

Administration & Civic Centre
244 Vincent Street, (Cnr Loftus), Leederville, Western Australia 6007 | PO Box 82, Leederville WA 6902 | Tel: (08) 9273 6000 Fax: (08) 9273 6099 | Email: mail@vincent.wa.gov.au www.vincent.wa.gov.au


Strathcona and Golding Street
SAFE ACTIVE STREETS MAP
Florence St
To Beatty Park
Carr St
Carr St
Café
Colvin Ln
Cleaver St
Strathcona St
Prospect Pl
Farnham House Childcare Centre
Newcastle St
Golding St
The Old Pickle Factory
Cleaver St
Oldm Aberdeen Pl
KEY
SAS route (proposed)
Speed hump
SAS pavement symbol (30km/hr)
Raised intersection plateau
Red asphalt marking
Tree
To Perth City
30

Survey Responses

24 May 2017 - 09 November 2020

Strathcona & Golding Street upgrades

The City of Vincent

Project: Strathcona & Golding Street upgrades

BANG THE TABLE engagementHQ

VISITORS					
11					
CONTRIBUTORS			RESPONSES		
5			5		
5 Registered	0 Unverified	0 Anonymous	5 Registered	0 Unverified	0 Anonymous

Respondent No: 1
Login: confidential
Email: confidential
m.au

Responded At: Oct 10, 2020 13:52:08 pm
Last Seen: Oct 10, 2020 05:36:47 am
IP Address:

Q1. **Please use the space below to submit any thoughts or comments you would like to share about the proposed upgrades to Strathcona & Golding Street in West Perth.**

The ROW's bounded by Strathcona and Cleaver Streets does not have safe entry/exist for vehicles and pedestrians. The ROWS are heavily utilised by pedestrians, local traffic and external traffic. Some of the properties abutting the intersection of the ROW's and Strathcona and Cleaver Street have high fencing built right on the boundary obscuring vision of oncoming foot and vehicular traffic. The existing off street parking layout abutting the ROW's presents a major traffic and public safety hazard. The line marking needs to be setback to allow proper sightlines COV signs need to be erected to state that parking on verges is not allowed. The verge in front of the previous Farnham House Child Care Centre on Strathcona often has cars parked on it thereby obscuring oncoming cars.

Q2. **What street do you live on?** Newcastle Street West Perth

Respondent No: 2	**Responded At:** Oct 12, 2020 21:45:43 pm
Login: confidential	**Last Seen:** Oct 12, 2020 13:41:16 pm
Email: confidential	**IP Address:**

Q1. **Please use the space below to submit any thoughts or comments you would like to share about the proposed upgrades to Strathcona & Golding Street in West Perth.**

Support proposal. Would like to see more traffic calming measures applied to cleaver street too. Can additional street lighting be included as part of this upgrade? Carr and cleaver streets have insufficient lighting.

Q2. **What street do you live on?** Carr street

Respondent No: 3
Login: **confidential**
Email: **confidential**

Responded At: Oct 15, 2020 20:52:21 pm
Last Seen: Oct 15, 2020 12:23:15 pm
IP Address:

Q1. **Please use the space below to submit any thoughts or comments you would like to share about the proposed upgrades to Strathcona & Golding Street in West Perth.**

I am the owner of a property adjacent to the Carr/Strathcona/Florence Street intersection and lived in the property up until earlier this year. I very, very strongly support the proposal. Rat running, often at ridiculous speeds, especially in the morning and evening peaks, using Cleaver/Carr/Strathcona has negatively affected amenity for residents of the precinct for some time. Investment that calms traffic speed and volumes can only be a good thing. While I am aware that Newcastle Street is a bus route (and likely controlled by the dreaded Main Roads) I would recommend that this CoV/DoT investment be leveraged to encourage some sort of investment to enable safe cyclist and pedestrian movement across Newcastle Street between Golding and Strathcona Streets. There are two well patronised bus stops immediately east of Strathcona/Golding Streets, and now safe active streets, but still no safe way of crossing Newcastle Street between them. The DoT should coordinate it's funding and overrule Main Roads' inevitable objections to any treatment on Newcastle Street. Thank you for such forward looking plans. I look forward to the proposed State funded pedway from Old Aberdeen Place to the CBD. BTW - why has the graphic designer depicted Carr Street as a dual carriageway, while Newcastle Street, an arterial, is a single!? Shouldn't it be the reverse?

Q2. **What street do you live on?** Carr Street

Respondent No: 4	**Responded At:** Oct 15, 2020 21:19:55 pm
Login: confidential	**Last Seen:** Oct 15, 2020 12:50:02 pm
Email: confidential	**IP Address:**

Q1. **Please use the space below to submit any thoughts or comments you would like to share about the proposed upgrades to Strathcona & Golding Street in West Perth.**

Fully support this proposal. I would strongly encourage the City to consider this proposal and connectivity in the broader context of the cycling facilities and key routes in the locality. - Cleaver Street already has on-road bike lanes. This should be connected to the proposed SAS in some way, to recognise that this will ultimately result in two parallel bike routes (eg. on-road lanes on Carr Street-Cleaver to Florence; or pavement marking through Colvin Lane). - The Loftus Street shared path/Kingston Avenue interface is poor. Kingston Ave is a key connector between the Loftus shared path, and the existing on-road bike lanes on Cleaver St. Noting the above comment, Kingston Ave will therefore be a key connector between the Loftus Street shared path and the proposed SAS, and a key contributor to the success of the proposed SAS. There must be a simple change to the curbing/bitumen treatment at the Loftus Street shared path/Kingston Avenue interface, to encourage cyclists to move between the two. The current configuration forces cyclists from the Loftus path, onto a narrow part of footpath, then onto a crossover, and then onto Kingston Ave. - The FAQs refer to the Mitchell Fwy PSP. There is no connectivity from this to the proposed SAS and this should be addressed. - Loftus Street provides an off-road, shared path which is good quality and is heavily used. However the northern side of Leederville Parade comprises a narrow footpath only. This should be widened/upgrade to shared path standard, to increase connectivity to to the proposed SAS (and Cleaver Street). - Acknowledging that this is beyond this SAS project, but the Cleaver Street road pavement requires remediation in the vicinity of the Vincent St intersection. There is heavy deflection and it an unpleasant cycling experience.

Q2. **What street do you live on?** Mabel Street

Respondent No: 5
Login: confidential
Email: confidential

Responded At: Oct 26, 2020 15:08:21 pm
Last Seen: Oct 26, 2020 05:37:57 am
IP Address:

Q1. **Please use the space below to submit any thoughts or comments you would like to share about the proposed upgrades to Strathcona & Golding Street in West Perth.**

Having lived in Strathcona Street for 40 years and then for 20 years at my current address in Carr Street, I know these streets and the other streets in Cleaver Precinct very well. I have been a cyclist but now mainly drive my car and walk to get around this area. There are some good things about this proposal i.e. 30km in Florence and Strathcona Streets will definitely slow the speedsters down but unfortunately not the average of 50/60/70 km vehicles which use Carr Street - admittedly most of these vehicles do slow down to 20km at the hump in Carr Street between Cleaver and Charles Streets and then race on to the Charles Carr Street traffic lights. Initially I do see vehicles banking up at the corner of Florence & Carr Streets at peak hour 7.30 -8.45am mornings as they use the short cut to turn into Strathcona Street to get into Newcastle Street to go east or west. Unfortunately for some time at least this will be even more jammed as vehicles turn into Colvin Lane to get to park at West One. I can already visualize traffic coming to a standstill especailly when I have to exit Colvin Lane into Strathcona Street to either get to Vincent Street via Cleaver Street, or to get into Newcastle Street from Strathcona Street. I often have early appointments in Subiaco and Wembley and so must leave my garage in Colvin Lane to get into Strathcona Street. Council nees to be alerted to the fact that The proposed placement of an additional tree on the road at the left beside the entrance to/exit from Colvin Lane is not a wise decision since it is already difficult to turn left from Colvin Lane into Strathcona Street, especially with cars for the West End Deli parked on either side of Strathcona Street. It would be wise not to place a tree in that position. I have already made a submission to Council re the speeding of vehicles into and inside Colvin Lane - I refer you to this recent submission dated October 23, 2020 (for myself and next door neighbour at .. Carr Street) we have been begging for the speed limit in our sectionof Colvin Lane to be 8km only). Council also must know that a COV rubbish bin truck as well as Toll trucks enter and exit Colvin Lane into Strathcona Street once or twice a week. At peak hour in the afternoons between 4.15 - 5.15pm most vehicles exist Colvin Lane into Strathcona Street but usually not causing as much congestion as in the peak hour morning traffic. In all of these situations, at this point in time, not many cyclist use Strathcona Street most use Carr Street to go either east or West. However, with the proposed cycle path in Florence Street CROSSING Carr Street get into Strathcona Street I know this will become quite a danger zone for quite some time especially if vehicles are still permitted to go faster than 40km in Carr Street which I have been told by your engineering department that Carr Street will be the street where cars can still travel at 50-60 km speed limit. With the West End Deli very busy at morning peak hour and often customers bring their dogs to the cafe as well as small children and babies, I do foresee a number of hazardous situations, especially as customers endeavour to park in Carr and Strathcona Streets - with car multiple car doors opening and shutting. How cyclists succeed in getting across Newcastle Street to get on the bike path going down Golding Street,will obviously be at own risk, since the bus stop on Newcastle Street is just around the corner from Strathcona Street is where the 15, 402,and 403 buses quickly cross the foot of Stratcona Street to pick people up from that bus stop. When I spoke to a staff member in COV Engineering Dept about this new proposal, I asked him where he thought the heavy traffic (which has for so long used Cleaver Precinct as a short cut to dodge the build up of traffic in Vincent/Loftus Street lights if wanting to get to Loftus Street and or Leederville, and further west, he said they could use Cleaver Street to get to Newcastle Street. Of course that is not possible, since there is NO right hand turn from Cleaver Street into Newcastle Street (that's why they use Strathcona Street to get to Newcastle Street) the corner of Newcastle and Cleaver Streets is a dedicated bus route right and left only. In the future as traffic gets thicket and thicker all around Cleaver Precinct it is likely this may have to be changed to accommodate this problem. Also for the unfortunate ratepayers who happen to live in Cleaver Precinct - we already have a difficult time getting into main road traffic no matter in which direction we need to go, this coupled with more and more road humps - (my car's shock absorbers are almost shot now) and the final HAZARD we locals will have to contend with are cyclists (who are many time dangerous speedsters - just as cars are - yet they don't have to pay cycle registration fees and don't take out insurance and because of their speed re often difficult to see for car drivers - they certainly will be particulary on the proposed Strathcona Cycle boulevard with its extra humps and additional trees on the road which are likely to further block our vision. As careful as we drivers are here in Cleaver Precinct, it looks as though we will just have to hope and pray that

we never get to hit an almost invisible speeding cyclist. At least Vincent Council can now be aware of the dangers that exist for car drivers in Cleaver Precinct, especially those of us who happen to live here. I must add that on rare occasions cyclists also use Colvin Lane as a sort cut to get through to Strathcona Street. Because myself and my next door neighbour cannot see traffic coming from either direction in Colvin Lane until we are half way out into the lane way, so far I have succeeded in missing by an inch three cyclists racing down our Colvin Lane - let's nope these rare cyclists,as they exit Colvin Lane,don't crash into a cyclist travelling along Stratcona Street at sometime in the future. Please do connect my email to COV re hazards of Colvin Lane and entering and exiting Strathcona Street. I will be happy to point out to Council some of the hazards I have mentioned in this submission.

Q2.	**What street do you live on?**	Carr Street

Non EHQ Comments

Comment 1
Sent: Wednesday, 21 October 2020 2:57 PM

Subject: CSC request - Safe Active Streets - Strathcona and Golding Street

Good afternoon Sean,

Please can you call .. to discuss the below in relation to **Safe Active Streets – Strathcona Street**?

- the extent of alterations to Strathcona Street
- what a tree well is
- and will the installation of the site block access to Golding Street?
- and enquiries in relation to the speed humps

Thanks a bunch □

Comment 2
Sent: Monday, 26 October 2020 1:49 PM

Description: …….. - Wanted to speak to the team regarding the proposed safe active streets plan primarily on Golding Street. Can we please call to discuss further? Thank you,
Comment:

Comment 3
Sent: Saturday, 17 October 2020 2:07 PM

I am reading the letter relating to upgrades in Strathcona and Golding Streets.

There are already existing bike lanes on Cleaver Street, as such there doesn't appear to be any reason to have a bike boulevard on Strathcona Street in addition.

As a long time resident it is already difficult enough driving in this area with speed humps and traffic calming measures on every street.

The speed humps on the corners of Strathcona & Florence Streets are dangerous in that they are too close to Carr and Newcastle streets and actually roll you towards the intersection.

Increasing the tree canopy is a lovely idea. It would be great to see some fruit trees amongst them.

I would also like to mention the issue with the warehouse on Old Aberdeen Street - near the corner of Holding Street.

This venue and Soggie Bones both have "events" that run ALL night. The music is extremely loud and the bass reverberates through my home.
I am currently working shift work often until late at night or commencing early in the morning. The noise coming from these venues makes it impossible to sleep. Particularly when they continue throughout the night.

I have previously had Council staff attend my home to measure the level of sound emanating from these venues.

It appears that they have reverted to not having any consideration for residents only a block away.

I would appreciate some attention to resolving this issue. If the proprietors and the venues are not willing to turn the "music" down and observe regulations then permits for functions/ events should not be granted.

Comment 4
Sent: Sunday, 18 October 2020 11:22 AM

I have read the proposed Safe Active Street in the Cleaver Precinct.

I have a few queries: The planting of the tree at the end of Colvin Lane on Strathcona Street will impede my view as my garage is on Colvin Lane and it is difficult enough now with the parked cars on Strathcona. As stated in your letter the parking on Strathcona will stay.

I am sure it would help to know exactly where the tree will be planted if the proposal goes ahead.

Comment 5
Sent: Thursday, 22 October 2020 9:07:54 pm AWST

Dear City of Vincent,

We are owners and residents of .. Strathcona Street and wish to advise that we are against the proposed road design changes to make Strathcona St a "Safe Active Street".

1. The speed bumps in Florence St, the curved encroaching median areas in Cleaver Street and the islands and narrow neck into Strathcona Street from Carr St already create potential traffic hazards for us making our way home from Vincent Street.
2. The cafe parking at the corner of Carr and Strathcona St, causes a traffic hazard bottle neck and traffic sightline issues.
3. There are significant traffic hazards when parked cars block sight lines when exiting the eastern ROW driveways onto Strathcona St
4. There are significant traffic hazards when parked cars block sight lines when turning onto Newcastle St from Strathcona St.
5. It appears that the proposed new tree wells will lessen the on-street parking available. Furthermore, we believe that the proposed changes will reduce the attractiveness of the street with its current broad streetscape, broad footpaths and residential gardens.
6. The ROW's bounded by Strathcona and Cleaver Streets does not have safe entry/exist for vehicles and pedestrians. The ROWS are heavily utilised by pedestrians, local traffic and external traffic.
7. Some of the properties abutting the intersection of the ROW's and Strathcona and Cleaver Street have high fencing built right on the boundary obscuring vision of oncoming foot and vehicular traffic.
8. The existing off street parking layout abutting the ROW's presents a major traffic and public safety hazard. The line marking needs to be setback to allow proper sightlines.
9. COV signs need to be erected to state that parking on verges is not allowed.
10. The verge in front of the previous Farnham House Child Care Centre on Strathcona often has cars parked on it thereby obscuring oncoming cars

Comment 6
Sent: Thursday, 29 October 2020 7:02 PM

For Attention: Staff handling the Strathcona & Golding Street upgrades survey. Submissions close at 5.00pm - 30 October 2020.

It is vital that these further comments be added to the survey I completed on 28/10/20 - I realize there were certain other points which I had failed to include in my survey submission, they are as follows:

Since making my submission, I have subsequently been told by council that Strathcona Street with the bicycle upgrade will become a "in one direction at a time - with cars having to pull into car parking bays (if there are any at the time) and skillfully trying not to hit cyclists who may be on the road in either direction at the same time, (I TRUST THERE WILL BE SIGNAGE WARNING CYCLISTS THEY ALSO MUST NOT TRAVEL AT MORE THAN 30 km whilst travelling through Strathcona Street in order to progress to the other end – either Carr Street heading north or Newcastle Street heading south. In certain circumstances, especially in bad weather there will likely be accidents if cyclists are hard to see when it is raining heavily.

At morning and evening peak hours car drivers, who generally in Carr Street, do not understand what the speed limit is, especially when turning into Strathcona Street, it would be smart for Council to at least have a LOUD SPEAKER announcing the reduction of the speed drivers are doing to 30km once they enter Strathcona Street. This initially as a preventative action only (to avoid serious accidents until drivers get to realize they must slow down. In order to help avoid traffic blockages in Florence Street (at the corner of Vincent Street, and Florence Street at the Carr Street end,, Carr, Street itself, Strathcona Street and at the entrance to Colvin Lane (off Strathcona Street) even now there are often 3 & 4 cars lined up in Strathcona Street, waiting to turn into Colvin Lane at morning peak hour and sometimes these have to back in Strathcona Street to let vehicles entering Strathcona Street exit Colvin Lane turning to pass the lined up cars in Strathcona Street to pass them to get to the corner of Carr Street.

Several times there have been rubbish trucks working in Strathcona Street and everything comes to a halt as there are parked cars on either side of the road at the same time. I would hope that Council staff and even some councillors have physically come to observe these already existing difficult situations. Another quick point too is the use of Strathcona Street for returning Fire engines and trucks as well as other large building vehicles who frequently use Strathcona and Carr streets.

The staff at West End Deli were told a while back that parking for the Deli restaurant would be looked after by permitting angle parking at the top of Strathcona Street on the verge. I asked COV staff about this yesterday and they said that this will not be allowed. Would be awful for the lovely trees and native bushland which is now successfully planted on the verge left hand side at top of Strathcona Street. In early morning – 7.30am until about 1030am parking is often at a premium, especially in Carr Street – outside ….. Carr Street; from the top end of Strathcona Street to at leave … and often from ….. – this side often does have some vacant car spaces. Sometimes there are a few vacant car spaces in Florence Street. The vacant spaces tend to improve later in the day, but a bit busier again at lunchtime.

With all the problems that have been associated with COVID 19 (café closures etc) right now we locals and many non-locals who come from far and wide alike really enjoy their breakfasts, morning teas and lunches at the West End Deli. We fear the taking away of any parking spaces right up until at least after lunch hours, will seriously damage the operations of West End Deli. Please be aware of this problem when you attempt to take away any car spaces in Strathcona Street. I rarely need a car space myself (because I use my garage in Colvin Lane -this is often a strain because of the number approx. 60 a day of vehicles using Colvin Lane) – I live at .. Carr Street – but I do when my odd job man comes and occasionally other service people. Generally up till after lunchtime spaces are occupied by customers of the West End Deli so it can get tricky.

However COV's plan for vacant car spaces to be places where vehicles may pass each other could mean such vehicles could be holding up the rest of the traffic in the street for a considerable time.

Most important is that Council surely must make provision for the ratepayer owners of houses in Colvin Lane who have to use Colvin Lane to get out into Strathcona Street and then turn right or left (depending on which main road they need to get to must have some right to egress their properties and also to return to their properties.

We request Council to assure us that we will not be blockaded either from getting in or out of our homes.

I repeat as I did in my submitted survey, that Council should approach Main Roads in upgrading the corner of Cleaver and Newcastle Streets by putting in a roundabout permitting cars to turn right up the hill at Cleaver Street (the route the buses use (leave the traffic lights there as well) and also then permit cars to turn right into Newcastle Street from Cleaver Street – this will assist in the huge number of blockages which will result around Strathcona Street top and bottom. Again looking ahead with future planning for this area, just what action re traffic will Council take when the current lovely character houses still on the north side of Newcastle Street are demolished (as owners have assured me they eventually will be and they plan to building eight story apartments on each of these sites (this section of Newcastle Street is zoned R160) especially the site on the corner of Strathcona & Newcastle Streets. This could upset the cyclists proposed travel route dramatically.

Please be aware that Cyclists rung the risk of being it by Newcastle Street buses which pull quickly into the bus stop at the kerb just past the bottom of the left hand side of Strathcona Street – this when they plan to cross Newcastle Street to get to Golding Street. The same situation applies at the top of Golding Street at Newcastle Street (when cyclists use the route up Strathcona Street to return) since the Newcastle Street buses pull right into the corner at the top of Golding Street. In case Council is unaware, I was a local volunteer with the State Government Main Roads when the bus overpass and ramp along Charles Street off the Freeway was put in place and I was thanked for my involvement and participation in that role, especially since I have lived in the area for most of my life and know the roads so well.

Finally I do wish Council could look at the bigger long term picture/plan for our section of Cleaver Precinct Please do acknowledge receipt of this, my attachment to the Strathcona & Golding Street upgrades survey which is required to be at Council by 5pm on 30/10/20.

I have yet to receive a response to my earlier submission re the Colvin Lane issue.

Taylor Burrell Barnett Town Planning & Design
Level 7, 160 St Georges Terrace Perth WA 6000 PO Box 7130 Cloisters Square Perth WA 6850
Telephone 08 9226 4276 Facsimile 08 9322 7879 admin@tbbplanning.com.au
Toddville Prospecting Pty Ltd ABN 74 831 437 925

Our Ref: E20-142 CB:MC

30 October 2020

Attention: Sean Forster

City of Vincent
PO Box 82
Leederville WA 6902

Email: mail@vincent.wa.gov.au

Dear Sean,

RE STRATHCONA AND GOLDING STREET SAFE ACTIVE STREETS, WEST PERTH

On behalf of our Client L J Hooker, Taylor Burrell Barnett is pleased to present the enclosed submission regarding the City of Vincent's proposed Strathcona and Golding Street Safe Active Streets. L J Hooker acts on behalf of the W.A Flour Mills Pty Ltd ACN008667532 Ladrift Pty Ltd ACN087012011, who own the lots that are affected by this proposal.

This submission objects to the City of Vincent's proposed usage of Golding Street as a major bicycle route due to the likely negative impacts this proposal will have on the accessibility to the subject site (particularly delivery trucks) which will impact upon the commercial viability of the lots, as well as the safety risks associated with the proposed route. This submission proposes an alternative concept design is adopted which will result in a similar outcome of promoted bicycle usage whilst also not negatively impacting upon the commercial viability of the subject site.

SUBJECT SITE

The subject site, shown in **Figure 1**, is located between Newcastle Street and Old Aberdeen Place, West Perth. The subject site currently accommodates a range of commercial and industrial land uses, including a car auction, car wash, storage, and warehouses, which are all heavily reliant on vehicular access via Golding Street. The existing land uses also create a large volume of car and truck movements on Golding Street and the surrounding street network. The current businesses operating on the subject site and their reliance on vehicular access is summarise below in **Table 1.**

It is noted that the core businesses operating and relying on truck deliveries on Golding Street have existed on site for a number of years. These businesses (that are consistent with the zoning of the land) have supported the local economy for a number of years and intend on continuing to do so, however in doing so they require Golding Street to continue to provide for these types of land use activities and to facilitate effective movement of trucks within this precinct. The lease duration of each business is noted below in **Table 1**.

.

Address	Business	Reliance on vehicular access	Duration of tenancy
Lots 1,3, & 6, 294 Old Aberdeen Place, West Perth, WA 6005	Aberdeen Auto Auctions & Hand City Car Wash	High volume of cars	25 years
19 Golding St, Northbridge, WA 6005	Vacant Warehouse	Large scale warehouse, future uses will require delivery trucks	Vacant
4A, 11 Old Aberdeen Place, West Perth WA 6005	Linton and Kay Galleries (artworks and framing)	Delivery trucks to move artworks & framing materials	10 years
5, 294 Old Aberdeen Place, West Perth WA 6005	David Barber (storage)	Delivery trucks moving goods to and from storage	25 years
10/294 Old Aberdeen Place, West Perth WA 6005	King River Resources (Mining Geological materials storage and sorting)	Delivery trucks used to transport mining materials	3 years
Part 294 Old Aberdeen Place, West Perth, WA 6005	Loop Recording Studios (Sublessee: Layer Cake Audio Pty Ltd) (Audio equipment)	Delivery trucks transporting audio equipment	30 years
15-17 Golding St, Northbridge WA 6005	Insight Lighting Solutions (WA) Pty Ltd ACN613206787	Delivery trucks transporting lighting equipment	13 years
Lot 7 & Lot 9, 13 Old Aberdeen Place, West Perth WA 6005	Fridays Studio Pty Ltd (Photography)	Delivery trucks transporting photography equipment	5 years

Table 1 Subject Site Businesses

Taylor Burrell Barnett Town Planning & Design
Level 7, 160 St Georges Terrace, Perth WA 6000 PO Box 7130 Cloisters Square Perth WA 6850
Telephone 08 9322 7679 Email admin@tbbplanning.com.au
Toddville Prospecting Pty Ltd ABN 74 831 437 925



Figure 1 Subject Site

SUBMISSION

We understand that the City of Vincent is proposing upgrades to convert Strathcona and Golding Streets to 'Safe Active Streets', to incorporate cycle routes with traffic calming measures to allow for a safer, shared street. Whilst the benefits of promoting bicycle usage is acknowledged and generally supported, the current location of the proposal will unreasonably impact the W.A Flour Mills Pty Ltd ACN008667532 Ladrift Pty Ltd ACN087012011 landholdings, pose safety risks for cyclists, and does not align with the current planning framework as outlined below.

TRAFFIC & ACCESS

Existing Traffic Network

Under the MRWA Road Hierarchy, Golding Street is classified as an Access Street. The MRWA Road Information Mapping System also identifies the subject site as an Industrial Area, and Golding Street as an Industrial Special Use Road, reflecting the nature of the uses and the traffic in this locality.

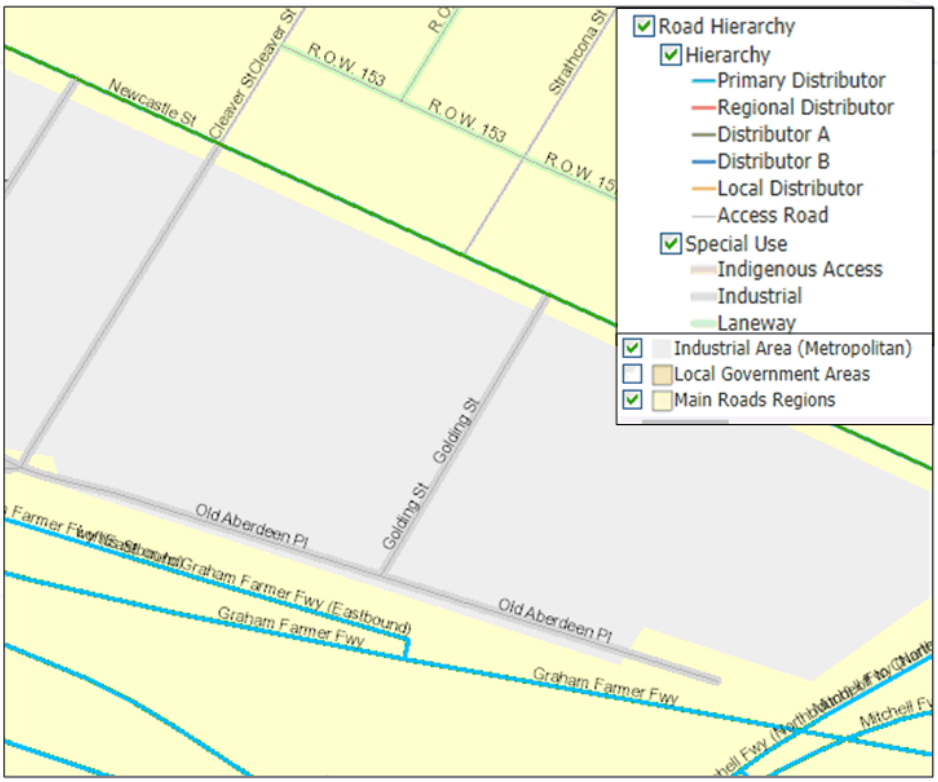


Figure 2 MRWA Road Information Mapping System

Vehicle Access and Manoeuvrability

The current Safe Active Street design proposes to reduce the width of Golding Street at the intersection with Newcastle Street and proposes the addition of three street trees within the road reserve (refer **Figure 3**).

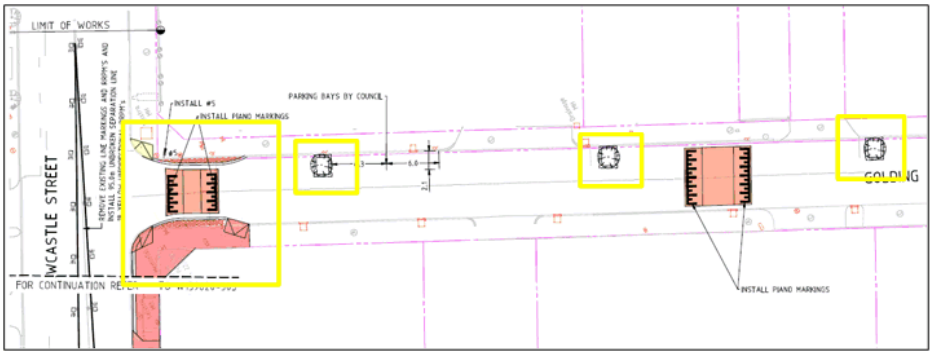


Figure 3 Safe Active Streets Design Extract (Golding Street and Newcastle Street intersection)

Given Golding Street is already a narrow road (approximately 7 metres), further reductions to its width would have a considerable impact upon vehicular access and manoeuvrability (refer **Figure 4**). In particular, large commercial vehicles and trucks accessibility will be impacted upon given they rely on Golding street to make several deliveries a week. Further to this, the addition of street trees within the road reserve will further impact upon vehicular access and manoeuvrability, (particularly given the constraints of tree canopies) making it difficult for trucks to pass each other.

In addition to the above concerns, the proposed reduction in speed to 20 km/h coupled with the addition of speed bumps at each end of Golding Street may greatly impact the flow of traffic on both Newcastle Street and Old Aberdeen Place. The type and size of truck movements utilising Golding Street is not conducive to speed bump and traffic management devices, and given the already mentioned high volume of delivery trucks and other vehicles that rely on Golding Street, these speed reduction methods have the potential to cause traffic to bank up into Newcastle Street and Old Aberdeen Place whilst trucks navigate the speed bumps. This issue would be reduced by utilising the more appropriate Cleaver Street route, which is discussed in greater detail below.

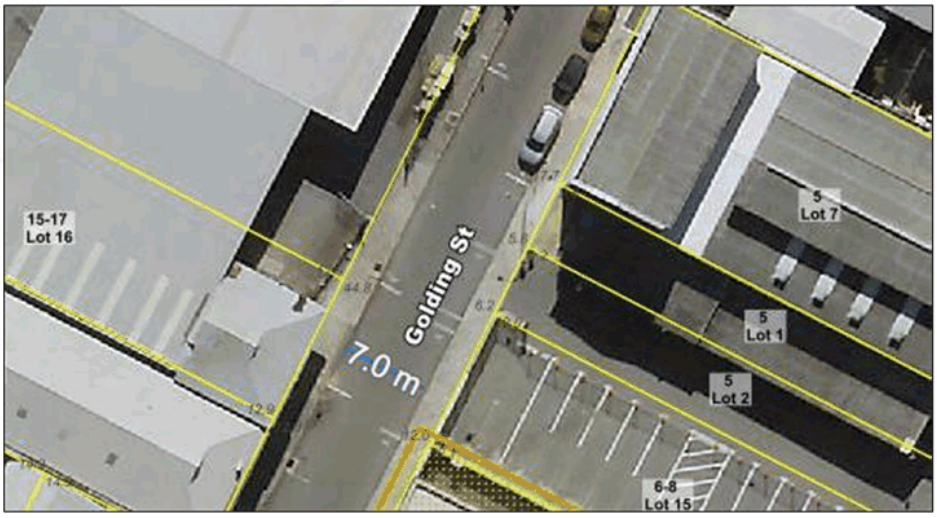


Figure 4 Aerial of currently proposed route road width, Golding Street (Source: City of Vincent Intramaps)

COMMERCIAL IMPACTS

The impact that the current Safe Active Street design is likely to have on vehicular access to the commercial entities operating within the subject site is not considered reasonable. Reducing the availability and ease of truck deliveries, and restricting vehicle movements will ultimately impact the commercial viability of the existing uses, given truck deliveries and vehicle accessibility are vital for ongoing business operations. Any restrictions to the accessibility will ultimately impact the ability of these businesses to operate, and impact the value of the commercial real estate.

SAFETY

The location of the proposed cyclist route along a narrow road reserve which services a large volume of commercial vehicles poses significant safety risks to cyclists. The proposed route will expose cyclists to trucks which are frequently entering and exiting the narrow Golding Street. This narrow road width and addition of proposed street trees within the road reserve, is likely to put the cyclists (and vehicle drivers) safety at risk given their will be a lack of separation clearance between trucks and cyclists.

The proposed route also requires cyclists to turn onto Newcastle Street to connect from Golding Street to Strathcona Street. Newcastle Street, which is classified as a Distributor A Road in the MRWA Road Hierarchy, also services the No. 15 bus route, meaning cyclists would be required to make right turns onto large volumes of oncoming traffic, and travel alongside busses. This risk is not considered reasonable nor appropriate.

PLANNING FRAMEWORK

The proposed Safe Active Street Plan does not align with the intent and objectives of the planning framework for the subject site as identified below.

Local Planning Scheme

The subject site is zoned Commercial in the City of Vincent Local Planning Scheme No. 2 (TPS 2). Land to the east and west of the subject site is also zoned Commercial. There are a range of land uses permitted (subject to compliance with TPS2) within the Commercial Zone which would also be heavily reliant on vehicular access, and create a large volume of car and truck movements, including but not limited to:

- Bulky goods showroom
- Car park
- Fuel depot
- Industry – cottage
- Industry – light
- Industry
- Motor vehicle, boat or caravan sales
- Motor vehicle repair
- Motor vehicle wash
- Service station
- Trade display
- Trade supplies
- Transport depot
- Warehouse / storage

If any of these uses were accommodated on or adjacent to the subject site, this would increase traffic volumes and truck movements on Golding Street, further limiting the accessibility to the subject site, and imposing safety risks to cyclists.

It is also considered that the proposed Safe Active Street design does not align with the objectives of the Commercial Zone which are:

- To facilitate a wide range of compatible commercial uses that support sustainable economic development within the City.
- To ensure development design incorporates sustainability principles, with particular regard to waste management and recycling and including but not limited to solar passive design, energy efficiency and water conservation.
- To maintain compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.
- To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality.

The proposal is not compatible with the commercial uses on the subject site, given the detrimental impacts it will create to the vehicle accessibility of the site, impacting the commercial viability of the existing uses.

Importantly, the proposed Safe Active Street design does not align with the following aim of LPS 2, which is:

> *to improve access around the City to ensure safe and convenient movement of people including pedestrians, cyclists, public transport users and motorists.*

The proposed cyclist route is not compatible with the adjacent commercial land uses, and the proposed route poses significant safety risks to cyclists.

City of Vincent Bike Plan 2013

The City of Vincent's Bike Plan sets out an action plan for attaining immediate improvements to the cycle network and environment, and provides a strategic vision for the conditioned development and promotion of cycling in the medium to long term. The Bike Plan builds on the City's 2004 Bike Plan, and recommends where modifications to the 2004 Bike Plan should be made.

The 2004 Bike Plan identifies Cleaver Street as a Local Bicycle Route, and as Other Bicycle Route with Bicycle Lane or Shoulder (refer **Figure 5**). The 2004 Bike Plan does not depict Golding Street as a Bicycle Route.

The 2013 Bike Plan does not suggest any recommendations to divert the Bike Lane to Golding Street. The only recommendations the 2013 Bike Plan provide for Cleaver Street are for the portion of Cleaver street between Vincent Street and Newcastle Street, which is north of the subject site. The recommendations for this portion of Cleaver Street acknowledge that Cleaver Street provides direct access to Beatty Park and its associated facilities, however the bike route should be improved through increased traffic calming measures, signage, and intersection treatments.

The proposed Safe Active Street route is not in accordance with the City of Vincent 2004 and 2013 Bike Plans.

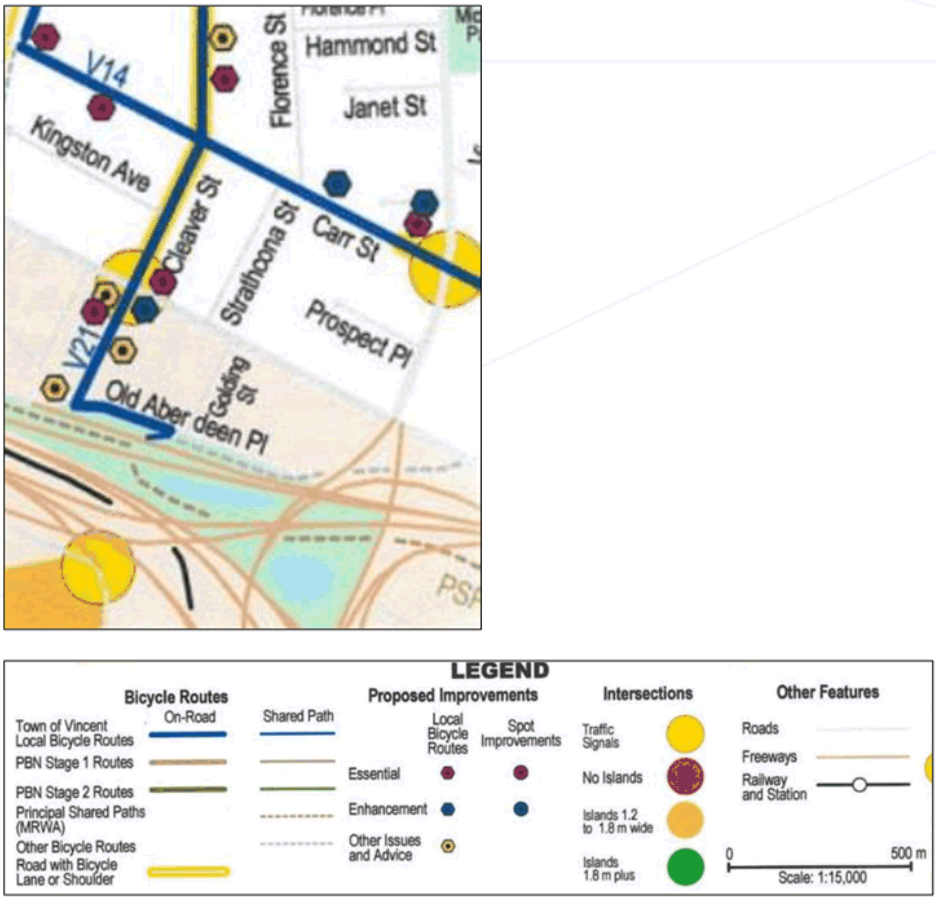


Figure 5 City of Vincent Bike Plan 2004 (Source: City of Vincent Bike Plan 2013)

RECOMMENDED ALTERNATIVE SAFE ACTIVE STREET ROUTE

The current concept design will as discussed reduce vehicular manoeuvrability, negatively impacting the businesses utilising Golding Street. In accordance with the City of Vincent's Bike Plan (2013) it is recommended Cleaver Street is utilised to accommodate the Safe Active Street. Cleaver Street is considered to be more suitable given it has a wider road reserve (15m) (refer **Figure 6**), which not only allows for greater separation between vehicles and bicycles and therefore improves the safety of cyclists, it provides greater room for manoeuvrability of commercial vehicles. Cleaver Street (7m) also provides a direct link to Beatty Park from Old Aberdeen Place, and given the existing signalized intersection with Newcastle Street, removes the needs for cyclists to turn right onto Newcastle Street, further reducing safety risks to cyclists.

Further to the above, implementing the safe active street route in accordance with the City of Vincent's Bike Plan (2013) and utilising Cleaver Street (rather than the proposed Golding street) would reduce the impact on traffic flow to Vincent Street and Old Aberdeen Place. The proposal in its current form intends to reduce the speed limit to 20 km/h and include speed bumps at each end of Golding Street, which may result in a large bank up of vehicles on Newcastle Street and Old Aberdeen Place. It is considered likely that given the above-mentioned high volume of delivery trucks utilising the Golding Street, these traffic build ups have the potential to occur on a regular basis, which would have significant impacts to the traffic flow within the immediate surrounding area. It is however noted, that the combination of the Cleaver Street and Newcastle Street intersection including traffic lights to manage traffic flow and the generous width (15m) of Cleaver Street, ensures this road is more is less likely to cause traffic build ups then Golding street.

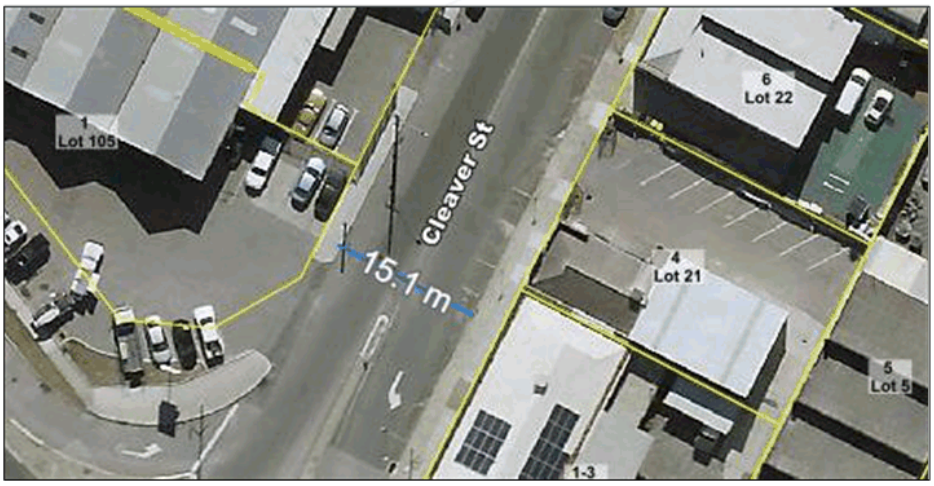


Figure 6 Aerial of preferred route road width, Cleaver Street (Source: City of Vincent Intramaps)

CONCLUSION

In conclusion, the current concept design is not supported due to the impacts it will have on the accessibility of the subject site, commercial viability of the businesses and safety to the cyclists. It is requested City of Vincent adopt the proposed alternative safer concept design included in this report which is in accordance with the City of Vincent Bike Plan (2013).

Please do not hesitate to contact Michael Clare on 9226 4276, or by email at michaelc@taylorburrellbarnett.com.au should you wish to discuss this submission further.

Yours faithfully
TAYLOR BURRELL BARNETT

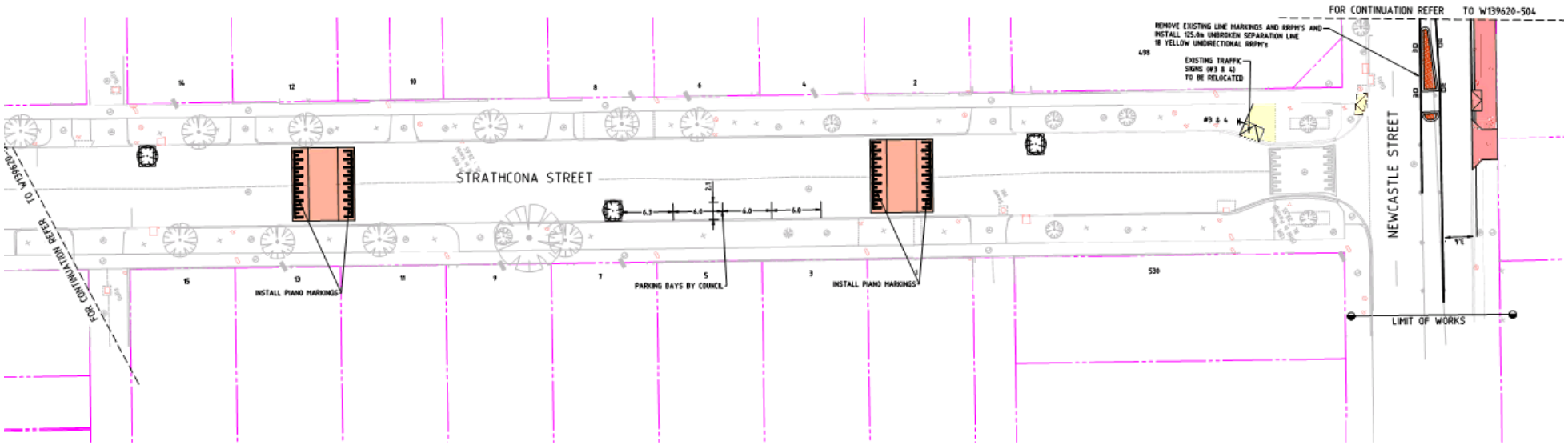


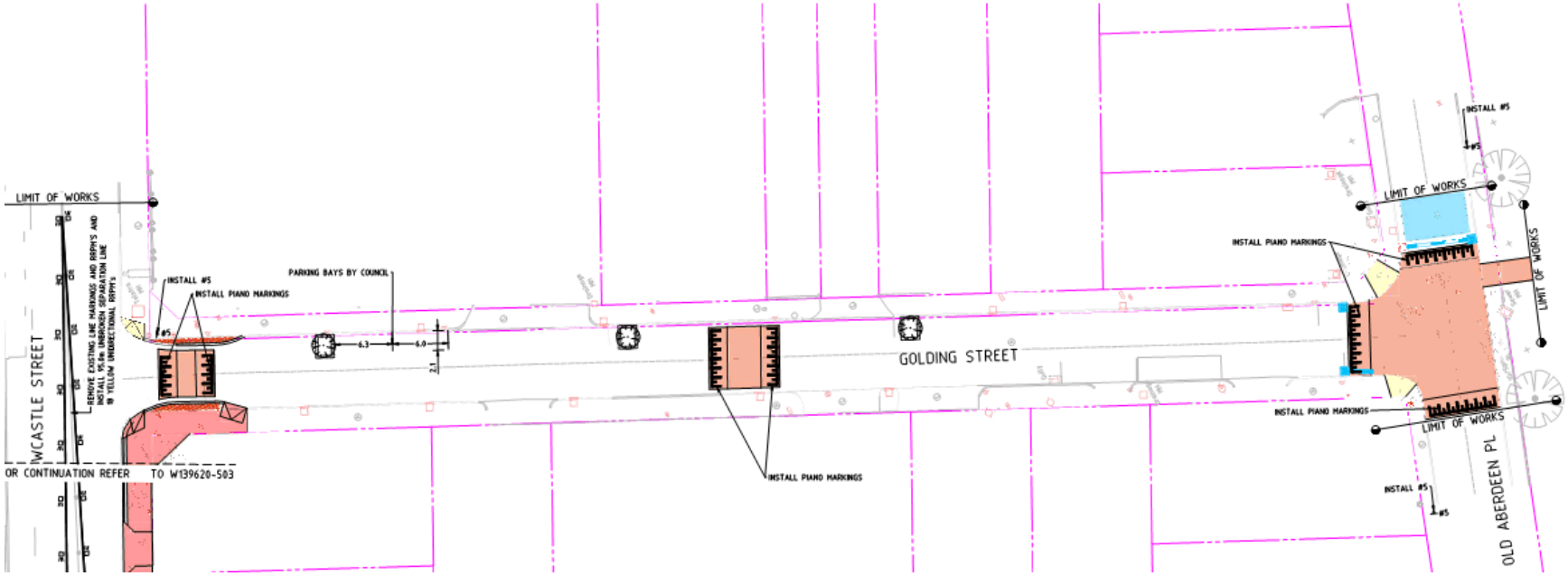
SAMANTHA THOMPSON
DIRECTOR

Safe Active Streets – Florence, Strathcona, Golding – Consultation Comments

Respondent	Administration Comments
Respondent #1 • ROW's do not have safe egress due to sightlines. • Parked cars will cause sightline issues.	SAS design does not change the sightlines and speeds will be reduced from 50 Kmh to 30 Kmh, making the street safer for all road users.
Respondent #2 • Street lighting	SAS grants do not allow for street lighting upgrades. The existing street lighting is typical of residential streets within the City.
Respondent #3 • Newcastle St crossing not safe.	Proposed crossing meets the Department of Transport design guidelines. The anticipated volume of cyclist using the crossing initially does not warrant a higher level treatment at his time. Can be reviewed in future.
Respondent #4 • Issues with broader cycle network.	Beyond scope of this project. However the network is constantly evolving and with the adoption of the LTCN there is potential for increased funding in the future.
Respondent #5 • Issues with safety around the Carr/Strathcona/Florence Parking	SAS will slow traffic speeds along its length making the road environment safer for all users. Overall parking numbers not affected, minor impact only to accommodate trees. Note: surveys indicate existing parking not fully utilised.
Respondent #6 (Non-EHQ Comment #1) • Various minor queries.	Respondent contacted and queries answered.
Respondent #7 (Non-EHQ Comment #2) • Queried why Cleaver St could not be used.	Cleaver St has exiting on-road cycle lanes, is a bus route and does not link to the signalised crossing at Florence Street, not considered a suitable road for a SAS.
Respondent #8 (Non-EHQ Comment #3) • Why could Cleaver St not be used? • Can tree wells have fruit trees?	See above. Generally not supported by the Parks team. Creates additional work and hazards.
Respondent #9 (Non-EHQ Comment #4) • Exact location of tree wells.	Tree wells will be installed as per the plan, with minor amendments on site if required.
Respondent #10 (Non-EHQ Comment #5) • Issues with safety around the Carr / Strathcona / Florence. • Traffic hazards around parked cars. • Reduced Car parking • ROW Egress / high fencing	SAS will slow traffic speeds along its length making the road environment safer for all users. Overall parking numbers not affected, minor impact only to accommodate trees. Note: surveys indicate existing parking not fully utilised. SAS design does not change the sightlines and speeds will be reduced to from 50 Kmh to 30 Kmh.
Respondent #11 (Non-EHQ Comment #6) • Access issues from ROW's. • Install a loudspeaker. • Unsafe intersections. • Loss of parking.	SAS design does not change the sightlines and speeds will be reduced from 50 Kmh to 30 Kmh, making the street safer for all road users.
Respondent #12 (Non-EHQ Comment #5) • Golding treatment have impact on truck access. • Reduced availability and ease of truck deliveries. • Not safe to mix cyclists with trucks.	SAS grants do not allow for street lighting upgrades. The existing street lighting is typical of residential streets within the City.

Ref: D20/232142


FOR CONTINUATION REFER TO W139620-504
REMOVE EXISTING LINE MARKINGS AND RRPM'S AND INSTALL 125.0m UNBROKEN SEPARATION LINE 1@ YELLOW UNIDIRECTIONAL RRPM's
EXISTING TRAFFIC SIGNS (#3 & 4) TO BE RELOCATED
STRATHCONA STREET
NEWCASTLE STREET
INSTALL PIANO MARKINGS
PARKING BAYS BY COUNCIL
INSTALL PIANO MARKINGS
LIMIT OF WORKS
FOR CONTINUATION REFER TO W139620-


LIMIT OF WORKS
INSTALL #5
INSTALL PIANO MARKINGS
PARKING BAYS BY COUNCIL
6.3
6.0
2.1
GOLDING STREET
INSTALL PIANO MARKINGS
INSTALL #5
LIMIT OF WORKS
INSTALL PIANO MARKINGS
LIMIT OF WORKS
LIMIT OF WORKS
INSTALL PIANO MARKINGS
INSTALL #5
OLD ABERDEEN PL
WCASTLE STREET
OR CONTINUATION REFER TO W139620-503

6.6 URBAN ROAD SAFETY PROGRAM PILOT - IMPLEMENTATION OF MINI ROUNDABOUTS

Attachments: **1. Plan 3612-CP ⇩**

RECOMMENDATION:

That Council:

1. **NOTES the proposed implementation of the Urban Road Safety Program pilot project within the area bounded by Raglan Road, Hyde, Vincent and Fitzgerald Streets, North Perth/Mt Lawley in March 2021;**
2. **APPROVES IN-PRINCIPLE the installation of the nine 'mini roundabouts' within the aforementioned area, as shown on Plan 3612-CP, Attachment 1, subject to public consultation;**
3. **APPROVES the inclusion of the pilot project in the City's 2020/21 Capital Works Program to commence works in March/April 2021, subject to public consultation;**
4. **NOTES that the City will consult with the residents and businesses within the area bounded by Raglan Road, Hyde, Vincent and Fitzgerald Streets;**
5. **NOTES that the pilot project will be fully funded by Main Roads WA; and**
6. **RECIEVES a further report at the conclusion of the public consultation.**

PURPOSE OF REPORT:

To advise Council of Main Roads WA invitation for the City to participate in its new Urban Road Safety Program by accommodating a 'mini roundabout' pilot project in the precinct bounded by Raglan Road, Fitzgerald, Vincent, Hyde Streets, North Perth/Mt Lawley.

BACKGROUND:

Urban Road Safety Program

Early in 2020 Main Roads WA approached the City to discuss a new road safety initiative, the Urban Road Safety Program (URSP), and to gauge the level of interest of the City to participate in the program to implement a 'mini roundabout' pilot project, to be funded by Main Roads.

The aim of the URSP is to:

'Implement low cost road safety treatments on an area-wide or at least, whole of street basis that will target high casualty and/or high-risk locations'.

The URSP will treat intersections on an area wide approach that have crash risks, but are ineligible for Black Spot funding. The URSP will take a proactive area wide or whole-of-street approach, applying many similar treatments at once, using low-cost standard designs. This will allow for treatment of risks throughout suburbs and neighbourhoods.

The URSP has been in development by Main Roads through-out this year and was recently announced by the Hon Minister for Transport and Planning with details on the funding arrangements. The Minister announced the pilot projects for the City of Vincent and City of Stirling on 23 August 2020.

The URSP has been allocated $16m over four years, $1m in 2020/21 for the pilot projects, and the $5m per year for the following three years (to 2023/24), after which the future of the program will be reviewed. The maximum funding is $250,000 per location or area.

In conjunction with Main Roads, the precinct bounded by Raglan Road, Fitzgerald, Vincent and Hyde Streets, North Perth/Mt Lawley was selected for a pilot project comprising a series of mini-roundabouts (nine in total).

This project was based upon research undertaken by Monash University in Victoria, Main Roads accidents data (April 2014 to April 2019), with project scoping and design by GHD Consultants Perth office.

The high level description of the North Perth Project in Main Roads proposal is:

'North Perth is an inner urban suburb, just north of Hyde Park. Several intersections within this area have had severe crashes, even though all of the streets are minor local access roads. This area offers a unique opportunity to install innovative mini roundabout treatments within a defined local neighbourhood. The mini-roundabouts will have domed centre islands that can be driven over where vehicle movement may be restricted. If successful, this pilot will allow mini-roundabouts to be installed at local intersections throughout the metropolitan area.'

DETAILS:

The intention of the Urban Road Safety Program is to provide the opportunity for Local Government to proactively apply low cost traffic management treatments to local-local intersections, and roads, on an area wide or whole-of-street basis to reduce the likelihood of fatalities and/or serious injury traffic accidents.

There are over 51,000 intersections within the metropolitan area, of which in excess of 4,500 have had casualty crashes in the past five years (Main Roads Crash Data; April 2014 to April 2019). The majority of these (over 3,500) are on local-local* intersections under the control of local governments, most of which do not meet the criteria for upgrade funding under current road safety programs (such as Black Spot).

*residential access roads.

Having identified this 'gap' Main Roads has embarked upon a program to develop, manage and approve a range of low cost safety treatments that are easily applied to residential or commercial urban environments in the Perth metropolitan area where casualty crashes are more frequent or likely to occur. Low cost safety treatments that reduce the risk and severity of crashes for all road users are to be installed on an area-wide or whole-of-street basis and treatment options will include mini roundabouts, pedestrian crossings facilities, raised safety platforms, speed humps, and other minor road design improvements. Main Roads will coordinate the URSP with the identification of possible project areas and treatment locations based on work recently completed by Main Roads' Road Safety Branch. Potential locations will then be discussed with the respective Local Government prior to Main Roads agreeing to fund any subsequent treatments.

The URSP aims to reduce crashes by applying treatments to sites with a proven crash history (responsive site selection), and sites with similar context to those that have reported crashes (proactive site selection). Simultaneously selecting intersections to respond to and proactively prevent crash risks will yield significant benefit through local areas. By treating many intersections at once, construction costs will be lower.

When applied consistently in an area, intersection treatments also reinforce a low-speed, high amenity local streetscape which promotes careful and courteous road user behaviours. This proactive and reactive approach is based on existing Main Roads WA and Road Safety Commission policies.

These include:

- Main Roads WA Policy and Guidelines for Speed Zoning. The Policy and Guidelines requires road and intersection designs which reinforce safe travel speeds.
- Road Safety Commission Local Area Speed Management Blueprint. The Blueprint provides guidance for how local roads can be treated to mediate road user speeds, reducing crash risks.

Safe Systems

The URSP is also based upon applying the Safe Systems* principles, which aim to prevent all road users from being seriously injured or killed in any crash. Safe Systems thinking recognises that all road users can make mistakes and accordingly, advocates that all elements of road systems should be designed to be forgiving when these mistakes happen. The aim of Safe Systems is to coordinate elements of the road transport system to minimise crash impact forces people experience (to below the known limits of the human body) when errors occur. The threshold impact speeds which severe outcomes are likely to occur for

different collision types vary depending upon impact zone and the level of exposure of the people involved. For example, a head on crash between two vehicles of similar size and mass it is about 70km/h, whereas a vehicle hitting a cyclist or pedestrian the critical impact speed threshold is in the order of 30km/h. Obviously there are many variables that can influence the outcome.

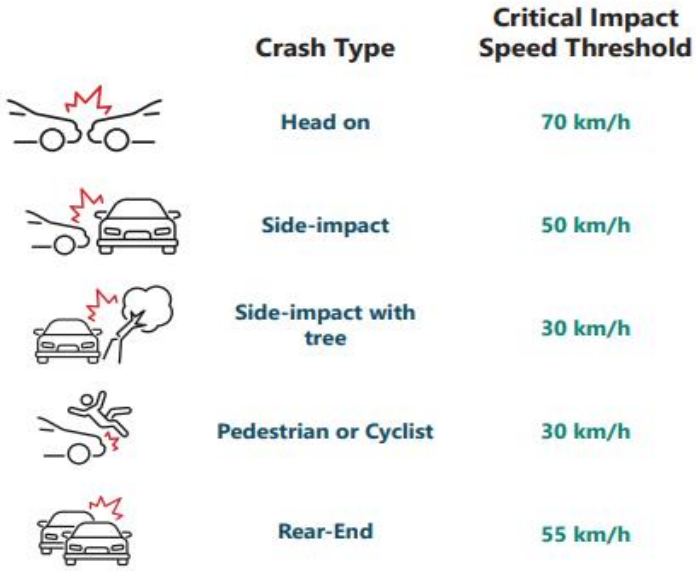


Figure 5: The typical impact speeds for severe outcome collision types

For local roads, reducing impact speeds to below 30 km/h helps to ensure the safety of people who are walking, cycling, and riding motorcycles. Therefore, it is vital to achieve these lower impacts speeds at intersections to ensure improved safety outcomes for all road users.

Current design principles create a more forgiving road environment and this combined with slower travel speeds is achieving great results in reducing the number and severity of crashes, however many existing local roads which were designed many decades ago are not in line with “Safe System” design principles, which the URSP provides the opportunity to proactively address.

*Road Safety Commission. *2020 The Safe System*.

North Perth Pilot Project

One of the innovations of the program, in the Western Australian context, is the introduction of mini roundabouts, which have not been used in a series before. There are a number of examples where a mini roundabout has been used in the Perth Metropolitan Area in isolation, i.e. City of Joondalup in Whitfords.

Mini roundabouts typically have a 3.0m diameter, whereas a standard roundabout has a 6.0m diameter, which generally eliminates the need for road widening, thereby significantly reducing construction costs.

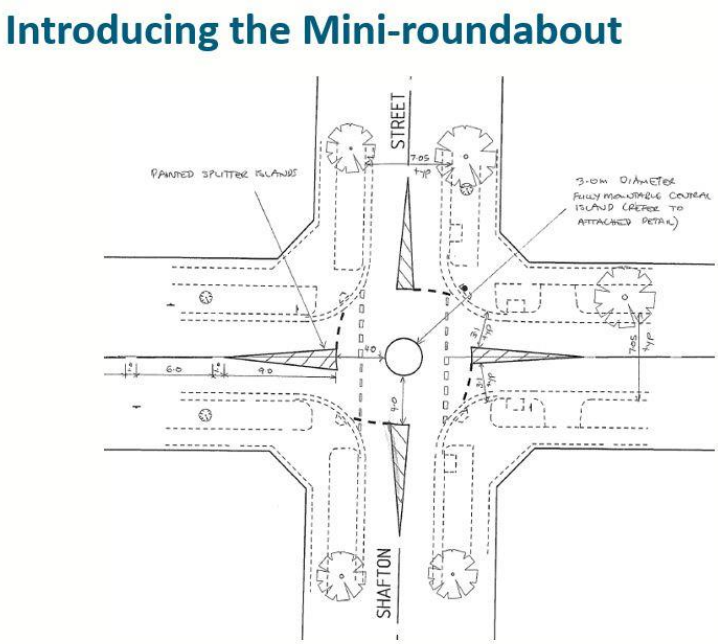
The primary treatment selection criteria for the URSP is that:

- They maintain movement in all directions.
- They can generally be installed without major intersection / road modifications or civil works.
- They are easily recognised and understood by road users.
- They allowed for a consistent application across a local area.

It should be noted that while the precinct (within the designated area) has had numerous traffic accidents within the five year study period the majority have been at the lower end of the scale, i.e. property damage. The precinct was nominated as both a *responsive site selection* and a *proactive site selection* pilot based upon the traditional ‘grid pattern’ road network and the over representation (of a grid network) in right angled accidents. The mini roundabouts are seen as an effective, low cost means, of treating those intersections that have had traffic accidents and reducing the likelihood of serious accidents across the precinct.



A typical mini roundabout as installed by the City of Monash in Monash, Metropolitan Melbourne, Victoria



Plan view of the above

Comparison study with the 40 kmh Speed Zone Trial

This area was selected as it enables a direct comparison with the results of the 40 kmh Speed Zone Trial, both in respect of speeds and accidents, currently being conducted in the area south of Vincent Street.

Whilst the feedback for the 40 kmh Speed Zone Trial has generally been positive a recurring comment has been the need for additional traffic calming devices to control the speed, along with a greater Police presence.

Note: the City is currently collecting base-line traffic data for the streets within the pilot project area.

Possible reduction in the posted speed limit to 40 kmh

Given that the standard 50 kmh Urban Speed Limit applies within the pilot project area, and to ensure that any direct comparison is based upon the same premise*, Main Roads has advised that they will consider, through the pilot program, making the area a 40 kmh Speed Zone in conjunction with the introduction of the URSP “mini-roundabouts” project.

Discussion

A key finding of the Monash University Mini Roundabout Study found that:

'The road safety benefits were significant, reducing crashes by 78.9% in the three-year window, before and after implementation. More significantly, serious crashes reduced from 6 to 0'.

Further:

'They may be particularly appropriate in locations with significant bus or heavy vehicle traffic, or in grid-based local road networks.

As can be seen above, the Monash University Study has shown that the mini roundabouts, of which some 40+ have been installed in the City of Monash in Metropolitan Melbourne, have proven very successful in reducing both the severity and volume of accidents at typical suburban 4-way intersections, as is the intention for the nine intersections within the 'pilot' project area.

Cost Implications

The design of the mini roundabout, typically a diameter of 3.0m, is intended to eliminate the need to widen the intersections, as is usually required for a traditional 6.0m diameter roundabout. If widening can be avoided the estimate estimated cost per mini roundabout is in $25,000, inclusive of the line-marking.

The mini roundabout is essentially 'dome', 50mm on the outer edge rising to approx. 100mm in the centre. Light vehicles, cars, SUV's etc. will be forced to slow down and go around the roundabout whereas large or heavy vehicles, such as the rubbish trucks, can safely mount the roundabout, again at a lower speed. Because there is no planting or obstruction in the centre of the roundabout all four legs have an unobstructed view of approaching traffic.

Therefore the nine intersections within the project area would cost in the order of $225,000 to construct, which having met the criteria, would be fully funded by Main Roads (to a maximum of $250,000).

CONSULTATION/ADVERTISING:

Residents and businesses will be consulted regarding the proposal in accordance with the City's Community Consultation Policy 4.1.5

LEGAL/POLICY:

All of the roads within, and bounding the precinct, as discussed in this report, come under the care, control and management of the City.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council as the proposed treatments, mini-roundabouts, should lead to a reduction in both the number and severity of traffic accidents within the precinct as well as a reduction in traffic speeds resulting in an improved level of amenity for residents.

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:

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

Sustainable Transport

PUBLIC HEALTH IMPLICATIONS:

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

Reduced injuries and a safer community

FINANCIAL/BUDGET IMPLICATIONS:

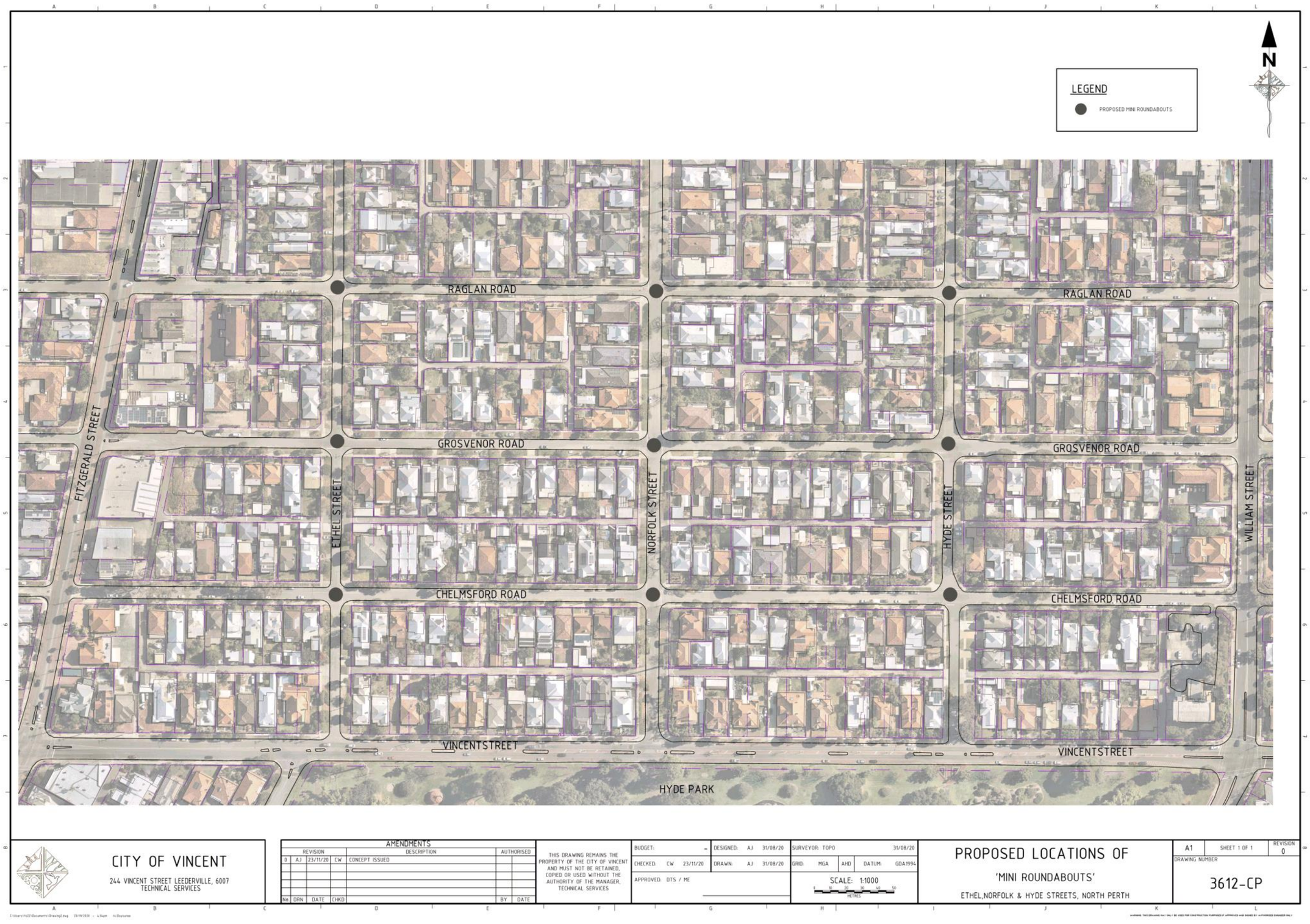
The works, estimated to cost $225,000, would be fully funded by Main Roads WA.

COMMENTS:

The URSP provides the City the opportunity to participate in an innovative road safety program that will lead to number of beneficial outcomes for the local community at no direct financial cost to the City for the capital works.

If the 'mini roundabout' pilot project is approved, and proves successful, it will likely lead to a greater acceptance and adoption of the URSP by Local Government across the metropolitan area.

Administration is seeking Council's approval to consult with the residents and businesses within the project area and will present a further report to Council on the outcome in March 2021.



CITY OF VINCENT
244 VINCENT STREET LEEDERVILLE, 6007
TECHNICAL SERVICES

AMENDMENTS

No	DRN	DATE	CHKD	REVISION DESCRIPTION	BY	AUTHORISED DATE
0	AJ	23/11/20	CW	CONCEPT ISSUED		

THIS DRAWING REMAINS THE PROPERTY OF THE CITY OF VINCENT AND MUST NOT BE RETAINED, COPIED OR USED WITHOUT THE AUTHORITY OF THE MANAGER, TECHNICAL SERVICES

BUDGET: –
DESIGNED: AJ 31/08/20
CHECKED: CW 23/11/20
DRAWN: AJ 31/08/20
APPROVED: DTS / ME
SURVEYOR: TOPO 31/08/20
GRID: MGA AHD DATUM: GDA1994
SCALE: 1:1000
METRES

PROPOSED LOCATIONS OF
'MINI ROUNDABOUTS'
ETHEL,NORFOLK & HYDE STREETS, NORTH PERTH

A1 | SHEET 1 OF 1 | REVISION 0
DRAWING NUMBER
3612-CP

6.7 TENDER IE99/2020 - BEATTY PARK LEISURE CENTRE INDOOR LEISURE POOL FILTER PLANT REPLACEMENT (AND ASSOCIATED WORKS) - APPOINTMENT OF SUCCESSFUL TENDERER

Attachments: **1. Evaluation Worksheet - Confidential**

RECOMMENDATION:

That Council:

1. ACCEPTS the tender (Option 1) submitted by Trisleys Hydraulic Services for Tender IE99/2020 for Beatty Park Leisure Centre Filtration Plant Replacement and Outdoor and Dive Pool Works; and

2. APPROVES BY AN ABSOLUTE MAJORITY the allocation of additional funds of $300,000 within the 2020/21 Annual Budget for this project.

PURPOSE OF REPORT:

To report to Council the outcome of Tender IE 99/2020 and to recommend the acceptance of a tenderer.

BACKGROUND:

Beatty Park Leisure Centre underwent significant capital renewal during the period 2011-2013. Works included retiling of all pools, reception and eastern change room renewal and the addition of a gym, and group fitness rooms. No improvements were made to the plant room and plant.

The filtration units servicing the 25m leisure pool are some 30 years of age and well past end of life, almost double the manufacturers' recommendation. Sporadic failures have been patched over some years, however complete renewal is now required to avoid the risk of unplanned failure.

The works that will be undertaken as part of this project can be summarised as follows:

- All filtration plant including pipework to 25m indoor pool (entire system renewal)
- Renewal of mechanical equipment associated with the outdoor pools
- New backwash tank
- New chemical dosing system for all pools
- Filtration management system

It is proposed that other projects including tiling renewal and change room construction occur aligned with the expected six month shut down period. The three projects are separate tenders as they each involve a very specific and complex portfolio of trades.

DETAILS:

The estimated value of the contract was $900,000. As the total budget exceeds $250,000, *Policy No. 1.2.3 – Purchasing* has been applied and an open public tender process was conducted. Under CEO Delegation 1.19 the Executive Director Infrastructure and Environment approved the procurement plan, which included the following evaluation criteria.

Qualitative Criteria	1. Weighting
A. Demonstrated Understanding Tenderers must provide the following information and supply any other relevant details in an attachment and label it "Demonstrated Understanding": Tenderers to demonstrate they understand the scope of works required by providing: a) Proposed methodology / process for delivering the services on time and within budget b) identify potential issues / risks and how these will be mitigated, c) a project delivery plan including key stages and timelines	2. 50%
B. Resources Tenderers must address the following information and supply any other relevant details in an attachment and label it "Resources": a) Tenderers to provide evidence that they have the required plant, equipment and appropriately skilled staff to undertake the demands the City requires.	3. 40%
C. Environmental Responsibility Tenderers must address the following information and supply any other relevant details in an attachment and label it "Environmental Responsibility": a) Provide details of your organisation's environmental policy and / or practices which manage or reduce the impact on the environment.	4. 10%

Tender Assessment

At the close of the advertising period, three tender responses were received, all of which were deemed compliant, from the following companies:

- Trisleys Hydraulic Services.
- Commercial Aquatics Australia.
- Tropical Pools.

The tenders were assessed by members of the Tender Evaluation Panel (below) on the 1 December 2020, each tender was assessed using the above Evaluation Criteria, with a scoring system being used as part of the assessment process.

Title	Role
Manager Beatty Park Leisure Centre	Voting
Coordinator City Buildings	Voting
Officer Projects City Buildings	Voting
Aquatic Consultant – Geoff Ninnes Fong & Partners	Voting
Procurement and Contracts Officer	Non-Voting

Evaluation

A summary table for each compliant Tenderer is provided below. A full outline of the Qualitative Evaluation Criteria for each tenderer and pricing is contained within **Confidential Attachment 1**.

Company	**Qualitative Score/100**	**Ranking**
Trisleys Hydraulic Services	78	1
Commercial Aquatics Australia	67	2
Tropical Pools	27	3

Based upon the panel's assessment of the Qualitative Evaluation Criteria, Trisleys Hydraulic Services was judged as demonstrating that it was capable of meeting the City's requirements.

CONSULTATION/ADVERTISING:

The request for Tender IE 99/2020 was advertised in the West Australian on the 14 October 2020 and on both the City's website and Tenderlink portal between 14 October and 19 November 2020.

LEGAL/POLICY:

The RFT was prepared and advertised in accordance with the City's purchasing protocols: *Policy No. 1.2.3 Purchasing*.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to accept this tender in accordance with the City's procurement process. Undertaking these works will reduce the risk of an unplanned shutdown due to failure of the pool filtration.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

Nil.

PUBLIC HEALTH IMPLICATIONS:

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

Reduced injuries and a safer community

FINANCIAL/BUDGET IMPLICATIONS:

The costs associated with the filtration of the pools were estimated to be $900,000. The tender pricing submitted exceeds this.

The shortlisted tenderers were asked to resubmit tenders (Option 2) removing the cost of installation of the chemical dosing system to bring the costs closer to the project budget. This option is not recommended as it defers renewal works that will be required in the next two years and would involve a second shutdown. Administration therefore recommends Option 1 as per the specification hence the recommendation to allocate additional funds.

The City forecasted an opening surplus of $1,615,763 for the 2020/21 budget however after the completion of the 2019/20 financial audit, the surplus has now been confirmed as $ 2,122,499. This has resulted in an additional budgeted surplus of $506,736 of which will be amended in the mid-year budget review. The additional $300,000 required to cover the increased cost of this project will be funded from this surplus.

COMMENTS:

The submission from Trisleys Hydraulic Services complies with all the tender requirements. The submission was well presented and included all specified information. The evaluation panel deemed the response to be compliant with all evaluation criteria, demonstrating the capability, capacity and experience relevant to provide the service.

The evaluation panel recommends that the tender submitted (Option 1) by Trisleys Hydraulic Services for Tender IE99/2020 for Beatty Park Leisure Centre Filtration Plant Replacement and Outdoor and Dive Pool Works is accepted as it represents the best overall value for money to the City.

6.8 TENDER IE103/2020 - BEATTY PARK INDOOR LEISURE CENTRE 25M AND LEISURE POOL RETILING - APPOINTMENT OF SUCCESSFUL TENDERER

Attachments: **1. Evaluation Worksheet - Confidential**

RECOMMENDATION:

That Council accepts the tender submitted by All Class Tiling Services Pty Ltd for Tender IE103/2020 Beatty Park Leisure Centre Leisure Centre 25m and Leisure Pool Retiling

PURPOSE OF REPORT:

To report to Council the outcome of Tender IE103/2020 and to recommend the acceptance of a tenderer.

BACKGROUND:

During the past two years, tiles within the 25m and leisure pool at Beatty Park Leisure Centre have continued to delaminate, allowing water under the tiled surface into the substrate causing further damage. Sporadic remedial works have contained the problem until recently where three large sections of tiles have failed, preventing use of that section of the pool.

Renewal of all tiled surfaces is now required and the pool will need to be drained. It is proposed that other projects including filtration renewal and change room construction occur to align with the expected six month shut down period. The three projects are separate tenders as they each involve a very specific and complex trades portfolio

DETAILS:

The estimated value of the contract was $900,000. As the total budget exceeds $250,000, Policy No. 1.2.3 – Purchasing has been applied and an open public tender process was conducted. Under CEO Delegation 1.19 the Executive Director Infrastructure and Environment approved the procurement plan, which included the following evaluation criteria.

Qualitative Criteria	Weighting
A. Demonstrated Understanding Tenderers must provide the following information and supply any other relevant details in an attachment and label it “Demonstrated Understanding”: Tenderers to demonstrate they understand the scope of works required by providing: a) Proposed methodology / process for delivering the services on time and within budget b) identify potential issues / risks and how these will be mitigated, a project delivery plan including key stages and timelines	50%
B. Resources Tenderers must address the following information and supply any other relevant details in an attachment and label it “Resources”: a) tenderers to provide evidence that they have the required plant, equipment and appropriately skilled staff to undertake the demands the City requires.	40%
C. Environmental Responsibility Tenderers must address the following information and supply any other relevant details in an attachment and label it “Environmental Responsibility”: a) Provide details of your organisation’s environmental policy and / or practices which manage or reduce the impact on the environment.	10%

Tender Assessment

At the close of the advertising period, four tender responses were received, all of which were deemed compliant, from the following companies:

- All Class Tiling Pty Ltd.
- Commercial Aquatics Australia.
- Safeway Building Renovations Pty Ltd.
- Tropical Pools.

The tenders were assessed by members of the Tender Evaluation Panel (below) on the 1 December 2020, each tender was assessed using the above Evaluation Criteria, with a scoring system being used as part of the assessment process.

Title	Role
Manager Beatty Park Leisure Centre	Voting
Coordinator City Buildings	Voting
Officer Projects City Buildings	Voting
Aquatic Consultant – Geoff Ninnes Fong & Partners	Voting
Procurement and Contracts Officer	Non-Voting

Evaluation

A summary table for each compliant Tenderer is provided below. A full outline of the Qualitative Evaluation Criteria for each tenderer and pricing is contained within **Confidential Attachment 1**.

Company	Qualitative Score/100	Ranking
All Class Tiling Pty Ltd	87	1
Safeway Building Renovations Pty Ltd	76	2
Commercial Aquatics Australia	72	3
Tropical Pools	32	4

Based upon panel's assessment of the Qualitative Evaluation Criteria, All Class Tiling Pty Ltd was judged as demonstrating that it was capable of meeting the City's requirements

CONSULTATION/ADVERTISING:

The request for Tender IE 103/2020 was advertised in the West Australian on the 21 October 2020 and on both the City's website and Tenderlink portal between 21 October and 19 November 2020.

LEGAL/POLICY:

The RFT was prepared and advertised in accordance with the City's purchasing protocols: *Policy No. 1.2.3 - Purchasing*.

RISK MANAGEMENT IMPLICATIONS

Low It is low risk for Council to accept the tender in accordance with the City's procurement process. Accepting the tender will reduce the risk of an unplanned shutdown due to failure of the pool tiles loss.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

Nil.

PUBLIC HEALTH IMPLICATIONS:

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

Reduced injuries and a safer community

FINANCIAL/BUDGET IMPLICATIONS:

The costs associated with the retiling of the indoor 25m leisure pool were estimated to be $900,000. The tender pricing offered is in line with the capital budget.

COMMENTS:

The submission from All Class Tiling Pty Ltd complies with all the tender requirements. The submission was well presented and included all specified information. The evaluation panel deemed the response to be compliant with all evaluation criteria, demonstrating the capability, capacity and experience relevant to provide the service.

The evaluation panel recommends that the tender submitted by All Class Tiling Pty Ltd for Tender IE103/2020 for Beatty Park Leisure Centre Leisure Centre 25m and Leisure Pool Retiling is accepted as it represents the best overall value for money to the City.

7 COMMUNITY & BUSINESS SERVICES

7.1 DRAFT ANNUAL REPORT 2019/20

Attachments: **1. Draft Annual Report 2019/20** ⇩

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 2019/2020 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 2 February 2021 at 6.00pm in the City's Council Chambers, to present the City of Vincent Annual Report for the 2019/2020 Financial Year; and

3. NOTES that:

   3.1 the City of Vincent Annual Report may be subject to further formatting and styling to be determined by the Chief Executive Officer, prior to publication as well as the inclusion of the final 2019/20 Financial Statements following the finalisation of the 2019/20 Mindarie Regional Council Financial Statements;

   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 2 February 2021 and of the availability of the City of Vincent Annual Report for the 2019/2020 Financial Year and will make the report available on the City of Vincent website within fourteen days; and

   3.3 pursuant to Regulation 51 of the Local Government (Financial Management) Regulations 1996, the Director General of the Department of Local Government, Sports and Cultural Industries will be provided with a copy of the City of Vincent Annual Report for the 2019/2020 Financial Year, inclusive of the Annual Financial Report for the same period, and the associated Auditor's Report.

PURPOSE OF REPORT:

To accept the 2019/2020 Annual Report and to convene the General Meeting of Electors on 2 February 2021.

BACKGROUND:

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 City of Vincent Annual Report for 2019/2020 is an important statutory document through which the City communicates with its ratepayers, residents and community stakeholders. The report outlines progress made towards strategic objectives set out in the City's guiding strategic documents. Legislation sets requirements for the annual report, including the need for it to incorporate the financial report and the auditor's report.

The Annual Report for 2019/2020 is included as **Attachment 1**. 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.

Section 5.27 of the Act requires the AGM be held on a day selected by the local government, and not more than 56 days after the Annual Report is accepted by the local government.

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 **2 February 2021** ensuring 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.

Once adopted the Annual Report will be posted on the City's website and public notice given.

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;
(iv) 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 subjection (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: It is low risk for Council to adopt the 2019/2020 Annual Report and ensures the compliance with the requirements of the Local Government Act 1995 Strategic Implications:

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

Nil.

PUBLIC HEALTH IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

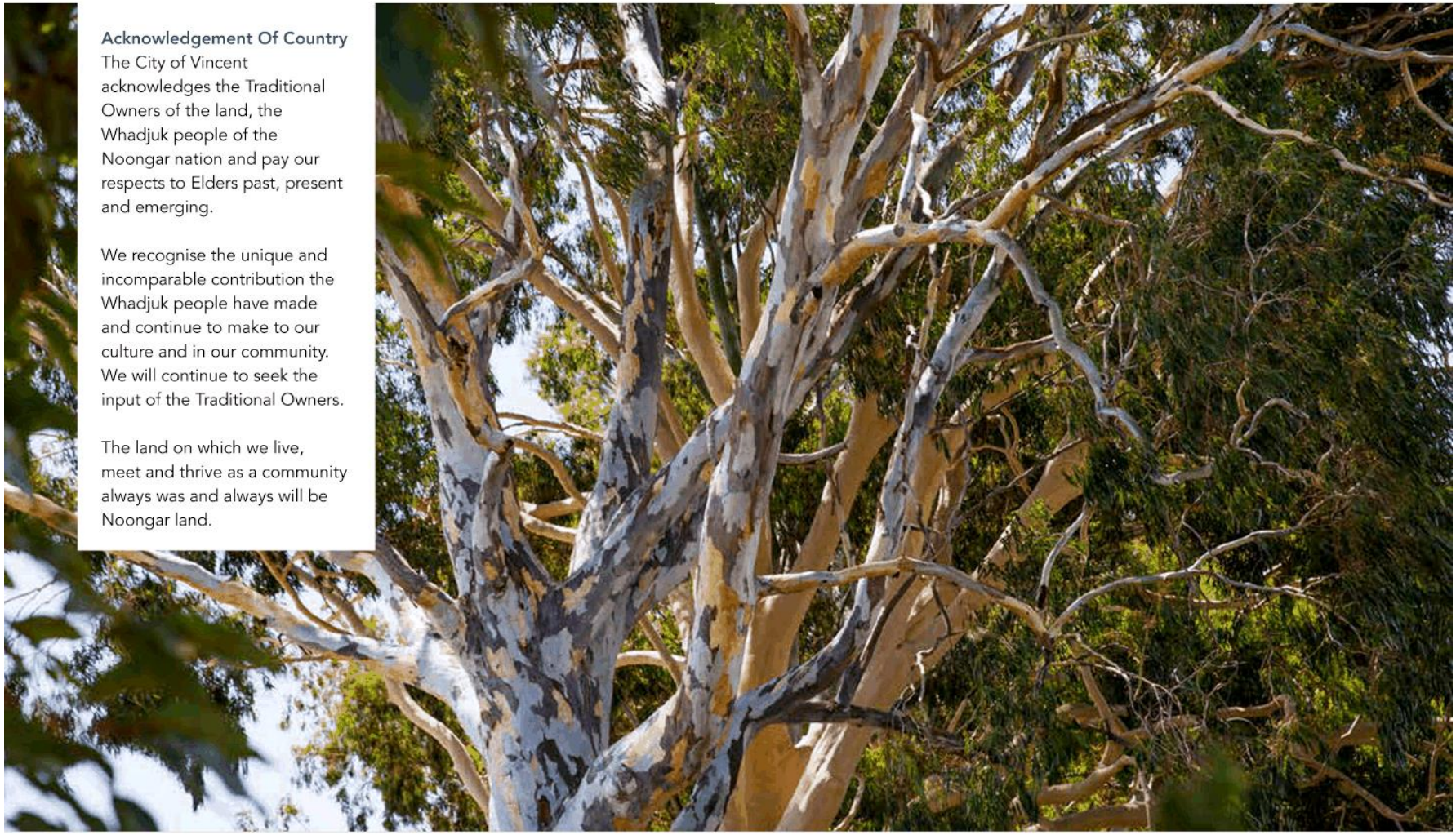
Nil



CITY OF VINCENT

ANNUAL REPORT

2019/20



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.

CONTENTS

4 MAYOR'S MESSAGE

6 CEO'S MESSAGE

8 COUNCILLORS

10 EXECUTIVE MANAGEMENT TEAM

11 STRATEGIC COMMUNITY PLAN MISSION & CORPORATE VALUES

11 OUR VALUES

11 OUR PRIORITIES

12 CITY OF VINCENT PROFILE

13 TOP PROJECTS FOR 2019/20

15 SERVICES PROVIDED

52 PROJECTS DELIVERED

61 MAJOR PLANS & STRATEGIES

73 ELECTED MEMBER MEETING ATTENDANCE

76 EMPLOYEE REMUNERATION

77 GENDER EQUALITY REPORT

78 RECORD KEEPING STATEMENT

79 FREEDOM OF INFORMATION

81 FINANCIAL REPORTS

112 INDEPENDENT AUDITOR'S REPORT



MAYOR'S MESSAGE

The 2019-20 financial year has been a year like no other, with the health, economic and social impacts of the COVID-19 virus felt not only here in the City of Vincent but all across the world.

The support, care, and spirit shown in our community during this time has been outstanding and I thank everyone for their efforts, resolve and resilience in collectively dealing with the impacts of this deeply challenging public health issue.

COVID-19 prompted the Vincent Council to quickly set a strategic pathway and decision making framework to allow for a rapid and focused response in a highly challenging environment. The COVID-19 Relief and Recovery Committee was established and the COVID-19 Relief and Recovery Strategy led a whole-of-organisation approach to tackling the priorities before us.

Critical relief and recovery measures were rolled out through March to June 2020 and the 2019-20 Budget was recalibrated in the final quarter to support local businesses and respond to our community's greatest needs.

Key initiatives included bringing forward asset maintenance programs, distributing $1 million from the Leederville Gardens Trust to Public Benevolent Institutions, such as Foodbank WA and Uniting WA, to assist vulnerable residents impacted by COVID-19 and realigning library and community services. Express planning services for development applications and in-person health advice allowed businesses to operate in a modified format, with many providing innovative solutions and new business models.

Our Arts Relief Grants program supported our local artists and creatives at their time of need with grants of up to $20,000 to create inspiring public art in Vincent. And we worked at speed to get Beatty Park, our sporting clubs and community groups back up and running as soon as it was safe to do so.

Despite the challenges that COVID-19 presented, the 2019-20 reporting year was a productive one for the City of Vincent and there are a number of highlights.

In 2019, we commenced consultation for our first Public Health Plan 2020-2025. As a local government, we play a big role in creating environments that support healthy living and quality of life; whether that be through maintaining parks and playgrounds, managing waste and minimising environmental hazards, or operating the Beatty Park Leisure Centre, and we want to ensure that continues well into the future.

After months of previously unimaginable playground closures due to COVID-19, we were excited to commence construction of a new nature play and active zone at Banks Reserve in June 2020. The play space for kids of all ages blends into the beautiful natural landscape and features Aboriginal artwork in recognition of the cultural significance of the reserve. No doubt this new nature play area will become a favourite of the community for years to come.

The City's public open spaces remained an important part of urban life and community wellbeing in 2019-20, and we continued to focus on improving our parks through our Pop Up Play initiative. We created nature play in Woodville Reserve and Beatty Park Reserve, a nature bike trail and pop up pump track at Britannia Reserve, and parkour spaces at Loftus Recreation Centre and Birdwood Square.

Our vision at Vincent is to create a connected City that puts people first, where getting around is safe, easy, environmentally friendly and enjoyable. Our two year 40km/h speed zone trial reached the mid-point during the reporting year and, pleasingly, the one year results indicate the lower speed limits have begun to be effective in reducing speed and traffic crashes and encouraging people to walk or cycle. Street amenity also improved during this first half of the trial and people reported feeling slightly safer on the streets. As a result, we will be consulting with our community about further expanding this program across Vincent in 2020-21.

Another highlight for the 2019-20 financial year was the introduction of our latest Sustainable Environment Strategy 2019-2024. The new strategy provides comprehensive, positive actions for delivering a sustainable natural and built environment for our Vincent community, focused on the areas of energy, transport, water, waste, and urban greening and biodiversity. Our aim is to achieve a target of zero net greenhouse gas emissions from our City's energy use, transport and waste by 2030. We delivered solar photovoltaic panels on our major buildings and half of our passenger fleet is now made up of either hybrid or 100% electric cars.

In 2019, we also made significant progress towards reconciliation with the launch of the 'Innovate' Reconciliation Action Plan (RAP), which focuses on Aboriginal employment and procurement. This 'Innovate' stage of our RAP will see the City take proactive steps towards reducing the inequalities that exist between Aboriginal and non-Aboriginal people.

The City's Ranger services came back to the heart of Leederville, relocating from the Osborne Park Depot to the Vincent Library. This has brought a stronger Ranger presence in and around our town centres and neighbourhoods. And the City took over management of the Loftus Community Centre, ensuring that our treasured seniors continue to have a central meeting and recreational hub to enjoy.

At the same time, our efforts to maintain high quality core infrastructure, such as roads, pathways and drainage, continued alongside our signature programs like Adopt-a-Verge, tree planting and native plant sales.

The City of Vincent Council remains focused on achieving the best possible outcomes for the Vincent community, despite the circumstances we face. I thank my Council colleagues for their continued professionalism, energy and valuable contribution and the City's CEO and staff for their tireless efforts during a challenging year.



Emma Cole
MAYOR



CEO'S MESSAGE

2020 was one of the most difficult years we will ever experience as a local government.

It was also a year which demonstrated how committed we are to serving our community.

We started the 2019-2020 financial year in full implementation mode of the new 10 year Strategic Community Plan which was adopted by Council in 2018.

The Strategic Community Plan sets out the six priorities for how we will create a well-designed, vibrant, leafy and sustainable 24 hour city.

In March this year the COVID-19 global pandemic made protecting public health the number one imperative for all levels of government.

We were ready and able to play our part in this well coordinated response.

We maintained key City services throughout the pandemic due to the work we had done to create an enabling model of service delivery and more agile systems and processes.

Our Strategic Community Plan highlighted the community's call for us to be clever, creative and courageous in everything we do.

We have embedded this into a simple three point checklist to govern how we go about our work and make decisions every day:

1. **Clever** – is this the simplest, quickest and most cost effective way to deliver our services?
2. **Creative** – can we find new and different approaches to get better outcomes for the City and our community?
3. **Courageous** – can we manage the inherent risks in being clever and creative but still take action?

Our clever, creative and courageous approach ensured we did our part as a local government to protect public health at the same time as doing everything we could to support our residents, employees, local businesses and customers from the impact of the restrictions.

It was heart breaking to close the doors at Beatty Park and the Library in March in response to public health restrictions.

This low point showed how both Beatty Park and the Library bring joy and meaning to many people.

We also learnt that it was not the buildings and facilities that bring joy – it was our residents, customers and staff coming together which create a very special sense of community.

We were able to re-imagine how we could continue to deliver joy and meaning to our customers and

members outside of the buildings themselves through online fitness classes, e-book loans and Books on Wheels from the Library.

During the most severe COVID restrictions when we were working and staying at home – many people were able to discover their local community for the first time.

Many people saw the often unnoticed work of local government that creates a daily sense of local community.

Our footpaths, parks, high standard of public health, community networks, rubbish collection and the friendly voice on the phone to assist with a planning application or customer service.

Our work may be invisible to many but the year showed that it was more important than ever.

The economic impact of the global pandemic was profound and is continuing.

The COVID-19 Relief and Recovery Strategy we put in place provided a strategic response to ensure we were able to support residents and local businesses through an uncertain and difficult period.

I commend this Annual Report to you which shows how we were able to develop and strengthen our staff, organisation and community networks during a period of rapid change.

Our community is looking more and more to local government in areas outside the traditional business of roads, rates and rubbish.

I am pleased that the City of Vincent was up to this challenge in 2019-2020 – and we were able to respond quickly and innovatively to COVID-19 and strengthen our relationships with our community, customers and ratepayers.

I commend Mayor Cole and Council for their strategic approach to a once in a lifetime crisis – and I thank all our staff who showed how committed we were to supporting our community in such a difficult time.



David MacLennan
CEO

COUNCILLORS



Emma Cole
Mayor *Elected (Mayor) 2017 – 2023*

Committees:
- COVID-19 Relief and Recovery Committee
- Mindarie Regional Council
- Tamala Park Regional Council
- CEO Performance Review Panel
- Urban Mobility Advisory Group

SOUTH WARD



Cr Susan Gontaszewski
Deputy Mayor
Elected 2017 – 2023

Committees:
- COVID-19 Relief and Recovery Committee
- Audit Committee
- Alternate Member of the Metro West Joint Development Assessment Panel (JDAP)
- Children and Young People Advisory Group
- Safer Vincent Advisory Group
- CEO Performance Review Panel



Cr Jonathan Hallett
Elected 2017 – 2021

Committees:
- Swan River Trust
- Urban Mobility Advisory Group
- Environmental Advisory Group



Cr Ashley Wallace
Elected 2019 – 2023

- Audit Committee
- Alternate Member of the Metro West Joint Development Assessment Panel (JDAP)
- Member Representative of the Western Australian Local Government Association (WALGA)



Cr Joshua Topelberg
Elected 2009 – 2021

- Audit Committee
- Member of the Metro West Joint Development Assessment Panel (JDAP)
- Reconciliation Action Plan Working Group



Cr Jimmy Murphy
Elected 2015 – 2019

8 | CITY OF VINCENT

NORTH WARD



Cr Alex Castle
Elected 2017 – 2021

- COVID-19 Relief and Recovery Committee
- CEO Performance Review Panel
- Urban Mobility Advisory Group
- Children and Young People Advisory Group



Cr Joanne Fotakis
Elected 2017 – 2021

- Alternate Member of the Tamala Park Regional Council
- Member Representative of the Western Australian Local Government Association (WALGA)
- CEO Performance Review Panel
- Safer Vincent Advisory Group
- Arts Advisory Group



Cr Sally Smith
Elected 2019 – 2023



Cr Dan Loden
Elected 2015 – 2023

- Audit Committee
- Metro West Joint Development Assessment Panel (JDAP)
- Reconciliation Action Plan Working Group
- Environmental Advisory Group



Cr Roslyn Harley
Elected 2015 – 2019

EXECUTIVE MANAGEMENT TEAM



David MacLennan
CEO *18 October 2018 ongoing*



Virginia Miltrup
Executive Director Community and Business Services
3 February 2020 ongoing



John Corbellini
Executive Director Strategy and Development
19 September 2016 ongoing

A/Director Community and Business Services
27 September 2019 to 28 February 2020



Andrew Murphy
Executive Director Infrastructure and Environment
22 January 2018 ongoing



Michael Quirk
Executive Director Community Engagement
2 May 2016 – 12 July 2019

STRATEGIC COMMUNITY PLAN MISSION AND CORPORATE VALUES

Our 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

11.3km²

POPULATION OF 36,561 *(Source: ABS 2019)*

TOTAL AREA OF 11.3km²

MEDIAN AGE OF 34 years
(Source: ABS 2016 Census Report)

2 WARDS
NORTH & SOUTH

9 ELECTED MEMBERS

Mayor and eight (8) Councillors



TOTAL AREA OF PARKS & GARDENS 106.4 ha

144km OF ROADS

260km OF FOOTPATHS

12 | CITY OF VINCENT

TOP PROJECTS FOR 2019/20



SUSTAINABLE ENVIRONMENT STRATEGY



FOGO THREE BIN SYSTEM



PUBLIC OPEN SPACE STRATEGY



40KM SPEED TRIAL



FUTURE BEATTY PARK 2062 PROJECT



ACCESSIBLE CITY STRATEGY



BANKS RESERVE PLAYGROUND



LEEDERVILLE ACTIVITY CENTRE PLAN


14 | CITY OF VINCENT



SERVICES PROVIDED



ENGINEERING

Service Objective

Build, enhance and maintain community infrastructure.

SCP Alignment

Primary SCP Priority: Accessible City

Strategic Outcome: Our pedestrian and cyclist networks are well designed, connected and accessible, and encourage increased use. Our resources and assets are planned and managed in an efficient and sustainable manner.

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 2019/20

The City of Vincent is tasked with maintaining the City's civil and building infrastructure in an economically and environmentally sustainable manner. In 2019/20, the City maintained:

- 144 kilometres of roads;
- 260 kilometres of footpaths;
- 105 kilometres of stormwater drains;
- 3 bridges;
- 27 public car parks;
- 94 bus shelters; and
- Parks and reserve lighting.

In addition, the City continued to ensure its facilities remain fit for purpose through maintenance of more than 80 buildings, spread across 53 sites. These include the Administration and Civic Centre, heritage buildings (such as the North Perth Town Hall), Beatty Park Leisure Centre, recreational facilities and halls, sporting clubs, child care facilities and public toilets.

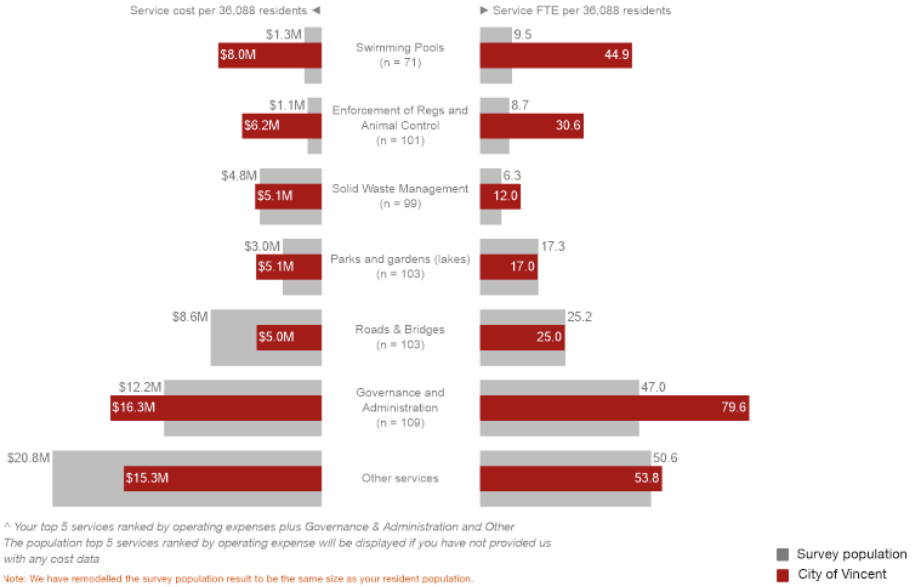
Benchmarking Measure

The City of Vincent's approach to maintaining infrastructure in an economically and environmentally sustainable way can be evidenced in the PricewaterhouseCoopers' (PWC) "Australasian Local Government Performance Excellence Program FY19" (FY19 Report).

When benchmarked against 114 local councils from Western Australia (WA), New South Wales (NSW), Queensland (QLD), South Australia (SA) and New Zealand (NZ), the City of Vincent's service cost per 36,088 residents for operating the City's roads and bridges was only $5.0M compared to an average $8.6M. This is despite employing a similar number of Full Time Employees (FTE) in this area *(Refer to page 83 of PWC Report)*.

The largest area of employment at the City is due to the size and services provided by Beatty Park Leisure Centre. It is unusual for a Local Government area population size to manage such a large facility.

Figure 4.1: FY19 operating expenses (A$) and FTE by service^



^ Your top 5 services ranked by operating expenses plus Governance & Administration and Other
The population top 5 services ranked by operating expense will be displayed if you have not provided us with any cost data
Note: We have remodelled the survey population result to be the same size as your resident population.

COVID-19 Impact and Response Actions

The impact of COVID- 19 on the City's 2019/20 Capital Works Program was minimal, with most projects already completed prior to the COVID-19 shutdown. During the shutdown, the City's Works teams were divided into groups to ensure continued service to the community with an increased focus on maintenance.

One benefit of the shutdown was our ability to bring forward a number of building projects while facilities were closed to the public. This not only allowed for the upgrade of assets with little public inconvenience, but ensured on-going employment for contractors.

Looking ahead, a number of capital renewal programs and works have been reduced or delayed for next 12 months, in light of the uncertain financial future resulting from COVID-19.



PARKS

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

Strategic Outcome: Our parks and reserves are maintained, enhanced and well utilised.

Key Functions

- Turf management.
- Landscape services.
- Street trees.
- Community events.
- Environmental programs.
- Playgrounds and infrastructure.
- Irrigation and water management.

Service Performance 2019/20

The City maintains 48 parks and reserves and 106.4 hectares of parks and gardens throughout Vincent.

In 2019/20, the City delivered a number of projects to completion or near completion, including:

- Brisbane Street – car park upgrade (Stage 2).
- Banks Reserve – construction of 'Active Zone'.
- Les Lilleyman Reserve – installation of fencing.
- Charles Veryard Reserve – installation of netball ring/pad.

Over 2019/20, our commitment to Greening Vincent continued through a number of initiatives, including:

- planting of 573 trees across Vincent, including 547 street trees and 26 park trees;
- planting of 4,000 shrubs, replenishing garden areas throughout our parks; and
- Assisting residents to convert 126 turfed or weedy verges into water wise native gardens through our Adopt-A-Verge program.

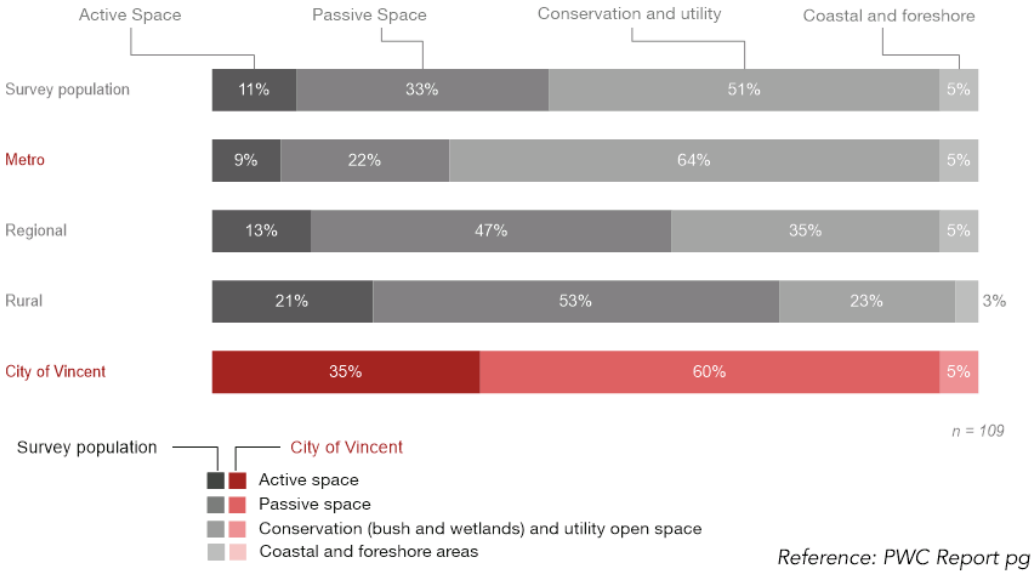
Benchmarking Measure

The City of Vincent continued to improve its green environment for the community in 2019/20, planting an increased number of trees throughout the City and assisting a greater number of residents to plant water wise native gardens.

Greening Initiatives	2019/20	2018/19
Trees Planted	573	526
Adopt-A-Verge Water Wise Native Gardens	126	116

As noted in the PWC FY19 Report, the City of Vincent has a higher percentage of active and passive spaces compared to the other 114 Councils surveyed. Greening Vincent is a key focus for the City of Vincent and, as such, it invests significantly in maintaining these spaces for the benefit of the community, spending $261 per resident compared to the WA average of $183 per resident.

Figure 4.25: Park and sporting grounds breakdown by category (hectares)



Reference: PWC Report pg 96

COVID-19 Impact and Response Actions

COVID- 19 had an impact on Vincent's public spaces, with reduced levels of service during the shutdown period, when infrastructure (e.g. playgrounds) was not in use. However, since restrictions were lifted, our public spaces continue to be well utilised and maintained.

Looking ahead, a number of capital renewal programs and works have been reduced or delayed for next 12 months, in light of the uncertain financial future resulting from COVID-19.

Your parks and sporting grounds expense per resident is **A$261.0**

WA median parks and sporting grounds expense per resident is **A$183**

Reference: PWC Report pg 96



WASTE COLLECTION AND 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

Strategic Outcome: We have improved resource efficiency and waste management.

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 2019/20

In 2019/20, the City achieved a waste recovery rate of 47%. The table below provides an overview of our waste management and recovery over the past financial year.

MAIN SOURCES OF WASTE	TONNAGE COLLECTED 2019/20	TONNAGE DIVERTED FROM LANDFILL 2019/20
Rubbish – green lid bin	11,614	4,745
Recycling – yellow lid bin	3,601	2,250
Bulk hard waste (junk)	Collection postponed to July 2020 due to COVID-19	0
Bulk green waste	474	474
Street litter bins	390	0
TOTAL	**16,079**	**7,469**

Our long-term vision is to achieve zero waste landfill by 2028. In 2019/20, the City continued to work towards this vision and introduced a number of new initiatives to improve resource efficiency and waste management, including:

- introducing new Waste Guidelines for new developments;
- hosting a Household Hazardous Waste (HHW) Temporary Collection Day (TCD) event, with funding received from the WA Local Government Association (WALGA);
- extending the FOGO trail to Multi-Unit Dwellings (MUD), including bin tagging and engagement activities;
- FOGO community consultation and engagement, including the Catalyse Waste Perceptions Survey - Waste Services and FOGO, and aligning "pop-up" events in the community and at local schools;
- hosting a number of workshops for the community, including composting workshops, cloth nappy workshops, recycling Q&A sessions, decluttering workshops, and Plastic Free July workshops; and
- waste education in schools.

The City of Vincent also collaborated with a number of waste management related groups in 2019/20, including:

- Waste Educators Strategic Working Group (WESSG)
- Waste Management and Resource Recovery Association of Australia's (WMRR) Metropolitan Working Group for Waste Educators
- South Metropolitan Regional Council's (SMRC) FOGO Steering Group
- WALGA/Department of Water and Environment Regulation's (DWER) FOGO Steering Group
- WALGA Officers Advisory Group

Benchmarking Measure

As noted in the PWC FY19 Report, the amount of annual domestic waste collected by the City of Vincent is relatively high compared to other councils surveyed in the report, with the City collecting 3,178 tonnes of residual waste and 1,003 tonnes of dry recyclables compared to 1,375 tonnes and 516 tonnes respectively on average across other surveyed councils.

Despite this, the City's overall solid waste management expense per resident is on par with the WA median at $142 for 2019.

COVID-19 Impact and Response Actions

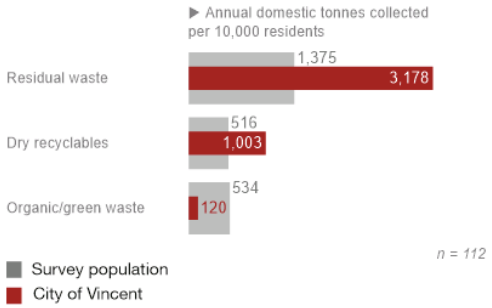
A number of the City's waste services were postponed in 2019/20, due to COVID-19. These included:

- bulk hard waste service;
- Household Hazardous Wastes (HHW) Day (postponed to August 2020); and
- implementation of the FOGO Project (postponed to October 2021).

Business Continuity Planning was implemented to ensure the continued provision of essential waste collection services while minimising the risk to public health. This resulted in additional risk-based control measures being introduced, including:

- enhanced hygiene, safety controls and contingency measures adopted to mitigate COVID-19 risks;
- working from home for office based personnel and increased team communications via electronic means; and
- alternate/innovative approaches to waste education, including on-line waste education workshops, forums, and networking events.

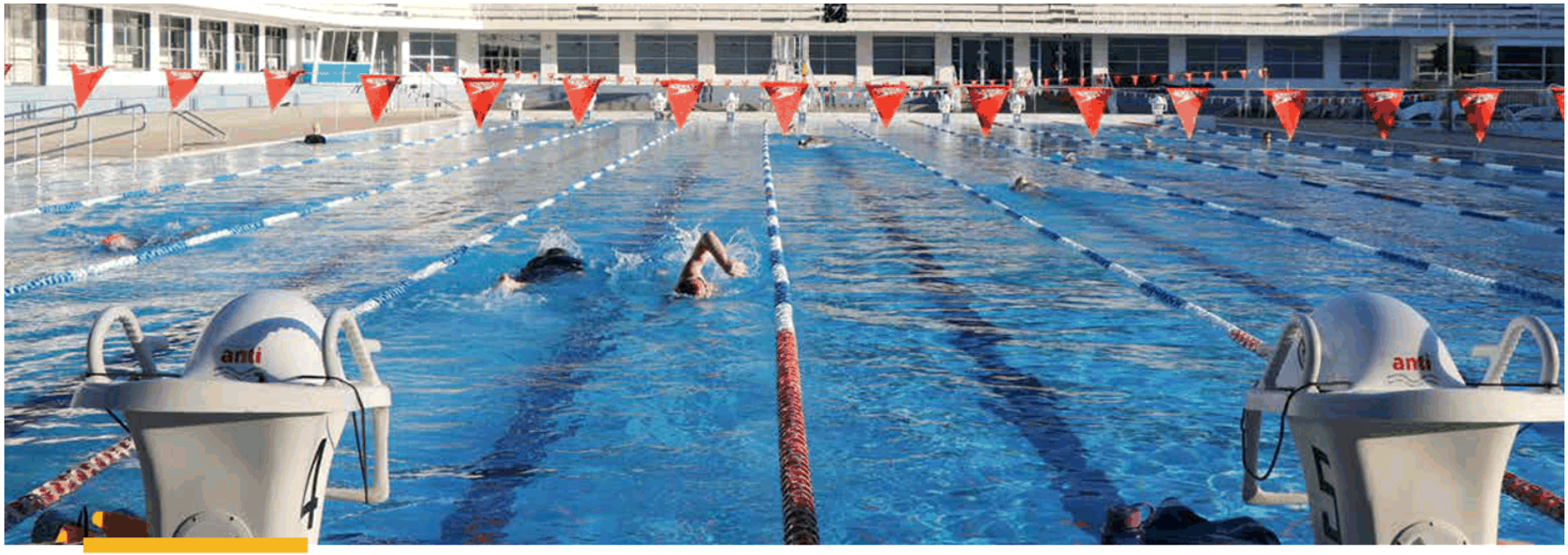
Figure 4.13: Annual domestic waste collected (tonnes per 10,000 residents)



Reference: PWC Report pg 91



Reference: PWC Report pg 92



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

Strategic Outcome: Our community facilities and spaces are well known and well used. We are an inclusive, accessible and equitable City for all.

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 2019/20

In 2019/20, Beatty Park saw 760,000 visitors through its doors, down from 889,000 visitors in 2018/19. This decrease was due to the facility being forced to shut down for two months as a result of COVID-19 restrictions. Prior to this shut down, overall membership and swim school enrolments had increased by 9% and 5% respectively from the previous year, as outlined in the table below.

	2018/19	2019/20
Total Attendances	889,630	760,292
Total Members (as at 30 Feb 2020)	3,391	3,846
Total Swim School Enrolments (as at 30 Feb 2020)	2,284	2,370
Total Number of Fitness Classes (per week as at 30 Feb 2020)	127	129
Annual Water Consumption	27,350 Kl (30l per visit)	20,992 Kl (27l per visit)
Annual Power Consumption (Closed for 2 months)	1,830,000 kwH (2.06 kwH per visit)	1,561,000 kwH (2.05 kwH per visit)

Beatty Park was on track for a bumper year in 2019/20, with statistics at the end of February 2020 showing a 7% increase in total sales and a 15% increase in total attendances.

Throughout 2019/20, the City continued to partner with the Education Department through their VacSwim and Interm Swim programs. VacSwim programs held at the Centre in October 2019 and January 2020 attracted 11,641 attendees, while the Interm Swim program saw 26,781 attendances.

A number of new programs and services were also introduced this year, including:

- Puggle baby swim classes (free sessions to introduce babies to the water)
- Senior off peak memberships (increased affordability for Seniors during quiet times)

Improvements to the Centre continued in 2019/20 and included:

- installation of new Solar PV cells in August 2019 to provide an additional 78.65 kW of energy generated, bringing site's total capacity to 116 kW;
- upgrading the indoor pool hall ventilation system with new variable speed fans and connection to the geothermal bore for air heating;
- acid washing all indoor pool surfaces ;
- painting 80% of the steel work in the indoor pool hall;
- upgraded the hot water system for the pool showers;
- installing change cubicles on the indoor pool deck;
- replacing the carpet in Group Fitness Studio 1;
- painting Group Fitness Studios 1 and 2, where necessary;
- replacing the worn rubber floor in 40% of the Gym. The thickness of the rubber floor was also increased to reduce sound transfer to fitness classes in rooms beneath gym;
- changing skylights over the indoor pool; and
- replacing all roof screws.

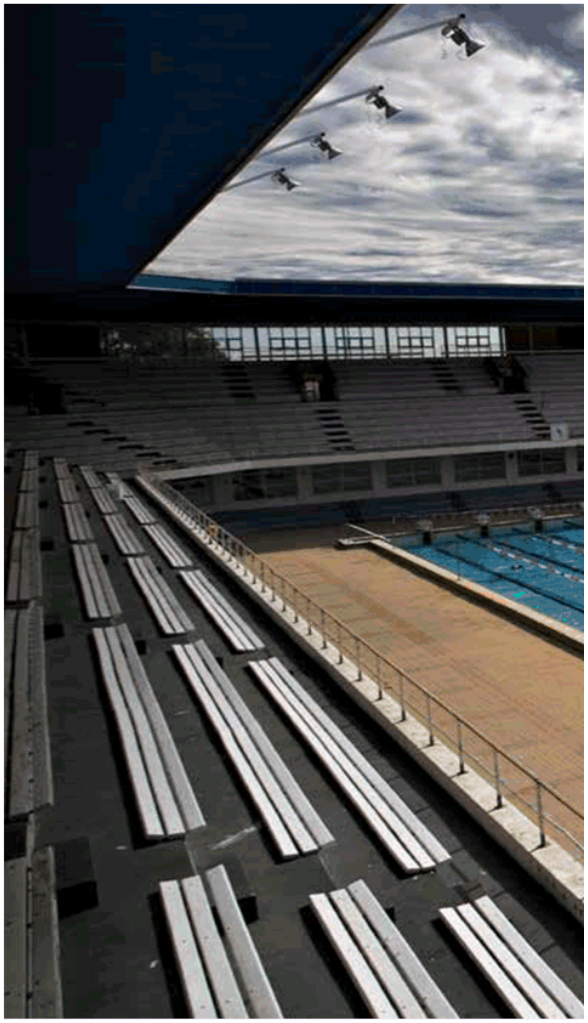
Benchmarking Measure

The City of Vincent recognises the importance of Beatty Park to the Vincent community and is committed to offering programs, services, and opportunities for social inclusion, health and wellbeing, education, and safety at the Centre.

Figure 4.32: Swimming pool leisure centres - percentage of facilities running council and/or commercial swim schools



Reference: PWC Report pg 99



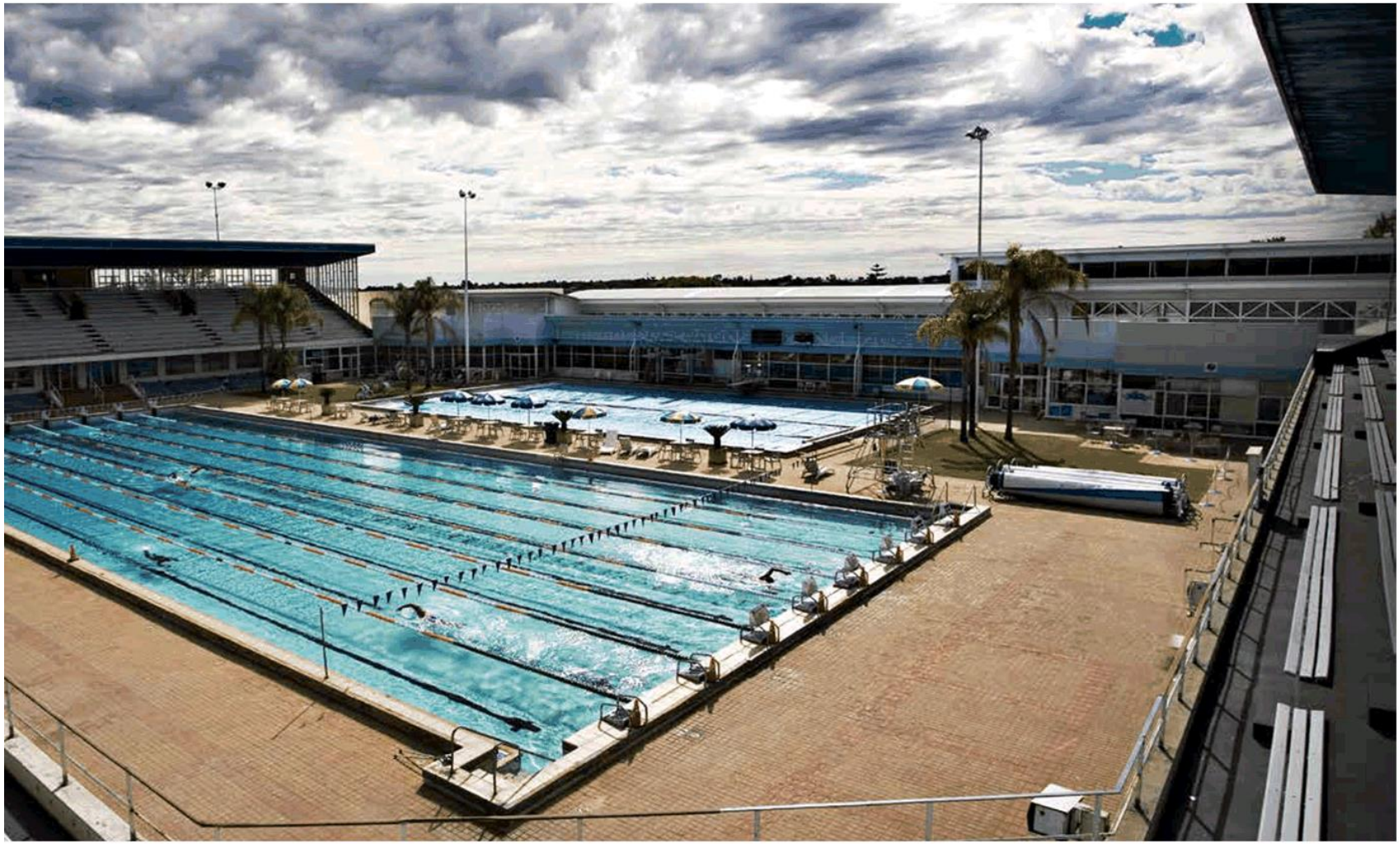
COVID-19 Impact and Response Actions

Beatty Park closed to the public from the 23 March to 21 May 2020, in response to COVID-19. All memberships were put on hold during this time and the facility reopened with reduced services for the remainder of 2019/20.

Staff adapted to these changes by introducing a range of "Healthy at Home" workouts, food recipes and newsletters to keep members engaged. The Swim School also kept in touch with their members through newsletters and fun online activities.

Centre signage was redesigned to promote health and safety messages around COVID-19 for both staff and patrons. Opening hours, booking procedures and cleaning procedures were all adapted, as new phases of the WA Roadmap to Recovery were released.

Additional maintenance was also able to be carried out during the COVID-19 shutdown, when it did not inconvenience any of our usual visitors.





LIBRARY, LOCAL HISTORY & COMMUNITY CENTRE

Service Objective

Build and strengthen community and connections, provide equitable access to information, support lifelong learning and preserve Vincent history, culture and heritage.

SCP Alignment

Primary SCP Priority: Connected Community

Strategic Outcome: We have enhanced opportunities for our community to build relationships and connections with each other and the City. Our many cultures are celebrated and our community facilities and spaces are well known and well used. We are an inclusive, accessible and equitable City for all.

Key Functions

- Library lending and information service.
- Interlibrary loans.
- Collection management.
- Children's programs and events.
- Adult programs and events.
- Books on Wheels service.
- Acquiring, preserving and promoting local history and heritage.
- Community Centre management and programming.

Service Performance 2019/20

The City of Vincent Library and Local History Centre is a key hub for our community. Its importance was further highlighted during the COVID-19 closure, with many community members eagerly awaiting the return of full services once the restrictions were lifted.

Highlights throughout 2019/20 included:

Library

- 152,135 items borrowed (a decrease of 17% compared to borrowings in 2018/19).
- 550 (on average) items a month delivered by Books on Wheels.
- 63 Storytime sessions, attracting 1,281 children and 965 adults.
- 64 Baby Rhyme Time sessions, attracting 2,099 children and 1,615 adults
- 62 events and seminars for adults.
- 25,110 eBooks/eResources borrowed (an increase of 31% compared to borrowings in 2018/19).

Local History Centre

- 205 photos and 19 written entries submitted for the 2019 Local History Awards.
- 14, 976 hits on the Image Library catalogue.
- 1,135 complex enquiries answered.
- 393 people attended events in the Local History Centre.
- 7 radio interviews on local history topics (6PR & ABC) and 1 national television slot (Channel 9) on the 'Mystery Milkman of North Perth'.

Community Centre

Located in the busy Loftus Precinct, the City of Vincent Community Centre, formerly known as the Loftus Community Centre, provides programs, activities and venue hire to residents and the wider community.

At the November 2019 Ordinary Council Meeting, Council resolved that the City would take over the direct management of the Loftus Community Centre from 1 April 2020, following the end of the lease held by Loftus Community Centre INC (LCCI).

Since reopening on 25 May 2020, the Community Centre has delivered:

- 11 Centre run programs per week for seniors, averaging 900 attendances per week;
- 5 Centre run playgroups, with 95 families participating to date; and
- 16 permanent/ongoing hiring groups utilising the Centre.



Benchmarking Measure

The City of Vincent Library and Local History Centre is a highly utilised and valued resource in the community. In 2019/20, the City outperformed other nearby local councils across a number of service areas, as evidenced in the table below.

2019/2020	CITY OF VINCENT	CITY OF PERTH	TOWN OF CAMBRIDGE
Library items borrowed	152,135	130,588	146,380
Items delivered to Books on Wheels clients	6,600	2,148	5,109
Storytime/Baby Rhyme Time attendees	7,212	5,232	3,450
eResources downloaded	25,110	48,731	36,652

COVID-19 Impact and Response Actions

The Library and Local History Centre closed to the public from 23 March to 17 May 2020, in response to COVID 19 restrictions, and reopened on Monday 18 May with reduced services for the remainder of 2019/20.

As a result, limited events and programs were offered and less library items borrowed as compared to the previous year.

The service response to COVID-19 saw a significant increase in the Library's online offerings, including online Baby Rhyme Time, a series of 'Boredom Buster' activities, book reviews and clubs, guided meditation, and eResource tutorials. In addition, the City increased promotion of its online catalogue of items and introduced 'Stay at Home' bags of mixed items for library members to come and collect.

During the Centre's closure, staff focused on collection management, responding to online queries, and promoting the collection via social media. As a result, in April 2020 our social media platforms experienced record engagement of approximately 30,000 Facebook views and 6,000 instances of engagement.



POLICY AND PLACE

Service Objective

Planning high quality places for a connected community

SCP Alignment

Primary SCP Priority: Thriving Places

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

Key Functions

- Strategy and policy development.
- Leisure planning.
- Place management.
- Strategic planning.
- Project management.
- Community empowerment.

Service Performance 2019/20

In 2019/20, the City implemented amendments to Local Planning Policies to maintain the unique and highly valued fabric of our established residential areas while encouraging sensitive, higher density development in our Town Centres and along major roads. To preserve local heritage and character, we provided heritage assistance funding and engaged with residents to identify opportunities to further protect and enhance character.

Public open space is an important part of urban life and community wellbeing. In 2019/20, we continued to implement the City's Public Open Space Strategy to improve the management, use and provision of Vincent's public open spaces. The Banks Reserve Final Master Plan transitioned into implementation with construction commencing on many elements including the Banks Reserve Active Zone.

In addition, six Town Teams facilitated grass-roots community led initiatives through the Town Team Grant program, to support active citizenship. The Policy & Place team developed its third Place Plan. This Plan governs the Mount Hawthorn Town Centre. The Plan, which was adopted in September 2019 and guides the direction of funding and resources in the Mount Hawthorn Town Centre. The document outlines major initiatives that will foster community connection and economic sustainability.

Benchmarking Measure

	2019/20	2018/19
Strategies or Plans Developed or Reviewed	3	5
Policies Developed or Reviewed	4	3
Engagement Workshops Facilitated	8	6
Heritage Assistance Funding Provided	$37,000	$60,000
Heritage Assistance Fund Applications Processed	11	17
Town Team Roundtables	8	-
Town Team Grant Funding Provided	$36,966	$52,500
Town Team Grant Applications Processed	11	10

COVID-19 Impact and Response Actions

The Policy & Place team assisted with the development of the COVID-19 Relief and Recovery Strategy. The implementation of phase 1 and phase 2 were supported by an Implementation Plan, which was a 'living document' updated twice weekly. The Policy and Place team were responsible for the delivery of 9 response and relief measures contained within the Implementation Plan. These pertained to sourcing grant funding and sponsorship opportunities for businesses and community groups, facilitating safe dining throughout town centres including outdoor dining and utilising cash in lieu parking funds.

The City's service delivery was impacted by COVID-19, with Place Management services reprioritised to focus more on community and business support during this time.

To support business owners navigate the ever changing landscape, a dedicated webpage was created to link businesses to reputable sources of information regarding COVID-19. In addition, a Business Directory was established and Business e-newsletters circulated to share accurate, up-to-date information and assist business owners to navigate the COVID-19 landscape.

The City also undertook Business Health Checks to gain a better understanding of how local businesses were faring, adapting and evolving during this unprecedented time.

With this shift in priorities, some projects were deferred to 2021, including:

- Heritage Strategic Plan
- Urban Design Concept for View Street Car Park and Surround
- Woodville Reserve Master Plan
- Axford Park Upgrade
- Review of the Economic Development Strategy 2013–16



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

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

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 improve the quality of developments.
- 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 2019/20

In 2019/20, the City of Vincent received 453 development applications, with an average 60 days taken to determine development applications. This was a 30% reduction in processing time compared to 2018/19. In total, 212 new dwellings were approved over the last financial year.

	2019/20	2018/19
Total Development Applications received	453	515
Total Development Applications Determined	417	477
Average Number of Days to Determine Development Applications	60	84
Total Number of New Dwellings Approved	212	330

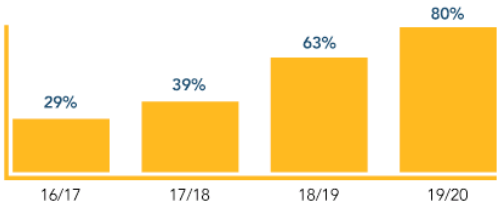
In 2019/20, the City of Vincent introduced the online lodgement of planning applications through the City's website to enable planning applications to be processed electronically from start to end and provide greater transparency, access to information, and ease of application for residents. There has been a strong uptake of applications online, since its introduction.

Benchmarking Measure

The City of Vincent adheres to a 60 day statutory timeframe to determine development applications that do not require advertising and a 90 day statutory timeframe to determine development applications that are advertised for public comment.

In 2019/20, the City's performance against these timeframes improved on previous years, as outlined in the table below.

PERCENTAGE DETERMINED UNDER 90 DAYS



DATA OBTAINED FROM CORPORATE SOFTWARE 'AUTHORITY' APPLICATION TRACKING

This is a significant achievement, considering the City of Vincent undertakes a higher volume of determined development applications per 10,000 residents compared to over 100 other local councils surveyed in the PricewaterhouseCoopers' (PWC) "Australasian Local Government Performance Excellence Program FY19" (FY19 Report).

COVID-19 Impact and Response Actions

COVID-19 had no impact on service delivery or the number of development applications submitted in 2019/20.

The online lodgement of development applications and electronic assessment process minimised disruption for our customers and our duty planner remained available to respond to general enquiries for customers during business hours, while working remotely.

In response to COVID-19, the City put in place development approval exemptions for local businesses to adapt their operations, including change of use. Increased delegation from Council was given to process applications more expediently under delegated authority.

Figure 4.36: Volume of determined development applications per 10,000 residents



Reference: PWC Report pg101



BUILT ENVIRONMENT & WELLBEING

Service Objective

Working together as a team to monitor, investigate and ensure risks relating to building safety, amenity and public health are addressed and to promote an enhanced built environment and community wellbeing.

SCP Alignment

Primary SCP Priority: Innovative and Accountable

Strategic Outcome: A safe and healthy environment for our community.

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.
- Continuous improvement of environmental health, building and compliance frameworks.
- Public education and public health planning.

Service Performance 2019/20

In 2019/20, the City delivered many environmental health, building and compliance services and projects, as outlined below.

Building Services

	2019/20
Total Building Applications received	687
Total Building Applications determined	687
Total Certified Building Applications determined	431
Total Uncertified Building Applications determined	256
Total Number of New Dwellings Approved	73
Building applications refused, withdrawn or cancelled	15
Building applications received incomplete or non-compliant – requiring further information to assess and determine	351
Total value of projects included in building applications	$241.9M

In May 2020, strata applications used for the registration of strata lots became obsolete, creating a more streamlined approval process for strata lots under the current process.

The number of building applications in 2019/2020 was lower than in 2018/2019. Despite this, the cost of total building project value increased by 42.8%. This was due to the City receiving applications for more high value mixed-use developments.

The City's Building Services also inspected 166 of the 923 registered private pools within the City of Vincent throughout the 2019/20. Safety barriers are required to be inspected at least once every four years to ensure they are compliant and continue to be effective in restricting access by young children.

Compliance

The City of Vincent's Compliance Officers are tasked with monitoring and investigating compliance with planning and building regulations and requirements.

In 2019/20, the City's Compliance Officers investigated 324 building and planning complaints made by City ratepayers and residents, and issued 11 planning infringement notices, three planning directions and 22 building orders. Two prosecution cases were finalised and both resulted in successful convictions in response to planning and building offences.

Health

The City monitors and manages risks relating to public and environmental health, safety and amenity (such as noise, water and air pollution; substandard buildings, asbestos, communicable disease, pests and food safety) are addressed and managed. This involves the City's Health Services engaging in advisory, monitoring, investigation and surveillance activities to promote good practices in the community and with businesses.

In 2019/20, our Health Services team undertook the following assessments:

ITEM	2019/20
Health customer concerns investigations	766
Food Business on-site assessments	923
Public Building onsite assessments	84
Recreational water sampling	321
Lodging House on-site assessments	19
Liquor applications	46
Temporary Food Stall Permits issued for public events	237

As environmental health risk managers, the team also assist in facilitating safe and suitable events. As we continue to transition to the risk based framework of the Public Health Act 2016, the Health Services team are pivoting service delivery

to provide the Vincent community an agile and educative approach to environmental health risks.

In the second half of the year, the team commenced the development of the City's Public Health Plan 2020-2025. Despite the global pandemic, this key project progressed, including engagement with the community and key stakeholders in order to complete a draft of the Plan.

Benchmarking Measure

Building applications are to be determined within 10 days for certified building applications and 25 days for uncertified building applications. This is measured by the total number of refunds of building application fees issued. In 2019/20, the City was not required to issue any refunds.

The Compliance Team assesses each matter on its merits and in accordance with the City's risk management framework. Extensive processes and procedures are in place to ensure matters are dealt with consistently and effectively.

Health Services overall performance is gauged on the quality of services delivered to the community. The team played a pivotal role in the City's COVID-19 response and recovery, which significantly disrupted normal service delivery during the 2019/2020 financial year.

A proactive review of the suite of services delivered to our regulated food business community was undertaken against the outcomes of the Australian Auditor General's Report – 'Regulation of Consumer Food Safety by Local Government Entities', June 2020. This found that effective systems are in place to enable sound decision making and a risk-based approach to assessment and compliance activities.

COVID-19 Impact and Response Actions

Public health is a key responsibility of the City of Vincent's Built Environment and Wellbeing team. This team was responsible for coordinating the City's response to the COVID-19 pandemic. The team includes Environmental Health Officer's who are authorised to monitor public health in accordance with the Public Health Act 2016; and focused on supporting the Vincent community to adapt to changes, while ensuring public health assurances were in place.

Coordination of the COVID-19 response included reporting to the COVID-19 Relief and Recovery Committee of Council on a weekly basis during restrictions, moving to fortnightly and then monthly since July. The team were responsible for providing up to date public health advice and ensure this was embedded in the City's services, projects and programs.

Local businesses and community members were actively engaged by the City during the COVID-19 pandemic response to communicate the directions of State and Federal Government around social distancing and closure orders. The City's Officers visited over 250 businesses during the height of the pandemic, providing in-person assistance to the Vincent Community during a time of uncertainty.

Building Services experienced no reduction in the demand for building approvals in 2019/20 and actually saw an increase in applications in April 2020. There was also minimal impact to the City's compliance services, with no reduction in demand for planning and building compliance investigations throughout 2019/20.


wrapnrice
THAI CAFE
MANGROVE KITCHEN
Coffee
Cakes
Breakfast
Lunch
Fresh Juices
Smoothies



RANGER SERVICES

Service Objective
Ensure a safe and accessible city for all.

SCP Alignment
Primary SCP Priority: Innovative and Accountable

Strategic Outcome: Measure and respond to the level of community satisfaction with the City.

Key Functions
- Parking and traffic management.
- Animal control.
- Public amenity management.
- Emergency management.

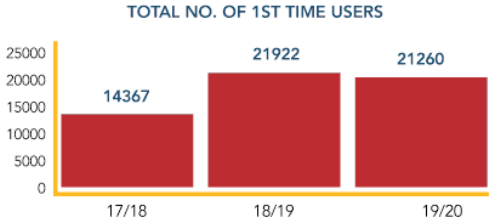
Service Performance 2019/20
The City's rangers provide a variety of services to help create a safer Vincent community, including dog control, security and parking.

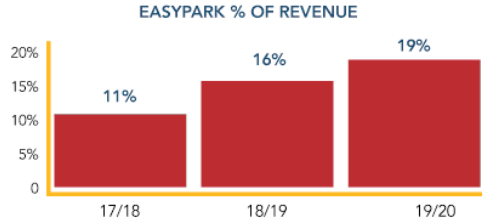
Key Performance Statistics 2019/20

ITEM	NUMBER
Total Number of Animals Registered in the City of Vincent	4,417
Animals Registered in 2019/20	1,407
Dog Complaints Issued and Dealt with by Rangers	600
Parking Revenue	$4,409,660
Parking Infringements Issued	20,407
Residential Parking Permits Issued	10,673
Road and/or Footpath Obstruction Permits Issued	363

Benchmarking Measure

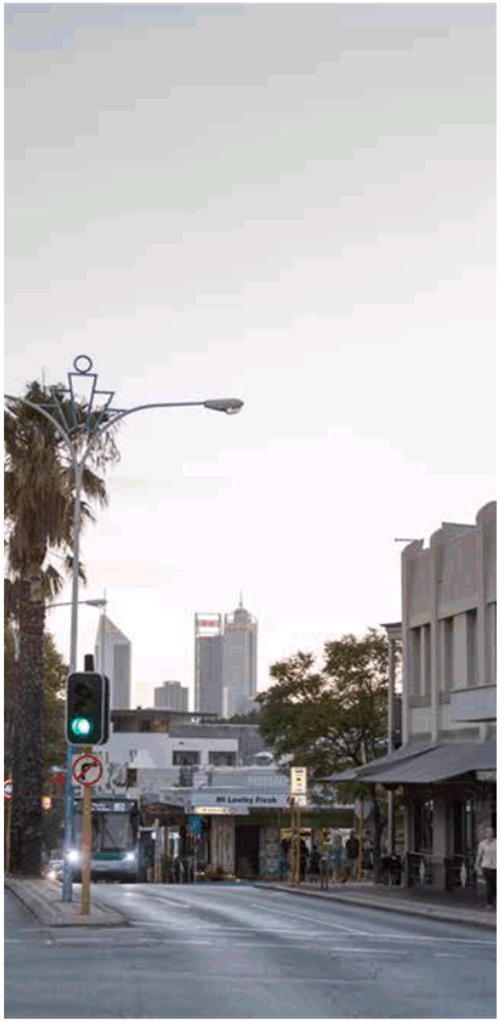
The City of Vincent's Ranger Services focused on increasing the uptake of the EasyPark parking system throughout 2019/20. The number of users of the app and the percentage of EasyPark revenue against total parking revenue continued to grow 2019/20, as outlined in the tables below.





COVID-19 Impact and Response Actions

In response to COVID-19, the City of Vincent Rangers shifted their focus from event preparation and servicing parking areas to educating the community on physical distancing measures, patrolling alfresco areas, parks, playgrounds and reserves and ensuring traders were abiding by alfresco restrictions. Our rangers continually monitored updates from police and provided assistance, where required, when rules around physical distancing were being ignored.





MARKETING, CULTURE & ARTS AND COMMUNITY PARTNERSHIPS

Service Objective

Delivery of the City's communication tools, messages and cultural and community outcomes

SCP Alignment

Primary SCP Priority: Connected Community

Strategic Outcome: We are creating a culturally rich and vibrant community by embedding creativity into everything we do. We will inform and develop community partnerships to seek input into decision making. We make sure that facilities and groups have the support and infrastructure to grow.

Key Functions

- Community development.
- Art and culture.
- Community facility bookings and leases.
- Civic functions.
- Major event delivery.
- Communications.
- Community consultation.

Service Performance 2019/20

Throughout 2019/20, the City of Vincent maintained its 1 recreation facilities and held 18 events to celebrate our City's diversity. This included 10 events aimed specifically at youth and 4 events for seniors.

The City has a diverse, engaged community who value the arts and participating in communal events that create a sense of local identity and place.

In 2019/20, the City also launched its Platform Project pilot; an experimental community led art initiative where creatives of all ages and backgrounds are encouraged to explore and experiment with their art form in the public realm.

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
Seeding grants	$16,887
Donations to local non-profits	$3,500
TOTAL	$121,917

Festivals and Events

In 2019/20, the City provided sponsorship of $252,815 to support to 13 major community events held in Vincent. Three events were cancelled due to COVID-19, with two of those events taking place in 2020/21. It is estimated these events were attended by around 120,000 people in total, as outlined below.

Events Sponsored in 2019/20

EVENT	AMOUNT SPONSORED	ESTIMATED ATTENDANCE
Perth International Revelation Film Festival	$18,000	10,000
PrideFest Fair Day	$10,000	10,000
Perth International Jazz Festival	$30,000	5,000
Lunar New Year	$7,315	5,000
Neon Picnic (cancelled due to COVID-19)	$5,000 carried forward	
Hyde Park Fair	$15,000	45,000
St Patricks Day Parade and Family Fun Day (cancelled due to COVID-19)	$20,000 carried forward	N/A
City of Vincent Match and Family Fun Day (cancelled due to COVID-19)	$7,500 carried forward	N/A
Leederville Connect Events	$40,000	10,000
North Perth Halloween	$15,000	5,000
Mt Hawthorn Hub Events	$40,000	10,000
Beaufort Street Network Events	$30,000	10,000
North Perth Common Activations	$15,000	10,000
TOTAL	$252,815	120,000

Arts and Activation

The following art projects were undertaken by the City of Vincent in 2019/20.

Lightbox Laneway Gallery

Down the laneway between St Michael's Restaurant and Orno Interiors (near 483 Beaufort Street, Highgate), the City of Vincent installed eight (8) lightbox cabinets that provide artists the opportunity to exhibit their works for three (3) months of the year.

In 2019/2020, the following artists exhibited their works at the Lightbox Laneway Gallery:

- Olive Lipscombe
- Planet Books Poetry Project
- Tahnee Denholm

Murals

Four murals were created in 2019/20, in the following City of Vincent locations:

- Matthew Wong 'Talking Benches' at North Perth Common.
- Trevor Richards mural, Douglas Street West Perth (co-funded by Holmes a Court Gallery).
- Pippa Scheepers transformer box on Egina Street Mount Hawthorn.
- Rae Street Play Street mural by Jerome Davenport and local children.

Partnerships

The City of Vincent partnered with the following organisations to deliver arts events for the community during 2019/20:

- Perth International Jazz Festival - a Vincent community stage was included as part of the 2019 Perth International Jazz Festival, showcasing local musicians.
- Perth Festival - the City partnered with Perth Festival to host LitCrawl on Beaufort Street, a free community literary event as part of the Literature and Ideas program.
- Paper Mountain delivered a workshop series and exhibition as part of their City of Vincent-funded Forward Bound Gallery Program.
- Pride WA delivered live painting at Fairday 2019, funded by the City of Vincent.

City of Vincent Film Project

In partnership with Revelation Film Festival, the City of Vincent funded three filmmaking teams to create short documentaries about elements of life in Vincent. Delivery of the films was delayed by COVID-19 and the Revelation Film Festival was rescheduled to December 2020.

The films awarded funding in 2019/20 were:

Spirit of the Streets - this documentary will tell the story of the Spirit of the Streets community choir as they prepare for their first big gig of the year.

- Producer, Director – David Downey
- Editor – Cat Albright-Peakall
- Sound – Erin Devinish

Raising Joey – this story is about rescued kangaroo joeys and their adoption by human carers. Presenting this documentary is Alex Cearns OAM, a world-renowned animal photographer and advocate for rescued Australian animals.

- Producer – Jennifer Friend
- Writer/Director – Stephen Bartley
- Cinematographer – Andrew Silberstein
- Editor and Sound – Kaela Halatau
- Talent – Alex Cearns OAM

These Walls – giving the provocation 'if these walls could talk...' to various owners and inhabitants of unique, architecturally interesting or palpably intimate buildings, These Walls is a short poetic documentary that will bring these stories and their essence to life through dance and sound design.

- Producer – Sophia Vertannes
- Writer/Director – Brodie Rowlands
- Cinematographer – Alice Stephans
- Sound – Zain Awan

Platform Temporary Art Project

From June – October 2019, the City provided artists and creatives at all levels the opportunity to explore, experiment, develop and share their temporary artwork, projects and ideas within the public realm.

Axford Park, Mount Hawthorn, and a stretch of footpath on William Street, Northbridge were used as pilot project sites. The City gave full artistic freedom in all of its forms, including drawings, textiles, paintings, murals, installations, and performance, to anyone who wanted to be involved and encouraged the process of testing and trialling creative ideas in public spaces.

Communications

In 2019/20, the City of Vincent maintained and managed 7 websites:

- City of Vincent
- City of Vincent Library
- Beatty Park Leisure Centre
- Imagine Vincent
- Events Seasonal
- Staff Intranet
- Councillor Portal

In addition, the City regularly communicated and engaged with the community and key stakeholders through its 13 different social media channels and regular e-newsletters, sent to 6,197 subscribers.

Benchmarking Measure

The City continued to deliver vital funding and support to the local arts and event community throughout 2019/20, despite the impacts from COVID-19.

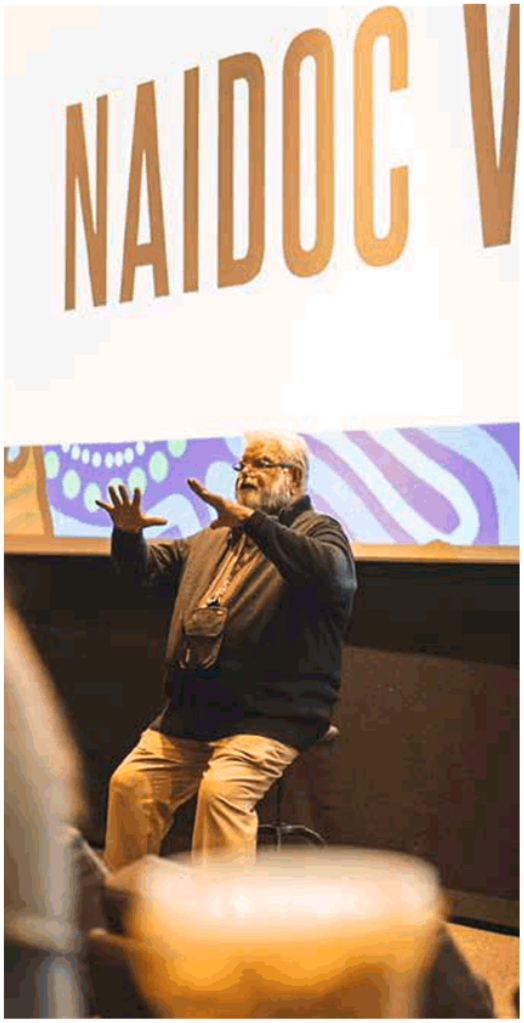
	2019/20	2018/19
Community Grants Funding	$121,917	$121,917
Event Sponsorship	$252,815	$229,450
Event Attendance	120,000	150,000

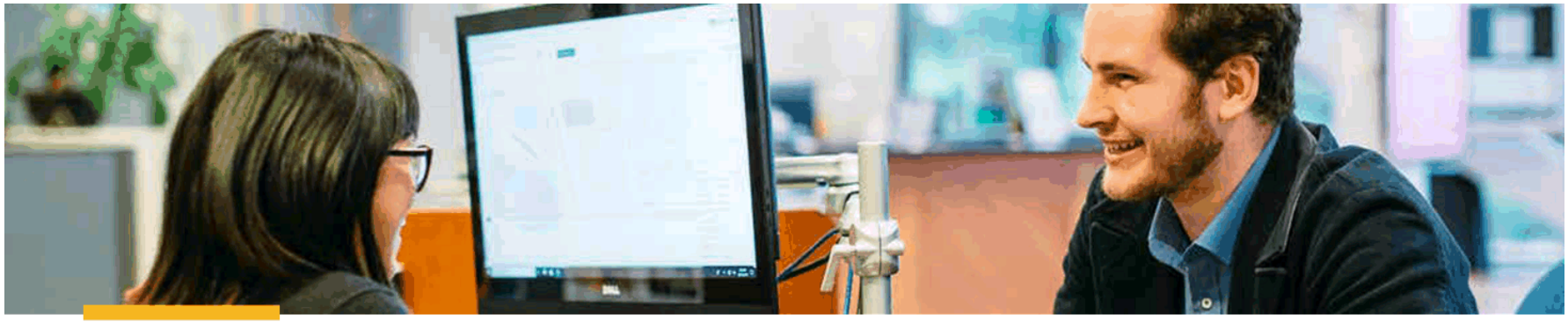
COVID-19 Impact and Response Actions

The arts community plays a huge part in making Vincent unique and artists were significantly impacted by the COVID-19 pandemic, with physical distancing restrictions leading to event and project cancellations, loss of income and loss of job security.

To assist our local artists and creatives during this time, the City of Vincent offered grants of up to $10,000 to create inspiring public art in Vincent that reflects the experience of living through a life-altering global pandemic. The City was able to offer these grants by drawing on $500,000 of reserve arts funding collected through the Percent for Art policy cash-in-lieu contributions. The grant money represents the contributions of a significant number of developers who recognised the need for public art in the community.

In addition, the City developed an online COVID-19 portal to manage the large volumes of content that impacted various stakeholders. The portal provided a central location for all COVID-19 communications and campaigns, delivering up-to-date information for community members on the public health updates that directly impacted them.





CUSTOMER SERVICE

Service Objective
Providing an outstanding customer experience.

SCP Alignment
Primary SCP Priority: Innovative and Accountable

Strategic Outcome: Our community is satisfied with the service we provide.

Key Functions
- Customer service and advice.
- Cashiering.

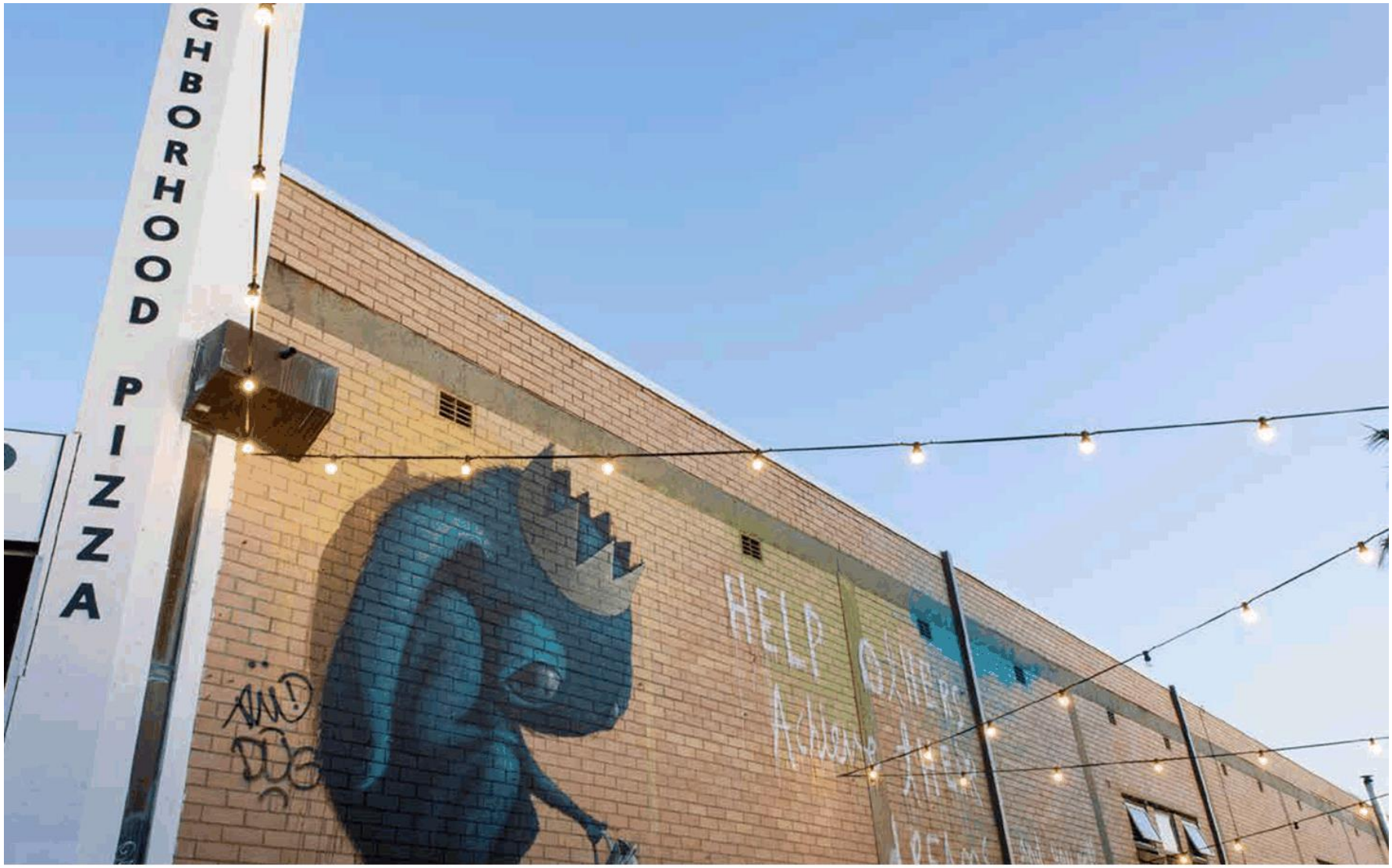
Service Performance 2019/20
In 2019/20, the City of Vincent embarked on a customer service improvement project to deliver a blended experience for the customer through an enhanced online presence combined with the traditional counter and over the phone service.

The City's Loftus Precinct Community Centre project commenced in May 2020, with the Customer Service Centre and cashier relocated from the Administration building to the Vincent Library.

A trial of a new customer relationship management system (CRM) was also launched in May 2020 to facilitate greater reporting ability for select departments at the City of Vincent.

COVID-19 Impact and Response Actions
COVID-19 had a significant impact on the City of Vincent's Customer Service team, who were forced to work remotely during both the shutdown period and closure of the Administration building. All services, including the call centre, development applications, parking permits, payments, and the provision of general information continued with the team working from home.

Despite the interruptions resulting from COVID-19, the City successfully managed to launch a new Customer Relationship Management System (CRM).


GHBORHOOD PIZZA
HELP



CORPORATE STRATEGY AND GOVERNANCE

Service Objective

To facilitate strategic, compliant and sustainable decision making and outcomes.

SCP Alignment

Primary SCP Priority: Innovative and Accountable

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

Key Functions

- Manage the frameworks required to deliver on the City's strategic objectives, ensure legislative compliance, and risk management.
- Provide advice and support to Council in a timely, accountable and compliant manner
- Facilitate and sychronise effective and successful delivery of project management, corporate performance and business improvements
- Pursue opportunities for environmental sustainability, organisational improvement and increased efficiencies.
- Manage the City's land to maximise financial return and community benefit.

Service Performance 2019/20

In 2019/20, the City of Vincent's governance, corporate strategy, land management and sustainability highlights were:

- Developing a Corporate Calendar and formalising the internal decision making process.
- Commencing live streaming public question time during Council Briefings and Meetings.
- Identifying land holdings that could be sold or developed and commencing community consultation in respect to the possible sale or development of a number of parcels of land.
- Naming four (4) laneways and formalising the management of a number of privately owned rights of way through transfer to the State Government.
- Negotiating a new long-term lease with the Minister for Works in respect to the building occupied by the Department of Local Government, Sport and Cultural Industries.

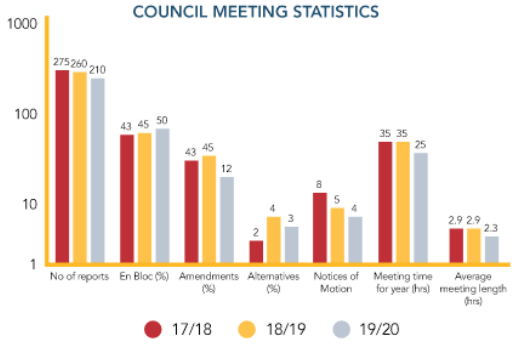
- Reviewing and updating the City's commercial lease management approach, including the preparation of contemporary lease precedents.
- Developing and implementing a Risk Management Framework that has established a clear risk management assessment and reporting process. The framework includes an updated Risk Management Policy and Internal Procedure, risk appetite and tolerance statements and a corporate risk register which is reported to the Audit Committee. Further risk management training will be provided to relevant staff.
- Participating in the Australasian Local Government Performance Excellence Program and identifying areas for improvement.
- Developing a Governance Framework and new policy and procedure templates.
- Delivering a successful pilot project for Corporate Process Management.
- Developing a Project Management Framework to enable continuous improvement and organisational learning on project management.
- Developing a Vincent Ideas Program to encourage all staff to identify business improvements and efficiencies. This has so far resulted in 44 ideas submitted, with 12 ideas already implemented and the remainder pending implementation and/or prioritisation.
- Implementing actions contained within the City's Sustainable Environment Strategy (SES). Major progress was made in reducing greenhouse gas emissions through increased use of renewable energy and energy efficiency across numerous City-owned sites and facilities, including:
  - completion of solar installations under phase 1 of the City's Solar PV program;
  - feasibility assessment of phase 2 of the Solar PV program (installations commencing 2020/21);
  - upgrade of Beatty Park Leisure Centre indoor space heating to geothermal energy;
  - upgrade of Beatty Park Leisure Centre hot water systems to high efficiency modular units; and
  - multiple building and public space LED lighting upgrades.

Benchmarking Measure

The City of Vincent has made improvements in its efforts to engage with Council on issues earlier and more effectively. This has resulted in more efficient and effective decision making, as demonstrated in the table below, which shows a significant reduction in meeting time and the percentage of officer recommendations that are amended by Council. The overall percentage of reports approved en bloc by Council has also increased as a result.

COVID-19 Impact and Response Actions

The COVID-19 pandemic resulted in the transition to eMeetings for Council Briefings and Meetings by the end of March 2020. The City prepared the COVID-19 Relief and Recovery Committee Terms of Reference, which enabled efficient and effective decision making during the emergency period. Community engagement was facilitated through the Council decision making process through an online video-conference format for the meetings, with



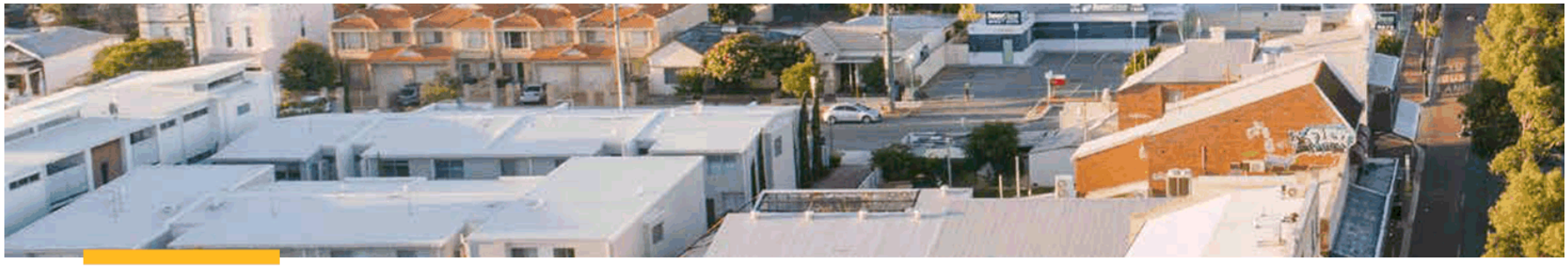
members of the public allowed to provide written questions prior to the briefings and meetings.

In response to COVID-19, the City also reviewed and allocated financial assistance for City tenants in line with the national and state Code and legislation and assisted in the allocation of funds from the Leederville Gardens Trust to local charities.

COVID-19 resulted in the cancellation of a number of community events and activities, including the Native Plant Sale and Sustainability Pop-up-Hub.

A number of projects were also deferred due to COVID-19, including:

- energy efficiency upgrades at some locations;
- new active transport initiatives;
- full implementation of the City's centralised irrigation control system;
- some planting activities to enhance habitat and biodiversity.



FINANCIAL SERVICES

Service Objective

High performing financial function, delivering value through sound financial management and collaboration.

SCP Alignment

Primary SCP Priority: Innovative and Accountable

Strategic Outcome: Our community is satisfied with the service we provide.

Key Functions

- Financial management.
- Rates management.
- Procurement.

Service Performance 2019/20

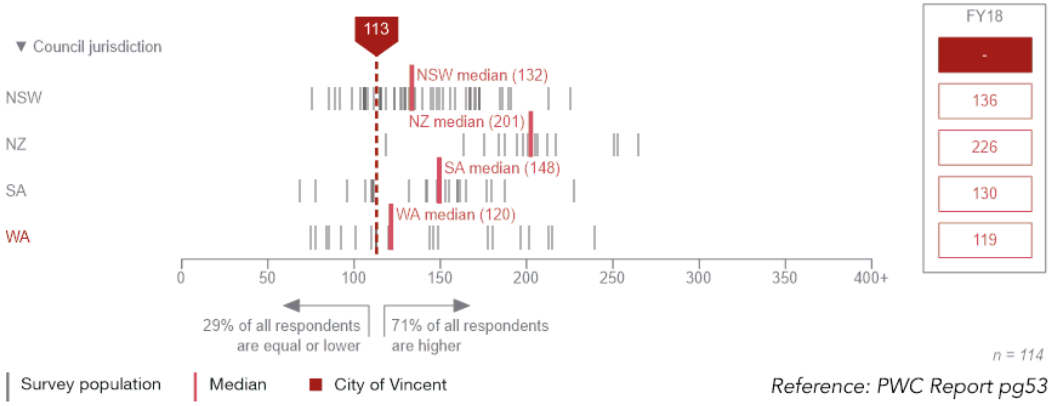
In 2019/20, the City of Vincent continued to deliver sound financial management. This included moving to a more agile and interactive budget process in a COVID-19 environment, which involved a number of workshops with Councillors and Administration to determine the 2019/20 budget.

Benchmarking Measure

As noted in the FY19 PWC Report, the City of Vincent's performs favourably compared to other councils surveyed in the report when it comes to the annual budget process and collection of rates and annual charges.

The City's annual budget process took 113 days compared to the survey average of 145 days.

Figure 2.10: Total elapsed business days for the budgeting process



Reference: PWC Report pg53



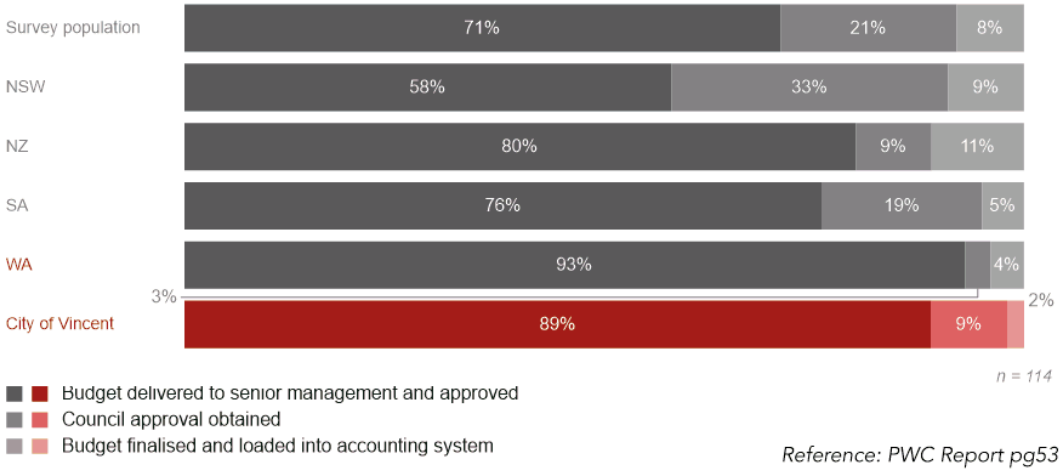
By the first half of the financial year, the City had collected 82% of its rates and annual charges compared to the WA average of 79% and 60% across all councils surveyed.

The efficient collection of rates and annual charges allows the City of Vincent to better manage and allocate its cash flow and working capital for the benefit of the Vincent community.

COVID-19 Impact and Response Actions

During COVID -19 the City of Vincent's Finance team were forced to innovate and go paperless. This resulted in greater efficiencies while also enabling business to continue as usual.

Figure 2.11: Proportion of total elapsed budget days by stage



Reference: PWC Report pg53



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

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

Key Functions

- Attraction and recognition.
- Organisational development.
- People, safety and capability processes.
- Health, safety and wellbeing.
- Equity and diversity.

Service Performance 2019/20

The Human Resources Team developed the City's Workforce Plan 2020/2021, which outlines the City's key objectives and workforce initiatives to ensure the City has the right people, with the right skills now and into the future. The next step is to develop a five year Workforce Plan that aligns with the City's Long Term Financial Plan and Strategic Community Plan priorities. This will enable the City to address skills shortages, improve productivity and make informed workforce decisions in a constantly changing environment.

Other Human Resources initiatives to support employee engagement, development and performance implemented in 2019/20 include:

- employee engagement survey;
- new recruitment, selection and appointment procedure;
- new Individual Action Plan (Performance and Development Review (PDR)) process and forms;
- new induction program for employees; and
- new annual compliance modules.

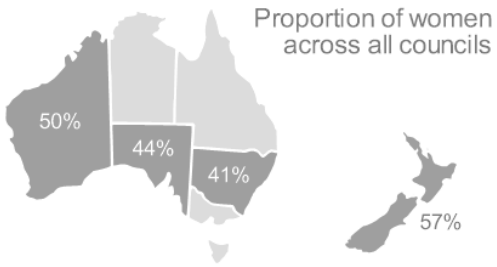
Benchmarking Measure

The City of Vincent scored highly across a number of areas in its 2019/20 employee engagement survey, as outlined below.

Per our employee engagement survey for FY 2019/2020:

Team Work **90%**	Work/Life Balance **89.5%**
Organisational Commitment **88%**	Job Satisfaction **88%**

The City has a continued focus of gender equality and implementing initiatives to attract women in all roles. As such, 52% of the City's workforce is female compared to an average 47% of the other local councils surveyed in the FY19 PWC Report.



52% of your workforce is female

47% of the surveyed workforce is female

Reference: PWC Report pg28

COVID-19 Impact and Response Actions

COVID-19 resulted in 70% of the City's workforce transition to working from home.

To support the health, safety and wellness of employees, essential service employees working on site were educated on COVID-19 requirements, including social distancing and hygiene requirements.

Our **Sick leave** rate was **lower than our peers**	**3.9 Sick Leave Days** a Year across the workforce	**Compared to 5.9 Sick Leave Days** a Year across Local Government

The City also developed a number a processes and initiatives to support staff during this time, including a working from home checklist, leave policy during a pandemic, mental health and wellness staff plan, dedicated staff information website on COVID-19, redeployment plan, and a number of useful resources for leaders and staff to access during this challenging time.

A COVID-19 Employee Survey was also initiated to help the City monitor the pandemic and adapt how we work to protect employees' health, safety and wellbeing.



INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

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

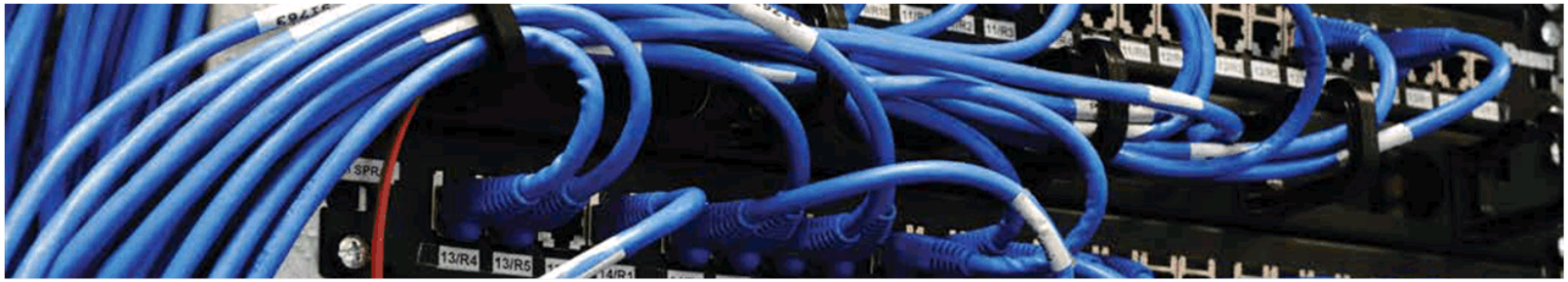
Strategic Outcome: We have enhanced opportunities for our community to build relationships and connections with each other and the City. We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.

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.

Service Performance 2019/20

In 2019/20, the City of Vincent implemented several initiatives to enable staff to remain efficient while working remotely via secure connections to the City's computing network. To support the greater movement of City-owned ICT devices, ICT asset management was also improved to effectively track equipment and ensure that licensing is efficiently managed.



In addition, process mapping helped move internal processes into an electronic workflow, reducing printing and paper-based activities.

To mitigate against cybersecurity risks, the City of Vincent also developed an Information Security Management System (ISMS) in 2019/20. The ISMS is a written framework that guides the City's cybersecurity program. Cybersecurity and privacy measures are implemented to guard against unauthorised access to, alteration, disclosure or destruction of data and systems. This includes protection against accidental loss or destruction.

Benchmarking Measure

The City continues to be able to deliver on its ICT objectives and supports Vincent's workforce and community in an efficient and cost-effective way.

As noted in the FY19 PWC Report, the City of Vincent employed 2.3 FTE IT staff per 100 employees in 2019, compared to the WA average of 2.9 FTE IT employees. In addition, the City's IT spend per employee was $5,233 compared to the state average of $7,608.

COVID-19 Impact and Response Actions

COVID-19 had a significant impact on the City's ICT, with all office staff transitioned to working from home within the space of a week. To facilitate this, a number of projects were fast tracked to provide new technologies for the remote workforce. This successful transition has opened the door to ongoing changes to infrastructure, devices, printers, paper use and desk phones going forward.



Reference: PWC Report pg59



PROJECTS DELIVERED

In 2019/20, 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 2019/20 and budget set aside to continue the project in 2020/21.
1.3 Solar Photovoltaic Panel System Installation	Installation of large-scale solar photovoltaic panels at various sites.	Infrastructure and Environment	Two of four installations were completed in 2019/20 (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 and Environment	Projects completed in 2019/20 include:
			• LED lighting to:
			  • Royal Park Hall
			  • Venebles Park
			  • Beatty Park Reserve
			  • Brigatti Gardens
			  • Stuart Street Reserve
			  • Britannia Road Reserve Pavilion
			  • Leederville Oval Car Park
			  • Administration Building
			  • The Avenue Car Park
			• External shade structures to the northern façade of the City's Administration Building; and
			• 100% block out blinds to the North Perth Town Hall.

1.5 Three Bin Food Organics Garden Organics (FOGO) Collection System	Delivery of a three bin FOGO collection service to approximately 16,500 households.	Infrastructure and Environment	Project deferred until October 2021.

TITLE OF WORKS	DESCRIPTION OF WORKS	RESPONSIBLE AREA	2018/19 ACTION TOWARDS COMPLETION
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.	Strategy and Development	Project deferred to 2020/21.
2.2 Car Parking Strategy and Integrated Transport Plan	Review the City's Car Parking Strategy and prepare an Integrated Transport Plan.	Strategy and Development	The City worked with Council and the Urban Mobility Advisory Group (UMAG) in 2019/20 to set visions and priorities. A draft Integrated Transported Plan was prepared and the project will continue into 2020/21.
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 2019/20.	Infrastructure and 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. The results will be assessed by the Working Group in 2020/21.
2.4 Prepare a Right of Way Hierarchy Study/Strategy	Prepare a Right of Way Hierarchy Study/Strategy in response to 2017/18 Community Budget Submission 8.7.	Strategy and Development	No action required in 2019/20. Project scoping will commence in 2020/21.
2.5 New Signalised Pedestrian Crossings Program	Install new signalised pedestrian crossings.	Infrastructure and Environment	Program completed in 2019/20 after the final signalised crossing was installed by Main Roads at the intersection of Charles Street and Selkirk Street in North Perth.
2.6 Bicycle Network	Design and implementation of the Bicycle Network Plan – includes pathways and bike lanes.	Infrastructure and Environment	Loftus Street bike lane project was completed 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 and Environment	2019/20 works program completed. Most works were completed on schedule or with only minor delays.
2.8 Traffic Management Improvements	Various traffic management improvements.	Infrastructure and Environment	2019/20 works program completed on schedule.
2.9 Car Parking Upgrade/ Renewal Program	Various car park improvements.	Infrastructure and Environment	2019/20 works program completed on schedule.
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 and 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 and Business Services	E-permit technology options investigated in 2019/20, in preparation for implementation in 2020/21.
2.12 Review and Uprgrade the City's Parking Management Systems and Infrastructure	Identify and implement contemporary systems and infrastructure to improve the City's parking management capabilities.	Community and Business Services	Additional ticket machines installed in the Avenue Car Park. Parking Machine Asset Replacement Program is 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 and Business Services	Project was placed on hold and closed out on 1 June 2020.
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 and Business Services	Our 'Innovate' Reconciliation Action Plan was drafted, reviewed, approved by Reconciliation Australia and put out for community consultation in 2019/20. 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 and Business Services	Project deferred to 2020/21.
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 and Business Services	Project re-scoped and will progress into 2020/21.
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 and Business Services	Art Development Action Plan delivered 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 and Business Services	The draft Safer Vincent Plan was presented to council on 28 May 2019 endorsed by Council on 20 August 2019, following extensive community and stakeholder consultation.
3.7 Deliver a New, High Quality and Iconic Public Artwork	Procure and install a new public artwork within Vincent.	Community and Business Services	Funds were reallocated to COVID-19 Arts relief, as approved by Council on 17 March. Project is now closed.
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 and Business Services	Upgrade of the Beaufort Street CCTV was 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 and Business Services	Lighting completed in Mt Lawley, North Perth and Mt Hawthorn, including at: • Paddington Hotel • Oxford Street • Fairfield Street • Pennant Street; and • Coronation Street

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 and Business Services	Review of Master Plan commenced in 2019/20. The Master Plan will be prepared following the completion of the Sport & Recreation Facilities Plan in 2020/21, which will inform the Woodville Reserve Master Plan.
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.	Strategy and Development	Scoping for a new Strategy was undertaken in 2019/20 and revised to consider economic rebound initiatives, as a result of COVID-19. Project will continue in 2020/21.
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 and Business Services	Work began on developing the draft Master Plan and an accompanying Business Case in 2019/20. This will continue into 2020/21 and will be consulted with the community in conjunction with the Leederville Place Plan and Leederville Activity Centre Plan.
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 and Environment	The City's Pop Up Play initiative was launched in 2019/20 to test play spaces for older children and teenagers and address 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 and Environment	Community consultation on the Banks Reserve Master Plan was undertaken in late 2019. Construction of the Active and Playground zones was completed 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.	Strategy and Development	North Perth Common officially opened to the community on 15 June 2019.
4.9 Parks Upgrade/Renewal Program	Routine parks upgrade/renewal works.	Infrastructure and Environment	A number of 2019/20 capital renewal programs were completed. However, some were put on hold/deferred to 2020/21 due to COVID-19.
4.10 Streetscape Improvements Program	Streetscape improvements at various locations.	Infrastructure and Environment	Improvements were undertaken throughout 2019/20.
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 and Environment	Mount Hawthorn Community Centre (Lesser Hall) upgrade completed in June 2019.
4.12 North Perth Town Hall Upgrades	Installation of air-conditioning.	Infrastructure and Environment	Upgrades completed in 2019/20.

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.	Strategy and Development	Draft Leederville Activity Centre Plan drafted in 2019/20. Project extended to 2020/21.
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.	Strategy and Development	Internal scoping work was undertaken in 2019/20 to review scale, capacity and funding requirements to undertake two Town Centres each year. Project will be delivered in 2020/21.
5.3 Heritage Strategic Plan	Review and renew the City's Heritage Strategic Plan 2013-2017.	Strategy and Development	Draft being prepared. Project extended to 2020/21.
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 and 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.)	Strategy and Development	Draft policy adopted for advertising in 2019/20. Finalisation of the planning framework has been extended to 2019/20.



TITLE OF WORKS	DESCRIPTION OF WORKS	RESPONSIBLE AREA	2018/19 ACTION TOWARDS COMPLETION
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 and Business Services	Annual Planner developed in 2019/20. Plan deferred to 2020/21.
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 and Business Services	Draft Property Management Framework prepared and results of community consultation were presented to Council on 7 April 2020. Submissions received during the public comment period were presented to Council Briefing on 8 September 2020, with the final report scheduled to be presented to Council in November 2020.
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 and Business Services	Phase 4 of website development and implementation, including a range of digital tools to improve functionality, completed in 2019/20.
6.4 Information Technology Upgrade/Renewal	Various IT equipment replacement and upgrades, including installation of corporate Wi-Fi system.	Information and Communications Technology	Completed with further works planned for 2020/21.
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	Meeting with Department of Planning, Lands and Heritage (DPLH), Department of Local Government, Sport and Cultural Industries (DLGSC), and Development WA held 17 March 2020 to discuss redevelopment options and feasibility from a heritage, sport, lands and commercial perspective. Project Steering Committee (PSC) meetings were subsequently postponed in 2019/20 due to COVID-19.
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 and Business Services	Business Case and project progressing into 2020/21.
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 and Development	Online lodgement portal delivered and online planning applications went live on 16 March 2020.
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	The Risk Management Framework was approved by Council on 17 March 2020. The Corporate Risk Register was approved by the Audit Committee on 5 May 2020.
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 and Communications Technology	A review in 2019/20 determined greater value in continuing with the existing Authority system. In 2019/20, the strategy delivered online lodgement, CRM implementation, and BIS upgrade.
6.14 Business Continuity Plan	Develop and implement business continuity plans for the City including recovery of IT systems.	CEO's Office	Business Continuity Plan in 2019/20 completed.
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 and Business Services	Completed.
6.16 Administration and Civic Centre Upgrade/Renewals	Various upgrades/renewals to Administration and Civic Centre building.	Infrastructure and Environment	Renewal for Administration delivered on 8 June 2020.
6.17 Digitised Aged Hardcopy Records	Digitisation of hardcopy files due to become State Archive records in 2019.	Information and Communications Technology	Completed 30 April 2019.



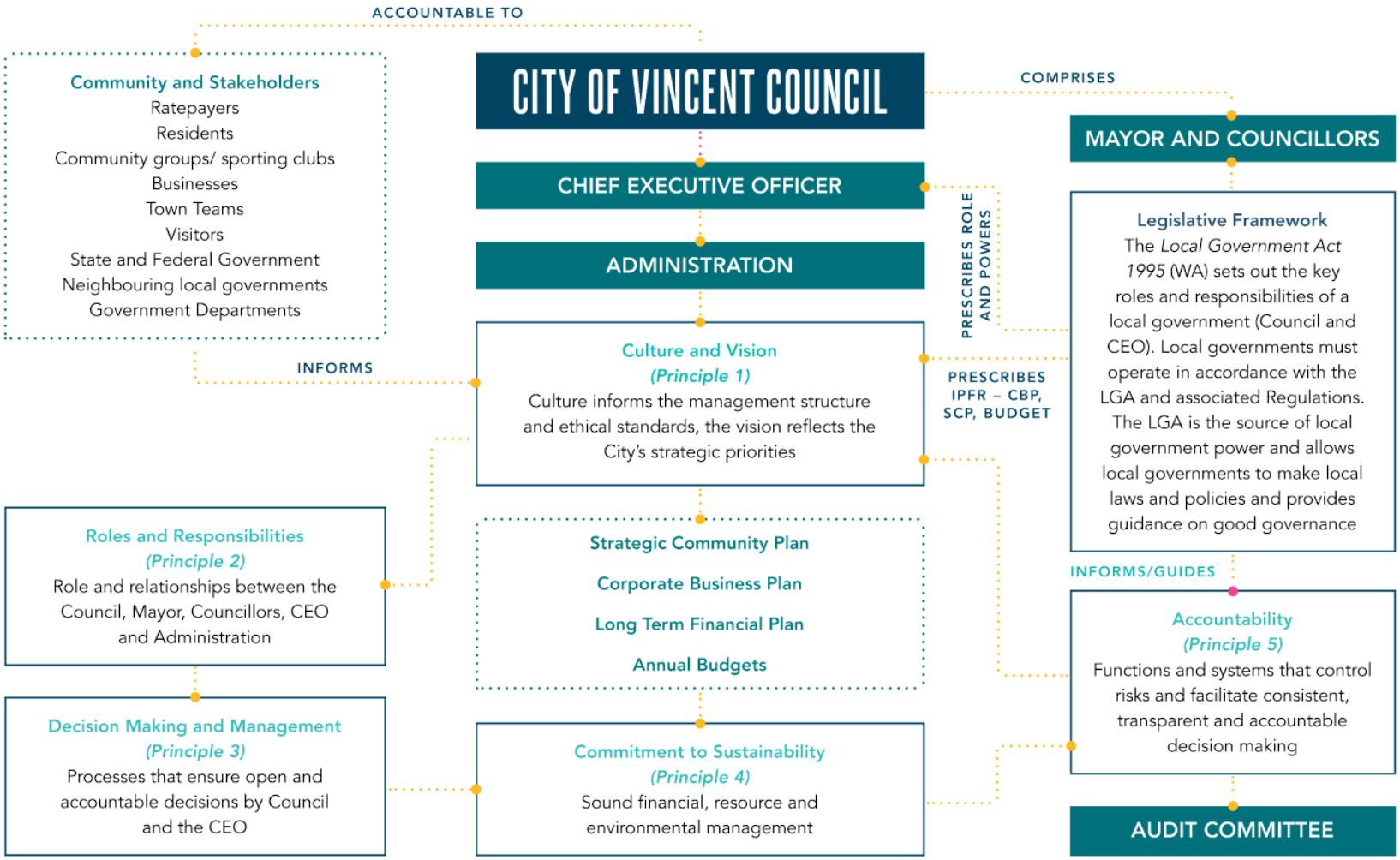


MAJOR PLANS & STRATEGIES

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 Area/Place/Regional plans, resourcing, and other informing strategies and supporting strategies.




ACCOUNTABLE TO
Community and Stakeholders
Ratepayers
Residents
Community groups/ sporting clubs
Businesses
Town Teams
Visitors
State and Federal Government
Neighbouring local governments
Government Departments
INFORMS
CITY OF VINCENT COUNCIL
CHIEF EXECUTIVE OFFICER
ADMINISTRATION
Culture and Vision
(Principle 1)
Culture informs the management structure and ethical standards, the vision reflects the City's strategic priorities
Roles and Responsibilities
(Principle 2)
Role and relationships between the Council, Mayor, Councillors, CEO and Administration
Strategic Community Plan
Corporate Business Plan
Long Term Financial Plan
Annual Budgets
Decision Making and Management
(Principle 3)
Processes that ensure open and accountable decisions by Council and the CEO
Commitment to Sustainability
(Principle 4)
Sound financial, resource and environmental management
PRESCRIBES ROLE AND POWERS
PRESCRIBES IPFR – CBP, SCP, BUDGET
COMPRISES
MAYOR AND COUNCILLORS
Legislative Framework
The Local Government Act 1995 (WA) sets out the key roles and responsibilities of a local government (Council and CEO). Local governments must operate in accordance with the LGA and associated Regulations. The LGA is the source of local government power and allows local governments to make local laws and policies and provides guidance on good governance
INFORMS/GUIDES
Accountability
(Principle 5)
Functions and systems that control risks and facilitate consistent, transparent and accountable decision making
AUDIT COMMITTEE



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.

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 2019/20 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 – to identify 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 Reflect
- 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 2019/20 are provided in more detail on the following pages.

DISABILITY ACCESS AND 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 2019/20 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's Greening Plan 2018-2023 identifies the following five key areas with specific targets and actions for each:

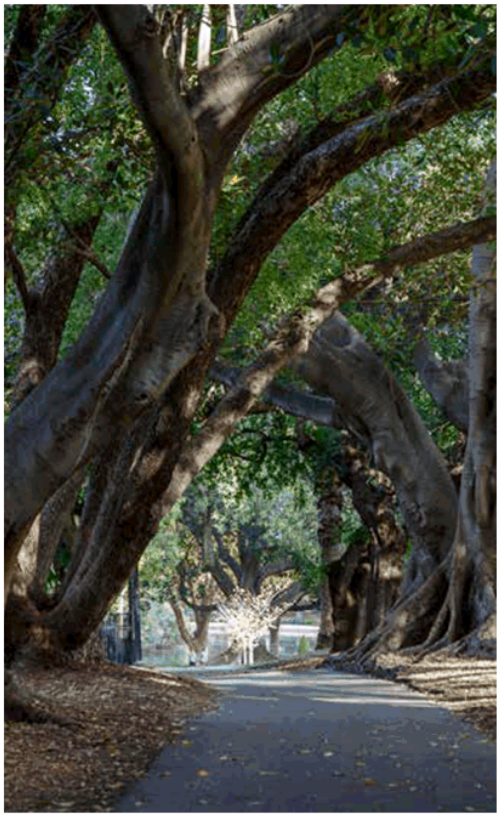
1. **Increase canopy cover on public land**
   - Increase tree canopy cover on land managed by the City of Vincent.

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 – INNOVATE

After extensive consultation with the Aboriginal and non-Aboriginal community, and with the support of Reconciliation Australia, the City launched the 'Innovate' RAP in July 2019. With a focus on Aboriginal employment and procurement, the Innovate RAP will see the City move towards targeting the adversity faced by Aboriginal and Torres Strait Islander peoples in the area of employment. This focus requires the City to take proactive steps towards reducing the health, economic, schooling and housing inequalities that exist between Aboriginal and non-Aboriginal people in Australia.

Further to employment and procurement, the City will deliver numerous RAP deliverables regarding the Noongar Six Seasons through artwork and workshops created and delivered by local Noongar people.

In 2019/20, the City progressed the following actions for its Reconciliation Action Plan:

- Innovate RAP was launched in July 2019
- Kaya Wandjoo Festival was held on 9 July 2019 in partnership with Noongar Radio at North Perth Town Hall.
- Aboriginal Artwork incorporated within marketing and communications collateral where possible.
- Hosted an Aboriginal Tech Forum.
- Consulted with Nyoongar Wellbeing and Sport about Leederville Oval Master Plan.
- Jade Dolman's Boodjar Nakolak Yanginy was placed on Ranger's vehicles.
- Beatty Park staff uniforms and staff t-shirts where distributed displaying Kevin Bynders artwork.
- Jade Dolman placed a mural on Nyoongar Radio's wall.
- Displayed Nyoongar books in the Library.
- Engaged with Darryl Bellotti for his artwork to be used on all six seasons artwork and marketing materials.
- Jason Barrow hosted workshops, working with the City's Parks team to share information regarding the Noongar Six Seasons.
- Three (3) cooking workshop videos were developed to provide the community with information about the importance of the six seasons.

- Six Seasons workshops were held with Marissa Verma.
- The nine significant Aboriginal sites within the City of Vincent were included on the City's website and on intramaps.
- Sense of Place study completed by Len Collard on Banks Reserve.
- Cultural Awareness training provided to staff.
- A BBQ was held with City Rangers and Nyoongar Outreach Officers.
- The Reconciliation Action Plan Working Group's (RAPWG) Terms of Reference were reviewed and endorsed by Council.
- The Kambarang Sporting & Cultural Showcase was held in December 2019.
- Beaufort Street sign and North Perth Common were lit up to represent the Aboriginal colours during Reconciliation Week.
- Online music performance during Reconciliation Week.
- Online Welcome to Country with Uncle Noel during Reconciliation Week.
- Lunch and Learn session with Co-Chair of Reconciliation WA, Carol Innes.
- Purchased additional Aboriginal Artwork used on banners, website, uniforms and jerseys including;
  - Jade Doman - Boodjar Nakolak Yanginy;
  - Darryl Bellotti - Six seasons Artwork;
  - Maddison Alone - Maarli (Black Swan);
  - Charmaine Cole - Serpent, Boorloo, Mothers, The Elder - Story Teller, Corroboree;
  - Rohin Kickett - Banks Reserve - Innovate RAP cover; and
  - Kevin Bynder – staff uniforms.
- The City has also acquired a painting completed by Aranmore Catholic College produced for the Showcase in Pixels in Yagan Square.
- Attendance at the Local Government Aboriginal Network meetings.

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.

Our Public Open Space Strategy was endorsed by Council in December 2018 and provides 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.

In 2019/20, the City continued to focus on its main objectives in relation to open space, including:

- 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 was developed following input and months of engagement and consultation with the Vincent community and stakeholders.



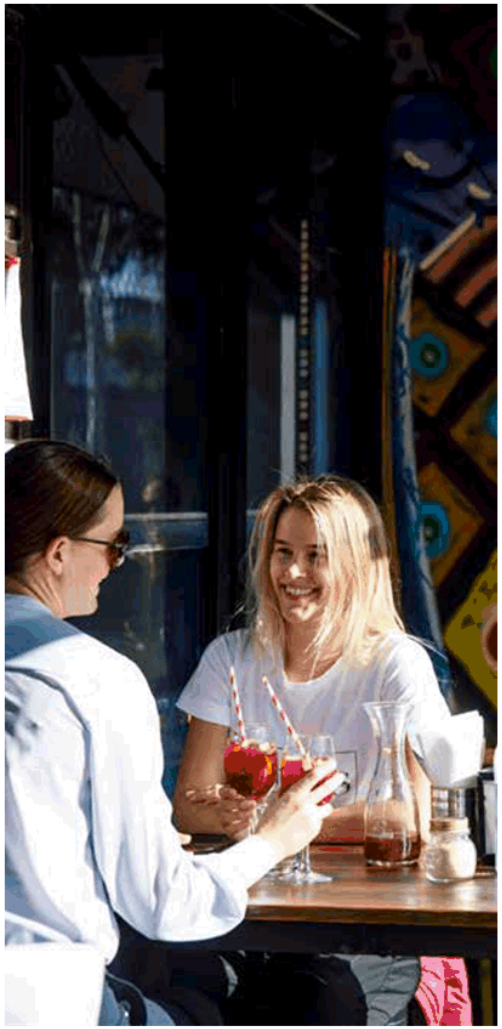
WASTE STRATEGY

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.

In 2019/20, the City continued its focus on investigating and establishing programs to reduce and recover waste, as set out in the strategy. 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 Town Centres – North Perth, Mt Hawthorn, Leederville, Beaufort Street, William Street and the Pickle District.

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.

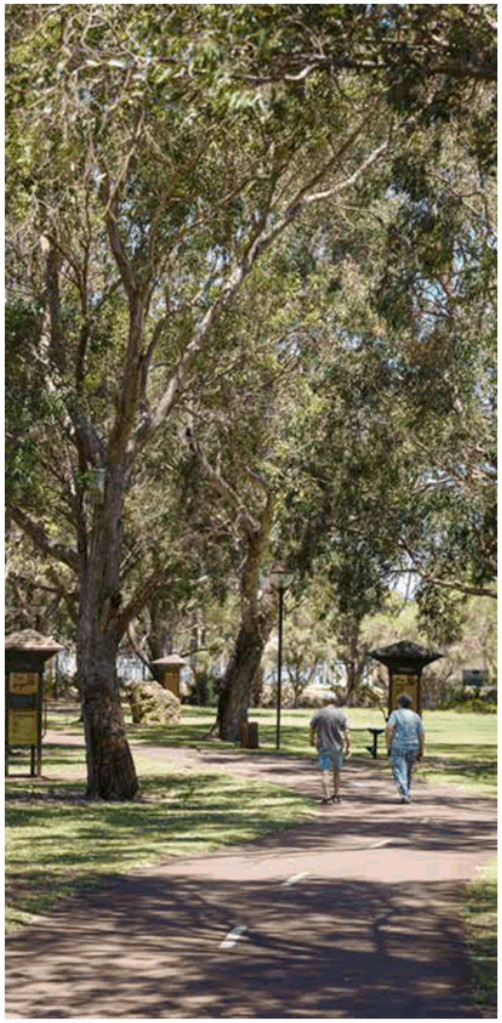
The City of Vincent works collaboratively with the Town Teams to deliver locally based activities/events, physical improvements and economic and community development initiatives.

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.

The Town Centre Place Plans are structured around three key focus areas:

- **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.
- **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.
- **Character** – sets out the actions and projects which contribute to Vincent's Town Centres unique sense of place.

In 2019/20, the City continued to work with Town Teams to develop and implement their individual Town Centre Place Plans and provided support to the local community and businesses in these Town Centres during COVID-19 disruptions.



COMMUNITY SAFETY AND CRIME PREVENTION PLAN

The City's Safer Vincent Plan 2019–2022 was endorsed by Council on 20 August 2019, following extensive collaboration with the community, businesses, non-government organisations and the WA Police.

The Plan aims to make Vincent a safer place to live, work, trade and visit and draws on the three key themes of:

1. Safer Spaces
2. Community Connection
3. 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.



ARTS DEVELOPMENT ACTION PLAN

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.
- 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.

In 2019/20, the City of Vincent delivered the following art projects:

- **Lightbox Laneway Gallery** – installation of eight (8) lightbox cabinets down the laneway between St Michael's Restaurant and Orno Interiors (near 483 Beaufort Street, Highgate) for artists to exhibit their works for three (3) months of the year.
- **Murals** – commissioning/co-funding of four (4) murals throughout the City of Vincent.
- **Arts Events Partnerships** – including the Perth International Jazz Festival, Perth Festival, Paper Mountain, and Pride WA.
- **City of Vincent Film Project** – funding of three filmmaking teams to create short documentaries about elements of life in Vincent, in partnership with Revelation Film Festival,
- **Platform Temporary Art Project** – providing artists and creatives at all levels the opportunity to explore, experiment, develop and share their temporary artwork, projects and ideas within the public realm, at chosen sites within the City of Vincent.

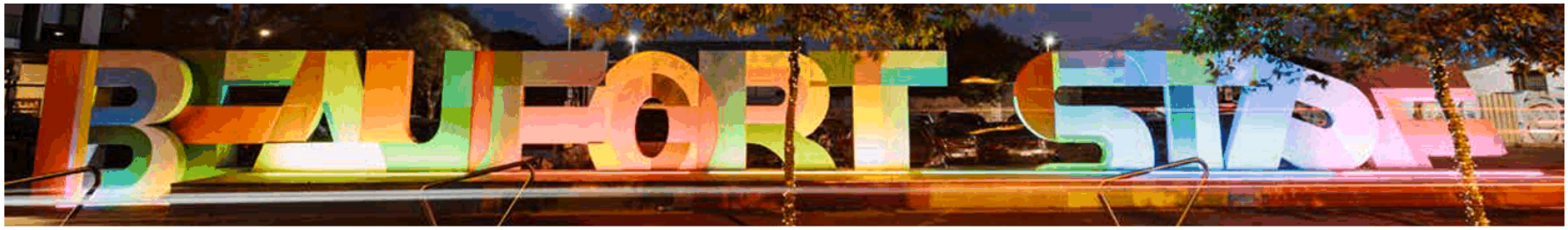

39 ANGOVE STREET

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 2019/20 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	12	12	0	0	11	11	0	0
Deputy Mayor Susan Gontaszewski	12	12	0	0	11	10	0	1
Cr Alex Castle	12	12	0	0	11	11	0	0
Cr Joanne Fotakis	12	11	1	0	11	11	0	1
Cr Jonathan Hallett	12	12	0	0	11	10	1	0
Cr Roslyn Harley	4	1	3	0	4	0	4	0
Cr Dan Loden	12	12	0	1	11	11	0	0
Cr Jimmy Murphy	4	4	0	1	4	2	1	1
Cr Joshua Topelberg	12	12	0	0	2	2	0	0
Cr Sally Smith	8	8	0	0	7	7	0	0
Cr Ashley Wallace	8	8	0	0	7	7	0	0



Audit Committee Meetings

The 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.

Following the 19 October 2019 local government election new Audit Committee members were appointed, including an external Chair, as follows:

- Conley Manifis – Chair (external member)
- Cr Topelberg – Deputy Chair
- Cr Loden
- Cr Gontaszewski
- Cr Wallace
- Elizabeth Hunt (external member)
- Robert Piper (external member)

The Mayor was previously a member of the Audit Committee, but did not renominate in October 2019.

The Audit Committee meets approximately every six weeks and the recommendations of the Audit Committee are then presented to Council.

MEMBERS	AUDIT COMMITTEE MEETINGS ENTITLED TO ATTEND	AUDIT COMMITTEE MEETINGS ATTENDED	APOLOGIES	LEAVE OF ABSENCE
Mayor Emma Cole (term expired October 2019)	1	1	0	0
Deputy Mayor Susan Gontaszewski	5	5	0	0
Cr Dan Loden	5	3	1	1
Cr Joshua Topelberg	5	5	0	0
Elizabeth Hunt*	5	3	2	0
Conley Manifis*	5	4	1	0
Robert Piper* (term commenced October 2019)	4	4	0	0
Cr Ashley Wallace (term commenced October 2019)	4	3	1	0

**Note: denotes an external, independent member.*

Advisory Group Meetings

Elected Members sit on a number of Advisory Groups and their participation in these groups is outlined below. Following the 19 October 2019 local government election new members were not appointed to the City's Advisory Groups, to allow a review to occur. The City's Business Advisory Group did not meet during 2019/20, however, regular meetings were held with the Town Teams and interested business groups.

Safer Vincent Advisory Group (last meeting 24 July 2019)

COUNCIL MEMBER	MEETINGS ENTITLED TO ATTEND	MEETINGS ATTENDED	APOLOGIES AND/OR APPROVED LEAVE OF ABSENCE
Cr Joanne Fotakis (Chair)	1	1	0
Cr Susan Gontaszewski	1	1	0

Environmental Advisory Group (last meeting 19 August 2019)

COUNCIL MEMBER	MEETINGS ENTITLED TO ATTEND	MEETINGS ATTENDED	APOLOGIES AND/OR APPROVED LEAVE OF ABSENCE
Cr Dan Loden (Chair)	1	1	0
Cr Jonathan Hallett	1	0	1

Arts Advisory Group

COUNCIL MEMBER	MEETINGS ENTITLED TO ATTEND	MEETINGS ATTENDED	APOLOGIES AND/OR APPROVED LEAVE OF ABSENCE
Cr Fotakis	2	2	0

Reconciliation Action Plan Working Group

COUNCIL MEMBER	MEETINGS ENTITLED TO ATTEND	MEETINGS ATTENDED	APOLOGIES AND/OR APPROVED LEAVE OF ABSENCE
Cr Dan Loden	2	2	0
Cr Joshua Topelberg	2	2	0
C Jonathan Hallett	1	1	0

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)	2	2	0
Cr Susan Gontaszewski	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 (from 7/3/2017)	3	2	1
Mayor Emma Cole since 7/3/2017)	3	0	3
Cr Alex Castle	3	2	1

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

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 14.0%, and has hovered between 14% and 19% for the past two decades.

In 2020, WA's gender pay gap sites at 22.7% (WGEA) which is the highest in the country.

Provided below are the City of Vincent's results on the gender pay gap:

PAY GAP CITY OF VINCENT		
Female	Permanent and Fixed Term Staff 150	Average Base Salary $78,161
Male	Permanent and Fixed Term Staff 128	Average Base Salary $78,012

COV – LEVEL 7 AND ABOVE		
Female	72	56.25%
Male	56	43.75%
Total	128	100%

The City of Vincent currently has female representation in 56.25% of its Coordinator roles, 42.85% of Management roles and 33.33% of Executive roles.

The City is well known to be a flexible and family friendly Local Government organisation, with 28.41% 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 28.41% 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 2019/20, we continued to promote and expand on initiatives to attract women in all roles, including:



Leadership and development opportunities for women



Discounted membership to Beatty Park Leisure Centre with creche facilities



Paid parental leave



Part-time and job share return to work options



Flexible workplace opportunities for all role types



Support for breastfeeding women



Ability to purchase additional leave

RECORD KEEPING STATEMENT

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 eight complaints of minor breaches in 2019/20. The City also received ten complaints of alleged breaches of the City's Code of Conduct in 2019/20.

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 2019/20, 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.

We will continue to roll out our digital records strategy across the organisation over the next few years.

FREEDOM OF INFORMATION

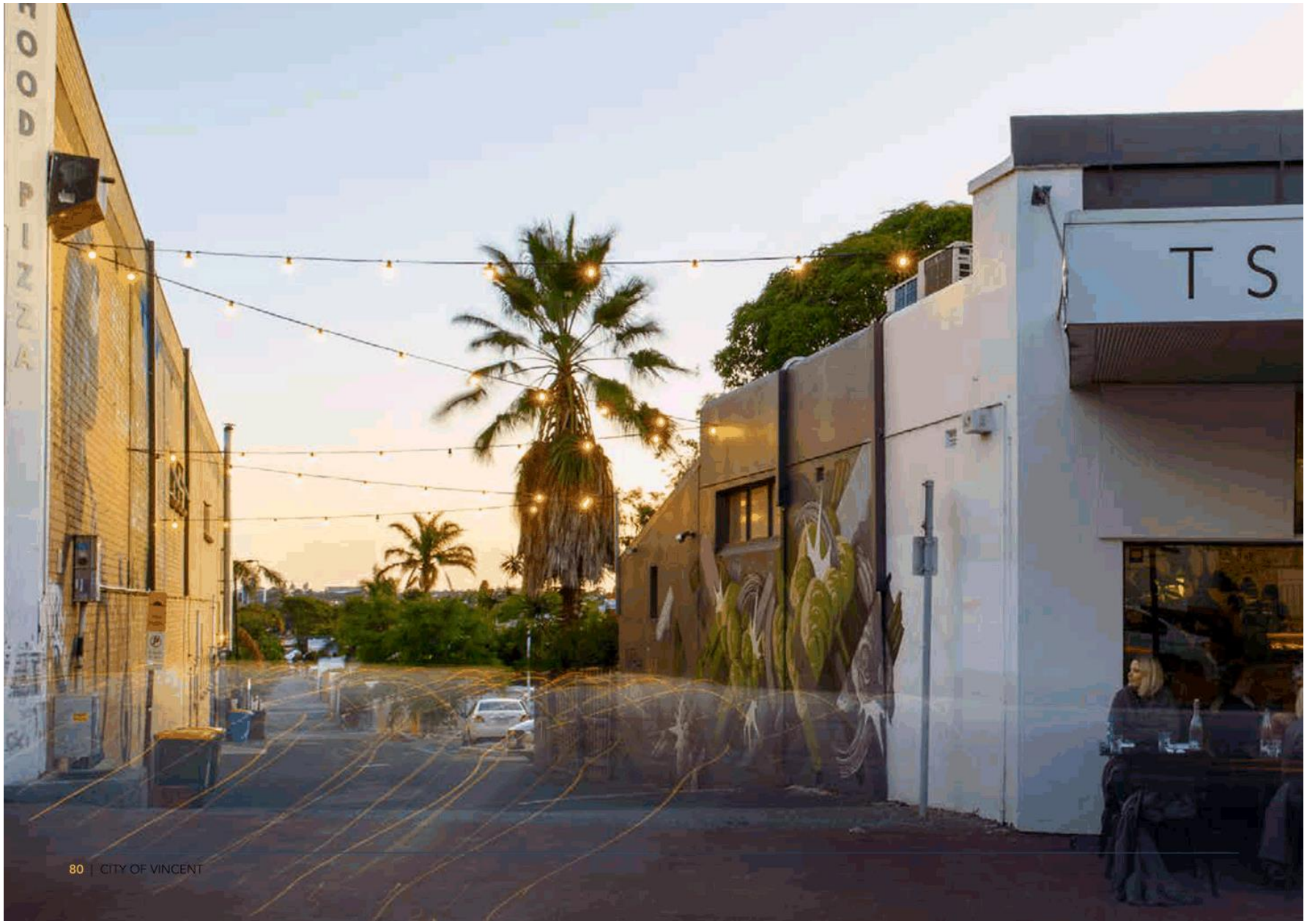
Freedom of Information Act 1992

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 2019/20, the City received and responded to twelve (12) requests under the Act. In addition, we received one (1) application for internal review of decision, which resulted in the decision being upheld. In the end, the information was released outside of FOI.

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.




FOOD PIZZA
T S
80 | CITY OF VINCENT



FINANCIAL REPORTS

Signed report will be provided at the Ordinary Council Meeting

CITY OF VINCENT

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2020

TABLE OF CONTENTS

Statement by Chief Executive Officer	2
Statement of Comprehensive Income by Nature or Type	3
Statement of Comprehensive Income by Program	4
Statement of Financial Position	5
Statement of Changes in Equity	6
Statement of Cash Flows	7
Rate Setting Statement	8
Notes to and forming part of the Financial Report	9 - 59
Independent Auditor's Report	60

CITY'S VISION

To be a clever, creative and courageous local government.

Principal place of business:
244 Vincent Street (cnr Loftus Street)
Leederville, Western Australia, 6007

CITY OF VINCENT
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

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 2020 is based on proper accounts and records to present fairly the financial position of the City of Vincent at 30 June 2020 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 2020

Chief Executive Officer

David McLennan
Name of Chief Executive Officer

CITY OF VINCENT
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual	2020 Budget	Restated* 2019 Actual
		$	$	$
Revenue				
Rates	25(a)	35,678,835	35,691,498	34,102,294
Operating grants, subsidies and contributions	2(a)	2,010,681	941,369	1,648,628
Fees and charges	2(a)	15,718,899	15,769,274	19,415,392
Interest earnings	2(a)	813,755	748,100	1,158,675
Other revenue	2(a)	1,173,973	1,240,394	1,422,639
		55,396,143	54,390,635	57,747,628
Expenses				
Employee costs		(25,474,149)	(24,915,201)	(26,062,129)
Materials and contracts		(16,704,363)	(17,038,438)	(17,204,540)
Utility charges		(1,708,740)	(1,627,490)	(1,904,877)
Depreciation on non-current assets	11(c)	(13,917,901)	(11,717,502)	(13,372,362)
Interest expenses	2(b)	(602,866)	(713,748)	(938,465)
Insurance expenses		(494,843)	(534,879)	(501,641)
Other expenditure		(2,948,442)	(3,477,834)	(2,993,650)
		(61,851,304)	(60,025,092)	(62,977,664)
		(6,455,161)	(5,634,457)	(5,230,036)
Non-operating grants, subsidies and contributions	2(a)	1,381,848	1,470,228	1,709,727
Profit on asset disposals	11(a)	271,501	241,185	257,168
(Loss) on asset disposals	11(a)	(86,359)	(207,112)	(18,669)
Fixed assets written off	11(b)	(290,823)	0	(270,329)
Profit from sale of land (TPRC Joint Arrangement)	23(b)	362,936	250,000	414,744
Net Share of Interest in Joint Arrangements	23(b)	(37,435)	0	135,679
Change in Equity Local Govt House Trust	8(b)	577	0	4,101
		1,602,245	1,754,301	2,232,421
Net result for the period		**(4,852,916)**	**(3,880,156)**	**(2,997,615)**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus	12	585,681	0	1,258
Total other comprehensive income for the period		**585,681**	**0**	**1,258**
Total comprehensive income for the period		**(4,267,235)**	**(3,880,156)**	**(2,996,357)**

This statement is to be read in conjunction with the accompanying notes.

| 3

CITY OF VINCENT
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual	2020 Budget	Restated* 2019 Actual
		$	$	$
Revenue	2(a)			
Governance		39,309	41,000	54,495
General purpose funding		38,220,942	37,558,519	36,798,097
Law, order, public safety		239,208	164,357	143,631
Health		383,015	364,365	379,321
Education and welfare		119,745	130,342	136,380
Community amenities		1,250,827	1,209,610	1,671,503
Recreation and culture		8,214,808	7,994,103	9,765,370
Transport		6,325,383	6,325,194	8,147,802
Economic services		369,936	357,850	313,578
Other property and services		232,970	245,295	337,451
		55,396,143	54,390,635	57,747,628
Expenses	2(b)			
Governance		(3,585,162)	(3,550,734)	(2,812,931)
General purpose funding		(808,237)	(811,277)	(897,155)
Law, order, public safety		(1,616,522)	(1,660,282)	(1,392,622)
Health		(1,586,064)	(1,653,285)	(1,243,162)
Education and welfare		(1,066,112)	(1,150,722)	(1,091,576)
Community amenities		(11,575,181)	(12,354,538)	(11,894,978)
Recreation and culture		(23,997,214)	(20,935,559)	(25,807,882)
Transport		(13,911,249)	(14,000,352)	(14,333,239)
Economic services		(643,186)	(556,308)	(781,862)
Other property and services		(2,459,511)	(2,638,287)	(1,803,792)
		(61,248,438)	(59,311,344)	(62,039,199)
Finance Costs	2(b)			
Recreation and culture		(602,866)	(713,748)	(938,465)
		(602,866)	(713,748)	(938,465)
		(6,455,161)	(5,634,457)	(5,230,036)
Non-operating grants, subsidies and contributions	2(a)	1,381,848	1,470,228	1,709,727
Profit on disposal of assets	11(a)	271,501	241,185	257,168
(Loss) on disposal of assets	11(a)	(86,359)	(207,112)	(18,669)
Fixed assets written off	11(b)	(290,823)	0	(270,329)
Profit from sale of land (TPRC Joint Arrangement)	23(b)	362,936	250,000	414,744
Net Share of Interest in Joint Arrangements	23(b)	(37,435)	0	135,679
Change in Equity Local Govt House Trust	4(b)	577	0	4,101
		1,602,245	1,754,301	2,232,421
Net result for the period		**(4,852,916)**	**(3,880,156)**	**(2,997,615)**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus	12	585,681	0	1,258
Total other comprehensive income for the period		**585,681**	**0**	**1,258**
Total comprehensive income for the period		**(4,267,235)**	**(3,880,156)**	**(2,996,357)**

This statement is to be read in conjunction with the accompanying notes.

| 4

CITY OF VINCENT
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2020

	NOTE	2020	2019 Restated*	01-Jul-18 Restated *
		$	$	$
CURRENT ASSETS				
Cash and cash equivalents	3	7,539,213	6,969,088	3,256,075
Trade and Other receivables	6	3,005,497	2,833,134	3,334,281
Financial assets	4(a)	11,000	11,000	11,000
Financial assets at amortised cost	4(a)	12,643,934	17,995,781	17,609,944
Inventories	7	185,474	175,208	184,342
Other assets	8	563,899	1,159,008	0
Assets classified as held for sale	8	748,738	0	0
TOTAL CURRENT ASSETS		24,697,755	29,143,219	24,395,642
NON-CURRENT ASSETS				
Trade and Other receivables	6	1,283,110	908,879	1,197,431
Other financial assets at amortised cost	4(b)	35,611	35,034	30,933
Inventories	7	0	105,822	105,822
Interests in Joint Arrangements	23(a)	9,593,399	9,688,250	9,469,902
Property, plant and equipment	9	285,275,450	289,206,317	294,113,129
Infrastructure	10	178,006,588	179,130,965	179,727,045
Right of use Assets	15	329,536	0	0
TOTAL NON-CURRENT ASSETS		474,523,694	479,075,267	484,644,262
TOTAL ASSETS		499,221,449	508,218,486	509,039,904
CURRENT LIABILITIES				
Trade and other payables	13	6,702,481	7,200,886	4,665,044
Borrowings	17(a)	887,431	6,097,295	948,227
Employee related provisions	18	4,378,760	3,908,452	3,367,101
Contract & Capital Grant Liabilities	14	534,290	0	0
Lease liabilities	16(a)	91,377	0	0
TOTAL CURRENT LIABILITIES		12,594,339	17,206,633	8,980,372
NON-CURRENT LIABILITIES				
Borrowings	17(a)	7,916,965	7,851,061	13,948,356
Employee related provisions	18	426,880	475,086	429,113
Lease liabilities	16(a)	163,440	0	0
Contract & Capital Grant Liabilities	14	0	0	0
TOTAL NON-CURRENT LIABILITIES		8,507,285	8,326,147	14,377,469
TOTAL LIABILITIES		21,101,624	25,532,780	23,357,841
NET ASSETS		478,119,825	482,685,706	485,682,063
EQUITY				
Retained surplus		115,336,258	118,881,460	123,029,990
Reserves - cash backed	5	10,976,525	12,582,885	11,431,970
Revaluation surplus	12	351,807,042	351,221,361	351,220,103
TOTAL EQUITY		478,119,825	482,685,706	485,682,063

This statement is to be read in conjunction with the accompanying notes.

| 5

CITY OF VINCENT
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	RETAINED SURPLUS	RESERVES CASH BACKED	REVALUATION SURPLUS	TOTAL EQUITY
		$	$	$	$
Balance as at 1 July 2018		**124,733,952**	**11,431,970**	**351,527,184**	**487,693,106**
Correction of error - Nib stadium depreciation	30(b)	(2,011,043)	0	0	(2,011,043)
Correction of error - Mindarie Regional Council restatement	30(b)	307,081	0	(307,081)	0
Restated total equity at the beginning of the financial year		**123,029,990**	**11,431,970**	**351,220,103**	**485,682,063**
Comprehensive income					
Net result for the period (Original)		(982,346)	0	0	(982,346)
Correction of error - Nib stadium depreciation	30(c)	(2,011,043)	0	0	(2,011,043)
Correction of error - Mindarie Regional Council Joint Arrangement restatement	30(c)	(4,226)	0	1,258	(2,968)
Total comprehensive income		(2,997,615)	0	1,258	(2,996,357)
Transfers from/(to) reserves		(1,150,915)	1,150,915	0	0
Balance as at 30 June 2019		**118,881,460**	**12,582,885**	**351,221,361**	**482,685,706**
Change in accounting policy	29	(298,646)	0	0	(298,646)
Restated total equity at the beginning of the financial year		**118,582,814**	**12,582,885**	**351,221,361**	**482,387,060**
Comprehensive income					
Net result for the period		(4,852,916)	0	0	(4,852,916)
Other comprehensive income	12	0	0	585,681	585,681
Total comprehensive income		(4,852,916)	0	585,681	(4,267,235)
Transfers from/(to) reserves		1,606,360	(1,606,360)	0	0
Balance as at 30 June 2020		**115,336,258**	**10,976,525**	**351,807,042**	**478,119,825**

This statement is to be read in conjunction with the accompanying notes.

| 6

CITY OF VINCENT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual	2020 Budget	Restated* 2019 Actual
		$	$	$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		35,248,770	35,526,498	33,939,855
Operating grants, subsidies and contributions		2,246,324	947,389	685,557
Fees and charges		15,705,060	19,580,225	19,415,392
Interest received		813,755	933,288	1,158,675
Goods and services tax received		1,182,126	0	1,299,640
Other revenue		1,173,973	1,226,243	1,422,639
		56,370,008	58,213,643	57,921,758
Payments				
Employee costs		(25,052,047)	(25,493,467)	(25,277,634)
Materials and contracts		(16,586,788)	(16,683,962)	(13,791,388)
Utility charges		(1,708,740)	(1,718,630)	(1,904,877)
Interest expenses		(602,866)	(723,058)	(938,465)
Insurance expenses		(494,843)	(534,879)	(698,811)
Goods and services tax paid		(1,285,070)	0	(1,383,034)
Other expenditure		(2,872,387)	(3,359,584)	(2,993,651)
		(48,602,741)	(48,513,580)	(46,987,860)
Net cash provided by (used in) operating activities	19	7,767,267	9,700,063	10,933,899
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment		(4,760,635)	(7,477,716)	(3,066,527)
Payments for construction of infrastructure		(4,736,567)	(7,297,661)	(5,193,886)
Payments for financial assets at amortised cost		0	0	(385,837)
Non-operating grants, subsidies and contributions		1,381,848	1,470,228	1,709,727
Proceeds from sale of property, plant & equipment		564,646	555,000	330,531
Distributions from Joint Arrangements		250,000	250,000	333,333
Proceeds from financial assets at amortised cost - term deposits		5,351,846	0	0
Net cash provided by (used in) investment activities		(1,948,862)	(12,500,149)	(6,272,658)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings		(6,143,960)	(6,143,960)	(948,227)
Proceeds from new borrowings		1,000,000	1,000,000	0
Payments for principal portion of lease liabilities		(104,320)	0	0
Net cash provided by (used in) financing activities		(5,248,280)	(5,143,960)	(948,227)
Net increase (decrease) in cash held		570,125	(7,944,046)	3,713,013
Cash at beginning of year		6,969,088	21,955,208	3,256,075
Cash and cash equivalents at the end of the year	19	7,539,213	14,011,162	6,969,088

This statement is to be read in conjunction with the accompanying notes.

| 7

CITY OF VINCENT
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual	2020 Budget	2019 Actual
		$	$	$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	26 (c)	5,811,178	5,811,178	5,524,402
		5,811,178	5,811,178	5,524,402
Revenue from operating activities (excluding rates)				
Governance		39,886	41,000	58,596
General purpose funding		2,542,107	1,867,021	2,695,803
Law, order, public safety		282,123	164,357	168,589
Health		398,145	371,864	379,321
Education and welfare		119,745	130,342	187,490
Community amenities		1,266,148	1,209,610	1,675,074
Recreation and culture		8,216,809	7,994,103	9,788,806
Transport		6,325,383	6,371,190	8,147,802
Economic services		369,936	365,721	313,578
Other property and services		754,605	675,114	1,041,957
		20,314,887	19,190,322	24,457,025
Expenditure from operating activities				
Governance		(3,585,162)	(3,550,734)	(2,820,918)
General purpose funding		(808,237)	(811,277)	(897,155)
Law, order, public safety		(1,616,522)	(1,660,282)	(1,392,622)
Health		(1,586,190)	(1,653,285)	(1,243,162)
Education and welfare		(1,066,112)	(1,150,722)	(1,095,752)
Community amenities		(11,575,181)	(12,354,538)	(11,960,717)
Recreation and culture		(24,633,557)	(21,656,102)	(26,799,616)
Transport		(14,113,153)	(14,007,395)	(14,334,256)
Economic services		(698,626)	(556,308)	(908,665)
Other property and services		(2,545,745)	(2,831,561)	(1,813,797)
		(62,228,485)	(60,232,204)	(63,266,662)
Non-cash amounts excluded from operating activities	26(a)	13,771,438	11,433,429	12,980,081
Amount attributable to operating activities		(22,330,982)	(23,797,275)	(20,305,153)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		1,381,848	1,470,228	1,709,727
Proceeds from disposal of assets	11(a)	564,646	555,000	330,531
Distributions from Joint Arrangements		250,000	250,000	333,333
Purchase of property, plant and equipment	9(a)	(4,760,635)	(5,769,009)	(3,066,526)
Purchase and construction of infrastructure	10(a)	(4,736,567)	(5,369,018)	(5,193,886)
		(7,300,708)	(8,862,799)	(5,886,821)
Non-cash amounts excluded from investing activities		(282,726)	0	0
Amount attributable to investing activities		(7,583,434)	(8,862,799)	(5,886,821)
FINANCING ACTIVITIES				
Repayment of borrowings	17(b)	(6,143,960)	(6,143,960)	(948,227)
Proceeds from borrowings	17(b)	1,000,000	1,000,000	0
Transfers to reserves (restricted assets)	5	(3,313,605)	(3,339,634)	(2,098,939)
Transfers from reserves (restricted assets)	5	4,919,965	5,445,566	948,024
Payments for principal portion of lease liabilities		(104,320)	0	0
Amount attributable to financing activities		(3,641,920)	(3,038,028)	(2,099,142)
Surplus/(deficit) before imposition of general rates		(33,556,336)	(35,698,102)	(28,291,116)
Total amount raised from general rates	25	35,678,835	35,691,498	34,102,294
Surplus/(deficit) after imposition of general rates	26(c)	**2,122,499**	**(6,604)**	**5,811,178**

This statement is to be read in conjunction with the accompanying notes.

| 8

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

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.

AMENDMENTS TO LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

The Local Government (Financial Management) Regulations 1996 take precedence over Australian Accounting Standards. Prior to 1 July 2019, Financial Management Regulation 16 arbitrarily prohibited a local government from recognising as assets Crown land that is a public thoroughfare, i.e. 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 pertaining to vested land, including land under roads acquired on or after 1 July 2008, were not recognised in previous financial reports of the City. This was not in accordance with the requirements of AASB 1051 Land Under Roads paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 7.

From 1 July 2019, the City has applied AASB 16 Leases which requires leases to be included by lessees in the statement of financial position. Also, the Local Government (Financial Management) Regulations 1996 have been amended to specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position) rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

The City has not been impacted by this change.

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.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS

On 1 July 2020 the following new accounting standards are to be adopted:

- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-7 Amendments to Australian Accounting Standards - Materiality

AASB 1059 Service Concession Arrangements: Grantors is not expected to impact the financial report.

Specific impacts of AASB 2018-7 Amendments to Australian Accounting Standards - Materiality, have not been identified.

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 28 to these financial statements.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES

REVENUE RECOGNITION POLICY

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/ Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by Council annually	When taxable event occurs	Not applicable	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by Council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by Council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by Council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by Council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by Council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by Council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by Council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Kiosk and Beatty Park retail stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

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:

	2020 Actual $	2020 Budget $	2019 Actual $
Operating grants, subsidies and contributions			
Governance	0	0	16,410
General purpose funding	1,185,135	562,808	1,068,424
Law, order, public safety	3,559	3,000	3,438
Health	4,841	1,500	2,566
Education and welfare	4,000	0	0
Community amenities	313,851	244,497	246,815
Recreation and culture	430,991	77,055	159,520
Transport	24,343	24,500	23,998
Economic services	2,067	1,550	2,071
Other property and services	41,894	26,459	105,386
	2,010,681	941,369	1,648,628
Non-operating grants, subsidies and contributions			
Law, order, public safety	247,286	0	234,510
Recreation and culture	57,885	0	61,603
Transport	1,076,677	1,470,228	1,413,614
	1,381,848	1,470,228	1,709,727
Total grants, subsidies and contributions	3,392,529	2,411,597	3,358,355
Fees and Charges			
Governance	798	1,000	640
General purpose funding	363,948	375,000	369,294
Law, order, public safety	235,649	161,357	140,193
Health	374,718	359,028	372,216
Education and welfare	78,153	95,690	99,940
Community amenities	928,691	963,745	1,113,065
Recreation and culture	7,034,818	7,120,291	8,837,544
Transport	6,252,688	6,250,294	8,082,118
Economic services	364,268	351,300	305,884
Other property and services	85,158	91,569	94,498
	15,718,899	15,769,274	19,415,392

SIGNIFICANT ACCOUNTING POLICIES

Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

	2020 Actual $	2020 Budget $	2019 Actual $
Contracts with customers and transfers for recognisable non-financial assets			
Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the City was recognised during the year for the following nature or types of goods or services:			
Non-operating grants, subsidies and contributions	1,381,848	1,470,228	1,709,727
	1,381,848	1,470,228	1,709,727
Transfers intended for acquiring or constructing recognisable non financial assets included as a contract liability at the start of the period	282,726	0	0
Other revenue from performance obligations satisfied during the year	1,099,122	1,470,228	1,709,727
	1,381,848	1,470,228	1,709,727
Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:			
Contract liabilities from contracts with customers	368,289	0	0
Capital grant liabilities from transfers for recognisable non financial assets	166,000	0	0

Impairment of assets associated with contracts with customers are detailed at note 2 (b) under 'Other expenditure'.
Contract liabilities for contracts with customers primarily relate to prepayments of membership fees relating to Beatty Park Leisure Centre and grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met. Consideration from contracts with customers is included in the transaction price.
Performance obligations in relation to Capital grant liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

	2020 Actual $	2020 Budget $	2019 Actual $
Revenue from statutory requirements			
Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:			
General rates	35,678,835	35,691,498	34,102,294
Specified area rates	0	0	0
Service charges	0	0	0
Statutory permits and licences	164,034	108,168	70,506
Fines	1,905,683	1,718,500	2,430,037
Developer contributions	0	0	
	37,748,552	37,518,166	36,602,837
Other revenue			
Reimbursements and recoveries	955,392	1,024,542	1,059,543
Other	218,581	215,852	363,096
	1,173,973	1,240,394	1,422,639
Interest earnings			
Municipal funds	297,684	250,000	526,802
Reserve funds	223,720	200,000	295,189
Rates instalment and penalty interest (refer Note 25(c))	290,973	295,000	333,867
Other interest earnings	1,378	3,100	2,817
	813,755	748,100	1,158,675

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

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).

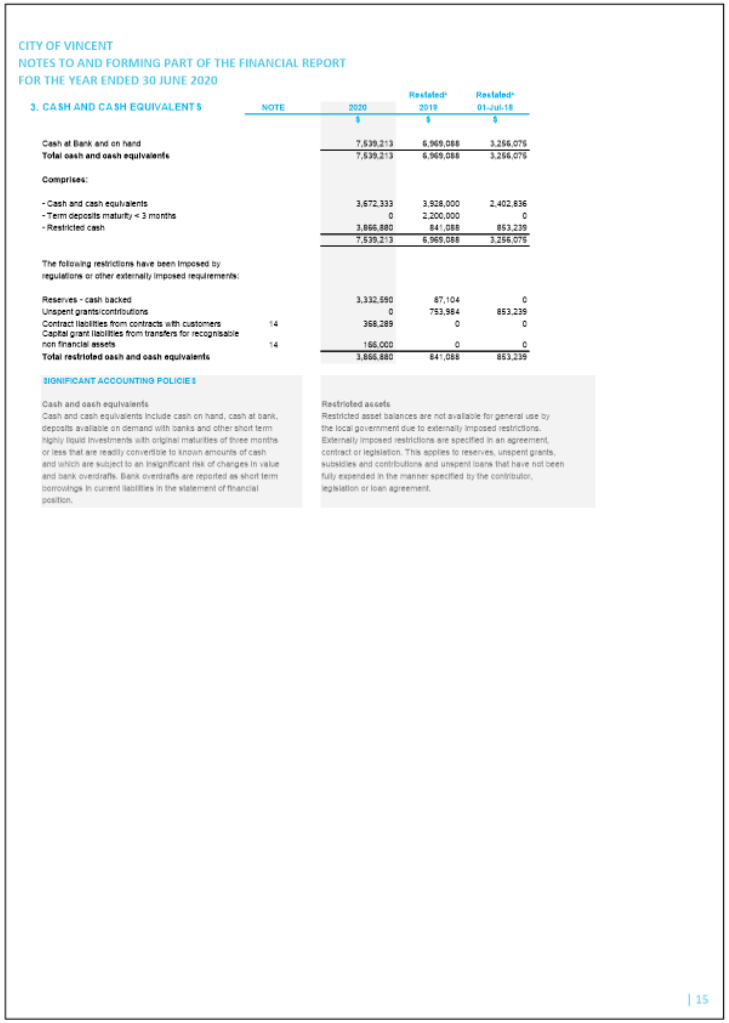
Interest earnings (Continued)
Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes

2. REVENUE AND EXPENSES (Continued)

(b) Expenses

	2020 Actual $	2020 Budget $	2019 Actual $
Auditors remuneration			
- Audit of the Annual Financial Report	55,000	55,000	55,000
	55,000	55,000	55,000
Interest expenses (finance costs)			
Borrowings (refer Note 17(b))	601,738	713,748	938,465
Lease liabilities	1,128	0	0
	602,866	713,748	938,465
Other expenditure			
Loss allowance on trade and other receivables	76,054	0	538,544
Sundry expenses	2,872,388	3,477,834	2,993,650
	2,948,442	3,477,834	3,532,194

In addition to the credit loss allowance recognition required as per AASB 9, the City has incorporated additional credit risk associated with the effects of COVID-19 on the local economy.



CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

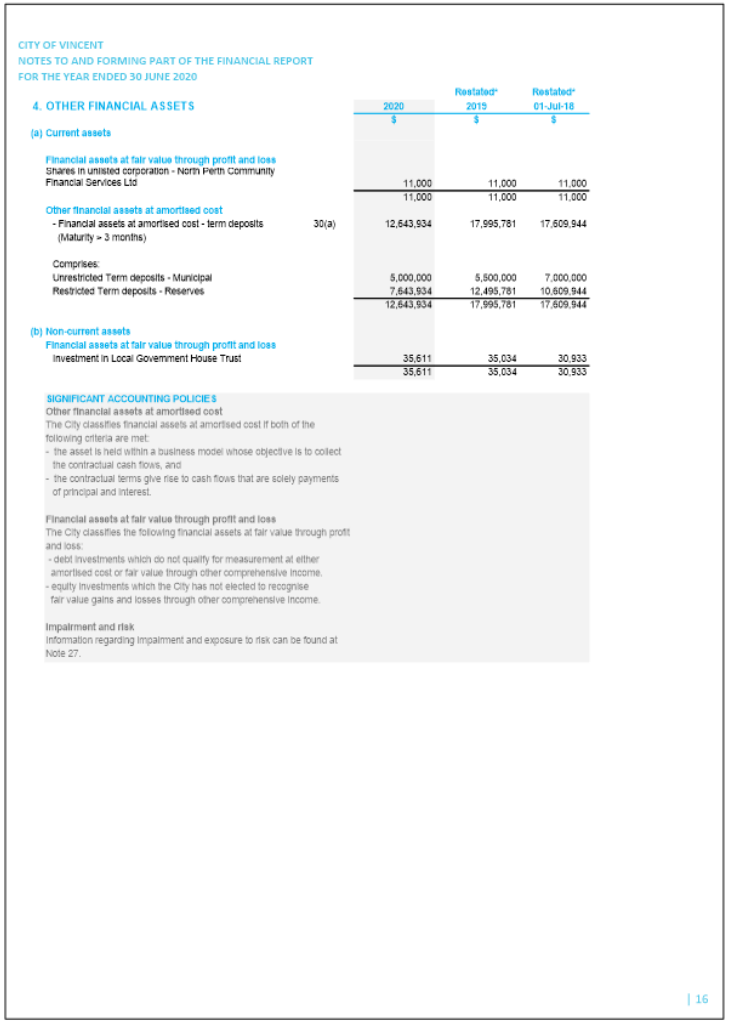
3. CASH AND CASH EQUIVALENTS

	NOTE	2020	Restated* 2019	Restated* 01-Jul-18
		$	$	$
Cash at Bank and on hand		7,539,213	6,969,088	3,266,075
Total cash and cash equivalents		7,539,213	6,969,088	3,266,075
Comprises:				
- Cash and cash equivalents		3,672,333	3,928,000	2,402,836
- Term deposits maturity < 3 months		0	2,200,000	0
- Restricted cash		3,866,880	841,088	863,239
		7,539,213	6,969,088	3,266,075
The following restrictions have been imposed by regulations or other externally imposed requirements:				
Reserves - cash backed		3,332,590	87,104	0
Unspent grants/contributions		0	753,984	863,239
Contract liabilities from contracts with customers	14	368,289	0	0
Capital grant liabilities from transfers for recognisable non financial assets	14	166,000	0	0
Total restricted cash and cash equivalents		3,866,880	841,088	863,239

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 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.

Restricted assets
Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.



CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

4. OTHER FINANCIAL ASSETS

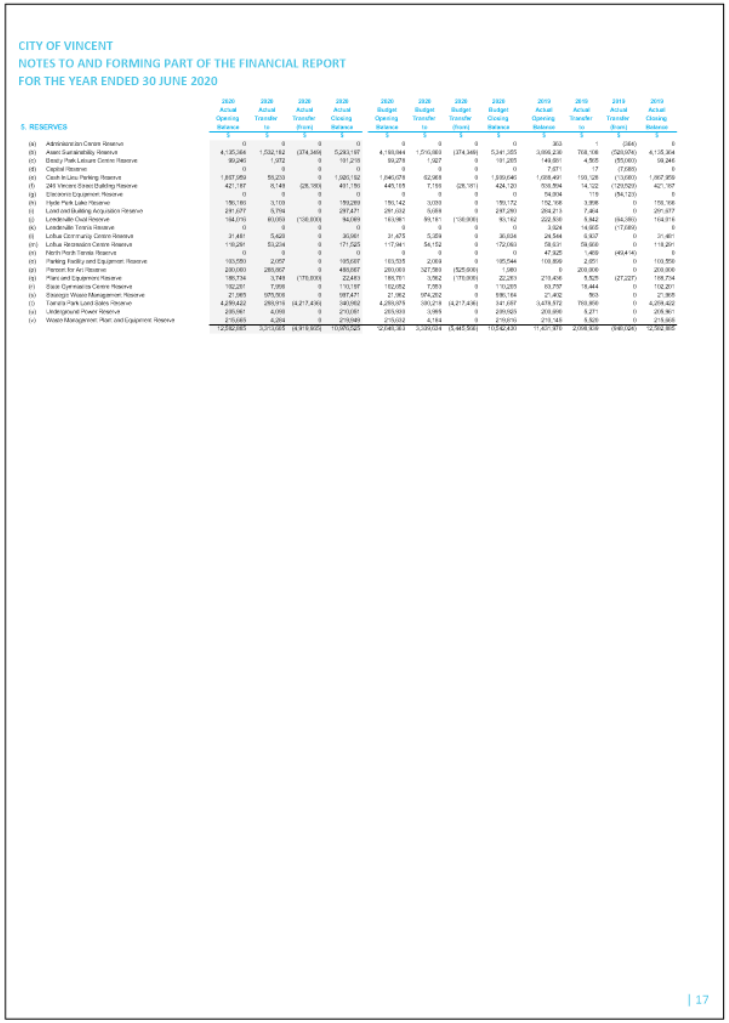
		2020	Restated* 2019	Restated* 01-Jul-18
		$	$	$
(a) Current assets				
Financial assets at fair value through profit and loss				
Shares in unlisted corporation - North Perth Community Financial Services Ltd		11,000	11,000	11,000
		11,000	11,000	11,000
Other financial assets at amortised cost				
- Financial assets at amortised cost - term deposits (Maturity > 3 months)	30(a)	12,643,934	17,995,781	17,609,944
Comprises:				
Unrestricted Term deposits - Municipal		5,000,000	5,500,000	7,000,000
Restricted Term deposits - Reserves		7,643,934	12,495,781	10,609,944
		12,643,934	17,995,781	17,609,944
(b) Non-current assets				
Financial assets at fair value through profit and loss				
Investment in Local Government House Trust		35,611	35,034	30,933
		35,611	35,034	30,933

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost
The City classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cash flows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss
The City classifies the following financial assets at fair value through profit and loss:
- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the City has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk
Information regarding impairment and exposure to risk can be found at Note 27.



CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

5. RESERVES

		2020 Actual Opening Balance	2020 Actual Transfer to	2020 Actual Transfer (from)	2020 Actual Closing Balance	2020 Budget Opening Balance	2020 Budget Transfer to	2020 Budget Transfer (from)	2020 Budget Closing Balance	2019 Actual Opening Balance	2019 Actual Transfer to	2019 Actual Transfer (from)	2019 Actual Closing Balance
		$	$	$	$	$	$	$	$	$	$	$	$
(a)	Administration Centre Reserve	0	0	0	0	0	0	0	0	363	1	(364)	0
(b)	Asset Sustainability Reserve	4,135,364	1,532,182	(374,349)	5,293,197	4,189,944	1,510,883	(374,349)	5,341,355	3,666,236	768,106	(520,978)	4,135,364
(c)	Beatty Park Leisure Centre Reserve	98,246	1,072	0	99,318	99,278	1,027	0	100,305	149,901	4,805	(55,460)	98,246
(d)	Capital Reserve	0	0	0	0	0	0	0	0	7,671	17	(7,688)	0
(e)	Cash in Lieu Parking Reserve	1,867,959	55,233	0	1,923,192	1,940,078	62,958	0	1,999,040	1,008,491	199,128	(13,660)	1,867,959
(f)	246 Vincent Street Building Reserve	421,197	8,749	(28,189)	401,757	445,185	7,159	(28,161)	424,183	558,594	14,122	(129,520)	421,197
(g)	Electronic Equipment Reserve	0	0	0	0	0	0	0	0	54,904	119	(54,123)	0
(h)	Hyde Park Lake Reserve	150,180	3,119	0	153,299	150,142	3,059	0	153,172	152,108	3,956	0	156,106
(i)	Land and Building Acquisition Reserve	291,677	5,794	0	297,471	291,532	5,688	0	297,280	284,213	7,464	0	291,677
(j)	Leederville Oval Reserve	164,016	60,059	(108,000)	116,075	163,961	59,181	(108,000)	115,142	222,508	9,842	(64,380)	164,016
(k)	Leederville Tennis Reserve	0	0	0	0	0	0	0	0	3,524	14,923	(17,880)	0
(l)	Loftus Community Centre Reserve	31,481	5,423	0	36,904	31,475	5,359	0	36,834	24,544	6,937	0	31,481
(m)	Loftus Recreation Centre Reserve	118,291	53,234	0	171,525	117,941	54,152	0	172,093	58,631	59,660	0	118,291
(n)	North Perth Tennis Reserve	0	0	0	0	0	0	0	0	47,925	1,469	(49,394)	0
(o)	Parking Facility and Equipment Reserve	103,550	2,057	0	105,607	103,105	2,069	0	105,744	100,806	2,051	0	102,856
(p)	Percent for Art Reserve	200,000	285,857	0	485,857	200,000	327,389	(525,000)	1,389	0	200,000	0	200,000
(q)	Plant and Equipment Reserve	185,734	3,748	(170,000)	22,483	185,751	3,762	(170,000)	22,263	213,406	5,525	(27,227)	191,704
(r)	Robertson Park Tennis Centre Reserve	102,201	7,956	0	110,157	102,052	7,553	0	110,225	93,757	18,444	0	112,201
(s)	Strategic Waste Management Reserve	21,965	573,506	0	595,471	21,952	574,252	0	596,164	21,402	563	0	21,965
(t)	Tamala Park Land Sales Reserve	4,259,422	293,916	(4,217,436)	335,902	4,255,975	301,218	(4,217,436)	341,697	3,479,972	779,906	0	4,259,422
(u)	Underground Power Reserve	205,961	4,556	0	210,517	205,553	3,965	0	209,518	200,996	5,271	0	206,961
(v)	Waste Management Plant and Equipment Reserve	215,665	4,284	0	219,949	215,022	4,184	0	219,210	211,149	4,520	0	215,668
		12,582,060	3,010,955	(4,918,974)	10,674,041	12,680,383	3,059,884	(5,445,946)	10,294,321	11,451,919	2,068,308	(948,946)	12,582,060



CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

5. 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:

	Name of Reserve	Anticipated date of use	Purpose of the reserve
(a)	Administration Centre Reserve	Ongoing	For providing for major renovation, maintenance, repairs and replacement of the fixtures and fittings associated with the City's Administration and Civic Centre.
(b)	Asset Sustainability Reserve	Ongoing	For assisting Council in funding its long term asset management objectives and provide a means to spread the cost of intergenerational assets over multiple years.
(c)	Beatty Park Leisure Centre Reserve	Ongoing	For the major upgrade and redevelopment of the Beatty Park Leisure Centre including the replacement or purchase of major plant, equipment, fixtures and fittings.
(d)	Capital Reserve	Ongoing	For future major capital works and projects.
(e)	Cash in Lieu Parking Reserve	Ongoing	This reserve is established from payment of cash-in-lieu of car parking from development applicants and is to be used for providing and/or upgrading existing and proposed Transport infrastructure as defined in the City's Parking and Access Policy 7.7.1.
(f)	246 Vincent Street Building Reserve	Ongoing	For major building upgrade, maintenance, repairs, renovation and replacement of fixtures/wiring, fixtures and fittings associated with the new Office Building and Land.
(g)	Electronic Equipment Reserve	Ongoing	For the replacement and major upgrade of electronic equipment including, but not limited to computer hardware and software, information technology and communication equipment.
(h)	Hyde Park Lake Reserve	Ongoing	For works associated with the investigation, maintenance, remedial works and the rehabilitation of the Hyde Park Lakes and surrounds.
(i)	Land and Building Acquisition Reserve	Ongoing	To ensure the proceeds of real assets disposed of are reinvested to purchase other land and buildings for civic purposes.
(j)	Leederville Oval Reserve	Ongoing	For the works associated with the maintenance, repairs, upgrade and replacement of Leederville Oval Buildings, fixtures, fittings and associated land.
(k)	Leederville Tennis Reserve	Ongoing	For the upgrade, renewal and replacement of the water bore and the pump at the Leederville tennis courts, with funds contributed by the Lessee in accordance with the Special Condition - Sinking Fund provision of the Lease.
(l)	Loftus Community Centre Reserve	Ongoing	This reserve is for the purpose of capital improvements, including replacing major items of plant and equipment or renewal and modifications to the Centre.
(m)	Loftus Recreation Centre Reserve	Ongoing	This reserve is for the purpose of capital improvements, including replacing major items of plant and equipment or renewal and modifications to the Centre.
(n)	North Perth Tennis Reserve	Ongoing	For the upgrade, renewal and replacement of the North Perth tennis courts, with funds contributed by the Lessee in accordance with the Special Condition - Sinking Fund provision of the Lease.
(o)	Parking Facility and Equipment Reserve	Ongoing	This reserve is for the purchase and replacement of parking bays, machines, pervalve and improvement of parking information systems, security lighting, improved pathways and associated infrastructure to access parking zones and associated works.
(p)	Percent for Art Reserve	Ongoing	This reserve is funded from payment of public art contributions from development applicants and is to be used for the acquisition and provision of Public Art and associated infrastructure.
(q)	Plant and Equipment Reserve	Ongoing	For the purchase of replacement plant and equipment associated with City's works.
(r)	Robertson Park Tennis Centre Reserve	Ongoing	This reserve is for the purpose of capital improvements, including replacing major items of plant and equipment or renewal and modifications to the Centre.
(s)	Strategic Waste Management Reserve	Ongoing	Investigation and implementation of integrated waste management strategies/programmes and initiatives, (including secondary waste treatment and costs associated with the redevelopment of Lot 118 Tamala Park)
(t)	Tamala Park Land Sales Reserve	Ongoing	For future significant major capital works, infrastructure, project or debt reduction programme for the benefit of the City.
(u)	Underground Power Reserve	Ongoing	For the purpose of funding the City's contribution to approved underground power projects.
(v)	Waste Management Plant and Equipment Reserve	Ongoing	For the purpose of replacing plant and equipment associated with the City's waste management, minimisation and recycling operations.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

6. TRADE AND OTHER RECEIVABLES

	2020 $	2019 $
Current		
Rates outstanding	661,370	648,084
Sundry debtors	620,700	454,133
Allowance for impairment of receivables	(194,671)	(155,806)
GST receivable	389,066	286,118
Infringement Debtors	1,710,343	1,787,271
Allowance for impairment of infringement debtors	(181,311)	(186,656)
	3,005,497	2,833,134
Non-current		
Rates outstanding	405,356	0
Rates outstanding - pensioners	145,187	133,768
Infringement Debtors	971,183	971,183
Allowance for impairment of infringement debtors	(238,616)	(196,072)
	1,283,110	908,879

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 27.

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.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

7. INVENTORIES

	2020 $	2019 $
Current		
Depot	82,205	72,740
Beatty Park Leisure Centre	103,269	102,468
	185,474	175,208
Non-current		
Land held for resale - cost		
Land held for development (TPRC)	0	105,822
	0	105,822
The following movements in inventories occurred during the year:		
Carrying amount at 1 July	281,030	277,931
Inventories expensed during the year	(107,196)	0
Additions/(Disposals) to inventory	11,640	3,099
Carrying amount at 30 June	185,474	281,030

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.

Land held for resale
Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Land held for resale (Continued)
Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

8. OTHER ASSETS

	2020 $	2019 $
Other assets - current		
Deposits and Prepayments	272,632	791,942
Accrued Income	291,267	367,066
	563,899	1,159,008
Assets classified as held for sale		
Land - freehold	748,738	0
	748,738	0

Land classified as held for sale

During the year Council has earmarked to dispose off two parcels of freehold land located at 150 Charles Street and 202 Vincent Street. Council has approved the sale of these parcels of land in April 2020.

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Non-current assets held for sale

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

Non-current assets held for sale (Continued)

Non-current assets classified as held for sale are valued at the lower of the carrying amount and fair value less costs to sell.

The fair value of the land was determined in 2017 using the sales comparison approach using comparable properties in the area. This is a level 2 measurement as per the fair value heirachy set out in Note 31(h).

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

9. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - freehold	Total land	Buildings*	Total buildings	Total land and buildings	Furniture and equipment	Plant and equipment	WIP - Work in Progress	Total property, plant and equipment
	$	$	$	$	$	$	$	$	$
Balance at 1 July 2018	128,597,906	128,597,906	186,770,840	186,770,840	315,368,746	7,449,427	5,877,078	728,844	329,424,095
Additions	0	0	1,952,877	1,952,877	1,952,877	101,780	1,819,128	263,834	4,137,619
(Disposals)	0	0	0	0	0	0	(82,933)	0	(82,933)
Expensed	0	0	0	0	0	(187,264)	(14,247)	0	(201,511)
Depreciation (expense)	0	0	(6,141,820)	(6,141,820)	(6,141,820)	(430,054)	(1,107,445)	0	(7,679,319)
Transfer in/(out)	0	0	0	0	0	0	0	0	0
Transfers	0	0	728,844	728,844	728,844	0	0	(728,844)	0
Carrying amount at 30 June 2019	128,597,906	128,597,906	183,310,741	183,310,741	311,908,647	6,933,889	5,491,581	263,834	324,597,951
Comprises:									
Gross carrying amount at 30 June 2019	128,597,906	128,597,906	207,285,256	207,285,256	335,883,162	8,749,084	11,249,521	263,834	356,945,601
Accumulated depreciation at 30 June 2019	0	0	(23,974,515)	(23,974,515)	(23,974,515)	(1,815,195)	(5,757,940)	0	(31,547,650)
Carrying amount at 30 June 2019	128,597,906	128,597,906	183,310,741	183,310,741	311,908,647	6,933,889	5,491,581	263,834	324,597,951
Additions	0	0	2,147,470	2,147,470	2,147,470	74,691	2,227,854	315,849	4,765,864
(Disposals)	0	0	0	0	0	0	(289,594)	0	(289,594)
Fixed assets written off	0	0	0	0	0	(45,759)	(245,874)	0	(291,634)
Revaluation (decrement) / improvements transferred to revaluation surplus	(74,909)	(74,909)	0	0	(74,909)	0	835,018	0	760,109
Depreciation (expense)	0	0	(6,827,846)	(6,827,846)	(6,827,846)	(374,473)	(1,116,217)	0	(8,318,536)
Transfer in/(out)	0	0	0	0	0	0	0	0	0
Transfers	0	0	0	0	0	0	0	0	0
Transfer in/(Out) Council Assets (Assets held for sale)	(748,738)	(748,738)	0	0	(748,738)	0	0	0	(748,738)
Transfers	0	0	217,847	217,847	217,847	19,669	0	(237,516)	0
Carrying amount at 30 June 2020	127,775,259	127,775,259	178,848,212	178,848,212	306,623,471	654,789	6,763,476	556,317	314,598,053
Comprises:									
Gross carrying amount at 30 June 2020	127,775,259	127,775,259	209,650,772	209,650,772	337,426,031	8,743,281	11,970,243	556,317	359,695,872
Accumulated depreciation at 30 June 2020	0	0	(30,802,560)	(30,802,560)	(30,802,560)	(8,088,492)	(5,206,767)	0	(44,097,819)
Carrying amount at 30 June 2020	127,775,259	127,775,259	178,848,212	178,848,212	306,623,471	654,789	6,763,476	556,317	314,598,053

*Please refer to Note 31(b)(iv) prior year adjustments

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

9. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis 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	3	Cost Approach	Management valuation	June 2020	Purchase costs and current condition, residual values and remaining useful life assessment inputs
Plant and equipment	2/3	Cost and Market Approach	Independent Valuation	June 2020	Market price per item - Heavy and Light fleet Cost approach - Ticket machines

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.

Following a change to Local Government (Financial Management) Regulation 17A, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change is effective from 1 July 2019 and represents a change in accounting policy. However, this will be applied from 2020/21 onwards because the City had already completed the revaluation exercise and it was deemed fair value approximates cost at the date of change.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

10. INFRASTRUCTURE

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads	Infrastructure - Footpaths	Infrastructure - Right of Way	Infrastructure - Drainage	Infrastructure - Park Development	Infrastructure - Car Park Development	Other Infrastructure Assets	Infrastructure Work In Progress	Total Infrastructure
	$	$	$	$	$	$	$	$	$
Balance at 1 July 2018	109,871,069	19,960,869	8,653,871	17,275,336	11,231,537	3,442,379	7,397,381	1,664,612	179,727,045
Additions	2,388,509	978,726	59,869	139,989	874,125	317,108	244,629	190,930	5,193,886
Expensed	0	0	0	0	0	0	(68,834)	0	(68,834)
Transfer to Expense	0	0	0	0	0	0	0	(28,579)	(28,579)
Depreciation (expense)	(2,920,935)	(659,524)	(208,982)	(239,935)	(915,122)	(218,441)	(329,622)	0	(5,492,552)
Transfers	295,683	1,301,979	0	0	34,980	1,200	0	(1,633,842)	0
Carrying amount at 30 June 2019	109,634,325	21,612,051	8,504,758	17,175,390	11,225,520	3,542,246	7,243,554	193,121	179,130,965
Comprises:									
Gross carrying amount at 30 June 2019	143,655,818	32,261,657	11,403,396	29,042,647	16,890,362	8,415,321	13,945,235	193,121	255,907,557
Accumulated depreciation at 30 June 2019	(34,021,493)	(10,649,606)	(2,898,638)	(11,867,257)	(5,664,842)	(4,873,075)	(6,701,681)	0	(76,776,592)
Carrying amount at 30 June 2019	109,634,325	21,612,051	8,504,758	17,175,390	11,225,520	3,542,246	7,243,554	193,121	179,130,965
Additions	1,968,723	245,413	58,648	134,342	687,314	180,068	702,389	759,680	4,736,587
Depreciation (expense)	(2,991,904)	(713,111)	(205,467)	(238,849)	(886,724)	(279,463)	(544,316)	0	(5,859,834)
Transfer to Expense	0	0	0	0	0	(1,113)	0	0	(1,113)
Transfers	2,191	0	0	0	43,540	0	0	(45,731)	0
Carrying amount at 30 June 2020	108,613,335	21,144,353	8,357,939	17,070,886	11,069,650	3,441,728	7,401,627	907,070	178,006,588
Comprises:									
Gross carrying amount at 30 June 2020	145,626,731	32,507,069	11,462,044	29,176,989	17,621,216	8,594,139	14,647,623	907,070	260,542,881
Accumulated depreciation at 30 June 2020	(37,013,396)	(11,362,716)	(3,104,105)	(12,106,103)	(6,551,566)	(5,152,411)	(7,245,996)	0	(82,536,293)
Carrying amount at 30 June 2020	108,613,335	21,144,353	8,357,939	17,070,886	11,069,650	3,441,728	7,401,627	907,070	178,006,588

10. INFRASTRUCTURE (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Infrastructure - Roads	3	Measurements based on unobservable inputs for the asset or liability.	Independent Valuation	June 2018	Residual Value and useful life estimates - Level 3
Infrastructure - Footpaths	3	Measurements based on unobservable inputs for the asset or liability.	Independent Valuation	June 2018	Residual Value and useful life estimates - Level 3
Infrastructure - Right of Way	3	Measurements based on unobservable inputs for the asset or liability.	Independent Valuation	June 2018	Residual Value and useful life estimates - Level 3
Infrastructure - Drainage	3	Measurements based on unobservable inputs for the asset or liability.	Independent Valuation	June 2018	Residual Value and useful life estimates - Level 3
Infrastructure - Park Development	3	Measurements based on unobservable inputs for the asset or liability.	Independent Valuation	June 2018	Residual Value and useful life estimates - Level 3
Infrastructure - Car Park Development	3	Measurements based on unobservable inputs for the asset or liability.	Independent Valuation	June 2018	Residual Value and useful life estimates - Level 3
Other Infrastructure Assets	3	Measurements based on unobservable inputs for the asset or liability.	Independent Valuation	June 2018	Residual Value and useful life estimates - 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.

11. 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
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). These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

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 once every three to five years in accordance with the regulatory framework, or when Council is of the opinion that the fair value of an asset is materially different from its carrying amount. 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 16(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 16(a)(i) prohibits* local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of *AASB 1051, Local Government (Financial Management)* Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 July 2008 was not included as an asset of the City.

Land under roads from 1 July 2019
As a result of amendments to the Local Government (Financial Management) Regulations 1996, effective from 1 July 2019, vested land, including land under roads, are treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

The City was not impacted by this change.

Vested Improvements from 1 July 2019
The measurement of vested improvements at fair value in accordance with Local Government (Financial Management) Regulation 17A(2)(iv) is a departure from AASB 16 which would have required the City to measure the vested improvements as part of the related right-of-use assets at zero cost.

Refer to Note 15 that details the significant accounting policies applying to leases (including right of use assets).

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

11. PROPERTY, PLANT AND EQUIPMENT AND INFRASTRUCTURE

The following assets were disposed of during the year.

(a) Plant and Equipment	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss	2020 Budget Net Book Value	2020 Budget Sale Proceeds	2020 Budget Profit	2020 Budget Loss	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Profit	2019 Actual Loss
	$	$	$	$	$	$	$	$	$	$	$	$
Governance	0	0	0	0	0	0	0	0	32,697	26,418	0	(6,279)
General Administration	6,141	34,427	28,288	0	0	0	0	0	0	19,145	19,146	0
Law, order, public safety	5,212	48,127	42,915	0	11,698	51,499	39,801	0	1,392	26,349	24,957	0
Health	165,933	102,849	14,033	(77,119)	48,671	56,170	7,499	0	0	0	0	0
Education and welfare	0	0	0	0	0	0	0	0	1,408	52,518	51,110	0
Housing					0	0	0	0				
Community amenities	9,106	24,427	15,321	0	3,305	9,500	6,195	0	0	0	0	0
Recreation and culture	0	0	0	0	0	0	0	0	6,449	29,885	23,436	0
Transport	0	0	0	0	15,269	14,500	0	(769)	0	0	0	0
Economic services	0	0	0	0	5,129	13,000	7,871	0	12,390	0	0	(12,390)
Other property and services	193,112	354,816	170,944	(9,240)	436,855	410,331	179,819	(206,343)	37,697	176,216	138,519	0
	379,504	564,646	271,501	(86,359)	520,927	555,000	241,185	(207,112)	92,033	330,531	257,168	(18,669)

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

11. PROPERTY, PLANT AND EQUIPMENT AND INFRASTRUCTURE (Continued)

(b) Fixed assets written off

The following assets were written off during the year.

Furniture, Plant and Equipment	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Profit	2019 Actual Loss
	$	$	$	$	$	$	$	$
Education and Welfare	0	0	0	0	4,176	0	0	(4,176)
Governance	0	0	0	0	1,708	0	0	(1,708)
Law Order and Public Safety	0	0	0	0	0	0	0	0
Other Property and Services	0	0	0	0	10,005	0	0	(10,005)
Economic Services	59,427	0	0	(59,427)	134,413	0	0	(134,413)
Recreation and Culture	29,491	0	0	(29,491)	50,175	0	0	(50,175)
Transport	201,905	0	0	(201,905)	1,018	0	0	(1,018)
	290,823	0	0	(290,823)	201,495	0	0	(201,495)
Infrastructure								
Community Amenities	0	0	0	0	65,739	0	0	(65,739)
Recreation and Culture	0	0	0	0	3,095	0	0	(3,095)
Transport	0	0	0	0	0	0	0	0
Other Property Services	0	0	0	0	0	0	0	0
	0	0	0	0	68,834	0	0	(68,834)
Total expensed	290,823	0	0	(290,823)	270,329	0	0	(270,329)

The assets above have been written off as part of the asset verification exercise undertaken as part of the revaluation exercise of Plant, Furniture and equipment.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

11. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

(c) Depreciation	2020 Actual	2020 Budget	Restated* 2019 Actual
	$	$	$
Buildings	6,527,986	4,381,662	6,141,829
Furniture and equipment	314,272	430,030	430,536
Plant and equipment	1,186,211	1,099,617	1,107,445
Infrastructure - Roads	2,991,904	2,947,104	2,920,926
Infrastructure - Footpaths	713,111	711,622	659,524
Infrastructure - Right of Way	205,467	205,467	208,982
Infrastructure - Drainage	238,846	240,000	239,935
Infrastructure - Park Development	886,724	902,000	915,122
Infrastructure - Car Park Development	279,463	265,000	218,441
Other Infrastructure Assets	544,316	535,000	529,622
Right of Use Assets - Plant and Equipment	29,601	0	0
	13,917,901	11,717,502	13,372,362

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	15 to 80 years
Furniture and equipment	3 to 20 years
Plant and equipment	3 to 30 years
Sealed roads and streets	
Subgrade structure	not depreciated
Formation	not depreciated
Pavement	60 to 120 years
Seal	
- bituminous seals	20 years
- asphalt surfaces	30 years
Footpaths	5 to 50 years
Water supply and Drainage systems	30 to 120 years
Car park infrastructure	
Subgrade structure	not depreciated
Other infrastructure	10 to 60 years
Parks infrastructure	
Reticulation	30 years
Parks other infrastructure	7 to 80 years
Right of use Asset (plant and equipment)	3 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.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

12. REVALUATION SURPLUS

	2020 Opening Balance	2020 Revaluation Increment	2020 Revaluation (Decrement)	Total Movement on Revaluation	2020 Closing Balance	Restated* 2019 Opening Balance	Restated 2019 Revaluation Increment	Restated Total Movement on Revaluation	Restated 2019 Closing Balance
	$	$	$	$	$	$	$	$	$
Revaluation surplus - Land - freehold land	125,366,529	0	(79,666)	(79,666)	125,361,529	125,366,529	0	0	125,366,529
Revaluation surplus - Buildings	115,951,868	0	0	0	115,951,868	115,951,868	0	0	115,951,868
Revaluation surplus - Furniture and equipment	286,699	0	0	0	286,699	286,699	0	0	286,699
Revaluation surplus - Plant and equipment	2,113,339	838,033	0	838,033	2,946,366	2,113,339	0	0	2,113,339
Revaluation surplus - Joint Arrangement in Mindarie Regional Council	2,293,386	0	(170,352)	(170,352)	2,123,044	2,292,130	1,256	1,256	2,293,386
Revaluation surplus - Joint Arrangement in Tamala Park Regional Council	529	0	0	0	529	529	0	0	529
Revaluation surplus - Infrastructure - Roads	81,580,705	0	0	0	81,580,705	81,580,705	0	0	81,580,705
Revaluation surplus - Infrastructure - Footpaths	12,879,701	0	0	0	12,879,701	12,879,701	0	0	12,879,701
Revaluation surplus - Infrastructure - Right of Way	5,142,685	0	0	0	5,142,685	5,142,685	0	0	5,142,685
Revaluation surplus - Infrastructure - Drainage	3,073,943	0	0	0	3,073,943	3,073,943	0	0	3,073,943
Revaluation surplus - Other Infrastructure Assets	2,607,101	0	0	0	2,607,101	2,607,101	0	0	2,607,101
	351,227,357	838,033	(249,382)	588,681	351,957,062	351,229,155	1,256	1,256	351,227,357

* Refer to Note 39(c) for prior year adjustments relating to Mindarie Regional Council

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

13. TRADE AND OTHER PAYABLES

	2020 $	2019 $
Current		
Sundry creditors	3,430,516	3,387,896
Prepaid Rates	398,532	0
Accrued Expenses	1,441,561	1,507,948
Contribution Liabilities - Bonds	1,431,872	2,305,042
	6,702,481	7,200,886

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables
Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services.
The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition

Prepaid rates
Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

14. CONTRACT & CAPITAL GRANT LIABILITIES

	2020 $	2019 $
Current		
Contract liabilities from contracts with customers - Rates paid in advance	0	0
Contract liabilities from contracts with customers	368,289	0
Capital grant liabilities from transfers for recognisable non financial assets	166,000	0
	534,289	0
Performance obligations from contracts with customers are expected to be recognised as revenue in accordance with the following time bands:		
Less than 1 year	534,289	

SIGNIFICANT ACCOUNTING POLICIES

Contract Liabilities
Contract liabilities represent the the City's obligation to transfer goods or services to a customer for which the City has received consideration from the customer.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital Grant Liabilities
Capital grant Liabilities represent grant monies received for the purpose of constructing a non-financial asset in accordance to AASB 1058.

Capital grant liabilities are recognised as income when the City achieves milestones specified in the grant agreement.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

15. LEASES

(a) Right of Use Assets

Movement in the carrying amounts of each class of right of use asset between the beginning and the end of the current financial year.

	Right of Use Assets - Plant and equipment	Right of use assets Total
	$	
Carrying amount at 30 June 2019	0	0
Additions	359,137	359,137
Depreciation (expense)	(29,601)	(29,601)
Carrying amount at 30 June 2020	329,536	329,536

(b) Cash outflow from leases

Interest expense on lease liabilities	1,128	1,128
Lease principal expense	104,320	104,320
Total cash outflow from leases	105,448	105,448

(c) Other expenses and income relating to leases

Short-term lease payments recognised as expense	43,272	43,272
	43,272	43,272

The City has one lease relating to plant and equipment for ticket machines.
The lease term is 3 years with fixed term payments on a quarterly basis.

The City has not revalued the right of use assets relating to plant and equipment as the difference between the fair value and carrying amount is immaterial.

SIGNIFICANT ACCOUNTING POLICIES

Leases
At inception of a contract, the City assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the City uses its incremental borrowing rate.

Right of use assets are subsequently measured under the revaluation model as they relate to asset classes that are also revalued.

Right of use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right of use asset reflects that the City anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right of use assets are secured over the asset being leased.

Right-of-use assets - valuation
Right-of-use assets are measured at cost. This means that all right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 4 for details on the significant accounting policies applying to vested improvements.

Right-of-use assets - depreciation
Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the City anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

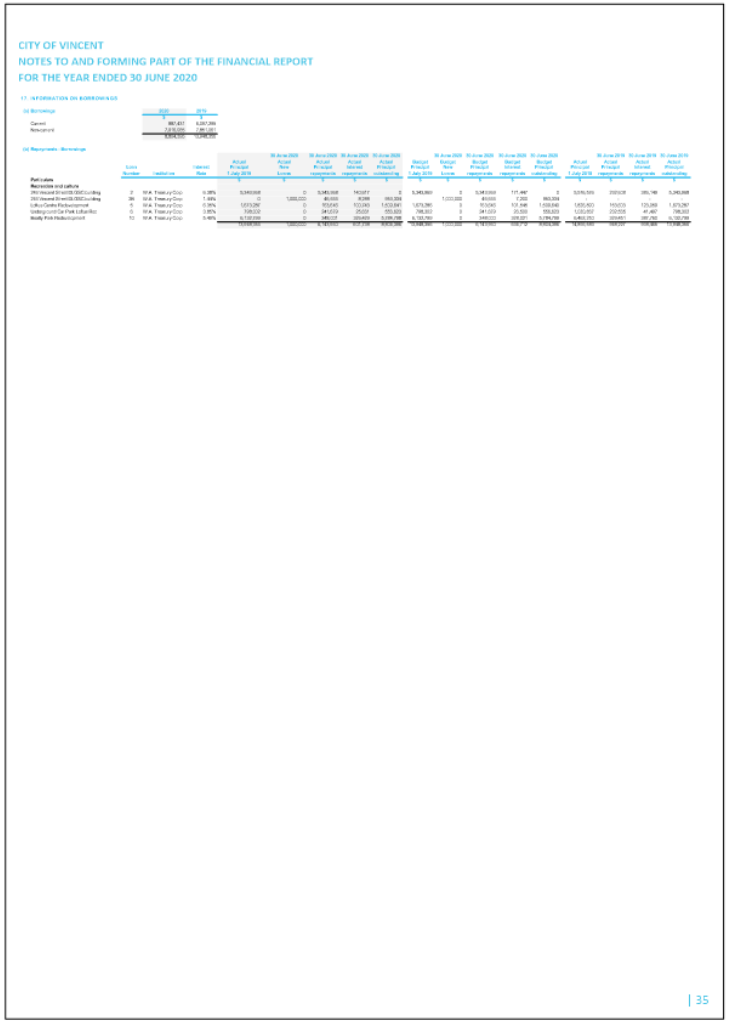
16. LEASE LIABILITIES

(a) Lease Liabilities

	2020	2019
	$	$
Current	91,377	0
Non-current	163,440	0
	254,817	0

(b) Movements in Carrying Amounts

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	30 June 2020 Actual Lease Principal 1 July2019	30 June 2020 Actual New Leases	30 June 2020 Actual Lease Principal Repayments	30 June 2020 Actual Lease Principal Outstanding	30 June 2020 Actual Lease Interest Repayments
					$	$	$	$	$
Transport									
EMV kits for Parking ticket machines	E6N0162814	Maia Financial	1.60%	3 years	0	359,137	104,320	254,817	1,128
					0	359,137	104,320	254,817	1,128



CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

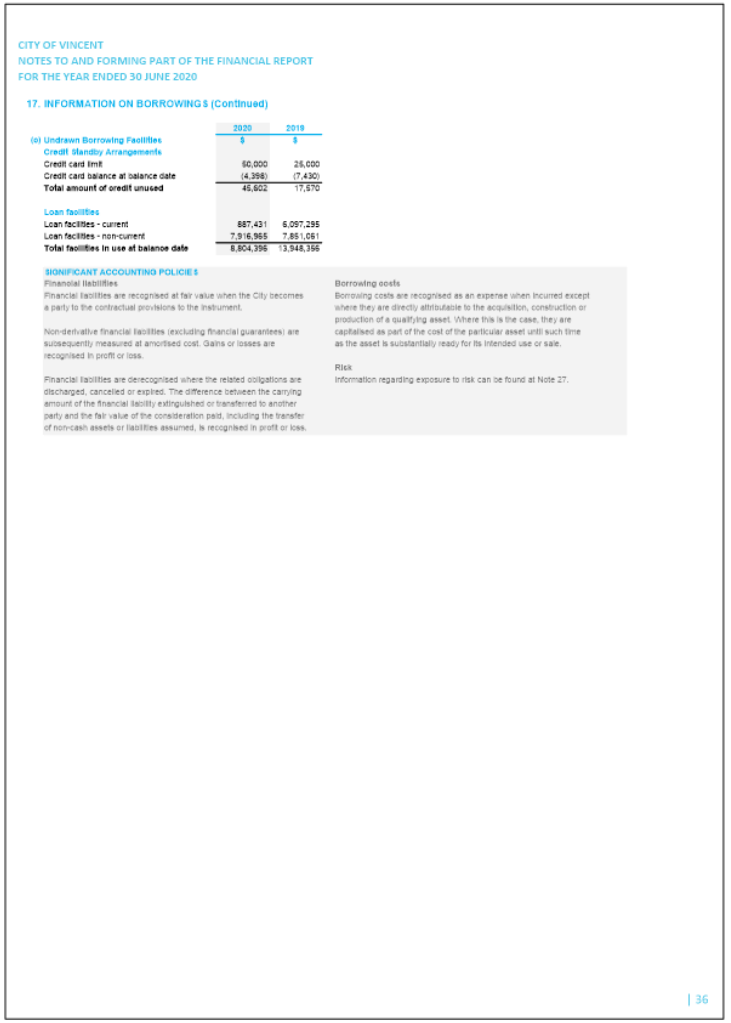
17. INFORMATION ON BORROWINGS

(a) Borrowings

	2020 $	2019 $
Current	887,431	6,097,295
Non-current	7,916,965	7,851,061
	8,804,396	13,948,356

(b) Repayments - Borrowings

Loan Number	Institution	Interest Rate	Actual Principal 1 July 2019	30 June 2020 Actual New Loans	30 June 2020 Actual Principal repayments	30 June 2020 Actual Interest repayments	30 June 2020 Actual Principal outstanding	Budget Principal 1 July 2019	30 June 2020 Budget New Loans	30 June 2020 Budget Principal repayments	30 June 2020 Budget Interest repayments	30 June 2020 Budget Principal outstanding	Actual Principal 1 July 2018	30 June 2019 Actual Principal repayments	30 June 2019 Actual Interest repayments	30 June 2019 Actual Principal outstanding
Particulars																
Recreation and Culture																
250 Vincent Street (SSE) Building	7	W.A. Treasury Corp	5.38%	5,343,868	0	5,343,868	140,917	0	5,343,868	0	117,467	0	5,516,785	209,638	385,748	5,343,868
260 Vincent Street (SSE) Building	36	W.A. Treasury Corp	1.48%	0	1,000,000	40,000	40,000	960,000	1,000,000	40,000	7,200	960,000	0	0	0	0
Loftus Centre Redevelopment	5	W.A. Treasury Corp	0.38%	1,513,290	0	513,645	10,065	1,000,041	1,675,385	0	51,040	1,624,345	1,650,921	137,631	129,268	1,513,290
Underground Car Park Loftus Rec	6	W.A. Treasury Corp	0.38%	749,532	0	241,659	29,631	555,833	795,922	0	24,659	771,263	1,000,857	250,935	47,467	749,532
Beatty Park Redevelopment	10	W.A. Treasury Corp	0.40%	6,700,000	0	386,237	269,609	6,313,763	6,700,000	0	349,533	6,350,467	6,800,000	100,000	385,763	6,700,000
				14,306,690	1,000,000	6,525,409	490,222	8,829,637	15,515,175	40,000	549,899	15,226,860	15,968,563	697,573	947,446	14,306,690



CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

17. INFORMATION ON BORROWINGS (Continued)

(c) Undrawn Borrowing Facilities	2020 $	2019 $
Credit Standby Arrangements		
Credit card limit	50,000	25,000
Credit card balance at balance date	(4,398)	(7,430)
Total amount of credit unused	45,602	17,570
Loan facilities		
Loan facilities - current	887,431	6,097,295
Loan facilities - non-current	7,916,965	7,851,061
Total facilities in use at balance date	8,804,396	13,948,356

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 (excluding 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 27.

18. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions	Provision for Annual Leave	Provision for Long Service Leave	Total
	$	$	$
Opening balance at 1 July 2019			
Current provisions	2,055,408	1,853,044	3,908,452
Non-current provisions	0	475,086	475,086
	2,055,408	2,328,130	4,383,538
Additional provision	419,825	2,277	422,102
Balance at 30 June 2020	2,475,233	2,330,408	4,805,640
Comprises			
Current	2,475,233	1,903,527	4,378,760
Non-current	0	426,880	426,880
	2,475,233	2,330,407	4,805,640

Amounts are expected to be settled on the following basis:	2020 $	2019 $
Less than 12 months after the reporting date	961,128	876,708
More than 12 months from reporting date	3,844,512	3,506,830
	4,805,640	4,383,538

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.

19. 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:

	2020 Actual	2020 Budget	Restated* 2019 Actual
	$	$	$
Cash and cash equivalents	7,539,213	14,011,162	6,969,088
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	(4,852,916)	(3,880,156)	(2,997,815)
Non-cash flows in Net result:			
Depreciation	13,917,901	11,717,502	13,372,362
Assets expensed during the year	0	0	28,579
Fixed assets expensed	290,823	0	270,329
Change in Equity Local Govt House Trust	(577)	0	(4,101)
Net Share of Interests in Joint Arrangement	37,435	0	(135,679)
(Profit)/loss on sale of asset	(185,142)	(34,073)	(238,499)
Profit from sale of land (TPRC Joint Arrangement)	(362,938)	250,000	(414,744)
Other Non-cash adjustments	1,113	0	0
Loss on revaluation of fixed assets	0	0	(0)
Changes in assets and liabilities:			
(Increase)/decrease in receivables	(470,794)	730,018	174,126
(Increase)/decrease in other assets	0	0	0
(Increase)/decrease in Prepayments	519,310	652,000	(543,433)
(Increase)/decrease in inventories	95,557	85,000	9,134
Increase/(decrease) in payables	(498,405)	900,000	2,535,842
Increase/(decrease) in provisions	422,102	750,000	587,326
Increase/(decrease) in contract and capital grant liabilities	235,643	0	0
Non-operating grants, subsidies and contributions	(1,381,848)	(1,470,228)	(1,709,727)
Net cash provided by operating activities	7,767,267	9,700,063	10,933,899

20. CONTINGENT LIABILITIES

Mindarie Regional Council

In line with other equity holders in the Mindarie Regional Council (MRC), the City of Vincent has guaranteed a proportionate of 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 current guarantee period expires on 15 July 2021.

21. CAPITAL AND LEASING COMMITMENTS

	2020 $	2019 $
(a) Capital Expenditure Commitments		
Contracted for:		
- capital expenditure projects	648,310	983,961
- plant & equipment purchases	346,729	1,688,694
	995,039	2,672,655
Payable:		
- not later than one year	995,039	2,672,655

(b) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts.

	2020 $	2019 $
Payable:		
- not later than one year	0	43,272
	0	43,272

22. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the Mayor.	2020 Actual $	2020 Budget $	2019 Actual $
Meeting Fees	216,801	216,989	214,840
Mayor's allowance	63,354	63,354	62,727
Deputy Mayor's allowance	15,711	15,839	15,682
Travelling expenses	1,044	500	499
Telecommunications allowance	22,636	22,850	22,823
Stationery/Printing	4,906	6,000	3,507
Other Expenses	257	950	115
Child Care	5,155	8,000	5,805
	329,864	334,482	326,598

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the City during the year are as follows:	2020 Actual $	2019 Actual $
Short-term employee benefits	842,445	940,072
Post-employment benefits	73,562	98,249
Other long-term benefits	17,741	24,078
Termination benefits	0	185,252
	933,748	1,247,651

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.

22. 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 guaranties exist in relation to related parties at year end.

The following transactions occurred with related parties:	2020 Actual $	2019 Actual $
Sale of goods and services	55,616	59,826
Purchase of goods and services	2,670,496	2,602,996
Joint Arrangement entities:		
Distributions received from joint arrangement entities	250,000	333,333
Amounts outstanding from related parties:		
Trade and other receivables	228	1,280
Amounts payable to related parties:		
Trade and other payables	22,600	154,473

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. Other Related Parties
The associate person of KMP was employed by the City under normal employment terms and conditions.

iii. Entities subject to significant influence by the City
An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

iv. Joint arrangement entities accounted for under the proportionate consolidation method
The City has a one-twelfth interest Mindarie Regional Council and Tamala Park Regional Council respectively. The interest in the joint arrangement entity is accounted for in these financial statements using the equity *method of accounting. For details of interests held in joint arrangement entities, refer to Note 23.*

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

23. INTEREST IN JOINT ARRANGEMENTS

	2020 $	Restated* 2019 $
(a) Net assets		
Mindarie Regional Council	5,685,075	5,878,910
Tamala Park Regional Council	3,908,324	3,809,340
	9,593,399	9,688,250

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 1996) that recognises the City as a member of the Mindarie Regional Council.

The City's interest in the MRC joint arrangement is represented by the following breakdown of the joint arrangement's financial position (1/12 share).

The valuation as shown below is, at the time of preparation of these statements.

	2020 $	Restated* 2019 $
Current Assets	3,388,301	3,103,934
Non-Current Assets	5,390,899	4,828,242
Total Assets	8,779,200	7,932,176
Current Liabilities	696,294	623,949
Non-Current Liabilities	2,397,831	1,429,317
Total Liabilities	3,094,125	2,053,266
Net Assets	5,685,075	5,878,910

* Refer to Note 30 for prior year adjustments relating to Mindarie Regional Council.

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 arrangement is represented by the following breakdown of the joint arrangement's financial position (1/12 share).

	2020 $	2019 $
Current Assets	3,793,106	3,693,401
Non-Current Assets	146,468	143,607
Total Assets	3,939,574	3,837,008
Current Liabilities	28,752	27,191
Non-Current Liabilities	2,497	477
Total Liabilities	31,249	27,668
Net Assets	3,908,325	3,809,340

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

23. INTEREST IN JOINT ARRANGEMENTS (Continued)

(b) Change in Equity

	2020 $	Restated* 2019 $
Investment in Mindarie Regional Council		
Opening Balance	5,878,910	5,658,875
Changes on Revaluation of Non-Current Assets	(170,352)	1,259
Net Share of Interests in Mindarie Regional Council	(23,483)	218,776
Closing Balance (Based on audited financials)	5,685,075	5,878,910
Investment in Tamala Park Regional Council		
Opening Balance	3,809,340	3,811,027
Proceeds from Sale of Land	753,148	828,217
Land Development Expenses	(390,212)	(413,473)
Proceeds Distribution	(250,000)	(333,333)
Net Share of Interests in Tamala Park Regional Council - Retained surplus	(13,366)	627
Net Share of Interests in Tamala Park Regional Council - Members Equity	(586)	(83,725)
Closing Balance (Based on audited financials)	3,908,324	3,809,340
Net Share of Interests in Mindarie Regional Council	(23,483)	218,777
Net Share of Interests in Tamala Park Regional Council - Retained surplus	(13,366)	627
Net Share of Interests in Tamala Park Regional Council - Members Equity	(586)	(83,725)
	(37,435)	135,679

* Refer to Note 30 for prior year adjustments relating to Mindarie Regional Council.

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 arrangements with an interest to net assets are classified as a joint arrangement and accounted for using the equity method.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

24. MAJOR LAND TRANSACTIONS

Tamala Park Regional Council – Development of Catalina Estate

(a) Details

The City is a participant (along with the Cities of Joondalup, Perth, Stirling, Wanneroo and the Towns of Cambridge and Victoria Park) in the operations of the Tamala Park Regional Council (TPRC). The TPRC was created in 2006 to develop the Catalina Estate - approximately 173 hectares of land for sale immediately north of the land leased by the Mindarie Regional Council. The City has a one twelfth (1/12) equity in the assets and liabilities of the development and the net proceeds of the land development; as well as a one twelfth (1/12) share in the asset of the lands held for development.

The City's share of the land sale proceeds at Tamala Park is $753,418. The City's share of the development and selling costs is $390,212 resulting in a net gain amount of $362,936. This note should also be read in conjunction with Note 23 Interests in Joint Arrangements.

(b) Current year transactions

	2020 Actual $	2019 Actual $
Operating Income		
- Proceeds from Sale of Land (distributed)	250,000	333,333
- Proceeds from Sale of Land (not distributed)	503,148	494,884
Capital Expenditure		
- Land Development Costs	(390,212)	(413,473)
Net proceeds	362,936	414,744

(c) Expected future cash flows

	2020/21 $	2021/22 $	2022/23 $	2023/24 $	2024/25 $	Total $
Cash outflows						
- Development costs	(1,772,757)	(2,618,247)	(2,616,754)	(2,413,856)	(2,190,666)	(11,612,281)
	(1,772,757)	(2,618,247)	(2,616,754)	(2,413,856)	(2,190,666)	(11,612,281)
Cash inflows						
- Sale proceeds	3,533,299	4,670,374	4,465,042	4,744,462	5,037,014	22,450,191
	3,533,299	4,670,374	4,465,042	4,744,462	5,037,014	22,450,191
Net cash flows	1,760,542	2,052,127	1,848,288	2,330,606	2,846,348	10,837,910

	2025/26 $	2026/27 $	2027/28 $	2028/29 $	2029/30 $	Total $
Cash outflows						
- Development costs	(2,904,050)	(2,751,955)	(516,018)	(271,600)	0	(6,443,623)
	(2,904,050)	(2,751,955)	(516,018)	(271,600)	0	(6,443,623)
Cash inflows						
- Sale proceeds	5,503,308	6,609,530	3,739,413	389,156	0	16,241,407
	5,503,308	6,609,530	3,739,413	389,156	0	16,241,407
Net cash flows	2,599,258	3,857,575	3,223,395	117,556	0	9,797,784

(d) Assets and liabilities

Refer to Inventories (Note 7)

	2020 $	2019 $
Non-Current		
Land held for development (TPRC)	0	105,822
	0	105,822

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

26. RATING INFORMATION

(a) Rates

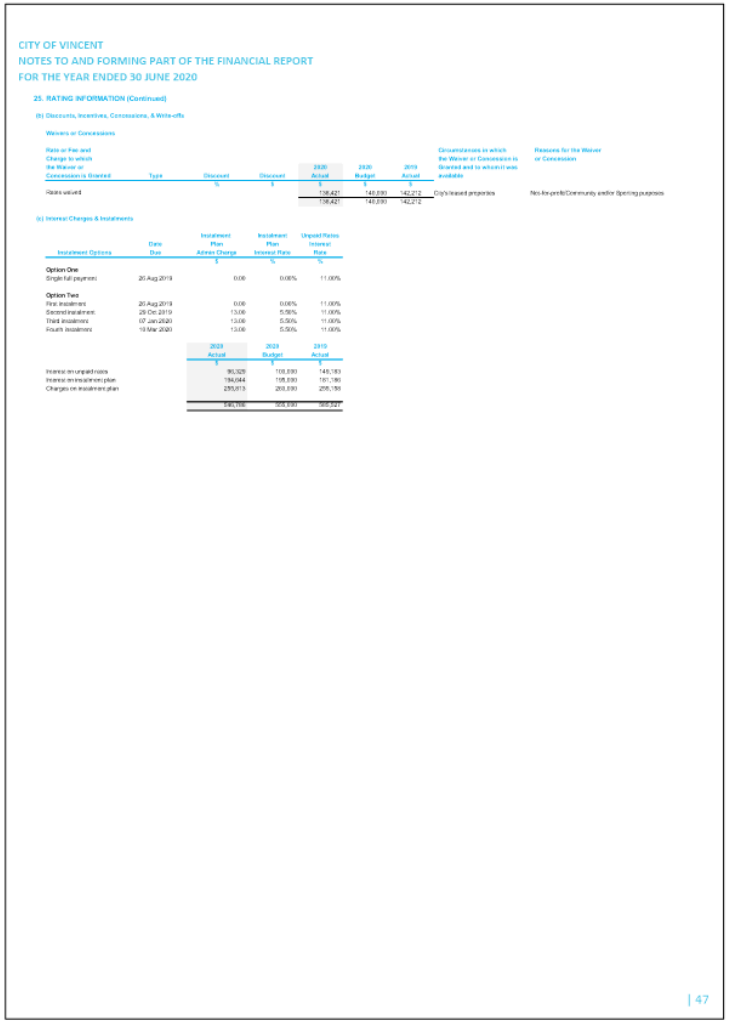
RATE TYPE Differential general rate / general rate	Rate in $	Number of Properties	2019/20 Actual Rateable Value $	2019/20 Actual Rate Revenue $	2019/20 Actual Interim Rates $	2019/20 Actual Back Rates $	2019/20 Actual Total Revenue $	2019/20 Budget Rate Revenue $	2019/20 Budget Interim Rate $	2019/20 Budget Total Revenue $	2018/19 Actual Total Revenue $
Gross rental valuations											
Residential	0.0665	11,253	288,459,724	19,182,572	302,424	21,862	19,506,858	19,182,572	270,000	19,452,572	18,374,693
Other	0.66716	1,824	128,779,126	8,591,392	13,699	8,928	8,674,019	8,992,268	25,000	8,887,268	8,520,891
Vacant Commercial	0.0665	41	2,482,999	316,227	(17,793)	(12,887)	287,967	316,227	33,000	349,227	312,338
Vacant Residential	0.12817	130	3,307,299	220,923	2,691	(2,183)	221,431	223,923	5,000	228,923	219,794
Sub-Total		13,248	423,088,999	28,376,194	301,022	15,300	28,692,426	28,390,990	333,000	28,716,990	27,424,903
Minimum payment	Minimum $										
Gross rental valuations											
Residential	1,212	5,495	84,593,149	6,659,391	28,058	21,217	6,708,664	6,659,391	30,000	6,689,391	6,597,649
Other	1,199	147	1,763,734	176,862	(1,199)	1,949	176,612	176,862	0	176,862	172,465
Vacant Commercial	1,510	4	41,700	6,666	0	0	6,666	6,665	0	6,665	5,976
Vacant Residential	1,212	194	2,370,693	222,555	13,334	4,372	241,255	222,000	20,000	242,000	217,051
Sub-Total		5,830	88,739,454	7,064,568	32,192	28,128	7,124,838	7,064,568	50,000	7,114,568	6,993,142
		19,078	511,828,414	35,440,813	333,214	43,428	35,817,264	35,491,498	383,000	35,831,498	34,327,045
Rates waived (refer Note 25(b))							(136,421)			(140,000)	(142,212)
Rates Exemptions							0			0	275,368
Rates Paid in advance brought forward							0			0	(159,527)
Total amount raised from general rate							35,678,835			35,691,498	34,192,294

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.



CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

25. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs

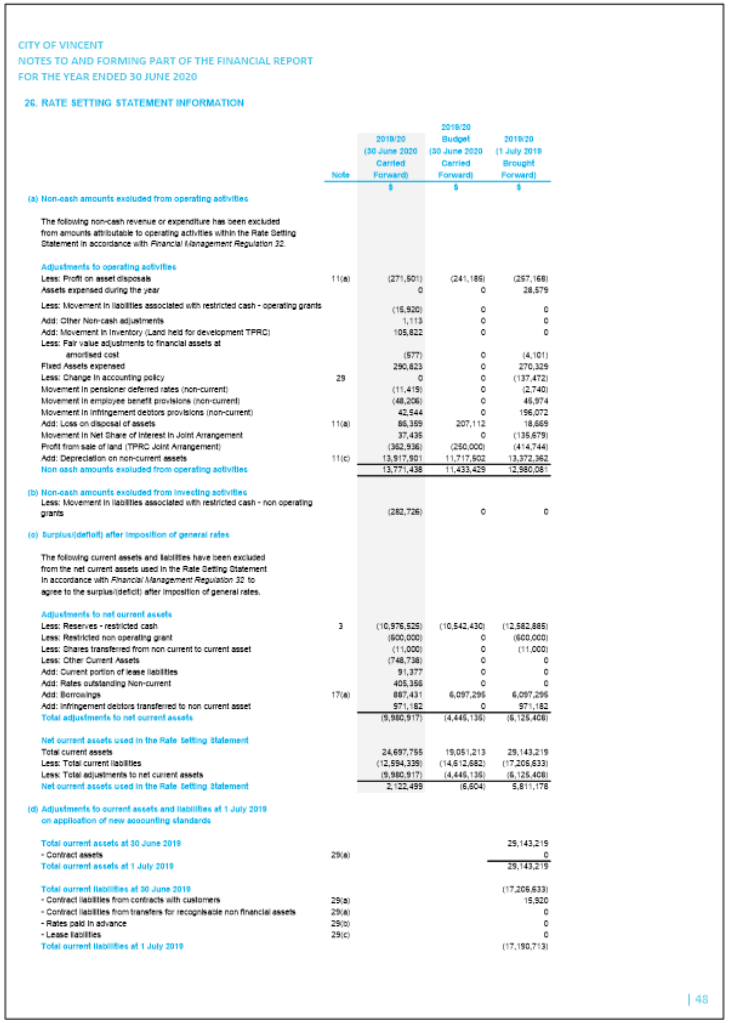
Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Discount %	Discount $	2020 Actual $	2020 Budget $	2019 Actual $	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Reasons for the Waiver or Concession
Rates waived				136,421	148,000	142,212	City's leased properties	Not-for-profit/Community and/or Sporting purposes
				136,421	148,000	142,212		

(c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge $	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Option One				
Single full payment	30 Aug 2019	0.00	0.00%	11.00%
Option Two				
First instalment	30 Aug 2019	0.00	0.00%	11.00%
Second instalment	28 Oct 2019	13.00	5.50%	11.00%
Third instalment	07 Jan 2020	13.00	5.50%	11.00%
Fourth instalment	10 Mar 2020	13.00	5.50%	11.00%

	2020 Actual $	2020 Budget $	2019 Actual $
Interest on unpaid rates	90,329	105,000	148,193
Interest on instalment plan	194,044	155,000	161,186
Charges on instalment plan	255,813	268,000	255,156
	540,186	568,000	564,527



CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

26. RATE SETTING STATEMENT INFORMATION

	Note	2019/20 (30 June 2020 Carried Forward) $	2019/20 Budget (30 June 2020 Carried Forward) $	2019/20 (1 July 2019 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	11(a)	(271,501)	(241,185)	(257,168)
Assets expensed during the year		0	0	28,579
Less: Movement in liabilities associated with restricted cash - operating grants		(15,920)	0	0
Add: Other Non-cash adjustments		1,113	0	0
Add: Movement in Inventory (Land held for development TPRC)		105,822	0	0
Less: Fair value adjustments to financial assets at amortised cost		(577)	0	(4,101)
Fixed Assets expensed		290,823	0	270,329
Less: Change in accounting policy	29	0	0	(137,472)
Movement in pensioner deferred rates (non-current)		(11,415)	0	(2,740)
Movement in employee benefit provisions (non-current)		(48,206)	0	46,974
Movement in infringement debtors provisions (non-current)		42,544	0	196,072
Add: Loss on disposal of assets	11(a)	86,359	207,112	18,669
Movement in Net Share of Interest in Joint Arrangement		37,435	0	(135,679)
Profit from sale of land (TPRC Joint Arrangement)		(362,936)	(250,000)	(414,744)
Add: Depreciation on non-current assets	11(c)	13,917,901	11,717,502	13,372,362
Non cash amounts excluded from operating activities		13,771,438	11,433,429	12,980,081
(b) Non-cash amounts excluded from investing activities				
Less: Movement in liabilities associated with restricted cash - non operating grants		(282,726)	0	0
(c) 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	(10,976,525)	(10,542,430)	(12,582,885)
Less: Restricted non operating grant		(600,000)	0	(600,000)
Less: Shares transferred from non current to current asset		(11,000)	0	(11,000)
Less: Other Current Assets		(746,738)	0	0
Add: Current portion of lease liabilities		91,377	0	0
Add: Rates outstanding Non-current		405,356	0	0
Add: Borrowings	17(a)	887,431	6,097,295	6,097,295
Add: Infringement debtors transferred to non current asset		971,182	0	971,182
Total adjustments to net current assets		(9,980,917)	(4,445,135)	(6,125,408)
Net current assets used in the Rate Setting Statement				
Total current assets		24,697,755	19,051,213	29,143,219
Less: Total current liabilities		(12,594,339)	(14,612,682)	(17,206,633)
Less: Total adjustments to net current assets		(9,980,917)	(4,445,135)	(6,125,408)
Net current assets used in the Rate Setting Statement		2,122,499	(6,604)	5,811,178
(d) Adjustments to current assets and liabilities at 1 July 2019 on application of new accounting standards				
Total current assets at 30 June 2019				29,143,219
- Contract assets	29(a)			0
Total current assets at 1 July 2019				29,143,219
Total current liabilities at 30 June 2019				(17,206,633)
- Contract liabilities from contracts with customers	29(a)			15,920
- Contract liabilities from transfers for recognisable non financial assets	29(a)			0
- Rates paid in advance	29(b)			0
- Lease liabilities	29(c)			0
Total current liabilities at 1 July 2019				(17,190,713)

27. 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
	%	$	$	$	
2020					
Cash and cash equivalents	0.65%	7,539,213	0	3,526,385	4,012,828
2019					
Cash and cash equivalents	0.00%	6,969,088	0	0	6,969,088

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2020	2019
	$	$
Impact of a 1% movement in interest rates on profit and loss and equity*	35,264	0

* 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 17(b).

27. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and other 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 2020 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 2020					
Sundry debtors					
Expected credit loss	7.60%	9.90%	17.90%	45.00%	
Gross carrying amount	187,910	722	52,089	379,999	620,700
Loss allowance	14,281	72	9,320	170,998	194,671
30 June 2019					
Sundry debtors					
Expected credit loss	1.10%	7.60%	16.20%	37.10%	
Gross carrying amount	387,514	30,514	1,683	401,488	821,199
Loss allowance	4,263	2,319	272	148,952	155,806

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2020					
Infringement Debtors					
Expected credit loss	1.81%	2.70%	4.00%	16.15%	
Gross carrying amount	58,542	30,743	5,033	2,587,208	2,681,526
Loss allowance	1,060	830	202	417,835	419,927
30 June 2019					
Infringement Debtors					
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

27. 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 17(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
2020	$	$	$	$	$
Payables	6,303,949	0	0	6,303,949	6,702,481
Borrowings	887,431	3,224,440	4,692,525	8,804,396	8,804,396
Contract and Capital Grant Liabilities	534,289	0	0	534,289	534,289
Lease liabilities	91,377	163,440	0	254,817	254,817
	7,817,046	3,387,880	4,692,525	15,897,451	16,295,983
2019					
Payables	7,200,886	0	0	7,200,886	7,200,886
Borrowings	6,798,159	4,526,107	2,622,090	13,948,356	13,948,356
	13,999,045	4,526,107	2,622,090	21,149,242	21,149,242

28. 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:

	1 July 2019	Amounts Received	Amounts Paid	Amounts transferred to Municipal fund	30 June 2020
	$	$	$		$
Leederville Gardens Inc. Trust	5,468,186	105,610	(599,800)	0	4,973,996
	5,468,186	105,610	(599,800)	0	4,973,996

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

29. 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.

(a) AASB 15: Revenue from Contracts with Customers

The City adopted 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 AASB 15, the City adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. In summary the following adjustments were made to the amounts recognised in the balance sheet at the date of initial application (1 July 2019):

	Note	AASB 118 carrying amount 30 June 2019	Reclassification	AASB 15 carrying amount 01 July 2019
		$	$	$
Contract liabilities - current				
Contract liabilities from contracts with customers	14	0	15,920	15,920
Adjustment to retained surplus from adoption of AASB 15	29(d)	0	15,920	15,920

(b) AASB 1058: Income For Not-For-Profit Entities

The City adopted AASB 1058 Income for Not-for-Profit Entities (issued December 2016) in advance on 30 June 2019 resulting in accounting policies. In accordance with the transition provisions AASB 1058, the City adopted the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods was not 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 occurred to the following financial statement line items by application of AASB 1058 as compared to AASB 118: Revenue and AASB 1004: Contributions before the change:

	Note	1004 carrying amount 30 June 2019	Reclassification	AASB 1058 carrying amount 01 July 2019
		$	$	$
Capital grant liabilities				
Other liabilities from transfers for recognisable non financial assets	14	0	282,726	282,726
Adjustment to retained surplus from adoption of AASB 1058	29(d)	0	282,726	282,726

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

29. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

The table below provides details of the amount by which each financial statement line item is affected in the current reporting period by the application of this Standard as compared to AASB 118 and 1004 and related Interpretations that were in effect before the change.

	Note	2020 $ As reported under AASB 15 and AASB 1058	Adjustment due to application of AASB 15 and AASB 1058	2020 $ Compared to AASB 118 and AASB 1004
Statement of Comprehensive Income				
Revenue				
Rates	25(a)	35,678,835	398,532	36,077,367
Operating grants, subsidies and contributions	2(a)	2,010,681	368,289	2,378,970
Fees and charges	2(a)	15,718,899	0	15,718,899
Non-operating grants, subsidies and contributions	2(a)	1,381,848	166,000	1,547,848
Net result		(4,852,916)	932,821	(3,920,095)
Statement of Financial Position				
Trade and other payables	13	6,702,481	(398,532)	6,303,949
Contract and Capital Grants liabilities	14	534,289	(534,289)	0
Net assets		478,119,825	932,821	479,052,646
Statement of Changes in Equity				
Net result		(4,852,916)	932,821	(3,920,095)
Retained surplus		115,336,258	932,821	116,269,079

Refer to Note 2(a) for new revenue recognition accounting policies as a result of the application of AASB 15 and AASB 1058.

(c) AASB 16: Leases

At 1 July 2019, the City only had short term leases that have been expensed during the year.

(d) Impact of New Accounting Standards on Retained Surplus

The impact on the City's retained surplus due to the adoption of AASB 15, AASB 1058 and AASB 16 as at 1 July 2019 was as follows:

	Note	Adjustments	2019
			$
Retained surplus - 30 June 2019			118,881,460
Adjustment to retained surplus from adoption of AASB 15	29(a)	15,920	
Adjustment to retained surplus from adoption of AASB 16	29(c)	0	
Adjustment to retained surplus from adoption of AASB 1058	29(b)	282,726	
Retained surplus - 1 July 2019			298,646
			119,180,106

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

30. CORRECTION OF ERROR

Balances relating to the 2019 comparatives have been amended due to the correction of prior year adjustments. These amendments have been amended as shown below and in accordance with the requirements of AASB 108, a statement of financial position as at the beginning of the earliest comparative period has been included (refer statement of financial position column labelled as at 1 July 2018).

Cash & Cash equivalents
The City disclosed 'Term deposits' with an original maturity greater than 3 months as a 'Cash and Cash equivalent' item on the balance sheet instead of disclosing as 'Other financial assets at amortised cost'. The restatement results in no change to the 'Net assets' & 'Total equity' position, however the opening cash balance at 1 July 2019 has been adjusted accordingly and incorporated into the cash flow statement for the period ending 30 June 2020. Refer to 30(a) below.

Depreciation - NIB stadium
As per Note 40 of the 30 June 2017 Audited financials, the City stopped depreciating assets relating to NIB stadium on the basis that the City bears no responsibility for maintenance or renewal at the stadium. However, given the City owns the asset, depreciation should be have been charged in accordance with AASB 116 Property, Plant and Equipment. As a result, the City has recalculated the depreciation charge for these assets from 1 July 2017 up to 30 June 2020 and adjusted prior year amounts accordingly. Refer to Note 30(b), 30(c) and 30(d) below.

Mindarie Regional Council Joint Arrangement
Due to a prior year adjustment relating to the Joint Arrangement at Mindarie Regional Council, the City has restated it's prior year figures. The restatement relates to the amortisation of the land fill facility managed by the entity. Refer to Note 30(c), 30(e) and 30(f) below.

Ratios
As a result of the prior year corrections, the ratios for 2018 and 2019 respectively have been restated. Refer to Note 33.

Changes to the Financial statements

	Statement of Financial Position (Extract)	30 June 2018 $	Increase/ (Decrease) $	01 July 2018 (Restated) $
(a)	Cash and cash equivalents (Note 3)	20,866,019	(17,609,944)	3,256,075
	Financial assets at amortised cost (Note 4(a))	0	17,609,944	17,609,944
	No net impact on the net assets			
(b)	Property, Plant and equipment	296,124,172	(2,011,043)	294,113,129
	Equity			
	Revaluation surplus	351,527,184	(307,081)	351,220,103
	Retained Surplus	124,733,952	(1,703,962)	123,029,990

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

	(c) Statement of Comprehensive Income	30 June 2019 (Original) $	Increase/ (Decrease) $	30 June 2019 (Restated) $
	Expenses - by Nature or Type			
	Depreciation on non-current assets	(11,361,319)	(2,011,043)	(13,372,362)
	Net Share of Interest in Joint Arrangements	139,905	(4,226)	135,679
	Expenses - by Program			
	Recreation and Culture	(23,796,839)	(2,011,043)	(25,807,882)
	Net Share of Interest in Joint Arrangements	139,905	(4,226)	135,679
	Comprehensive income			
	Net result for the period	(982,346)	(2,015,269)	(2,997,615)
	Other Comprehensive Income			
	Changes in asset revaluation surplus	99,736	(98,478)	1,258
	Total comprehensive income	(882,610)	(2,113,747)	(2,996,357)
	Equity			
	Revaluation surplus	351,220,103	1,258	351,221,361
	Retained Surplus	123,029,990	(4,148,530)	118,881,460

Changes to Disclosure Notes

	(d) Property, Plant and Equipment (Note 9(a))	30 June 2018 (Original) $	Increase/ (Decrease) $	01 July 2018 (Restated) $
	Carrying Amount			
	Buildings	160,787,583	(2,011,043)	158,776,540

	(e) Interest in Joint Arrangements (Note 23)	30 June 2019 (Original) $	Increase/ (Decrease) $	01 July 2019 (Restated) $
	Interest in Joint Arrangements	9,790,954	(102,704)	9,688,250
	Mindarie Regional Council	5,981,614	(102,704)	5,878,910
(f)	**Revaluation Surplus (Note 12)**			
	Revaluation surplus - Joint Arrangement in Mindarie Regional Council	2,599,219	(307,081)	2,292,138

31. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

b) Current and non-current classification
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.

c) Rounding off figures
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.

d) Comparative figures
Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the City applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has 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.

e) Budget comparative figures
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.

f) Superannuation
The City contributes to a number of Superannuation Funds on behalf of employees. All funds to which the City contributes are defined contribution plans.

g) Fair value of assets and liabilities
Fair value is the price that the City would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy
AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1
Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2
Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3
Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques
The City selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

Market approach
Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach
Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets
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.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating 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 116.31 applies and revaluations need only be made with sufficient regularity 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.

32. ACTIVITIES/PROGRAMS

The City's operations as disclosed in these financial statements encompass the following service orientated activities/programs."

GOVERNANCE
This schedule details costs and revenues associated with Governance of the City. These include Members of Council and other costs involved in supporting members and governing the City.

GENERAL PURPOSE FUNDING
This schedule records details of rate revenue and general purpose grants allocated by the WA Local Government Grants Commission as well as expenditures associated with this (rates collection, investment of funds).

LAW, ORDER, PUBLIC SAFETY
This program covers costs associated with animal control, fire prevention and other law, order and public safety services generally associated with local law control.

HEALTH
This program covers health administration and inspection, child health clinics, immunisation clinics, food control and pest control services.

EDUCATION AND WELFARE
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.

COMMUNITY AMENITIES
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.

RECREATION AND CULTURE
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.

TRANSPORT
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.

ECONOMIC SERVICES
This program covers costs associated with building control and area promotion.

OTHER PROPERTY AND SERVICES
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.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

33. FINANCIAL RATIOS

	2020	Restated** 2019	Restated** 2018
Current ratio	1.09	0.92	1.36
Asset consumption ratio	0.65	0.68	0.69
Asset renewal funding ratio	0.92	0.83	0.81
Asset sustainability ratio	0.45	0.30	0.36
Debt service cover ratio	1.23*	5.09	4.22
Operating surplus ratio	(0.12)	(0.08)	(0.10)
Own source revenue coverage ratio	0.87	0.90	0.93

** The Debt service ratio has decreased compared to previous years due a significant balloon payment of $5.3m for the loan relating to the DLGSC building. This ratio however is expected to normalise in the following years based on the expected repayments as per the City's debt portfolio.*

*** As a result of the reversal of prior year depreciation charges relating to NIB stadium (Refer to Note 30(b)), the following ratios have been impacted: -*

	2019 (Restated)	2019 (Original)	2018 (Restated)	2018 (Original)
Asset Sustainability Ratio	0.30	0.33	0.36	0.43
Operating Surplus Ratio	(0.08)	(0.05)	(0.10)	(0.06)
Own Source Revenue Ratio	0.90	0.93	0.93	0.96

The above ratios are calculated as follows:

Current ratio = current assets minus restricted assets / current liabilities minus liabilities associated with restricted assets

Asset consumption ratio = depreciated replacement costs of depreciable assets / current replacement cost of depreciable assets

Asset renewal funding ratio = NPV of planned capital renewal over 10 years / NPV of required capital expenditure over 10 years

Asset sustainability ratio = capital renewal and replacement expenditure / depreciation

Debt service cover ratio = annual operating surplus before interest and depreciation / principal and interest

Operating surplus ratio = operating revenue minus operating expenses / own source operating revenue

Own source revenue coverage ratio = own source operating revenue / operating expense

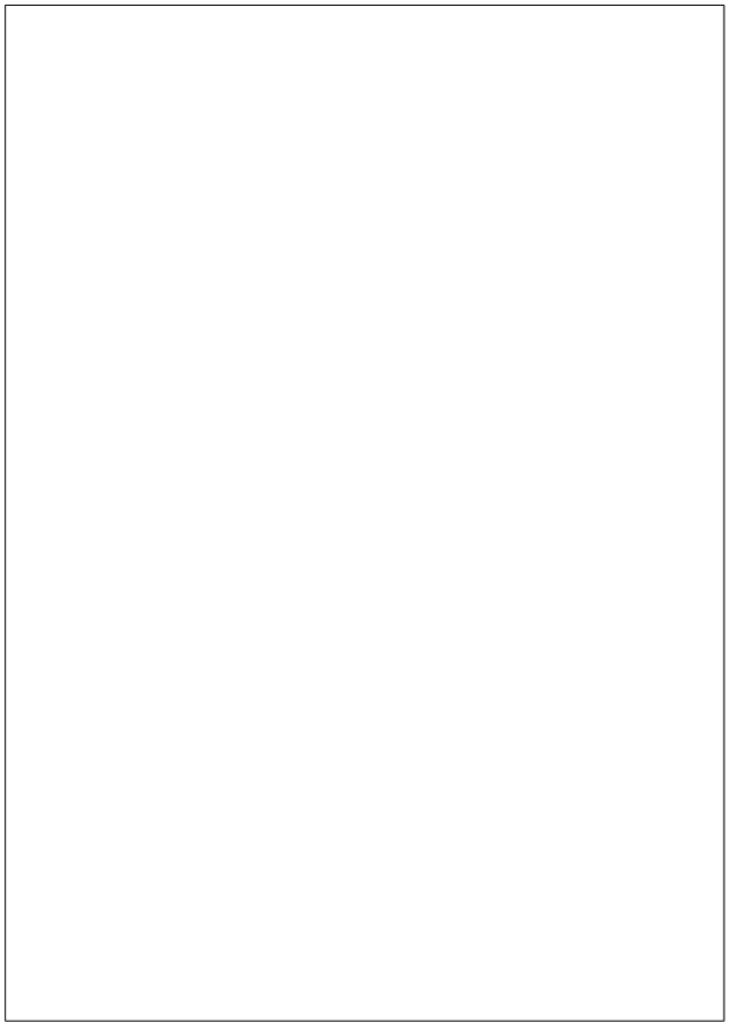
| 59

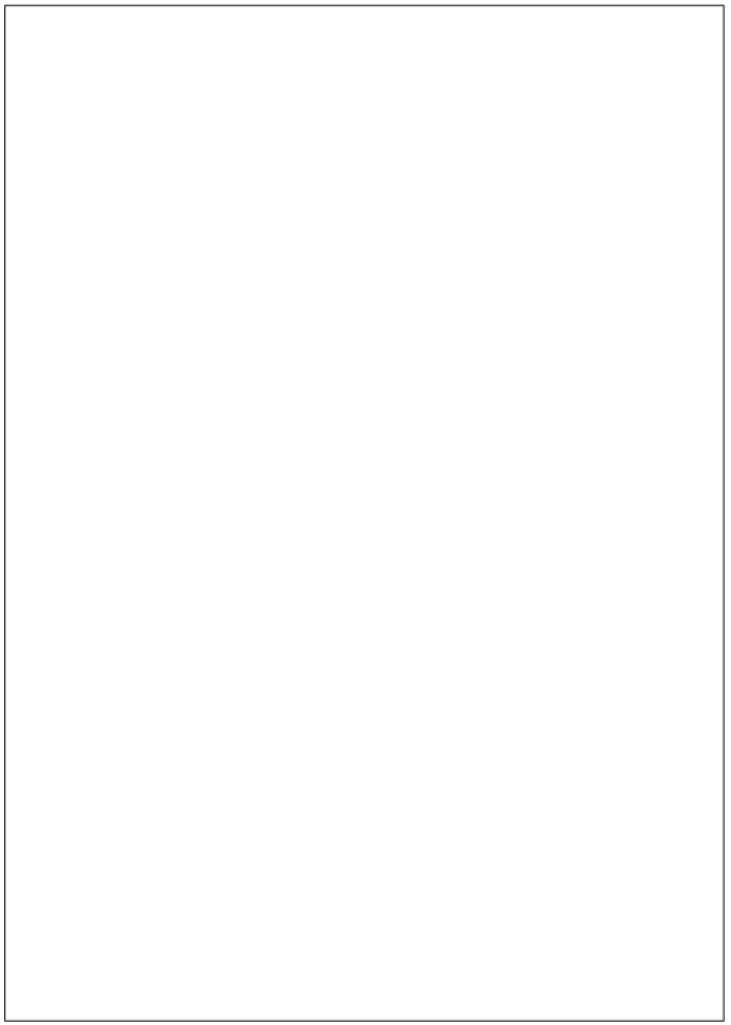


INDEPENDENT AUDITOR'S REPORT



Signed audit opinion to be provided at Ordinary Council Meeting






Billy's
VAN
CREAMY


PICK YOUR SIZE
SPECIALS
FLAVOURS
VEGAN FLAVOURS
SORBET
SUNDAES
SHAKES
TOPPINGS
DRINKS
Billy
ICE CREAM
NO FUNNY STUFF!


@cityofvincent
VINCENT.WA.GOV.AU
This document is available in other formats and languages upon request.

7.2 SURRENDER OF NORTH PERTH PLAYGROUP LEASE - 15 HAYNES STREET, NORTH PERTH

Attachments: **1. Haynes Street Reserve Plan ⇩**

RECOMMENDATION:

That Council:

1. APPROVES North Perth Playgroups request to surrender their lease for the portion of the premises at 15 (Lot 9) Haynes Street and 31 (Lot 100) Sydney Street, North Perth which expires on 30 June 2021, effective from 31 December 2020;

2. NOTES:

2.1 the Haynes Street Reserve Development Plan endorsed by Council on 20 October 2020 does not include the provision for the North Perth Playgroup;

2.2 that Administration will not be seeking expressions of interest for the use of the community facility located at 15 (Lot 9) Haynes Street and 31 (Lot 100) Sydney Street, North Perth due to recommendation 2.1;

2.3 that Administration has offered North Perth Playgroup assistance with relocating members into existing playgroups within the City; and

3. 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 Surrender of Lease in Recommendation 1 above.

PURPOSE OF REPORT:

To seek Council approval for the early surrender of the lease held by North Perth Playgroup for the portion of the premises at 15 (Lot 9), Haynes Street and 31 (Lot 100) Sydney Street, North Perth on 31 December 2020.

BACKGROUND:

The North Perth Playgroup leases a portion of the premises at 15 (Lot 9) Haynes Street and 31 (Lot 100) Sydney Street, North Perth.

North Perth Playgroup have operated from this premises since 1986 with the City entering into a licence with respect to the use of the portion of the building formally comprising the child health clinic in 1997. The initial licence was for a five year term, with further leases approved in subsequent years.

The current lease was signed in February 2019 and expires on 30 June 2021 with no further terms available.

Haynes Street Reserve Development Plan

The City owns 15 (Lot 9) Haynes Street, 25 (Lot 93) and 31 (Lot 100) Sydney Street, North Perth (Haynes Street Reserve) freehold. A plan of the site is included as **Attachment 1**. Haynes Street Reserve is currently used for the purpose of a childcare centre, a playgroup, a dental health clinic and a car park.

At the Ordinary Meeting of Council on 20 October 2020 (Item 9.6), Council endorsed the Haynes Street Reserve Development Plan to achieve full conversion of 15 (Lot 9) Haynes Street and 31 (Lot 100) Sydney Street, North Perth into public open space, and convert 25 (Lot 93) Sydney Street, North Perth into residential land use.

It was also identified that the priority and long-term use of the above land should be public open space as it would provide greater benefit to the surrounding community.

Public Open Space (POS) Strategy 2018

The City's POS Strategy identified gaps in local open space provision in North Perth. The Haynes Reserve Development Plan provides for future public open space in the North Perth area along with acknowledging the important role of the current services by transitioning them from the site gradually over a period of time.

Given the assessed shortfall in local open space in North Perth and the Haynes Street Reserve Development Plan, Administration has not sought expressions of interest for the use of the playgroup area.

DETAILS:

The North Perth Playgroup, by email dated 10 September 2020, advised the City that the Committee had decided to close this year due to their financial situation and requested early release of their lease.

Administration has been liaising with North Perth Playgroup to determine the possibility of relocating them to another facility based within the City and to provide assistance with their financial situation, however, the Committee has decided that they wish to close North Perth Playgroup permanently and are not seeking to relocate to an alternative venue.

Following a desktop analysis of playgroup memberships for groups who lease community facilities, it has been noted that there has been a general decline in membership numbers over the past five (5) years.

Due to the Haynes Street Development Plan which plans the demolition of buildings at this site, Administration is not seeking an alternative tenant. Administration does not have any objections to the early surrender of their lease.

North Perth Playgroup will be responsible for the payment of all outgoings until 31 December 2020 when they vacate the premises with Administration continuing to offer support and guidance to North Perth Playgroup and their members up until this date, including assistance with relocating their existing members.

CONSULTATION/ADVERTISING:

The City is not required to comply with the public notice requirements set out in section 3.58 of the *Local Government Act 1995.*

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve the early release of North Perth Playgroups lease.

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.

SUSTAINABILITY IMPLICATIONS:

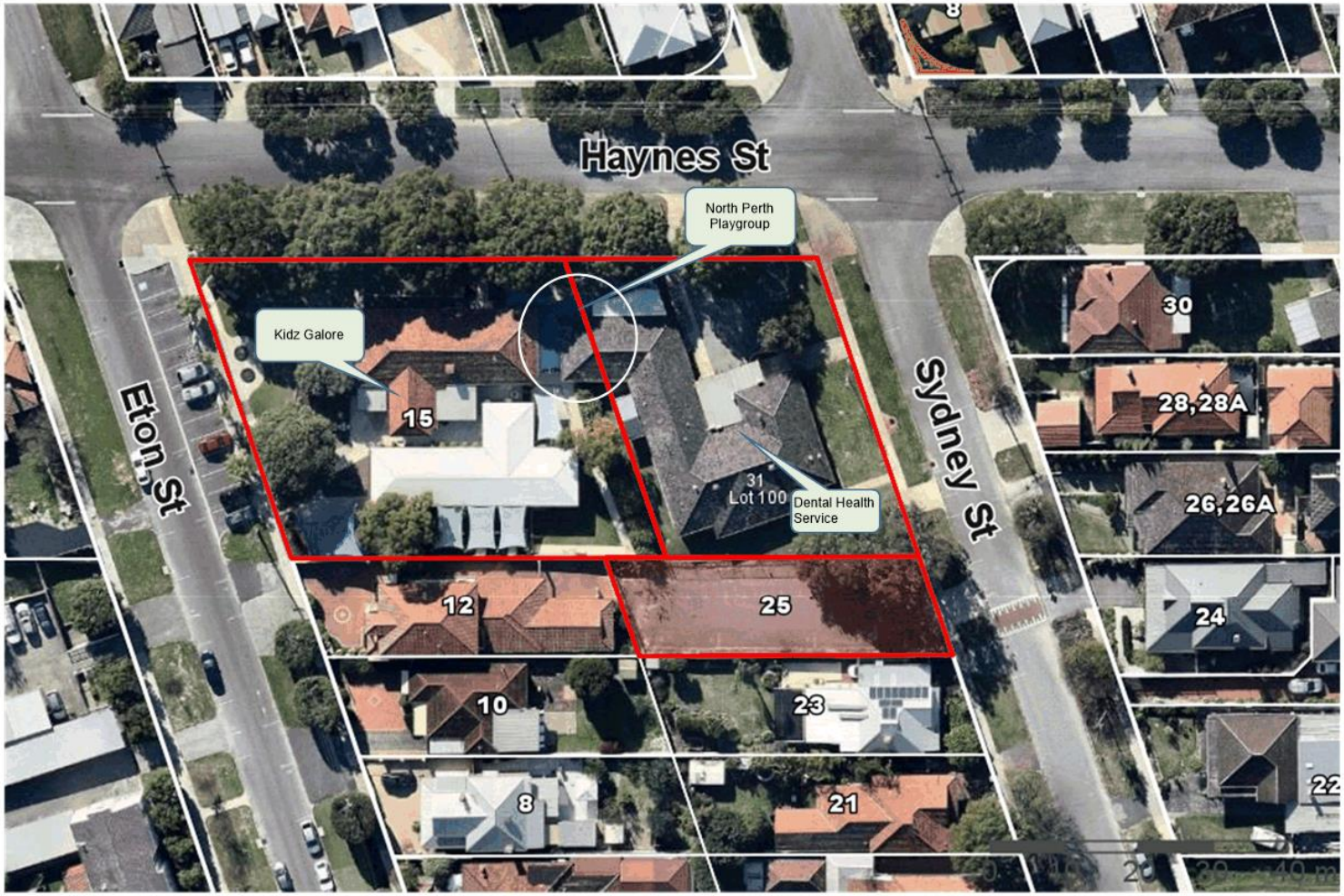
Nil.

PUBLIC HEALTH IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Administration does not anticipate there being any costs associated with the early surrender of North Perth Playgroups lease as they are required to pay all outstanding accounts prior to closure.


Haynes St
North Perth Playgroup
Kidz Galore
15
31
Lot 100
Dental Health Service
Eton St
Sydney St
30
28,28A
26,26A
24
25
12
10
23
8
21

7.3 ADVERTISING OF AMENDMENT TO COMMUNITY FUNDING POLICY - STUDENT CITIZENSHIP AWARDS

Attachments: **1. Draft Community Funding Policy ⇩**

RECOMMENDATION:

That Council:

1. **APPROVES the amendments to the Community Funding Policy, at Attachment 1, for the purpose of advertising;**

2. **AUTHORISES the Chief Executive Officer to provide local public notice of the proposed amendments in Recommendation 1. above and invite public comments for a period of 21 days; and**

3. **NOTES that at the conclusion of the public notice period any submissions received would be presented to Council for consideration.**

PURPOSE OF REPORT:

To seek Council's authorisation to obtain public feedback on an amendment to Policy 3.10.11 – Community Funding to include the 'Student Citizenship Awards' Policy **(Attachment 1).**

BACKGROUND:

Council policies are reviewed at regular intervals to ensure that they reflect current legislative and regulatory requirements, align with best practice across the local government sector and current Council strategies and priorities.

The City's Community Funding Policy was reviewed and adopted in June 2017, with further amendments approved in June 2017, July 2018, September 2018 and October 2020 to include the youth development grant and female sports participation and emergency relief donations for seniors grant categories.

To enable the inclusion of the current Student Citizenship Awards Policy into the current Community Funding Policy, Administration has completed an additional review and prepared an amendment to the Policy.

DETAILS:

At the Ordinary Council Meeting of 20 October 2020, Council considered the repeal of Policy 4.1.2 – City of Vincent Student Citizenship Award, noting the Student Citizenship Award program could be included in the Community Funding Policy.

The Student Citizenship Awards is considered to be an important component of the suite of programmes delivered through the City's Children & Young Peoples portfolio. The Awards provide students with an awareness of Civic leadership and local government, and recognise local young people who are active citizens.

Administration is not seeking to significantly alter the current program.

Under the existing policy, the donation to the schools is $293 (plus CPI) with an $88 (plus CPI) book voucher for the students. Administration is recommending that these values increase to $300 annually for participating schools, with students receiving a $100 book voucher. In addition to this, Administration also organises certificates and medallions for the successful students.

School Principals and teaching staff would still have the responsibility of selecting recipients annually based on the following criteria:

- Qualities of citizenship, such as enthusiasm, interest, fairness and participation in schools and community affairs;

- Personal qualities;
- Personal development, academic achievement; and
- A good knowledge of Government, Local Government and the City of Vincent.

In some instances, schools which have three (3) classes in a graduating year have requested that three (3) students receive these awards. Historically, Administration has not been able to approve these requests as the Policy clearly states, '*one male and one female student'*. Given this, Administration is recommending that an amendment is made by enabling up to three (3) awards, along with the removal of gender.

Following the community consultation, Administration will present a further report to Council seeking to repeal Policy 4.1.2 – City of Vincent Student Citizenship Awards along with the endorsement for the updated Community Funding Policy.

CONSULTATION/ADVERTISING:

In accordance with the City's Policy 4.1.1 – Adoption and Review of Policies, public notice of the new policy will be provided for a period exceeding 21 days in the following ways:

- on the City's website, social media and e-newsletter;
- in the local newspapers; and
- on the notice board at the City's Administration and Library and Local History Centre.

LEGAL/POLICY:

Public notice of the proposed amendment is required.

City's Policy 4.1.1 – Adoption and Review of Policies sets out the process for repealing and adopting policies.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to provide local public notice of the amended Policy 3.10.11 – Community Funding.

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.

PUBLIC HEALTH IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

There is no financial implication as the funding for this initiative is currently allocated from the existing budget and would remain subject to the normal budget process.

Community Funding Policy

CITY OF VINCENT

Legislation / local law requirements	Section 135 of the Health Act 1911 Schedule 3.1 of the Local Government Act 1995.
Relevant delegations	Delegation 2.2.19 - Defer payment, grant discounts, waive fees or write off debts
Related policy procedures and documents	Council Policy No. 3.8.3 – Concerts and Event Council Policy No. 7.6.9 – Heritage Assistance Fund. Sustainable Environment Strategy. Community Funding Application and Assessment Overview Collaborative Grants Application Form Community Innovation Application Form Community Support Grants Application Form Cultural Kickstart Application Form Donations Application Form Female Sports Participation Grants Form Transport Assistance Application Form Youth Development Grants Application Form Reduction or Waiving of Fees Application Form

PURPOSE

The City of Vincent regularly receives requests from a range of community groups, organisations and individuals for the provision of financial support towards projects, programs, events and other initiatives. The total sum of these requests exceeds the level of financial support available, and as such, it is not possible to provide support in every instance.

This Policy outlines the various Community Funding opportunities available from the City of Vincent with the specific funding category purpose and eligibility criteria then guiding the level of financial support that may or may not be provided.

The Community Funding opportunities outlined in this policy are solely for the purpose of delivering positive outcomes in the City of Vincent for the local community.

Applicants are not guaranteed funding and no applicant can be guaranteed full funding. Any initiatives previously supported through Community Funding cannot be guaranteed funding in future years and this should be closely considered when developing an application.

This Policy is supported by specific funding category guidelines, criteria and application forms that Administration may update from time-to-time to ensure Community Funding reflects Council and community priorities.

Community Funding Policy

CITY OF VINCENT

The availability of financial support remains subject to Community Funding allocations within Council's Annual Budget that may vary from year-to-year based upon Council and community priorities.

Council's Advisory Groups may be consulted in the assessment of Community Funding applications based upon their Terms of Reference and specific expertise.

OBJECTIVE

- To provide financial assistance through grants, sponsorship, donations, waivers and in-kind support which assist groups, organisations and individuals to deliver positive community outcomes.
- To utilise community funding as a strategic opportunity to strengthen quality of life within Vincent through improved community engagement, partnerships and participation
- To complement and support both Council and community priorities through a range of community funding initiatives

POLICY

The City of Vincent recognises that community funding provides a significant opportunity to work collaboratively with the local groups, organisations and individuals to deliver activities which increase social participation, promote social inclusion and strengthen connections within our community. A variety of funding initiatives are offered each year to meet the diverse range of interests, demands and priorities throughout the Vincent community.

1. Seeding Grants

Seeding Grants aim to support City of Vincent based groups, organisations and individuals seeking to implement a new, innovative project that will benefit the local community. 'Cultural Kickstart' grants are available for new projects related to cultural development, artistic development, community art projects or events. 'Community Innovation' grants are available for new projects related to community development, education or recreation.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. A one-off amount up to **$5,000** may be available for each individual project through this funding category.

2. Community Support Grants

Community Support Grants aim to support City of Vincent based groups, organisations and individuals to deliver programs and services that address key social issues impacting the local community. Grants are available for programs and services that demonstrate outcomes that will build a strong and resilient community as well as initiatives that ensure the ongoing sustainability of community organisations.

Community Funding Policy

CITY OF VINCENT

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **$10,000** may be available for each individual program or service through this funding category.

3. Youth Development Grants

Youth Development Grants aim to support young people within the City of Vincent who are dedicated to addressing key social, economic and environmental issues within the local community. Focus areas include community and social entrepreneurship, environment and sustainability, arts and creative expression, and leadership and personal development.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **$1,000** may be available for each individual program or service through this funding category

4. Collaborative Grants

Collaborative Grants aim to establish partnerships between the City of Vincent and service delivery agencies that reside and/or operate within our local community in order to effectively respond to a recognised community focus area as determined by Council. This focus area will be reviewed on an annual basis to ensure alignment with Council priorities and community demands.

Funding applications are considered and approved by an Assessment Panel comprising Council representatives. An amount up to **$85,000** may be available for each individual project, program or service through this funding category.

5. Female Sports Participation Grants

Female Sports Participation Grants aim to support City of Vincent based sport and recreation clubs and State Sporting Associations to establish activities, programs or projects that promote and encourage equal participation of women and girls in sport. Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **$2,000** may be available for each individual activity, program or project through this funding category.

6. Festival and Event Sponsorship

Festival and Event Sponsorship aims to support City of Vincent based groups and organisations to deliver festivals, events and other similar activities which contribute to community vibrancy. Sponsorship will be provided through direct funding and/or in-kind services with the level of support determined by the value to the Vincent community in terms of economic, cultural and social outcomes. Through a formal Sponsorship Agreement applicants are be required to acknowledge support from the City of Vincent.

Sponsorship applications are assessed annually by Council's Arts Advisory Group who provide a recommendation to Council for formal consideration. There is no maximum amount of funding for each festival or event through this funding category with amounts awarded based on alignment with the Guidelines and Criteria as well as Council priorities.

Applicants should also refer to *Council Policy No. 3.8.3 – Concerts and Events*.

Community Funding Policy

CITY OF VINCENT

7. Town Team Grants

Town Team Grants aim to support the six recognised Town Teams within the City of Vincent (Beaufort Street Network, Leederville Connect, Mt Hawthorn Hub, North Perth Local, Northbridge Common and West End Arts Precinct) to deliver initiatives that improve the performance of Town Centres and/or assistance with their ongoing governance and sustainability.

Grant applications are assessed and approved by Administration based upon funding category guidelines, Town Centre Place Plans and Town Team Action Plans. An equal amount of funding will be made available to each Town Team annually, subject to Community Funding allocations within Council's Annual Budget

8. Environmental Grants

Environmental Grants are designed to assist and encourage schools, community groups and organisations to implement local projects or initiatives that align with the objectives of the City of Vincent *Sustainable Environment Strategy*.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **$2,000** may be available for each individual project, program orservice through this funding category.

9. Heritage Assistance Fund

The Heritage Assistance Fund provides financial assistance to persons who wish to undertake approved heritage conservation projects on places listed on the City of Vincent Municipal Heritage Inventory. Applicants should also refer to *Council Policy No. 7.6.9 – Heritage Assistance Fund*.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **$5,000** may be available as a matched grant of 50% for each individual project through this funding category.

10. Heritage Plaques Program

The Heritage Plaques Program provides financial assistance to persons who wish to install a plaque or alterative form of interpretation to recognise and celebrate places of heritage interest in the City of Vincent that are either in situ or have been demolished.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **$1,000** may be available as a matched grant of 50% for each individual project through this funding category.

11. Active Transport Schools Grants

Active Transport Schools Grants provide financial assistance for schools located within the City of Vincent towards Active Transport Events, Bike Education and/or Partnered Perth Bike Network (PBN) Connecting Schools Grants. The grants should encourage, support and celebrate children, parents and staff in the City to choose active transport options to get to and from school.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **$1,000** may be available for each individual program or service through this funding category.

Community Funding Policy

CITY OF VINCENT

12. Active Transport Community Initiatives Grants

Active Transport Community Initiatives Grants provide financial assistance to eligible community groups and not-for-profit organisations to help fund community programs that promote or assists the community to engage in active transport. The grant can be applied to the presentation of a one off event or the development of a program which encourages, supports or celebrates initiatives that promote Vincent residents choosing active transport options.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **$2,500** may be available for each individual program or service through this funding category.

13. Transport Assistance

Transport Assistance is provided to eligible residents who have difficulty accessing transport to and from medical appointments. Such assistance is provided through direct referral to community based organisations that provide transport services or through prepaid taxi vouchers.

Requests for assistance are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **$100** may be available to individuals and **$150** may be available to each couple annually, in the form of pre- paid taxi vouchers, through this funding category.

14. Special Assistance Welfare

Special Assistance Welfare is provided by the City of Vincent to undertake repairs on a property and/or remove items to prevent the serving of a notice under Section 135 of the *Health Act 1911* "Unfit for Human Habitation" or Schedule 3.1 of the *Local Government Act 1995*. Such support is provided where an individual requires financial assistance to improve the condition of their premises with any funds paid directly to service providers/businesses engaged to undertake the works. No funds are paid to the individual(s) inhabiting the property.

Determinations regarding the provision of Special Welfare Assistance and the amounts required are made by Administration on a case-by-case basis.

15. Donations

General donations towards not-for-profit organisations and charities located in or servicing the local community will be considered where such assistance supports the delivery of projects, programs or services. The applicant must identify the specific community need or benefit based upon local research or consultation.

Donation requests are assessed and approved by Administration. An amount up to **$500** may be available.

16. Waiving of Fees (including In-kind Donations)

The waiving or reduction of fees for community groups, organisations and individuals will be considered where such assistance supports the delivery of projects, programs, services or fundraising initiatives. The applicant must identify the specific community benefits associated with their activity and demonstrate their limited financial capacity to pay relevant fees.

This may include (but is not limited to):

- The hire of community facilities and town halls (bonds excluded)

Community Funding Policy

CITY OF VINCENT

- Banner pole hire
- Road closures/obstructions and special event parking
- The hire of parks, reserves and playing fields
- Street entertainment and busking permits;
- Stall Holder / Trader Permits (except food related stalls)

Waiver requests are assessed and approved by Administration. An amount up to **$2,000**-may be available with any requests above this amount requiring decision making by Council

17. Emergency Relief Donations

Emergency Relief Donations may be available to residents who are considered vulnerable due to experiencing hardship, or being at risk of hardship during a declared State of Emergency. The donation shall be in the form of the purchase of essential goods and/or services for the affected resident. No cash donations are permitted under this funding stream.

Administration will determine the level of need on a case by case basis and following investigation of whether appropriate assistance is available through other existing emergency relief programs or services. A total amount of up to **$500** over a six month period may be available for each individual through this funding category.

18. Student Citizenship Awards

Student Citizenship Awards support annual school awards and acknowledge the contributions made by our youth to the City of Vincent. Student Citizenship Awards will be presented annually to up to three (3) students (where there are three classes) in the final years of Primary School, Junior High School (Year 10) and Senior High School (Year 12) attending schools located in the City of Vincent.

A total of up to **$450** is provided to each school participating in the Awards, with **$300** being allocated to the school and **$150** being gifted to each student in the form of a book voucher, medallion and certificate.

SCOPE

This Policy applies to City of Vincent based groups, community groups, not-for-profit organisations and charities located in or servicing the local community, schools located within the City of Vincent, organisations and individuals seeking financial support towards projects, programs, events and other initiatives.

DEFINITIONS

"Donation" is a cash contribution to an organisation or group for the purpose of assisting an activity, event or program with a charitable, welfare or community service orientated purpose.

"Emergency Relief Donation" is a charitable contribution of essential goods and/or services made to eligible residents during a declared state of emergency.

"Fees and Charges" are stipulated monetary amounts established through Council's Annual Fees and Charges Schedule and levied where an organisation, group or individual seeks to use of a City of Vincent managed facility or reserve.

"Grant" is a cash contribution made to an organisation or group for the sole purpose of delivering a specific project with mutually agreed outcomes and performance measures. Grants must be fully acquitted

Community Funding Policy

CITY OF VINCENT

at the conclusion of the project.

"In-kind donation" is a contribution to an organisation or group through the provision of City of Vincent services, resources and facilities although no monies are physically exchanged.

"Sponsorship" is a cash and/or in-kind contribution to an organisation or group for a specific purpose or event where the City of Vincent receives public recognition for its contribution in a manner negotiated by both parties. Sponsorship must be fully acquitted at the conclusion of the project or event.

Community Funding Policy

CITY OF VINCENT

OFFICE USE ONLY	
RESPONSIBLE OFFICER	Manager Marketing and Partnerships
INITIAL COUNCIL ADOPTION	Date: 24/07/2018, Ref# D17/67260
REVIEWED / AMENDED	Date: 24/07/2018, Ref#: D19/36552 Date: 18/09/2018, Ref#: D19/133707
NEXT REVIEW DATE	Date: 12/05/2020

Community Funding Policy

CITY OF VINCENT

Attachment 1: Community Funding Application and Assessment Overview

Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Seeding Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	$5,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Community Support Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	$10,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Youth Development Grants	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	$1,000	Applications accepted throughout the year	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Collaborative Grants	Service delivery agencies, not-for-profit organisations, social Enterprises and registered charities	$85,000	Annually in September or as specific community needs are identified by Council.	Assessment Panel comprising Council and Administration representatives will assess applications based on category guidelines and criteria

Community Funding Policy

CITY OF VINCENT

Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Female Sports Participation Grants	Not-for-profit organisations, State Sporting associations and sport and recreation clubs.	$2,000	Applications accepted throughout the year.	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Festival and Event Sponsorship	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	N/A	Annually in March	Administration will assess applications based on category guidelines and criteria, and prepare a report for consideration at an Ordinary Meeting of Council
Town Team Grants	Beaufort Street Network, Leederville Connect, Mount Hawthorn Hub, North Perth Local, Northbridge Common and West End Arts Precinct	Subject to Annual Budget	Applications accepted throughout the year until specific Town Team funds are exhausted	Administration will assess applications based on Town Centre Place Plans, Town Team Action Plans, and category guidelines and criteria
Environmental Grants	Schools, not-for-profit organisations, clubs, associations, social enterprises, and registered charities	$2,000	Annually in March	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Heritage Assistance Fund	Property owners with a place on the City of Vincent Municipal Heritage Inventory and/or State Register of Heritage Places or within a heritage area	50% of the total cost of works up to $5,000 maximum	Applications accepted throughout the year until funds are exhausted or as specific needs are identified by Heritage Officers	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities

Community Funding Policy

CITY OF VINCENT

Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Heritage Plaques Program	Property owners and not-for-profit organisations	50% contribution up to $1,000 maximum	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Active Transport Schools Grants	Schools	$1,000	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Active Transport Community Initiatives Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	$2,500	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Transport Assistance	Residents with demonstrated difficulty accessing transport to attend medical appointments	$100 for individuals or $150 for couples	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, and the availability of alternative Home and Community Care (HaCC) services
Special Assistance Welfare	Residents requiring property repairs to prevent serving of a notice under Section 135 of the *Health Act 1911* or Schedule 3.1 of the *Local Government Act 1995*	N/A	N/A	Administration will assess situations where such assistance is required on a case-by-case basis

Community Funding Policy

CITY OF VINCENT

Funding Category	Eligibility	Maximum Amount	Application Deadline	Assessment & Approval Process
Donations	Non-profit-organisations and registered charities	$500	Applications accepted throughout the year until funds are exhausted	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Waiving of Fees	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	$2,000	Applications accepted throughout the year	Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities
Emergency Relief Donations	Residents	$500	Applications are accepted during a declared emergency or disaster	Administration will assess applications based on category guidelines and criteria, and the availability of alternative emergency relief services
School Citizenship Awards	Local City of Vincent School	$450	Applications are accepted annually and are distributed at graduation ceremonies	Administration will assess applicants provided by school Principals and teaching staff based on: • Qualities of citizenship, such as enthusiasm, interest, fairness and participation in school and community affairs; • Personal qualities; • Personal development, academic achievement; and • A good knowledge of Government, Local Government and City of Vincent.

7.4 REVIEW OF LIBRARY COLLECTION MANAGEMENT POLICY (3.11.1) AND LOCAL HISTORY COLLECTION MANAGEMENT POLICY (3.11.2)

Attachments:
1. **Library and Local History Collection Policy ⇩**
2. **Library Collection Development Management Policy (3.11.1) - Current ⇩**
3. **Local History Collection Management Policy (3.11.2) - Current ⇩**

RECOMMENDATION:

That Council:

1. **APPROVES the proposed policy '*Library and Local History Collection Policy',* at Attachment 1, for the purpose of advertising, which is proposed to replace the City's Policy 3.11.1 – '*Library Collection Management Policy'* and Policy 3.11.2 – *'Local History Collection Management Policy';***

2. **AUTHORISES the Chief Executive Officer to provide local public notice of the proposed new policy in Recommendation 1. above and invite public comments for a period of at least 21 days; and**

3. **NOTES that at the conclusion of the public notice period any submissions received will be presented to Council for consideration.**

PURPOSE OF REPORT:

To seek Council's authorisation to obtain public feedback on the amendments and consolidation of Policy 3.11.1 - '*Library Collection Management'* and Policy 3.11.2 – 'Local History Collection Management', into one policy – 'Library and Local History Collection'.

BACKGROUND:

The Library Collection Management Policy (3.11.1) and Local History Collection Management Policy (3.11.2) were adopted by Council at its meeting held 13 May 2014. This review has identified improvements to the way in which we manage our Library and Local History Collections, and reflects contemporary practice.

DETAILS:

Review of the Effectiveness of the Current Policies

The Librarians have completed a review of the two current policies, and provided the following assessment of their effectiveness:

What is working well	What needs improvement
Library Collection • Library collection reflects ALIA standards • Librarians monitor community preferences which informs stock acquisition. • Content is available in a range of formats, reflecting current technology. This includes free access to online and digital resources. • Library is actively used by community members from different demographic groups, reflecting access and inclusion principles. **Local History Collection** • Local History Centre is a valued resource. • Local History Centre is progressively digitising and preserving content.	• Policy documents are long and include administrative processes. • Probably don't need two policies, as the objectives of the collection are similar (eg censorship), and can be made consistent. • 10 Objectives can be simplified down to 3 main objectives. • Need to establish specific success measures against each of the 3 main objectives.

• Events such as the Local History Awards encourages the community to capture Vincent stories and content. **Both Collections** • Librarians provide valued support and advice for users. • Low levels of community complaints.	

Proposed Changes

Administration is proposing the following schedule of changes:

- Repeal the following two policies:
    - Library Collection Development Management Policy (3.11.1)
    - Local History Collection Management Policy (3.11.2)
- Create a new policy entitled 'Library and Local History Collection Policy' that:
    - Applies to both the Library and Local History Management Collections
    - Facilitates a consistent policy approach to both collections
    - Aligns the policy statement to reflect the priorities of the Strategic Community Plan
- Deletes the administrative and procedural elements of the old policies, which are now included in Management Practice documents; and
  5.
- Use of contemporary and clear language in the policy.

Industry Standards and Agreements

The City's Library Policies and Management Practice must comply with the following industry standards, which are referenced in the Policy:

- Australian Library and Information Association (ALIA) Statement ('**Statement**') on free access to information
- Public Libraries WA Framework Agreement 2010 ('**Framework**')

ALIA is the national body governing library and information services, and the **Statement** addresses the free flow of information and ideas to ensure a thriving culture and democracy in the interests of all Australians, and focuses on equity of access and inclusivity, and balanced with the powers of censorship legally vested in state and federal governments.

The **Framework** is the agreement that sits between State and Local Government for the provision of public library services in WA. It creates a shared vision for Western Australia's public library service as a sustainable and responsive network of vibrant, connected and well resourced, free public libraries that are hubs of community life. The Public Library system operating under this framework agrees the following benefits:

- Location and operation of public library services in response to local community needs
- A linked, statewide library service
- Effective utilisation of existing infrastructure and expertise within the State Library and within Local Government libraries across the State
- Centralised purchasing of library resources
- A statewide online catalogue

Management Practice documents

The Library and Local History Collection have created Management Practice documents to administer matters such as stock selection, deselection, resource formats, preservation of items, access and subject areas.

Some of the standards that are set out in the **Management Practice – Library Collection Development and Management** (Record: D20/220660), and reflecting the ALIA Statement, include:

- 50% of the Library collection is to have been published within the past 5 years, although some formats, such as DVD, may have a shorter shelf life.
- Collections have a balanced cross section of interesting material while also noting preferences in the local population. For example, the Vincent population currently has a preference for biographies, travel and cooking – but this is monitored as it may change.
- Collections acknowledge that reading preferences change over time and new technologies make alternative formats available from time to time (eg eBooks).
- Censorship standards require that items are not to be selected or rejected on moral, political, racial, religious, or sexist grounds alone.

The **Management Practice – Local History Collection** (Record: D20/220663), focuses on the selection, preservation and management of content relevant to Vincent. The Local History Librarian protects content of a sensitive nature, such as oral history transcripts where the donor has requested some parts of the transcript are to be kept private.

The management practice documents also set out how the donation of materials, requests for materials and complaints are managed.

CONSULTATION/ADVERTISING:

In accordance with the City's Policy 4.1.05 – Community Consultation, after approval in principle by Council, all proposed new policies and major amendments to existing policies are to be advertised for community consultation for a minimum of twenty-one (21) days via:

- A notice on the City's website;
- A notice in the local newspapers; and
- A notice on the notice board at the City's Administration and Library and Local History Centre.

LEGAL/POLICY:

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

City's Policy 4.1.1 – *Adoption and Review of Policies* sets out the process for repealing and adopting policies.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to provide public notice of the amended Policy 3.11.1 Library Collection Management and Policy 3.11.2 Local History Collection Management.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Nil.

PUBLIC HEALTH IMPLICATIONS:

Nil

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

COMMENTS:

The Library Collection Management Policy and the Local History Collection Management Policy have not been reviewed for some time. It is considered good practice and a contemporary approach to consolidate the two policy statements and objectives into one policy document. There was an excessive amount of text in both policies that was administrative in nature and superfluous to the intent. It is proposed that a management practice be created to contain the administrative tasks.

Library and Local History Collection

CITY OF VINCENT

Responsible directorate	*Community and Business Services*
Responsible team	*Customer and Library Services*
Responsible officers	*Manager Customer and Library Services, Branch Librarian and Senior Local History Librarian*
Affected teams	*Library and Local History Centre*
Legislation / local law requirements	*Public Libraries WA Framework Agreement 2010 (CM D20/172082)*
Relevant delegations	Nil.
Related policy procedures and supporting documentation	*ALIA free access to information statement 2018 (CM D20/172196)* *Please note that all documents with an external focus will be hyperlinked for publication to the City's website. Documents with internal and external focus will be hyperlinked for publication to the City's Vintranet.*

PURPOSE

To guide the development and management of the Library and Local History Collections in order to meet the needs of the community.

OBJECTIVE

The objectives of the Library and Local History Collections are to ensure they:

1. Cover a wide range of interests;
2. Are unbiased and uncensored; and
3. Support and enrich community understanding of the history, culture and heritage of the City of Vincent.

POLICY

The City of Vincent aims to provide the community free and equitable access to high quality and comprehensive Library and Local History Collections, supported by contemporary technology and services. The Collections and associated services aim to promote literacy, lifelong learning and an appreciation of the history and heritage of Vincent.

To ensure equitable access to the Collections, a balance between digital and physical content will be maintained. Our commitment to learning and technology considers the needs and preferences of different demographic groups, such as youth, aged and multi-cultural.

Librarians will adhere to the Australian Library and Information Association (ALIA) Statement on free access to information. This statement addresses the free flow of information and ideas to ensure a thriving culture and democracy in the interests of all Australians, and focuses on equity of access and inclusivity, balanced with the powers of censorship legally vested in state and federal governments.

SCOPE

Library and Local History Collection

CITY OF VINCENT

This policy applies to the Library and Local History Collections.

OFFICE USE ONLY	
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

CITY OF VINCENT

LIBRARY AND LOCAL HISTORY SERVICES

LIBRARY COLLECTION MANAGEMENT POLICY



POLICY NO: 3.11.2

LIBRARY COLLECTION MANAGEMENT POLICY

OBJECTIVES

- To inform the community of the Library's Collection Management principles;
- To ensure the Collection meets the needs of the community it serves;
- To provide scope and guidelines in the selection of resources for inclusion in the Collection;
- To ensure that the Collection is unbiased and uncensored
- To provide Library staff with a guide to the development and maintenance of the Library's Collection;
- To highlight the overarching goals that the Library is to achieve in regards to its Collection; and
- To ensure the Collection and preservation of the community's heritage.

The scope of this Policy is to document the processes for developing and managing the City of Vincent Library and Local History Collection. It is also a tool for responding to community needs and expectations, including why materials and formats are selected. The scope of this Policy does not include materials accessed from the Worldwide Web using the Library public access computers.

This Policy refers to the Library's mission. (See Appendix 1, page 7).

This Policy includes reference to the following special collections, unless specified:

- Aboriginal Studies Collection;
- Community Languages Collection;
- Local History Collection;
- Local History Image Library;
- Local History Oral History Collection;
- Macedonian Literature Collection;
- Parents' Collection; and
- Rotary Collection of Western Australian History.

1. Description of the Collection

Total items in excess of 60,000; approximately 65% of the Collection is owned by the State Library of Western Australia (SLWA) with the remainder the property of the City of Vincent. All items have been selected by staff to meet customer expectations.

In keeping with the Australian Library and Information Association (ALIA) standards, the target age of the Collection is to have 50% published within the past five (5) years. The items held in the Local History Collection are not subject to this standard, as their age is not a criterion for disposal. On the other hand, items such as DVDs have a much shorter shelf life, and are expected to be replaced more frequently.

Formats currently in the Collection include:

- Books
- Books on Compact Disc
- Books on MP3 Disc
- CD ROMs
- DVDs
- eBooks and eAudiobooks
- Large Print items
- Magazines
- Maps and Plans
- Newspapers
- Puzzles
- Playaway Pods
- Photographs
- Music CDs
- Oral History Interviews
- Unpublished documents

1.1 Subject Areas Collected

This Library works to address topics of current affairs and controversy, with a balanced cross section of interesting material. The Library has identified that biographies, travel and cooking are the most popular topics to our members, with a second level of interest being interior and garden design and architecture, technology and the Arts.

The strength of this Collection is that all items are professionally selected to address members' preferences, and that the Library is supported with a healthy budget to purchase items to supplement those provided by SLWA. The Library is also able to provide items in a wide range of formats, as previously indicated.

The Library acknowledges that reading preferences change as the population changes and as new technologies make alternative formats (such as eBooks) available. Accordingly, it is important to remain flexible in the Collection planning.

The importance of ensuring that the Library hardware and software is maintained at best possible level, with regular upgrades is recognised, with the view to ensuring ready access to digital media.

1. Selection Guidelines

The Guidelines apply to all formats and categories in the Collection.

2.1 Responsibility

The Coordinator Library Services and the Young People's Services Librarian are responsible for the selection of Library stock. The Senior Librarian, Local History is responsible for selecting material for the Local History Centre.

2.2 Selection Tools

This list is a guide to the tools that Library staff may use to identify potential additions to the Library stock. Members of staff are encouraged to maintain current awareness of new releases, and changing trends in members' requirements or interests.

- Advance Order Lists (from SLWA);
- Awards Winners;
- Literary publications, including emails and websites;
- Rare book lists (for Local History Collection);
- Reviews in magazines and newspapers;
- Second Hand book sales (for Local History Collection); and
- Suggestions and requests submitted by staff and members.

2.3 Selection Principles

- Subject Matter: The Library will consider material that deals with topics that are popular, relevant to the community and at an appropriate reading level for the target reader. Australian content is highly supported.
- Quality: Items in all formats should be neatly presented, with clear indications of content and anticipated audience.
- Value to the Collection: Priority will be given to material that will strengthen the Collection, including availability in various formats.
- Cost: The cost is to be considered in relation to available funds and the availability of similar material or content within the Collection, or from alternative sources.
- Duplicates: Duplicates will be added to the Collection, subject to demand and historical value.

2.4 Censorship

The Library supports the Australian Library and Information Association (ALIA) Statement on Free Access to Information (See Appendix 2, page 8/9). The most significant element is:

- *Items cannot be selected or rejected on moral, political, racial, religious, sexist grounds alone.*

Parents are reminded that that although due care is taken to shelve sensitive material in the adult shelves, that they are ultimately responsible for the items that their children select and read.

2.5 Donations

The Library is grateful for the generous donations of books from members of the community: items will only be accepted if they meet the standards established in this Policy. A simplified set of Guidelines is attached as Appendix 3, page 11.

2.6 Complaints

Members may use the *Request for Consideration of Library Item* form (see Appendix 4, page 12) to lodge a complaint about any item in the Collection. The Collection Management staff will review the complaint and advise the person of the outcome by mail within 10 working days, subject to the availability of the item for review.

Deselection and Disposal

Decisions relating to deselection and disposal of Council owned stock are based on the item's value to members. Items that have not had a process for more than two years are to be removed from the Collection and donated to a charity, such as the Save the Children Fund. Please note that items in poor condition should have been identified and removed prior to this stage. Items held in the Local History Collection are excluded from this process.

SLWA stock is returned when it no longer has value to our members.

2. Local History Collection

Whilst items collected for the Local History Collection meet standards set in this Policy, they are not available for loan, and may only be accessed inside the Local History Centre. See Policy No. 3.11.2 for comprehensive details.

APPENDIX 1

CITY OF VINCENT

LIBRARY AND LOCAL HISTORY CENTRE

MISSION AND VALUES STATEMENT

"Enhancing and celebrating our diverse community"

The Library Mission:

We support our community

We provide free and equitable access to the finest possible collections, services, and technology. We promote lifelong learning and the love of reading, and support the exploration of ideas, culture, and knowledge in a modern and friendly atmosphere, which enriches the lives of our community and is a reflection of our cultural history and diversity. We provide expertly trained staff that is recognised for their excellent customer service.

The Library Vision:

We inspire our community

We are our community's gateway to contemporary and historical knowledge and information. We support their quest for knowledge, as it relates to their home, business, hobby and lifelong learning. The Library is a vibrant community hub which enriches the lives of all members of the community.

The Library Values:

We value our community

The Library service is dedicated to providing and supporting:

- Excellence and Service;
- Honesty and Integrity;
- Innovation and Diversity;
- Caring and Empathy; and
- Teamwork and Commitment.

APPENDIX 2
ALIA Statement on Free Access to Information

ALIA Objects Addressed
To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle
Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement
There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. *Asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;*
2. *Adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the Library and information service concerned, irrespective of the controversial nature of the information or ideas;*
3. *Ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;*
4. *Catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;*
5. *Protecting the confidential relationships that exist between the Library and information service and its clients;*
6. *Resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments; and*
7. *Observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit Library and information services in meeting the obligations and responsibilities outlined in this Statement.*

APPENDIX 3

City of Vincent Library & Local History Centre

Guidelines Regarding Donation of Items

The City of Vincent Library and Local History Service and Library members are grateful for all items that are donated. The generosity of our community members is well known, and much appreciated by those who have access to a wider variety of items because of that generosity.

However, there are times when members of the community offer items that are not appropriate for use in a public Library. Library staff is then obliged to sort and store such items until an opportunity to donate them to charity arises. In order to ensure that staff is no longer required to take on this task, this Policy is in place as a guide for members of the community wishing to donate items to the Library.

The following items will not be accepted in the Library:

- Dirty or damaged items;
- Any books older than five years;
- Computer books older than two years;
- R-rated videos, DVDs or music CDs;
- Jigsaw puzzles in damaged boxes, or with pieces missing;
- Magazines, unless a previous agreement is in place;
- Used textbooks with highlighting, or other markings throughout;
- Paperback novels, that have been exchanged at a book exchange, and which bear the book exchange stamp;
- Sets of encyclopaedias, irrespective of age or condition; and
- Readers Digest condensed books.

Please contact the Save the Children Fund if you wish to donate your used books to a worthy cause. They hold an annual book sale to raise funds.

Magazines are often welcome at refuges, hospitals or medical surgeries.

The Library management reserves the right to reject items that are offered.

APPENDIX 4

CITY OF VINCENT LIBRARY AND LOCAL HISTORY CENTRE

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Thank you for your interest in the Library Collection. A team of qualified staff will review your request and provide a written response within 10 working days of receipt of your request. You may view the Library's Collection Management Policy No. 3.11.1 at

http://www.vincent.wa.gov.au/Your_Council/Council_Matters/Policies

You may mail your completed request to the Library at:

City of Vincent Library
PO Box 82,
LEEDERVILLE WA 6902

OR submit online at mail@vincent.wa.gov.au

PLEASE PROVIDE YOUR DETAILS:

Name: _____

Address: _____

Your Membership Number: | | | | | | | | | | | | | | |

DETAILS OF LIBRARY ITEM – please tick format

Book	DVD	Book on CD	Music CD	Magazine
eBook	eAudiobook	CD-ROM	Magazine	

Title: _____

Author: _____

Publisher: _____

Library Item Barcode | | | | | | | | | | | | | |

1. Did you read/listen to/view the whole item? _____
2. To which aspects of the item do you object? (Please provide page number, magazine edition, part of DVD etc)

   _____
3. Can you explain why you object to these aspects? _____
4. What do you recommend the Library do with this item?

   _____
5. Any further comments _____

Please use the back of this form if more space is required.

POLICY NO: 3.11.2

LOCAL HISTORY COLLECTION MANGEMENT POLICY

OBJECTIVES

The objectives of this Policy are to provide guidelines for the content, management, preservation, and promotion of the Local History Collection:

- To collect, document and permanently preserve all resource materials that reflect the history, development, culture and society of the City of Vincent area. The Collection may also cover Lake Monger and parts of Leederville not officially in the City Of Vincent but relevant to pre-1994 history, and other streets and places close to our boundaries, as boundaries may change;
- To promote the Collection as a significant part of the heritage of the area;
- To provide appropriate conditions for the conservation, storage and protection of the Collection and to maintain a permanent keeping place which includes an archival room for optimal preservation of unique documents and materials. This includes adequate storage for the digital archive of oral history interviews, photographs and various digital documents on a server as well as back up media, as it must remain future proof;
- To provide an information service to individuals, groups, elected members and council officers and to make the Collection accessible (where it is not to the detriment of original materials) to all interested people;
- To refer users to additional resources held by other institutions; and
- To provide access to, and guidance in family history research.

POLICY STATEMENT

It is anticipated that residents, former residents, those who currently work or formerly worked in the area, City of Vincent officers, researchers, students from primary to tertiary level, general library users and anyone interested in the social, cultural, and environmental history of the City will use and value the Local History Collection.

- The Collection should contain resources that will facilitate the study of local subjects in the greatest detail possible;
- The Collection should be thematically comprehensive, containing material on all aspects of the area: geographical, sociological, educational, historical, economic and political;
- The Collection will cover a time frame from the earliest recorded information about the area to the present day;
- The Collection should contain both current and retrospective materials;
- The Collection should consist of a wide variety of formats, including print materials, cartographic materials, photographic materials, audio-visual materials and digital formats;
- There will be both original materials and copies of original materials. Copies may be print or digital copies;
- The Collection should aim to be an archive for community organisations and businesses in the area;
- The Collection should be an archive for appropriate Council documents;
- The Collection should act as a reference point for researchers to sources of material both within and outside of the collection;
- The management of the Collection will be based on the premise that it is a permanent collection to be preserved and designed for long-term community use. It will be a reference collection, with items only loaned under special circumstances; and
- Monitor enquiries and usage to assist in collection development, access and promotion.

1. RESOURCES

The Collection will include:

(a) Monographs

- Published and unpublished monographs relating to the geography, history, social and political aspects of the City and its development;
- Published and unpublished works on the wider region including the City;
- Literary or research works by residents or organisations within the area or published locally;
- Fiction works based in the area;
- Genealogical texts; both instructional and including primary resource materials;
- Directories;
- Street Guides;
- Reports;
- Electoral Rolls; and
- Background and professional reference texts where helpful to historical and current research and collection management.

(b) Serial publications

- Newsletters and journals of local and general historical and genealogical interest; and
- Serial publications of local community organizations.

(c) Newspapers

- Local newspapers; and
- Relevant articles, both current and retrospective, from State and National newspapers.

(d) Ephemera

- Brochures;
- Pamphlets;
- Fliers and Leaflets;
- Programs;
- Posters;
- Timetables;
- Menus;
- Postcards;
- Calendars; and
- Other miscellaneous items relating to community activities both past and present.

(e) Images

- Original prints or copies;
- Negatives;
- Transparencies;
- Digital images reflecting the past and the present; and
- Images of artefacts not held in the collection, but of local interest.

(f) Maps and Plans

- Maps and plans created by the City of Vincent;
- Maps and plans which have originated in State Government departments;
- Published and unpublished maps;
- Survey plans;
- Land subdivision and real estate plans;
- Architectural plans;
- Aerial photographs; and
- Maps relating to genealogy research.

(g) Archival Material

- Manuscript materials, handwritten or printed;
- Personal or family papers and memorabilia, such as journals, diaries, letters, greetings cards, invitations, drawings etc; and
- Archives of current and former community organizations.

(h) Council archives for items of historical interest to researchers

- Publications;
- Reports and documents;
- Plans;
- Images;
- Annual reports;
- Budget statements;
- Newsletters, brochures, pamphlets; and
- Visitor's books.

(i) Oral Histories

- Interviews with residents and former residents of the City of all ages and ethnic origins, relating to a variety of local subjects;
- Interviews with people who work or have formerly worked in the City;
- Interviews with people of note within the City or who were originally from the area;
- Create regular interview projects to form the Oral History Collection;
- Transcribe and index all interviews; and
- Provide online access to edited interviews and transcripts.

(j) Visual Recordings

- Accept loans of movie films and video tapes for digitizing;
- DVDs created by residents, businesses or City of Vincent departments; and
- Audio visual recordings of some interviews for possible use on the Local History website page.

(k) Artefacts

The Collection will generally not include artefacts due to the problems of storing and preserving such material. Items of local interest may be photographed and the photographs included in the collection.

Smaller items of local interest and those associated with special projects, which fit easily into storage boxes and on the shelves in the archive, may be collected.

2. METHODS OF ACQUISITION

(a) Purchase

- An annual budget to be provided for the purchase of relevant materials;
- Acquisition will be based on cost, rarity, storage space and user demand;
- High priority will be placed on items which fill gaps in the Collection;
- Book stock should be purchased where possible as State Library of WA copies can be requested by other libraries and may not return or not be available when required by a researcher;
- Multiple copies of key local texts are desirable in order to ensure that there are adequate resources for present and future needs. One copy may also be required for a loan copy if a book is not suitable to be used solely for reference; and
- Historically significant photographs may be purchased.

(b) Donations

- These should form an important source of acquisitions. Items will be accepted only without encumbrance and when relevant to the collection policy;
- A 'donor form' should be completed for each donation;
- All donations should be acknowledged; and
- The Local History Centre reserves the right, under special circumstances, to dispose of material at a later date.

(c) Subscriptions: Journals, websites.

(d) Copying: Copies may be acquired as photocopies, scans or digital files.

(e) Exchange: May occur with collectors in other areas, e.g. City of Perth. Materials become part of the Collection in the same manner as donations.

(f) **Deposit:** Archival deposits of materials from community organisations (especially those that have ceased operation), and City of Vincent generated items e.g. photographs. Consideration will be given to size of the Collection, value, permanency, space and funding before accepting.

(g) **Creation:** The Local History Centre will create materials and publications in a variety of ways including:

- Oral History Interviews;
- Photographic Projects;
- Publishing Books;
- Brochures and Pamphlets;
- Newsletters; and
- Notes and Guides.

3. LOCAL HISTORY AWARDS

Conduct annual Local History Awards to encourage people to contribute to the Collection. All entries become part of the Local History Collection. Categories will include photographs annually with written entries biennially. Special topics may be included to promote projects, topical subjects or gaps in the Collection.

4. ORGANISATION AND RECORDING

Items will be organised in a manner which gives the greatest access to their content, with consideration to the various formats in which they may be held.

(a) Books

- To be fully catalogued using Dewey Decimal Code as with the other library stock;
- A brief synopsis including keywords to be included in the 520 description field; and
- Subject headings to be added using Local Subject Headings list compiled by Local History Librarian.

(b) Newspapers

Local newspapers:

- One copy to be archived in archival box, with no public access;
- One copy to be stored in archival box, which may be accessed for enquiries; and
- Two copies to be used for clippings, to be copied onto archival paper and filed in subject vertical files.

West Australian, Sunday Times and other Newspapers:

- Relevant articles will be clipped and copied onto archival paper and filed in subject vertical files;
- The original plus an archival copy will be archived in an archival box. The original to be stored in an enclosure to prevent direct contact with archival copy; and
- Key Western Australian newspapers up to the mid 1950s can be accessed at www.trove.nla.gov.au/newspaper . Provide link on Local History desktop icons and website.

(c) Photographs

- All photographs are to be scanned to form a digital collection;
- An accession register will be kept detailing the accession number, brief description, and donor;
- A *Donation of Photographs* agreement form to be completed by the donor for all photographs, providing date, description, and other relevant information;
- Photographs will be uploaded to the Local History Image Library which is accessed through the City of Vincent Library and Local History Centre web page at http://www.vincent.wa.gov.au/Library/home;
  Descriptive fields include: title or assigned title/description, date range, medium, photographer if relevant, donor, subject descriptors, keywords, added notes, copyright details and if original is held;
- All photographs to be printed with a description and filed by accession number in archival file; and
- Originals, copies, negatives and transparencies to be filed by accession number in archival files stored in the archive.

(d) Ephemera

- Paper based material such as fliers and brochures to be inserted into a copy safe enclosure which is dated and filed in the appropriate archival ephemera subject file;
- An accession number to be allocated to each item;
- A catalogue entry to be made in the library management system for each subject file, which will include subject descriptors, keywords and notes. Individual items will not be catalogued; and
- Larger items to be stored in archival boxes in the archive, with individual catalogue records.

(e) Maps, plans and subdivision posters

Maps:

- All maps to be catalogued on Library Management System. Records should include creating agency, series title, year span, related series as well as scale, inserts, projection, type of map and subject descriptors;
- To be stored by size in either horizontal or vertical map cabinets or on the folio shelves in A3 archival display books; and
- Vertical and horizontal map cabinets to be arranged by suburb followed by accession number.

Plans:

- All plans to be sorted by subject and filed in appropriate horizontal map cabinet drawer; and
- Individual plans generated by the City will not be catalogued; and A unit entry catalogue record for each subject will be created to guide user to each set of plans, with an accession number allocated to each plan. House plans may be catalogued individually.

Subdivision Posters:

- To be catalogued on Library Management System. Records should include creating agency, date or estimated date, description subject headings and keywords;
- To be stored by size in either vertical map cabinet or on the folio shelves in A3 archival display books; and
- Vertical map cabinet posters to be arranged by suburb followed by accession number.

(f) Oral Histories

- To be recorded in an accessions register with accession number, name of interviewee and date of interview;
- Digital interviews to have master record stored on server. Backup copies to be on two portable hard drives, one of which is stored in the local history safe box. An archival disk will also be stored in the archive;
- Recordings made on magnetic tape to be digitized. Master copies archived in a metal filing cabinet in accession order. (Copies in library cassette covers created prior to digital technology to be discarded);
- Interviews to be transcribed as edited (rather than verbatim) transcripts and sent to interviewee for corrections and additions;
- Final transcripts to be printed on archival paper and filed in accession order in vertical filing cabinet. Any accompanying photographs to be copied and added to transcripts;
- All transcripts to be indexed;
- All interviews and transcripts to be entered into library management system. Information to include interviewee, interviewer, an assigned title, subject descriptors, keywords, project title, duration or pagination, copyright, and accession number;

- All oral history recordings should be accompanied by an *"Oral history interview: conditions of interview and use"* agreement form; and
- Short extracts of interviews and transcripts or abstracts to be made available online, accessed via the Local History web page, to promote the Oral History Collection.

(g) Online resources

- Provide links and guides to websites developed by the City to assist in the interpretation of our history;
- Provide links and guides to subscription websites; and
- Provide links and guides to useful websites for researchers.

(h) Visual recordings

- To be catalogued and accessed within the Collection using the Library Management System.

PRESERVATION AND SAFE STORAGE

It is essential that all items in the collection are correctly stored utilising best practice standards to ensure their longevity. This can be achieved by: the following:

- Maintain an archival room, built to archival standards, which is in close proximity to the remainder of the Collection. This is temperature, dust and light controlled, insect free and fire proof to facilitate the optimal storage conditions for the preservation of archival materials. (Archival materials may include local newspapers, manuscripts, personal or family papers, memorabilia, photographs and negatives, original oral history tapes, and archives of current and former organisations.)
- Provide the most appropriate archival methods of storage and access for items utilising archival paper and folders, mylar and copy safe enclosures and display books, polypropylene boxes and metal cabinets and shelving.
- Create digital copies or records for preservation.
- Assess any preservation or conservation work required and obtain professional services if necessary or perform in-house.

5. ACCESS TO THE COLLECTION

- The Collection is reference only and no items may be borrowed, except under special circumstances at the discretion of the Local History Librarian;
- Access is provided to all parts of the Collection, except those of a sensitive or delicate nature. Items in the archive must be retrieved by the local history staff and brought into the Local History Centre for researchers;
- Access will only be available under staff supervision when the Local History Centre is open. The Local History Centre will be locked when no supervision is available due to the irreplaceable nature of the Collection;
- Supply large tables within the Local History Centre so that no items need to be removed from the Centre to be inspected;

- Photocopying facilities in the Centre to allow supervision of materials belonging to the collection at all times;
- Ability for researchers to save digital files to portable devices from computers;
- Access to the content of the Collection will be through the library management system, the Local History Image Library, Local History Centre vertical files and shelf guides and the Local History webpage;
- Staff will assist in guiding the public in accessing the Collection. Where a written enquiry or email is received from a researcher unable to visit the Centre, research may be carried out by staff, depending on anticipated time involved;
- Staff will assist the public in the use of online resources. Tutorials and workshops will be given on using subscription and other useful websites;
- To minimise damage to materials the use of pencils will be encouraged; and
- Guidance to appropriate websites and other collections will be given if the information is not held in the Collection.

6. PROMOTION

- Published books, pamphlets and brochures will be created to promote the Collection and history of the area. This will be promoted online and around the Vincent and wider community;
- Displays and exhibitions in the Local History Centre, library, council offices or other public areas and events;
- Use of the website, online newsletters and social media to foster awareness of the Local History Centre and to encourage use and participation in contributing to the Collection;
- Hold workshops, tutorials and regular speakers in the Local History Centre;
- To publish a quarterly newsletter, available in hard copy and online;
- To supply promotional articles for The Vine, (library monthly online newsletter) City of Vincent News and promotions in the local newspapers and West Australian *"Can you Help?"* column;
- To encourage involvement of local community groups;
- To establish a Friends of Local History Group and encourage volunteers;
- To continue with the annual Local History Awards to enhance awareness of and create acquisitions for the Collection; and
- Work with local schools to promote the use of the Collection. Encourage school visits or make classroom visits.

CITY OF VINCENT

DONATION OF PUBLISHED MATERIAL TO THE CITY OF VINCENT LOCAL HISTORY COLLECTION

Please complete in **BLOCK LETTERS** and strike out irrelevant parts.

I/ we ……

of (address) ……..

Email ……..Phone ……..

being the sole owner(s) donate the item(s) listed below to the City of Vincent Local History Collection.

I give it/them free of encumbrances and declare that I make the donation of my own free will.

Any ownership or other interest which I may possess in the donated item(s) is hereby transferred and assigned to the City of Vincent Local History Collection.

Special Conditions:

DESCRIPTION OF ITEMS

Signed by the Donor ……..Dated ……..

Signed on behalf of the City Of Vincent Local History Collection

……..Dated ……..

LOAN OF UNPUBLISHED MATERIAL FOR COPYING TO THE CITY OF VINCENT LOCAL HISTORY COLLECTION

Please complete in **BLOCK LETTERS** and strike out irrelevant parts:

I/We ……
Of (Address) ……
Email …….. Phone ……..

lend to the City of Vincent Local History Collection for copying the items listed in the schedule below, subject to the following conditions:

1. The copies made may be inspected or read by approved readers.
2. The Library may supply further copies for research or private study of any of the items listed below.
3. The Library may make further copies for display purposes both within the library, and at other locations at the discretion of the Librarian.

4. Special conditions:

DESCRIPTION OF ITEMS

Signed by the Donor …… Dated ……

Signed on behalf of the City Of Vincent Local History Collection

…… Dated ……

Original to be (please circle) Returned by post Date returned……..
Collected Date returned……

CITY OF VINCENT

DONATION OF UNPUBLISHED MATERIAL TO THE CITY OF VINCENT LOCAL HISTORY COLLECTION

Please complete in **BLOCK LETTERS** and strike out irrelevant parts.

I/ we ……
Of (address)……
Email; …… Phone: ……

being the sole owner(s) donate the item(s) listed below to the City of Vincent Local History Collection.

I give it/them free of encumbrances and declare that I make the donation of my own free will.

Any ownership, copyright or other interest which I may possess in the donated item(s) is hereby transferred and assigned to the City of Vincent Local History Collection.

Special Conditions:

DESCRIPTION OF ITEMS

Signed by the Donor …… Dated ……

Signed on behalf of the City of Vincent Local History Collection
…… Dated ……

CITY OF VINCENT

DONATION OF PHOTOGRAPHS TO THE LOCAL HISTORY COLLECTION

Please complete in **BLOCK LETTERS**

I/We ……

Of (Address)……

Email: …… Phone: ……

being the owner(s) hereby **donate originals** / **lend for copying** to the City of Vincent Local History Collection the photographs listed in the schedule below:

Schedule of Photo Numbers:

……	……	……	……
……	……	……	……
……	……	……	……
……	……	……	……

(See attached sheets with photograph details)

Please initial the boxes

☐ I give permission to the City of Vincent Local History Centre to use the photographs I have provided for exhibition, library catalogues, web sites, documents and publications in any media without restriction.

☐ I agree that the City of Vincent Local History Centre may make minor modifications to the image by any digitisation process for design or other purposes as required.

☐ **Copying:** The library may supply copies for the purpose of research and study, exhibition and publication to clients. I **do** / **do not** (please circle) wish to be contacted for permission each time a request is made to use photographs I have donated for exhibition or publication purposes.

Special conditions

Signed by the Donor…… Dated ……

Signed on behalf of the Local History Centre Dated ……

CITY OF VINCENT

DONATION TO ARCHIVE OF
CITY OF VINCENT LOCAL HISTORY COLLECTION

Please complete in **BLOCK LETTERS** and strike out irrelevant parts.

I/ we ……
Of (address)……

Email …… Phone ……..

donate the item(s) listed below/ attached to lodged in the City of Vincent Local History Collection Archives.
or
I donate the item(s)
On behalf of ……

I give it/them free of encumbrances.

Any ownership, copyright or other interest which the above may possess in the donated item(s) is hereby transferred and assigned to the City of Vincent Local History Collection.

Special Conditions:

DESCRIPTION OF ITEMS

Signed by the Donor …… Dated ……

Signed on behalf of the City of Vincent Local History Collection

…… Dated ……

CITY OF VINCENT

LOCAL HISTORY CENTRE

ORAL HISTORY INTERVIEW: CONDITIONS OF INTERVIEW AND USE

I.....agree to be interviewed by an officer or agent of the Local History Collection.

I understand that the following conditions apply:

1. Copyright in the recording and transcript of it belongs to the City of Vincent represented by the City of Vincent Local History Centre.

2. The interview will be transcribed and may be edited. I will be provided with a copy of it and may correct any errors which may have occurred, and make any additions or deletions I feel appropriate.

3. I understand that a copy of the edited transcript will be provided for my personal use. I will retain the right to quote from it or use it in part or in full. Where such use occurs, the contribution of the City of Vincent Local History Centre will be acknowledged.

4. The Local Studies & History Collection may provide access to the recording and transcript to researchers.

5. Copies of the recording and transcript will be lodged in the City of Vincent Library and Local History Centre for use by researchers and students.

6. The City of Vincent Local History Centre may at its discretion provide copies of the recording and / or transcript to researchers or family members. In each case, my contribution as the interviewee will be acknowledged.

7. I recognize that the interview may be of interest to future researchers, resulting in requests to publish or broadcast excerpts or the whole work. Where the City of Vincent Local History Centre arranges such publication or broadcast, my contribution as the interviewee will be acknowledged.

8. I may make special conditions about the use of my interview as detailed below.

_____

_____

I acknowledge the above as the conditions which will govern the interview and its recording, transcript and subsequent use.

Interviewee Signed	Print Name
Address	
Phone	Date
Interviewer signed:	Print name
Date	

Thank you for your participation and co-operation in our project. The recollections and personal observations contained in our Oral History Collection are a valuable addition to the knowledge of the City of Vincent.

16

7.5 SUPPORT FOR THE ULURU STATEMENT FROM THE HEART

Attachments: **1. Uluru Statement from the Heart ⇩**

RECOMMENDATION:

That Council

1. SUPPORTS the Uluru Statement from the Heart at Attachment 1 with the following actions:

1.1 acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Owners of this country and pay respect to their ongoing spiritual and cultural connections;

1.2 recognises the need for constitutional change that goes beyond the symbolic, and gives breath to the benefits that a treaty offers all Australians as we move towards a reconciled Australia;

1.3 endorses the Mayor submitting a letter to the Prime Minister, Federal Leader of the Opposition, Premier of Western Australia and WA Minister for Aboriginal Affairs, expressing Council's support for the Uluru Statement from the Heart; and

1.4 requests that there is a focus on community engagement and awareness surrounding the Uluru Statement from the Heart as part of the annual NAIDOC and Reconciliation Week events.

PURPOSE OF REPORT:

To seek Council support for the Uluru Statement from the Heart at **Attachment 1**

BACKGROUND:

On Friday 26th May 2017, Delegates of the National Constitutional Convention released the Uluru Statement from the Heart.

The Uluru Statement from the Heart calls for constitutional reforms to empower First Nations peoples so they can take their rightful place in their own country. It calls for a constitutionally guaranteed advisory body to provide advice to Parliament. The proposed body has no voting rights and will not alter the makeup of the Australian Parliament, but it will, for the first time, give First Nations peoples a voice to Parliament. It also seeks a Makarrata Commission to commence treaty negotiations engaging with all Australian governments.

There are three key elements to the reforms set out in the Uluru Statement. Only one involves a change to the Australian Constitution.

The Constitutional Change

Involves enshrining a First Nations Voice in the Australian Constitution that would empower Aboriginal and Torres Strait Islander peoples.

By Council endorsing this recommendation, the City would be recognising the need for constitutional change.

The Legislative Change

Involves the establishment of a Makarrata Commission. The Makarrata Commission would supervise a process of agreement-making with Australian governments.

The Commission

Would oversee a process of truth-telling about Australia's history and colonisation.

By Council endorsing Administration's recommendation to support the Uluru Statement, it would also confirm the City's view that a voice for Aboriginal and Torres Strait Islander Peoples, a treaty with Aboriginal and Torres Strait Islander peoples and a process of Truth telling as outlined in the statement are a critical part of the Reconciliation process.

DETAILS:

The City's Innovate Reconciliation Action Plan 2019 – 2021 that was endorsed by Council on 4 April 2017 (Item 9.4.1) has the following deliverable that is relevant to the Uluru Statement from the Heart:

Respect

Acknowledge Aboriginal and Torres Strait Islander cultures and histories

- *Investigate opportunities for the City and Council members to advocate for recognition of Aboriginal and Torres Strait Islander peoples in the Australian Constitution.*
- *Investigate opportunities for the City and Council to support the 'Uluru Statement from the Heart'*

In addition to supporting the Uluru Statement from the Heart, it is also important for Council to support other organisations who have formed the same position and inform key bodies such as the Federal Government, Federal Opposition and WALGA of the City's position in the hope that these organisation will also form a similar position.

Acknowledging Aboriginal and Torres Strait Islander Peoples as the Traditional Owners

The City currently acknowledges the traditional lands of the Whadjuk Noongar people in various was, so this recommendation reinforces the City's existing commitment.

The City commenced its Reflect Reconciliation Plan in June 2017, concluding in June 2018. Following this, the City transitioned into the Innovate Reconciliation Action Plan which it is due to complete in June 2021.

The City has taken many steps in recent years towards acknowledging the City's Aboriginal community and culture, including the establishment of the City's Reconciliation Action Plan Working Group, purchase of public artwork, celebrating and acknowledging significant days, including NAIDOC week and Reconciliation week, along with the symbolic protocol of continually flying the Aboriginal flag.

Acknowledgement of the First Peoples will be raised with the City's Reconciliation Action Plan Working Group to seek guidance on how this action can be further embedded within the City's Stretch Reconciliation Action Plan and the City's operations.

In 2018, the Cities of Bayswater and Fremantle joined other organisations across Australia to voice their support for the Uluru Statement from the Heart. Similarly, in the Eastern States, there are only a few local governments who have supported this statement.

Letter of support from Council to Federal and State Governments expressing our support for the Uluru Statement from the Heart

If supported by Council, Administration would prepare a draft letter from the Mayor to the Prime Minister, Federal Leader of the Opposition, WA Premier and WA Minister for Aboriginal Affairs expressing Council's support for the Uluru Statement from the Heart.

Educating our community

Administration would incorporate educational activities into NAIDOC and Reconciliation Week activities so that we can provide our community with information relating the significance and importance of the Uluru Statement from the Heart.

CONSULTATION/ADVERTISING:

Nil

LEGAL/POLICY:

Nil

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to support the Uluru Statement of the Heart

STRATEGIC IMPLICATIONS:

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

Connected Community

We recognise, engage and partner with the Whadjuk Noongar people and culture.
Our many cultures are celebrated.
We have enhanced opportunities for our community to build relationships and connections with each other and the City.

SUSTAINABILITY IMPLICATIONS:

Nil.

PUBLIC HEALTH IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

There will be limited financial implications for the City with any expenses being able to be captured within the existing budget for Reconciliation.

ULURU STATEMENT FROM THE HEART

We, gathered at the 2017 National Constitutional Convention, coming from all points of the southern sky, make this statement from the heart:

Our Aboriginal and Torres Strait Islander tribes were the first sovereign Nations of the Australian continent and its adjacent islands, and possessed it under our own laws and customs. This our ancestors did, according to the reckoning of our culture, from the Creation, according to the common law from 'time immemorial', and according to science more than 60,000 years ago.

This sovereignty is *a spiritual notion: the ancestral tie between the land, or 'mother nature', and the Aboriginal and Torres Strait Islander peoples who were born therefrom, remain attached thereto, and must one day return thither to be united with our ancestors. This link is the basis of the ownership of the soil, or better, of sovereignty.* It has never been ceded or extinguished, and co-exists with the sovereignty of the Crown.

How could it be otherwise? That peoples possessed a land for sixty millennia and this sacred link disappears from world history in merely the last two hundred years?

With substantive constitutional change and structural reform, we believe this ancient sovereignty can shine through as a fuller expression of Australia's nationhood.

Proportionally, we are the most incarcerated people on the planet. We are not an innately criminal people. Our children are aliened from their families at unprecedented rates. This cannot be because we have no love for them. And our youth languish in detention in obscene numbers. They should be our hope for the future.

These dimensions of our crisis tell plainly the structural nature of our problem. This is *the torment of our powerlessness*.

We seek constitutional reforms to empower our people and take *a rightful place* in our own country. When we have power over our destiny our children will flourish. They will walk in two worlds and their culture will be a gift to their country.

We call for the establishment of a First Nations Voice enshrined in the Constitution.

Makarrata is the culmination of our agenda: *the coming together after a struggle.* It captures our aspirations for a fair and truthful relationship with the people of Australia and a better future for our children based on justice and self-determination.

We seek a Makarrata Commission to supervise a process of agreement-making between governments and First Nations and truth-telling about our history.

In 1967 we were counted, in 2017 we seek to be heard. We leave base camp and start our trek across this vast country. We invite you to walk with us in a movement of the Australian people for a better future.

7.6 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 OCTOBER 2020 TO 31 OCTOBER 2020

Attachments:
1. **Payments by EFT, BPAY and Payroll October 20** ⇩
2. **Payments by Cheque October 20** ⇩
3. **Payments by Direct Debit October 20** ⇩

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 October 2020 to 31 October 2020 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including BPAY and payroll	$6,016,673.25
Cheques	$4,742.30
Direct debits, including credit cards	$209,632.55
Total payments for October 2020	**$6,231,048.10**

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 1 October 2020 to 31 October 2020.

BACKGROUND:

Council has delegated to the Chief Executive Officer (Delegation No. 2.2.18) the power to make payments from the City's Municipal and Trust funds. In accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

DETAILS:

The Schedule of Accounts paid for the period 1 October 2020 to 31 October 2020, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT and BPAY Payments	**2594 – 2608**	$4,804,698.56
Payroll by Direct Credit	**October 2020**	$1,211,974.69
Sub Total		**$6,016,673.25**
Cheques		
Cheques	**82615 - 82639**	$4,792.30
Cancelled cheques	**82633**	-$50.00
Sub Total		**$4,742.30**

Direct Debits (including Credit Cards)

Lease Fees	$29,064.30
Loan Repayments	$100,782.60
Bank Charges – CBA	$64,665.95
Credit Cards	$15,119.70
Sub Total	**$209,632.55**
Total Payments	**$6,231,048.10**

CONSULTATION/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 —

- *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 –

- *the payee's name;*
- *the amount of the payment;*
- *the date of the payment; and*
- *sufficient information to identify the transaction.*

(2) A list prepared under sub regulation (1) is to be —

- *presented to Council at the next ordinary meeting of Council after the list is prepared; and*
- *recorded in the minutes of that meeting."*

RISK MANAGEMENT IMPLICATIONS:

Low: Management systems are in place that establish satisfactory controls, supported by the internal and external audit functions. Financial reporting to Council increases transparency and accountability.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

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

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Not applicable.

PUBLIC HEALTH IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

All municipal fund expenditure included in the list of payments is in accordance with Council's annual budget.

Creditors Report - Payments by EFT, BPAY and Payroll
01/10/20 to 31/10/20

Date	Payee	Description	Amount
22/10/2020	3 Monkeys Audiovisual Pty Ltd	Servicing fee - microphone and sound system in studio 2	$ 176.00
02/10/2020	A Austin	Fitness instructor fees	$ 56.84
22/10/2020	A Austin	Fitness instructor fees	$ 56.84
22/10/2020	A Banham	Expense reimbursement - resistance bands for BPLC gym	$ 59.32
02/10/2020	A C Trevenen	Prize winner - Youth action plan survey	$ 250.00
22/10/2020	A D Wright	Refund of building licence fee - not required	$ 166.65
22/10/2020	A Duckworth-Smith	Design advisory fees	$ 400.00
09/10/2020	A Family Trust	Rates refund - due to overpayment	$ 6,786.66
22/10/2020	A Lazarus	Fitness instructor fees	$ 56.84
09/10/2020	A Marriott	Expense reimbursement - Lunch and Learn prize vouchers	$ 140.00
02/10/2020	A Team Printing	Printing services - BPLC	$ 254.10
29/10/2020	A Team Printing	Printing services - BPLC	$ 95.70
02/10/2020	Academy Services WA Pty Ltd	Cleaning services and cleaning materials - various locations	$ 74,350.91
22/10/2020	Academy Services WA Pty Ltd	Cleaning services and cleaning materials - various locations	$ 21,746.55
29/10/2020	Academy Services WA Pty Ltd	Cleaning services and cleaning materials - various locations	$ 7,875.88
02/10/2020	Access Icon Pty Ltd	Supply of side entry frames and covers - Depot	$ 4,400.00
29/10/2020	Access Icon Pty Ltd	Supply of wave grate covers - Depot	$ 4,731.10
09/10/2020	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	$ 1,419.00
22/10/2020	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	$ 1,419.00
22/10/2020	Ajda Lavrick	Fitness instructor fees	$ 62.00
22/10/2020	Aldomain Projects Pty Ltd	Refund of infrastructure bond	$ 1,000.00
29/10/2020	Alerton Australia	Building management system control contract - BPLC (3 months)	$ 6,395.40
02/10/2020	Alinta Energy	Gas charges - various locations	$ 80.25
22/10/2020	Alinta Energy	Gas charges - various locations	$ 125.20
29/10/2020	Alinta Energy	Gas charges - various locations	$ 172.10
30/10/2020	Alinta Energy	Gas charges - various locations	$ 2,843.00
22/10/2020	Allflow Industrial	Service oil/water separator	$ 335.45
22/10/2020	Alsco Pty Ltd	Mat supplies - BPLC	$ 215.46
29/10/2020	Amanzi Group Pty Ltd	Merchandise - BPLC	$ 1,687.95
30/10/2020	Amerex Pty Ltd	Refund of infrastructure bond	$ 1,000.00
02/10/2020	AMS Installation & Maintenance Solutions WA	Supply and installation of heat exchangers - BPLC (claim 1)	$ 37,376.24
29/10/2020	AMS Installation & Maintenance Solutions WA	Supply and installation of heat exchangers - BPLC (claim 2); supply and install variable speed drive to boiler pump - BPLC; replace outside air fan - BPLC	$ 23,522.40
02/10/2020	Anna Cappelletta	Fitness instructor fees	$ 1,265.67
29/10/2020	Anna Cappelletta	Fitness instructor fees	$ 1,543.78

Date	Payee	Description	Amount
13/10/2020	Antonelli Group Pty Ltd	Rates refund - due to overpayment	$ 2,000.48
02/10/2020	APARC	Credit card transaction fees and sensors maintenance	$ 11,270.99
09/10/2020	APARC	Meter maintenance	$ 3,795.00
22/10/2020	APARC	Central management system, software licensing, meter maintenance, sensor maintenance and Ticketor enforcement	$ 43,819.87
29/10/2020	APARC	Credit card transaction fees	$ 10,419.26
02/10/2020	Apollo Plumbing and Gas Pty Ltd	Annual service of pump stations - various locations	$ 9,900.00
09/10/2020	Apollo Plumbing and Gas Pty Ltd	Plumbing services - East Perth FC	$ 602.50
22/10/2020	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	$ 1,660.45
29/10/2020	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	$ 685.50
02/10/2020	Aquawellbeing.com	Fitness instructor fees	$ 390.00
22/10/2020	Aquawellbeing.com	Fitness instructor fees	$ 325.00
02/10/2020	ARM Security	Alarm monitoring - various locations	$ 544.54
02/10/2020	Asphaltech Pty Ltd	Asphalt supplies	$ 156,352.30
13/10/2020	Asphaltech Pty Ltd	Asphalt supplies	$ 53,565.75
29/10/2020	Asphaltech Pty Ltd	Asphalt supplies	$ 64,432.38
30/10/2020	Assemble WA Pty Ltd	Refund of works permit bond	$ 500.00
22/10/2020	ATF Services Pty Ltd	Security fence - Cheriton Street	$ 144.21
09/10/2020	Audhu Pty Ld t/a Nu Change Building	Refund of infrastructure bond	$ 3,000.00
02/10/2020	Ausblue Pty Ltd	Ad blue supplies - additive to reduce truck carbon emissions	$ 950.40
29/10/2020	Australasian Performing Right Association Ltd	Music licence fees - various halls	$ 1,035.98
22/10/2020	Australia Post	Postage charges	$ 6,615.30
09/10/2020	Australia Post (Agency Commission)	Commission charges - August 20	$ 2,096.26
22/10/2020	Australia Post (Agency Commission)	Commission charges - September 20	$ 3,013.53
02/10/2020	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - Royal Park Hall	$ 935.00
29/10/2020	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	$ 1,501.50
30/10/2020	Australian Renovation Group Pty Ltd	Refund of infrastructure bond	$ 2,500.00
02/10/2020	Australian Services Union	Payroll deduction	$ 310.80
28/10/2020	Australian Services Union	Payroll deduction	$ 310.80
02/10/2020	Australian Taxation Office	Payroll deduction	$ 182,865.00
28/10/2020	Australian Taxation Office	Payroll deduction	$ 187,015.00
22/10/2020	Averna Homes	Refund of infrastructure bond	$ 3,000.00
29/10/2020	AW Bricklaying	Refund of infrastructure bond	$ 2,000.00
02/10/2020	Award Contracting	Locating services - various locations	$ 3,745.50
22/10/2020	Award Contracting	Locating services - various locations	$ 12,358.50
29/10/2020	Award Contracting	Locating services - various locations	$ 1,149.50
29/10/2020	AWB Co	Plumbing services - Ellesmere Street Reserve	$ 1,320.07
22/10/2020	B A Mobsby	Rates refund - due to overpayment	$ 2,072.78
30/10/2020	B Campbell	Refund of infrastructure bond	$ 800.00

Date	Payee	Description	Amount
29/10/2020	B L Webber	Reimbursement - Tree of significance assistance fund	$ 957.00
02/10/2020	Baileys Fertilisers	Fertiliser supplies	$ 5,308.35
29/10/2020	Baileys Fertilisers	Fertiliser supplies	$ 11,788.57
22/10/2020	Balerion Fitness Pty Ltd	Refund of planning application fee	$ 295.00
02/10/2020	Bang The Table	Consultation website licence and subscription	$ 28,820.00
22/10/2020	Baselink Nominees Pty Ltd t/as Giorgi Group	Refund of infrastructure bond	$ 1,500.00
22/10/2020	BCITF Building & Construction Industry Training	Levy collection	$ 10,970.34
22/10/2020	Beaumonde Homes	Refund of infrastructure bond	$ 275.00
29/10/2020	Beaurepaires	Tyre services	$ 271.42
22/10/2020	Ben & Asta Morton	Refund of infrastructure bond	$ 750.00
02/10/2020	Benara Nurseries	Supply of plants	$ 834.57
29/10/2020	Benara Nurseries	Supply of plants	$ 483.84
22/10/2020	Bent Logic	Supply of membership cards and key tags - BPLC	$ 3,520.00
22/10/2020	BikeDr Cycle Services Pty Ltd	Bicycle maintenance courses	$ 1,871.86
02/10/2020	Blackwoods	Hardware supplies - Depot	$ 1,895.03
22/10/2020	Blackwoods	Hardware supplies - Depot	$ 3,283.21
29/10/2020	Blackwoods	Hardware supplies - Depot	$ 1,887.08
02/10/2020	BOC Limited	Medical oxygen supplies and CO2 for beverage	$ 1,068.44
29/10/2020	BOC Limited	Medical oxygen supplies and CO2 for beverage	$ 683.67
02/10/2020	Boral Construction Materials Group Limited	Concrete supplies	$ 855.30
29/10/2020	Boral Construction Materials Group Limited	Concrete supplies	$ 4,964.00
02/10/2020	Boya Equipment	Plant repairs and maintenance	$ 757.90
02/10/2020	Boyan Electrical Services	Electrical services - various locations	$ 1,533.62
22/10/2020	Boyan Electrical Services	Electrical services - various locations	$ 6,406.13
29/10/2020	Boyan Electrical Services	Electrical services - various locations	$ 6,685.51
02/10/2020	Bridgestone Australia Ltd	Tyre services	$ 496.32
22/10/2020	Bridgestone Australia Ltd	Tyre services	$ 484.00
02/10/2020	Briskleen Supplies	Toiletry and cleaning products; sanipod service - BPLC	$ 3,132.82
22/10/2020	Briskleen Supplies	Supply of heavy duty outdoor brushes - BPLC	$ 648.78
29/10/2020	Briskleen Supplies	Toiletry and cleaning products - BPLC	$ 3,709.94
02/10/2020	Bucher Municipal Pty Ltd	Plant repairs and maintenance	$ 7,268.06
22/10/2020	Bucher Municipal Pty Ltd	Plant repairs and maintenance	$ 264.00
29/10/2020	Bucher Municipal Pty Ltd	Plant repairs and maintenance	$ 6,784.14
02/10/2020	Bunnings Trade	Hardware supplies - Depot	$ 630.93
29/10/2020	Bunnings Trade	Hardware supplies - various locations	$ 2,567.54
22/10/2020	C R Wilson	Expense reimbursement - Directorate planning day costs	$ 60.00
02/10/2020	C Saffer	Fitness instructor fees	$ 130.00
29/10/2020	C Saffer	Fitness instructor fees	$ 260.00
30/10/2020	C Vilardi	Crossover subsidy	$ 395.00

Date	Payee	Description	Amount
02/10/2020	C Willcocks	Refund of parking permit	$ 180.00
29/10/2020	C Y Sun	Part refund of Beatty Park Leisure Centre fees	$ 436.82
21/10/2020	Caltex Australia Petroleum Pty Ltd	Fuel and oils	$ 24,380.10
09/10/2020	Cambridge Homes WA Pty Ltd	Refund of infrastructure bond	$ 500.00
13/10/2020	Cardno (WA) Pty Ltd	Professional services - COV integrated transport plan	$ 22,000.00
22/10/2020	Casson Homes Inc	Refund of infrastructure bond	$ 4,000.00
02/10/2020	Centi Perth	Refund of hall bond	$ 250.00
02/10/2020	Charmaine Amanda Magness	Fitness instructor fees	$ 113.68
22/10/2020	Charmaine Amanda Magness	Fitness instructor fees	$ 454.72
02/10/2020	Child Support Agency	Payroll deduction	$ 950.51
28/10/2020	Child Support Agency	Payroll deduction	$ 950.51
22/10/2020	Chindarsi Architects	Design advisory fees	$ 1,210.00
22/10/2020	Chittering Valley Worm Farm	Worms and castings	$ 580.00
22/10/2020	Cirrus Networks	Software licensing subscription	$ 2,791.27
29/10/2020	City of Gosnells	Switch your thinking subscription fee 2020/21 - sustainable initiative	$ 5,500.00
02/10/2020	City Of Perth	BA archive retrievals	$ 304.50
22/10/2020	City Of Perth	Contribution to Visit Perth - Inner City campaign	$ 11,000.00
29/10/2020	City Of Perth	BA archive retrievals, cardboard collection services and waste collection	$ 1,613.57
22/10/2020	City of South Perth	Dog and cat impound fees; animal care facility charge 2020/21	$ 2,222.50
29/10/2020	City of South Perth	Dog and cat impound fees	$ 255.69
02/10/2020	City of Stirling	Meals on Wheels	$ 516.42
09/10/2020	City of Stirling	Mixed waste tipping fees	$ 28,715.90
29/10/2020	City of Stirling	Mixed waste tipping fees and Meals on Wheels	$ 42,191.42
02/10/2020	City of Vincent	Payroll deduction - staff contributions to vehicles	$ 1,270.14
28/10/2020	City of Vincent	Payroll deduction - staff contributions to vehicles	$ 1,323.40
02/10/2020	City of Vincent Staff Social Club	Payroll deduction	$ 486.00
28/10/2020	City of Vincent Staff Social Club	Payroll deduction	$ 486.00
22/10/2020	City Of Wanneroo	Share of Tamala Park rates 2020/21	$ 28,616.51
02/10/2020	Civica Pty Limited	Content Manager integration licence and Authority upgrade	$ 10,333.77
29/10/2020	Civica Pty Limited	General ledger restructure (part payment) and consultancy for Authority online requisitions	$ 29,242.95
09/10/2020	Cleanaway	Recycling contract	$ 121,267.94
22/10/2020	Cleansweep WA	Hire of road sweepers - various locations	$ 770.00
29/10/2020	Coast Homes (WA) Pty Ltd	Refund of infrastructure bond	$ 2,500.00
02/10/2020	Coates Hire Operations Pty Ltd	Plant hire - Depot	$ 576.00
29/10/2020	Coca-Cola Amatil (Aust) Pty Limited	Beverage supplies - BPLC	$ 209.74
29/10/2020	Cockburn Cement Limited	Cement and pallets	$ 876.88
09/10/2020	Colleagues Nagels	Supply of infringement ticket rolls	$ 3,949.77
22/10/2020	Compu-Stor	Records digitisation and off-site storage	$ 1,573.40

Date	Payee	Description	Amount
02/10/2020	Connect Call Centre Services	After hours calls service	$ 1,303.17
29/10/2020	Connect Call Centre Services	After hours calls service	$ 1,168.37
09/10/2020	Contour Projects Pty Ltd	Refund of infrastructure bond	$ 3,000.00
29/10/2020	Converge Construction (WA) Pty Ltd	Refund of infrastructure bond	$ 1,000.00
02/10/2020	Corsign WA Pty Ltd	Sign supplies - various	$ 1,930.50
29/10/2020	Corsign WA Pty Ltd	Sign supplies - various	$ 3,819.20
15/10/2020	Cr A Castle	ICT allowance - 50%	$ 1,250.00
15/10/2020	Cr A Castle	Council meeting fee	$ 1,935.83
15/10/2020	Cr Ashley Wallace	ICT allowance - 50%	$ 1,250.00
15/10/2020	Cr Ashley Wallace	Council meeting fee	$ 1,935.83
15/10/2020	Cr D Loden	ICT allowance - 50%	$ 1,250.00
15/10/2020	Cr D Loden	Council meeting fee	$ 1,935.83
15/10/2020	Cr J Fotakis	ICT allowance - 50%	$ 1,250.00
15/10/2020	Cr J Fotakis	Council meeting fee	$ 1,935.83
15/10/2020	Cr J Hallett	ICT allowance - 50%	$ 1,250.00
15/10/2020	Cr J Hallett	Council meeting fee	$ 1,935.83
15/10/2020	Cr J Topelberg	ICT allowance - 50%	$ 1,250.00
15/10/2020	Cr J Topelberg	Council meeting fee	$ 1,935.83
15/10/2020	Cr S Gontaszewski	ICT allowance - 50%	$ 1,250.00
15/10/2020	Cr S Gontaszewski	Council meeting fee	$ 3,255.70
15/10/2020	Cr Sally Smith	ICT allowance - 50%	$ 1,250.00
15/10/2020	Cr Sally Smith	Council meeting fee	$ 1,935.83
02/10/2020	CSE Crosscom Pty Ltd	Staff training - radio system refresher	$ 396.00
29/10/2020	CSE Crosscom Pty Ltd	Software and network access for hand held radios; supply and install radio and antenna - Depot	$ 7,819.68
29/10/2020	CSP Group Pty Ltd	Plant repairs and maintenance; purchase of chainsaws	$ 2,960.30
02/10/2020	D B Green	Fitness instructor fees	$ 454.72
29/10/2020	D Campbell	Refund of infrastructure bond	$ 750.00
02/10/2020	D Dama	Fitness instructor fees	$ 170.52
22/10/2020	D Dama	Fitness instructor fees	$ 227.36
29/10/2020	D Dama	Fitness instructor fees	$ 227.36
22/10/2020	D Fiore	Refund of planning application fee	$ 147.00
30/10/2020	D J Carson	Refund of infrastructure bond	$ 1,000.00
29/10/2020	D R McAullay	Part refund of Beatty Park Leisure Centre fees	$ 137.15
22/10/2020	Dancer Enterprises Pty ltd	Refund of infrastructure bond	$ 1,000.00
30/10/2020	Daniel Bullen	Fitness instructor fees	$ 1,697.60
22/10/2020	Daniela Toffali	Fitness instructor fees	$ 260.00
29/10/2020	Danterr Pty Ltd	Supply of diamond concrete blades	$ 1,408.00
29/10/2020	David Gray & Co Pty Ltd	Supply of green bins	$ 4,010.05

Date	Payee	Description	Amount
30/10/2020	Delica (WA) Pty Ltd	Refund of infrastructure bond	$ 1,200.00
29/10/2020	Department of Fire and Emergency Services (DFES)	Emergency services levy	$ 91,803.80
09/10/2020	Department of Mines, Industry Regulation and Safety	Building services levy collection - August 20	$ 18,091.21
22/10/2020	Department of Mines, Industry Regulation and Safety	Building services levy collection - September 20	$ 11,988.49
02/10/2020	Department of Planning Lands and Heritage	Licence fee for Summers Street car park and access road upgrades	$ 550.00
02/10/2020	Depot Social Club	Payroll deduction	$ 56.00
28/10/2020	Depot Social Club	Payroll deduction	$ 56.00
30/10/2020	Desiderio & Carol Gil	Refund of infrastructure bond	$ 275.00
29/10/2020	Design Right Pty Ltd	Design services - various projects	$ 4,950.00
02/10/2020	Designer Christmas	Christmas trees and decorations hire - BPLC	$ 1,166.00
02/10/2020	Devco Builders	Maintenance and repairs - various locations	$ 45,650.90
22/10/2020	Devco Builders	Maintenance and repairs - various locations	$ 49,449.73
29/10/2020	Devco Builders	Maintenance and repairs - various locations	$ 65,423.08
30/10/2020	Devco Builders	Loftus Recreation Centre change rooms refurbishment; refund of infrastructure bond	$ 91,650.76
09/10/2020	Disarect Australia Pty Ltd	Refund of infrastructure bond	$ 750.00
22/10/2020	Dominic Snellgrove	Design advisory fees	$ 400.00
02/10/2020	Donegan Enterprises Pty Ltd	Playground repairs and maintenance - Hyde Park	$ 154.00
22/10/2020	Donegan Enterprises Pty Ltd	Supply and install new rope bridge - Braithwaite Park	$ 15,675.00
02/10/2020	Downer EDI Engineering Power Pty Ltd	CCTV repairs to link between IGA and Barlee Street car park	$ 654.50
09/10/2020	Downer EDI Engineering Power Pty Ltd	Service and repairs cameras - Beaufort Street network	$ 561.00
29/10/2020	Dreamlux Developments Pty Ltd	Refund of infrastructure bond	$ 5,000.00
02/10/2020	Dulux Australia	Supply of paint	$ 475.76
29/10/2020	E Bentley	Expense reimbursement - Les Mills workshop and digital kits	$ 146.57
13/10/2020	E E Viney	Rates refund - due to overpayment	$ 1,665.58
22/10/2020	E Sullivan	Part refund of Beatty Park Leisure Centre fees	$ 89.25
22/10/2020	Eclipse Soils Pty Ltd	Supply of mulch	$ 3,217.50
02/10/2020	Ed Art Supplies	Library supplies	$ 235.07
29/10/2020	Ellenby Tree Farm Pty Ltd	Supply of plants and trees	$ 2,475.00
02/10/2020	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	$ 6,718.52
22/10/2020	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	$ 605.66
29/10/2020	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	$ 1,088.18
22/10/2020	Enviroblast Cannington	Pressure cleaning services	$ 1,719.30
29/10/2020	Environmental Industries Pty Ltd	Spraying of weedkiller - various locations	$ 1,043.53
02/10/2020	EnvisionWare Pty Ltd	Install and configure replacement self-service station - Library	$ 242.00
02/10/2020	Enzed Malaga	Plant repairs and maintenance	$ 159.75
02/10/2020	Erections (WA)	Supply and install pedestrian fencing - Britannia/Brentham Street	$ 5,150.20
13/10/2020	Event & Conference Co. Pty Ltd	Staff training - Waste and recycling conference 2020	$ 796.00
22/10/2020	Expo Signage and Digital Pty Ltd	Printing services - no parking signs	$ 1,486.10

Date	Payee	Description	Amount
02/10/2020	F Fei	Refund of parking permits	$ 360.00
22/10/2020	F Moran	Refund of booking overcharge - Woodville Pavilion	$ 33.75
22/10/2020	Farinosi & Sons Pty Ltd	Hardware supplies - Depot	$ 161.10
02/10/2020	FE Technologies Pty Ltd	Annual maintenance - RFID secure chute (Library)	$ 148.50
29/10/2020	FE Technologies Pty Ltd	Annual maintenance - Library management system software	$ 1,197.90
02/10/2020	Flexi Staff Pty Ltd	Temporary staff - Waste	$ 10,433.63
22/10/2020	Flexi Staff Pty Ltd	Temporary staff - various departments	$ 19,865.55
02/10/2020	Flick Anticimex Pty Ltd	Pest control services - various locations	$ 917.69
22/10/2020	Flick Anticimex Pty Ltd	Pest control services - various locations	$ 3,822.25
09/10/2020	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	$ 15,792.38
22/10/2020	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	$ 16,178.15
22/10/2020	Frostbland Pty Ltd	Merchandise - BPLC	$ 1,784.86
02/10/2020	G D Cleaver	Refund of infrastructure bond	$ 5,000.00
30/10/2020	G D Cleaver	Crossover subsidy	$ 535.00
22/10/2020	G Fiorucci	Refund of infrastructure bond	$ 1,000.00
29/10/2020	G J Batt	Refund of infrastructure bond	$ 1,500.00
29/10/2020	G P Kitis	Refund of infrastructure bond	$ 2,500.00
02/10/2020	Geared Construction Pty Ltd	Hyde Park East toilets refurbishment - additional works	$ 937.75
02/10/2020	Geoff Ninnes Fong & Partners Pty Ltd	Consultancy services - tiling, reticulation and filtration scope - BPLC (progress claim)	$ 44,781.00
22/10/2020	GHD Pty Ltd	Leederville activity centre plan - progress claim	$ 54,304.80
29/10/2020	Giant Autos (1997) Pty Ltd	Purchase of vehicle, as per fleet management programme; vehicle service and repairs	$ 47,558.34
09/10/2020	Graffiti Force Pty Ltd	Graffiti removal services - various locations	$ 2,750.00
22/10/2020	Great Lakes Community Resources	Street goods collection services - various locations	$ 1,146.20
22/10/2020	Greenwood Party Hire	Hire of table linen - Mindarie Regional Council dinner	$ 70.00
02/10/2020	Gymcare	Gym equipment supplies - BPLC	$ 1,026.12
22/10/2020	Gymcare	Gym equipment repairs and maintenance	$ 562.92
29/10/2020	H Carr	Reimbursement of fees for barista workshop - Youth action plan	$ 50.00
22/10/2020	H Dando	Part refund of Beatty Park Leisure Centre fees	$ 86.55
29/10/2020	H F & M A Ekamper	Ex gratia payment for property damage	$ 500.00
22/10/2020	H L Chau	Partial refund of cash in lieu for car park spaces	$ 432.00
22/10/2020	Halls Head College ESC	Supply of plants	$ 1,430.00
22/10/2020	Harbour Software Pty Ltd	Annual licence - Docs on Tap	$ 5,165.60
02/10/2020	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Finance projects	$ 5,334.27
22/10/2020	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Finance projects	$ 4,968.20
29/10/2020	Hays Specialist Recruitment (Australia) Pty Ltd	Temporary staff - Finance projects	$ 4,270.91
02/10/2020	Health Insurance Fund of WA	Payroll deduction	$ 239.85

Date	Payee	Description	Amount
28/10/2020	Health Insurance Fund of WA	Payroll deduction	$ 239.85
29/10/2020	Holcim (Australia) Pty Ltd	Concrete supplies	$ 1,185.69
29/10/2020	Holcim Australia Pty Ltd (Wembley Cement)	Supply of drainage covers and grates	$ 9,350.00
02/10/2020	I C Anderson	Refund of infrastructure bond	$ 275.00
29/10/2020	I C Anderson	Crossover subsidy	$ 440.00
02/10/2020	IAP2 Australasia	Staff training - Engagement design	$ 1,100.00
29/10/2020	IKM Constructions Pty Ltd	Refund of infrastructure bond	$ 2,000.00
02/10/2020	Image Bollards	Reinstate bollards - Newcastle/Oxford St	$ 1,078.00
29/10/2020	Imagesource	Printing services - BPLC	$ 984.50
22/10/2020	Inner City Newsagency	Newspaper delivery	$ 16.48
29/10/2020	Innovations Catering	Catering services for City function	$ 595.00
02/10/2020	InterStream Pty Ltd	Webcast and hosting service	$ 1,386.00
13/10/2020	IPWEA Ltd	Asset management planning subscription	$ 1,650.00
22/10/2020	IRIS Consulting Group Pty Ltd	Staff training - records disposal course	$ 450.00
02/10/2020	Isubscribe Pty Ltd	Library magazine subscriptions	$ 281.79
02/10/2020	J Griffiths	Refund Playgroup WA membership fee	$ 15.00
02/10/2020	J Harding	Part refund of Beatty Park Leisure Centre fees	$ 153.00
30/10/2020	J N Billings	Rates refund - due to overpayment	$ 1,385.52
29/10/2020	J O'Shea	Refund of infrastructure bond	$ 500.00
30/10/2020	J Persich	Refund of infrastructure bond	$ 2,000.00
29/10/2020	J S Bain	Crossover subsidy	$ 395.00
09/10/2020	J Velkovski	Expense reimbursement - high risk work licence	$ 53.00
22/10/2020	Jackson McDonald	Legal services - preparation of COVID-19 rent relief documents	$ 1,650.00
22/10/2020	Janet Verburg	Fitness instructor fees	$ 227.36
02/10/2020	JBA Surveys	Surveying services - Summers Street	$ 330.00
22/10/2020	JBA Surveys	Surveying services - various locations	$ 5,874.00
29/10/2020	JBA Surveys	Surveying services - various locations	$ 12,958.00
02/10/2020	Jtagz Pty Ltd	Supply of dog and cat registration tags	$ 203.50
02/10/2020	K Halatau	COVID-19 acquisitional arts grant - public art project	$ 7,040.00
02/10/2020	K Harcus	Fitness instructor fees	$ 480.00
22/10/2020	K Harcus	Fitness instructor fees	$ 720.00
29/10/2020	K Harcus	Fitness instructor fees	$ 540.00
30/10/2020	K M Allen	Expense reimbursement - supplies for various youth events	$ 182.37
02/10/2020	K Roach	Fitness instructor fees	$ 113.68
22/10/2020	K Roach	Fitness instructor fees	$ 113.68
29/10/2020	K Roach	Fitness instructor fees	$ 56.84
02/10/2020	K Young	Part refund of Beatty Park Leisure Centre fees	$ 214.65
29/10/2020	Kennards Hire	Equipment hire - BBQs for Ride to Work breakfast	$ 322.00
02/10/2020	Kiddies Learning Hub	Refund of hall bond	$ 500.00

Date	Payee	Description	Amount
30/10/2020	Kingscrest Holdings Pty Ltd t/as Nicolau Constructions	Refund of infrastructure bond	$ 2,000.00
22/10/2020	Kits for Cars	Supply and fit phone cradle in City owned vehicle	$ 220.00
29/10/2020	Kleen West Distributors	Cleaning and graffiti removal supplies	$ 1,453.10
02/10/2020	Kleenheat Gas	Forklift gas supplies - Depot	$ 123.99
29/10/2020	Kleenheat Gas	Forklift gas supplies - Depot	$ 123.51
22/10/2020	KMart Australia Ltd	Toys for crèche - BPLC	$ 168.00
02/10/2020	Kone Elevators Pty Ltd	Lift service fees - various locations	$ 1,807.94
29/10/2020	Konica Minolta Business Solutions Australia Pty Ltd	Copy costs - various departments	$ 3,204.57
29/10/2020	Kott Gunning	Webinar - Emerging from COVID-19; 2019/20 fee for audit certificate	$ 668.69
02/10/2020	KS Black Pty Ltd	Bore and pump maintenance and electrical works - various locations	$ 25,288.84
09/10/2020	KS Black Pty Ltd	Electrical works - Charles Veryard reserve	$ 286.00
13/10/2020	KS Black Pty Ltd	Bore and pump maintenance - Weld Square	$ 7,686.80
29/10/2020	L C Hymus	Reimbursement of fees for barista workshop - Youth action plan	$ 25.00
22/10/2020	L Grant	COVID-19 acquisitional arts grant - public art project	$ 10,418.10
30/10/2020	L K Green	Rates refund - due to overpayment	$ 1,435.67
22/10/2020	L Trajanovski	Refund of infrastructure bond	$ 850.00
02/10/2020	L.G.R.C.E.U.	Payroll deduction	$ 20.50
28/10/2020	L.G.R.C.E.U.	Payroll deduction	$ 20.50
02/10/2020	Landgate	Gross rental valuations for interims and land enquiries	$ 682.81
22/10/2020	Landgate	Gross rental valuations for interims; shared location information platform subscription	$ 5,082.39
29/10/2020	Landgate	Land enquiries	$ 293.70
09/10/2020	Leederville Foods Pty Ltd	Catering services for City function	$ 75.32
30/10/2020	Leederville Tennis Club	COV contribution - Leederville Tennis Club lighting upgrade project	$ 21,548.00
02/10/2020	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	$ 27,654.00
22/10/2020	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	$ 11,319.00
22/10/2020	Les Mills Asia Pacific	Licence fees for fitness classes	$ 1,436.14
22/10/2020	Letizia Building Co	Refund of infrastructure bond	$ 1,150.00
02/10/2020	LG Professionals Australia NSW	Performance excellence program 2020 - PWC benchmarking	$ 11,605.00
22/10/2020	LGIS Insurance Broking	Additional motor vehicle premium 2019/20	$ 6,743.29
22/10/2020	LGISWA	Various insurance contributions - 2020/21 second instalment	$ 275,258.02
02/10/2020	Line Marking Specialists	Line marking services - various locations	$ 11,678.04
22/10/2020	Line Marking Specialists	Line marking services - various locations	$ 6,754.40
29/10/2020	Line Marking Specialists	Line marking services - Beatty Park Reserve	$ 715.00
02/10/2020	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - BPLC	$ 66.24
09/10/2020	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - BPLC	$ 22.70
22/10/2020	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - various departments	$ 403.68
29/10/2020	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - BPLC	$ 32.52
22/10/2020	Local Government Professionals Australia WA	Webinar - Get your shift together	$ 75.00

Date	Payee	Description	Amount
02/10/2020	LO-GO Appointments	Temporary staff - Engineering	$ 4,248.64
22/10/2020	LO-GO Appointments	Temporary staff - Engineering	$ 4,451.70
29/10/2020	LO-GO Appointments	Temporary staff - Engineering	$ 4,154.92
02/10/2020	M E Copcutt	Refund of infrastructure bond	$ 750.00
29/10/2020	M E McKahey	Catering services for City function	$ 72.35
22/10/2020	M G Jajko	Fitness instructor fees	$ 56.84
29/10/2020	M G Jajko	Fitness instructor fees	$ 56.84
30/10/2020	M J Macoboy	Refund of infrastructure bond	$ 1,000.00
02/10/2020	M L Humich	Fitness instructor fees	$ 341.04
29/10/2020	M L Humich	Fitness instructor fees	$ 568.40
09/10/2020	M P Huitson	Rates refund - due to overpayment	$ 731.42
02/10/2020	M Slater	Fitness instructor fees	$ 120.58
22/10/2020	M Slater	Fitness instructor fees	$ 120.58
29/10/2020	M Slater	Fitness instructor fees	$ 60.29
29/10/2020	M Thomas	Part refund of Beatty Park Leisure Centre fees	$ 137.70
22/10/2020	M Yanzacos	Part refund of Beatty Park Leisure Centre fees	$ 544.00
29/10/2020	M.A. Lalli & Associates	Structural report - Hyde Park arts installation; structural inspection - Forrest Park light poles	$ 1,897.50
22/10/2020	M2M One Pty Ltd	Mobile SIMs for parks reticulation devices	$ 308.40
29/10/2020	Mackay Urban Design	Design advisory fees	$ 440.00
22/10/2020	Main Roads WA	Pedestrian crossing improvements - William/Walcott Street	$ 26,510.28
02/10/2020	Major Motors Pty Ltd	Truck repairs and maintenance	$ 1,697.36
22/10/2020	Major Motors Pty Ltd	Truck repairs and maintenance	$ 483.05
22/10/2020	Manheim Pty Ltd	Towing services	$ 236.50
29/10/2020	Manheim Pty Ltd	Towing services	$ 473.00
02/10/2020	Marindust Sales (Inc) Ace Flagpoles	Installation of soccer goals - Britannia Reserve	$ 3,582.70
02/10/2020	Marketforce Pty Ltd	Advertising services - various departments	$ 13,665.60
09/10/2020	Marketforce Pty Ltd	Advertising services - various departments	$ 2,984.56
29/10/2020	Marketforce Pty Ltd	Advertising services - various departments	$ 6,008.17
02/10/2020	Massey's Herd	Milk supplies - Depot	$ 420.75
22/10/2020	Massey's Herd	Milk supplies - Depot	$ 461.55
29/10/2020	Mastec Australia Pty Ltd	Supply of recycling bin lids	$ 202.40
02/10/2020	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	$ 520.88
22/10/2020	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	$ 515.67
15/10/2020	Mayor E Cole	ICT allowance - 50%	$ 1,250.00
16/10/2020	Mayor E Cole	Council meeting fee	$ 7,875.25
22/10/2020	Mayor E Cole	Expenses reimbursement - child care	$ 230.00
22/10/2020	McGees Property	Market rental valuation - 590 and 596 Beaufort Street	$ 2,200.00
29/10/2020	McGees Property	Supplementary report - 590 and 596 Beaufort Street	$ 550.00

Date	Payee	Description	Amount
02/10/2020	McLeods Barristers & Solicitors	Legal services - compliance matters, transfer of land at Brentham Street Reserve and SAT matters-12 Newcastle Street and 48 Egina Street	$ 10,561.23
22/10/2020	McLeods Barristers & Solicitors	Legal services - road reserve and access rights	$ 1,925.00
29/10/2020	McLeods Barristers & Solicitors	Legal services - compliance matters, SAT matter 12 Newcastle Street and advice regarding the relaxation of planning requirements, due to COVID-19	$ 6,943.70
02/10/2020	Mercer Spectrum	Superannuation	$ 5,909.48
22/10/2020	Messages on Hold	'On hold' equipment and programming	$ 434.34
29/10/2020	Metal Artwork Creations	Supply of staff name badges - various departments	$ 61.00
29/10/2020	Metro Count	Supply of traffic data collection equipment	$ 355.30
02/10/2020	Mindarie Regional Council	Non processable waste	$ 23,332.51
09/10/2020	Mindarie Regional Council	Processable waste	$ 75,386.97
22/10/2020	Mindarie Regional Council	Processable and non processable waste	$ 136,021.70
29/10/2020	Mindarie Regional Council	Processable and non processable waste	$ 61,949.41
30/10/2020	Mission Australia	Refund of infrastructure bond	$ 2,500.00
02/10/2020	Modern Teaching Aids Pty Ltd	Purchase of instant sanitising foam	$ 201.12
09/10/2020	Moore Stephens (WA) Pty Ltd As Agent	Staff training - 2020 Financial reporting workshop	$ 2,851.20
02/10/2020	Mount Hawthorn Primary School	Active transport grant	$ 1,000.00
29/10/2020	My Media Intelligence Pty Ltd	Copyright charges for press articles	$ 173.56
22/10/2020	My Ride Perth Central	Gift vouchers for Bike month prizes	$ 100.00
29/10/2020	N Kumar	Distribution services - flyers	$ 109.00
29/10/2020	N M Deighan	Ex gratia payment for property damage	$ 500.00
29/10/2020	Natural Area Holdings Pty Ltd	Weed control - Les Lilleyman Reserve	$ 2,586.54
29/10/2020	Nearmap Australia Pty Ltd	Annual licence subscription	$ 16,500.00
09/10/2020	News Limited	Newspaper subscription - Library	$ 624.01
09/10/2020	Next Residential Pty Ltd	Refund of infrastructure bond	$ 1,800.00
29/10/2020	Nexus Home Improvements	Refund of infrastructure bond	$ 2,000.00
02/10/2020	Nightlife Music Pty Ltd	Crowd DJ - BPLC	$ 518.77
29/10/2020	Nightlife Music Pty Ltd	Crowd DJ - BPLC	$ 417.94
02/10/2020	Node1 Internet	Fixed wireless internet charges	$ 199.00
29/10/2020	Node1 Internet	Fixed wireless internet charges	$ 199.00
22/10/2020	Noma Pty Ltd	Design advisory fees	$ 1,320.00
29/10/2020	Noma Pty Ltd	Design advisory fees	$ 880.00
02/10/2020	Nordic Fitness Equipment	Cleaning wipes for gym	$ 5,080.00
22/10/2020	Nordic Fitness Equipment	Cleaning wipes for gym	$ 1,440.00
02/10/2020	Northsands Resources	Sand supplies and construction waste disposal services	$ 7,818.03
29/10/2020	Northsands Resources	Sand supplies	$ 1,809.72
30/10/2020	Northsands Resources	Construction waste disposal services	$ 2,842.40
22/10/2020	Northshore Unit Inc. - SES	FESA SES contribution - 2nd quarter 2021	$ 15,765.20

Date	Payee	Description	Amount
02/10/2020	Northside Nissan	Purchase of two vehicles, as per fleet management programme	$ 63,324.50
22/10/2020	NovoFit WA Pty Ltd	Gym equipment repairs - BPLC	$ 318.96
22/10/2020	Nutrien Ag Solutions Limited	Supply of weedkiller	$ 5,412.00
02/10/2020	O Tarabashkina	Part refund of Beatty Park Leisure Centre fees	$ 68.04
02/10/2020	OEM Group Pty Ltd	Purchase of spray gun and fittings	$ 376.18
02/10/2020	Officeworks Ltd	Office supplies and consumables	$ 96.40
22/10/2020	Officeworks Ltd	Office supplies and consumables; purchase of laminator - BPLC	$ 541.00
02/10/2020	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations	$ 18,500.75
30/10/2020	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations	$ 9,219.99
09/10/2020	Oral History Western Australia Inc	Annual membership renewal	$ 65.00
02/10/2020	Orig-equip Auto Tops	Supply and fit vehicle tonneau covers	$ 550.00
02/10/2020	Otis Elevator Company Pty Ltd	Lift maintenance - Admin	$ 2,277.80
02/10/2020	P Cicanese	Expense reimbursement - court parking	$ 118.12
22/10/2020	P Genovese	Refund of infrastructure bond	$ 1,000.00
13/10/2020	P Norvilas	Rates refund - due to overpayment	$ 2,220.92
13/10/2020	P.R. King & Sons Pty Ltd	Platform lift service - Mt Hawthorn Community Centre	$ 561.00
29/10/2020	Pedaling Beans	Supply of beverages - Ride to Work breakfast	$ 600.00
29/10/2020	PeopleSense by Altius	Counselling services	$ 1,094.50
29/10/2020	Perth Builders Pty Ltd (Administrator Appointed)	Refund of infrastructure bond	$ 3,000.00
22/10/2020	Perth College	Refund for cancellation of bookings - Forrest Park	$ 357.00
13/10/2020	Perth Commercial Fridges	Purchase of fridge - Loftus Recreation Centre	$ 1,759.00
02/10/2020	Perth International Jazz Festival Inc.	Arts grant funding - Hyde Park Community Jazz evening	$ 11,000.00
22/10/2020	Perth Office Equipment Repairs	Office equipment repairs - folder insert	$ 214.50
22/10/2020	Phase3 Landscape Construction Pty Ltd	Construction changes and additions for completion of skate park element; additional design and consultant fees due to ATCO Gas changes and requirements of original design - Banks Reserve active zone	$ 26,859.83
02/10/2020	Pirtek Malaga	Plant repairs and maintenance	$ 1,013.61
02/10/2020	Plantrite	Supply of tubestock for plant sale	$ 5,304.71
29/10/2020	Plantrite	Supply of plants	$ 2,685.21
22/10/2020	Playgroup WA (Inc)	Reimbursement of membership fees collected	$ 30.00
29/10/2020	Poolshop Online Pty Ltd	Pool chemicals - BPLC	$ 1,270.50
22/10/2020	Positiva Building Pty Ltd	Refund of infrastructure bond	$ 1,650.00
02/10/2020	PowerVac Pty Ltd	Cleaning equipment repairs - BPLC	$ 379.64
29/10/2020	PPG Industries Australia Pty Ltd	Tree pruning and removal services - various locations	$ 2,066.92
22/10/2020	Price Consulting Group Pty Ltd	HR consulting services - CEO performance	$ 5,060.00
02/10/2020	Print and Sign Co	Printing services - various departments	$ 725.78
22/10/2020	Print and Sign Co	Printing services - various departments	$ 438.24
29/10/2020	Print and Sign Co	Printing services - various departments	$ 403.26
29/10/2020	Pro Turf Services	Plant repairs and maintenance	$ 646.80

Date	Payee	Description	Amount
02/10/2020	Professional Tree Surgeons	Tree pruning and removal services - various locations	$ 24,810.50
22/10/2020	Professional Tree Surgeons	Tree pruning and removal services - various locations	$ 4,191.00
29/10/2020	Professional Tree Surgeons	Tree pruning and removal services - various locations	$ 6,743.00
09/10/2020	Proficiency Group Pty Ltd	Information management and ICT support services	$ 1,980.00
22/10/2020	Proficiency Group Pty Ltd	Content Manager annual maintenance contract; SafeGuard account protection for Microsoft Teams	$ 32,588.09
29/10/2020	Proficiency Group Pty Ltd	Information management and ICT support services	$ 1,471.25
02/10/2020	Programmed Integrated Workforce Ltd	Temporary staff - various departments	$ 7,573.51
22/10/2020	Programmed Integrated Workforce Ltd	Temporary staff - Parks	$ 3,511.63
29/10/2020	Programmed Integrated Workforce Ltd	Temporary staff - various departments	$ 2,975.82
02/10/2020	Protector Fire Services Pty Ltd	Upgrade fire detection and alarm system - Loftus Community Centre (50%); fire equipment maintenance - various locations	$ 16,285.50
29/10/2020	Protector Fire Services Pty Ltd	Fire equipment maintenance - various locations	$ 1,155.00
29/10/2020	Quality Press	Printing services - various departments	$ 2,708.29
13/10/2020	R D Holloway	Rates refund - due to overpayment	$ 787.04
22/10/2020	R Davern	Expense reimbursement - high risk work licence	$ 53.00
02/10/2020	R Sanders	Vehicle repairs and maintenance	$ 220.00
02/10/2020	R Santos	Refund of parking permit	$ 180.00
02/10/2020	Rada & Neso Services	Cleaning services - BPLC	$ 550.00
22/10/2020	Rada & Neso Services	Cleaning services - BPLC	$ 10,300.00
29/10/2020	Rada & Neso Services	Cleaning services - BPLC	$ 900.00
22/10/2020	Raeco	Supply of DVD cases - Library	$ 173.15
02/10/2020	Rancore Pty Ltd	Rates refund - due to overpayment	$ 1,393.23
22/10/2020	Raymond Sleeman	Fitness instructor fees	$ 227.36
29/10/2020	REALMstudios Pty Ltd	Design advisory fees	$ 1,936.00
02/10/2020	Regents Commercial	Rent and variable outgoings - Barlee Street car park	$ 12,280.80
22/10/2020	Regents Commercial	Variable outgoings - Barlee Street car park	$ 7,009.99
29/10/2020	Regents Commercial	Rent and variable outgoings - Barlee Street car park	$ 12,280.80
29/10/2020	Remida Perth Inc	Installation of Christmas decorations	$ 2,200.00
22/10/2020	Renew Property Maintenance	Clearing rights of way and tipping fees - various locations	$ 10,164.00
02/10/2020	Repco	Auto part supplies	$ 133.84
29/10/2020	Repco	Auto part supplies	$ 190.50
02/10/2020	Retech Rubber	Repairs to soft fall play area - Hyde Park	$ 275.00
29/10/2020	Retech Rubber	Repairs to soft fall play area - Birdwood Reserve	$ 313.50
22/10/2020	Revelation Perth International Film Festival Inc.	Revelation International Film Festival 2020 - 3rd instalment	$ 15,400.00
29/10/2020	Richard Harrison	Bee removal services - various locations	$ 600.00
02/10/2020	Road Specialist Australia	Plant repairs and maintenance	$ 1,662.95
02/10/2020	Roof Safety Solutions Pty Ltd	Re-certification of roof safety - various locations	$ 2,596.00
29/10/2020	Rosalie Pastured Eggs	Supply of eggs - Community bikers breakfast	$ 60.00

Date	Payee	Description	Amount
29/10/2020	Rowan Gates & Associates Pty Ltd	Refund of infrastructure bond	$ 850.00
02/10/2020	RPG Auto Electrics	Plant repairs and maintenance	$ 660.00
22/10/2020	RPG Auto Electrics	Plant repairs and maintenance	$ 1,690.89
29/10/2020	RPG Auto Electrics	Plant repairs and maintenance	$ 187.00
22/10/2020	S Brockwell	Refund of infrastructure bond	$ 1,800.00
02/10/2020	S C Archibald	Rates refund - due to overpayment	$ 2,304.31
29/10/2020	S Galipo	Refund of parking permit	$ 180.00
09/10/2020	S Jamieson	Expense reimbursement - TravelSmart breakfast catering	$ 58.96
29/10/2020	S Mirenda	Refund of infrastructure bond	$ 3,275.00
29/10/2020	S O Regan	Part refund of Beatty Park Leisure Centre fees	$ 86.55
02/10/2020	S Patchett	Fitness instructor fees	$ 270.00
22/10/2020	S Patchett	Fitness instructor fees	$ 270.00
29/10/2020	S Patchett	Fitness instructor fees	$ 270.00
22/10/2020	S Than	Refund of parking permit	$ 180.00
22/10/2020	Sam's Repairs & Maintenance	Installation of bicycle rack - Brisbane Street	$ 154.00
29/10/2020	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	$ 1,639.00
22/10/2020	Sarah Chopra	COVID-19 acquisitional arts grant - public art project	$ 775.58
29/10/2020	Sarah Chopra	Fitness instructor fees	$ 60.29
02/10/2020	SAS Locksmiths	Key cutting and lock maintenance service - various locations	$ 672.74
29/10/2020	SAS Locksmiths	Key cutting and lock maintenance service - various locations	$ 2,150.71
29/10/2020	Scarboro Toyota	Vehicle service and repairs	$ 831.16
02/10/2020	Seadoo Sport and Leisure	Plant repairs and maintenance	$ 1,398.21
22/10/2020	Securus	Security services - various locations	$ 1,514.01
29/10/2020	Shop for Shops	Tag supplies - BPLC	$ 145.30
02/10/2020	Sigma Chemicals	Pool equipment repairs and pool chemicals - BPLC	$ 5,663.74
29/10/2020	Sigma Chemicals	Pool chemicals - BPLC	$ 7,002.00
22/10/2020	Silay Pty Ltd	Refund of infrastructure bond	$ 3,800.00
29/10/2020	Simba Retail Pty Ltd	Merchandise - BPLC	$ 4,555.87
02/10/2020	Slater-Gartrell Sports	Synthetic turf repair - Britannia Reserve	$ 319.00
02/10/2020	Smartsalary Pty Limited	Payroll deduction	$ 1,380.82
28/10/2020	Smartsalary Pty Limited	Payroll deduction	$ 1,380.82
09/10/2020	Snell Building Services Pty Ltd	Refund of infrastructure bond	$ 750.00
30/10/2020	Solo Resource Recovery	Pressure cleaning services - various locations	$ 1,494.63
02/10/2020	Soundtown	Repairs to PA system - BPLC	$ 272.40
22/10/2020	Source Foods	Catering services for City function	$ 192.00
29/10/2020	Source Foods	Catering services for City function	$ 172.10
22/10/2020	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling	$ 660.00
02/10/2020	Speedo Australia Pty Ltd	Merchandise - BPLC	$ 5,092.89
29/10/2020	Speedo Australia Pty Ltd	Merchandise - BPLC	$ 2,208.80

Date	Payee	Description	Amount
02/10/2020	Spider Waste Collection Services Pty Ltd	Mattress collection services	$ 947.10
02/10/2020	Sportsworld Of WA	Merchandise - BPLC	$ 1,470.15
22/10/2020	Sportsworld Of WA	Merchandise - BPLC	$ 2,423.30
29/10/2020	Sportsworld Of WA	Merchandise - BPLC	$ 3,300.55
02/10/2020	SPP Group WA Pty Ltd	Electrical consultancy - Leederville Oval grandstand	$ 4,950.00
22/10/2020	Statewide Oil Distributors	Supply of hydraulic oil - Depot	$ 597.41
22/10/2020	Stephen Carrick Architects Pty Ltd	Design advisory fees	$ 440.00
09/10/2020	Stott Hoare	Supply of computers and accessories	$ 28,226.00
30/10/2020	Stott Hoare	Supply of USB soft phones, earphones and batteries	$ 8,123.50
02/10/2020	StrataGreen	Supply of plant tags	$ 310.74
09/10/2020	StrataGreen	Garden equipment supplies - pruning saws	$ 430.46
29/10/2020	StrataGreen	Supply of fertiliser	$ 2,379.68
02/10/2020	Suez Recycling & Recovery Pty Ltd	Waste collection - BPLC	$ 385.00
29/10/2020	Suez Recycling & Recovery Pty Ltd	Waste collection - BPLC	$ 770.00
30/10/2020	Suida International on Oxford Pty Ltd ATF Xu2 Family Trust	Refund of infrastructure bond	$ 18,000.00
02/10/2020	SuperChoice Services Pty Ltd	Superannuation	$ 214,690.14
29/10/2020	SuperChoice Services Pty Ltd	Superannuation	$ 216,040.21
02/10/2020	Synergy	Electricity and gas charges - various locations	$ 32,483.40
13/10/2020	Synergy	Electricity and gas charges - various locations	$ 17,015.97
22/10/2020	Synergy	Electricity and gas charges - various locations	$ 80,837.97
29/10/2020	Synergy	Electricity and gas charges - various locations	$ 9,587.74
09/10/2020	T A Keed	Refund of infrastructure bond	$ 275.00
22/10/2020	T Dellar-Pratt	Refund of infrastructure bond	$ 1,000.00
02/10/2020	T&H Wilkes Pty Ltd	Gravel supplies	$ 1,210.00
02/10/2020	Technology One Ltd	Additional IntraMaps subscription	$ 5,185.64
22/10/2020	Technology One Ltd	GIS consulting services	$ 4,312.00
02/10/2020	Teena Smith	Fitness instructor fees	$ 330.00
22/10/2020	Teena Smith	Fitness instructor fees	$ 330.00
29/10/2020	Teena Smith	Fitness instructor fees	$ 330.00
02/10/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	$ 515.95
09/10/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	$ 19.25
13/10/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	$ 419.21
22/10/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	$ 362.24
29/10/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	$ 527.05
30/10/2020	Telstra Corporation Ltd	Telephone and internet charges - various locations	$ 38.50
29/10/2020	The BBQ Man	BBQ and pressure cleaning services - various locations	$ 5,037.99
09/10/2020	The Hatchery (Hub) Pty Ltd	Staff training - Defining success and measuring regulatory performance	$ 768.90
22/10/2020	The Royal Life Saving Society Western Australia Inc	Watch around water wristbands - BPLC	$ 770.00
30/10/2020	The Slatter Group WA	Refund of infrastructure bond	$ 1,750.00

Date	Payee	Description	Amount
02/10/2020	The Trustee for Fergco Family Super Fund	Superannuation	$ 1,920.74
29/10/2020	The Trustee for Fergco Family Super Fund	Superannuation	$ 1,920.74
02/10/2020	The Trustee for Guild Retirement Fund	Superannuation	$ 464.16
29/10/2020	The Trustee for Guild Retirement Fund	Superannuation	$ 544.22
02/10/2020	Theatre 180 Inc (Agelink)	Community donation - 'The Lucky North School' event	$ 500.00
30/10/2020	Thomson Reuters (Professional) Australia Ltd	Electronic recruitment licence renewal	$ 14,332.09
02/10/2020	TJ Depiazzi & Sons	Supply of mulch	$ 3,259.85
22/10/2020	TJ Depiazzi & Sons	Supply of mulch	$ 3,259.85
29/10/2020	TJ Depiazzi & Sons	Supply of mulch	$ 3,259.85
02/10/2020	Tom Lawton - Bobcat Hire	Bobcat hire and tipping fees	$ 23,370.60
22/10/2020	Tom Lawton - Bobcat Hire	Bobcat hire	$ 10,505.00
29/10/2020	Tom Lawton - Bobcat Hire	Bobcat hire and tipping fees	$ 7,328.20
02/10/2020	Toolmart Australia Pty Ltd	Hardware supplies - Depot	$ 431.90
22/10/2020	Toolmart Australia Pty Ltd	Hardware supplies - Depot	$ 153.75
02/10/2020	Total Eden Pty Ltd	Purchase of water meters and reticulation supplies	$ 9,132.12
29/10/2020	Total Eden Pty Ltd	Purchase of water meters and reticulation supplies	$ 5,559.73
02/10/2020	Totally Workwear	Uniform supplies - various departments	$ 12,069.52
29/10/2020	Totally Workwear	Uniform supplies - various departments	$ 2,187.91
09/10/2020	Town Team Movement	Staff training - Shift digital conference	$ 49.50
29/10/2020	T-Quip	Plant repairs and maintenance	$ 237.90
29/10/2020	Traffic Systems West (Ennis Traffic Safety Solutions Pty Ltd)	Supply and install road markings and traffic control products - various locations	$ 2,453.00
02/10/2020	Tree Amigos	Street trees and parks pruning/removal - various locations	$ 81,387.24
22/10/2020	Tree Amigos	Street trees and parks pruning/removal - various locations	$ 63,706.71
29/10/2020	Tree Amigos	Street trees and parks pruning/removal - various locations	$ 18,344.07
02/10/2020	Trisley's Hydraulic Services Pty Ltd	Pool equipment maintenance - BPLC	$ 330.00
22/10/2020	Trisley's Hydraulic Services Pty Ltd	Pool equipment maintenance and water treatment - BPLC	$ 1,534.50
22/10/2020	Tropical Sno WA	Supply of ice creams - Banks Reserve opening	$ 615.00
02/10/2020	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	$ 1,901.32
29/10/2020	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	$ 2,087.25
29/10/2020	Turf Developments (WA) Pty Ltd	Turf maintenance - various locations	$ 1,884.30
02/10/2020	Tyres 4U Pty Ltd	Tyre replacements and maintenance	$ 121.00
29/10/2020	U Y Bridson	Refund of infrastructure bond	$ 3,000.00
22/10/2020	Ultimo Catering & Events Pty Ltd	Catering services for City functions	$ 2,395.00
29/10/2020	Unicare Health	Charger for disability hoist - BPLC	$ 880.00
02/10/2020	Uniting Care West	Rates refund - due to overpayment	$ 40,478.90
02/10/2020	Universal Diggers	Plant hire - Depot	$ 30,357.25
09/10/2020	Universal Diggers	Plant hire - Depot	$ 7,524.00
29/10/2020	Universal Diggers	Plant hire - Depot	$ 17,921.75
29/10/2020	V Giustiniano	Expense reimbursement - high risk work licence	$ 53.00

Date	Payee	Description	Amount
22/10/2020	V Nguyen	Refund of infrastructure bond	$ 650.00
22/10/2020	V&M Agostino Pty Ltd	Refund of infrastructure bond	$ 275.00
02/10/2020	Valspar Paint (Australia) Pty Ltd	Supply of paint	$ 193.69
02/10/2020	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	$ 9,270.68
13/10/2020	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	$ 1,747.60
22/10/2020	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	$ 6,423.11
29/10/2020	Vigilant Traffic Management Group Pty Ltd	Traffic management services - Smith Street	$ 8,828.30
09/10/2020	Voice Project	Employee engagement survey 2020 - claim 1	$ 3,520.00
22/10/2020	Voice Project	Employee engagement survey 2020 - claim 2	$ 3,300.00
22/10/2020	Vorgee Pty Ltd	Merchandise - BPLC	$ 1,358.61
02/10/2020	W.A. Hino Sales & Service	Plant repairs and maintenance	$ 181.39
22/10/2020	W.A. Hino Sales & Service	Plant repairs and maintenance	$ 703.70
02/10/2020	W.A. Limestone Co	Supply of limestone	$ 3,541.66
29/10/2020	W.A. Limestone Co	Supply of limestone	$ 4,749.57
02/10/2020	WA Library Supplies	Library supplies - book covering	$ 393.30
02/10/2020	WA Profiling & Stabilisation Pty Ltd	Profiling services - Seabrook Street	$ 5,196.40
13/10/2020	WA Profiling & Stabilisation Pty Ltd	Profiling services - Smith Street	$ 10,166.77
29/10/2020	WA Profiling & Stabilisation Pty Ltd	Profiling services - The Avenue	$ 8,873.70
02/10/2020	WALGA	Staff training - Local Government Act 1995 - advanced	$ 1,045.00
22/10/2020	WALGA	Staff training - Field training (Trigg bushland)	$ 176.00
29/10/2020	WALGA	Councillor training - Planning practices	$ 525.00
02/10/2020	Wanneroo Plant Farm	Supply of plants	$ 577.50
02/10/2020	Water Corporation	Water charges - various locations	$ 4,038.87
13/10/2020	Water Corporation	Water charges - various locations	$ 1,241.17
22/10/2020	Water Corporation	Water charges - various locations	$ 8,220.51
29/10/2020	Water Corporation	Water charges - Depot; repair damaged water service - Edinboro Street	$ 1,732.19
30/10/2020	Water Corporation	Raise sewer manhole - Harley Street	$ 3,461.25
22/10/2020	WC Convenience Management Pty Ltd	Maintenance of exeloos - various locations	$ 3,992.44
29/10/2020	Webb & Brown-Neaves Pty Ltd	Refund of infrastructure bond	$ 275.00
02/10/2020	Western Resource Recovery Pty Ltd	Grease trap maintenance - BPLC	$ 484.00
22/10/2020	Western Resource Recovery Pty Ltd	Grease trap maintenance - Loftus Recreation Centre	$ 192.50
29/10/2020	Western Resource Recovery Pty Ltd	Grease trap maintenance - Charles Veryard Reserve	$ 212.30
02/10/2020	West-Sure Group Pty Ltd	Cash collection services - parking	$ 2,041.88
22/10/2020	West-Sure Group Pty Ltd	Cash collection services - various locations	$ 2,180.15
02/10/2020	Wheelers Books	Supply of library books	$ 234.28
22/10/2020	Wheelers Books	Supply of library books	$ 157.96
02/10/2020	Wilson Security	Security services - Loftus Recreation Centre	$ 143.00
22/10/2020	Wilson Security	Security services - Loftus Recreation Centre	$ 71.50
29/10/2020	Wilson Security	Security services - Loftus Recreation Centre	$ 71.50

Date	Payee	Description	Amount
02/10/2020	Winc Australia Pty Ltd	Office supplies and consumables	$ 76.29
22/10/2020	Winc Australia Pty Ltd	Office supplies and consumables	$ 882.23
29/10/2020	Winc Australia Pty Ltd	Office supplies and consumables	$ 2,211.53
22/10/2020	Winterose Nominees Pty Ltd	Refund of infrastructure bond	$ 1,000.00
02/10/2020	Woodlands Distributors Pty Ltd	Supply of compostable dog waste bags	$ 7,319.40
22/10/2020	Woodlands Distributors Pty Ltd	Supply of compostable dog waste bags	$ 7,319.40
22/10/2020	Work Metrics Pty Ltd	Online inductions - BPLC	$ 110.00
02/10/2020	Worldwide East Perth	Printing services - business cards	$ 308.00
02/10/2020	YogaNut	Fitness instructor fees	$ 480.00
22/10/2020	YogaNut	Fitness instructor fees	$ 180.00
29/10/2020	YogaNut	Fitness instructor fees	$ 240.00
22/10/2020	Yolande Gomez	Fitness instructor fees	$ 90.00
29/10/2020	Yolande Gomez	Fitness instructor fees	$ 146.84
02/10/2020	Z Fan	Part refund of Beatty Park Leisure Centre fees	$ 31.68
13/10/2020	Zipform	Supply of rates notices 2020/21	$ 34,129.51
22/10/2020	Zumba Fitness Patricia Rojo	Fitness instructor fees	$ 186.00
09/10/2020	Zurich Australian Insurance Ltd	Insurance excess	$ 500.00
22/10/2020	Zurich Australian Insurance Ltd	Insurance excess	$ 500.00
			$ 4,804,698.56
Payroll			
13/10/20	Pay 8		$ 601,516.06
27/10/20	Pay 9		$ 606,370.53
28/10/20	Ad hoc		$ 1,943.38
29/10/20	Ad hoc		$ 2,144.72
Total Payroll			**$ 1,211,974.69**
Total Payments			**$ 6,016,673.25**

Creditors Report - Payments by Cheque
01/10/20 to 31/10/20

Creditor	*Date*	*Payee*	*Description*	*Amount*
00082615	13/10/2020	Aranmore Catholic College	Donation - Student citizenship policy	$ 304.00
00082616	13/10/2020	Aranmore Catholic Primary School	Donation - Student citizenship policy	$ 304.00
00082617	13/10/2020	Highgate Primary School	Donation - Student citizenship policy	$ 304.00
00082618	13/10/2020	Kyilla Primary School	Donation - Student citizenship policy	$ 304.00
00082619	13/10/2020	Mount Hawthorn Primary School	Donation - Student citizenship policy	$ 304.00
00082620	13/10/2020	North Perth Primary School	Donation - Student citizenship policy	$ 304.00
00082621	13/10/2020	Petty Cash - Library	Petty cash recoup	$ 60.30
00082622	13/10/2020	Sacred Heart Primary School	Donation - Student citizenship policy	$ 304.00
00082623	13/10/2020	Mount Hawthorn Education Support Centre	Donation - Student citizenship policy	$ 304.00
00082624	28/10/2020	R Lindsay	Local History Awards 2020 - prize winner	$ 500.00
00082625	28/10/2020	L Calyun	Local History Awards 2020 - prize winner	$ 250.00
00082626	28/10/2020	M Tognini	Local History Awards 2020 - prize winner	$ 250.00
00082627	28/10/2020	B Long	Local History Awards 2020 - prize winner	$ 150.00
00082628	28/10/2020	The Castellorizian Association of WA	Local History Awards 2020 - prize winner	$ 100.00
00082629	28/10/2020	J Fay	Local History Awards 2020 - prize winner	$ 100.00
00082630	28/10/2020	K Lee	Local History Awards 2020 - prize winner	$ 100.00
00082631	28/10/2020	North Perth Primary School	Local History Awards 2020 - prize winner	$ 200.00
00082632	28/10/2020	Motorcycle Pit Stop	Local History Awards 2020 - prize winner	$ 100.00
00082633	28/10/2020	J McCallum	Local History Awards 2020 - prize winner	$ 50.00
00082634	28/10/2020	B Long	Local History Awards 2020 - prize winner	$ 50.00
00082635	28/10/2020	S Farnan	Local History Awards 2020 - prize winner	$ 200.00
00082636	28/10/2020	G Rowney	Local History Awards 2020 - prize winner	$ 100.00
00082637	28/10/2020	A C Thomas	Local History Awards 2020 - prize winner	$ 50.00
00082638	28/10/2020	C Murray	Local History Awards 2020 - prize winner	$ 50.00
00082639	28/10/2020	J McCallum	Local History Awards 2020 - prize winner	$ 50.00
				$ 4,792.30
Cancelled Cheques				
00082633	28/10/2020	J McCallum	Cheque spoilt and replaced by cheque 00082639	-$ 50.00
Total Cancelled Cheques				**-$ 50.00**
Total Nett Cheque Payments				**$ 4,742.30**

Creditors Report - Payments by Direct Debit			
01/10/20 to 31/10/20			
Credit Card Transactions for the Period 8 September 2020 - 7 October 2020			
Card Holder	***Date***	***Payee***	***Description***
CEO	23/09/2020	Nespresso	Catering - meetings
	28/09/2020	West Australian Newspapers Limited	Newspaper subscription
	30/09/2020	Nespresso	Staff recognition - employee engagement survey
Director Community & Business Services	08/09/2020	Pizza Hut	Unknown payment, currently under dispute
	08/09/2020	Simplebooklet.com	Subscription - online booklet maker
	08/09/2020	International transaction fee	Subscription - online booklet maker
	08/09/2020	Planoly	Instagram management tool
	08/09/2020	International transaction fee	Instagram management tool
	10/09/2020	Mailchimp	Email campaign
	17/09/2020	Wufoo.com	Software for creation of online forms
	17/09/2020	International transaction fee	Software for creation of online forms
	20/09/2020	ZipPay	Unknown payment, disputed and refunded in November 20
	20/09/2020	ZipPay	Unknown payment, disputed and refunded in November 20
	20/09/2020	ZipPay	Unknown payment, disputed and refunded in November 20
	21/09/2020	ZipPay	Unknown payment, disputed and refunded in November 20
	21/09/2020	ZipPay	Unknown payment, disputed and refunded in November 20
	21/09/2020	ZipPay	Unknown payment, disputed and refunded in November 20
	21/09/2020	ZipPay	Unknown payment, disputed and refunded in November 20
	21/09/2020	ZipPay	Unknown payment, disputed and refunded in November 20
	02/10/2020	Target	Refund of disputed payment, from 04/09/20
Director Infrastructure & Environment	09/09/2020	Facebook	Advertising - bulk verge consultation
	14/09/2020	Perth Magistrates Court	Court lodgement - parking matter
	24/09/2020	Woolworths	Catering - Council meeting
	24/09/2020	Woolworths	Catering - Council meeting
	24/09/2020	Dan Murphy's	Catering - Council meeting
Director Strategy & Development	02/10/2020	ASIC	Company search

Card Holder	*Date*	*Payee*	*Description*
Manager ICT	17/09/2020	IPAA	Event registration - Seamless digital government
	19/09/2020	Zoom	Video conferencing
	29/09/2020	M2M One Pty Ltd	Mobile SIMs for parks reticulation devices
	30/09/2020	Officeworks	Printer ink for visitor registration system
	01/10/2020	Safety Culture	Mobile inspection application
	02/10/2020	Assetsonar.com	IT asset management software
	02/10/2020	International transaction fee	IT asset management software
	05/10/2020	Sendgrid	Application programming interface software
	05/10/2020	International transaction fee	Application programming interface software
Manager Community Partnerships	07/10/2020	Book Depository	Supply of books for library
Procurement and Contracts Officer	09/09/2020	Harvard Business Review	Subscription
	11/09/2020	SAI Global limited	Copyright licence - Australian standard contracts
	16/09/2020	Standard Australia	Australian standard contract templates
	23/09/2020	Green Building Council	Staff training - Placemaking
	25/09/2020	Asana.com	Subscription - Project management tool
	25/09/2020	International transaction fee	Subscription - Project management tool
	25/09/2020	Woolworths	Catering supplies - TravelSmart breakfast
Total Corporate Credit Cards			
Direct Debits			
Lease Fees	01/10/2020	All Leasing 279258	Beatty Park Leisure Centre cleaning equipment
	01/10/2020	All Leasing 279259	Upgrade kit for parking meters
			Total All Leasing
	21/10/2020	Pitney Bowes Leasing	Postal scales
			Total Lease Fees
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre

Card Holder	*Date*	*Payee*	*Description*
Bank Fees and Charges		Commonwealth Bank	Bank fees
Total Direct Debits including Credit Cards			

Amount	
$	319.80
$	83.60
$	107.40
$	**510.80**
$	38.95
$	20.75
$	0.52
$	12.46
$	0.31
$	376.96
$	26.19
$	0.65
$	1,029.19
$	1,029.19
$	1,029.19
$	1,029.19
$	1,029.19
$	1,029.19
$	1,029.19
$	1,029.19
-$	386.00
$	**8,324.31**
$	110.00
$	155.70
$	6.50
$	8.00
$	256.30
$	**536.50**
$	**9.00**

Amount	
$	580.00
$	369.47
$	290.95
$	270.00
$	52.80
$	279.60
$	6.99
$	126.12
$	3.15
$	**1,979.08**
$	**527.80**
$	221.69
$	1,174.05
$	1,348.07
$	71.50
$	341.74
$	8.54
$	66.62
$	**3,232.21**
$	**15,119.70**
$	2,642.54
$	26,025.92
$	**28,668.46**
$	395.84
$	**29,064.30**
$	**100,782.60**

Amount
$ 64,665.95
$ 209,632.55

7.7 INVESTMENT REPORT AS AT 31 OCTOBER 2020

Attachments: **1. Investment Report as at 31 October 2020** ⇩

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 31 October 2020 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 2020 and the interest amounts 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:

Summary of Key Investment decisions

- Administration invested $13,925,728 in October 2020. This was triggered by the reduction in interest rates from 0.65% to 0.45% for monies held in the Online Saver account.
- A 7% improvement in the portfolio exposure to financial institutions with '*no current record of funding fossil fuels'* compared to last month. There is scope for further improvement however financial institutions in this category are still not providing competitive rates with a reduced appetite for additional investments. This is impacting the City's ability to provide investment preference to these organisations.

Investment Status

As at 31 October 2020, the total funds held in the City's operating account (including on call) is $37,495,284. Interest bearing term deposits account for $34,251,899 and the remaining $3,243,385 is held in a non-interest bearing account.

Overall investment activity has decreased compared to last year due to low interest rates being offered by financial institutions. Furthermore, it is anticipated that interest rates will decrease further in the short to medium term to aid the economy in its recovery.

The following table shows funds under management for the previous and current year: -

Month Ended	2019/20		2020/21	
	Total funds held	Total term deposits	Total funds held	Total term deposits
July	$32,209,493	$26,105,854	$21,740,955	$17,906,824
August	$49,641,327	$44,977,692	$26,788,392	$16,238,861
September	$44,876,698	$41,017,535	$38,460,372	$23,921,321
October	$46,846,286	$37,782,515	$37,495,284	$34,251,899
November	$46,118,236	$36,123,083		
December	$38,557,295	$34,633,796		

Month Ended	2019/20		2020/21	
	Total funds held	Total term deposits	Total funds held	Total term deposits
January	$37,915,806	$33,773,707		
February	$35,377,640	$33,681,961		
March	$33,969,162	$28,466,025		
April	$30,832,893	$25,975,451		
May	$28,935,398	$22,319,031		
June	$25,079,463	$17,565,310		

Total accrued interest earned on investments as at 31 October 2020 is:

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of FY Budget
Municipal	$230,000	$76,668	$18,160	23.69%
Reserve	$180,205	$60,068	$38,924	64.80%
Subtotal	**$410,205**	**$136,736**	**$57,084**	**41.75%**
Leederville Gardens Inc. Surplus Trust*	$0	$0	$26,277	0.00%
Total	**$410,205**	**$136,736**	**$83,361**	**60.96%**

**Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2020/21 Budget as actual interest earned is restricted.*

The City has a weighted average interest rate of 0.66% for current investments whereas the Reserve Bank 90 days accepted bill rate for October 2020 is 0.07%.

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 2020, $4,591,726 (12%) of the City's investments are held in financial institutions considered to be investing in non-fossil fuel related activities.

The following guidelines have been established to manage the City's investments, including maximum investment ratios:

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%	24.8%	30%	Nil	90%	67.2%
A-1	25%	6.9%	30%	Nil	80%	6.9%
A-2	20%	10.0%	N/A	Nil	60%	25.9%

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.

PUBLIC HEALTH 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 PORTFOLIO
AS AT 31 OCTOBER 2020

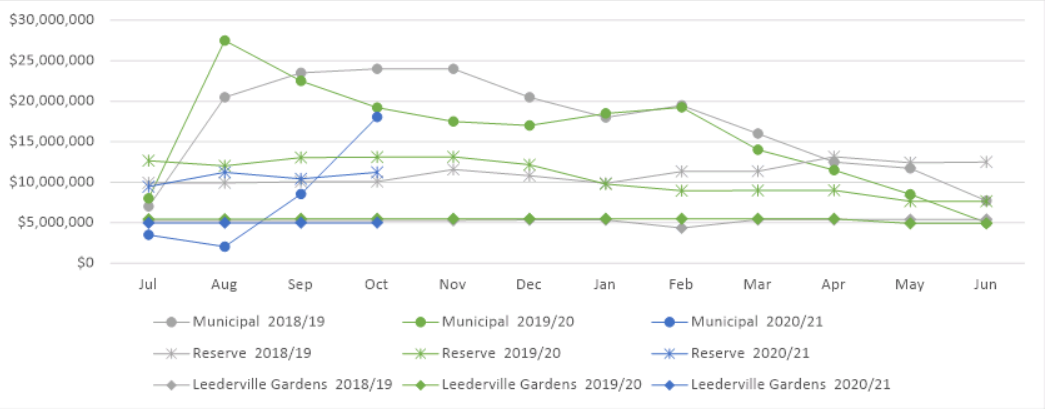
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	$	$	$	$	%
BY INVESTMENT HOLDINGS					
Municipal Account	3,243,385	0	0	3,243,385	8.7%
Online Saver	6,046,724	0	0	6,046,724	16.1%
Term Deposits	12,000,000	11,225,029	4,980,146	28,205,175	75.2%
	21,290,109	**11,225,029**	**4,980,146**	**37,495,284**	**100.0%**
BY INSTITUTION					
Bank of Queensland	2,000,000	1,100,396	892,499	3,992,895	10.6%
Commonwealth Bank of Australia	9,290,109	0	0	9,290,109	24.8%
Members Equity Bank Ltd.	2,000,000	0	0	2,000,000	5.3%
National Australia Bank	8,000,000	1,110,863	0	9,110,863	24.3%
Westpac Banking Corp	0	2,696,315	4,087,647	6,783,962	18.1%
AMP Bank	0	3,725,729	0	3,725,729	10.0%
Macquarie Bank	0	2,591,726	0	2,591,726	6.9%
	21,290,109	**11,225,029**	**4,980,146**	**37,495,284**	**100.0%**
BY CREDIT RATINGS (SHORT-TERM ISSUE)					
A-1+	17,290,109	3,807,178	4,087,647	25,184,934	67.2%
A-1	0	2,591,726	0	2,591,726	6.9%
A-2	4,000,000	4,826,125	892,499	9,718,624	25.9%
	21,290,109	**11,225,029**	**4,980,146**	**37,495,284**	**100.0%**
BY TERMS					
0-30 days	9,290,109	0	0	9,290,109	24.8%
31-90 days	2,000,000	0	0	2,000,000	5.3%
91-180 days	8,000,000	1,110,863	0	9,110,863	24.3%
181-270 days	2,000,000	3,796,711	892,499	6,689,210	17.8%
270-365 days	0	6,317,455	4,087,647	10,405,102	27.8%
> 1 year	0	0	0	0	
	21,290,109	**11,225,029**	**4,980,146**	**37,495,284**	**100.0%**
BY MATURITY					
0-30 days	9,290,109	1,110,863	0	10,400,972	27.8%
31-90 days	2,000,000	3,702,590	0	5,702,590	15.2%
91-180 days	10,000,000	2,685,847	892,499	13,578,346	36.2%
181-270 days	0	1,800,000	2,147,499	3,947,499	10.5%
270-365 days	0	1,925,729	1,940,148	3,865,877	10.3%
	0		0	0	0.0%
	21,290,109	**11,225,029**	**4,980,146**	**37,495,284**	**100.0%**
BY FOSSIL FUEL EXPOSURE *(as determined by www.marketforces.org.au)*					
Fossil Fuel Lending	19,290,109	8,633,303	4,980,146	32,903,558	87.8%
Non Fossil Fuel Lending	2,000,000	2,591,726	0	4,591,726	12.2%
	21,290,109	**11,225,029**	**4,980,146**	**37,495,284**	**100.0%**

CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 31 OCTOBER 2020

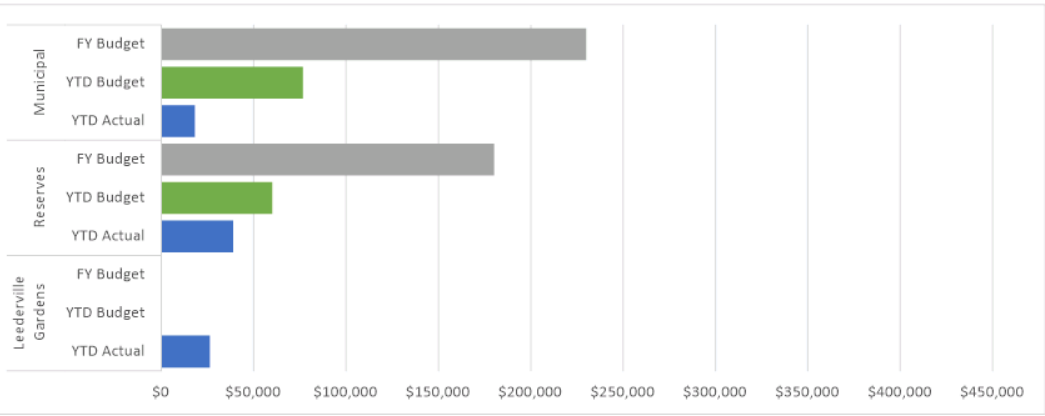
Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal $
OPERATING ACCOUNTS						
Municipal	Commonwealth Bank of Australia					3,243,385
Total Operating Funds						**3,243,385**
TERM DEPOSITS						
Municipal	Commonwealth Bank of Australia - Online Saver	Ongoing		180	0.45%	6,046,724
Reserve	Macquarie Bank	12/03/2020	14/12/2020	277	1.65%	2,591,726
Reserve	Bank of Queensland	18/06/2020	15/03/2021	270	1.08%	1,100,396
Leederville Gardens Inc Surplus Trust	Bank of Queensland	18/06/2020	15/03/2021	270	1.08%	892,499
Reserve	National Australia Bank	23/07/2020	23/11/2020	123	0.83%	1,110,863
Reserve	Westpac Banking Corp	22/07/2020	25/01/2021	187	0.85%	1,110,863
Leederville Gardens Inc Surplus Trust	Westpac Banking Corp	22/07/2020	28/06/2021	341	0.95%	2,147,499
Reserve	Westpac Banking Corp	18/08/2020	12/04/2021	237	0.75%	1,585,451
Reserve	AMP Bank	18/08/2020	17/05/2021	272	0.80%	1,800,000
Leederville Gardens Inc Surplus Trust	Westpac Banking Corp	01/09/2020	16/08/2021	349	0.80%	1,940,148
Municipal	National Australia Bank	27/10/2020	26/02/2021	122	0.48%	2,000,000
Municipal	National Australia Bank	27/10/2020	08/02/2021	104	0.48%	2,000,000
Municipal	National Australia Bank	27/10/2020	01/02/2021	97	0.48%	2,000,000
Reserve	AMP Bank	27/10/2020	29/07/2021	275	0.55%	1,925,729
Municipal	National Australia Bank	27/10/2020	25/01/2021	90	0.48%	2,000,000
Municipal	Members Equity Bank Ltd.	27/10/2020	15/03/2021	139	0.50%	2,000,000
Municipal	Bank of Queensland	27/10/2020	27/04/2021	182	0.50%	2,000,000
Total Term Deposits						**34,251,899**
Total Investment Including At Call						**37,495,284**

CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 31 OCTOBER 2020

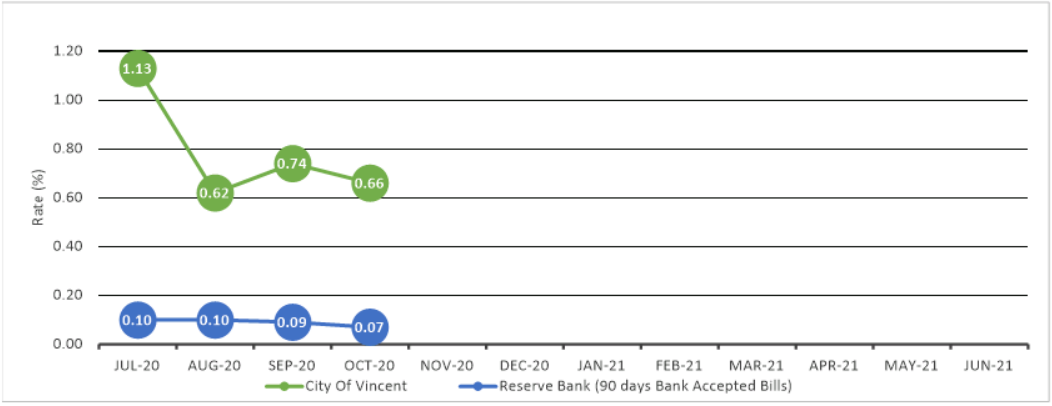
FUNDS INVESTED



INTEREST EARNINGS

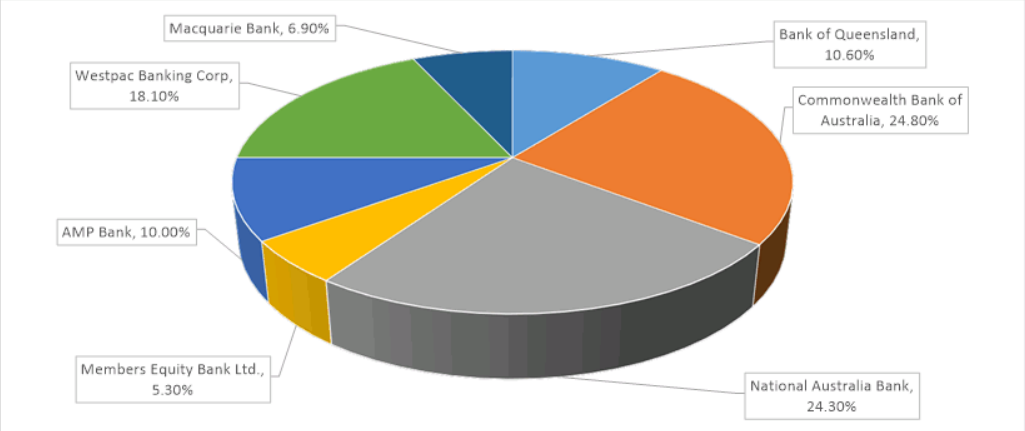


INTEREST RATE COMPARISON

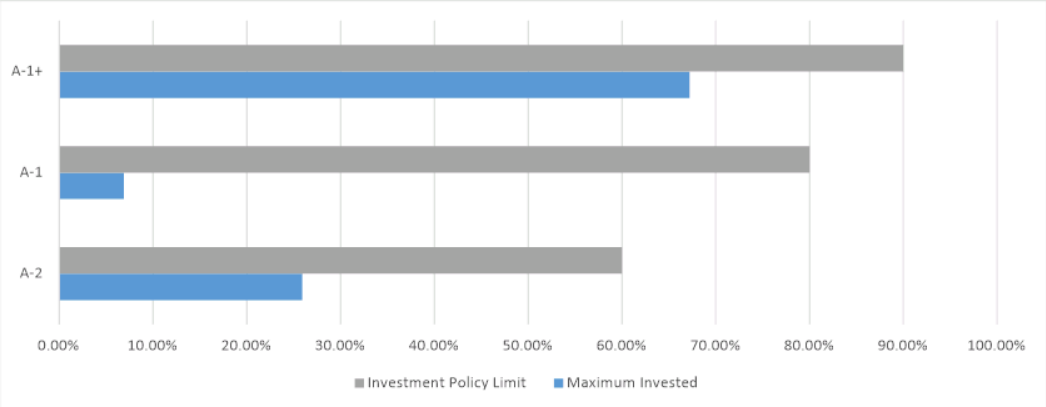


CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 31 OCTOBER 2020

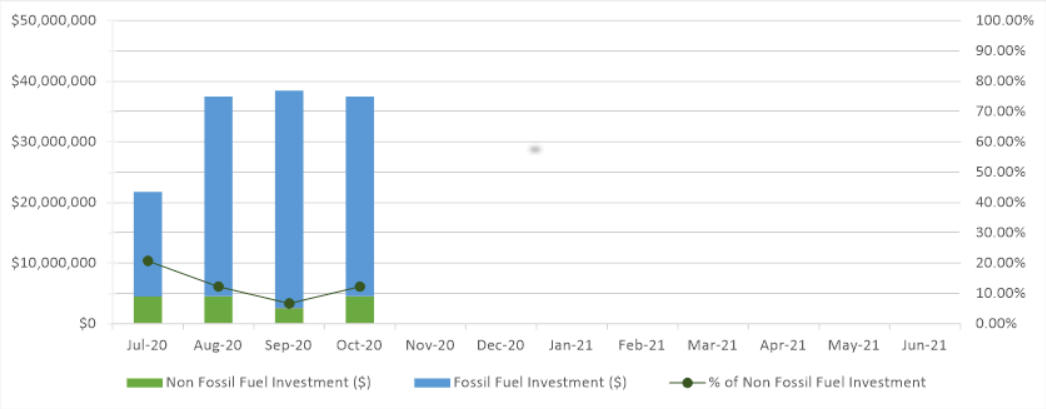
TOTAL PORTFOLIO EXPOSURE



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 INTEREST EARNINGS
AS AT 31 OCTOBER 2020

	YTD 31/10/2020 $	YTD 31/10/2019 $	FY 2020/21 $	FY 2019/20 $
MUNICIPAL FUNDS				
Budget	76,668	140,000	230,000	250,000
Interest Earnings	18,160	119,462	18,160	297,684
% Income to Budget	23.69%	85.33%	7.90%	119.07%
RESERVE FUNDS				
Budget	60,068	92,896	180,205	200,000
Interest Earnings	38,924	99,887	38,924	223,720
% Income to Budget	64.80%	107.53%	21.60%	111.86%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	26,277	38,102	18,260	29,316
% Income to Budget	0.00%	0.00%	0.00%	0.00%
TOTAL				
Budget	136,736	232,896	410,205	450,000
Interest Earnings	83,361	257,451	75,344	550,720
% Income to Budget	60.96%	110.54%	18.37%	122.38%
Variance	(53,375)	24,555	(334,861)	100,720
% Variance to Budget	-39.04%	10.54%	-81.63%	22.38%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	136,736	232,896	410,205	450,000
Interest Earnings	57,084	219,349	57,084	521,404
% Income to Budget	41.75%	94.18%	13.92%	115.87%
Variance	(79,652)	(13,547)	(353,121)	71,404
% Variance to Budget	-58.25%	-5.82%	-86.08%	15.87%

7.8 FINANCIAL STATEMENTS AS AT 31 OCTOBER 2020

Attachments: **1. Financial Statements as at 31 October 2020** ⇩

RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 31 October 2020 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 October 2020.

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.

The 2019/2020 financials are in the process of being finalised and audited, therefore the balances provided for 2019/2020 are provisional and subject to change.

DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ending 31 October 2020:

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	6-46
5.	Capital Expenditure including Funding graph and Capital Works Schedule	47-52
6.	Cash Backed Reserves	53
7.	Rating Information and Graph	54-55
8.	Debtors Report	56
9.	Beatty Park Leisure Centre Financial Position	57

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 favourable compared to the YTD budget by an amount by $2,044,800 (42%). The following items materially contributed to this position: -

- A favourable variance of $215,731 as a result of issuing the food premises licences earlier than anticipated **(Health)**;
- A favourable variance of $769,600 primarily due to an increase in revenue generated from Beatty Park **(Recreation and Culture)**;
- A favourable variance of $1,136,821 due to an increase in revenue generated from parking activities **(Transport)**; and
- An unfavourable variance of $136,430 due to a reduction in interest earnings from term deposits as a result of low interest rates being offered in the market **(General Purpose funding)**.

Revenue by Nature or Type is tracking favourable compared to the YTD budget by $2,032,123 (5%). The following items materially contributed to this position: -

- A favourable variance of $2,137,866 for revenue generated primarily from operations at Beatty Park and parking facilities within the City **(Fees and charges)**.

Expenditure by Program reflects a slight over spend of $55,184 (0.4%) compared to the year to date budget. The following items materially contributed to this position: -

- A favourable variance of $145,066 primarily contributed by a timing variance relating to the provision of waste tipping services **(Community Amenities)**;
- A favourable variance of $137,605 primarily contributed by a reduction in vehicle maintenance costs **(Other Property and Services)**;
- An unfavourable variance of $264,864 primarily contributed by employee costs at Beatty Park as a result of operations resuming back to normal **(Recreation and Culture)**; and
- An unfavourable variance of $146,449 primarily contributed by timing variance relating to street tree maintenance works **(Transport)**.

Expenditure by Nature or Type reflects a slight over-spend of $68,486 (0.5%). The following items materially contributed to this position: -

- **Employee costs** reflects an unfavourable variance of $670,355. This variance is materially contributed by the following areas: -
  -
    - Beatty Park - $425,000. Staff have been deployed back to work as a result of operations resuming at Beatty Park. This will be adjusted accordingly at the first quarterly budget review in November.
    - Rangers shift allowances and budget phasing variance - $140,000. This will be reviewed and adjusted accordingly at the November budget review.
      -
- **Materials and contracts** reflect a favourable variance of $669,658. This is mainly contributed by a timing variance relating to the provision of waste tipping services and other immaterial variances within other areas of the City.

Surplus Position – 2020/2021

The provisional surplus position brought forward to 2020/21 is $2,963,903 compared to the adopted budget amount of $1,615,763.

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 Comprehensive Income 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 – 46)

   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 47 - 52)

Below is a summary of the year to date expenditure of each asset category and the funding source associated to the delivery of capital works.

	Adopted Budget $	YTD Budget $	YTD Actual $	Remaining Budget %
Land and Buildings	4,886,398	987,598	335,052	93.1%
Infrastructure Assets	4,199,844	1,163,354	1,298,770	69.1%
Plant and Equipment	346,810	335,000	239,120	31.1%
Furniture and Equipment	1,037,100	165,000	189,455	81.7%
Total	**10,470,152**	**2,650,952**	**2,062,398**	**80.3%**
FUNDING	**Adopted Budget $**	**YTD Budget $**	**YTD Actual $**	**Remaining Budget %**
Own Source Funding - Municipal	5,237,019	1,485,342	1,452,154	72.3%
Cash Backed Reserves	3,365,850	390,000	217,086	93.6%
Capital Grant and Contribution	1,777,283	712,210	242,192	86.4%
Other (Disposals/Trade In)	90,000	63,400	150,965	-67.7%
Total	**10,470,152**	**2,650,952**	**2,062,398**	**80.3%**

The full capital works program is listed in detail in Note 5 in **Attachment 1**.

6. Cash Backed Reserves (Note 6 Page 53)

The cash backed reserves schedule provides a detailed summary of the movements in the reserve portfolio, including transfers to and from the reserve. The balance as at 31 October is $10,403,469.

7. Rating Information (Note 7 Page 54 - 55)

The notices for rates and charges levied for 2019/20 were issued on 7 August 2020. *The Local Government Act 1995* provides for ratepayers to pay rates by four instalments. The due dates for each instalment are:

	Due Date
First Instalment	18 September 2020
Second Instalment	18 November 2020
Third Instalment	18 January 2021
Fourth Instalment	18 March 2021

Rates debtors for 2020/21 was raised on 29 July 2020 after the adoption of the budget.

The outstanding rates debtors balance as at 31 October 2020 is $15,805,782 excluding deferred rates ($231,000) and including ESL debtors and pensioner rebates.

The outstanding rates percentage at 31 October 2020 is 41% compared to 30% for the similar period in 2019/2020. This is primarily contributed by: -

- 324 ratepayers opting to pay their rates weekly, fortnightly or monthly (rates smoothing). This option has been offered for the first time this financial year;
- Administration has also received 24 hardship applications and these ratepayer payments will now be deferred until March 2021; and
- The due date for the second instalment falling in October compared to the due date this year falling in November resulting in a timing variance.

8. Receivables (Note 8 Page 56)

Total trade and other receivables as at 31 October 2020 is $2,646,071.

Below is a summary of the significant items that have been outstanding for over 90 days:

- $1,607,730 (89%) 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.

  $971,183 of this amount has been transferred to long-term infringement debtors (non-current portion).

  Furthermore, as some of the unpaid infringements are aged, a provisional amount of $186,666 has been calculated as doubtful debts for the current portion (within 12 months) and a provisional amount of $196,072 has been calculated as doubtful debts for the non-current portion (greater than 12 months). This treatment is in accordance to the new requirements of the changes in the Accounting standards (AASB 9). This provisional amount is subject to change once the 2019/2020 financial statements have been Audited and finalised.

- $141,340 (10%) relates to cash-in-lieu of car parking debtors. In accordance with the *City's Policy 7.7.1 Non-residential parking*, Administration has entered into special payment arrangements with long outstanding cash in lieu parking debtors to enable them to pay their debt over a fixed term of five years.

  On 8 April 2020, the Minister of Planning WA issued a provision that exempts proponents from making cash in lieu related payments for existing or new non-residential development to the City. This exemption is effective up to the earlier date of either: -

  a) 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked; or
  b) Midnight, 1 May 2023.

- Tenancies are being dealt with in accordance to the direction approved by the City's COVID-19 Committee.

- Health licenses debtors are being followed up with final reminders. Thereafter, these debts will be sent to the debt collectors for further follow up.

9. Beatty Park Leisure Centre – Financial Position report (Note 9 Page 57)

As at 31 October 2020, the Centre's operating surplus position is $226,348 (excluding depreciation) compared to the year to date budgeted deficit amount of $93,691. This is contributed primarily by the increase in activity relating to swim school and fitness initiatives at the Centre.

10. Explanation of Material Variances

The materiality thresholds used for reporting variances are 10% and $20,000 respectively. This means that variances will be analysed and separately reported when they are more than 10% (+/-) of the year to date budget and where that variance exceeds $20,000 (+/-). This threshold was adopted by Council as part of the budget adoption for 2020/2021 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 2020 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.

PUBLIC HEALTH IMPLICATIONS:

Nil.

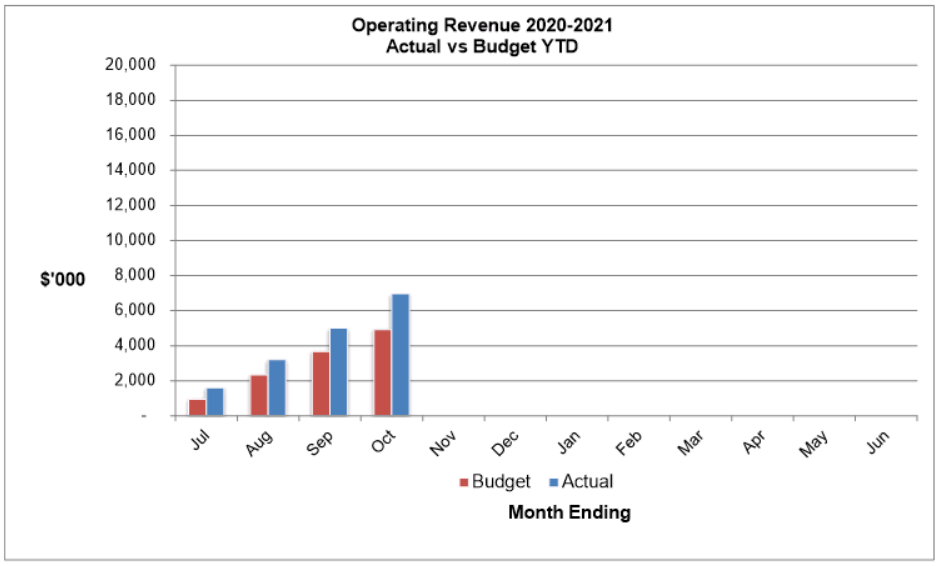
FINANCIAL/BUDGET IMPLICATIONS:

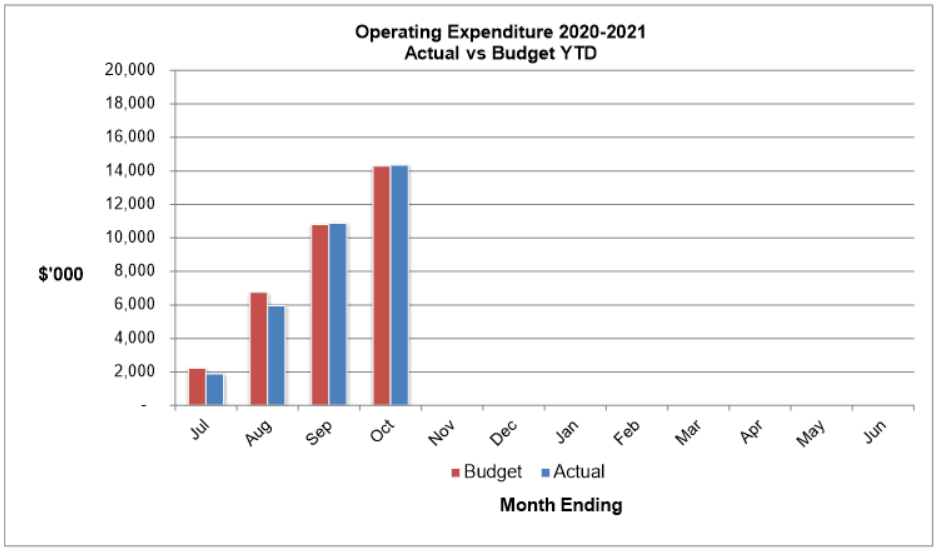
As contained in this report.

CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM
FOR THE PERIOD ENDED 31 OCTOBER 2020

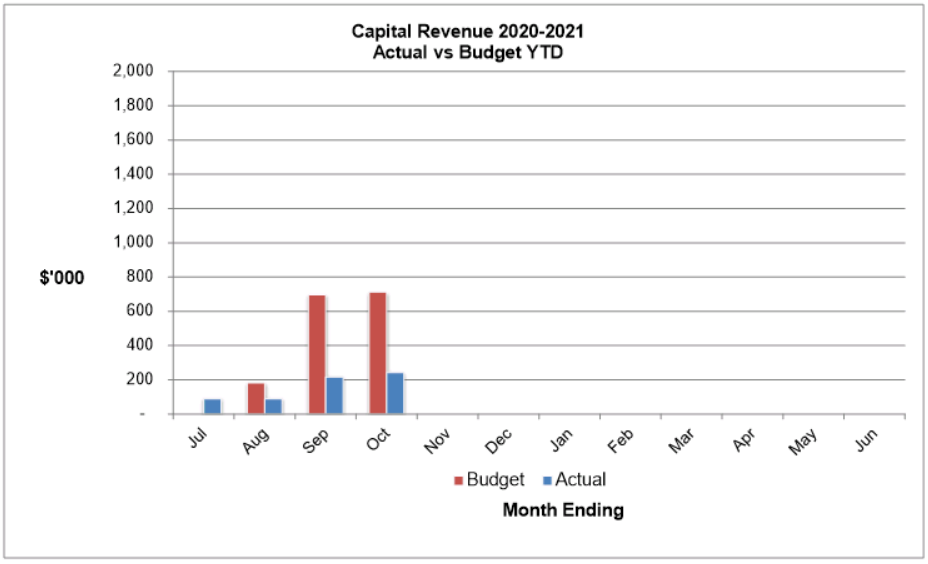
	Adopted Budget 2020/21	YTD Budget 31/10/2020	YTD Actual 31/10/2020	YTD Variance	YTD Variance
	$	$	$	$	%
Opening Funding Surplus/(Deficit)	**1,615,763**	**1,615,763**	**2,963,903**	**1,348,140**	**83.4%**
Revenue from operating activities					
Governance	43,000	11,668	30,342	18,674	160.0%
General Purpose Funding	1,566,205	737,888	601,458	(136,430)	-18.5%
Law, Order and Public Safety	300,000	107,196	77,365	(29,831)	-27.8%
Health	261,517	107,448	323,179	215,731	200.8%
Education and Welfare	98,647	34,404	39,320	4,916	14.3%
Community Amenities	777,134	469,984	478,345	8,361	1.8%
Recreation and Culture	4,911,558	1,816,037	2,585,637	769,600	42.4%
Transport	4,109,953	1,446,156	2,582,977	1,136,821	78.6%
Economic Services	199,960	67,344	93,462	26,118	38.8%
Other Property and Services	508,388	120,180	151,020	30,840	25.7%
	12,776,362	4,918,305	6,963,105	2,044,800	41.6%
Expenditure from operating activities					
Governance	(3,338,549)	(968,605)	(989,651)	(21,046)	2.2%
General Purpose Funding	(817,358)	(265,118)	(217,739)	47,379	-17.9%
Law, Order and Public Safety	(1,590,766)	(483,475)	(457,783)	25,692	-5.3%
Health	(1,715,207)	(484,311)	(443,815)	40,496	-8.4%
Education and Welfare	(354,944)	(37,868)	(48,338)	(10,470)	27.6%
Community Amenities	(12,202,555)	(3,394,941)	(3,249,875)	145,066	-4.3%
Recreation and Culture	(19,879,577)	(5,018,538)	(5,283,402)	(264,864)	5.3%
Transport	(12,978,459)	(3,048,423)	(3,194,872)	(146,449)	4.8%
Economic Services	(544,015)	(153,794)	(162,387)	(8,593)	5.6%
Other Property and Services	(2,365,855)	(442,335)	(304,730)	137,605	-31.1%
	(55,787,285)	(14,297,408)	(14,352,592)	(55,184)	0.4%
Add Deferred Rates Adjustment	0	0	10,824	10,824	0.0%
Add Back Depreciation	11,875,779	0	0	0	0.0%
Adjust (Profit)/Loss on Asset Disposal	(243,199)	10,659	0	(10,659)	-100.0%
	11,632,580	10,659	10,824	165	1.5%
Amount attributable to operating activities	**(31,378,343)**	**(9,368,444)**	**(7,378,663)**	**1,989,781**	**-21.2%**
Investing Activities					
Non-operating Grants, Subsidies and Contributions	1,777,283	712,210	242,192	(470,018)	-66.0%
Purchase Land and Buildings	(4,886,398)	(987,598)	(335,052)	652,546	-66.1%
Purchase Infrastructure Assets	(4,199,844)	(1,163,354)	(1,298,769)	(135,415)	11.6%
Purchase Plant and Equipment	(346,810)	(335,000)	(239,120)	95,880	-28.6%
Purchase Furniture and Equipment	(1,037,100)	(165,000)	(189,456)	(24,456)	14.8%
Proceeds from Joint Venture Operations	250,000	0	0	0	0.0%
Proceeds from Disposal of Assets	90,000	63,400	150,965	87,565	138.1%
Amount attributable to investing activities	**(8,352,869)**	**(1,875,342)**	**(1,669,240)**	**206,102**	**-11.0%**
Financing Activities					
Principal elements of finance lease payments	(91,377)	(45,688)	(45,688)	0	0.0%
Repayment of Debentures	(887,431)	(259,843)	(259,840)	3	0.0%
Proceeds from New Debentures	0	0	0	0	0.0%
Transfer to Reserves	(809,450)	(184,624)	(277,527)	(92,903)	50.3%
Transfer from Reserves	4,057,183	1,309,388	850,583	(458,805)	-35.0%
Amount attributable to financing activities	**2,268,925**	**819,233**	**267,528**	**(551,705)**	**-67.3%**
Surplus/(Deficit) before general rates	(35,846,524)	(8,808,790)	(5,816,472)	2,992,318	-34.0%
Total amount raised from general rates	35,664,317	35,506,777	35,491,456	(15,321)	0.0%
Closing Funding Surplus/(Deficit)	**(182,207)**	**26,697,987**	**29,674,984**	**2,976,997**	**11.2%**

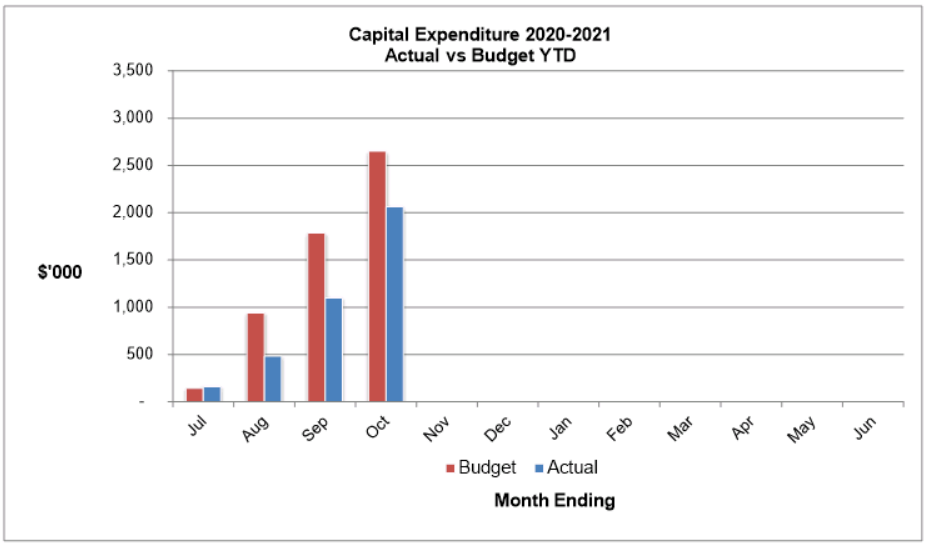
CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM - GRAPH
AS AT 30 OCTOBER 2020





CITY OF VINCENT
NOTE 1 - CAPITAL REVENUE / EXPENDITURE PROGRAM
AS AT 30 OCTOBER 2020





CITY OF VINCENT
NOTE 2 - STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE PERIOD ENDED 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	YTD Variance %
Revenue					
Rates	35,664,317	35,506,777	35,491,456	(15,321)	0%
Operating Grants, Subsidies and Contributions	794,656	203,367	143,207	(60,160)	-29.6%
Fees and Charges	10,094,536	4,038,325	6,176,191	2,137,866	52.9%
Interest Earnings	663,205	315,704	252,942	(62,762)	-19.9%
Other Revenue	967,463	358,265	390,765	32,500	9.1%
	48,184,177	40,422,438	42,454,561	2,032,123	5.0%
Expenses					
Employee Costs	(22,859,760)	(6,921,225)	(7,591,580)	(670,355)	9.7%
Materials and Contracts	(15,922,056)	(5,566,873)	(4,897,215)	669,658	-12.0%
Utility Charges	(1,501,040)	(465,246)	(417,230)	48,016	-10.3%
Depreciation on Non-Current Assets	(11,875,779)	0	0	0	0.0%
Interest Expenses	(491,960)	(144,923)	(108,684)	36,239	-25.0%
Insurance Expenses	(510,179)	(170,060)	(166,144)	3,916	-2.3%
Other Expenditure	(2,613,208)	(1,015,778)	(1,171,738)	(155,960)	15.4%
	(55,773,982)	(14,284,105)	(14,352,591)	(68,486)	0.5%
	(7,589,805)	26,138,333	28,101,970	1,963,637	7.5%
Non-operating Grants, Subsidies and Contributions	1,777,283	712,210	242,192	(470,018)	-66.0%
Profit on Disposal of Assets	6,502	2,644	0	(2,644)	-100.0%
Loss on Disposal of Assets	(13,303)	(13,303)	0	13,303	-100.0%
Profit on Assets Held for Sale (TPRC Joint Venture)	250,000	0	0	0	0.0%
	2,020,482	701,551	242,192	(459,359)	-65.5%
Net result	**(5,569,323)**	**26,839,884**	**28,344,162**	**1,504,278**	**5.6%**
Other comprehensive income					
Items that will not be reclassified subsequently to profit or loss					
Total other comprehensive income	0	0	0	0	0.0%
Total comprehensive income	**(5,569,323)**	**26,839,884**	**28,344,162**	**1,504,278**	**5.6%**

CITY OF VINCENT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
NOTE 3 - NET CURRENT FUNDING POSITION
FOR THE PERIOD ENDED 31 OCTOBER 2020

	Note	YTD Actual	FY Actual
		31/10/2020	30/06/2020
		$	$
Current Assets			
Cash Unrestricted		22,104,753	9,108,463
Cash Restricted		10,403,469	10,976,525
Investments		11,000	11,000
Receivables - Rates	7	15,805,782	1,066,726
Receivables - Other	8	2,646,071	2,123,159
Inventories		210,372	185,473
		51,181,447	23,471,346
Less: Current Liabilities			
Payables		(8,038,244)	(6,456,900)
Provisions - employee		(4,326,096)	(4,321,632)
		(12,364,340)	(10,778,532)
Unadjusted Net Current Assets		**38,817,107**	**12,692,814**
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(10,403,469)	(10,976,525)
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		901,163	887,431
Add: Infringement Debtors transferred to non current asset		971,183	971,183
		(9,142,123)	(9,728,911)
Adjusted Net Current Assets		**29,674,984**	**2,963,903**

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Chief Executive Officer						
Chief Executive Officer Expenditure						
Employee Costs	478,873	136,408	141,190	4,782	4%	
Other Employee Costs	25,566	10,070	5,420	(4,650)	-46%	
Other Expenses	120,700	37,720	59,511	21,791	58%	Budget phasing variance. Expenditure relating to WALGA annual membership fees.
Chief Executive Officer Expenditure Total	**625,139**	**184,198**	**206,120**	**21,922**	**12%**	
Chief Executive Officer Indirect Costs						
Allocations	(625,139)	(184,198)	(206,120)	(21,922)	12%	
Chief Executive Officer Indirect Costs Total	**(625,139)**	**(184,198)**	**(206,120)**	**(21,922)**	**12%**	
Chief Executive Officer Total	**0**	**0**	**0**	**0**	**100%**	
Members of Council						
Members Of Council Expenditure						
Employee Costs	86,645	26,741	34,546	7,805	29%	
Other Employee Costs	20,000	6,668	0	(6,668)	-100%	
Other Expenses	352,600	117,278	119,002	1,724	1%	
Members Of Council Expenditure Total	**459,245**	**150,687**	**153,548**	**2,861**	**2%**	
Members Of Council Indirect Costs						
Allocations	44,760	11,127	11,751	624	6%	
Members Of Council Indirect Costs Total	**44,760**	**11,127**	**11,751**	**624**	**6%**	
Members of Council Total	**504,005**	**161,814**	**165,299**	**3,485**	**2%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Corporate Strategy and Governance Expenditure						
Corporate Strategy and Governance Expenditure						
Employee Costs	713,547	220,528	238,383	17,855	8%	
Other Employee Costs	12,000	4,000	993	(3,007)	-75%	
Other Expenses	154,950	51,656	29,070	(22,586)	-44%	Favourable variance, however breakdown is individually immaterial.
Operating Projects	52,000	16,500	17,955	1,455	9%	
Corporate Strategy and Governance Expenditure Total	**932,497**	**292,684**	**286,401**	**(6,283)**	**-2%**	
Corporate Strategy and Governance Expenditure Total	932,497	292,684	286,401	(6,283)	-2%	
Corporate Strategy and Governance Indirect Costs						
Corporate Strategy and Governance Indirect Costs						
Allocations	383,758	98,422	104,280	5,858	6%	
Corporate Strategy and Governance Indirect Costs Total	**383,758**	**98,422**	**104,280**	**5,858**	**6%**	
Corporate Strategy and Governance Indirect Costs Total	383,758	98,422	104,280	5,858	6%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Human Resources						
Human Resources Revenue						
Revenue	(35,000)	(11,668)	(30,156)	(18,488)	158%	
Human Resources Revenue Total	**(35,000)**	**(11,668)**	**(30,156)**	**(18,488)**	**158%**	
Human Resources Expenditure						
Employee Costs	763,726	221,714	294,728	73,014	33%	Timing variance relating to parental leave payment.
Other Employee Costs	152,100	49,420	4,997	(44,423)	-90%	Timing variance relating to employee related initiatives.
Other Expenses	95,829	41,576	24,694	(16,882)	-41%	
Human Resources Expenditure Total	**1,011,655**	**312,710**	**324,419**	**11,709**	**4%**	
Human Resources Indirect Costs						
Allocations	(976,655)	(301,042)	(294,263)	6,779	-2%	
Human Resources Indirect Costs Total	**(976,655)**	**(301,042)**	**(294,263)**	**6,779**	**-2%**	
Human Resources Total	**0**	**0**	**0**	**0**	**100%**	
Information Technology						
Information Technology Expenditure						
Employee Costs	477,253	136,017	147,178	11,161	8%	
Other Employee Costs	6,000	1,500	527	(973)	-65%	
Other Expenses	1,369,900	472,050	565,184	93,134	20%	Timing variance relating to software annual maintenance costs.
Operating Projects	80,000	26,672	14,706	(11,966)	-45%	
Information Technology Expenditure Total	**1,933,153**	**636,239**	**727,596**	**91,357**	**14%**	
Information Technology Indirect Costs						
Allocations	(1,933,153)	(636,239)	(727,596)	(91,357)	14%	
Information Technology Indirect Costs Total	**(1,933,153)**	**(636,239)**	**(727,596)**	**(91,357)**	**14%**	
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 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Records Management						
Records Management Revenue						
Revenue	0	0	(186)	(186)	100%	
Records Management Revenue Total	**0**	**0**	**(186)**	**(186)**	**100%**	
Records Management Expenditure						
Employee Costs	286,907	81,772	89,031	7,259	9%	
Other Employee Costs	4,000	107	(141)	(248)	-232%	
Other Expenses	38,650	15,988	4,141	(11,827)	-74%	
Operating Projects	40,000	12,800	3,983	(8,837)	-69%	
Records Management Expenditure Total	**369,557**	**110,647**	**96,994**	**(13,653)**	**-12%**	
Records Management Indirect Costs						
Allocations	(369,557)	(110,647)	(96,808)	13,839	-13%	
Records Management Indirect Costs Total	**(369,557)**	**(110,647)**	**(96,808)**	**13,839**	**-13%**	
Records Management Total	**0**	**0**	**(0)**	**(0)**	**100%**	
Director Community and Business Services						
Director Community and Business Services						
Employee Costs	336,224	95,781	99,405	3,624	4%	
Other Employee Costs	3,671	1,224	790	(434)	-35%	
Other Expenses	4,250	1,412	545	(867)	-61%	
Director Community and Business Services Total	**344,145**	**98,417**	**100,741**	**2,324**	**2%**	
Director Community and Business Services Total	**344,145**	**98,417**	**100,741**	**2,324**	**2%**	
Director Community and Business Ser Indirect Costs						
Director Community and Business Ser Indirect Costs						
Allocations	(344,145)	(98,417)	(100,741)	(2,324)	2%	
Director Community and Business Ser Indirect Costs Total	**(344,145)**	**(98,417)**	**(100,741)**	**(2,324)**	**2%**	
Director Community and Business Ser Indirect Costs Total	**(344,145)**	**(98,417)**	**(100,741)**	**(2,324)**	**2%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Finance Services						
Finance Services Revenue						
Revenue	(800)	(268)	(17,067)	(16,799)	6268%	
Finance Services Revenue Total	**(800)**	**(268)**	**(17,067)**	**(16,799)**	**6268%**	
Finance Services Expenditure						
Employee Costs	810,530	231,007	277,618	46,611	20%	Budget phasing variance.
Other Employee Costs	9,100	2,032	2,592	560	28%	
Other Expenses	238,100	36,832	18,858	(17,974)	-49%	Timing variance relating to Audit fees.
Finance Services Expenditure Total	**1,057,730**	**269,871**	**299,068**	**29,197**	**11%**	
Finance Services Indirect Costs						
Allocations	(1,056,930)	(269,603)	(282,000)	(12,397)	5%	
Finance Services Indirect Costs Total	**(1,056,930)**	**(269,603)**	**(282,000)**	**(12,397)**	**5%**	
Finance Services Total	**0**	**0**	**0**	**(0)**	**100%**	
Insurance Premium						
Insurance Premium Expenditure						
Other Expenses	510,179	170,060	166,144	(3,916)	-2%	
Insurance Premium Expenditure Total	**510,179**	**170,060**	**166,144**	**(3,916)**	**-2%**	
Insurance Premium Recovery						
Allocations	(510,179)	(170,060)	(166,144)	3,916	-2%	
Insurance Premium Recovery Total	**(510,179)**	**(170,060)**	**(166,144)**	**3,916**	**-2%**	
Insurance Premium Total	**0**	**0**	**0**	**0**		

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Insurance Claim						
Insurance Claim Recoup						
Revenue	(65,000)	(47,250)	(47,357)	(107)	0%	
Insurance Claim Recoup Total	**(65,000)**	**(47,250)**	**(47,357)**	**(107)**	**0%**	
Insurance Claim Expenditure						
Other Expenses	5,000	1,052	3,000	1,948	185%	
Insurance Claim Expenditure Total	**5,000**	**1,052**	**3,000**	**1,948**	**185%**	
Insurance Claim Total	**(60,000)**	**(46,198)**	**(44,357)**	**1,841**	**-4%**	
Mindarie Regional Council						
Mindarie Regional Council Revenue						
Revenue	(122,629)	(54,876)	(64,514)	(9,638)	18%	
Mindarie Regional Council Revenue Total	**(122,629)**	**(54,876)**	**(64,514)**	**(9,638)**	**18%**	
Mindarie Regional Council Expenditure						
Other Expenses	32,000	32,000	28,617	(3,383)	-11%	
Mindarie Regional Council Expenditure Total	**32,000**	**32,000**	**28,617**	**(3,383)**	**-11%**	
Mindarie Regional Council Total	**(90,629)**	**(22,876)**	**(35,897)**	**(13,021)**	**57%**	
General Purpose Revenue						
General Purpose Revenue						
Revenue	(1,023,205)	(320,804)	(224,521)	96,283	-30%	Interest income lower due to low interest rates being offered in the market.
General Purpose Revenue Total	**(1,023,205)**	**(320,804)**	**(224,521)**	**96,283**	**-30%**	
General Purpose Revenue Total	**(1,023,205)**	**(320,804)**	**(224,521)**	**96,283**	**-30%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Rates Services						
Rates Services Revenue						
Revenue	(36,207,317)	(35,923,861)	(35,868,393)	55,468	0%	
Rates Services Revenue Total	**(36,207,317)**	**(35,923,861)**	**(35,868,393)**	**55,468**	**0%**	
Rates Services Expenditure						
Employee Costs	259,233	80,215	87,188	6,973	9%	
Other Expenses	158,950	85,313	91,367	6,054	7%	
Operating Projects	250,000	62,500	0	(62,500)	-100%	Timing variance relating to financial hardship waivers. Budget phasing to be adjusted accordingly at the November budget review.
Rates Services Expenditure Total	**668,183**	**228,028**	**178,555**	**(49,473)**	**-22%**	
Rates Services Indirect Costs						
Allocations	149,175	37,090	39,184	2,094	6%	
Rates Services Indirect Costs Total	**149,175**	**37,090**	**39,184**	**2,094**	**6%**	
Rates Services Total	**(35,389,959)**	**(35,658,743)**	**(35,650,654)**	**8,089**	**0%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Marketing and Communications						
Marketing and Communications Revenue						
Revenue	(8,000)	0	0	0		
Marketing and Communications Revenue Total	**(8,000)**	**0**	**0**	**0**		
Marketing and Communications Expenditure						
Employee Costs	709,751	219,514	238,722	19,208	9%	
Other Employee Costs	1,000	500	68	(432)	-86%	
Other Expenses	347,643	70,057	57,874	(12,183)	-17%	
Operating Projects	50,000	21,300	10,000	(11,300)	-53%	
Marketing and Communications Expenditure Total	**1,108,394**	**311,371**	**306,664**	**(4,707)**	**-2%**	
Marketing and Communications Indirect Costs						
Allocations	367,981	91,477	96,850	5,373	6%	
Marketing and Communications Indirect Costs Total	**367,981**	**91,477**	**96,850**	**5,373**	**6%**	
Marketing and Communications Total	**1,468,375**	**402,848**	**403,514**	**666**	**0%**	
Art and Culture						
Art and Culture						
Other Expenses	46,000	7,000	14,175	7,175	102%	
Art and Culture Total	**46,000**	**7,000**	**14,175**	**7,175**	**102%**	
Art and Culture Indirect Costs						
Allocations	0	0	0	0		
Art and Culture Indirect Costs Total	**0**	**0**	**0**	**0**		
Art and Culture Total	**46,000**	**7,000**	**14,175**	**7,175**	**102%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Community Partnerships Revenue						
Community Partnerships Revenue						
Revenue	0	0	(498)	(498)	100%	
Community Partnerships Revenue Total	**0**	**0**	**(498)**	**(498)**	**100%**	
Community Partnerships Revenue Total	**0**	**0**	**(498)**	**(498)**	**100%**	
Community Partnership Expenditure						
Community Partnership Expenditure						
Employee Costs	420,153	130,219	133,260	3,041	2%	
Other Employee Costs	9,430	6,476	1,476	(5,000)	-77%	
Other Expenses	222,000	28,431	13,123	(15,308)	-54%	
Community Partnership Expenditure Total	**651,583**	**165,126**	**147,859**	**(17,267)**	**-10%**	
Community Partnership Expenditure Total	**651,583**	**165,126**	**147,859**	**(17,267)**	**-10%**	
Community Partnerships Indirect Costs						
Community Partnerships Indirect Costs						
Allocations	231,602	57,818	61,307	3,489	6%	
Community Partnerships Mgmt Admin Alloca	0	0	0	0		
Community Partnerships Indirect Costs Total	**231,602**	**57,818**	**61,307**	**3,489**	**6%**	
Community Partnerships Indirect Costs Total	**231,602**	**57,818**	**61,307**	**3,489**	**6%**	
Beatty Park Leisure Centre Administration						
Beatty Park Leisure Centre Admin Revenue						
Revenue	(1,321,350)	(612,183)	(809,862)	(197,679)	32%	Operations have commenced back to normal resulting in a favourable variance. Budget to be adjusted accordingly at the November review.
Beatty Park Leisure Centre Admin Revenue Total	**(1,321,350)**	**(612,183)**	**(809,862)**	**(197,679)**	**32%**	
Beatty Park Leisure Centre Admin Indirect Revenue						
Allocations	1,321,350	612,183	809,862	197,679	32%	
Beatty Park Leisure Centre Admin Indirect Revenue Total	**1,321,350**	**612,183**	**809,862**	**197,679**	**32%**	
Beatty Park Leisure Centre Admin Expenditure						
Employee Costs	740,668	211,033	217,042	6,009	3%	
Other Employee Costs	19,128	8,988	2,886	(6,102)	-68%	
Other Expenses	122,100	27,940	38,347	10,407	37%	
Beatty Park Leisure Centre Admin Expenditure Total	**881,896**	**247,961**	**258,275**	**10,314**	**4%**	
Beatty Park Leisure Centre Admin Indirect Costs						
Allocations	(881,896)	(247,961)	(258,275)	(10,314)	4%	
Beatty Park Leisure Centre Admin Indirect Costs Total	**(881,896)**	**(247,961)**	**(258,275)**	**(10,314)**	**4%**	
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 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Beatty Park Leisure Centre Building						
Beatty Park Leisure Centre Building Revenue						
Revenue	(166,966)	(40,801)	(30,104)	10,697	-26%	
Beatty Park Leisure Centre Building Revenue Total	**(166,966)**	**(40,801)**	**(30,104)**	**10,697**	**-26%**	
Building Maintenance	399,850	107,299	100,049	(7,250)	-7%	
Ground Maintenance	41,800	14,404	11,914	(2,490)	-17%	
Other Expenses	2,028,257	177,490	184,405	6,915	4%	
Beatty Park Leisure Centre Occupancy Costs Total	**2,469,907**	**299,193**	**296,368**	**(2,825)**	**-1%**	
Beatty Park Leisure Centre Indirect Costs						
Allocations	(2,302,941)	(258,392)	(266,264)	(7,872)	3%	
Beatty Park Leisure Centre Indirect Costs Total	**(2,302,941)**	**(258,392)**	**(266,264)**	**(7,872)**	**3%**	
Beatty Park Leisure Centre Building Total	**0**	**0**	**(0)**	**(0)**	**100%**	
Swimming Pool Areas						
Swimming Pool Areas Revenue						
Revenue	(1,071,600)	(368,982)	(380,946)	(11,964)	3%	
Swimming Pool Areas Revenue Total	**(1,071,600)**	**(368,982)**	**(380,946)**	**(11,964)**	**3%**	
Swimming Pool Areas Indirect Revenue						
Allocations	(213,134)	(98,746)	(130,712)	(31,966)	32%	
Swimming Pool Areas Indirect Revenue Total	**(213,134)**	**(98,746)**	**(130,712)**	**(31,966)**	**32%**	
Swimming Pool Areas Expenditure						
Employee Costs	621,038	192,766	307,352	114,586	59%	Operations have commenced back to normal resulting in a favourable variance. Budget to be adjusted accordingly at the November review.
Other Employee Costs	16,500	6,647	1,100	(5,547)	-83%	
Other Expenses	133,170	37,902	41,803	3,901	10%	
Swimming Pool Areas Expenditure Total	**770,708**	**237,315**	**350,254**	**112,939**	**48%**	
Swimming Pool Areas Indirect Costs						
Allocations	2,487,977	416,187	432,778	16,591	4%	
Swimming Pool Areas Indirect Costs Total	**2,487,977**	**416,187**	**432,778**	**16,591**	**4%**	
Swimming Pool Areas Total	**1,973,951**	**185,774**	**271,375**	**85,601**	**46%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Swim School						
Swim School Revenue						
Revenue	(176,500)	(105,538)	(606,666)	(501,128)	475%	Operations have commenced back to normal resulting in a favourable variance. Budget to be adjusted accordingly at the November review.
Swim School Revenue Total	**(176,500)**	**(105,538)**	**(606,666)**	**(501,128)**	**475%**	
Swim School Indirect Revenue						
Allocations	(2,511)	(1,163)	(1,458)	(295)	25%	
Swim School Indirect Revenue Total	**(2,511)**	**(1,163)**	**(1,458)**	**(295)**	**25%**	
Swim School Expenditure						
Employee Costs	272,792	84,500	301,409	216,909	257%	Operations have commenced back to normal resulting in an unfavourable variance. Budget to be adjusted accordingly at the November review.
Other Employee Costs	6,000	2,250	546	(1,704)	-76%	
Other Expenses	14,250	2,812	9,590	6,778	241%	
Swim School Expenditure Total	**293,042**	**89,562**	**311,545**	**221,983**	**248%**	
Swim School Indirect Costs						
Allocations	176,166	36,799	38,440	1,641	4%	
Swim School Indirect Costs Total	**176,166**	**36,799**	**38,440**	**1,641**	**4%**	
Swim School Total	**290,197**	**19,660**	**(258,139)**	**(277,799)**	**-1413%**	
Café						
Cafe Revenue						
Revenue	0	0	(5)	(5)	100%	
Cafe Revenue Total	**0**	**0**	**(5)**	**(5)**	**100%**	
Cafe Indirect Revenue						
Allocations	0	0	0	0		
Cafe Indirect Revenue Total	**0**	**0**	**0**	**0**		
Cafe Expenditure						
Employee Costs	0	0	34,280	34,280	100%	Redundancy payment resulting from the closure of the Cafe. Budget to be adjusted at the November review.
Other Expenses	0	0	707	707	100%	
Cafe Expenditure Total	**0**	**0**	**34,987**	**34,987**	**100%**	
Cafe Indirect Costs						
Allocations	0	0	0	0		
Cafe Indirect Costs Total	**0**	**0**	**0**	**0**		
Café Total	**0**	**0**	**34,982**	**34,982**	**100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Retail						
Retail Revenue						
Revenue	(260,000)	(50,000)	(182,017)	(132,017)	264%	Operations have commenced back to normal resulting in a favourable variance. Budget to be adjusted accordingly at the November review.
Retail Revenue Total	**(260,000)**	**(50,000)**	**(182,017)**	**(132,017)**	**264%**	
Retail Indirect Revenue						
Allocations	(529)	(245)	(324)	(79)	32%	
Retail Indirect Revenue Total	**(529)**	**(245)**	**(324)**	**(79)**	**32%**	
Retail Expenditure						
Employee Costs	41,087	12,730	19,948	7,218	57%	
Other Employee Costs	250	125	0	(125)	-100%	
Other Expenses	123,700	44,890	72,423	27,533	61%	Timing variance relating to stock purchase.
Retail Expenditure Total	**165,037**	**57,745**	**92,371**	**34,626**	**60%**	
Retail Indirect Costs						
Allocations	72,922	15,595	16,215	620	4%	
Retail Indirect Costs Total	**72,922**	**15,595**	**16,215**	**620**	**4%**	
Retail Total	**(22,570)**	**23,095**	**(73,755)**	**(96,850)**	**-419%**	
Health and Fitness						
Health and Fitness Revenue						
Revenue	(45,600)	(19,875)	(47,342)	(27,467)	138%	Operations have commenced back to normal resulting in a favourable variance. Budget to be adjusted accordingly at the November review.
Health and Fitness Revenue Total	**(45,600)**	**(19,875)**	**(47,342)**	**(27,467)**	**138%**	
Health and Fitness Indirect Revenue						
Allocations	(731,235)	(338,781)	(447,788)	(109,007)	32%	
Health and Fitness Indirect Revenue Total	**(731,235)**	**(338,781)**	**(447,788)**	**(109,007)**	**32%**	
Health and Fitness Expenditure						
Employee Costs	399,625	124,003	201,379	77,376	62%	Operations have commenced back to normal resulting in an unfavourable variance. Budget to be adjusted accordingly at the November review.
Other Employee Costs	8,700	2,550	0	(2,550)	-100%	
Other Expenses	66,500	13,625	20,047	6,422	47%	
Health and Fitness Expenditure Total	**474,825**	**140,178**	**221,426**	**81,248**	**58%**	
Health and Fitness Indirect Costs						
Allocations	510,434	101,209	105,254	4,045	4%	
Health and Fitness Indirect Costs Total	**510,434**	**101,209**	**105,254**	**4,045**	**4%**	
Health and Fitness Total	**208,424**	**(117,269)**	**(168,450)**	**(51,181)**	**44%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Group Fitness						
Group Fitness Revenue						
Revenue	(30,000)	(15,445)	(28,196)	(12,751)	83%	
Group Fitness Revenue Total	**(30,000)**	**(15,445)**	**(28,196)**	**(12,751)**	**83%**	
Group Fitness Indirect Revenue						
Allocations	(248,281)	(115,029)	(152,173)	(37,144)	32%	
Group Fitness Indirect Revenue Total	**(248,281)**	**(115,029)**	**(152,173)**	**(37,144)**	**32%**	
Group Fitness Expenditure						
Employee Costs	165,694	51,347	68,663	17,316	34%	
Other Employee Costs	3,500	1,000	151	(849)	-85%	
Other Expenses	62,745	4,602	37,581	32,979	717%	Operations have commenced back to normal resulting in an unfavourable variance. Budget to be adjusted accordingly at the November review.
Group Fitness Expenditure Total	**231,939**	**56,949**	**106,395**	**49,446**	**87%**	
Group Fitness Indirect Costs						
Allocations	180,034	28,249	29,368	1,119	4%	
Group Fitness Indirect Costs Total	**180,034**	**28,249**	**29,368**	**1,119**	**4%**	
Group Fitness Total	**133,692**	**(45,276)**	**(44,606)**	**670**	**-1%**	
Aqua Fitness						
Aqua Fitness Revenue						
Revenue	(12,000)	(5,514)	(5,375)	139	-3%	
Aqua Fitness Revenue Total	**(12,000)**	**(5,514)**	**(5,375)**	**139**	**-3%**	
Aqua Fitness Indirect Revenue						
Allocations	(105,180)	(48,730)	(64,465)	(15,735)	32%	
Aqua Fitness Indirect Revenue Total	**(105,180)**	**(48,730)**	**(64,465)**	**(15,735)**	**32%**	
Aqua Fitness Expenditure						
Employee Costs	18,295	5,212	7,738	2,526	48%	
Other Employee Costs	450	225	0	(225)	-100%	
Other Expenses	14,800	6,082	1,888	(4,194)	-69%	
Aqua Fitness Expenditure Total	**33,545**	**11,519**	**9,625**	**(1,894)**	**-16%**	
Aqua Fitness Indirect Costs						
Allocations	100,317	19,583	20,478	895	5%	
Aqua Fitness Indirect Costs Total	**100,317**	**19,583**	**20,478**	**895**	**5%**	
Aqua Fitness Total	**16,682**	**(23,142)**	**(39,737)**	**(16,595)**	**72%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Crèche						
Crèche Revenue						
Revenue	(5,000)	(2,144)	(5,609)	(3,465)	162%	
Crèche Revenue Total	**(5,000)**	**(2,144)**	**(5,609)**	**(3,465)**	**162%**	
Crèche Indirect Revenue						
Allocations	(20,480)	(9,489)	(12,553)	(3,064)	32%	
Crèche Indirect Revenue Total	**(20,480)**	**(9,489)**	**(12,553)**	**(3,064)**	**32%**	
Crèche Expenditure						
Employee Costs	145,515	45,179	53,217	8,038	18%	
Other Employee Costs	750	375	0	(375)	-100%	
Other Expenses	2,110	786	162	(624)	-79%	
Crèche Expenditure Total	**148,375**	**46,340**	**53,379**	**7,039**	**15%**	
Crèche Indirect Costs						
Allocations	89,604	16,142	16,765	623	4%	
Crèche Indirect Costs Total	**89,604**	**16,142**	**16,765**	**623**	**4%**	
Crèche Total	**212,499**	**50,849**	**51,982**	**1,133**	**2%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Customer Service Centre						
Customer Services Centre Expenditure						
Employee Costs	550,434	156,959	158,388	1,429	1%	
Other Employee Costs	6,050	2,016	0	(2,016)	-100%	
Other Expenses	24,950	8,484	6,199	(2,285)	-27%	
Customer Services Centre Expenditure Total	**581,434**	**167,459**	**164,587**	**(2,872)**	**-2%**	
Customer Services Centre Indirect Costs						
Allocations	(574,520)	(166,290)	(164,587)	1,703	-1%	
Customer Services Centre Indirect Costs Total	**(574,520)**	**(166,290)**	**(164,587)**	**1,703**	**-1%**	
Customer Service Centre Total	**6,914**	**1,169**	**0**	**(1,169)**	**-100%**	
Library Services						
Library Services Revenue						
Revenue	(12,500)	(4,160)	(3,749)	411	-10%	
Library Services Revenue Total	**(12,500)**	**(4,160)**	**(3,749)**	**411**	**-10%**	
Library Services Expenditure						
Employee Costs	975,403	301,713	309,910	8,197	3%	
Other Employee Costs	7,100	2,364	714	(1,650)	-70%	
Other Expenses	101,000	33,680	22,132	(11,548)	-34%	
Library Services Expenditure Total	**1,083,503**	**337,757**	**332,755**	**(5,002)**	**-1%**	
Library Services Indirect Costs						
Allocations	419,499	120,959	129,299	8,340	7%	
Library Occupancy Costs Allocations	12,791	2,163	9,177	7,014	324%	
Library Services Indirect Costs Total	**432,290**	**123,122**	**138,476**	**15,354**	**12%**	
Library Services Total	**1,503,293**	**456,719**	**467,482**	**10,763**	**2%**	
Library Building						
Library Occupancy Costs						
Building Maintenance	94,700	29,214	29,644	430	1%	
Ground Maintenance	5,000	2,500	0	(2,500)	-100%	
Other Expenses	154,564	10,320	5,614	(4,706)	-46%	
Library Occupancy Costs Total	**254,264**	**42,034**	**35,259**	**(6,775)**	**-16%**	
Library Indirect Costs						
Allocations	5,753	1,916	2,060	144	8%	
Library Occupancy Costs Recovery	(52,003)	(8,791)	(37,319)	(28,528)	325%	
Library Indirect Costs Total	**(46,250)**	**(6,875)**	**(35,259)**	**(28,384)**	**413%**	
Library Building Total	**208,014**	**35,159**	**0**	**(35,159)**	**-100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Loftus Community Centre Revenue						
Loftus Community Centre Revenue						
Revenue	(51,000)	(17,000)	(22,256)	(5,256)	31%	
Loftus Community Centre Revenue Total	**(51,000)**	**(17,000)**	**(22,256)**	**(5,256)**	**31%**	
Loftus Community Centre Revenue Total	**(51,000)**	**(17,000)**	**(22,256)**	**(5,256)**	**31%**	
Loftus Community Centre Expenditure						
Loftus Community Centre Expenditure						
Employee Costs	89,626	27,775	43,950	16,175	58%	
Other Employee Costs	1,500	500	0	(500)	-100%	
Building Maintenance	16,272	5,424	0	(5,424)	-100%	
Other Expenses	42,360	13,917	3,692	(10,225)	-73%	
Loftus Community Centre Expenditure Total	**149,758**	**47,616**	**47,642**	**26**	**0%**	
Loftus Community Centre Expenditure Total	**149,758**	**47,616**	**47,642**	**26**	**0%**	
Loftus Community Centre Indirect Costs						
Loftus Community Centre Indirect Costs						
Allocations	43,924	12,663	13,531	868	7%	
Loftus Community Centre Indirect Costs Total	**43,924**	**12,663**	**13,531**	**868**	**7%**	
Loftus Community Centre Indirect Costs Total	**43,924**	**12,663**	**13,531**	**868**	**7%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Senior and Disability Services Revenue						
Senior and Disability Services Revenue						
Revenue	(15,500)	(3,875)	0	3,875	-100%	
Senior and Disability Services Revenue Total	**(15,500)**	**(3,875)**	**0**	**3,875**	**-100%**	
Senior and Disability Services Expenditure						
Other Expenses	20,000	7,500	1,391	(6,109)	-81%	
Senior and Disability Services Expenditure Total	**20,000**	**7,500**	**1,391**	**(6,109)**	**-81%**	
Senior and Disability Services Indirect Costs						
Senior and Disability Services Indirect Costs						
Allocations	0	0	91	91	100%	
Senior and Disability Services Indirect Costs Total	**0**	**0**	**91**	**91**	**100%**	
Senior and Disability Services Indirect Costs Total	**0**	**0**	**91**	**91**	**100%**	
Director Strategy and Development Services						
Director Strategy and Development Services						
Employee Costs	316,643	98,030	109,300	11,270	11%	
Other Employee Costs	1,100	368	37	(331)	-90%	
Other Expenses	1,800	600	152	(448)	-75%	
Director Strategy and Development Services Total	**319,543**	**98,998**	**109,488**	**10,490**	**11%**	
Director Strategy and Development Services Total	**319,543**	**98,998**	**109,488**	**10,490**	**11%**	
Director Strategy and Development Ser Indirect Co						
Director Strategy and Development Ser Indirect Co						
Allocations	(319,543)	(91,155)	(109,488)	(18,333)	20%	
Director Strategy and Development Ser Indirect Co Total	**(319,543)**	**(91,155)**	**(109,488)**	**(18,333)**	**20%**	
Director Strategy and Development Ser Indirect Co Total	**(319,543)**	**(91,155)**	**(109,488)**	**(18,333)**	**20%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Health Administration and Inspection						
Health Administration and Inspection Revenue						
Revenue	(232,020)	(92,325)	(304,342)	(212,017)	230%	Operations have commenced back to normal resulting in a favourable variance. Budget to be adjusted accordingly at the November review.
Health Administration and Inspection Revenue Total	**(232,020)**	**(92,325)**	**(304,342)**	**(212,017)**	**230%**	
Health Administration and Inspection Expenditure						
Employee Costs	997,926	308,704	278,732	(29,972)	-10%	
Other Employee Costs	22,815	7,608	2,562	(5,046)	-66%	
Other Expenses	52,750	17,584	5,544	(12,040)	-68%	
Health Administration and Inspection Expenditure Total	**1,073,491**	**333,896**	**286,837**	**(47,059)**	**-14%**	
Health Administration and Inspection Indirect Cost						
Allocations	547,292	137,762	142,774	5,012	4%	
Health Administration and Inspection Indirect Cost Total	**547,292**	**137,762**	**142,774**	**5,012**	**4%**	
Health Administration and Inspection Total	**1,388,763**	**379,333**	**125,269**	**(254,064)**	**-67%**	
Food Control						
Food Control Revenue						
Revenue	(500)	(250)	0	250	-100%	
Food Control Revenue Total	**(500)**	**(250)**	**0**	**250**	**-100%**	
Food Control Expenditure						
Other Expenses	12,500	3,832	4,669	837	22%	
Food Control Expenditure Total	**12,500**	**3,832**	**4,669**	**837**	**22%**	
Food Control Total	**12,000**	**3,582**	**4,669**	**1,087**	**30%**	
Health Clinics						
Health Clinics Revenue						
Revenue	(28,997)	(14,873)	(18,837)	(3,964)	27%	
Health Clinics Revenue Total	**(28,997)**	**(14,873)**	**(18,837)**	**(3,964)**	**27%**	
Health Clinics Expenditure						
Building Maintenance	18,600	6,097	5,198	(899)	-15%	
Ground Maintenance	0	0	1,159	1,159	100%	
Other Expenses	61,507	2,116	2,522	406	19%	
Health Clinics Expenditure Total	**80,107**	**8,213**	**8,879**	**666**	**8%**	
Health Clinics Indirect Costs						
Allocations	1,817	608	656	48	8%	
Health Clinics Indirect Costs Total	**1,817**	**608**	**656**	**48**	**8%**	
Health Clinics Total	**52,927**	**(6,052)**	**(9,302)**	**(3,250)**	**54%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Statutory Planning Services						
Statutory Planning Services Revenue						
Revenue	(290,987)	(94,660)	(121,447)	(26,787)	28%	Revenue higher than anticipated. Budget to be adjusted in November review.
Statutory Planning Services Revenue Total	**(290,987)**	**(94,660)**	**(121,447)**	**(26,787)**	**28%**	
Statutory Planning Services Expenditure						
Employee Costs	1,098,670	339,781	335,616	(4,165)	-1%	
Other Employee Costs	11,074	3,692	2,247	(1,445)	-39%	
Other Expenses	183,960	62,648	26,772	(35,876)	-57%	Timing variance of works resulting in a favourable variance, however breakdown is individually immaterial.
Statutory Planning Services Expenditure Total	**1,293,704**	**406,121**	**364,635**	**(41,486)**	**-10%**	
Statutory Planning Services Indirect Costs						
Allocations	551,481	137,474	145,255	7,781	6%	
Statutory Planning Services Indirect Costs Total	**551,481**	**137,474**	**145,255**	**7,781**	**6%**	
Statutory Planning Services Total	**1,554,198**	**448,935**	**388,443**	**(60,492)**	**-13%**	
Compliance Services						
Compliance Services Revenue						
Revenue	(24,500)	(8,168)	(26,612)	(18,444)	226%	
Compliance Services Revenue Total	**(24,500)**	**(8,168)**	**(26,612)**	**(18,444)**	**226%**	
Compliance Services Expenditure						
Employee Costs	444,579	137,515	140,388	2,873	2%	
Other Employee Costs	8,221	2,740	2,386	(354)	-13%	
Other Expenses	67,100	22,364	15,903	(6,461)	-29%	
Compliance Services Expenditure Total	**519,900**	**162,619**	**158,677**	**(3,942)**	**-2%**	
Compliance Services Indirect Costs						
Allocations	255,662	64,150	67,956	3,806	6%	
Compliance Services Indirect Costs Total	**255,662**	**64,150**	**67,956**	**3,806**	**6%**	
Compliance Services Total	**751,062**	**218,601**	**200,021**	**(18,580)**	**-8%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Policy and Place Services						
Policy and Place Services Revenue						
Revenue	(1,800)	(600)	(478)	122	-20%	
Policy and Place Services Revenue Total	**(1,800)**	**(600)**	**(478)**	**122**	**-20%**	
Policy and Place Serv Expenditure						
Employee Costs	1,231,520	381,162	378,410	(2,752)	-1%	
Other Employee Costs	13,600	4,532	3,867	(665)	-15%	
Other Expenses	586,721	43,288	42,942	(346)	-1%	
Policy and Place Serv Expenditure Total	**1,831,841**	**428,982**	**425,219**	**(3,763)**	**-1%**	
Policy and Place Services Indirect Cost						
Allocations	672,250	167,621	177,375	9,754	6%	
Policy and Place Services Indirect Cost Total	**672,250**	**167,621**	**177,375**	**9,754**	**6%**	
Policy and Place Services Total	**2,502,291**	**596,003**	**602,116**	**6,113**	**1%**	
Building Control						
Building Control Revenue						
Revenue	(196,050)	(65,344)	(93,462)	(28,118)	43%	Revenue higher than anticipated. Budget to be adjusted in November review.
Building Control Revenue Total	**(196,050)**	**(65,344)**	**(93,462)**	**(28,118)**	**43%**	
Building Control Expenditure						
Employee Costs	317,625	98,328	108,610	10,282	10%	
Other Employee Costs	9,282	3,096	2,212	(884)	-29%	
Other Expenses	10,850	3,620	1,010	(2,610)	-72%	
Building Control Expenditure Total	**337,757**	**105,044**	**111,832**	**6,788**	**6%**	
Building Control Indirect Costs						
Allocations	184,258	46,250	49,293	3,043	7%	
Building Control Indirect Costs Total	**184,258**	**46,250**	**49,293**	**3,043**	**7%**	
Building Control Total	**325,965**	**85,950**	**67,663**	**(18,287)**	**-21%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Director Infrastructure and Environment Expe						
Director Infrastructure and Environment Expe						
Employee Costs	394,560	112,395	126,207	13,812	12%	
Other Employee Costs	7,518	2,504	3,042	538	21%	
Other Expenses	48,450	1,653	5,625	3,972	240%	
Director Infrastructure and Environment Expe Total	**450,528**	**116,552**	**134,874**	**18,322**	**16%**	
Director Infrastructure and Environment Expe Total	**450,528**	**116,552**	**134,874**	**18,322**	**16%**	
Director Infrastructure and Environment Indirect						
Director Infrastructure and Environment Indirect						
Allocations	(450,528)	(116,552)	(134,874)	(18,322)	16%	
Director Infrastructure and Environment Indirect Total	**(450,528)**	**(116,552)**	**(134,874)**	**(18,322)**	**16%**	
Director Infrastructure and Environment Indirect Total	**(450,528)**	**(116,552)**	**(134,874)**	**(18,322)**	**16%**	
Ranger Services Administration						
Ranger Services Administration Revenue						
Revenue	(3,000)	(1,109)	(1,041)	68	-6%	
Ranger Services Administration Revenue Total	**(3,000)**	**(1,109)**	**(1,041)**	**68**	**-6%**	
Ranger Services Administration Expenditure						
Employee Costs	2,080,438	592,999	723,422	130,423	22%	Ranger shift allowances not accounted for in the budget which will be adjusted in November budget review.
Other Employee Costs	51,034	14,923	9,720	(5,203)	-35%	
Other Expenses	156,000	33,524	47,704	14,180	42%	
Lease Expenses	3,263	1,632	1,631	(1)	0%	
Ranger Services Administration Expenditure Total	**2,290,735**	**643,078**	**782,478**	**139,400**	**22%**	
Ranger Services Administration Indirect Costs						
Allocations	(2,287,735)	(641,969)	(781,437)	(139,468)	22%	
Ranger Services Administration Indirect Costs Total	**(2,287,735)**	**(641,969)**	**(781,437)**	**(139,468)**	**22%**	
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 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Fire Prevention						
Fire Prevention Revenue						
Revenue	(1,500)	0	(217)	(217)	100%	
Fire Prevention Revenue Total	**(1,500)**	**0**	**(217)**	**(217)**	**100%**	
Fire Prevention Expenditure						
Other Expenses	100	0	0	0		
Fire Prevention Expenditure Total	**100**	**0**	**0**	**0**		
Fire Prevention Indirect Costs						
Allocations	32,593	9,223	10,866	1,643	18%	
Fire Prevention Indirect Costs Total	**32,593**	**9,223**	**10,866**	**1,643**	**18%**	
Fire Prevention Total	**31,193**	**9,223**	**10,649**	**1,426**	**15%**	
Animal Control						
Animal Control Revenue						
Revenue	(92,150)	(19,725)	(36,669)	(16,944)	86%	
Animal Control Revenue Total	**(92,150)**	**(19,725)**	**(36,669)**	**(16,944)**	**86%**	
Animal Control Expenditure						
Other Expenses	14,500	5,857	6,045	188	3%	
Animal Control Expenditure Total	**14,500**	**5,857**	**6,045**	**188**	**3%**	
Animal Control Indirect Costs						
Allocations	260,845	73,813	86,961	13,148	18%	
Animal Control Indirect Costs Total	**260,845**	**73,813**	**86,961**	**13,148**	**18%**	
Animal Control Total	**183,195**	**59,945**	**56,337**	**(3,608)**	**-6%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Local Laws (Law and Order)						
Local Laws (Law and Order) Revenue						
Revenue	(153,350)	(73,862)	(39,439)	34,423	-47%	Timing variance relating to work zones licences fees and permits.
Local Laws (Law and Order) Revenue Total	**(153,350)**	**(73,862)**	**(39,439)**	**34,423**	**-47%**	
Local Laws (Law and Order) Indirect Costs						
Allocations	417,350	118,100	139,138	21,038	18%	
Local Laws (Law and Order) Indirect Costs Total	**417,350**	**118,100**	**139,138**	**21,038**	**18%**	
Local Laws (Law and Order) Total	**264,000**	**44,238**	**99,699**	**55,461**	**125%**	
Abandoned Vehicles						
Abandoned Vehicles Revenue						
Revenue	(9,500)	(692)	(1,950)	(1,258)	182%	
Abandoned Vehicles Revenue Total	**(9,500)**	**(692)**	**(1,950)**	**(1,258)**	**182%**	
Abandoned Vehicles Expenditure						
Other Expenses	6,000	1,094	645	(449)	-41%	
Abandoned Vehicles Expenditure Total	**6,000**	**1,094**	**645**	**(449)**	**-41%**	
Abandoned Vehicles Indirect Costs						
Allocations	365,181	103,337	121,746	18,409	18%	
Abandoned Vehicles Indirect Costs Total	**365,181**	**103,337**	**121,746**	**18,409**	**18%**	
Abandoned Vehicles Total	**361,681**	**103,739**	**120,441**	**16,702**	**16%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Inspectorial Control						
Inspectorial Control Revenue						
Revenue	(1,278,250)	(426,197)	(738,972)	(312,775)	73%	Revenue higher than anticipated as a result of more activity within the City. Budget to be adjusted in November budget review.
Inspectorial Control Revenue Total	**(1,278,250)**	**(426,197)**	**(738,972)**	**(312,775)**	**73%**	
Inspectorial Control Expenditure						
Other Expenses	843,423	512,782	525,383	12,601	2%	
Inspectorial Control Expenditure Total	**843,423**	**512,782**	**525,383**	**12,601**	**2%**	
Inspectorial Control Indirect Costs						
Allocations	2,347,588	664,307	782,651	118,344	18%	
Inspectorial Control Indirect Costs Total	**2,347,588**	**664,307**	**782,651**	**118,344**	**18%**	
Inspectorial Control Total	**1,912,761**	**750,892**	**569,061**	**(181,831)**	**-24%**	
Car Park Control						
Car Park Control Revenue						
Revenue	(1,430,816)	(522,686)	(916,052)	(393,366)	75%	Revenue higher than anticipated as a result of increased visitor activity within the City. Budget to be adjusted at the November budget review.
Car Park Control Revenue Total	**(1,430,816)**	**(522,686)**	**(916,052)**	**(393,366)**	**75%**	
Car Park Control Expenditure						
Ground Maintenance	149,000	41,957	40,853	(1,104)	-3%	
Other Expenses	616,770	105,726	121,475	15,749	15%	
Car Park Control Expenditure Total	**765,770**	**147,683**	**162,328**	**14,645**	**10%**	
Car Park Control Total	**(665,046)**	**(375,003)**	**(753,724)**	**(378,721)**	**101%**	
Kerbside Parking Control						
Kerbside Parking Control Revenue						
Revenue	(1,262,978)	(459,512)	(913,121)	(453,609)	99%	Revenue higher than anticipated as a result of increased visitor activity within the City. Budget to be adjusted at the November budget review.
Kerbside Parking Control Revenue Total	**(1,262,978)**	**(459,512)**	**(913,121)**	**(453,609)**	**99%**	
Kerbside Parking Control Expenditure						
Other Expenses	474,829	89,514	100,695	11,181	12%	
Kerbside Parking Control Expenditure Total	**474,829**	**89,514**	**100,695**	**11,181**	**12%**	
Kerbside Parking Control Total	**(788,149)**	**(369,998)**	**(812,427)**	**(442,429)**	**120%**	
Dog Pound Expenditure						
Dog Pound Expenditure						
Building Maintenance	1,500	750	332	(418)	-56%	
Ground Maintenance	0	0	24	24	100%	
Dog Pound Expenditure Total	**1,500**	**750**	**356**	**(394)**	**-53%**	
Dog Pound Expenditure Total	**1,500**	**750**	**356**	**(394)**	**-53%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Community Connections Revenue						
Community Connections Revenue						
Revenue	(50,000)	(12,500)	0	12,500	-100%	
Community Connections Revenue Total	**(50,000)**	**(12,500)**	**0**	**12,500**	**-100%**	
Community Connections Revenue Total	**(50,000)**	**(12,500)**	**0**	**12,500**	**-100%**	
Community Connections						
Community Connections Expenditure						
Employee Costs	50,558	14,408	15,345	937	7%	
Other Expenses	98,880	40,592	17,211	(23,381)	-58%	Timing variance or works relating to community safety programmes.
Operating Projects	50,000	20,200	1,764	(18,436)	-91%	
Community Connections Expenditure Total	**199,438**	**75,200**	**34,320**	**(40,880)**	**-54%**	
Community Connections Indirect Costs						
Allocations	23,620	6,810	7,927	1,117	16%	
Community Partnerships Mgmt Admin Alloca	0	0	0	0		
Library Occupancy Costs Allocations	718	121	515	394	326%	
Community Connections Indirect Costs Total	**24,338**	**6,931**	**8,442**	**1,511**	**22%**	
Community Connections Total	**223,776**	**82,131**	**42,762**	**(39,369)**	**-48%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Engineering Design Services						
Engineering Design Services Revenue						
Revenue	(7,000)	(1,250)	(1,141)	109	-9%	
Engineering Design Services Revenue Total	**(7,000)**	**(1,250)**	**(1,141)**	**109**	-9%	
Engineering Design Services Expenditure						
Employee Costs	557,507	172,383	177,383	5,020	3%	
Other Employee Costs	32,713	10,611	34,123	23,512	222%	Unfavourable variance as a result of agency labour costs for a position within the section. This will be offset by savings identified from the salaries budgeted for the same position.
Other Expenses	115,950	36,088	34,500	(1,588)	-4%	
Engineering Design Services Expenditure Total	**706,170**	**219,062**	**246,006**	**26,944**	12%	
Engineering Design Services Indirect Costs						
Allocations	294,996	76,426	82,681	6,255	8%	
Engineering Design Services Indirect Costs Total	**294,996**	**76,426**	**82,681**	**6,255**	8%	
Engineering Design Services Total	**994,166**	**294,238**	**327,546**	**33,308**	11%	
Bike Station Expenditure						
Bike Station Expenditure						
Other Expenses	20,000	5,000	280	(4,720)	-94%	
Bike Station Expenditure Total	**20,000**	**5,000**	**280**	**(4,720)**	-94%	
Bike Station Expenditure Total	**20,000**	**5,000**	**280**	**(4,720)**	-94%	
Street Lighting						
Street Lighting Revenue						
Revenue	(24,500)	0	0	0		
Street Lighting Revenue Total	**(24,500)**	**0**	**0**	**0**		
Street Lighting Expenditure						
Other Expenses	756,000	249,832	169,904	(79,928)	-32%	Timing variance relating to utility services.
Street Lighting Expenditure Total	**756,000**	**249,832**	**169,904**	**(79,928)**	-32%	
Street Lighting Total	**731,500**	**249,832**	**169,904**	**(79,928)**	-32%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Bus Shelter						
Bus Shelter Revenue						
Revenue	(64,000)	(13,750)	(5,055)	8,695	-63%	
Bus Shelter Revenue Total	**(64,000)**	**(13,750)**	**(5,055)**	**8,695**	**-63%**	
Bus Shelter Expenditure						
Other Expenses	97,005	4,200	10,009	5,809	138%	
Bus Shelter Expenditure Total	**97,005**	**4,200**	**10,009**	**5,809**	**138%**	
Bus Shelter Total	**33,005**	**(9,550)**	**4,954**	**14,504**	**-152%**	
Parking and Street Name Signs Expenditure						
Parking and Street Name Signs Expenditure						
Other Expenses	90,000	30,000	8,940	(21,060)	-70%	Major general maintenance not required as yet.
Parking and Street Name Signs Expenditure Total	**90,000**	**30,000**	**8,940**	**(21,060)**	**-70%**	
Parking and Street Name Signs Expenditure Total	**90,000**	**30,000**	**8,940**	**(21,060)**	**-70%**	
Crossovers						
Crossovers Revenue						
Revenue	(500)	(125)	0	125	-100%	
Crossovers Revenue Total	**(500)**	**(125)**	**0**	**125**	**-100%**	
Crossovers Expenditure						
Other Expenses	15,000	5,000	6,959	1,959	39%	
Crossovers Expenditure Total	**15,000**	**5,000**	**6,959**	**1,959**	**39%**	
Crossovers Total	**14,500**	**4,875**	**6,959**	**2,084**	**43%**	
Roads Linemarking Expenditure						
Roads Linemarking Expenditure						
Other Expenses	68,000	22,668	14,600	(8,068)	-36%	
Roads Linemarking Expenditure Total	**68,000**	**22,668**	**14,600**	**(8,068)**	**-36%**	
Roads Linemarking Expenditure Total	**68,000**	**22,668**	**14,600**	**(8,068)**	**-36%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Tree Lighting Leederville Expenditure						
Tree Lighting Leederville Expenditure						
Other Expenses	70,000	0	0	0		
Tree Lighting Leederville Expenditure Total	**70,000**	**0**	**0**	**0**		
Tree Lighting Leederville Expenditure Total	**70,000**	**0**	**0**	**0**		
Parklets Expenditure						
Parklets Expenditure						
Other Expenses	3,500	1,750	55	(1,695)	-97%	
Parklets Expenditure Total	**3,500**	**1,750**	**55**	**(1,695)**	**-97%**	
Parklets Expenditure Total	**3,500**	**1,750**	**55**	**(1,695)**	**-97%**	
Environmental Services						
Environmental Services Revenue						
Revenue	(7,000)	(2,332)	(5,262)	(2,930)	126%	
Environmental Services Revenue Total	**(7,000)**	**(2,332)**	**(5,262)**	**(2,930)**	**126%**	
Environmental Services Expenditure						
Employee Costs	90,320	25,740	31,102	5,362	21%	
Other Expenses	87,290	55,096	75,919	20,823	38%	Unfavourable variance due to local plant sales and adopt the verge initiative programmes. Budget to be adjusted in November budget review.
Environmental Services Expenditure Total	**177,610**	**80,836**	**107,021**	**26,185**	**32%**	
Environmental Services Indirect Costs						
Allocations	44,738	12,388	13,542	1,154	9%	
Environmental Services Indirect Costs Total	**44,738**	**12,388**	**13,542**	**1,154**	**9%**	
Environmental Services Total	**215,348**	**90,892**	**115,301**	**24,409**	**27%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Property Management Administration						
Property Management Administration Revenue						
Revenue	(2,000)	(668)	(775)	(107)	16%	
Property Management Administration Revenue Total	**(2,000)**	**(668)**	**(775)**	**(107)**	**16%**	
Property Management Administration Expenditure						
Employee Costs	306,390	87,300	97,735	10,435	12%	
Other Employee Costs	5,100	1,700	1,700	0	0%	
Other Expenses	0	0	10,733	10,733	100%	
Property Management Administration Expenditure Total	**311,490**	**89,000**	**110,168**	**21,168**	**24%**	
Property Management Administration Indirect Costs						
Allocations	149,068	42,114	43,148	1,034	2%	
Property Management Administration Indirect Costs Total	**149,068**	**42,114**	**43,148**	**1,034**	**2%**	
Property Management Administration Total	**458,558**	**130,446**	**152,541**	**22,095**	**17%**	
Civic Centre Building						
Civic Centre Building Expenditure						
Building Maintenance	115,000	48,250	67,648	19,398	40%	
Ground Maintenance	52,050	16,930	1,234	(15,696)	-93%	
Other Expenses	895,891	36,000	24,778	(11,222)	-31%	
Civic Centre Building Expenditure Total	**1,062,941**	**101,180**	**93,661**	**(7,519)**	**-7%**	
Civic Centre Building Indirect Costs						
Allocations	(1,062,941)	(101,180)	(93,661)	7,519	-7%	
Civic Centre Building Indirect Costs Total	**(1,062,941)**	**(101,180)**	**(93,661)**	**7,519**	**-7%**	
Civic Centre Building Total	**0**	**0**	**(0)**	**0**		

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Child Care Centres and Play Groups						
Child Care Centres and Play Groups Revenue						
Revenue	(9,474)	(1,662)	(2,070)	(408)	25%	
Child Care Centres and Play Groups Revenue Total	**(9,474)**	**(1,662)**	**(2,070)**	**(408)**	**25%**	
Child Care Centres and Play Groups Expenditure						
Building Maintenance	7,150	3,575	20,384	16,809	470%	
Ground Maintenance	500	168	0	(168)	-100%	
Other Expenses	47,359	1,268	909	(359)	-28%	
Child Care Centres and Play Groups Expenditure Total	**55,009**	**5,011**	**21,293**	**16,282**	**325%**	
Child Care Centres and Play Groups Indirect Costs						
Allocations	2,253	752	816	64	9%	
Child Care Centres and Play Groups Indirect Costs Total	**2,253**	**752**	**816**	**64**	**9%**	
Child Care Centres and Play Groups Total	**47,788**	**4,101**	**20,038**	**15,937**	**389%**	
Pre Schools and Kindergartens						
Pre Schools and Kindergartens Revenue						
Revenue	(42,528)	(19,843)	(26,828)	(6,985)	35%	
Pre Schools and Kindergartens Revenue Total	**(42,528)**	**(19,843)**	**(26,828)**	**(6,985)**	**35%**	
Pre Schools and Kindergartens Expenditure						
Building Maintenance	2,725	1,015	1,902	887	87%	
Other Expenses	50,577	2,168	1,279	(889)	-41%	
Pre Schools and Kindergartens Expenditure Total	**53,302**	**3,183**	**3,181**	**(2)**	**0%**	
Pre Schools and Kindergartens Indirect Costs						
Allocations	1,615	540	584	44	8%	
Pre Schools and Kindergartens Indirect Costs Total	**1,615**	**540**	**584**	**44**	**8%**	
Pre Schools and Kindergartens Total	**12,389**	**(16,120)**	**(23,063)**	**(6,943)**	**43%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Community and Welfare Centres						
Community and Welfare Centres Revenue						
Revenue	(31,145)	(9,024)	(10,422)	(1,398)	15%	
Community and Welfare Centres Revenue Total	**(31,145)**	**(9,024)**	**(10,422)**	**(1,398)**	**15%**	
Community and Welfare Centres Expenditure						
Building Maintenance	31,050	12,402	15,247	2,845	23%	
Ground Maintenance	8,350	2,784	268	(2,516)	-90%	
Other Expenses	176,277	3,332	2,908	(424)	-13%	
Community and Welfare Centres Expenditure Total	**215,677**	**18,518**	**18,422**	**(96)**	**-1%**	
Community and Welfare Centres Indirect Costs						
Allocations	7,088	2,364	2,560	196	8%	
Community and Welfare Centres Indirect Costs Total	**7,088**	**2,364**	**2,560**	**196**	**8%**	
Community and Welfare Centres Total	**191,620**	**11,858**	**10,561**	**(1,297)**	**-11%**	
Department of Sports and Recreation Building						
Dept of Sports and Recreation Building Revenue						
Revenue	(965,500)	(321,832)	(129,469)	192,363	-60%	Timing variance relating to the receipt of payments for the DSR lease.
Dept of Sports and Recreation Building Revenue Total	**(965,500)**	**(321,832)**	**(129,469)**	**192,363**	**-60%**	
Dept of Sports and Recreation Building Expenditure						
Building Maintenance	97,000	26,168	21,380	(4,788)	-18%	
Ground Maintenance	8,250	2,748	146	(2,602)	-95%	
Other Expenses	863,005	558,383	558,400	17	0%	
Dept of Sports and Recreation Building Expenditure Total	**968,255**	**587,299**	**579,927**	**(7,372)**	**-1%**	
Dept of Sports and Recreation Building Indirect Costs						
Allocations	11,857	3,952	4,272	320	8%	
Dept of Sports and Recreation Building Indirect Costs Total	**11,857**	**3,952**	**4,272**	**320**	**8%**	
Department of Sports and Recreation Building Total	**14,612**	**269,419**	**454,730**	**185,311**	**69%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
nib Stadium						
nib Stadium Revenue						
Revenue	(27,847)	(27,847)	(27,847)	(0)	0%	
nib Stadium Revenue Total	**(27,847)**	**(27,847)**	**(27,847)**	**(0)**	**0%**	
nib Stadium Expenditure						
Other Expenses	17,786	0	0	0		
nib Stadium Expenditure Total	**17,786**	**0**	**0**	**0**		
nib Stadium Total	**(10,061)**	**(27,847)**	**(27,847)**	**(0)**	**0%**	
Leederville Oval						
Leederville Oval Revenue						
Revenue	(149,342)	(52,801)	(69,111)	(16,310)	31%	
Leederville Oval Revenue Total	**(149,342)**	**(52,801)**	**(69,111)**	**(16,310)**	**31%**	
Leederville Oval Expenditure						
Building Maintenance	19,700	5,450	6,754	1,304	24%	
Ground Maintenance	100,000	33,332	14,717	(18,615)	-56%	
Other Expenses	453,697	25,664	20,030	(5,634)	-22%	
Leederville Oval Expenditure Total	**573,397**	**64,446**	**41,501**	**(22,945)**	**-36%**	
Leederville Oval Indirect Costs						
Allocations	12,340	4,112	4,456	344	8%	
Leederville Oval Indirect Costs Total	**12,340**	**4,112**	**4,456**	**344**	**8%**	
Leederville Oval Total	**436,395**	**15,757**	**(23,155)**	**(38,912)**	**-247%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Loftus Centre						
Loftus Centre Revenue						
Revenue	(553,288)	(141,166)	(121,611)	19,555	-14%	
Loftus Centre Revenue Total	**(553,288)**	**(141,166)**	**(121,611)**	**19,555**	**-14%**	
Loftus Centre Expenditure						
Building Maintenance	234,500	62,207	49,272	(12,935)	-21%	
Ground Maintenance	41,450	17,480	646	(16,834)	-96%	
Other Expenses	787,850	44,351	32,219	(12,132)	-27%	
Loftus Centre Expenditure Total	**1,063,800**	**124,038**	**82,137**	**(41,901)**	**-34%**	
Loftus Centre Indirect Costs						
Allocations	22,550	7,520	8,144	624	8%	
Loftus Centre Indirect Costs Total	**22,550**	**7,520**	**8,144**	**624**	**8%**	
Loftus Centre Total	533,062	(9,608)	(31,330)	(21,722)	226%	
Public Halls						
Public Halls Revenue						
Revenue	(12,659)	(7,755)	(63,252)	(55,497)	716%	Revenue higher than anticipated as a result of increased activity within the facilities.
Public Halls Revenue Total	**(12,659)**	**(7,755)**	**(63,252)**	**(55,497)**	**716%**	
Public Halls Expenditure						
Building Maintenance	190,500	94,848	62,313	(32,535)	-34%	Timing variance of works.
Ground Maintenance	18,000	15,000	0	(15,000)	-100%	
Other Expenses	268,352	11,044	11,582	538	5%	
Public Halls Expenditure Total	**476,852**	**120,892**	**73,895**	**(46,997)**	**-39%**	
Public Halls Indirect Costs						
Allocations	6,039	2,012	2,144	132	7%	
Public Halls Indirect Costs Total	**6,039**	**2,012**	**2,144**	**132**	**7%**	
Public Halls Total	470,232	115,149	12,787	(102,362)	-89%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Reserves Pavilions and Facilities						
Reserves Pavilions and Facilities Revenue						
Revenue	(5,915)	(2,027)	(6,023)	(3,996)	197%	
Reserves Pavilions and Facilities Revenue Total	**(5,915)**	**(2,027)**	**(6,023)**	**(3,996)**	**197%**	
Reserves Pavilions and Facilities Expenditure						
Building Maintenance	371,901	177,075	88,854	(88,221)	-50%	Timing variance of works.
Ground Maintenance	6,500	3,250	0	(3,250)	-100%	
Other Expenses	298,711	18,712	17,683	(1,029)	-6%	
Reserves Pavilions and Facilities Expenditure Total	**677,112**	**199,037**	**106,537**	**(92,500)**	**-46%**	
Reserves Pavilions and Facilities Indirect Costs						
Allocations	6,001	2,004	2,164	160	8%	
Reserves Pavilions and Facilities Indirect Costs Total	**6,001**	**2,004**	**2,164**	**160**	**8%**	
Reserves Pavilions and Facilities Total	**677,198**	**199,014**	**102,678**	**(96,336)**	**-48%**	
Sporting Clubs Buildings						
Sporting Clubs Buildings Revenue						
Revenue	(128,493)	(48,832)	(26,087)	22,745	-47%	Timing variance relating to lease and other recoups from sporting clubs.
Sporting Clubs Buildings Revenue Total	**(128,493)**	**(48,832)**	**(26,087)**	**22,745**	**-47%**	
Sporting Clubs Buildings Expenditure						
Building Maintenance	160,200	69,229	36,127	(33,103)	-48%	Timing variance of works.
Ground Maintenance	2,000	1,000	0	(1,000)	-100%	
Other Expenses	739,965	29,006	22,631	(6,375)	-22%	
Sporting Clubs Buildings Expenditure Total	**922,165**	**99,235**	**58,757**	**(40,478)**	**-41%**	
Sporting Clubs Buildings Indirect Costs						
Allocations	28,755	9,588	10,380	792	8%	
Sporting Clubs Buildings Indirect Costs Total	**28,755**	**9,588**	**10,380**	**792**	**8%**	
Sporting Clubs Buildings Total	**822,427**	**59,991**	**43,050**	**(16,941)**	**-28%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Parks and Reserves Administration						
Parks and Reserves Administration Revenue						
Revenue	(3,200)	(1,068)	(1,065)	3	0%	
Parks and Reserves Administration Revenue Total	**(3,200)**	**(1,068)**	**(1,065)**	**3**	**0%**	
Parks and Reserves Administration Expenditure						
Employee Costs	1,048,623	299,368	300,207	839	0%	
Other Employee Costs	72,825	24,280	21,538	(2,742)	-11%	
Other Expenses	151,758	29,996	29,195	(801)	-3%	
Parks and Reserves Administration Expenditure Total	**1,273,206**	**353,644**	**350,941**	**(2,703)**	**-1%**	
Parks and Reserves Administration Indirect Costs						
Allocations	1,457,289	409,135	434,760	25,625	6%	
On Costs Recovery	(1,497,018)	(499,004)	(397,488)	101,516	-20%	
Parks and Reserves Administration Indirect Costs Total	**(39,729)**	**(89,869)**	**37,272**	**127,141**	**-141%**	
Parks and Reserves Administration Total	**1,230,277**	**262,707**	**387,147**	**124,440**	**47%**	
Parks and Reserves						
Parks and Reserves Revenue						
Revenue	0	0	(11,031)	(11,031)	100%	
Parks and Reserves Revenue Total	**0**	**0**	**(11,031)**	**(11,031)**	**100%**	
Parks and Reserves Expenditure						
Ground Maintenance	2,196,850	801,564	705,363	(96,201)	-12%	Timing variance of works.
Other Expenses	545,581	0	12,085	12,085	100%	
Parks and Reserves Expenditure Total	**2,742,431**	**801,564**	**717,448**	**(84,116)**	**-10%**	
Parks and Reserves Indirect Costs						
Allocations	336	112	120	8	7%	
Parks and Reserves Indirect Costs Total	**336**	**112**	**120**	**8**	**7%**	
Parks and Reserves Total	**2,742,767**	**801,676**	**706,537**	**(95,139)**	**-12%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Sporting Grounds						
Sporting Grounds Revenue						
Revenue	(1,134)	(283)	(12,485)	(12,202)	4312%	
Sporting Grounds Revenue Total	**(1,134)**	**(283)**	**(12,485)**	**(12,202)**	**4312%**	
Sporting Grounds Expenditure						
Ground Maintenance	1,224,350	434,132	405,254	(28,878)	-7%	
Other Expenses	564,444	0	2,161	2,161	100%	
Sporting Grounds Expenditure Total	**1,788,794**	**434,132**	**407,415**	**(26,717)**	**-6%**	
Sporting Grounds Total	**1,787,660**	**433,849**	**394,930**	**(38,919)**	**-9%**	
Road Reserves Expenditure						
Road Reserves Expenditure						
Ground Maintenance	328,005	111,884	91,802	(20,082)	-18%	Timing variance of works.
Other Expenses	0	0	2,924	2,924	100%	
Road Reserves Expenditure Total	**328,005**	**111,884**	**94,725**	**(17,159)**	**-15%**	
Road Reserves Expenditure Total	**328,005**	**111,884**	**94,725**	**(17,159)**	**-15%**	
Parks Other						
Parks Other Revenue						
Revenue	(2,000)	(2,000)	0	2,000	-100%	
Parks Other Revenue Total	**(2,000)**	**(2,000)**	**0**	**2,000**	**-100%**	
Parks Other Expenditure						
Other Expenses	1,456,300	635,440	740,939	105,499	17%	Timing variance of works mainly relating to street tree maintenance.
Money/Monger Street Trees Surgery	22,000	22,000	0	(22,000)	-100%	Works in progress.
Parks Other Expenditure Total	**1,478,300**	**657,440**	**740,939**	**83,499**	**13%**	
Parks Other Total	**1,476,300**	**655,440**	**740,939**	**85,499**	**13%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Processable Waste Collection						
Processable Waste Collection Revenue						
Revenue	(374,954)	(347,434)	(319,884)	27,550	-8%	
Processable Waste Collection Revenue Total	**(374,954)**	**(347,434)**	**(319,884)**	**27,550**	**-8%**	
Processable Waste Collection Expenditure						
Employee Costs	992,995	299,931	298,377	(1,554)	-1%	
Other Employee Costs	57,428	19,144	12,929	(6,215)	-32%	
Other Expenses	3,864,811	1,275,016	1,095,742	(179,274)	-14%	Timing variance relating to tipping costs.
Operating Projects	80,000	18,800	0	(18,800)	-100%	
Processable Waste Collection Expenditure Total	**4,995,234**	**1,612,891**	**1,407,048**	**(205,843)**	**-13%**	
Processable Waste Collection Indirect Costs						
Allocations	861,971	240,177	257,842	17,665	7%	
On Costs Recovery	(876,250)	(292,084)	(249,830)	42,254	-14%	
Processable Waste Collection Indirect Costs Total	**(14,279)**	**(51,907)**	**8,011**	**59,918**	**-115%**	
Processable Waste Collection Total	**4,606,001**	**1,213,550**	**1,095,176**	**(118,374)**	**-10%**	
Other Waste Services						
Other Waste Services Revenue						
Revenue	(10,065)	(3,352)	(2,920)	432	-13%	
Other Waste Services Revenue Total	**(10,065)**	**(3,352)**	**(2,920)**	**432**	**-13%**	
Other Waste Services Expenditure						
Other Expenses	570,692	244,352	239,628	(4,724)	-2%	
Household Hazardous Waste Collection Day	2,200	2,200	0	(2,200)	-100%	
Other Waste Services Expenditure Total	**572,892**	**246,552**	**239,628**	**(6,924)**	**-3%**	
Other Waste Services Total	**562,827**	**243,200**	**236,708**	**(6,492)**	**-3%**	
Recycling Expenditure						
Recycling Expenditure	1,051,725	109,598	114,065	4,467	4%	
Recycling Expenditure Total	**1,051,725**	**109,598**	**114,065**	**4,467**	**4%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Public Works Overhead						
Public Works Overhead Revenue						
Revenue	(61,700)	(16,116)	(20,601)	(4,485)	28%	
Public Works Overhead Revenue Total	**(61,700)**	**(16,116)**	**(20,601)**	**(4,485)**	**28%**	
Public Works Overhead Expenditure						
Employee Costs	438,504	125,204	127,120	1,916	2%	
Other Employee Costs	45,059	15,020	10,064	(4,956)	-33%	
Other Expenses	58,850	30,948	13,858	(17,090)	-55%	
Public Works Overhead Expenditure Total	**542,413**	**171,172**	**151,042**	**(20,130)**	**-12%**	
Public Works Overhead Indirect Costs						
Allocations	631,197	177,116	186,165	9,049	5%	
On Costs Recovery	(191,782)	(63,928)	(164,962)	(101,034)	158%	
Public Works Overhead Indirect Costs Total	**439,415**	**113,188**	**21,203**	**(91,985)**	**-81%**	
Public Works Overhead Total	**920,128**	**268,244**	**151,644**	**(116,600)**	**-43%**	
Plant Operating						
Plant Operating Expenditure						
Other Expenses	1,491,587	243,664	203,250	(40,414)	-17%	Reduction in plant operating costs.
Plant Operating Expenditure Total	**1,491,587**	**243,664**	**203,250**	**(40,414)**	**-17%**	
Plant Operating Indirect Costs						
Allocations	(1,117,785)	(413,592)	(438,374)	(24,782)	6%	
Plant Operating Indirect Costs Total	**(1,117,785)**	**(413,592)**	**(438,374)**	**(24,782)**	**6%**	
Plant Operating Total	**373,802**	**(169,928)**	**(235,124)**	**(65,196)**	**38%**	
Recoverable Works						
Recoverable Works Revenue						
Revenue	(12,309)	(4,104)	(4,216)	(112)	3%	
Recoverable Works Revenue Total	**(12,309)**	**(4,104)**	**(4,216)**	**(112)**	**3%**	
Recoverable Works Expenditure						
Other Expenses	12,309	4,104	9,908	5,804	141%	
Recoverable Works Expenditure Total	**12,309**	**4,104**	**9,908**	**5,804**	**141%**	
Recoverable Works Total	**0**	**0**	**5,692**	**5,692**	**100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Drainage Expenditure						
Drainage Expenditure						
Other Expenses	374,547	26,664	33,382	6,718	25%	
Drainage Expenditure Total	**374,547**	**26,664**	**33,382**	**6,718**	**25%**	
Drainage Expenditure Total	**374,547**	**26,664**	**33,382**	**6,718**	**25%**	
Footpaths/Cycleways Expenditure						
Footpaths/Cycleways Expenditure						
Other Expenses	1,041,319	110,215	130,314	20,099	18%	Timing variance of works.
Footpaths/Cycleways Expenditure Total	**1,041,319**	**110,215**	**130,314**	**20,099**	**18%**	
Footpaths/Cycleways Expenditure Total	**1,041,319**	**110,215**	**130,314**	**20,099**	**18%**	
Rights of Way Expenditure						
Rights of Way Expenditure						
Other Expenses	281,467	25,336	22,430	(2,906)	-11%	
Rights of Way Expenditure Total	**281,467**	**25,336**	**22,430**	**(2,906)**	**-11%**	
Rights of Way Expenditure Total	**281,467**	**25,336**	**22,430**	**(2,906)**	**-11%**	
Roads Expenditure						
Roads Expenditure						
Other Expenses	3,091,204	41,908	42,073	165	0%	
Roads Expenditure Total	**3,091,204**	**41,908**	**42,073**	**165**	**0%**	
Roads Expenditure Total	**3,091,204**	**41,908**	**42,073**	**165**	**0%**	
Street Cleaning Expenditure						
Street Cleaning Expenditure						
Other Expenses	1,345,615	448,540	367,995	(80,545)	-18%	
Street Cleaning Expenditure Total	**1,345,615**	**448,540**	**367,995**	**(80,545)**	**-18%**	
Street Cleaning Expenditure Total	**1,345,615**	**448,540**	**367,995**	**(80,545)**	**-18%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

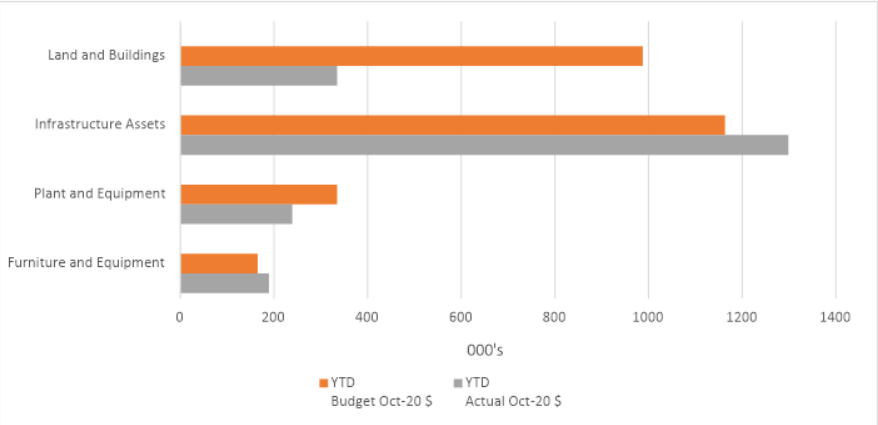
	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Traffic Control for Roadworks Expenditure						
Traffic Control for Roadworks Expenditure						
Other Expenses	85,000	38,571	49,392	10,821	28%	
Traffic Control for Roadworks Expenditure Total	**85,000**	**38,571**	**49,392**	**10,821**	**28%**	
Traffic Control for Roadworks Expenditure Total	**85,000**	**38,571**	**49,392**	**10,821**	**28%**	
Roadwork Signs and Barricades Expenditure						
Roadwork Signs and Barricades Expenditure						
Other Expenses	2,000	0	0	0		
Roadwork Signs and Barricades Expenditure Total	**2,000**	**0**	**0**	**0**		
Roadwork Signs and Barricades Expenditure Total	**2,000**	**0**	**0**	**0**		
Sump Expenditure						
Sump Expenditure						
Other Expenses	500	3	3	(0)	-9%	
Sump Expenditure Total	**500**	**3**	**3**	**(0)**	**-9%**	
Sump Expenditure Total	**500**	**3**	**3**	**(0)**	**-9%**	
Works Depot Revenue						
Works Depot Revenue						
Revenue	(1,259)	(420)	(339)	81	-19%	
Works Depot Revenue Total	**(1,259)**	**(420)**	**(339)**	**81**	**-19%**	
Works Depot Revenue Total	**(1,259)**	**(420)**	**(339)**	**81**	**-19%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 OCTOBER 2020

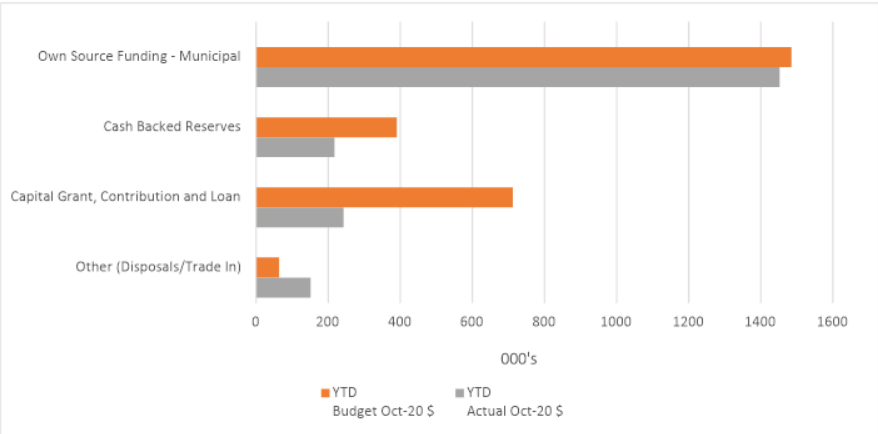
	Adopted Budget 2020/21 $	YTD Budget 31/10/2020 $	YTD Actual 31/10/2020 $	YTD Variance $	Variance %	Variance Commentary
Works Depot						
Works Depot Expenditure						
Employee Costs	184,063	52,454	55,204	2,750	5%	
Other Employee Costs	2,500	832	789	(43)	-5%	
Other Expenses	9,750	3,252	1,213	(2,039)	-63%	
Works Depot Expenditure Total	**196,313**	**56,538**	**57,206**	**668**	**1%**	
Works Depot Indirect Costs						
Allocations	(195,054)	(56,118)	(56,867)	(749)	1%	
Works Depot Indirect Costs Total	**(195,054)**	**(56,118)**	**(56,867)**	**(749)**	**1%**	
Works Depot Total	**1,259**	**420**	**339**	**(81)**	**-19%**	
Depot Building						
Depot Occupancy Costs						
Building Maintenance	90,000	28,500	53,780	25,280	89%	
Ground Maintenance	0	0	171	171	100%	
Other Expenses	251,052	36,332	34,270	(2,062)	-6%	
Depot Occupancy Costs Total	**341,052**	**64,832**	**88,220**	**23,388**	**36%**	
Depot Indirect Costs						
Allocations	(341,052)	(64,832)	(88,220)	(23,388)	36%	
Depot Indirect Costs Total	**(341,052)**	**(64,832)**	**(88,220)**	**(23,388)**	**36%**	
Depot Building Total	**0**	**0**	**0**	**0**	**100%**	
Net Operating	**7,589,805**	**(26,138,333)**	**(28,101,969)**	**(1,963,636)**	**8%**	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 OCTOBER 2020

CAPITAL EXPENDITURE	Current Budget 2020/21	YTD Budget Oct-20	YTD Actual Oct-20	YTD Variance	Variance
	$	$	$	$	%
Land and Buildings	4,886,398	987,598	335,052	(652,546)	-66%
Infrastructure Assets	4,199,844	1,163,354	1,298,770	135,416	12%
Plant and Equipment	346,810	335,000	239,120	(95,880)	-29%
Furniture and Equipment	1,037,100	165,000	189,455	24,455	15%
Total	**10,470,152**	**2,650,952**	**2,062,398**	**(588,554)**	**-22%**



FUNDING	Current Budget 2020/21	YTD Budget Oct-20	YTD Actual Oct-20	YTD Variance	Variance
	$	$	$	$	%
Own Source Funding - Municipal	5,237,019	1,485,342	1,452,154	(33,188)	-2%
Cash Backed Reserves	3,365,850	390,000	217,086	(172,914)	-44%
Capital Grant, Contribution and Loan	1,777,283	712,210	242,192	(470,018)	-66%
Other (Disposals/Trade In)	90,000	63,400	150,965	87,565	138%
Total	**10,470,152**	**2,650,952**	**2,062,398**	**(588,554)**	**-22%**



CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 OCTOBER 2020

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
LAND & BUILDING ASSETS							
ADMIN CENTRE							
Air Conditioning & HVAC Renewal - Admin Building HVAC	300,000	20,000	-	(20,000)	-100%	-	Quotes being sought in the market.
BEATTY PARK LEISURE CENTRE							
Beatty Park Leisure Centre - Facilities Infrastructure Renewal	2,930,000	350,000	126,400	(223,600)	-64%	543	Works in progress.
Beatty Park - Replacement of gym carpet	-	-	9,345	9,345	100%	506	Carried forward from 19/20. Budget to be adjusted at the November budget review.
LIBRARY							
Upgrade Library counter to enhance customer service delivery	50,000	-	-	0	0%	1,500	Project at the design stage.
LOFTUS CENTRE							
Loftus Community Centre – ceiling fabric and lighting renewal	170,000	85,000	-	(85,000)	-100%	73,470	Works in progress.
Loftus Centre - Stormwater Retention tank	120,000	-	-	0	0%	-	Quotes being sought in the market.
Loftus Recreation Centre - Change room upgrade	181,000	181,000	141,689	(39,311)	-22%	-	Works completed.
DEPARTMENT OF SPORTS AND RECREATION							
DLGSC renewal/upgrade-Lease obligation	196,000	80,000	1,738	(78,262)	-98%	37,807	Works in progress.
MISCELLANEOUS							
Solar Photovoltaic Panel System Installation - Mt Hawthorn Community Centre	8,900	-	-	0	0%	-	Quotes being sought in the market.
Solar Photovoltaic Panel System Installation - North Perth Town Hall	8,900	-	-	0	0%	-	Quotes being sought in the market.
Solar Photovoltaic Panel System Installation - Vincent Community Centre	20,150	20,150	-	(20,150)	-100%	-	Quotes being sought in the market.
Solar Photovoltaic Panel System Installation - Britannia Reserve Pavilion	8,900	8,900	-	(8,900)	-100%	-	Quotes being sought in the market.
LED floodlight upgrade - Leederville Tennis Club	21,548	21,548	21,548	0	0%	-	Works completed.
Royal Park Hall - Kitchen and amenities renewal	190,000	40,000	748	(39,252)	-98%	180,992	Works completed. Awaiting final invoice from supplier.
Roofing Renewal-Loton Park Tennis Club Room	180,000	-	1,600	1,600	100%	-	Project at conceptual design stage.
Air Conditioning & HVAC Renewal - Belgravia Leisure Centre	50,000	-	-	0	0%	-	Project at planning stage.
Leederville Oval Stadium - Electrical renewal - 3 boards	300,000	30,000	-	(30,000)	-100%	-	Quotes being sought in the market.
Public Toilet - Hyde park east - renewal	151,000	151,000	31,985	(119,015)	-79%	-	Project complete. Budget to be adjusted at the November budget review.
FOR LAND & BUILDING ASSETS	**4,886,398**	**987,598**	**335,052**	**(652,546)**	**-66%**	**294,817**	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 OCTOBER 2020

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
INFRASTRUCTURE ASSETS							
LOCAL ROADS PROGRAM							
Eton St - Gill St to Hobart St	76,500	76,500	58,484	(18,016)	-24%	-	Works completed.
Coronation St - Chamberlain St to Scarborough Beach Rd	111,500	10,000	17,723	7,723	77%	14,123	Works in progress.
Edinboro St-Hobart St to Scarborough Beach Rd	42,000	3,000	44,459	41,459	1382%	14,166	Works completed and awaiting final invoice from suppliers.
Edinboro St-Hobart St to Edinboro St Reserve	108,000	45,000	105,122	60,122	134%	3,887	Works completed.
Seabrook St-Anzac Rd to Brentham St	30,000	30,000	26,318	(3,682)	-12%	-	Works completed.
Lake St-Glendower St to Bulwer St	69,500	5,000	10,328	5,328	107%	-	Works in progress.
Lake St-Stuart St to Brisbane St	94,500	5,000	37,985	32,985	660%	1,564	Works in progress.
Cantle St-Lord St to West Parade	74,500	25,000	30,491	5,491	22%	27,454	Works in progress.
Chapman St-Lord St to West Parade	89,000	5,000	26,146	21,146	423%	-	Works in progress.
Thorley St-Brewer St to Edward St	52,000	22,000	14,228	(7,772)	-35%	25,791	Works in progress.
Blackford St-Egina St to Cul-dee-sac	29,000	16,000	42,027	26,027	163%	1,185	Works completed. Additional asphalt required on site due to scoping changes. Budget to be adjusted at November budget review.
The Boulevard-Scarborough Beach Rd to Berryman St	52,000	5,000	325	(4,675)	-94%	-	Works in progress.
Kalgoorlie St-Berryman St too Scarborough Beach Rd	68,000	68,000	69,259	1,259	2%	-	Works completed.
Ellesmere St-Matlock St to Flinders St	69,000	5,000	325	(4,675)	-94%	13,192	Works in progress.
Laneway Rear of Leederville Hotel-Oxford Street to rear of 226 Carr Place	23,500	-	-	0	0%	-	Project delayed.
Norfolk St-Burt St to Forrest St	88,000	5,000	325	(4,675)	-94%	1,520	Works in progress.
Kadina St-Pennant St to Bourke St	5,000	-	-	0	0%	-	Project at planning stage.
Howlett St-Pennant St to Hardy St	2,500	-	-	0	0%	-	Project at planning stage.
Chamberlain St-Coronation St to Pennant St	1,250	-	-	0	0%	-	Project at planning stage.
Eton St-Hobart St to Haynes St	2,500	-	-	0	0%	-	Project at planning stage.
Emmerson St-Morriston St to Loftus St	1,800	-	-	0	0%	-	Project at planning stage.
Cleaver St-Newcastle St to Old Aberdeen Place	88,950	-	2,613	2,613	100%	-	Works in progress.
ROAD TO RECOVERY							
Sasse Avenue-Purslowe St to Anzac Rd	212,190	95,000	108,604	13,604	14%	85,833	Works in progress.
The Avenue-Vincent Street to Car Park	31,500	31,500	47,508	16,008	51%	-	Works completed. Budget to be adjusted at November budget review.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 OCTOBER 2020

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
TRAFFIC MANAGEMENT							
Alma/Claverton Local Area Traffic Management	50,000	-	-	0	0%	-	Project at planning stage.
Harold and Lord St Intersection	26,000	-	-	0	0%	-	Project at planning stage.
BLACK SPOT PROGRAM							
Vincent - Fitzgerald St to Chelmsford Rd	72,800	15,000	34,877	19,877	133%	10,761	Works in progress.
Intersection of Brady and Milton St, Mt Hawthorn	30,000	-	3,620	3,620	100%	-	Works in progress.
Intersection of Bulwer and Stirling St, Perth	100,000	-	4,040	4,040	100%	-	Works in progress.
Intersection of Green, Tyler & Merredin St, Mt Hawthorn/Joondanna	30,000	-	3,620	3,620	100%	-	Works in progress.
Intersection of Beaufort and Harold Streets, Highgate	100,000	-	-	0	0%	-	Project at planning stage.
Intersection of Loftus and Vincent Streets, West Perth/Leederville	250,000	-	-	0	0%	-	Project at planning stage.
Intersection of Fitzgerald Street & Raglan Road, North Perth	80,000	-	-	0	0%	-	Project at planning stage.
Minor Traffic Management Improvement Program	80,000	13,000	6,577	(6,423)	-49%	177	Works in progress.
STREETSCAPE IMPROVEMENTS							
Minor streetscape improvements	30,000	10,000	7,667	(2,333)	-23%	-	Works in progress.
Streetscape Improvements-Cleaver St	50,000	-	-	0	0%	-	Project at planning stage.
Streetscape Improvements-Angove St and Fitzgerald St	13,000	-	-	0	0%	-	Project at planning stage.
ROADWORKS - REHABILITATION (MRRG PROGRAM)							
Bulwer St - Beaufort St to Williams St	68,154	68,154	16,730	(51,424)	-75%	12,677	Works in progress.
Loftus St - Bourke St to Scarborough Beach Rd	50,000	15,000	-	(15,000)	-100%	14,716	Works complete. Awaiting final invoice from Main Roads.
Newcastle St-Beaufort St to Lord St - Eastbound	143,800	143,800	141,606	(2,194)	-2%	11,288	Works complete. Awaiting final invoice from Main Roads.
Smith St-Bulwer to Lincoln St	127,500	127,500	66,885	(60,615)	-48%	5,437	Works in progress.
Brisbane St-Bulwer St to Stirling St	130,900	130,900	93,721	(37,179)	-28%	-	Works in progress.
RIGHTS OF WAY							
Annual review based upon the most recent condition assessment survey	75,000	-	3,479	3,479	100%	-	Works in progress.
SLAB FOOTPATH PROGRAMME							
Golding St-Newcastle St to Old Aberdeen St	38,180	-	-	0	0%	-	Works to be scheduled.
Brisbane Trc (North)-Lake St to Brisbane Plc	27,920	-	-	0	0%	-	Works to be scheduled.
Brisbane Trc (South)-Lake St to Brisbane Plc	26,761	-	-	0	0%	-	Works to be scheduled.
Lake St-Brisbane Trc to Robinson Avenue	5,603	-	2,811	2,811	100%	-	Works in progress.
Lake St-Newcastle St to Forbes Rd	2,310	-	2,262	2,262	100%	-	Works in progress.
Leeder St-Jugan St to Cul-de-sac	3,353	-	-	0	0%	-	Works to be scheduled.
Caversham St-Claisebrook Rd to Cul-de-sac	12,669	-	-	0	0%	-	Works to be scheduled.
Mary St (North)-William St to Mereny Lane	8,800	-	-	0	0%	-	Works to be scheduled.
Mary St (South)-William St to Mereny Lane	8,800	-	-	0	0%	-	Works to be scheduled.
Broome St-Smith St to Brigatti Gardens	5,500	-	-	0	0%	-	Works to be scheduled.
London St-Intersection of Scarborough Beach Road	60,104	-	-	0	0%	-	Works to be scheduled.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 OCTOBER 2020

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
BICYCLE NETWORK							
Florence/Strathcona/Golding Safe Active Street	300,000	20,000	19,932	(68)	0%	-	Works in progress.
Design for Norfolk St N/S Route	50,000	-	-	0	0%	-	Project at planning stage.
Design for Glendalough to Brady	15,000	-	-	0	0%	4,700	Project at planning stage.
DRAINAGE							
Britannia Reserve Main Drain Renewal stage 1&2	80,000	-	-	0	0%	-	Works to be scheduled.
Minor drainage improvement program	50,000	-	-	0	0%	-	Works to be scheduled.
Gully Soak-well program	60,000	15,000	8,693	(6,307)	-42%	1,093	Works in progress.
CAR PARK DEVELOPMENT							
Car Parking Upgrade-Melrose St angled parking	55,000	-	325	325	100%	5,705	Works in progress.
Car Parking Upgrade-Strathcona St angled parking	20,000	-	-	0	0%	-	Project at planning stage.
Car Parking Upgrade-Albert St angled parking Stage 3	55,000	-	4,040	4,040	100%	-	Works in progress.
Depot - Car park lighting Renewal	60,000	60,000	2,642	(57,358)	-96%	27,579	Works in progress.
PARKS AND RESERVES							
Banks Reserve Master Plan Implementation - Stage 1	130,000	30,000	192,705	162,705	542%	172,089	Works in progress, budget to be adjusted at November budget review.
Greening Plan-Pansy Street carpark	25,000	15,000	-	(15,000)	-100%	-	Works scheduled for April 2021.
Greening Plan-Pansy Street	5,000	3,000	-	(3,000)	-100%	-	Works scheduled for April 2021.
Greening Plan-West End Arts Precinct	30,000	18,000	1,935	(16,065)	-89%	4,957	Works in progress.
Greening Plan-Norham Street	15,000	9,000	-	(9,000)	-100%	-	Project at planning stage.
Greening Plan-Highlands Road	10,000	6,000	-	(6,000)	-100%	-	Project at planning stage.
Greening Plan-Hawthorn Street	10,000	8,000	-	(8,000)	-100%	-	Project at planning stage.
Greening Plan-Little Walcott Street	5,000	4,000	-	(4,000)	-100%	-	Project at planning stage.
Lynton Street Park Upgrade	-	-	14,235	14,235	100%	3,910	Carry forward project. Budget to be adjusted at November budget review.
RETICULATION							
Britannia Reserve - renew groundwater bore (south) No.40	45,000	-	-	0	0%	-	Project at planning stage.
Kyilla Park - replace irrigation cubicle	15,000	-	-	0	0%	-	Works to be scheduled.
STREET FURNITURE							
Bus Shelter Replacement	20,000	-	-	0	0%	-	Project at planning stage.
Bus Shelter-William St	15,000	-	-	0	0%	6,080	Works to be scheduled.
FOR INFRASTRUCTURE ASSETS	**4,199,844**	**1,163,354**	**1,298,770**	**135,416**	**33**	**469,885**	

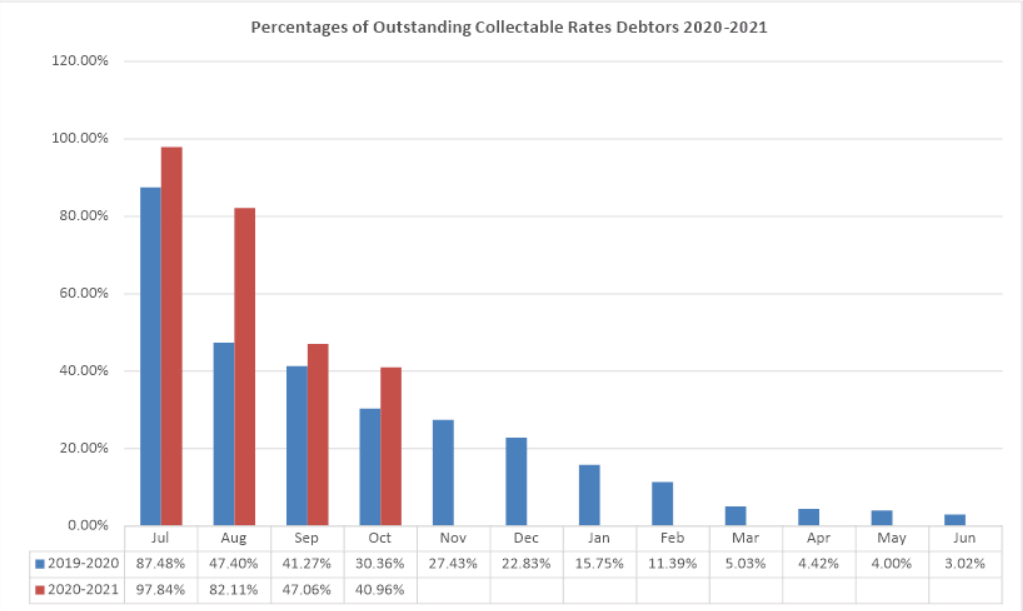
CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 OCTOBER 2020

Description	Adopted Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
PLANT & EQUIPMENT ASSETS							
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME							
Light Fleet - Annual Changeover	190,000	190,000	100,570	(89,430)	-47%	99,800	Fleet replacement programme progressing as planned.
MAJOR PLANT REPLACEMENT PROGRAMME							
Single Axle Tipper Truck	145,000	145,000	138,550	(6,450)	-4%	-	Truck delivered in July 2020.
MISCELLANEOUS							
Parking Sensors Pilot Project	11,810	-	-	0	0%	-	Installation to commence in later half of FY2020-21.
TOTAL EXPENDITURE FOR PLANT & EQUIPMENT ASSETS	**346,810**	**335,000**	**239,120**	**(95,880)**	**-29%**	**99,800**	
FURNITURE & EQUIPMENT ASSETS							
INFORMATION TECHNOLOGY							
Enterprise Applications upgrade	290,000	20,000	37,770	17,770	89%	83,549	Implementation & training of Contracts management module.
Building Management System software-Admin	120,000	10,000	-	(10,000)	-100%	-	Not commenced as yet.
ICT Strategy Implementation	-	-	-	0	0%	190,308	
MARKETING & COMMUNICATIONS							
COVID-19 Artwork relief project	525,600	120,000	101,764	(18,236)	-15%	20,000	Monies disbursed to the successful applicants.
DEPARTMENT OF SPORTS AND RECREATION							
Beatty Park Leisure Centre - Non Fixed Assets Renewal	71,500	-	3,195	3,195	100%	-	Works in progress.
MISCALLENEOUS							
Miscellaneous Assets Renewal	30,000	15,000	46,726	31,726	212%	-	Works in progress at various locations. Budget to be adjusted at November budget review.
TOTAL EXPENDITURE FOR FURNITURE & EQUIPMENT ASSETS	**1,037,100**	**165,000**	**189,455**	**24,455**	**15%**	**293,857**	
TOTAL CAPITAL EXPENDITURE	**10,470,152**	**2,650,952**	**2,062,398**	**(588,554)**	**-22%**	**1,158,359**	

CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 31 OCTOBER 2020

Reserve Particulars	Budget Opening Balance 01/07/2020	Actual Opening Balance 01/07/2020	Budget Transfers to Reserve 30/06/2021	YTD Actual Transfers to Reserve 31/10/2020	Budget Interest Earned 30/06/2021	YTD Actual Interest Earned 31/10/2020	Budget Transfers from Reserve 30/06/2021	YTD Actual Transfers from Reserve 31/10/2020	Budget Closing Balance 30/06/2021	Actual Closing Balance 31/10/2020
	$	$	$	$	$	$	$	$	$	$
Asset Sustainability Reserve	5,295,417	5,293,197	160,000	69,920	85,341	18,437	(2,819,583)	(722,504)	2,721,175	4,659,050
Beatty Park Leisure Centre Reserve	101,281	101,218	(0)	0	1,632	353	0	0	102,913	101,571
Cash in Lieu Parking Reserve	1,926,742	1,926,192	0	1,771	31,052	6,708	(516,000)	(24,577)	1,441,794	1,910,094
Hyde Park Lake Reserve	159,367	159,269	(0)	0	2,568	554	0	0	161,935	159,823
Land and Building Acquisition Reserve	297,653	297,471	(0)	0	4,797	1,035	0	0	302,450	298,506
Leederville Oval Reserve	94,178	94,069	0	0	1,518	328	0	0	95,696	94,397
Loftus Community Centre Reserve	36,922	36,901	(0)	0	595	128	0	0	37,517	37,029
Loftus Recreation Centre Reserve	172,850	171,525	51,664	8,119	2,786	601	0	0	227,300	180,245
Office Building Reserve - 246 Vincent Street	401,432	401,156	0	0	6,470	1,397	(196,000)	(1,738)	211,902	400,815
Parking Facility Reserve	105,672	105,607	(0)	0	1,703	367	0	0	107,375	105,974
Percentage For Public Art Reserve	529,109	488,867	(0)	0	8,527	1,842	(525,600)	(101,764)	12,036	388,945
Plant and Equipment Reserve	22,601	22,483	(0)	0	364	78	0	0	22,965	22,561
State Gymnastics Centre Reserve	109,897	110,197	9,682	895	1,771	383	0	0	121,350	111,475
Strategic Waste Management Reserve	997,361	997,471	0	0	16,074	3,473	0	0	1,013,435	1,000,944
Tamala Park Land Sales Reserve	345,244	340,902	250,000	0	5,564	1,201	0	0	600,808	342,103
Underground Power Reserve	210,180	210,051	(0)	0	3,387	731	0	0	213,567	210,782
Waste Management Plant and Equipment Reserve	220,084	219,949	0	0	3,547	766	0	0	223,631	220,715
POS reserve - Haynes Street	0	0	157,899	157,899	2,509	541	0	0	160,408	158,440
	11,025,989	**10,976,525**	**629,245**	**238,604**	**180,205**	**38,923**	**(4,057,183)**	**(850,583)**	**7,778,256**	**10,403,469**

CITY OF VINCENT
NOTE 7 - RATING INFORMATION
AS AT 31 OCTOBER 2020



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019-2020	87.48%	47.40%	41.27%	30.36%	27.43%	22.83%	15.75%	11.39%	5.03%	4.42%	4.00%	3.02%
2020-2021	97.84%	82.11%	47.06%	40.96%								

CITY OF VINCENT
NOTE 7 - RATING INFORMATION
FOR THE MONTH ENDED 31 OCTOBER 2020

	Rateable Value	Rate in Dollar	Budget	Actual	Rates Levied to Budget
	$	Cents	$	$	%
Rate Revenue					
General Rate					
10680 Residential	239,707,499	0.0779	18,663,900	18,744,512	100.4%
166 Vacant Residential	4,361,060	0.0725	316,177	297,975	94.2%
1621 Other	124,078,059	0.0672	8,335,564	8,249,742	99.0%
203 Vacant Commercial	2,242,570	0.1282	287,430	301,888	105.0%
Minimum Rate					
6355 Residential @ $1,211.9	86,934,020		7,701,624	7,684,658	99.8%
156 Other @ $1,197.7	1,763,734		186,841	179,655	96.2%
Interim Rates	0		300,000	33,026	11.0%
Rates Waiver	0		(127,220)	0	0.0%
Total Amount Made up from Rates	459,086,942		35,664,316	35,491,456	
Non Payment Penalties					
Instalment Interest @ 5.5%			160,000	155,434	97.1%
Penalty Interest @ 8%			93,000	40,425	43.5%
Administration Charge - $8 per instalment			220,000	137,922	62.7%
Legal Costs Recovered			0	50	100.0%
			36,137,316	35,825,286	
Other Revenue					
Exempt Bins - Non Rated Properties			185,420	169,811	91.6%
Commercial / Residential Additional Bins			174,534	145,120	83.1%
Swimming Pools Inspection Fees			18,800	14,362	76.4%
			36,516,070	36,154,579	
Opening Balance				**983,329**	
Total Collectable			**36,516,070**	**37,137,908**	**101.70%**
Less					
Cash Received				21,098,846	
Rebates Allowed				1,083,884	
Rates Balance To Be Collected			**36,516,070**	**14,955,189**	**40.96%**
Add					
ESL Debtors				672,550	
Pensioner Rebates Not Yet Claimed				395,013	
ESL Rebates Not Yet Claimed				14,030	
Less					
Deferred Rates Debtors				(231,000)	
Current Rates Debtors Balance				**15,805,782**	

CITY OF VINCENT
NOTE 8 - DEBTOR REPORT
FOR THE MONTH ENDED 31 OCTOBER 2020

DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	$	$	$	$	$
DEBTOR CONTROL - HEALTH LICENCES	6,228	257,682	0	80,956	344,865
DEBTOR CONTROL - CASH IN LIEU CAR PARKING *	0	0	0	141,340	141,340
DEBTOR CONTROL - PROPERTY INCOME	125,414	2,807	46,211	26,381	200,812
DEBTOR CONTROL - RECOVERABLE WORKS	1,152	0	22,503	(22,503)	1,152
DEBTOR CONTROL - OTHER	582,869	7,960	0	95,273	686,102
DEBTOR CONTROL - PLANNING SERVICES FEES	280	0	0	450	730
DEBTOR CONTROL - GST	0	0	0	0	0
DEBTOR CONTROL - INFRINGEMENT *	115,889	50,340	41,494	1,607,730	1,815,453
PROVISION FOR DOUBTFUL DEBT	0	0	0	(382,738)	(382,738)
IMPAIRMENT OF RECEIVABLES	0	0	0	(155,806)	(155,806)
TOTAL DEBTORS OUTSTANDING AS AT 31/10/2020	**831,831**	**318,789**	**110,208**	**1,391,083**	**2,651,911**

ACCRUED INCOME	-120,634
ACCRUED INTEREST	43,359
PREPAYMENTS	71,436
TOTAL TRADE AND OTHER RECEIVABLES	**2,646,071**

DATE	SUNDRY DEBTORS OVER 90 DAYS	AMOUNT	DEBT DETAILS	Comments
11/03/2019	Tennis Seniors Western Australia	5,728.05	Building Insurance 2018/19 & 2019/20	In the process of debt collection.
25/02/2015	Subiaco Football Club	16,202.10	Turf maintenance & top dressing	In the process of finalising.
01/03/2020	Perth Soccer Club	3,373.65	Monthly Lease amd utility	On-going discussion to ascertain if the Club qualifies for COVID-19 relief.
24/06/2020	Vietnam Veterans Association	1,101.08	Service fire equipment, Termite treatment	On-going discussion to ascertain if the entity qualifies for COVID-19 relief.
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	Outstanding court costs awarded to COV	Sheriff's Office advised on 13.10.20 payment will resume soon.
21/01/2019	Matthew Slinger	21,800.30	Outstanding court costs awarded to COV	Have been handed over to FER.
09/07/2019	R Cox	1,170.00	Breach of condition of hall hire	Sent to debt collection agency.
22/08/2019	Primed Projects Pty Ltd	318.26	Outstanding court costs awarded to COV	On fortnightly payment plan
22/08/2019	Liam Howard	576.87	Outstanding court costs awarded to COV	On fortnightly payment plan.
28/11/2019	A Kindu	2,339.25	Damage/vandalism to hired venue	Sent to debt collector
21/07/2020	Kamran Beykpour	25,813.00	Court fines and costs re: 155 Walcott St	Pleaded not guilty. Court trial set 15 February 2021.
BALANCE OF 90 DAY DEBTORS OVER $500.00		**121,677.81**		

CITY OF VINCENT
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 31 OCTOBER 2020

	Adopted Budget 2020/21 $	YTD Budget Oct-20 $	YTD Actuals Oct-20 $	YTD Actuals Oct-19 $	Month Actuals Oct-20 $	Month Actuals Oct-19 $
ADMINISTRATION						
Revenue	0	0	0	(2,295)	(0)	0
Expenditure	0	0	0	(374,460)	580	(114,196)
Surplus/(Deficit)	**0**	**0**	**0**	**(376,755)**	**580**	**(114,196)**
SWIMMING POOLS AREA						
Revenue	1,284,734	467,728	511,658	673,046	177,349	224,296
Expenditure	(3,258,685)	(653,502)	(783,032)	(1,046,634)	(218,044)	(326,386)
Surplus/(Deficit)	**(1,973,951)**	**(185,774)**	**(271,375)**	**(373,588)**	**(40,694)**	**(102,090)**
SWIM SCHOOL						
Revenue	179,011	106,701	608,123	682,588	248,587	176,942
Expenditure	(469,208)	(126,361)	(349,985)	(413,791)	(84,704)	(100,838)
Surplus/(Deficit)	**(290,197)**	**(19,660)**	**258,139**	**268,797**	**163,883**	**76,104**
CAFÉ						
Revenue	0	0	5	221,690	5	72,581
Expenditure	0	0	(34,987)	(245,323)	787	(74,598)
Surplus/(Deficit)	**0**	**0**	**(34,982)**	**(23,633)**	**792**	**(2,017)**
RETAIL SHOP						
Revenue	260,529	50,245	182,341	148,999	64,198	46,397
Expenditure	(237,959)	(73,340)	(108,586)	(95,611)	(33,865)	(23,163)
Surplus/(Deficit)	**22,570**	**(23,095)**	**73,755**	**53,388**	**30,333**	**23,233**
HEALTH & FITNESS						
Revenue	776,835	358,656	495,130	561,185	119,017	168,017
Expenditure	(985,259)	(241,387)	(326,680)	(382,485)	(81,004)	(104,397)
Surplus/(Deficit)	**(208,424)**	**117,269**	**168,450**	**178,700**	**38,012**	**63,620**
GROUP FITNESS						
Revenue	278,281	130,474	180,369	217,096	44,579	63,031
Expenditure	(411,973)	(85,198)	(135,763)	(165,992)	(34,510)	(42,423)
Surplus/(Deficit)	**(133,692)**	**45,276**	**44,606**	**51,104**	**10,069**	**20,608**
AQUAROBICS						
Revenue	117,180	54,244	69,840	83,122	17,689	23,943
Expenditure	(133,862)	(31,102)	(30,103)	(44,672)	(7,817)	(10,804)
Surplus/(Deficit)	**(16,682)**	**23,142**	**39,737**	**38,450**	**9,873**	**13,139**
CRECHE						
Revenue	25,480	11,633	18,161	23,462	4,743	6,571
Expenditure	(237,979)	(62,482)	(70,144)	(100,414)	(18,042)	(25,295)
Surplus/(Deficit)	**(212,499)**	**(50,849)**	**(51,982)**	**(76,952)**	**(13,298)**	**(18,725)**
Net Surplus/(Deficit)	**(2,812,875)**	**(93,691)**	**226,348**	**(260,490)**	**199,549**	**(40,323)**
Less: Depreciation	(1,373,247)	0	0	(456,590)	0	(114,147)
Cash Surplus/(Deficit)	**(1,439,628)**	**(93,691)**	**226,348**	**196,100**	**199,549**	**73,824**

8 CHIEF EXECUTIVE OFFICER

8.1 COUNCIL BRIEFING AND ORDINARY MEETING OF COUNCIL DATES FOR 2021

Attachments: **1. City of Vincent Meeting Cycle Calendar - 2021** ⇩

RECOMMENDATION:

That Council:

1. ADOPTS the 2021 monthly cycle of Council Briefings and Ordinary Meetings of Council, each commencing at 6pm and held at the City of Vincent Council Chambers, 244 Vincent Street, Leederville, as listed below and shown in the calendar at Attachment 1; and

Council Briefing	Ordinary Meeting of Council
9 February	16 February
16 March	23 March
20 April	27 April
11 May	18 May
15 June	22 June
20 July	27 July
10 August	17 August
7 September	14 September
5 October	12 October
9 November	16 November
7 December	14 December

2. PROVIDES local public notice of the Council Briefing and Ordinary Meeting of Council dates, time and place, as listed in Recommendation 1. above.

PURPOSE OF REPORT:

To approve the dates for Council Briefings and Ordinary Meetings of Council for 2021.

BACKGROUND:

The *Local Government Act 1995* (Act) requires that Council meet at least once every three months. In accordance with section 5.3 of the Act and the *Local Government (Administration) Regulations 1996* Regulation 12, Council must determine its Ordinary Council Meeting dates and times for the next twelve months and these dates must be published at least once a year.

At the 17 November 2020 Council Meeting the proposed dates for the 2021 Council Briefings and Meetings were considered and the monthly cycle of Briefings and Meetings adopted. Due to the local government election on Saturday 16 October 2021 it is necessary for the October Council Briefing and Council Meeting to be brought forward by a week, to 5 and 12 October respectively.

DETAILS:

The updated Council Briefing and Ordinary Meeting of Council dates are below and in the calendar at Attachment 1.

Council Briefing	Ordinary Meeting of Council
9 February	16 February
16 March	23 March
20 April	27 April
11 May	18 May
15 June	22 June
20 July	27 July
10 August	17 August
7 September	14 September
5 October	12 October
9 November	16 November
7 December	14 December

The February round of meetings has been brought forward one week to accommodate Council's preference of an earlier start. It is not possible to start the meeting cycle earlier, as Tuesday 26 January 2021 is Australia Day.

Three amendments to the cycle to accommodate public and school holidays are as follows:

- April – moved back one week to accommodate Easter and the April school holidays;
- July - moved back one week to accommodate the July school holidays; and
- September – moved forward one week to accommodate the September school holidays.

The Council Meeting for April is proposed for 27 April 2021 which is the day after ANZAC day. However, this date is proposed to avoid school holidays which are from 2 – 18 April 2021.

The December meeting cycle is proposed to begin on 7 December 2021, with the Ordinary Council Meeting on 14 December. These dates reflect the December 2020 Briefing and Meeting Dates. Bringing the December cycle forward (to 1 December 2021) would require exceptionally fast turnaround times between the November Ordinary Council Meeting on 16 November and draft reports being prepared for the December Briefing Agenda.

All meetings are held at the City of Vincent Council Chambers and are scheduled to commence at 6pm.

The Annual General Meeting of Electors is proposed to be held on 2 February 2021 and commence at 6.00pm.

In accordance with section 5.27 of the *Local Government Act 1995* the Annual General Meeting of Electors must be held within 56 days of Council's acceptance of the Annual Report. The Annual Report will be presented to the Ordinary Meeting of Council on 15 December 2020, therefore, the Annual General Meeting of Electors must be held by 9 February 2021.

CONSULTATION/ADVERTISING:

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996,* the Council Briefing and Ordinary Meeting of Council dates will be published in both local newspapers, on the City's website and on the City's notice boards.

LEGAL/POLICY:

Section 5.3 of the Act states:

"Ordinary and Special Council meetings:

(1) A Council is to hold ordinary meetings and may hold special meetings;
(2) Ordinary meetings are to be held not more than three months apart; and
(3) If a Council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure."

Regulation 12 of the *Local Government (Administration) Regulations 1996* states:

"12 (1) At least once a year a local government is to give local public notice of the dates on which and the time and place at which –

(a) The ordinary Council meetings; and

(b) The Committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public;

are to be held in the next 12 months;

(2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation (1);"

Policy No. 4.2.3: Council Briefings, Meetings & Forums – Format, Procedures and Maximum Duration sets out additional guiding principles for the management of Council Briefings and Meetings.

RISK MANAGEMENT IMPLICATIONS:

Low: The proposed monthly cycle will provide consistency in the sequencing of briefings and meetings and will increase transparency by ensuring financial statements are included in the Council Briefing Agenda.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

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

SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

City of Vincent Meeting Cycle Calendar 2021

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
JAN					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
FEB								1	2 AGM	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		
MAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
APR				1	2	3	4	5	6	7	8	9	10	11	12		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
MAY						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
JUN		1	2	3	4	5	6	7		9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
JUL				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
AUG							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
SEP			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
OCT					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16 Election	17	18	19 Swear-ing in and SCM - tbc	20	21	22	23	24	25	26	27	28	29	30	31		
NOV								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
DEC			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					

School Holidays (JAN)

School Holidays (APR)

School Holidays (JUL)

School Holidays (SEP)

School Holidays (OCT)

School Holidays (DEC)

AGM | Briefing | OMC | Audit Committee | Swearing in and SCM tbc

8.2 OUTCOME OF ADVERTISING AND ADOPTION OF NEW POLICY - POLICY DEVELOPMENT AND REVIEW POLICY

Attachments:
1. **Summary of submissions ⇩**
2. **DRAFT - Policy Development and Review Policy - clean version ⇩**
3. **DRAFT - Policy Development and Review Policy - marked up ⇩**
4. **Policy 4.1.1 - Policy Manual, Adoption and Review ⇩**

RECOMMENDATION:

That Council:

1. **NOTES the submission received in relation to the Policy Development and Review Policy, at Attachment 1; and**

2. **ADOPTS the Policy Development and Review Policy at Attachment 2; and**

3. **REPEALS Policy 4.1.1 - 'Policy Manual – Adoption and Review' at Attachment 4.**

PURPOSE OF REPORT:

To present the outcome of public consultation and seek approval of the proposed Policy Development and Review Policy at **Attachment 2** and repeal of Policy 4.1.1 - Policy Manual – Adoption and Review (Policy 4.1.1).

BACKGROUND:

In early 2020 Administration commenced a review of reviewed Policy 4.1.1 and presented the outcome of the review, including a draft new policy to the15 September 2020 Council meeting. Council approved inviting public comments on the proposed new Policy and Development Review Policy, which would replace Policy 4.1.1.

In undertaking the review, and in consultation with Elected Members, Administration developed a broadened policy that provides extensive guidance on the development, implementation, review and repeal of the City's Strategies, Policies and Action Plans.

The proposed policy identifies the legislative hierarchy of governing documents and proposes to align all documented City positions (strategies, policies and action plans) to the priorities of the City's Strategic Community Plan (SCP).

Alignment to the priorities of the SCP will assist Council, Administration and the community in clearly identifying the delivery and implementation of the community's long-term vision.

DETAILS:

In accordance with the Policy 4.1.1 public notice was provided from 26 September 2020 to 26 October 2020, which is in excess of the 21 days required, in the following ways:

- Perth Voice – 26 September 2020;
- Eastern Reporter (Vincent and Stirling) – 24 September 2020;
- on the City's website and social media 24 September 2020; and
- on the notice board at the City's Administration and Library and Local History Centre - 24 September 2020.

Administration received one submission, as summarised at **Attachment 1.**
Clause 4.3 has been updated in response to this submission and is shown in blue in the marked-up version at **Attachment 3**.

Minor administrative amendments have also been made and are shown in red in the marked-up version at **Attachment 3**.

A clean version of the policy is at **Attachment 2**.

CONSULTATION/ADVERTISING:

No further consultation is required.

LEGAL/POLICY:

City's Policy 4.1.1 sets out the process for repealing and adopting policies.

City Policy 4.1.5 – *Community Consultation* specifies the community consultation required.

RISK MANAGEMENT IMPLICATIONS:

Low: Adopting the proposed amendments to this policy is low risk as it aligns with the *Local Government Act 1995* and the objectives of the policy.

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.

PUBLIC HEALTH IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

Submission Summary – Policy Development and Review Policy	
Summary of public comment	Administrations response
Does not support clause 4.3.– 'which is to be determined by Council'. Stated that there have been examples in the past where Council decided not to advertise policy changes for spurious reasons.	The intention of clause 4.3 is to allow Council to determine consultation requirements in addition to the requirements of the Community Engagement Policy. Clause 4.3 has been updated to address this.
Does not support clause 4.5. Noted that in the past, when a policy was approved for advertising, the recommendation often said that if no submissions were received from the public, the policy would be adopted without being presented to Council. Stated that the aim of this statement was to improve efficiency/timeliness, and to encourage Elected Members and Administration to read the policy before it was advertised, and not to rely on the community fixing up poorly drafted changes.	Noted. Clause 4.5 provides an opportunity for Administration to document the community consultation process that was undertaken.

POLICY DEVELOPMENT AND REVIEW POLICY

CITY OF VINCENT

Legislation / local law requirements	Section 2.7 of the *Local Government Act 1995* Policy 4.1.5 – Community Consultation - appendix 2
Relevant delegations	Nil
Related policy procedures and documents	Local Government Decision Making Hierarchy – D20/148390 Policy Register and Review Plan – (to be updated) Policy Development and Review Procedure – D20/84189 Policy Development and Review Guidelines – D20/84086 Policy Template – D20/84083 Procedure Template – D20/84084

PURPOSE

To provide guidance on the development and review of the City's strategies, policies and action plans (**policy documents**) to achieve transparent and consistent decision making which aligns with the City's objectives, strategic priorities and legislative requirements.

OBJECTIVES

To:

- identify the hierarchy of governing documents that drive the delivery of the community's long-term vision as set out in the City's Strategic Community Plan (**SCP**);
- align the City's policy documents with the priorities of the SCP; and
- guide Council and Administration on the development, consultation requirements, implementation, review, amendment and repeal of policy documents.

SCOPE

This policy applies to the development and review of policy documents by the City.

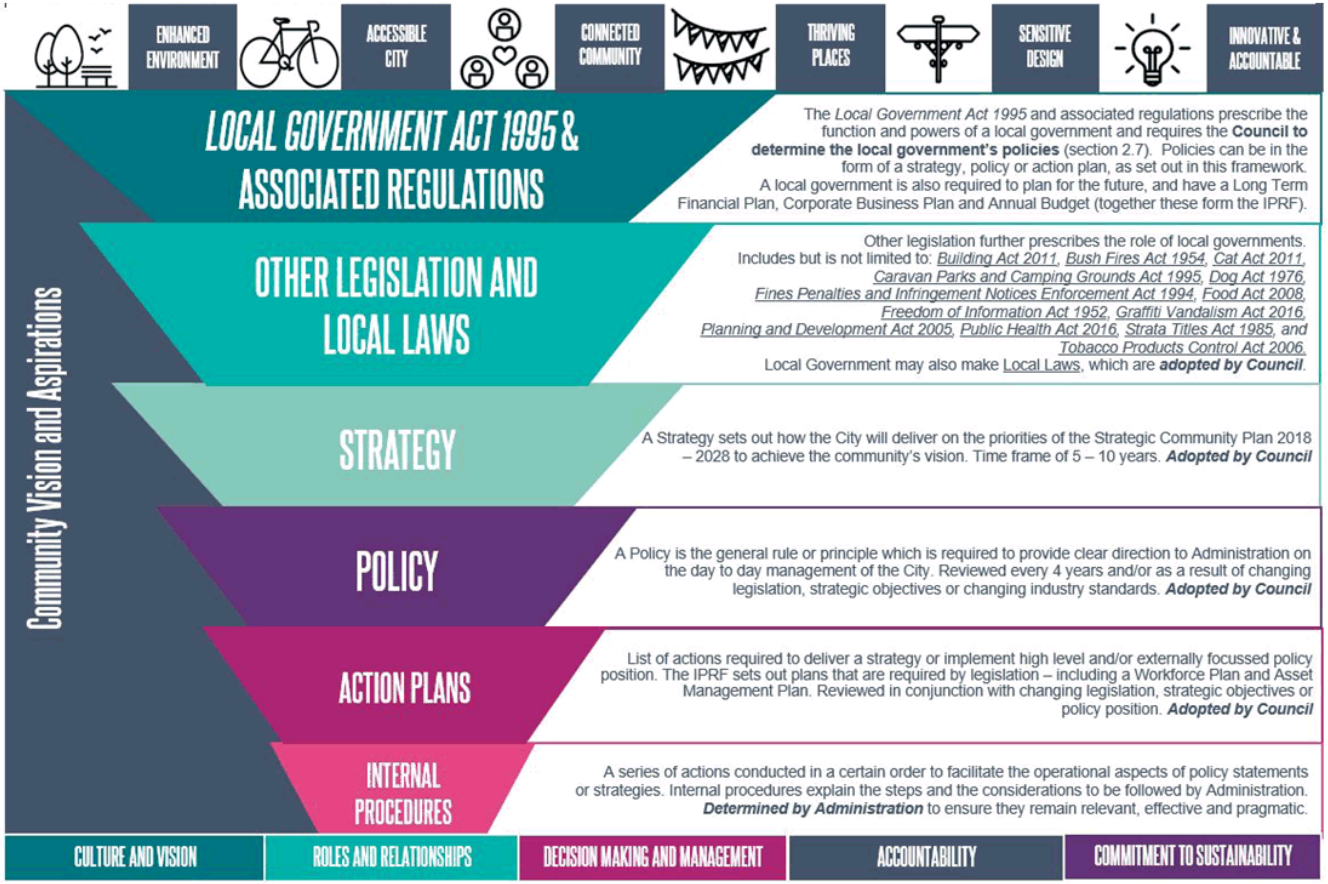
LOCAL GOVERNMENT HIERARCHY

The below hierarchy of documents drives the delivery of the City's long-term vision, as set out in the SCP. It also establishes the process by which each policy document is developed and reviewed in consultation with the community.

POLICY DEVELOPMENT AND REVIEW POLICY

CITY OF VINCENT

Local Government Decision Making Hierarchy



POLICY DEVELOPMENT AND REVIEW POLICY

CITY OF VINCENT

POLICY

1. Objective and Agenda Setting

1.1 the development of a policy document is required to establish the City's objective or agenda on an issue or to provide further guidance in respect to a legislative requirement. The following may result in the requirement for the City to form and document an objective or agenda position through a policy document:

- a legislative requirement;
- new or changing industry standards;
- to meet the City's strategic objectives;
- there is a community need or expectation; or
- as a result of a Council resolution.

1.2 documenting the City's objective or agenda should result in:

- clarity and consistency in decision making;
- improved efficiency and effectiveness; or
- improved customer and community outcomes.

1.3 objective and agenda setting must occur in consultation with Elected Members. Elected Members will be provided with the following information:

- a draft objective for the policy document;
- the requirement for a documented City position (including evidence of a community need or legislative requirement);
- how the objectives align with the SCP;
- examples of current / best practice;
- proposed level of community engagement required;
- an evaluation of the effectiveness of any existing relevant policy documents;
- an assessment of where the proposed document sits within the local government decision making hierarchy;
- the proposed review timeframe and expiry period, if applicable; and
- any financial impacts arising from the proposed policy document, including any impact on the adopted budget or the City's Long-Term Financial Plan.

2. Policy Document Hierarchy

2.1 depending on the nature of the objective or agenda, it may be appropriate to prepare one or more policy documents;

2.2 the purpose of a strategy is to set out at a high level how the City will deliver on the long-term priorities of the SCP to achieve the community's vision;

2.3 the purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy;

2.4 the purpose of an action plan is to set the pathway or process to deliver a strategy or implement high level and/or externally focused policy positions; and

2.5 policy documents must align with one or more objectives in the SCP.

POLICY DEVELOPMENT AND REVIEW POLICY

CITY OF VINCENT

3. Content of Policy Documents

Policy documents should be:

3.1 consistent with the City's strategic priorities, values, and risk appetite and tolerance;
3.2 compliant with relevant legislation and any State policies and schemes;
3.3 consistent with the City's Writing Style Guide; and
3.4 written in plain English and convey clear and concise direction.

4. Consultation

4.1 the formation of an objective or agenda position is to occur in consultation with Elected Members, as specified in clause 1.3;
4.2 following objective or agenda setting the development of a policy documents will incorporate consultation with relevant statutory and regulatory agencies and any other key stakeholders (including preliminary community engagement if required) that may be impacted by the proposed policy document;
4.3 draft policy documents will then be presented to Council for approval and authorisation to commence community consultation. All proposed changes, other than those covered by clause 5.6, will be advertised in accordance with, but not limited to, the requirements of the City's Community Engagement Policy;
4.4 a summary of submissions received and Administrations response to submissions will be presented to Council along with a recommendation that the policy document is either adopted as originally presented, or adopted with amendments based on the submissions received;
4.5 if no submissions are received a report is prepared for Council advising this, and recommending that the policy document is adopted; and
4.6 once adopted all policy documents are to be included in the City's Local Government Hierarchy, recorded in the City's Policy Document Register and Review Plan.

5. Review

5.1 Policy documents are to be reviewed at least every four years, or more frequently as specified in the document (and reflected in the Policy Document Register and Review Plan);
5.2 the policy document review process includes a review of where the document sits in the Local Government Hierarchy;
5.3 the City's Policy Document Register and Review Plan is to be reviewed annually by Administration, with a report presented to Council at the outcome of the annual review;
5.4 the outcome of each policy document review is to be presented to Elected Members for review and comment. This includes a review which results in no recommended change to the document content or position in the local government hierarchy;
5.5 the outcome of each review is to be noted in the policy document and recorded in the City's Policy Document Register and Review Plan;

POLICY DEVELOPMENT AND REVIEW POLICY

CITY OF VINCENT

5.6 if minor amendments to a policy document are required these can be made administratively. Minor amendments are amendments that are not of a substantive nature, and include grammatical and formatting changes, changes to positions, titles or organisation structure and legislative references or requirements;

5.7 any substantive amendments, which are changes to the policy document content, require the approval of Council in the same manner as a new policy document would which includes community consultation in accordance with clauses 4.1 to 4.6; and

5.8 Council approval of the repeal of a policy document is required.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance.
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

POLICY DEVELOPMENT AND REVIEW POLICY

CITY OF VINCENT

Legislation / local law requirements	Section 2.7 of the *Local Government Act 1995* Policy 4.1.5 – Community Consultation - appendix 2
Relevant delegations	Nil
Related policy procedures and documents	Local Government Decision Making Hierarchy – D20/148390 Policy Register and Review Plan – (to be updated) Policy Development and Review Procedure – D20/84189 Policy Development and Review Guidelines – D20/84086 Policy Template – D20/84083 Procedure Template – D20/84084

PURPOSE

To provide guidance on the development and review of the City's strategies, policies and action plans (**policy documents**) to achieve transparent and consistent decision making which aligns with the City's objectives, strategic priorities and legislative requirements.

OBJECTIVES

To:

- identify the hierarchy of governing documents that drive the delivery of the community's long-term vision as set out in the City's Strategic Community Plan (**SCP**);
- align the City's policy documents with the priorities of the SCP; and
- guide Council and Administration on the development, consultation requirements, implementation, review, amendment and repeal of policy documents.

SCOPE

This policy applies to ~~Elected Members and Administration~~ the development and review of policy documents by the City.

LOCAL GOVERNMENT ~~FRAMEWORK~~ HIERARCHY

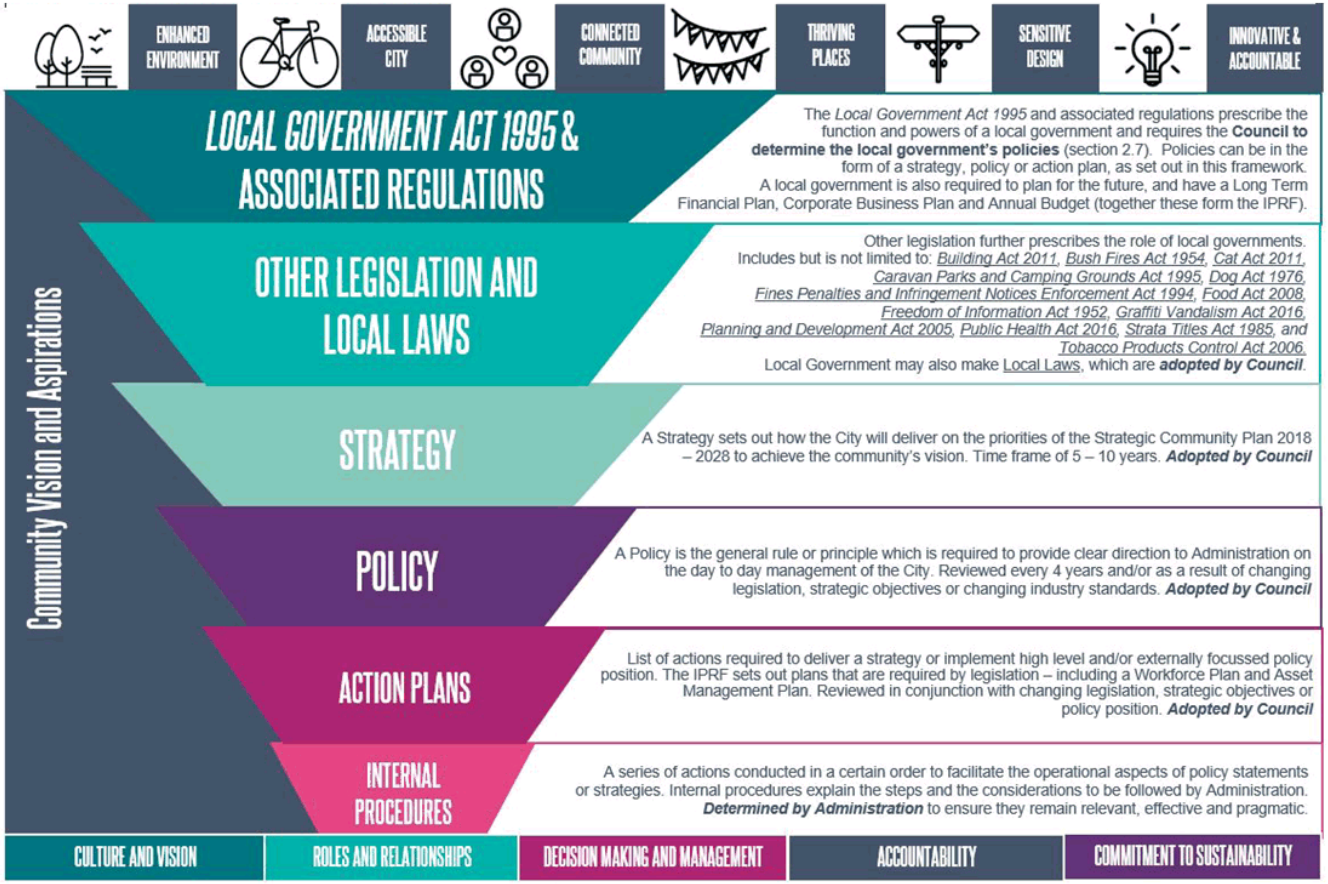
The below hierarchy of ~~policy~~ documents drives the delivery of the City's long-term vision, as set out in the SCP. It also establishes the process by which each policy document is developed and reviewed in consultation with the community.

DRAFT

POLICY DEVELOPMENT AND REVIEW POLICY

CITY OF VINCENT

Local Government Decision Making Hierarchy



POLICY DEVELOPMENT AND REVIEW POLICY

CITY OF VINCENT

POLICY

1. Objective and Agenda Setting

1.1 the development of a policy document is required to establish the City's objective or agenda on an issue or to provide further guidance in respect to a legislative requirement. The following may result in the requirement for the City to form and document an objective or agenda position through a policy document:

- a legislative requirement;
- new or changing industry standards;
- to meet the City's strategic objectives;
- there is a community need or expectation; or
- as a result of a Council resolution.

1.2 documenting the City's objective or agenda should result in:

- clarity and consistency in decision making;
- improved efficiency and effectiveness; or
- improved customer and community outcomes.

1.3 objective and agenda setting ~~is to~~ must occur in consultation with Elected Members. Elected Members will be provided with the following information:

- a draft objective for the policy document;
- ~~detail~~ the requirement for a documented City position (including evidence of a community need or legislative requirement);
- how the objectives align~~ment~~ with the SCP;
- examples of current / best practice~~s~~;
- proposed level of community engagement required;
- an evaluation of the effectiveness of any existing relevant policy documents;
- an assessment of where the proposed document sits within the local government decision making hierarchy;
- the proposed review timeframe and expiry period, if applicable; and
- any financial impacts arising from the proposed policy document, including any impact on the adopted budget or the City's Long-Term Financial Plan.

2. Policy Document Hierarchy

2.1 depending on the nature of the objective or agenda ~~that requires documenting~~, ~~a~~ it may be appropriate to prepare one or more policy document~~s~~, ~~than one of these, may be appropriate~~.

2.2 the purpose of a strategy is to set out at a high level how the City will deliver on the long-term priorities of the SCP to achieve the community's vision.

2.3 the purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy ~~operational aspects of the City~~.

2.4 the purpose of an action plan is to set the pathway or process to deliver a strategy or implement high level and/or externally focused policy positions.

2.5 policy documents must align with one or more objectives in the SCP.

POLICY DEVELOPMENT AND REVIEW POLICY

CITY OF VINCENT

3. Content of Policy Documents

Policy documents should be:

3.1 consistent with the City's strategic priorities, values, and risk appetite and tolerance;
3.2 compliant ~~y~~ with relevant legislation and any State policies and schemes;
3.3 consistent with the City's Writing Style Guide; and
3.4 written in plain English and convey clear and concise direction.

4. Consultation

4.1 the formation of an objective or agenda position is to occur in consultation with Elected Members, as specified in clause 1.3;
4.2 following objective or agenda setting the development of a policy documents will incorporate consultation with relevant statutory and regulatory agencies and any other key stakeholders (including preliminary community engagement if required) that may be impacted by the proposed policy document;
4.3 draft policy documents will then be presented to Council for approval and authorisation to commence community consultation; ~~which is to be~~. All proposed changes, other than those covered by clause 5.6, will be advertised in accordance with, but not limited to, the requirements of the City's Community Engagement Policy; ~~determined by Council~~
4.4 a~~ny~~ summary of submissions received and Administrations response to submissions ~~as a result of the public consultation period~~ will be presented to Council along with a recommendation that the policy document is either adopted as originally presented, or adopted with amendments based on the submissions received;
4.5 if no submissions are received a report is prepared for Council advising this, and recommending that the policy document is adopted; and
4.6 once adopted all policy documents are to be included in the City's Local Government Hierarchy, recorded in the City's Policy Document Register and Review Plan, and published as necessary.

5. Review

5.1 Policy documents are to be reviewed at least every four years, or more frequently as specified in the document (and ~~also specified~~ reflected in the Policy Document Register and Review Plan);
5.2 the policy document review process includes a review of where the document sits in the ~~l~~Local ~~g~~Government ~~h~~Hierarchy;
5.3 the City's Policy Document Register and Review Plan is to be reviewed annually by Administration, with a report presented to Council at the outcome of the annual review;
5.4 the outcome of each policy document review is to be presented to Elected Members for review and comment. This includes a review which results in no recommended change to the document content or position in the local government hierarchy;
5.5 the outcome of each review is to be noted in the policy document and recorded in the City's Policy Document Register and Review Plan;

POLICY DEVELOPMENT AND REVIEW POLICY

CITY OF VINCENT

5.6 if minor amendments to a policy document are required these can be made administratively. Minor amendments are amendments that are not of a substantive nature, and include grammatical and formatting changes, changes to positions, titles or organisation structure and legislative references or requirements;

5.7 any substantive amendments, which are changes to the policy document content, require the approval of Council in the same manner as a new policy document would which includes community consultation in accordance with clauses 4.1 to 4.6; and

5.8 Council approval of the repeal of a policy document is required.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance.
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

POLICY NO: 4.1.1

POLICY MANUAL – ADOPTION AND REVIEW OF POLICIES

OBJECTIVES

To:

- provide the Council with a formal written record of all policy decisions;
- provide Employees with precise guidelines in which to act in accordance with the Council's direction;
- enable Employees to act promptly in accordance with Council's requirements, but without continual reference to Council;
- enable the Council to maintain a continual review of Council Policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- enable ratepayers to obtain immediate advice on matters of Council Policy.

POLICY STATEMENT

Section 2.7 of the Local Government Act 1995 prescribes part of the role of a Council is to *"determine the local government's policies"*.

The Act does not define the term *"policy"* and hence, for the purpose of the City it shall mean:

"A general rule or principles, adopted by the Council to provide clear direction to Employees for the day to day management of the local government, to be applied in the exercise of a function under which authorisation may, or is to, be given or authorised or give direction to the City to align with community values and aspirations.

Policies set a guiding direction for the management of the City and establish a fair and cohesive approach to solving issues. Policies help to ensure fair and equitable decisions are made and that strategies are established and understood by all.

Policies adopted by the City of Vincent will enable the more efficient and effective use of the City's resources and will enable Employees and the Council to make decisions based on the principles of equity, fairness, natural justice, transparency of decision making and good government as well as meeting statutory requirements."

1. Policy Development

Where a matter for consideration by the Council is identified as having longer term policy implications, the appropriate staff shall develop a policy for Council's consideration. Where feasible, this will be undertaken in conjunction with the matter under consideration with a report outlining principles and issues of the policy proposal being prepared, together with a draft policy for inclusion in an Ordinary Council Meeting Agenda for consideration by the Council.

If the Council requests the development of a new policy, a background report outlining principles and issues of the policy proposal shall be prepared by staff, together with a draft policy (if appropriate) for inclusion in an Ordinary Council Meeting Agenda for consideration by the Council.

New policies or amendments to existing policies shall be made only on:

(a) An Agenda Report clearly setting out details of new or amended policies;

(b) *"Motions of Which Previous Notice has been Given"* from Elected Members and approved by the Council.

2. Proposed New Policies and Major Amendment to Existing Policies

New policy development shall incorporate consultation with:

- Elected Members;
- appropriate senior Staff;
- relevant statutory and regulatory agencies; and
- any other stakeholders relevant to the policy proposal.

After approval in principle by the Council, all proposed new policies and major amendments to existing policies are to be advertised for community consultation for a minimum of twenty-one (21) days.

At the conclusion of the community consultation period, the Council is to consider all written submissions received via a report from the Chief Executive Officer.

If no public submissions are received, the amended/draft policy is to be included into the City's Policy Manual.

3. Minor Amendments to Existing Policies

Minor amendments to existing policies shall be carried out via the standard reporting process in the Agenda for Ordinary Council Meetings.

4. Review of Policies

All policies within the Policy Manual shall be reviewed every five (5) years and a report presented to Council detailing proposed changes, if any.

This does not, however, limit the review of individual policies during the year if identified as requiring review and/or amendment prior to the next review date.

5. Increase by Consumer Price Index for Financial Amounts

All financial amounts in the City's policies will be increased by the Consumer Price Index (Perth) on 1 July each year, without the need to formally report to the Council.

6. Use of Titles, Organisational Names and the like

The Chief Executive Officer is authorised to amend policies to reflect any change in titles, organisational names, legislation description or reference and the like, without the need to formally report to the Council.

Date Adopted:	**23 January 2007**
Date Amended:	**-**
Date Reviewed:	**28 February 2012**
Date of Next Review:	**February 2017**

8.3 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 1 DECEMBER 2020

Attachments: **1. Audit Committee Meeting Minutes - 1 December 2020** ⇩

RECOMMENDATION:

That Council:

1. RECEIVES this report from the Audit Committee meeting of 1 December 2020 and the minutes of that meeting at Attachment 1;

2. APPROVES the recommendations of the Audit Committee as follows:

2.1 RECEIVES the review pursuant to regulation 17 of the *Local Government (Audit) Regulations 1996* and regulation 5 of the *Local Government (Financial Management) Regulations 1996;*

2.2 RECEIVES the Auditor's management letters (Financial Audit and Information System Audit), exit brief and Audited Annual Financial Statements for the year ended 30 June 2020;

2.3 RECOMMENDS to Council the adoption of the Audited Annual Financial Statements for the year ended 30 June 2020, subject to the finalisation of the Mindarie Regional Council financial statements, in consultation with Audit Committee members, and that it note that the 7 significant findings in the Financial Audit;

2.4 REQUESTS the Chief Executive Officer to prepare a report to the Budget Workshop on improvements to own source revenue coverage and operating surplus ratios as part of the 2021 budget process;

2.5 NOTES the status update for the two significant findings arising from the IS Audit for the period 1 July 2019 – 30 June 2020; and

2.6 NOTES the status of the City's Audit Log as at 1 December 2020 and the amendment to the proposed completion date for the following items:

- **EA 2020/10 (1) (a) and (b) – Office of the Auditor General Information Systems Audit – Database Security**
- **EA 2020/10 (3) Office of the Auditor General Information Systems Audit - Segregation of Duties**
- **EA 2020/10 (4) - Office of the Auditor General Information Systems Audit – Information Security Policy**
- **EA 2020/10 (9) - Office of the Auditor General Information Systems Audit - Authority**
- **User Review Process**
  EA 2020/10 (12) - Office of the Auditor General Information Systems Audit –
- **Unauthorised Device Connections**
- **EA 2020/10 (18) - Office of the Auditor General Information Systems Audit – Contract Management**
- **EA 2020/10 (20) - Office of the Auditor General Information Systems Audit – Business Continuity Plan – Testing**

PURPOSE OF REPORT:

To report to Council the proceedings of the Audit Committee at its meeting held on 1 December 2020 in accordance with clause 2.21(1) of the City's Meeting Procedures Local Law 2008.

BACKGROUND:

The City's Audit Committee is a statutory committee of Council, established in accordance with section 7.1A of the *Local Government Act 1995*. The role of the Audit Committee is to provide independent advice and assurance to Council over the City's risk management, internal controls, legislative compliance and financial management.

The Audit Committee meets approximately every two months and comprises of three external independent members (one of which is the Audit Committee Chair) and four Elected Members.

DETAILS:

At its meeting on 1 December 2020, the Audit Committee considered six agenda items as follows:

5.1 Regulation 5 and Regulation 17 review report and recommendations
5.2 Review of Office of the Auditor General Audit Report - Waste Management - Service Delivery
5.3 Audited Financial Statements and Management letters for year ended 30 June 2020
5.4 Review of the City's Audit Log
5.5 Risk Assessment of Ageing Sporting Infrastructure Assets
5.6 ICT Audit

Details of the key agenda items are set out below.

5.1 Regulation 5 and Regulation 17 review report and recommendations

Stantons International provided its Regulation 5 and Regulation 17 review. The 13 findings were added to the City's Audit Log, with the proposed actions and timeframes listed. No significant issues were identified.

5.2 Review of Office of the Auditor General Audit Report - Waste Management - Service Delivery

This item was deferred to the 2 March 2021 meeting of the Audit Committee due to time constraints.

5.3 Audited Financial Statements and Management letters for year ended 30 June 2020

The Office of the Auditor General provided its financial audit. The 9 findings were added to the City's Audit Log, with the proposed actions and timeframes listed. Five significant issues were identified, as listed below.

5.4 Review of the City's Audit Log

22 items were added to the City's Audit Log as a result of the Financial Audit and Reg 5 and Reg 17 review, 5 of which are significant. There are now 9 significant items outstanding. A summary of the items added, completed and ongoing is below.

	Total	Significant	Moderate	Minor
Open as at 20 October 2020	26	3	19	4
New Actions Added	22	5	11	6
Implemented/Closed	4	2		2
Open as at 1 December 2020	44	6	30	8

The ongoing significant items are:

1. EA: 2019/7 Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations

2. EA: 2019/8 Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations

3. EA:2020/10 (1) (a) and (b) Office of the Auditor General Information Systems Audit – Database Security

The significant items added in November 2020 are:

4. EA: 2020/12 (14) Office of the Auditor General – Financial Audit – Access Levels within Authority

5. EA: 2020/12 (15) Office of the Auditor General – Financial Audit – Evidence of Review of changes to employee Masterfile

6. EA: 2020/12 (18) Office of the Auditor General – Financial Audit – Adverse trends in financial ratios.

It was also noted by the Audit Committee that the completion date for 8 items was extended. The Audit Committee recommended to Council that it note these amendments.

5.5 Risk Assessment of Ageing Sporting Infrastructure Assets

This item was deferred to the 2 March 2021 meeting of the Audit Committee due to time constraints.

5.6 ICT Audit

The Audit Committee considered the status updates to the two significant findings arising from the Office of the Auditor General ICT Audit findings.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Clause 2.21 of the City's Meeting Procedures Local Law 2008 states that the report and minutes of a Committee meeting are to be provided to Council.

The Audit Committee Terms of Reference govern the functions, powers and membership of the Audit Committee.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider the report and minutes of the Audit Committee meeting on 20 October 2020.

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.

PUBLIC HEALTH IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

As detailed in the Annual Financial Statements.

CITY OF VINCENT

MINUTES

Audit Committee

1 December 2020

Table of Contents

1 Introduction and Welcome 3

2 Apologies / Members on Approved Leave of Absence 3

3 Declarations of Interest 3

4 Confirmation of Minutes 4

5 Business Arising 5

5.3 Audited Financial Statements and Management letters for year ended 30 June 2020 5

5.1 Regulation 5 and Regulation 17 review report and recommendations 72

5.6 ICT Audit 95

5.4 Review of the City's Audit Log 96

5.2 Review of Office of the Auditor General Audit Report - Waste Management - Service Delivery 99

5.5 Risk Assessment of Ageing Sporting Infrastructure Assets 99

6 General Business 100

7 Next Meeting 100

8 Closure 100

MINUTES OF CITY OF VINCENT
AUDIT COMMITTEE
HELD AT THE E-MEETING AND ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 1 DECEMBER 2020 AT

PRESENT:	**Mr Conley Manifis**	**Independent External Member (Chair)**
	Mr Robert Piper	**Independent External Member**
	Mr Aaron Smith	**Independent External Member**
	Cr Dan Loden	**North Ward (left at 2.34pm during Item 5.3)**
	Cr Ashley Wallace	**South Ward**
	Cr Susan Gontaszewski	**South Ward**
IN ATTENDANCE:	**David MacLennan**	**Chief Executive Officer**
	Virginia Miltrup	**Executive Director Community & Business Services**
	Vanisha Govender	**Executive Manager Financial Services**
	Meluka Bancroft	**Executive Manager Corporate Strategy & Governance**
	Nirav Shah	**Coordinator Financial Services**
	Peter Ferguson	**Executive Manager ICT (for Items 5.4 and 5.6)**
	Mark Ambrose	**Senior Director, Office of the Auditor General (for Item 5.3)**
	Jeff Sweetham	**Audit Manager, Office of the Auditor General (for Item 5.3)**
	Kerry Flynn	**Audit Manager, Stantons International (for Item 5.1)**
	Wendy Barnard	**Council Liaison Officer**

1 INTRODUCTION AND WELCOME

The Presiding Member, Conley Manifis, declared the meeting open at 2.04pm 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

Cr Joshua Topelberg was an apology at this meeting.

3 DECLARATIONS OF INTEREST

Conley Manifis declared an impartiality interest. The extent of his interest is that his company is contracted by the Office of the Auditor General to complete external audits.

4 CONFIRMATION OF MINUTES

COMMITTEE DECISION

Moved: Mr Piper, Seconded: Cr Gontaszewski

That the minutes of the Audit Committee held on 20 October 2020 be confirmed.

CARRIED UNANIMOUSLY (6-0)

For: Mr Manifis, Cr Loden, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

(Cr Topelberg was an apology for the Meeting.)

5 BUSINESS ARISING

5.3 AUDITED FINANCIAL STATEMENTS AND MANAGEMENT LETTERS FOR YEAR ENDED 30 JUNE 2020

Attachments:

1. **Audit Management Letter - Financial Audit**
2. **Audit Management Letter - Information Systems**
3. **Annual Financial Audit - Exit brief**
4. **Auditor's Opinion**
5. **Financial Statements as at 30 June 2020**

RECOMMENDATION:

That the Audit Committee:

1. **RECEIVES the Auditor's management letters (Financial Audit and Information System Audit) and exit brief, prepared for the year ending 30 June 2020 at Attachments 1, 2 and 3;**

2. **RECEIVES the Audit Opinion (unsigned) for the year ended 30 June 2020 at Attachment 4;**

3. **RECEIVES the Audited Annual Financial Statements for the year ended 30 June 2020 at Attachment 5; and**

4. **RECOMMENDS to Council the adoption of the Audited Annual Financial Statements for the year ended 30 June 2020.**

Moved: Cr Gontaszewski, **Seconded:** Cr Wallace

That the recommendation be adopted.

AMENDMENT 1

Moved: Cr Gontaszewski, **Seconded:** Mr Smith

That the recommendation be amended as follows:

5. **REQUESTS the Chief Executive Officer to prepare a report for a Budget Workshop on improvements to the City's own source revenue coverage and operating surplus ratios as part of the 2021 budget process.**

AMENDMENT CARRIED (5-0)

For: Mr Manifis, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

(Cr Topelberg was an apology for the Meeting.)

(Cr Loden was an apology for this Vote.)

AMENDMENT 2

Moved: Mr Piper, **Seconded:** Cr Gontaszewski

That the recommendation be amended as follows:

6. RECOMMENDS that Council note the 7 significant findings in the Financial Audit.

AMENDMENT CARRIED (5-0)

For: Mr Manifis, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

(Cr Topelberg was an apology for the Meeting.)

(Cr Loden was an apology for this Vote.)

AMENDMENT 3

Moved: Mr Piper, Seconded: Cr Gontaszewski

That recommendation 4 be amended to include the following:

4. **RECOMMENDS to Council the adoption of the Audited Annual Financial Statements for the year ended 30 June 2020, subject to the finalisation of the Mindarie Regional Council financial statements, in consultation with Audit Committee members;**

COMMITTEE DECISION ITEM 5.3

That the Audit Committee:

1. **RECEIVES the Auditor's management letters (Financial Audit and Information System Audit) and exit brief, prepared for the year ending 30 June 2020 at Attachments 1, 2 and 3;**
2. **RECEIVES the Audit Opinion (unsigned) for the year ended 30 June 2020 at Attachment 4;**
3. **RECEIVES the Audited Annual Financial Statements for the year ended 30 June 2020 at Attachment 5;**
4. **RECOMMENDS to Council the adoption of the Audited Annual Financial Statements for the year ended 30 June 2020, subject to the finalisation of the Mindarie Regional Council financial statements, in consultation with Audit Committee members;**
5. **REQUESTS the CEO to prepare a report for a Budget Workshop on improvements to the City's own source revenue coverage and operating surplus ratios as part of the 2021 budget process; and**
6. **RECOMMENDS that Council note the 7 significant findings in the Financial Audit.**

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

(Cr Topelberg was an apology for the Meeting.)

(Cr Loden was an apology for this Vote.)

At 2.34pm Cr Dan Loden left the meeting.

Attachment 1. Audit Management Letter - Financial Audit - Confidential

Attachment 2 - Audit Management Letter - Information Systems - Confidential

Attachment 3 - Annual Financial Audit - Exit brief - Confidential

Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the City of Vincent

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the City of Vincent which comprises the Statement of Financial Position as at 30 June 2020, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion the annual financial report of the City of Vincent:

(i) is based on proper accounts and records; and

(ii) fairly represents, in all material respects, the results of the operations of the City for the year ended 30 June 2020 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the City in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matters – Basis of Accounting

I draw attention to the matters below. My opinion is not modified in respect of these matters:

I draw attention to Notes 1 and 11 to the annual financial report, which describes the basis for accounting. The annual financial report has been prepared for the purpose of fulfilling the City's financial reporting responsibilities under the Act. Regulation 17A of the Local Government (Financial Management) Regulations 1996 (Regulations), requires a local government to measure vested improvements at fair value and the associated vested land at zero cost. This is a departure from AASB 16 *Leases* which would have required the entity to measure the vested improvements also at zero cost.

I draw attention to Notes 1 and 11 to the annual financial report, which describes the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the City's financial reporting responsibilities under the Act. In respect of the comparatives for the previous year ended 30 June 2019, Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), did not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report.

7th Floor Albert Facey House 469 Wellington Street Perth MAIL TO: Perth BC PO Box 8489 Perth WA 6849 TEL: 08 6557 7500 FAX: 08 6557 7600

Emphasis of Matter – Restatement of Comparative Balances
I draw attention to Note 30 to the annual financial report which states the amounts reported in the previously issued 30 June 2019 annual financial report have been restated and disclosed as comparatives in this annual financial report. My opinion is not modified in respect of this matter.

Responsibilities of the Chief Executive Officer and Council for the Financial Report
The Chief Executive Officer (CEO) of the City is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of the annual financial report that is free from material misstatement, whether due to fraud or error. In preparing the annual financial report, the CEO is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the City.

The Council is responsible for overseeing the City's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Report
The objectives of my audit are to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the annual financial report.

A further description of my responsibilities for the audit of the annual financial report is located on the Auditing and Assurance Standards Board website at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf. This includes the identification and assessment of the risk of material misstatement due to fraud arising from management override of controls. This description forms part of my auditor's report.

Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

(i) In my opinion, the following material matters indicate significant adverse trends in the financial position of the City:
   a. The asset sustainability ratio as reported in Note 33 of the annual financial report has been below the Department of Local Government, Sports and Cultural Industries' standard for the current year and past 2 years.
   b. The debt service cover ratio as reported in Note 33 of the annual financial report is below the Department of Local Government, Sports and Cultural Industries' basic standard in the current year and below the City's actual result for the past 2 years.
   c. The operating surplus ratio as reported in Note 33 of the annual financial report has been below the Department of Local Government, Sports and Cultural Industries' basic standard for the current year and past 2 years.

(ii) The following material matters indicating non-compliance with Part 6 of the *Local Government Act 1995*, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law were identified during the course of my audit:
   a. Access controls over a key system of the City were inadequate to enforce adequate segregation of duties. This could lead to inappropriate use of the systems, however our audit testing did not identify any inappropriate use.
   b. No evidence was retained to demonstrate whether changes to the employee master file, including bank account details, were being authorised by an officer other than the person making the amendment. This increases the risk that authorised changes may be made, resulting in errors or funds being inappropriately transferred. Our audit did not identify any instance of unauthorised changes.

(iii) All required information and explanations were obtained by me.
(iv) All audit procedures were satisfactorily completed.
(v) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Other Matter
The financial ratios for 2018 in Note 33 of the annual financial report were audited by another auditor when performing their audit of the City for the year ended 30 June 2018. The auditor expressed an unmodified opinion on the annual financial report for that year.

Matters Relating to the Electronic Publication of the Audited Financial Report
This auditor's report relates to the annual financial report of the City of Vincent for the year ended 30 June 2020 included on the City's website. The City's management is responsible for the integrity of the City's website. This audit does not provide assurance on the integrity of the City's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.

CAROLINE SPENCER
AUDITOR GENERAL
FOR WESTERN AUSTRALIA
Perth, Western Australia
December 2020

CITY OF VINCENT

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2020

TABLE OF CONTENTS

Statement by Chief Executive Officer	2
Statement of Comprehensive Income by Nature or Type	3
Statement of Comprehensive Income by Program	4
Statement of Financial Position	5
Statement of Changes in Equity	6
Statement of Cash Flows	7
Rate Setting Statement	8
Notes to and forming part of the Financial Report	9 - 59
Independent Auditor's Report	60

CITY'S VISION

To be a clever, creative and courageous local government.

Principal place of business:
244 Vincent Street (cnr Loftus Street)
Leederville, Western Australia, 6007

CITY OF VINCENT
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

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 2020 is based on proper accounts and records to present fairly the financial position of the City of Vincent at 30 June 2020 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 2020

Chief Executive Officer

David McLennan
Name of Chief Executive Officer

CITY OF VINCENT
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual	2020 Budget	Restated* 2019 Actual
		$	$	$
Revenue				
Rates	25(a)	35,678,835	35,691,498	34,102,294
Operating grants, subsidies and contributions	2(a)	2,010,681	941,369	1,648,628
Fees and charges	2(a)	15,718,899	15,769,274	19,415,392
Interest earnings	2(a)	813,755	748,100	1,158,675
Other revenue	2(a)	1,173,973	1,240,394	1,422,639
		55,396,143	54,390,635	57,747,628
Expenses				
Employee costs		(25,474,149)	(24,915,201)	(26,062,129)
Materials and contracts		(16,704,363)	(17,038,438)	(17,204,540)
Utility charges		(1,708,740)	(1,627,490)	(1,904,877)
Depreciation on non-current assets	11(c)	(13,917,901)	(11,717,502)	(13,372,362)
Interest expenses	2(b)	(602,866)	(713,748)	(938,465)
Insurance expenses		(494,843)	(534,879)	(501,641)
Other expenditure		(2,948,442)	(3,477,834)	(2,993,650)
		(61,851,304)	(60,025,092)	(62,977,664)
		(6,455,161)	(5,634,457)	(5,230,036)
Non-operating grants, subsidies and contributions	2(a)	1,381,848	1,470,228	1,709,727
Profit on asset disposals	11(a)	271,501	241,185	257,168
(Loss) on asset disposals	11(a)	(86,359)	(207,112)	(18,669)
Fixed assets written off	11(b)	(290,823)	0	(270,329)
Profit from sale of land (TPRC Joint Arrangement)	23(b)	362,936	250,000	414,744
Net Share of Interest in Joint Arrangements	23(b)	(37,435)	0	135,679
Change in Equity Local Govt House Trust	8(b)	577	0	4,101
		1,602,245	1,754,301	2,232,421
Net result for the period		**(4,852,916)**	**(3,880,156)**	**(2,997,615)**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus	12	585,681	0	1,258
Total other comprehensive income for the period		**585,681**	**0**	**1,258**
Total comprehensive income for the period		**(4,267,235)**	**(3,880,156)**	**(2,996,357)**

This statement is to be read in conjunction with the accompanying notes.

CITY OF VINCENT
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual	2020 Budget	Restated* 2019 Actual
		$	$	$
Revenue	2(a)			
Governance		39,309	41,000	54,495
General purpose funding		38,220,942	37,558,519	36,798,097
Law, order, public safety		239,208	164,357	143,631
Health		383,015	364,365	379,321
Education and welfare		119,745	130,342	136,380
Community amenities		1,250,827	1,209,610	1,671,503
Recreation and culture		8,214,808	7,994,103	9,765,370
Transport		6,325,383	6,325,194	8,147,802
Economic services		369,936	357,850	313,578
Other property and services		232,970	245,295	337,451
		55,396,143	54,390,635	57,747,628
Expenses	2(b)			
Governance		(3,585,162)	(3,550,734)	(2,812,931)
General purpose funding		(808,237)	(811,277)	(897,155)
Law, order, public safety		(1,616,522)	(1,660,282)	(1,392,622)
Health		(1,586,064)	(1,653,285)	(1,243,162)
Education and welfare		(1,066,112)	(1,150,722)	(1,091,576)
Community amenities		(11,575,181)	(12,354,538)	(11,894,978)
Recreation and culture		(23,997,214)	(20,935,559)	(25,807,882)
Transport		(13,911,249)	(14,000,352)	(14,333,239)
Economic services		(643,186)	(556,308)	(761,862)
Other property and services		(2,459,511)	(2,638,287)	(1,803,792)
		(61,248,438)	(59,311,344)	(62,039,199)
Finance Costs	2(b)			
Recreation and culture		(602,866)	(713,748)	(938,465)
		(602,866)	(713,748)	(938,465)
		(6,455,161)	(5,634,457)	(5,230,036)
Non-operating grants, subsidies and contributions	2(a)	1,381,848	1,470,228	1,709,727
Profit on disposal of assets	11(a)	271,501	241,185	257,168
(Loss) on disposal of assets	11(a)	(86,359)	(207,112)	(18,669)
Fixed assets written off	11(b)	(290,823)	0	(270,329)
Profit from sale of land (TPRC Joint Arrangement)	23(b)	362,936	250,000	414,744
Net Share of Interest in Joint Arrangements	23(b)	(37,435)	0	135,679
Change in Equity Local Govt House Trust	4(b)	577	0	4,101
		1,602,245	1,754,301	2,232,421
Net result for the period		**(4,852,916)**	**(3,880,156)**	**(2,997,615)**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus	12	585,681	0	1,258
Total other comprehensive income for the period		**585,681**	**0**	**1,258**
Total comprehensive income for the period		**(4,267,235)**	**(3,880,156)**	**(2,996,357)**

This statement is to be read in conjunction with the accompanying notes.

CITY OF VINCENT
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2020

	NOTE	2020	2019 Restated*	01-Jul-18 Restated *
		$	$	$
CURRENT ASSETS				
Cash and cash equivalents	3	7,539,213	6,969,088	3,256,075
Trade and Other receivables	6	3,005,497	2,833,134	3,334,281
Financial assets	4(a)	11,000	11,000	11,000
Financial assets at amortised cost	4(a)	12,643,934	17,995,781	17,609,944
Inventories	7	185,474	175,208	184,342
Other assets	8	563,899	1,159,008	0
Assets classified as held for sale	8	748,738	0	0
TOTAL CURRENT ASSETS		24,697,755	29,143,219	24,395,642
NON-CURRENT ASSETS				
Trade and Other receivables	6	1,283,110	908,879	1,197,431
Other financial assets at amortised cost	4(b)	35,611	35,034	30,933
Inventories	7	0	105,822	105,822
Interests in Joint Arrangements	23(a)	9,593,399	9,688,250	9,469,902
Property, plant and equipment	9	285,275,450	289,206,317	294,113,129
Infrastructure	10	178,006,588	179,130,965	179,727,045
Right of use Assets	15	329,536	0	0
TOTAL NON-CURRENT ASSETS		474,523,694	479,075,267	484,644,262
TOTAL ASSETS		499,221,449	508,218,486	509,039,904
CURRENT LIABILITIES				
Trade and other payables	13	6,702,481	7,200,886	4,665,044
Borrowings	17(a)	887,431	6,097,295	948,227
Employee related provisions	18	4,378,760	3,908,452	3,367,101
Contract & Capital Grant Liabilities	14	534,290	0	0
Lease liabilities	16(a)	91,377	0	0
TOTAL CURRENT LIABILITIES		12,594,339	17,206,633	8,980,372
NON-CURRENT LIABILITIES				
Borrowings	17(a)	7,916,965	7,851,061	13,948,356
Employee related provisions	18	426,880	475,086	429,113
Lease liabilities	16(a)	163,440	0	0
Contract & Capital Grant Liabilities	14	0	0	0
TOTAL NON-CURRENT LIABILITIES		8,507,285	8,326,147	14,377,469
TOTAL LIABILITIES		21,101,624	25,532,780	23,357,841
NET ASSETS		478,119,825	482,685,706	485,682,063
EQUITY				
Retained surplus		115,336,258	118,881,460	123,029,990
Reserves - cash backed	5	10,976,525	12,582,885	11,431,970
Revaluation surplus	12	351,807,042	351,221,361	351,220,103
TOTAL EQUITY		478,119,825	482,685,706	485,682,063

This statement is to be read in conjunction with the accompanying notes.

CITY OF VINCENT
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	RETAINED SURPLUS	RESERVES CASH BACKED	REVALUATION SURPLUS	TOTAL EQUITY
		$	$	$	$
Balance as at 1 July 2018		**124,733,952**	**11,431,970**	**351,527,184**	**487,693,106**
Correction of error - Nib stadium depreciation	30(b)	(2,011,043)	0	0	(2,011,043)
Correction of error - Mindarie Regional Council restatement	30(b)	307,081	0	(307,081)	0
Restated total equity at the beginning of the financial year		**123,029,990**	**11,431,970**	**351,220,103**	**485,682,063**
Comprehensive income					
Net result for the period (Original)		(982,346)	0	0	(982,346)
Correction of error - Nib stadium depreciation	30(c)	(2,011,043)	0	0	(2,011,043)
Correction of error - Mindarie Regional Council Joint Arrangement restatement	30(c)	(4,226)	0	1,258	(2,968)
Total comprehensive income		(2,997,615)	0	1,258	(2,996,357)
Transfers from/(to) reserves		(1,150,915)	1,150,915	0	0
Balance as at 30 June 2019		**118,881,460**	**12,582,885**	**351,221,361**	**482,685,706**
Change in accounting policy	29	(298,646)	0	0	(298,646)
Restated total equity at the beginning of the financial year		**118,582,814**	**12,582,885**	**351,221,361**	**482,387,060**
Comprehensive income					
Net result for the period		(4,852,916)	0	0	(4,852,916)
Other comprehensive income	12	0	0	585,681	585,681
Total comprehensive income		(4,852,916)	0	585,681	(4,267,235)
Transfers from/(to) reserves		1,606,360	(1,606,360)	0	0
Balance as at 30 June 2020		**115,336,258**	**10,976,525**	**351,807,042**	**478,119,825**

This statement is to be read in conjunction with the accompanying notes.

CITY OF VINCENT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual $	2020 Budget $	Restated* 2019 Actual $
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		35,248,770	35,526,498	33,939,855
Operating grants, subsidies and contributions		2,246,324	947,389	685,557
Fees and charges		15,705,060	19,580,225	19,415,392
Interest received		813,755	933,288	1,158,675
Goods and services tax received		1,182,126	0	1,299,640
Other revenue		1,173,973	1,226,243	1,422,639
		56,370,008	58,213,643	57,921,758
Payments				
Employee costs		(25,052,047)	(25,493,467)	(25,277,634)
Materials and contracts		(16,586,788)	(16,683,962)	(13,791,388)
Utility charges		(1,708,740)	(1,718,630)	(1,904,877)
Interest expenses		(602,866)	(723,058)	(938,465)
Insurance expenses		(494,843)	(534,879)	(698,811)
Goods and services tax paid		(1,285,070)	0	(1,383,034)
Other expenditure		(2,872,387)	(3,359,584)	(2,993,651)
		(48,602,741)	(48,513,580)	(46,987,860)
Net cash provided by (used in) operating activities	19	7,767,267	9,700,063	10,933,899
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment		(4,760,635)	(7,477,716)	(3,066,527)
Payments for construction of infrastructure		(4,736,567)	(7,297,661)	(5,193,886)
Payments for financial assets at amortised cost		0	0	(385,837)
Non-operating grants, subsidies and contributions		1,381,848	1,470,228	1,709,727
Proceeds from sale of property, plant & equipment		564,646	555,000	330,531
Distributions from Joint Arrangements		250,000	250,000	333,333
Proceeds from financial assets at amortised cost - term deposits		5,351,846	0	0
Net cash provided by (used in) investment activities		(1,948,862)	(12,500,149)	(6,272,658)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings		(6,143,960)	(6,143,960)	(948,227)
Proceeds from new borrowings		1,000,000	1,000,000	0
Payments for principal portion of lease liabilities		(104,320)	0	0
Net cash provided by (used in) financing activities		(5,248,280)	(5,143,960)	(948,227)
Net increase (decrease) in cash held		570,125	(7,944,046)	3,713,013
Cash at beginning of year		6,969,088	21,955,208	3,256,075
Cash and cash equivalents at the end of the year	19	7,539,213	14,011,162	6,969,088

This statement is to be read in conjunction with the accompanying notes.

CITY OF VINCENT
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual	2020 Budget	2019 Actual
		$	$	$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	26 (c)	5,811,178	5,811,178	5,524,402
		5,811,178	5,811,178	5,524,402
Revenue from operating activities (excluding rates)				
Governance		39,886	41,000	58,596
General purpose funding		2,542,107	1,867,021	2,695,803
Law, order, public safety		282,123	164,357	168,589
Health		398,145	371,864	379,321
Education and welfare		119,745	130,342	187,490
Community amenities		1,266,148	1,209,610	1,675,074
Recreation and culture		8,216,809	7,994,103	9,788,806
Transport		6,325,383	6,371,190	8,147,802
Economic services		369,936	365,721	313,578
Other property and services		754,605	675,114	1,041,967
		20,314,887	19,190,322	24,457,026
Expenditure from operating activities				
Governance		(3,585,162)	(3,550,734)	(2,820,918)
General purpose funding		(808,237)	(811,277)	(897,155)
Law, order, public safety		(1,616,522)	(1,660,282)	(1,392,622)
Health		(1,586,190)	(1,653,285)	(1,243,162)
Education and welfare		(1,066,112)	(1,150,722)	(1,095,752)
Community amenities		(11,575,181)	(12,354,538)	(11,960,717)
Recreation and culture		(24,633,557)	(21,656,102)	(26,799,616)
Transport		(14,113,153)	(14,007,395)	(14,334,258)
Economic services		(698,626)	(556,308)	(908,665)
Other property and services		(2,545,745)	(2,831,561)	(1,813,797)
		(62,228,485)	(60,232,204)	(63,266,662)
Non-cash amounts excluded from operating activities	26(a)	13,771,438	11,433,429	12,980,081
Amount attributable to operating activities		(22,330,982)	(23,797,275)	(20,305,153)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		1,381,848	1,470,228	1,709,727
Proceeds from disposal of assets	11(a)	564,646	555,000	330,531
Distributions from Joint Arrangements		250,000	250,000	333,333
Purchase of property, plant and equipment	9(a)	(4,760,635)	(5,769,009)	(3,066,526)
Purchase and construction of infrastructure	10(a)	(4,736,567)	(5,369,018)	(5,193,886)
		(7,300,708)	(8,862,799)	(5,886,821)
Non-cash amounts excluded from investing activities		(282,726)	0	0
Amount attributable to investing activities		(7,583,434)	(8,862,799)	(5,886,821)
FINANCING ACTIVITIES				
Repayment of borrowings	17(b)	(6,143,960)	(6,143,960)	(948,227)
Proceeds from borrowings	17(b)	1,000,000	1,000,000	0
Transfers to reserves (restricted assets)	5	(3,313,605)	(3,339,634)	(2,098,939)
Transfers from reserves (restricted assets)	5	4,919,965	5,445,566	948,024
Payments for principal portion of lease liabilities		(104,320)	0	0
Amount attributable to financing activities		(3,641,920)	(3,038,028)	(2,099,142)
Surplus/(deficit) before imposition of general rates		(33,556,336)	(35,698,102)	(28,291,116)
Total amount raised from general rates	25	35,678,835	35,691,498	34,102,294
Surplus/(deficit) after imposition of general rates	26(c)	**2,122,499**	**(6,604)**	**5,811,178**

This statement is to be read in conjunction with the accompanying notes.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

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.

AMENDMENTS TO LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996
The Local Government (Financial Management) Regulations 1996 take precedence over Australian Accounting Standards. Prior to 1 July 2019, Financial Management Regulation 16 arbitrarily prohibited a local government from recognising as assets Crown land that is a public thoroughfare, i.e. 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 pertaining to vested land, including land under roads acquired on or after 1 July 2008, were not recognised in previous financial reports of the City. This was not in accordance with the requirements of AASB 1051 Land Under Roads paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 7.

From 1 July 2019, the City has applied AASB 16 Leases which requires leases to be included by lessees in the statement of financial position. Also, the Local Government (Financial Management) Regulations 1996 have been amended to specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position) rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

The City has not been impacted by this change.

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.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS
On 1 July 2020 the following new accounting standards are to be adopted:
- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-7 Amendments to Australian Accounting Standards - Materiality

AASB 1059 Service Concession Arrangements: Grantors is not expected to impact the financial report.

Specific impacts of AASB 2018-7 Amendments to Australian Accounting Standards - Materiality, have not been identified.

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 28 to these financial statements.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES

REVENUE RECOGNITION POLICY

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/ Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by Council annually	When taxable event occurs	Not applicable	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by Council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by Council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by Council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by Council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by Council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by Council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by Council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Kiosk and Beatty Park retail stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

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:

	2020 Actual	2020 Budget	2019 Actual
	$	$	$
Operating grants, subsidies and contributions			
Governance	0	0	16,410
General purpose funding	1,185,135	562,808	1,088,424
Law, order, public safety	3,559	3,000	3,438
Health	4,841	1,500	2,566
Education and welfare	4,000	0	0
Community amenities	313,851	244,497	246,815
Recreation and culture	430,991	77,055	159,520
Transport	24,343	24,500	23,998
Economic services	2,067	1,550	2,071
Other property and services	41,894	26,459	105,386
	2,010,681	941,369	1,648,628
Non-operating grants, subsidies and contributions			
Law, order, public safety	247,286	0	234,510
Recreation and culture	57,885	0	61,603
Transport	1,076,677	1,470,228	1,413,614
	1,381,848	1,470,228	1,709,727
Total grants, subsidies and contributions	3,392,529	2,411,597	3,358,355
Fees and Charges			
Governance	798	1,000	640
General purpose funding	363,948	375,000	369,294
Law, order, public safety	235,649	161,357	140,193
Health	374,718	359,028	372,216
Education and welfare	78,153	95,690	99,940
Community amenities	928,691	963,745	1,113,065
Recreation and culture	7,034,818	7,120,291	8,837,544
Transport	6,252,688	6,250,294	8,082,118
Economic services	364,268	351,300	305,884
Other property and services	85,168	91,569	94,498
	15,718,899	15,769,274	19,415,392

SIGNIFICANT ACCOUNTING POLICIES

Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

	2020 Actual	2020 Budget	2019 Actual
	$	$	$
Contracts with customers and transfers for recognisable non-financial assets			
Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the City was recognised during the year for the following nature or types of goods or services:			
Non-operating grants, subsidies and contributions	1,381,848	1,470,228	1,709,727
	1,381,848	1,470,228	1,709,727
Transfers intended for acquiring or constructing recognisable non financial assets included as a contract liability at the start of the period	282,726	0	0
Other revenue from performance obligations satisfied during the year	1,099,122	1,470,228	1,709,727
	1,381,848	1,470,228	1,709,727
Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:			
Contract liabilities from contracts with customers	368,289	0	0
Capital grant liabilities from transfers for recognisable non financial assets	166,000	0	0

Impairment of assets associated with contracts with customers are detailed at note 2 (b) under 'Other expenditure'.
Contract liabilities for contracts with customers primarily relate to prepayments of membership fees relating to Beatty Park Leisure Centre and grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met. Consideration from contracts with customers is included in the transaction price.
Performance obligations in relation to Capital grant liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)	2020 Actual	2020 Budget	2019 Actual
	$	$	$
Revenue from statutory requirements			
Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:			
General rates	35,678,835	35,691,498	34,102,294
Specified area rates	0	0	0
Service charges	0	0	0
Statutory permits and licences	164,034	108,168	70,506
Fines	1,905,683	1,718,500	2,430,037
Developer contributions	0	0	
	37,748,552	37,518,166	36,602,837
Other revenue			
Reimbursements and recoveries	955,392	1,024,542	1,059,543
Other	218,581	215,852	363,096
	1,173,973	1,240,394	1,422,639
Interest earnings			
Municipal funds	297,684	250,000	526,802
Reserve funds	223,720	200,000	295,189
Rates instalment and penalty interest (refer Note 25(c))	290,973	295,000	333,867
Other interest earnings	1,378	3,100	2,817
	813,755	748,100	1,158,675

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

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

2. REVENUE AND EXPENSES (Continued)

(b) Expenses	2020 Actual	2020 Budget	2019 Actual
	$	$	$
Auditors remuneration			
- Audit of the Annual Financial Report	55,000	55,000	55,000
	55,000	55,000	55,000
Interest expenses (finance costs)			
Borrowings (refer Note 17(b))	601,738	713,748	938,465
Lease liabilities	1,128	0	0
	602,866	713,748	938,465
Other expenditure			
Loss allowance on trade and other receivables	76,054	0	538,544
Sundry expenses	2,872,388	3,477,834	2,993,650
	2,948,442	3,477,834	3,532,194

In addition to the credit loss allowance recognition required as per AASB 9, the City has incorporated additional credit risk associated with the effects of COVID-19 on the local economy.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

3. CASH AND CASH EQUIVALENTS

	NOTE	2020	Restated* 2019	Restated* 01-Jul-18
		$	$	$
Cash at Bank and on hand		7,539,213	6,969,088	3,256,075
Total cash and cash equivalents		7,539,213	6,969,088	3,256,075
Comprises:				
- Cash and cash equivalents		3,672,333	3,928,000	2,402,836
- Term deposits maturity < 3 months		0	2,200,000	0
- Restricted cash		3,866,880	841,088	853,239
		7,539,213	6,969,088	3,256,075
The following restrictions have been imposed by regulations or other externally imposed requirements:				
Reserves - cash backed		3,332,590	87,104	0
Unspent grants/contributions		0	753,984	853,239
Contract liabilities from contracts with customers	14	368,289	0	0
Capital grant liabilities from transfers for recognisable non financial assets	14	166,000	0	0
Total restricted cash and cash equivalents		3,866,880	841,088	853,239

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 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.

Restricted assets
Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

4. OTHER FINANCIAL ASSETS

		2020	Restated* 2019	Restated* 01-Jul-18
		$	$	$
(a) Current assets				
Financial assets at fair value through profit and loss				
Shares in unlisted corporation - North Perth Community Financial Services Ltd		11,000	11,000	11,000
		11,000	11,000	11,000
Other financial assets at amortised cost				
- Financial assets at amortised cost - term deposits (Maturity > 3 months)	30(a)	12,643,934	17,995,781	17,609,944
Comprises:				
Unrestricted Term deposits - Municipal		5,000,000	5,500,000	7,000,000
Restricted Term deposits - Reserves		7,643,934	12,495,781	10,609,944
		12,643,934	17,995,781	17,609,944
(b) Non-current assets				
Financial assets at fair value through profit and loss				
Investment in Local Government House Trust		35,611	35,034	30,933
		35,611	35,034	30,933

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The City classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cash flows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss

The City classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the City has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 27.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

5. RESERVES

		2020 Actual Opening Balance	2020 Actual Transfer to	2020 Actual Transfer (from)	2020 Actual Closing Balance	2020 Budget Opening Balance	2020 Budget Transfer to	2020 Budget Transfer (from)	2020 Budget Closing Balance	2019 Actual Opening Balance	2019 Actual Transfer to	2019 Actual Transfer (from)	2019 Actual Closing Balance
		$	$	$	$	$	$	$	$	$	$	$	$
(a)	Administration Centre Reserve	0	0	0	0	0	0	0	0	363	1	(364)	0
(b)	Asset Sustainability Reserve	4,135,364	1,532,182	(374,349)	5,293,197	4,198,844	1,516,860	(374,349)	5,341,355	3,896,230	768,108	(528,974)	4,135,364
(c)	Beatty Park Leisure Centre Reserve	99,246	1,972	0	101,218	99,278	1,927	0	101,205	149,681	4,565	(55,000)	99,246
(d)	Capital Reserve	0	0	0	0	0	0	0	0	7,671	17	(7,688)	0
(e)	Cash In Lieu Parking Reserve	1,867,959	58,233	0	1,926,192	1,846,678	62,968	0	1,909,646	1,688,491	193,128	(13,660)	1,867,959
(f)	246 Vincent Street Building Reserve	421,187	8,149	(28,180)	401,156	445,105	7,196	(28,181)	424,120	536,594	14,122	(129,529)	421,187
(g)	Electronic Equipment Reserve	0	0	0	0	0	0	0	0	54,004	119	(54,123)	0
(h)	Hyde Park Lake Reserve	156,166	3,103	0	159,269	156,142	3,030	0	159,172	152,168	3,998	0	156,166
(i)	Land and Building Acquisition Reserve	291,677	5,794	0	297,471	291,632	5,658	0	297,290	284,213	7,464	0	291,677
(j)	Leederville Oval Reserve	164,016	60,053	(130,000)	94,069	163,981	59,181	(130,000)	93,162	222,530	5,842	(64,356)	164,016
(k)	Leederville Tennis Reserve	0	0	0	0	0	0	0	0	3,024	14,665	(17,689)	0
(l)	Loftus Community Centre Reserve	31,481	5,420	0	36,901	31,475	5,359	0	36,834	24,544	6,937	0	31,481
(m)	Loftus Recreation Centre Reserve	118,291	53,234	0	171,525	117,941	54,152	0	172,093	58,631	59,660	0	118,291
(n)	North Perth Tennis Reserve	0	0	0	0	0	0	0	0	47,925	1,489	(49,414)	0
(o)	Parking Facility and Equipment Reserve	103,550	2,057	0	105,607	103,535	2,009	0	105,544	100,899	2,651	0	103,550
(p)	Percent for Art Reserve	200,000	288,867	0	488,867	200,000	327,580	(525,600)	1,980	0	200,000	0	200,000
(q)	Plant and Equipment Reserve	188,734	3,749	(170,000)	22,483	188,701	3,562	(170,000)	22,263	210,436	5,525	(27,227)	188,734
(r)	State Gymnastics Centre Reserve	102,201	7,996	0	110,197	102,652	7,553	0	110,205	83,757	18,444	0	102,201
(s)	Strategic Waste Management Reserve	21,965	975,506	0	997,471	21,962	974,202	0	996,164	21,402	563	0	21,965
(t)	Tamala Park Land Sales Reserve	4,259,422	298,916	(4,217,436)	340,902	4,258,875	300,218	(4,217,436)	341,657	3,478,572	780,850	0	4,259,422
(u)	Underground Power Reserve	205,961	4,090	0	210,051	205,930	3,995	0	209,925	200,690	5,271	0	205,961
(v)	Waste Management Plant and Equipment Reserve	215,665	4,284	0	219,949	215,632	4,184	0	219,816	210,145	5,520	0	215,665
		12,582,885	3,313,605	(4,919,965)	10,976,525	12,648,363	3,339,634	(5,445,566)	10,542,430	11,431,970	2,098,939	(948,024)	12,582,885

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

5. 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:

	Name of Reserve	Anticipated date of use	Purpose of the reserve
(a)	Administration Centre Reserve	Ongoing	For providing for major renovation, maintenance, repairs and replacement of the fixtures and fittings associated with the City's Administration and Civic Centre.
(b)	Asset Sustainability Reserve	Ongoing	For assisting Council in funding its long term asset management objectives and provide a means to spread the cost of intergenerational assets over multiple years.
(c)	Beatty Park Leisure Centre Reserve	Ongoing	For the major upgrade and redevelopment of the Beatty Park Leisure Centre including the replacement or purchase of major plant, equipment, fixtures and fittings.
(d)	Capital Reserve	Ongoing	For future major capital works and projects.
(e)	Cash In Lieu Parking Reserve	Ongoing	This reserve is established from payment of cash-in-lieu of car parking from development applicants and is to be used for providing and/or upgrading existing and proposed Transport infrastructure as defined in the City's Parking and Access Policy 7.7.1.
(f)	246 Vincent Street Building Reserve	Ongoing	For major building upgrade, maintenance, repairs, renovation and replacement of floorcovering, fixtures and fittings associated with the new Office Building and Land.
(g)	Electronic Equipment Reserve	Ongoing	For the replacement and major upgrade of electronic equipment including, but not limited to computer hardware and software, information technology and communication equipment.
(h)	Hyde Park Lake Reserve	Ongoing	For works associated with the investigation, maintenance, remedial works and the rehabilitation of the Hyde Park Lakes and surrounds.
(i)	Land and Building Acquisition Reserve	Ongoing	To ensure that proceeds of real assets disposed of are restricted to purchase other land and buildings for civic purposes.
(j)	Leederville Oval Reserve	Ongoing	For the works associated with the maintenance, repairs, upgrade and replacement of Leederville Oval buildings, fixtures, fittings and associated land.
(k)	Leederville Tennis Reserve	Ongoing	For the upgrade, renewal and replacement of the water bore and/or pump at the Leederville tennis courts, with funds contributed by the Lessee in accordance with the Special Condition - Sinking Fund provision of the Lease.
(l)	Loftus Community Centre Reserve	Ongoing	This reserve is for the purpose of capital improvements, including replacing major items of plant and equipment or renewal and modifications to the Centre.
(m)	Loftus Recreation Centre Reserve	Ongoing	This reserve is for the purpose of capital improvements, including replacing major items of plant and equipment or renewal and modifications to the Centre.
(n)	North Perth Tennis Reserve	Ongoing	For the upgrade, renewal and replacement of the North Perth tennis courts, with funds contributed by the Lessee in accordance with the Special Condition - Sinking Fund provision of the Lease.
(o)	Parking Facility and Equipment Reserve	Ongoing	This reserve is for the purchase and replacement of parking ticket machines, provision and improvement of parking information systems, security lighting, improved pathways and associated infrastructure to access parking areas and associated works.
(p)	Percent for Art Reserve	Ongoing	This reserve is funded from payment of public art contributions from development applicants and is to be used for the acquisition and provision of Public Art and associated infrastructure.
(q)	Plant and Equipment Reserve	Ongoing	For the purchase of replacement plant and equipment associated with City's works.
(r)	State Gymnastics Centre Reserve	Ongoing	This reserve is for the purpose of capital improvements, including replacing major items of plant and equipment or renewal and modifications to the Centre.
(s)	Strategic Waste Management Reserve	Ongoing	Investigation and implementation of integrated waste management strategies/programmes and initiatives, (including secondary waste treatment and costs associated with the redevelopment of Lot 118 Tamala Park).
(t)	Tamala Park Land Sales Reserve	Ongoing	For future significant/major capital works, infrastructure, project or debt reduction programme for the benefit of the City.
(u)	Underground Power Reserve	Ongoing	For the purpose of funding the City's contribution to approved underground power projects.
(v)	Waste Management Plant and Equipment Reserve	Ongoing	For the purpose of replacing plant and equipment associated with the City's waste management, minimisation and recycling operations.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

6. TRADE AND OTHER RECEIVABLES

	2020	2019
	$	$
Current		
Rates outstanding	661,370	648,084
Sundry debtors	620,700	454,133
Allowance for impairment of receivables	(194,671)	(155,806)
GST receivable	389,066	286,118
Infringement Debtors	1,710,343	1,787,271
Allowance for impairment of infringement debtors	(181,311)	(186,666)
	3,005,497	2,833,134
Non-current		
Rates outstanding	405,356	0
Rates outstanding - pensioners	145,187	133,768
Infringement Debtors	971,183	971,183
Allowance for impairment of infringement debtors	(238,616)	(196,072)
	1,283,110	908,879

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 27.

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.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

7. INVENTORIES

	2020	2019
	$	$
Current		
Depot	82,205	72,740
Beatty Park Leisure Centre	103,269	102,468
	185,474	175,208
Non-current		
Land held for resale - cost		
Land held for development (TPRC)	0	105,822
	0	105,822
The following movements in inventories occurred during the year:		
Carrying amount at 1 July	281,030	277,931
Inventories expensed during the year	(107,196)	0
Additions/(Disposals) to inventory	11,640	3,099
Carrying amount at 30 June	185,474	281,030

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.

Land held for resale
Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Land held for resale (Continued)
Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

8. OTHER ASSETS

	2020 $	2019 $
Other assets - current		
Deposits and Prepayments	272,632	791,942
Accrued Income	291,267	367,066
	563,899	1,159,008
Assets classified as held for sale		
Land - freehold	748,738	0
	748,738	0

Land classified as held for sale

During the year Council has earmarked to dispose off two parcels of freehold land located at 150 Charles Street and 202 Vincent Street. Council has approved the sale of these parcels of land in April 2020.

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Non-current assets held for sale

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

Non-current assets held for sale (Continued)

Non-current assets classified as held for sale are valued at the lower of the carrying amount and fair value less costs to sell.

The fair value of the land was determined in 2017 using the sales comparison approach using comparable properties in the area. This is a level 2 measurement as per the fair value heirachy set out in Note 31(h).

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

9. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.
Please refer to Note 15 for Right of Use Assets.

	Land - freehold land	Total land	Buildings*	Total buildings	Total land and buildings	Furniture and equipment	Plant and equipment	PPE - Work in Progress	Total property, plant and equipment
	$	$	$	$	$	$	$	$	$
Restated Balance at 1 July 2018*	128,067,500	128,067,500	158,776,540	158,776,540	286,844,040	1,445,427	5,097,619	726,044	294,113,129
Additions	0	0	1,682,807	1,682,807	1,682,807	101,590	1,019,105	263,024	3,066,526
(Disposals)	0	0	0	0	0	0	(92,033)	0	(92,033)
Expensed	0	0	0	0	0	(187,208)	(14,287)	0	(201,495)
Depreciation (expense)	0	0	(6,141,829)	(6,141,829)	(6,141,829)	(430,536)	(1,107,445)	0	(7,679,810)
Transfer to Expense	0	0	0	0	0	0	0	0	0
Transfers	0	0	726,044	726,044	726,044	0	0	(726,044)	0
Carrying amount at 30 June 2019	128,067,500	128,067,500	155,043,562	155,043,562	283,111,062	929,273	4,902,959	263,024	289,206,317
Comprises:									
Gross carrying amount at 30 June 2019	128,067,500	128,067,500	237,285,255	237,285,255	365,352,755	4,180,064	11,299,021	263,024	381,094,864
Accumulated depreciation at 30 June 2019	0	0	(82,241,693)	(82,241,693)	(82,241,693)	(3,250,791)	(6,396,063)	0	(91,888,547)
Carrying amount at 30 June 2019	128,067,500	128,067,500	155,043,562	155,043,562	283,111,062	929,273	4,902,958	263,024	289,206,317
Additions	0	0	2,147,470	2,147,470	2,147,470	74,931	2,227,874	310,360	4,760,635
(Disposals)	0	0	0	0	0	0	(379,504)	0	(379,504)
Fixed assets written off	0	0	0	0	0	(45,150)	(245,674)	0	(290,824)
Revaluation increments / (decrements) transferred to revaluation surplus	(79,000)	(79,000)	0	0	(79,000)	0	835,033	0	756,033
Depreciation (expense)	0	0	(6,527,986)	(6,527,986)	(6,527,986)	(314,272)	(1,186,211)	0	(8,028,469)
Transfer to Expense	0	0	0	0	0	0	0	0	0
Transfer to Other Current Assets (Assets held for sale)	(748,738)	(748,738)	0	0	(748,738)	0	0	0	(748,738)
Transfers	0	0	217,047	217,047	217,047	18,006	0	(235,053)	0
Carrying amount at 30 June 2020	127,239,762	127,239,762	150,880,093	150,880,093	278,119,855	662,788	6,154,476	338,331	285,275,450
Comprises:									
Gross carrying amount at 30 June 2020	127,239,762	127,239,762	239,649,772	239,649,772	366,889,534	4,002,681	11,805,243	338,331	383,035,789
Accumulated depreciation at 30 June 2020	0	0	(88,769,679)	(88,769,679)	(88,769,679)	(3,339,893)	(5,650,767)	0	(97,760,339)
Carrying amount at 30 June 2020	127,239,762	127,239,762	150,880,093	150,880,093	278,119,855	662,788	6,154,476	338,331	285,275,450

*Please refer to Note 30(d)for prior year adjustments

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

9. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis 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	3	Cost Approach	Management valuation	June 2020	Purchase costs and current condition, residual values and remaining useful life assessment inputs
Plant and equipment	2/3	Cost and Market Approach	Independent Valuation	June 2020	Market price per item - Heavy and Light fleet Cost approach - Ticket machines

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.

Following a change to Local Government (Financial Management) Regulation 17A, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change is effective from 1 July 2019 and represents a change in accounting policy.
However, this will be applied from 2020/21 onwards because the City had already completed the revaluation exercise and it was deemed fair value approximates cost at the date of change.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

10. INFRASTRUCTURE

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads	Infrastructure - Foothpaths	Infrastructure - Right of Way	Infrastructure - Drainage	Infrastructure - Park Development	Infrastructure - Car Park Development	Other Infrastructure Assets	Infrastructure Work In Progress	Total Infrastructure
	$	$	$	$	$	$	$	$	$
Balance at 1 July 2018	109,871,059	19,990,869	8,653,871	17,275,336	11,231,537	3,442,379	7,597,381	1,664,612	179,727,045
Additions	2,388,509	978,726	59,869	139,989	874,125	317,108	244,629	190,930	5,193,886
Expensed	0	0	0	0	0	0	(68,834)	0	(68,834)
Transfer to Expense	0	0	0	0	0	0	0	(28,579)	(28,579)
Depreciation (expense)	(2,920,926)	(659,524)	(208,982)	(239,935)	(915,122)	(218,441)	(529,622)	0	(5,692,552)
Transfers	295,683	1,301,979	0	0	34,980	1,200	0	(1,633,842)	0
Carrying amount at 30 June 2019	109,634,325	21,612,051	8,504,758	17,175,390	11,225,520	3,542,246	7,243,554	193,121	179,130,965
Comprises:									
Gross carrying amount at 30 June 2019	143,655,818	32,361,657	11,403,396	29,042,647	16,890,362	8,415,321	13,945,235	193,121	255,907,557
Accumulated depreciation at 30 June 2019	(34,021,493)	(10,749,606)	(2,898,638)	(11,867,257)	(5,664,842)	(4,873,075)	(6,701,681)	0	(76,776,592)
Carrying amount at 30 June 2019	109,634,325	21,612,051	8,504,758	17,175,390	11,225,520	3,542,246	7,243,554	193,121	179,130,965
Additions	1,968,723	245,413	58,648	134,342	687,314	180,058	702,389	759,680	4,736,567
Depreciation (expense)	(2,991,904)	(713,111)	(205,467)	(238,846)	(886,724)	(279,463)	(544,316)	0	(5,859,831)
Transfer to Expense	0	0	0	0	0	(1,113)	0	0	(1,113)
Transfers	2,191	0	0	0	43,540	0	0	(45,731)	0
Carrying amount at 30 June 2020	108,613,335	21,144,353	8,357,939	17,070,886	11,069,650	3,441,728	7,401,627	907,070	178,006,588
Comprises:									
Gross carrying amount at 30 June 2020	145,626,731	32,607,069	11,462,044	29,176,989	17,621,216	8,594,139	14,647,623	907,070	260,642,881
Accumulated depreciation at 30 June 2020	(37,013,396)	(11,462,716)	(3,104,105)	(12,106,103)	(6,551,566)	(5,152,411)	(7,245,996)	0	(82,636,293)
Carrying amount at 30 June 2020	108,613,335	21,144,353	8,357,939	17,070,886	11,069,650	3,441,728	7,401,627	907,070	178,006,588

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

10. INFRASTRUCTURE (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Infrastructure - Roads	3	Measurements based on unobservable inputs for the asset of liability.	Independent Valuation	June 2018	Residual Value and useful life estimates - Level 3
Infrastructure - Foothpaths	3	Measurements based on unobservable inputs for the asset of liability.	Independent Valuation	June 2018	Residual Value and useful life estimates - Level 3
Infrastructure - Right of Way	3	Measurements based on unobservable inputs for the asset of liability.	Independent Valuation	June 2018	Residual Value and useful life estimates - Level 3
Infrastructure - Drainage	3	Measurements based on unobservable inputs for the asset of liability.	Independent Valuation	June 2018	Residual Value and useful life estimates - Level 3
Infrastructure - Park Development	3	Measurements based on unobservable inputs for the asset of liability.	Independent Valuation	June 2018	Residual Value and useful life estimates - Level 3
Infrastructure - Car Park Development	3	Measurements based on unobservable inputs for the asset of liability.	Independent Valuation	June 2018	Residual Value and useful life estimates - Level 3
Other Infrastructure Assets	3	Measurements based on unobservable inputs for the asset of liability.	Independent Valuation	June 2018	Residual Value and useful life estimates - 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.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

11. 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
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). These assets are expensed immediately

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

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 once every three to five years in accordance with the regulatory framework, or when Council is of the opinion that the fair value of an asset is materially different from its carrying amount. 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 16(a)(ii),* the City was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were 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 16(a)(i) prohibits* local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of *AASB 1051, Local Government (Financial Management)* Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 July 2008 was not included as an asset of the City.

Land under roads from 1 July 2019
As a result of amendments to the Local Government (Financial Management) Regulations 1996, effective from 1 July 2019, vested land, including land under roads, are treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

The City was not impacted by this change.

Vested improvements from 1 July 2019
The measurement of vested improvements at fair value in accordance with Local Government (Financial Management) Regulation 17A(2)(iv) is a departure from AASB 16 which would have required the City to measure the vested improvements as part of the related right-of-use assets at zero cost.

Refer to Note 15 that details the significant accounting policies applying to leases (including right of use assets).

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

11. PROPERTY, PLANT AND EQUIPMENT AND INFRASTRUCTURE

The following assets were disposed of during the year.

(a) Plant and Equipment	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss	2020 Budget Net Book Value	2020 Budget Sale Proceeds	2020 Budget Profit	2020 Budget Loss	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Profit	2019 Actual Loss
	$	$	$	$	$	$	$	$	$	$	$	$
Governance	0	0	0	0	0	0	0	0	32,697	26,418	0	(6,279)
General Administration	6,141	34,427	28,288	0	0	0	0	0	0	19,145	19,146	0
Law, order, public safety	5,212	48,127	42,915	0	11,698	51,499	39,801	0	1,392	26,349	24,957	0
Health	165,933	102,849	14,033	(77,119)	48,671	56,170	7,499	0	0	0	0	0
Education and welfare	0	0	0	0	0	0	0	0	1,408	52,518	51,110	0
Housing					0	0	0	0				
Community amenities	9,106	24,427	15,321	0	3,305	9,500	6,195	0	0	0	0	0
Recreation and culture	0	0	0	0	0	0	0	0	6,449	29,885	23,436	0
Transport	0	0	0	0	15,269	14,500	0	(769)	0	0	0	0
Economic services	0	0	0	0	5,129	13,000	7,871	0	12,390	0	0	(12,390)
Other property and services	193,112	354,816	170,944	(9,240)	436,855	410,331	179,819	(206,343)	37,697	176,216	138,519	0
	379,504	564,646	271,501	(86,359)	520,927	555,000	241,185	(207,112)	92,033	330,531	257,168	(18,669)

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

11. PROPERTY, PLANT AND EQUIPMENT AND INFRASTRUCTURE (Continued)

(b) Fixed assets written off

The following assets were written off during the year.

	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Profit	2019 Actual Loss
Furniture, Plant and Equipment	$	$	$	$	$	$	$	$
Education and Welfare	0	0	0	0	4,176	0	0	(4,176)
Governance	0	0	0	0	1,708	0	0	(1,708)
Law Order and Public Safety	0	0	0	0	0	0	0	0
Other Property and Services	0	0	0	0	10,005	0	0	(10,005)
Economic Services	59,427	0	0	(59,427)	134,413	0	0	(134,413)
Recreation and Culture	29,491	0	0	(29,491)	50,175	0	0	(50,175)
Transport	201,905	0	0	(201,905)	1,018	0	0	(1,018)
	290,823	0	0	(290,823)	201,495	0	0	(201,495)
Infrastructure								
Community Amenities	0	0	0	0	65,739	0	0	(65,739)
Recreation and Culture	0	0	0	0	3,095	0	0	(3,095)
Transport	0	0	0	0	0	0	0	0
Other Property Services	0	0	0	0	0	0	0	0
	0	0	0	0	68,834	0	0	(68,834)
Total expensed	290,823	0	0	(290,823)	270,329	0	0	(270,329)

The assets above have been written off as part of the asset verification exercise undertaken as part of the revaluation exercise of Plant, Furniture and equipment.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

11. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

(c) Depreciation	2020 Actual	2020 Budget	Restated* 2019 Actual
	$	$	$
Buildings	6,527,986	4,381,662	6,141,829
Furniture and equipment	314,272	430,030	430,536
Plant and equipment	1,186,211	1,099,617	1,107,445
Infrastructure - Roads	2,991,904	2,947,104	2,920,926
Infrastructure - Foothpaths	713,111	711,622	659,524
Infrastructure - Right of Way	205,467	205,467	208,982
Infrastructure - Drainage	238,846	240,000	239,935
Infrastructure - Park Development	886,724	902,000	915,122
Infrastructure - Car Park Development	279,463	265,000	218,441
Other Infrastructure Assets	544,316	535,000	529,622
Right of Use Assets - Plant and Equipment	29,601	0	0
	13,917,901	11,717,502	13,372,362

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	15 to 80 years
Furniture and equipment	3 to 20 years
Plant and equipment	3 to 30 years
Sealed roads and streets	
Subgrade structure	not depreciated
Formation	not depreciated
Pavement	60 to 120 years
Seal	
- bituminous seals	20 years
- asphalt surfaces	30 years
Footpaths	5 to 50 years
Water supply and Drainage systems	30 to 120 years
Car park infrastructure	
Subgrade structure	not depreciated
Other infrastructure	10 to 60 years
Parks infrastructure	
Reticulation	30 years
Parks other infrastructure	7 to 80 years
Right of use Asset (plant and equipment)	3 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.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

12. REVALUATION SURPLUS

	2020 Opening Balance	2020 Revaluation Increment	2020 Revaluation (Decrement)	Total Movement on Revaluation	2020 Closing Balance	Restated* 2019 Opening Balance	Restated 2019 Revaluation Increment	Restated Total Movement on Revaluation	Restated 2019 Closing Balance
	$	$	$	$	$	$	$	$	$
Revaluation surplus - Land - freehold land	125,380,529	0	(79,000)	(79,000)	125,301,529	125,380,529	0	0	125,380,529
Revaluation surplus - Buildings	115,951,868	0	0	0	115,951,868	115,951,868	0	0	115,951,868
Revaluation surplus - Furniture and equipment	206,609	0	0	0	206,609	206,609	0	0	206,609
Revaluation surplus - Plant and equipment	2,113,335	835,033	0	835,033	2,948,368	2,113,335	0	0	2,113,335
Revaluation surplus - Joint Arrangement in Mindarie Regional Council	2,293,396	0	(170,352)	(170,352)	2,123,044	2,292,138	1,258	1,258	2,293,396
Revaluation surplus - Joint Arrangement in Tamala Park Regional Council	529	0	0	0	529	529	0	0	529
Revaluation surplus - Infrastructure - Roads	81,580,765	0	0	0	81,580,765	81,580,765	0	0	81,580,765
Revaluation surplus - Infrastructure - Foothpaths	12,870,701	0	0	0	12,870,701	12,870,701	0	0	12,870,701
Revaluation surplus - Infrastructure - Right of Way	5,142,685	0	0	0	5,142,685	5,142,685	0	0	5,142,685
Revaluation surplus - Infrastructure - Drainage	3,073,843	0	0	0	3,073,843	3,073,843	0	0	3,073,843
Revaluation surplus - Other Infrastructure Assets	2,607,101	0	0	0	2,607,101	2,607,101	0	0	2,607,101
	351,221,361	835,033	(249,352)	585,681	351,807,042	351,220,103	1,258	1,258	351,221,361

* Refer to Note 30(c) for prior year adjustements relating to Mindarie Regional Council

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

13. TRADE AND OTHER PAYABLES

	2020	2019
	$	$
Current		
Sundry creditors	3,430,516	3,387,896
Prepaid Rates	398,532	0
Accrued Expenses	1,441,561	1,507,948
Contribution Liabilities - Bonds	1,431,872	2,305,042
	6,702,481	7,200,886

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services.
The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

14. CONTRACT & CAPITAL GRANT LIABILITIES

	2020 $	2019 $
Current		
Contract liabilities from contracts with customers - Rates paid in advance	0	0
Contract liabilities from contracts with customers	368,289	0
Capital grant liabilities from transfers for recognisable non financial assets	166,000	0
	534,289	0
Performance obligations from contracts with customers are expected to be recognised as revenue in accordance with the following time bands:		
Less than 1 year	534,289	

SIGNIFICANT ACCOUNTING POLICIES

Contract Liabilities

Contract liabilities represent the the City's obligation to transfer goods or services to a customer for which the City has received consideration from the customer.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital Grant Liabilities

Capital grant Liabilities represent grant monies received for the purpose of constructing a non-financial asset in accordance to AASB 1058.

Capital grant liabilities are recognised as income when the City achieves milestones specified in the grant agreement.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

15. LEASES

(a) Right of Use Assets

Movement in the carrying amounts of each class of right of use asset between the beginning and the end of the current financial year.

	Right of Use Assets - Plant and equipment	Right of use assets Total
	$	
Carrying amount at 30 June 2019	0	0
Additions	359,137	359,137
Depreciation (expense)	(29,601)	(29,601)
Carrying amount at 30 June 2020	329,536	329,536

(b) Cash outflow from leases

Interest expense on lease liabilities	1,128	1,128
Lease principal expense	104,320	104,320
Total cash outflow from leases	105,448	105,448

(c) Other expenses and income relating to leases

Short-term lease payments recognised as expense	43,272	43,272
	43,272	43,272

The City has one lease relating to plant and equipment for ticket machines.
The lease term is 3 years with fixed term payments on a quarterly basis.

The City has not revalued the right of use assets relating to plant and equipment as the difference between the fair value and carrying amount is immaterial.

SIGNIFICANT ACCOUNTING POLICIES

Leases
At inception of a contract, the City assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the City uses its incremental borrowing rate.

Right of use assets are subsequently measured under the revaluation model as they relate to asset classes that are also revalued.

Right of use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right of use asset reflects that the City anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right of use assets are secured over the asset being leased.

Right-of-use assets - valuation
Right-of-use assets are measured at cost. This means that all right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 4 for details on the significant accounting policies applying to vested improvements.

Right-of-use assets - depreciation
Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the City anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

16. LEASE LIABILITIES

(a) Lease Liabilities

	2020	2019
	$	$
Current	91,377	0
Non-current	163,440	0
	254,817	0

(b) Movements in Carrying Amounts

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	Actual Lease Principal 1 July2019	30 June 2020 Actual New Leases	30 June 2020 Actual Lease Principal Repayments	30 June 2020 Actual Lease Principal Outstanding	30 June 2020 Actual Lease Interest Repayments
					$	$	$	$	$
Transport									
EMV kits for Parking ticket machines	E6N0162814	Maia Financial	1.60%	3 years	0	359,137	104,320	254,817	1,128
					0	359,137	104,320	254,817	1,128

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

17. INFORMATION ON BORROWINGS

(a) Borrowings

	2020	2019
	$	$
Current	887,431	6,097,295
Non-current	7,916,965	7,851,061
	8,804,396	13,948,356

(b) Repayments - Borrowings

Particulars	Loan Number	Institution	Interest Rate	Actual Principal 1 July 2019	30 June 2020 Actual New Loans	30 June 2020 Actual Principal repayments	30 June 2020 Actual Interest repayments	30 June 2020 Actual Principal outstanding	Budget Principal 1 July 2019	30 June 2020 Budget New Loans	30 June 2020 Budget Principal repayments	30 June 2020 Budget Interest repayments	30 June 2020 Budget Principal outstanding	Actual Principal 1 July 2018	30 June 2019 Actual Principal repayments	30 June 2019 Actual Interest repayments	30 June 2019 Actual Principal outstanding
				$	$	$	$	$	$	$	$	$	$	$	$	$	$
Recreation and culture																	
246 Vincent Street DLGSC building	2	W.A. Treasury Corp	6.38%	5,343,968	0	5,343,968	140,617	0	5,343,969	0	5,343,969	171,447	0	5,576,576	232,608	386,149	5,343,968
246 Vincent Street DLGSC building	2B	W.A. Treasury Corp	1.44%	0	1,000,000	46,666	8,288	953,334		1,000,000	46,666	7,200	953,334	-	-	-	-
Loftus Centre Redevelopment	5	W.A. Treasury Corp	6.35%	1,673,287	0	163,646	100,743	1,509,641	1,673,286	0	163,646	101,545	1,509,640	1,826,890	153,603	123,059	1,673,287
Underground Car Park Loftus Rec	6	W.A. Treasury Corp	3.85%	798,302	0	241,679	25,661	556,623	798,302	0	241,679	26,500	556,623	1,030,867	232,565	41,497	798,302
Beatty Park Redevelopment	10	W.A. Treasury Corp	5.49%	6,132,799	0	348,001	326,429	5,784,798	6,132,799	0	348,000	328,021	5,784,799	6,462,250	329,451	387,760	6,132,799
				13,948,356	1,000,000	6,143,960	601,738	8,804,396	13,948,356	1,000,000	6,143,960	634,712	8,804,396	14,896,583	948,227	938,465	13,948,356

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

17. INFORMATION ON BORROWINGS (Continued)

	2020	2019
(c) Undrawn Borrowing Facilities	$	$
Credit Standby Arrangements		
Credit card limit	50,000	25,000
Credit card balance at balance date	(4,398)	(7,430)
Total amount of credit unused	45,602	17,570
Loan facilities		
Loan facilities - current	887,431	6,097,295
Loan facilities - non-current	7,916,965	7,851,061
Total facilities in use at balance date	8,804,396	13,948,356

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 (excluding 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 27.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

18. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions	Provision for Annual Leave	Provision for Long Service Leave	Total
	$	$	$
Opening balance at 1 July 2019			
Current provisions	2,055,408	1,853,044	3,908,452
Non-current provisions	0	475,086	475,086
	2,055,408	2,328,130	4,383,538
Additional provision	419,825	2,277	422,102
Balance at 30 June 2020	2,475,233	2,330,408	4,805,640
Comprises			
Current	2,475,233	1,903,527	4,378,760
Non-current	0	426,880	426,880
	2,475,233	2,330,407	4,805,640

	2020	2019
Amounts are expected to be settled on the following basis:	$	$
Less than 12 months after the reporting date	961,128	876,708
More than 12 months from reporting date	3,844,512	3,506,830
	4,805,640	4,383,538

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.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

19. 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:

	2020 Actual	2020 Budget	Restated* 2019 Actual
	$	$	$
Cash and cash equivalents	7,539,213	14,011,162	6,969,088
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	(4,852,916)	(3,880,156)	(2,997,615)
Non-cash flows in Net result:			
Depreciation	13,917,901	11,717,502	13,372,362
Assets expensed during the year	0	0	28,579
Fixed assets expensed	290,823	0	270,329
Change in Equity Local Govt House Trust	(577)	0	(4,101)
Net Share of Interests in Joint Arrangement	37,435	0	(135,679)
(Profit)/loss on sale of asset	(185,142)	(34,073)	(238,499)
Profit from sale of land (TPRC Joint Arrangement)	(362,936)	250,000	(414,744)
Other Non-cash adjustments	1,113	0	0
Loss on revaluation of fixed assets	0	0	(0)
Changes in assets and liabilities:			
(Increase)/decrease in receivables	(470,794)	730,018	174,126
(Increase)/decrease in other assets	0	0	0
(Increase)/decrease in Prepayments	519,310	652,000	(543,433)
(Increase)/decrease in inventories	95,557	85,000	9,134
Increase/(decrease) in payables	(498,405)	900,000	2,535,842
Increase/(decrease) in provisions	422,102	750,000	587,326
Increase/(decrease) in contract and capital grant liabilities	235,643	0	0
Non-operating grants, subsidies and contributions	(1,381,848)	(1,470,228)	(1,709,727)
Net cash provided by operating activities	7,767,267	9,700,063	10,933,899

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

20. CONTINGENT LIABILITIES

Mindarie Regional Council

In line with other equity holders in the Mindarie Regional Council (MRC), the City of Vincent has guaranteed a proportionate of 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 current guarantee period expires on 15 July 2021.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

21. CAPITAL AND LEASING COMMITMENTS

	2020	2019
	$	$
(a) Capital Expenditure Commitments		
Contracted for:		
- capital expenditure projects	648,310	983,961
- plant & equipment purchases	346,729	1,688,694
	995,039	2,672,655
Payable:		
- not later than one year	995,039	2,672,655

(b) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts.

	2020	2019
Payable:	$	$
- not later than one year	0	43,272
	0	43,272

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

22. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the Mayor.	2020 Actual $	2020 Budget $	2019 Actual $
Meeting Fees	216,801	216,989	214,840
Mayor's allowance	63,354	63,354	62,727
Deputy Mayor's allowance	15,711	15,839	15,682
Travelling expenses	1,044	500	499
Telecommunications allowance	22,636	22,850	22,623
Stationery/Printing	4,906	6,000	3,507
Other Expenses	257	950	115
Child Care	5,155	8,000	5,605
	329,864	334,482	325,598

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the City during the year are as follows:	2020 Actual $	2019 Actual $
Short-term employee benefits	842,445	940,072
Post-employment benefits	73,562	98,249
Other long-term benefits	17,741	24,078
Termination benefits	0	185,252
	933,748	1,247,651

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.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

22. 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 guaranties exist in relation to related parties at year end.

The following transactions occurred with related parties:	2020 Actual $	2019 Actual $
Sale of goods and services	55,616	59,826
Purchase of goods and services	2,670,496	2,602,996
Joint Arrangement entities:		
Distributions received from joint arrangement entities	250,000	333,333
Amounts outstanding from related parties:		
Trade and other receivables	228	1,280
Amounts payable to related parties:		
Trade and other payables	22,600	154,473

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. Other Related Parties
The associate person of KMP was employed by the City under normal employment terms and conditions.

iii. Entities subject to significant influence by the City
An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

iv. Joint arrangement entities accounted for under the proportionate consolidation method
The City has a one-twelfth interest Mindarie Regional Council and Tamala Park Regional Council respectively. The interest in the joint arrangement entity is accounted for in these financial statements using the equity *method of accounting. For details of interests held in joint arrangement entities, refer to Note 23.*

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

23. INTEREST IN JOINT ARRANGEMENTS

	2020 $	Restated* 2019 $
(a) Net assets		
Mindarie Regional Council	5,685,075	5,878,910
Tamala Park Regional Council	3,908,324	3,809,340
	9,593,399	**9,688,250**

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 1996) that recognises the City as a member of the Mindarie Regional Council.

The City's interest in the MRC joint arrangement is represented by the following breakdown of the joint arrangement's financial position (1/12 share).

The valuation as shown below is, at the time of preparation of these statements.

	2020 $	Restated* 2019 $
Current Assets	3,388,301	3,103,934
Non-Current Assets	5,390,899	4,828,242
Total Assets	**8,779,200**	**7,932,176**
Current Liabilities	696,294	623,949
Non-Current Liabilities	2,397,831	1,429,317
Total Liabilities	**3,094,125**	**2,053,266**
Net Assets	**5,685,075**	**5,878,910**

* Refer to Note 30 for prior year adjustments relating to Mindarie Regional Council.

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 arrangement is represented by the following breakdown of the joint arrangement's financial position (1/12 share).

	2020 $	2019 $
Current Assets	3,793,106	3,693,401
Non-Current Assets	146,468	143,607
Total Assets	**3,939,574**	**3,837,008**
Current Liabilities	28,752	27,191
Non-Current Liabilities	2,497	477
Total Liabilities	**31,249**	**27,668**
Net Assets	**3,908,325**	**3,809,340**

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

23. INTEREST IN JOINT ARRANGEMENTS (Continued)

(b) Change in Equity

	2020 $	Restated* 2019 $
Investment in Mindarie Regional Council		
Opening Balance	5,878,910	5,658,875
Changes on Revaluation of Non-Current Assets	(170,352)	1,259
Net Share of Interests in Mindarie Regional Council	(23,483)	218,776
Closing Balance (Based on audited financials)	**5,685,075**	**5,878,910**
Investment in Tamala Park Regional Council		
Opening Balance	3,809,340	3,811,027
Proceeds from Sale of Land	753,148	828,217
Land Development Expenses	(390,212)	(413,473)
Proceeds Distribution	(250,000)	(333,333)
Net Share of Interests in Tamala Park Regional Council - Retained surplus	(13,366)	627
Net Share of Interests in Tamala Park Regional Council - Members Equity	(586)	(83,725)
Closing Balance (Based on audited financials)	**3,908,324**	**3,809,340**
Net Share of Interests in Mindarie Regional Council	(23,483)	218,777
Net Share of Interests in Tamala Park Regional Council - Retained surplus	(13,366)	627
Net Share of Interests in Tamala Park Regional Council - Members Equity	(586)	(83,725)
	(37,435)	**135,679**

* Refer to Note 30 for prior year adjustments relating to Mindarie Regional Council.

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 arrangements with an interest to net assets are classified as a joint arrangement and accounted for using the equity method.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

24. MAJOR LAND TRANSACTIONS

Tamala Park Regional Council – Development of Catalina Estate

(a) Details

The City is a participant (along with the Cities of Joondalup, Perth, Stirling, Wanneroo and the Towns of Cambridge and Victoria Park) in the operations of the Tamala Park Regional Council (TPRC). The TPRC was created in 2006 to develop the Catalina Estate - approximately 173 hectares of land for sale immediately north of the land leased by the Mindarie Regional Council. The City has a one twelfth (1/12) equity in the assets and liabilities of the development and the net proceeds of the land development; as well as a one twelfth (1/12) share in the asset of the lands held for development.

The City's share of the land sale proceeds at Tamala Park is $753,418. The City's share of the development and selling costs is $390,212 resulting in a net gain amount of $362,936. This note should also be read in conjunction with Note 23 Interests in Joint Arrangements.

(b) Current year transactions

	2020 Actual $	2019 Actual $
Operating Income		
- Proceeds from Sale of Land (distributed)	250,000	333,333
- Proceeds from Sale of Land (not distributed)	503,148	494,884
Capital Expenditure		
- Land Development Costs	(390,212)	(413,473)
Net proceeds	362,936	414,744

(c) Expected future cash flows

	2020/21 $	2021/22 $	2022/23 $	2023/24 $	2024/25 $	Total $
Cash outflows						
- Development costs	(1,772,757)	(2,618,247)	(2,616,754)	(2,413,856)	(2,190,666)	(11,612,281)
	(1,772,757)	(2,618,247)	(2,616,754)	(2,413,856)	(2,190,666)	(11,612,281)
Cash inflows						
- Sale proceeds	3,533,299	4,670,374	4,465,042	4,744,462	5,037,014	22,450,191
	3,533,299	4,670,374	4,465,042	4,744,462	5,037,014	22,450,191
Net cash flows	1,760,542	2,052,127	1,848,288	2,330,606	2,846,348	10,837,910

	2025/26 $	2026/27 $	2027/28 $	2028/29 $	2029/30 $	Total $
Cash outflows						
- Development costs	(2,904,050)	(2,751,955)	(516,018)	(271,600)	0	(6,443,623)
	(2,904,050)	(2,751,955)	(516,018)	(271,600)	0	(6,443,623)
Cash inflows						
- Sale proceeds	5,503,308	6,609,530	3,739,413	389,156	0	16,241,407
	5,503,308	6,609,530	3,739,413	389,156	0	16,241,407
Net cash flows	2,599,258	3,857,575	3,223,395	117,556	0	9,797,784

(d) Assets and liabilities

Refer to Inventories (Note 7)	2020 $	2019 $
Non-Current		
Land held for development (TPRC)	0	105,822
	0	105,822

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

25. RATING INFORMATION

(a) Rates

RATE TYPE Differential general rate / general rate	Rate in $	Number of Properties	2019/20 Actual Rateable Value $	2019/20 Actual Rate Revenue $	2019/20 Actual Interim Rates $	2019/20 Actual Back Rates $	2019/20 Actual Total Revenue $	2019/20 Budget Rate Revenue $	2019/20 Budget Interim Rate $	2019/20 Budget Total Revenue $	2018/19 Actual Total Revenue $
Gross rental valuations											
Residential	0.0665	11,253	288,459,724	19,182,572	302,424	21,062	19,506,058	19,182,572	270,000	19,452,572	18,374,683
Other	0.06718	1,624	128,779,126	8,651,382	13,690	8,928	8,674,000	8,662,268	25,000	8,687,268	8,520,691
Vacant Commercial	0.0665	41	2,482,850	318,227	(17,753)	(12,507)	287,967	318,227	30,000	348,227	312,335
Vacant Residential	0.12817	130	3,367,260	223,923	2,661	(2,183)	224,401	223,923	5,000	228,923	216,794
Sub-Total		13,048	423,088,960	28,376,104	301,022	15,300	28,692,426	28,386,990	330,000	28,716,990	27,424,503
Minimum payment	**Minimum $**										
Gross rental valuations											
Residential	1,212	5,495	84,563,140	6,659,391	20,056	21,217	6,700,664	6,659,391	30,000	6,689,391	6,507,649
Other	1,198	147	1,763,734	176,062	(1,198)	1,940	176,804	176,062	0	176,062	172,465
Vacant Commercial	1,516	4	41,700	6,066	0	0	6,066	6,065	0	6,065	5,976
Vacant Residential	1,212	184	2,370,880	222,990	13,334	4,972	241,296	222,990	20,000	242,990	217,051
Sub-Total		5,830	88,739,454	7,064,509	32,192	28,129	7,124,830	7,064,508	50,000	7,114,508	6,903,142
		18,878	511,828,414	35,440,613	333,214	43,429	35,817,256	35,451,498	380,000	35,831,498	34,327,645
Rates waived (refer Note 25(b))				(138,421)				(140,000)			(142,212)
Rates Exemptions				0				0			276,388
Rates Paid in advance brought forward				0				0			(359,527)
Total amount raised from general rate				35,678,835				35,691,498			34,102,294

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

25. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs

Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Discount %	Discount $	2020 Actual $	2020 Budget $	2019 Actual $	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Reasons for the Waiver or Concession
Rates waived				138,421	140,000	142,212	City's leased properties	Not-for-profit/Community and/or Sporting purposes
				138,421	140,000	142,212		

(c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge $	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Option One				
Single full payment	26 Aug 2019	0.00	0.00%	11.00%
Option Two				
First instalment	26 Aug 2019	0.00	0.00%	11.00%
Second instalment	29 Oct 2019	13.00	5.50%	11.00%
Third instalment	07 Jan 2020	13.00	5.50%	11.00%
Fourth instalment	10 Mar 2020	13.00	5.50%	11.00%

	2020 Actual $	2020 Budget $	2019 Actual $
Interest on unpaid rates	96,329	100,000	149,183
Interest on instalment plan	194,644	195,000	181,186
Charges on instalment plan	255,813	260,000	255,158
	546,786	555,000	585,527

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

26. RATE SETTING STATEMENT INFORMATION

	Note	2019/20 (30 June 2020 Carried Forward)	2019/20 Budget (30 June 2020 Carried Forward)	2019/20 (1 July 2019 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	11(a)	(271,501)	(241,185)	(257,168)
Assets expensed during the year		0	0	28,579
Less: Movement in liabilities associated with restricted cash - operating grants		(15,920)	0	0
Add: Other Non-cash adjustments		1,113	0	0
Add: Movement in Inventory (Land held for development TPRC)		105,822	0	0
Less: Fair value adjustments to financial assets at amortised cost		(577)	0	(4,101)
Fixed Assets expensed		290,823	0	270,329
Less: Change in accounting policy	29	0	0	(137,472)
Movement in pensioner deferred rates (non-current)		(11,419)	0	(2,740)
Movement in employee benefit provisions (non-current)		(48,206)	0	45,974
Movement in Infringement debtors provisions (non-current)		42,544	0	196,072
Add: Loss on disposal of assets	11(a)	86,359	207,112	18,669
Movement in Net Share of Interest in Joint Arrangement		37,435	0	(135,679)
Profit from sale of land (TPRC Joint Arrangement)		(362,936)	(250,000)	(414,744)
Add: Depreciation on non-current assets	11(c)	13,917,901	11,717,502	13,372,362
Non cash amounts excluded from operating activities		13,771,438	11,433,429	12,980,081
(b) Non-cash amounts excluded from investing activities				
Less: Movement in liabilities associated with restricted cash - non operating grants		(282,726)	0	0
(c) 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	(10,976,525)	(10,542,430)	(12,582,885)
Less: Restricted non operating grant		(600,000)	0	(600,000)
Less: Shares transferred from non current to current asset		(11,000)	0	(11,000)
Less: Other Current Assets		(748,738)	0	0
Add: Current portion of lease liabilities		91,377	0	0
Add: Rates outstanding Non-current		405,356	0	0
Add: Borrowings	17(a)	887,431	6,097,295	6,097,295
Add: Infringement debtors transferred to non current asset		971,182	0	971,182
Total adjustments to net current assets		(9,980,917)	(4,445,135)	(6,125,408)
Net current assets used in the Rate Setting Statement				
Total current assets		24,697,755	19,051,213	29,143,219
Less: Total current liabilities		(12,594,339)	(14,612,682)	(17,206,633)
Less: Total adjustments to net current assets		(9,980,917)	(4,445,135)	(6,125,408)
Net current assets used in the Rate Setting Statement		2,122,499	(6,604)	5,811,178

(d) Adjustments to current assets and liabilities at 1 July 2019 on application of new accounting standards		
Total current assets at 30 June 2019		29,143,219
- Contract assets	29(a)	0
Total current assets at 1 July 2019		29,143,219
Total current liabilities at 30 June 2019		(17,206,633)
- Contract liabilities from contracts with customers	29(a)	15,920
- Contract liabilities from transfers for recognisable non financial assets	29(a)	0
- Rates paid in advance	29(b)	0
- Lease liabilities	29(c)	0
Total current liabilities at 1 July 2019		(17,190,713)

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

27. 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
	%	$	$	$	
2020					
Cash and cash equivalents	0.65%	7,539,213	0	3,526,385	4,012,828
2019					
Cash and cash equivalents	0.00%	6,969,088	0	0	6,969,088

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2020	2019
	$	$
Impact of a 1% movement in interest rates on profit and loss and equity*	35,264	0

* 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 17(b).

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

27. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and other 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 2020 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 2020					
Sundry debtors					
Expected credit loss	7.60%	9.90%	17.90%	45.00%	
Gross carrying amount	187,910	722	52,069	379,999	620,700
Loss allowance	14,281	72	9,320	170,998	194,671
30 June 2019					
Sundry debtors					
Expected credit loss	1.10%	7.60%	16.20%	37.10%	
Gross carrying amount	387,514	30,514	1,683	401,488	821,199
Loss allowance	4,263	2,319	272	148,952	155,806

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2020					
Infringement Debtors					
Expected credit loss	1.81%	2.70%	4.00%	16.15%	
Gross carrying amount	58,542	30,743	5,033	2,587,208	2,681,526
Loss allowance	1,060	830	202	417,835	419,927
30 June 2019					
Infringement Debtors					
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

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

27. 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 17(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
2020	$	$	$	$	$
Payables	6,303,949	0	0	6,303,949	6,702,481
Borrowings	887,431	3,224,440	4,692,525	8,804,396	8,804,396
Contract and Capital Grant Liabilities	534,289	0	0	534,289	534,289
Lease liabilities	91,377	163,440	0	254,817	254,817
	7,817,046	3,387,880	4,692,525	15,897,451	16,295,983
2019					
Payables	7,200,886	0	0	7,200,886	7,200,886
Borrowings	6,798,159	4,528,107	2,622,090	13,948,356	13,948,356
	13,999,045	4,528,107	2,622,090	21,149,242	21,149,242

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

28. 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:

	1 July 2019	Amounts Received	Amounts Paid	Amounts transferred to Municipal fund	30 June 2020
	$	$	$		$
Leederville Gardens Inc. Trust	5,468,186	105,610	(599,800)	0	4,973,996
	5,468,186	105,610	(599,800)	0	4,973,996

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

29. 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.

(a) AASB 15: Revenue from Contracts with Customers

The City adopted 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 AASB 15, the City adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. In summary the following adjustments were made to the amounts recognised in the balance sheet at the date of initial application (1 July 2019):

	Note	AASB 118 carrying amount 30 June 2019	Reclassification	AASB 15 carrying amount 01 July 2019
		$	$	$
Contract liabilities - current				
Contract liabilities from contracts with customers	14	0	15,920	15,920
Adjustment to retained surplus from adoption of AASB 15	29(d)	0	15,920	15,920

(b) AASB 1058: Income For Not-For-Profit Entities

The City adopted AASB 1058 Income for Not-for-Profit Entities (issued December 2016) in advance on 30 June 2019 resulting in accounting policies. In accordance with the transition provisions AASB 1058, the City adopted the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods was not 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 occurred to the following financial statement line items by application of AASB 1058 as compared to AASB 118: Revenue and AASB 1004: Contributions before the change:

	Note	1004 carrying amount 30 June 2019	Reclassification	AASB 1058 carrying amount 01 July 2019
		$	$	$
Capital grant liabilities				
Other liabilities from transfers for recognisable non financial assets	14	0	282,726	282,726
Adjustment to retained surplus from adoption of AASB 1058	29(d)	0	282,726	282,726

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

29. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

The table below provides details of the amount by which each financial statement line item is affected in the current reporting period by the application of this Standard as compared to AASB 118 and 1004 and related Interpretations that were in effect before the change.

	Note	2020 $ As reported under AASB 15 and AASB 1058	Adjustment due to application of AASB 15 and AASB 1058	2020 $ Compared to AASB 118 and AASB 1004
Statement of Comprehensive Income				
Revenue				
Rates	25(a)	35,678,835	398,532	36,077,367
Operating grants, subsidies and contributions	2(a)	2,010,681	368,289	2,378,970
Fees and charges	2(a)	15,718,899	0	15,718,899
Non-operating grants, subsidies and contributions	2(a)	1,381,848	166,000	1,547,848
Net result		(4,852,916)	932,821	(3,920,095)
Statement of Financial Position				
Trade and other payables	13	6,702,481	(398,532)	6,303,949
Contract and Capital Grants liabilities	14	534,289	(534,289)	0
Net assets		478,119,825	932,821	479,052,646
Statement of Changes in Equity				
Net result		(4,852,916)	932,821	(3,920,095)
Retained surplus		115,336,258	932,821	116,269,079

Refer to Note 2(a) for new revenue recognition accounting policies as a result of the application of AASB 15 and AASB 1058.

(c) AASB 16: Leases

At 1 July 2019, the City only had short term leases that have been expensed during the year.

(d) Impact of New Accounting Standards on Retained Surplus

The impact on the City's retained surplus due to the adoption of AASB 15, AASB 1058 and AASB 16 as at 1 July 2019 was as follows:

	Note	Adjustments	2019 $
Retained surplus - 30 June 2019			118,881,460
Adjustment to retained surplus from adoption of AASB 15	29(a)	15,920	
Adjustment to retained surplus from adoption of AASB 16	29(c)	0	
Adjustment to retained surplus from adoption of AASB 1058	29(b)	282,726	
Retained surplus - 1 July 2019			298,646
			119,180,106

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

30. CORRECTION OF ERROR

Balances relating to the 2019 comparatives have been amended due to the correction of prior year adjustments. These amendments have been amended as shown below and in accordance with the requirements of AASB 108, a statement of financial position as at the beginning of the earliest comparative period has been included (refer statement of financial position column labelled as at 1 July 2018).

Cash & Cash equivalents
The City disclosed 'Term deposits' with an original maturity greater than 3 months as a 'Cash and Cash equivalent' item on the balance sheet instead of disclosing as 'Other financial assets at amortised cost'. The restatement results in no change to the 'Net assets' & 'Total equity' position, however the opening cash balance at 1 July 2019 has been adjusted accordingly and incorporated into the cash flow statement for the period ending 30 June 2020. Refer to 30(a) below.

Depreciation - NIB stadium
As per Note 40 of the 30 June 2017 Audited financials, the City stopped depreciating assets relating to NIB stadium on the basis that the City bears no responsibility for maintenance or renewal at the stadium. However, given the City owns the asset, depreciation should be have been charged in accordance with AASB 116 Property, Plant and Equipment. As a result, the City has recalculated the depreciation charge for these assets from 1 July 2017 up to 30 June 2020 and adjusted prior year amounts accordingly. Refer to Note 30(b), 30(c) and 30(d) below.

Mindarie Regional Council Joint Arrangement
Due to a prior year adjustment relating to the Joint Arrangement at Mindarie Regional Council, the City has restated it's prior year figures. The restatement relates to the amortisation of the land fill facility managed by the entity. Refer to Note 30(c), 30(e) and 30(f) below.

Ratios
As a result of the prior year corrections, the ratios for 2018 and 2019 respectively have been restated. Refer to Note 33.

Changes to the Financial statements

	Statement of Financial Position (Extract)	30 June 2018 $	Increase/ (Decrease) $	01 July 2018 (Restated) $
(a)	Cash and cash equivalents (Note 3)	20,866,019	(17,609,944)	3,256,075
	Financial assets at amortised cost (Note 4(a))	0	17,609,944	17,609,944
	No net impact on the net assets			
(b)	Property, Plant and equipment	296,124,172	(2,011,043)	294,113,129
	Equity			
	Revaluation surplus	351,527,184	(307,081)	351,220,103
	Retained Surplus	124,733,952	(1,703,962)	123,029,990

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

(c) Statement of Comprehensive Income	30 June 2019 (Original)	Increase/ (Decrease)	30 June 2019 (Restated)
	$	$	$
Expenses - by Nature or Type			
Depreciation on non-current assets	(11,361,319)	(2,011,043)	(13,372,362)
Net Share of Interest in Joint Arrangements	139,905	(4,226)	135,679
Expenses - by Program			
Recreation and Culture	(23,796,839)	(2,011,043)	(25,807,882)
Net Share of Interest in Joint Arrangements	139,905	(4,226)	135,679
Comprehensive income			
Net result for the period	(982,346)	(2,015,269)	(2,997,615)
Other Comprehensive Income			
Changes in asset revaluation surplus	99,736	(98,478)	1,258
Total comprehensive income	(882,610)	(2,113,747)	(2,996,357)
Equity			
Revaluation surplus	351,220,103	1,258	351,221,361
Retained Surplus	123,029,990	(4,148,530)	118,881,460

Changes to Disclosure Notes

(d) Property, Plant and Equipment (Note 9(a))	30 June 2018 (Original)	Increase/ (Decrease)	01 July 2018 (Restated)
	$	$	$
Carrying Amount			
Buildings	160,787,583	(2,011,043)	158,776,540

	30 June 2019 (Original)	Increase/ (Decrease)	01 July 2019 (Restated)
	$	$	$
(e) Interest in Joint Arrangements (Note 23)			
Interest in Joint Arrangements	9,790,954	(102,704)	9,688,250
Mindarie Regional Council	5,981,614	(102,704)	5,878,910
(f) Revaluation Surplus (Note 12)			
Revaluation surplus - Joint Arrangement in Mindarie Regional Council	2,599,219	(307,081)	2,292,138

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

31. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

b) Current and non-current classification
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.

c) Rounding off figures
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.

d) Comparative figures
Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the City applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has 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.

e) Budget comparative figures
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.

f) Superannuation
The City contributes to a number of Superannuation Funds on behalf of employees. All funds to which the City contributes are defined contribution plans.

g) Fair value of assets and liabilities
Fair value is the price that the City would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy
AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1
Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2
Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3
Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques
The City selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

Market approach
Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach
Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets
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.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating 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 116.31 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.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

32. ACTIVITIES/PROGRAMS

The City's operations as disclosed in these financial statements encompass the following service orientated activities/programs."

GOVERNANCE
This schedule details costs and revenues associated with Governance of the City. These include Members of Council and other costs involved in supporting members and governing the City.

GENERAL PURPOSE FUNDING
This schedule records details of rate revenue and general purpose grants allocated by the WA Local Government Grants Commission as well as expenditures associated with this (rates collection, investment of funds).

LAW, ORDER, PUBLIC SAFETY
This program covers costs associated with animal control, fire prevention and other law, order and public safety services generally associated with local law control.

HEALTH
This program covers health administration and inspection, child health clinics, immunisation clinics, food control and pest control services.

EDUCATION AND WELFARE
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.

COMMUNITY AMENITIES
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.

RECREATION AND CULTURE
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.

TRANSPORT
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.

ECONOMIC SERVICES
This program covers costs associated with building control and area promotion.

OTHER PROPERTY AND SERVICES
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.

CITY OF VINCENT
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

33. FINANCIAL RATIOS

	2020	Restated** 2019	Restated** 2018
Current ratio	1.09	0.92	1.36
Asset consumption ratio	0.65	0.68	0.69
Asset renewal funding ratio	0.92	0.83	0.81
Asset sustainability ratio	0.45	0.30	0.36
Debt service cover ratio	1.23*	5.09	4.22
Operating surplus ratio	(0.12)	(0.08)	(0.10)
Own source revenue coverage ratio	0.87	0.90	0.93

** The Debt service ratio has decreased compared to previous years due a significant balloon payment of $5.3m for the loan relating to the DLGSC building. This ratio however is expected to normalise in the following years based on the expected repayments as per the City's debt portfolio.*

*** As a result of the reversal of prior year depreciation charges relating to NIB stadium (Refer to Note 30(b)), the following ratios have been impacted: -*

	2019 (Restated)	***2019 (Original)***	***2018 (Restated)***	***2018 (Original)***
Asset Sustainability Ratio	*0.30*	*0.33*	*0.36*	*0.43*
Operating Surplus Ratio	*(0.08)*	*(0.05)*	*(0.10)*	*(0.06)*
Own Source Revenue Ratio	*0.90*	*0.93*	*0.93*	*0.96*

The above ratios are calculated as follows:

Current ratio	current assets minus restricted assets / current liabilities minus liabilities associated with restricted assets
Asset consumption ratio	depreciated replacement costs of depreciable assets / current replacement cost of depreciable assets
Asset renewal funding ratio	NPV of planned capital renewal over 10 years / NPV of required capital expenditure over 10 years
Asset sustainability ratio	capital renewal and replacement expenditure / depreciation
Debt service cover ratio	annual operating surplus before interest and depreciation / principal and interest
Operating surplus ratio	operating revenue minus operating expenses / own source operating revenue
Own source revenue coverage ratio	own source operating revenue / operating expense

5.1 REGULATION 5 AND REGULATION 17 REVIEW REPORT AND RECOMMENDATIONS

Attachments: **1. Stantons Regs 5 and 17 Review Report**

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. **RECEIVES the review pursuant to regulation 17 of the *Local Government (Audit) Regulations 1996* and regulation 5 of the *Local Government (Financial Management) Regulations 1996*, prepared by Stantons International, as at Attachment 1;**

2. **NOTES the key findings of the review, as detailed in this report; and**

3. **NOTES that the findings and management actions arising from the review have been added to the City's Audit Log.**

COMMITTEE DECISION ITEM 5.1

Moved: Mr Piper, Seconded: Cr Gontaszewski

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

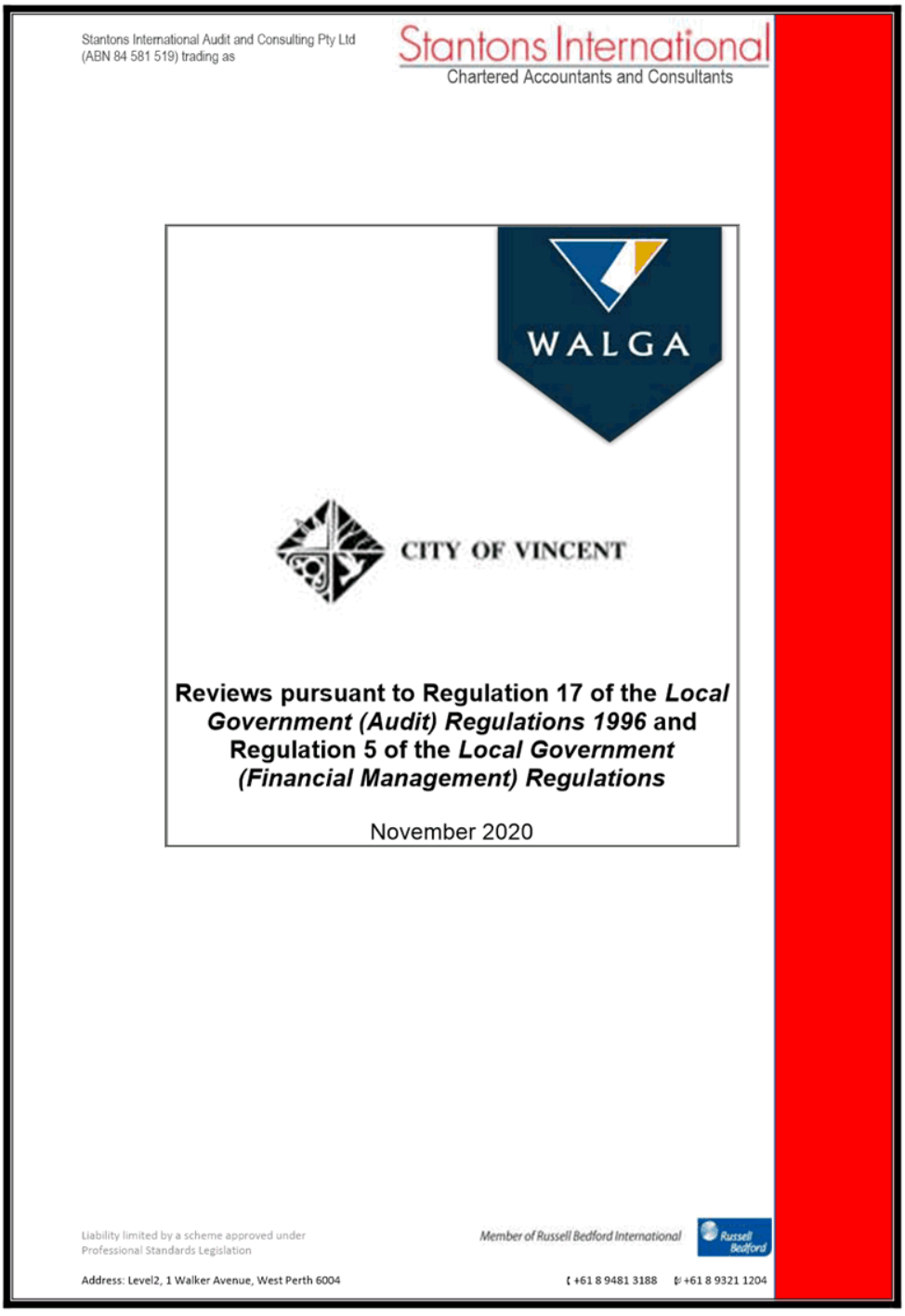
Against: Nil

(Cr Topelberg was an apology for the Meeting.)

(Cr Loden was an apology for the Meeting.)

NOTES:

An update on the implementation of the Contract Management Framework will be provided to the 2 March 2021 Audit Committee Meeting.



Stantons International Audit and Consulting Pty Ltd
(ABN 84 581 519) trading as

Stantons International
Chartered Accountants and Consultants

WALGA

CITY OF VINCENT

Reviews pursuant to Regulation 17 of the *Local Government (Audit) Regulations 1996* and Regulation 5 of the *Local Government (Financial Management) Regulations*

November 2020

Liability limited by a scheme approved under Professional Standards Legislation

Member of Russell Bedford International

Address: Level2, 1 Walker Avenue, West Perth 6004

t +61 8 9481 3188 f +61 8 9321 1204

Contents

1. Engagement Overview 3
1.1. Scope of Services 3
1.2. Reviews Required by Legislation 3
1.3. Overall Risk and Maturity Assessment 4
1.4. Summary of Findings and Recommendations 4
1.5. Overall City's Management Comment 4
1.6. Overall Audit (STANTONS) Management Comment 5
2. Maturity Assessment Criteria 5
3. Disclaimer 5
4. Risk Assessment Criteria 6
5. Limitation of Audit Scope 6
6. Details of Findings 7
6.1. Internal Control and Financial Management Review 7
6.2. Risk Management Review 17
6.3. Legislative Compliance Review 19
Appendix A - Definitions and Acronyms 22

2

1. Engagement Overview

1.1. Scope of Services

The City of Vincent (the City) is a Local Government Authority encompassing a number of vibrant inner-city suburbs with a steadily growing population. It operates under the *Local Government Act 1995* and associated *Local Government Regulations*. The City engaged Stantons International to provide the following services in relation to the requirements of Regulation 17 of the *Local Government (Audit) Regulations 1996* and Regulation 5(2)(c) *Local Government (Financial Management Regulations 1996*

- Assess the systems and processes in place for the risk management process within the City;
- Assess the systems and processes in place for maintaining legislative compliance within the City;
- Evaluate the internal control systems and processes within the City
- Evaluate the financial management systems and processes within the City.

This review was undertaken in response to the above requirements.

1.2. Reviews Required by Legislation

Local Government regulations require the following:

Regulation 17 (reg. 17) of the *Local Government (Audit) Regulations 1996* provides that the CEO is to:
"review the appropriateness and effectiveness of a local government's systems and procedures in relation to –
(a) risk management; and
(b) internal control; and
(c) legislative compliance
… not less than once in every 3 financial years."

The CEO is to report to the audit committee the results of the review.

Regulation 5 (reg. 5) of the *Local Government (Financial Management) Regulations 1996* provides that the CEO is to:
"undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews."

The last independent reviews were conducted in 2015.

1.3. Overall Risk and Maturity Assessment

Overall risk exposure of the City to matters of internal control/financial management, risk management and legislative compliance has been assessed as:	**MODERATE**

Improved:

- ✓ Existing, up-to-date but less robust, policies and procedures
- ✓ Adequately designed internal controls but not well implemented
- ✓ Controls operating effectively at times
- ✓ Information systems are in place, operating as intended and are actively building towards full integration
- ✓ Processes are well designed, interact with human resources well but with scope for more improvement.

1.4. Summary of Findings and Recommendations

Overall audit has found that in relation to internal control and financial management contract management requires improvement with the new policy and framework to be endorsed. Contracting reporting can be improved. User review of Phoenix and Authority users was not evident and needs to be performed. Asset stock counts need to include office furniture which is currently lacking. Improvements can also be made over credit acquittal timeframes, goods receipted workflow, recruitment request form approval and elimination of manual timesheets. Further, there is a lack of a formally documented IT security framework, change management, user training, staff screening, change control and document maintenance that needs addressing. Finally, the record keeping system can be reviewed for useability.

In terms of risk management, there were no issues noted. We acknowledge that the City has engaged Riskwest to provide risk management training with a focus on service area risks and facilitate business continuity scenarios. The City also intend on updating their Fraud and Corruption Prevention policy and create a Fraud Management Plan with LGIS reviewing both the policy and plan.

For legislative compliance the City was generally compliant with some minor issues including having a dedicated communication channel for receiving legislative changes and having procedures and systems internally reviewed.

1.5. Overall City's Management Comment

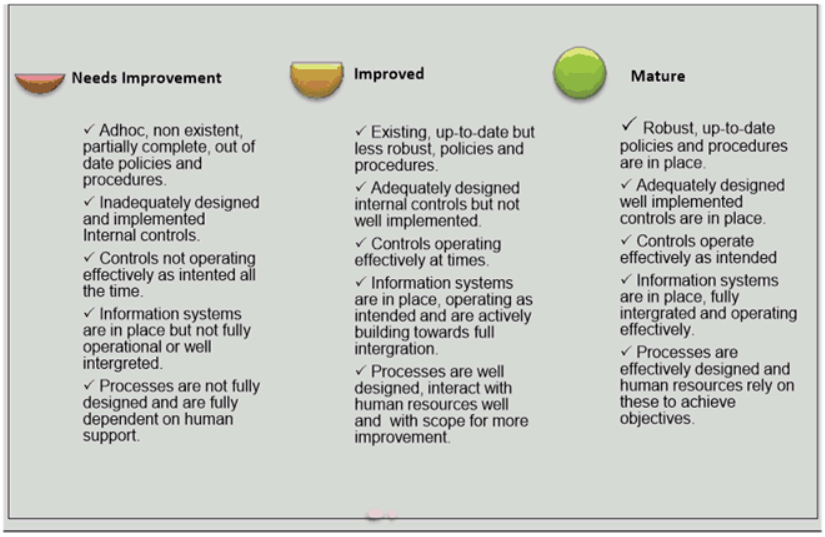
The City's systems and processes are maturing and can accommodate recommendations raised. The details of these action plans are provided under the finding and recommendation section below.

4

1.6. Overall Audit (STANTONS) Management Comment

Stantons accepts the provided action plans noted for each of the findings raised.

2. Maturity Assessment Criteria



3. Disclaimer

i. *This report is prepared solely for City of Vincent's internal use. Copying and distribution of this report should be made with prior approval and consent from both Stantons International and the City of Vincent's representatives.*

ii. *We have conducted our review in accordance with the applicable Performance Standards of the International Standards for the Professional Practice of Internal Auditing. This content of this report therefore represents independent view by Stanton's International purely on the audit evidence provided by the City of Vincent during audit fieldwork. Changes to the contents of the report without Stanton's involvement will render all contents less "independent" and unrepresentative of Stanton's position with regards to the contents contained therein.*

5

4. Risk Assessment Criteria

RISKS RATINGS	RATING INTERPRETATION	SUGGESTED TIMING OF IMPLEMENTING RECOMMENDATIONS
CRITICAL	The finding poses a severe risk to the City if not appropriately and timely addressed.	Commence remedial action immediately
MAJOR	The finding poses significant risk to the City if not appropriately and timely addressed.	Commence remedial action within 3 months
MODERATE	The finding poses less significant risk to the City if not appropriately and timely addressed.	Commence remedial action within 6 months
MINOR	The finding poses minimal risk to the City if not appropriately and timely addressed, the risk may develop more or cause other risks to develop.	Commence remedial action within 12 months

5. Limitation of Audit Scope

The audit is pleased to disclose that there were no aspects that resulted in a limitation of scope.

6. Details of Findings

6.1. Internal Control and Financial Management Review

The internal control review (per reg. 17) and the financial management review (per reg. 5) for the City covered the following systems and processes within the City. Audit assessed the adequacy of documented policies and procedures, approval authority requirements (delegations of authority), adequacy of separation of duties, periodic reconciliations performed, access controls, documentation maintained (record keeping) and adequacy of reporting and monitoring.

We noted from an overall policy and procedures perspective that the City has a significant number of policies requiring review and updating. In addition, outdated policies do not note an owner or the next review date. However, we noted that the City has documented a policy review plan noting all City policies that require revision. Audit expects that this process will be ongoing, and we noted that any policy the City has recently developed or updated notes a responsible officer for the policy and the next review date.

- Receipting, Banking and Debtors

Through inquiry with relevant staff members, and the performance of walkthroughs, audit gained an understanding of the City's step-by-step receipting, banking and debtors systems and processes, noting the design and implementation of the controls operating within the City and the Authority system. It is worth noting, that the City's largest revenue stream, rates are managed within their own module in Authority and have their own specific procedures and process notes. To assess the operating effectiveness of the controls as well as transactional compliance with the City's documented receipting, banking and debtors policies and procedures, audit performed detailed walkthroughs and sample testing on each major revenue stream. Audit noted that the City has multiple revenue streams. Audit reviewed the following predominate revenue streams:

Rates and Charges: Income is generated from rates and charges levied on owners of residential and commercial property within the City. Rates and charges are levied annually, it is an automatic invoicing process referred to as the annual rates strike. Audit agreed a sample of rates and charges levied for the financial year end 2020 and agreed each rates invoice to the underlying supporting documentation and as receipted into the bank. Depending on how the owner paid their rates and charges, monies are receipted into Authority via the upload of external files from Australian Post, Bpay (Commbiz), Bpoint, E-services, Authority automatically matches the receipt with the corresponding transaction (assessment). Audit also examined other controls performed by the rates team members such as periodic exception reporting, valuation reconciliations, annual pool and bin register reconciliations. These controls check that individual assessments (an owners billing information) are correct prior to the rates strike. Audit also noted that the rates team perform a monthly rates module to general ledger reconciliation which is reviewed and approved by the financial services manager, the reconciliation also notes the percentage of rates balances outstanding to be collected.

Parking: Income is generated from charging users of the City's various carpark and kerbside parking facilities. Depending on how the user paid for their parking, the parking transactions are uploaded and receipted into Authority via files/reports received from SimplePay (parking paid via credit card), WestSure (parking paid via cash) or Ezidebit (parking paid via direct debit). Parking paid via the Easypark app are invoiced monthly by the City. Audit agreed a sample of daily parking transactions entered into Authority to the underlying supporting documentation and as receipted into the bank.

Infringements: Income is generated from issuing fines to the public when there has been a breach of the City's Local Laws. Parking, dogs and property are the common infringement

type notices issued by the City. The City uses Ticketor, which is a ticketing software system. Each Ranger has a Ticketor portable device; this device is pre-set up with the different types of infringements and applicable fees/charge for each infringement type. Infringements transactions are uploaded into Authority via a daily file from the Ticketor system. Depending on how the user paid their infringement, monies are receipted into Authority via the upload of external files from Australian Post, Bpay (Commbiz), Bpoint, E-services and Authority automatically matches the receipt with the corresponding transaction (infringement). Audit performed a detailed walkthrough of the receipting process.

Beatty Park Leisure Centre: Income is generated from selling memberships, swim school classes, casual entries, merchandise and use of crèche facilities. Beatty Park Leisure Centre (BPLC) uses Phoenix, a standalone accounting system. BPLC transactions and receipts (other than direct debit) are booked into Authority via the cash report generated from the Phoenix accounting system being provided to the Finance team whom manually receipt the daily Phoenix transactions into Authority. Membership and swim school direct debit payments are captured via Ezidebit, the finance team compare the transactions per the Ezidebit report to Phoenix and manually receipt membership and swim school direct debits into Authority. Audit agreed a sample of BPLC cash reports to underlying supporting documentation (i.e. cash and EFTPOS reports) from Phoenix and as entered into Authority. We note that there was no evidence to demonstrate that a user review has been conducted over Phoenix.

Sundry Income: Sundry income is predominately leases, licence fees and charges relating to the City's facilities. Audit noted that standing invoices are primarily used to process these transactions. Invoices are automatically created at the start of every month, monies received into bank are manually receipted by the finance team. Audit agreed a sample of standing invoices to underlying supporting documentation (i.e. leases) and as receipted into bank. Audit noted that the finance team maintain an excel spreadsheet noting all standing invoices and the billing frequency. Audit also examined the monthly debtors report provided to the financial services manager for review.

A key control governing receipting and banking is the daily bank reconciliations that are performed by the finance team. Bank reconciliations are performed via the bank reconciliation module within Authority. Audit agreed a sample of bank reconciliations to underlying supporting documentation, noting they are reviewed and approved by the financial services manager.

- Purchasing, Payments and Creditors

Through inquiry with relevant staff members and performing walkthroughs, audit gained an understanding of the City's step-by-step purchasing, payments and creditors systems and procedures, noting the design and implementation of the controls operating within the City and the Authority system. To assess the operating effectiveness of these controls as well as transactional compliance with the City's policies and procedures, audit performed the following tests. Audit selected a sample of purchase transactions (invoices) of various values during the audit period, noting the various purchase orders approval thresholds within the City. Audit agreed this sample of invoice payments during the financial year end 2020 and agreed each payment to the underlying supporting documentation and as paid from the bank. Audit checked expenditure was genuine and that adequate approval was sought. Audit reviewed the fortnightly payment run process noting that all invoices and the remittance extract are provided to the financial services coordinator/ financial services manager for a subsequent review and approval. Actual payment from the bank was approved by two separate Commbiz authorisers. Audit also reviewed the accounts payable month end process, noting that a payment summary reconciliation is prepared monthly and reviewed and approved by the financial services manager, a summary of which is presented to the Council monthly.

Audit agreed a sample of new creditors to supporting documentation and noted the checks performed. Audit also noted new creditors are reviewed by the financial services coordinator/financial services manager during the fortnightly payment run approval process. The supplier database is only accessible by the procurement team.

We also noted during our walk throughs that users are not to delete own purchase requisitions, relying on others with the appropriate authority to perform this. This can lead to some inefficiencies.

- Credit Cards

Credit cards are only used for purchasing goods and services on behalf of the City. Audit tested a sample of credit cards issued during the financial year end 2020 and examined whether appropriate approval was sought. In addition, audit tested a sample of credit card acquittals agreeing the expenditure to underlying supporting documentation and as approved.

- Petty Cash

Petty cash is only used by the City for minor and incidental legitimate City expenses. Audit noted the following Petty Cash kitties are maintained within the City:

- Finance $500
- Beatty Park Leisure Centre $350
- CEO $200
- Library $400.

Petty cash is reimbursed by accounts payable on receipt of a Petty Cash Recoup form. Audit sampled Petty cash reimbursement agreeing to the underlying supporting documentation and as approved.

- Contract Management

Through inquiry with relevant staff members, and performing walkthroughs, audit gained an understanding of the City's contract management systems and processes, noting the design and implementation of the controls operating within the City and the Authority system. It is worth noting, that the City has recently implemented a contracts module within Authority as part of their contract management improvement process which commenced in late 2019. Audit obtained a copy of the new centralised contracts register maintained within the module noting that it is still a work in progress as some contracts were missing their contract value amounts and other important details such as contract start and end dates, supplier details, contract spend to date etc. Expenditure against each contract will now be tracked within the module as there is a function to select 'contract purchase' in the module when raising a requisition relating to an existing contract. In addition to this, they have also drafted an updated contract management policy and framework which are still under review and awaiting Council approval/endorsement. The contract management improvement process is still ongoing and is expected to be completed by December 2020. Audit also noted that the City has delivered training on the new contract management process and module. Audit agreed a sample of contracts per the contracts register to underlying supporting documentation such as Request for Quotation (RFQ), public advertisement or exemption to advertise, copies of offers received, letters issued to unsuccessful respondents, final signed version of contract issued, and contract spend-to-date.

During our audit we noted that City was unable to locate contract related supporting documents such as unsuccessful letters distributed to respondents and signed final version of contracts issued. However, the roll out of the new contract management process along with the training that had been provided will minimise the risk of contract documentation not being recorded and maintained accurately.

- Payroll and Personnel Processing (including timesheets)

Through inquiry with relevant staff members and performing walkthroughs, audit gained an understanding of the City's payroll and personnel processing processes, noting the design and implementation of the interface controls in place. The observed payroll and personnel processing processes can be categorised as follows:

- fortnightly payroll processing
- addition of new employees
- termination of current employees
- leave processing.

Audit selected a sample of fortnightly pay runs, new employees and terminated employees during the financial year end 2020. The sample was selected using random selection techniques. Audit assessed that payroll runs are adequately checked, approved and paid. Audit assessed that new employees and terminated employees are processed within Authority accurately and timely. We noted that the proposed recruitment request form requiring approval from Finance is currently in the process of being endorsed and rolled out.

- Asset Management

Assets greater than $5,000 are capitalised at cost and subsequently recorded at fair value. Audit obtained the asset register and accompanying asset reconciliation performed at financial year end 2020. The annual asset reconciliation is signed as prepared and reviewed. Assets under $5,000 are expensed immediately. However, these assets are still maintained on a register. As of March 2020, the onus for maintaining these registers was delegated to the individual services areas. Audit tested a sample of asset addition and disposal transactions during the financial year end 2020, agreeing transactions to underlying supporting documentation, noting the City's budget is the key control for capital expenditure. Capital expenditure for the upcoming financial year is agreed as part of the annual budgeting process. The budget is uploaded into Authority and subsequent capital expenditure is reconciled to the corresponding budget line item; any material variation is approved by the relevant Executive Director. Capital disposals and the forecasted proceeds are approved during the budgeting process also. Capital expenditure is also presented to the Council monthly.

The City is required to undertake a revaluation exercise (asset stock count) every five years. The City performs this by asset category on a rolling basis. Property, plant, and equipment was due to be counted during the financial year end 2020 but the process was delayed due to COVID-19 impact. Audit reviewed evidence of prior years' asset revaluation exercises performed with no issues noted.

During our audit the asset procedure was updated to reflect that the different business units that are now responsible for maintaining their own different areas maintaining their own register. Also, procedures were updated for stock count frequency and revaluation frequency, rolling basis for the different asset categories.

- Fringe Benefit Tax (FBT)

Audit noted that as part of the accounts payable process FBT transactions with an underlying FBT event are identified and noted in the FBT workbook. In addition, the City in conjunction with the Light Fleet Coordinator also reviews their fleet database for those motor vehicles that have been flagged as FBT reportable. All transactions relating to these motor vehicles are also transferred to the FBT workbook. This 'catch all' approach ensures the City reports all FBT events and include the resulting FBT balances in their annual FBT return. Separate tabs are set-up in the FBT Workbook for each identified FBT category. Our audit assessed the accuracy of FBT balances by discussing the process with the Financial Services Coordinator.

- GST (Goods and Services Tax)

GST is accurately charged and recorded against debtor invoices and claimed and recorded against creditor invoices within the system. Thus, GST balances used to populate the monthly BAS (Business Activity Statement) return is driven by the system. Our audit identified that the City performs monthly BAS reconciliations. The system has an inbuilt BAS processing module. As part of our Accounts Payable testing above audit agreed the GST (if applicable) on the sample invoices selected to the City's monthly BAS workings/return.

- IT Controls

The City has in place the "Developing Information Governance Program" document which refers to the *Local Government Act 1995* and the need to take governance seriously. According to the Information Governance Initiative, information governance is the activities and technologies that organisations employ to maximise the value of their information while minimising associated risks and costs. Information governance is defined as an organisation-wide framework for managing information throughout its lifecycle and supporting the organisation's strategy, operations, regulatory, legal, risk, and environmental requirements. It was noted that the document is still in a draft form pending approval. Driving this it was noted that the CEO KPIs 2019-2020 includes as an item the requirement to develop a new governance framework and supporting capability which promotes quality, timely and transparent decision making.

Supporting overall information governance are IT controls which consist of various policies and procedures that provide an appropriate framework and dictate the technical measures required to protect IT systems. We note that the City has a password policy that has been implemented within Active Directory but there is no formal document such as an IT Security Policy or equivalent that captures this. At present the password policy is what is currently configured based on numerous discussions with its service provider. For supporting IT policies such as end user computing, Internet policy, mobile equipment policy we note that the City has the Information and Communications Technology Conditions of Use document from 13 June 2000 that is quite old and hasn't been amended. It the covers many areas such as use of facilities, hardware, internet, purchasing, software, antivirus, email/fax, and conditions of use but requires review and updating.

Supporting the IT security framework, it would be expected that there is some sort of user training or inductions for IT security, however it was advised that the City does not have anything formalised, however for new staff inductions it does include a basic introduction of the IT Services across City of Vincent. The formal training is currently in the planning stage and needs to be progressed. Further to detect if there are any issues with IT security there should be some level of vulnerability management including intrusion detection and prevention systems but these are not in place. Further to validate the bona fides of staff with high levels of financial delegation or have high levels of system access, the use of background checks and police checks are normally recommended, however at present this does not occur at the City. Further, there was no formal evidence of Authority and Phoenix user reviews.

We also noted in terms of IT controls there are no formal mechanisms to control changes to IT systems such as a change advisory board or equivalent. The use of an ad hoc change control mechanism may lead to adverse impact of systems if changes are not probably assessed and approved. This may require the restoration of previous versions or reliance on the Disaster Recovery Plan in a worst-case scenario. There is a Disaster Recovery Plan in place which was created in 2018 but is yet to be reviewed / renewed for 2020. It the covers all key aspects of IT but will require review to confirm it caters for any recent changes in IT infrastructure and systems.

There is a Business Continuity Plan in place for the Civic Centre and Works Depot (version 2) which does not cover Beatty Park. The purpose of the Business Continuity Plan is to set out

the principles to be followed, actions to be taken and resources to be used in responding to an incident that could result in prolonged disruption of services and business activities of the City located in Civic Centre. This plan is designed to address significant disruptions to entire workflows or processes that result from a total infrastructure outage or denial of access to the work premise. We note that the City has engaged Riskwest to perform a business continuity scenario exercise testing the Business Continuity test. Further during COVID-19 the entire office was cleared, and everyone worked from home which was in effect a live test of the plan. Each team was still able to provide the various services as needed.

Overall, in terms of IT controls we note that although technically the City has implemented many controls, there is a distinct lack of a formal IT security framework which would generally guide the technical measures required. Further there is a distinct lack of preventative and detective controls in relation to IT such as vulnerability management and the validation of employees in sensitive positions. Further there is no ongoing testing of the BCP nor a regime to ensure supporting IT documents are kept up to date.

Assessment

Our review entailed an overview of the above areas, assessing key controls and considering whether the systems and procedures in place are appropriate and effective for the City's current level of operations and structure. Audit concludes the internal control environment is deemed adequate based on our understanding and review of the systems and processes in place, with the exception of contract management however, audit acknowledges that the City is aware of the inadequacies within this area and has already commenced an improvement plan. To further strengthen the control environment, the review has highlighted the need to improve system access review and complete the review and updated various City policies. Further findings are documented below together with recommendations that we believe would assist the City to further strengthen their financial management and internal control environment.

FINDINGS & RECOMMENDATIONS	RISK RATING	CITY'S COMMENTS
1. The City's previous contract management processes were inadequate. Contracts were currently managed within the different business units leading to poor oversight by the City on existing contracts, the City had no assurance that contracts were being managed adequately and spending was in accordance with the City's delegations or if there were duplicate contracts in place providing identical/similar services/goods. However, the City is currently in the process of improving their contract management processes by implementing a new contract management module in Authority, and creating a new contract management framework reflecting this new process **RECOMMENDATION** Audit recommends that the City promptly review and present to Council the revised contract management policy and contract	MODERATE	Administration has focused on improving contract management over the last 12 months, which has included the implementation of a new contract's management module in Authority and creation of a contract register in Authority. A contract management framework has also been drafted and will be presented to Executive Management Committee early next year. Training will then be rolled out to all staff that manage contracts at the City. **Responsible Person**: Executive Financial Services Manager **Completion Date**: 30 June 2021

12

management framework outstanding to be endorsed.		
2. The City does not centrally report and monitor the status of current contracts or review the effectiveness of their management or check for any ongoing issues. **RECOMMENDATION** Audit recommends that the City regularly report contract spending, upcoming contract expiry dates, contract variations or extensions or any contentious contract issues to senior management, this could be done via the weekly Corpex or monthly EMC meetings. The transition to the contract management module within Authority should easy facilitate the compiling of this information so it can be reported.	MODERATE	Management will ensure that information relating to new contracts, contracts to expire in the next 6 months, any contracts that have contentious issues and any contract with excess spend will be included in EMC's monthly reporting. **Responsible Person**: Executive Financial Services Manager **Completion Date**: 31 March 2021
3. There was no evidence that random live tests of user access are performed over the Phoenix system at Beatty Park. **RECOMMENDATION** The City should randomly review user access on the Phoenix system to ensure it is line with what the actual user requirements.	MODERATE	The City will conduct an access review immediately and then schedule 6 monthly reviews of all users on Phoenix. **Responsible Person**: Manager Beatty Park Leisure Centre **Completion Date**: 31 December 2020
4. The City's current asset policy and related asset procedures do not reflect the recent changes the City made requiring the different service areas to maintain their own asset register for assets less than $5,000. **RECOMMENDATION** Audit recommends the City updates their asset process to reflect that asset registers for assets less than $5,000 are to be maintained by the different services areas.	MINOR	The City's asset procedure will be updated, and training and guidance will be provided to staff on the basics of asset management, including maintenance of asset register for assets less than $5,000. **Responsible Person**: Executive Manager Financial Services **Completion Date**:31 March 2021
5. The City's current asset policy and asset procedures do not disclose the City's procedure for counting and revaluing assets. The City currently counts and revalues assets by category on an annual rotating basis. **RECOMMENDATION** Audit recommends the City updates their asset process to reflect that the City counts and revalues assets by category on an annual rotating basis.	MINOR	The City currently revalue assets every 3-5years as per the requirement of the Financial Management Regulations. The City's asset procedure will be updated, and training and guidance will be provided to staff on the basics of asset management, including verification of assets. **Responsible Person**: Executive Manager Financial Services **Completion Date**: 31 March 2021

6. Through our inquiries regarding asset stock counts and sighting assets within the City's premises, audit noted that assets (office furniture) are not tagged or barcoded. **RECOMMENDATION** Assets not tagged and barcoded cannot be counted correctly. All assets should be barcoded.	MODERATE	Tagging or barcoding of assets will not be utilised, as an alternative Administration will ensure all asset registers are maintained for assets less than $5000 by the respective manager. Finance will conduct a compliance testing and accuracy of these asset registers every 6 months. The asset procedures will also include verification of assets to be conducted. IT Equipment, asset register for portable assets is in the process of being updated on a new software, Asset Sonar. This work has commenced in March. **Responsible Person**: Executive Manager Financial Services Executive Manager Information and Communication Technology **Completion Date** 31 March 2021
7. The City's proposed recruitment request form requiring approval from Finance is not yet endorsed and rolled out. **RECOMMENDATION** The City endorse and enforce the use of the proposed recruitment request form and this will ensure all necessary business units are aware of employees being recruited outside of approved positions.	MINOR	The new Recruitment Request Form which includes sign off from Finance for all vacant positions and fixed term appointments was implemented in September 2020. **Responsible Person**: Executive Manager Human Resources **Completion Date**: Actioned
8. The City uses manual timesheets, predominately for those employees who work in the depot and recreational leisure centre. **RECOMMENDATION** The use of manual timesheets should be eliminated, it is worth noting that the City has already noted this as a finding within their own audit log.	MODERATE	The City requires a robust online time-sheeting system which is fit for purpose of a casual workforce (i.e. Beatty Park) that is flexible, easy to use and aligned to the relevant cost centres and employment. Administration has determined that Civica's online time-sheeting module will be suitable for the City. The module however can only be implemented once work orders are activated as part of the Chart of Accounts project scheduled for completion in July 2021. Online time-sheeting will have a mobile option as well. The scoping of this project will be requested to commence in March next year with implementation in December 2021. **Responsible Person**: Executive Manager Human Resources,

14

		Executive Manager Information and Communication Technology **Completion Date**: 31 December 2021
9. There was no evidence of formal review of users' access privileges to Authority to ensure that users do not have access to unsuited functions/modules. IT **RECOMMENDATION** The City should randomly review user access to ensure it is line with what the actual user requires. The City should regularly review every users' access privileges to Authority to ensure that users do not have access to unsuited functions/modules, this could also include reviewing financial delegations within Authority	MODERATE	In response to this finding, the City has commissioned a project with Civica (vendor for Authority software) to provide 'Authority User Access and Security Restructure'. The overall objectives of the project are to provide: • A structured, consistent and more easily understood Authority security model • Better visibility of user access and permissions • Simpler administrative management control of users and permissions The project has been estimated to run for 8 – 10 weeks. The City is reviewing scheduling with Civica given several other Authority changes already in motion, in particular the software upgrade from version 6.11 to 7.1. If Civica is not able to commit additional resources to this project in early 2021, completion will be aligned to 7.1 go live in August 2021. **Responsible Person**: Executive Manager Information and Communication Technology **Completion Date**: 31 August 2021
10. IT Controls are lacking across a few areas including a formal IT security framework or policy, out of date supporting policies, user training, vulnerability management, staff screening, change control, BCP testing and document maintenance. **RECOMMENDATION** IT Controls need enhancement including the creation of an IT security framework or policy, ensuring supporting policies such as the Information and Communications Technology Conditions of Use is reviewed and updated, implementing user security training, having vulnerability management such as an intrusion prevention and detection system. Also there needs to be staff screening implemented for sensitive position holders (high financial delegations/high system privileges), formal	MODERATE	Agree. The City will formalise its draft Information Security Program to document and govern security training, vulnerability management, change control and continuity testing. *(align to OAG Finding 5)*. **Responsible Person**: Executive Manager Information and Communication Technology **Completion Date**: 31 March 2021

15

change control such as a change advisory board, defined BCP testing regime and ensuring IT documents are maintained and kept up to date.		
11. Poor retrievability of information, audit noted the term 'container' used. Record keeping of contract documentation is inefficient and leads to poor retrievability. The record keeping system does not facilitate the use of sub folders which results in all documented related to a subject/topic being saved in a 'container'. With regards to contracts, there are a large number of supporting documentation within these 'containers' thus it can take some time to retrieve the sought after document. IT **RECOMMENDATION** The City should review useability of their record keeping system ensuring that it is operating effectively.	MINOR	Agree. The City will review its record keeping system to ensure it is operating effectively. **Responsible Person**: Executive Manager Information and Communication Technology **Completion Date:** 31 March 2021
BUSINESS IMPROVEMENT		
1. For procurement process efficiency allow user to delete own purchase requisition. **2.** For payment run process efficiency activate Authority's goods receipting function across all goods and services.		

16

6.2. Risk Management Review

The risk management process involves the systematic application of policies, procedures and practices to the activities of communicating and consulting, establishing the context and assessing, treating, monitoring, reviewing, recording and reporting risk. Audit noted that the City has a risk management policy in place which sets the tone for the City's risk management approach and establishes the risk management responsibilities of Council members and City employees. Audit noted that the City has a dedicated corporate governance function whom are responsible for risk management and have adopted an organisation-wide risk management approach to identifying and managing risks associated with the performance of the City's functions and the delivery of services. Audit noted that the City has documented its risk management framework (referred to as an administrative procedure) which further defines the systems and processes in place in the City, enabling their risk management process and facilitating them in achieving their strategic, operational and project objectives. Audit noted that the policy has been approved by Council and the Administration Procedure will be approved by the Executive at the end of the year after updating. Riskwest has been engaged to assist in this process.

Audit noted that the previous reg. 17 review found risk management procedures and systems to be incomplete, no longer current, lacking in consistency and implementation and only partially appropriate but generally ineffective. However, audit noted per discussions with staff members from the corporate governance function that the City has put in considerable effort in establishing their risk management process over the past year. On identifying that their risk management procedures and systems were incomplete the City set out establishing risk management practices. Audit noted the achievement of the following risk management activities over the past year:

1. Setting the City's risk context (i.e. risk appetite) – audit noted that the City engaged a third party consultant to develop the City's risk appetite and tolerance statements. Audit noted that the risk context has been endorsed by Council on 16th June 2020.
2. Reconfirming the City's risk policy – audit noted that the City's risk management policy was updated and re-endorsed by Council and the executive team. Audit noted that the risk policy provides risk consequence and likelihood criteria, a risk classification matrix, and a risk rating and management matrix.
3. Documenting the City's risk management framework – as noted above this framework will be approved by the Executive. Once approved the City will communicate the risk management framework across the organisation and embed it into the City's practices and processes.
4. Risk management training – audit noted the City engaged a third party consultant (Riskwest) to conduct workshops with the Council, Audit Committee and executives/staff members on such risk topics as risk education, strategy and planning, risk appetite, and risk register development. Going forward risk management training will be provided to staff commencing at induction. In addition, regular risk management awareness information will be communicated via the Vintranet.
5. Development of a corporate risk register – audit noted the City engaged a third-party consultant to prepare a corporate risk register for the City. Details noted for each identified risk (register includes both strategic and operational risks) include risk category and description, impact analysis, current risk management strategy, required risk management actions, risk owner and timeframe. Audit noted that the corporate risk register will be progressed. Risks are report to EMC each month and Audit Committee at each meeting. The Audit Committee approves the risk management actions for high and extreme risks.
6. Identified risks have been aligned to service area deliverables per the updated SoaPs – audit noted that the City's SoaPs have been updated to include the risks and issues for each service are deliverable.

17

All material risk management matters are reported to the City's Audit Committee whom are positioned to monitor risk management. Only high and extreme risks per the corporate risk register will be presented to the Audit Committee which are held every two months. However, the complete corporate risk register will be presented at the Executive Management Committee (EMC) meeting each month.

Audit noted that the City has a Fraud and Corruption Prevention policy in place, however it requires review, the existing policy notes a February 2018 review date. The City currently has no reporting system or management plan in place for fraud and misconduct risks. As part of the policy review these too should be developed and implemented. It is worth nothing that these inadequacies are noted as findings on the City's audit log. Audit noted the following response (action) from the City per their audit log: '*Governance will review the City's current Fraud and Corruption Prevention Policy. The City will investigate systems and processes to report, review and manage any potential fraud, including anonymous reporting and the escalation of fraud reporting. The proposed implementation date is December 2020. Human Resources with the support of Governance will develop and implement an online fraud awareness training program to be completed by all staff. New staff will be required to complete the training as part of their online induction process and current staff will receive notification to complete the training annually via the induction portal. Development of the training program will commence in September 2020 and requires linkage to the Fraud Management Plan and Risk Management Framework*'. The risk identification process is the most important aspect of risk assessment. The application of all other aspects for risk assessment is dependent on the accuracy and completeness with which risks are identified. Raising awareness and providing adequate training on the topic of risk management is key to rigor in risk identification which is essential to effective risk management. Audit noted that Riskwest has been engaged to provide risk management training with a focus on service area risks and facilitate business continuity scenarios. The City also intend on updating their Fraud and Corruption Prevention policy and create a Fraud Management Plan with LGIS reviewing both the policy and plan.

As noted under 7.1 above the City has a Business Continuity Plan in place. It was developed in March 2020 and will be reviewed annually.

It is also worth noting that the City has a dedicated Occupational Safety and Health (OSH) contact as well as an OSH Committee whom meet quarterly. In addition to this the LGIS provide health and safety support and meet with the City's OSH contact bi-monthly.

Assessment

Audit concludes that the Risk Management Policy and Framework are well documented and cover all the key requirements per *AS/NZ ISO 31000 Risk Management Standard*. Audit identified that the newly developed risk management procedures and systems are adequate by design but the overall effectiveness of these procedures and systems have not been assessed as they have only just been developed and yet to be fully implemented.

6.3. Legislative Compliance Review

A robust compliance culture stems from organisational value which emphasises commitment to legal and regulatory compliance, integrity and business ethics. Audit noted that the City has a dedicated corporate governance function whom are responsible for legislative compliance. Senior staff within this function are actively engaged with relevant local government agencies such as WALGA (Western Australia Local Government Association), the Department of Local Government and other Local Governments whom offer advice and support in this area. Senior staff also attend professional forums and workshops on this topic ensuring they are kept up-to-date with any legislative changes. All legislative compliance matters are reported to the City's Audit Committee whom are positioned to monitor legislative compliance.

Audit noted that the outcome per the previous reg. 17 review found legislative compliance procedures and systems were found to be largely inappropriate and ineffective. What was lacking was a systematic process through which legislated requirements were identified, responsibility for compliance allocated, and the required compliance actions validated and reported against. However, audit noted per discussions with staff members from the corporate governance function that the City recently development and adopted a compliance calendar which implements a structured and systematic process to managing legislative compliance and thus addresses this finding. Audit noted that the compliance calendar notes all of the City's required compliance actions by month along with the business unit (i.e. service area) responsible for the completion the required compliance action. The calendar will also capture the status (including date of completion) of each compliance action and a reference to evidence validating completion. The compliance calendar will be reviewed annually to ensure any legislative changes or updates that have occurred are captured in the compliance calendar. Audit noted that compliance obligations are also embedded within the City's Service Plans, referred to as SoaPs (Service on a Page). Every service provided by a service area (i.e. business unit) has a SoaP which outlines the required deliverables for that service. These deliverables are aligned to the underlying legislative requirements (if the deliverable is driven by legislation). Embedding compliance responsibilities into the SoaP will support compliance obligations being submitted on a timely basis.

Audit also noted that the City has also recently developed and implemented a corporate calendar. This calendar is effectively an annual forward agenda for the City noting the commencement, completion and reporting of key activities and deliverables. The corporate calendar will assist the City with maintaining legislative compliance and notes when some of the City's key documents relevant to legislative compliance are reviewed and reported to the Audit Committee and to Council.

It is also worth noting that internally, the City maintains a strong documentation base to assist staff with their management of compliance with applicable legislation. This includes Local Laws, a Code of Conduct, and various policies and management guidelines. All of these documents highlight the various legislative requirements that are applicable to ensure readers are fully aware of their obligations and how they link back to the applicable legislation.

Like all local governments the City is usually notified by WALGA of any key changes or updates to legalisation. Audit noted that the City does not appear to have a dedicated communication channel for receiving information on these legislative changes and updates and this information could be received via any number of channels. To ensure the City is promptly aware of any legislative changes or updates a dedicated communication channel should be used to receive such information. Those external agencies that provide such information should be directed to use this dedicated communication channel. The City already has a dedicated governance email and through our discussions with staff members from the

corporate governance function it was suggested that this email address be used to receive such information.

The City is mandated under the Local Government Act 1995 and Local Government (Audit) Regulation 14 to undertake an annual Compliance Audit Return which is to be submitted to the Department of Local Government prior to 31 March each year. A selected review of the 2019 and 2018 Returns noted that the City reported three and two areas of non-compliance respectively. Audit noted that remedial action was taken immediately by the City and the City is in fact largely compliant. Audit noted that all registers, as required by legislation, are maintained and kept in good order, other than the Contracts register which is currently being worked on by the City and is estimated to be completed by the end of this calendar year.

Assessment

Audit concludes that the legislative compliance component of the City's overall governance framework has evolved in recent years and the City has now formalised its legislative compliance control procedures. Audit observed that the commitment by the City' leadership to fully comply with legislative requirements is reflected in the recent development and implementation of its compliance and corporate calendars along with the linkage of service deliverables to underlying legislative requirements per the SoaPs. In addition, the City's robust systems of internal controls and appropriate risk management further mitigates and prevents non-compliance. However, the review has found the below findings and recommendations which audit believe would assist the City to further strengthen their legislative compliance responsibilities.

FINDINGS & RECOMMENDATIONS	RISK RATING	CITY'S COMMENTS
12. The City does not have a dedicated communication channel for receiving legislative changes/updates. **RECOMMENDATION** Audit recommends the City identifies a dedicated communication channel (i.e. the City's governance email address) to receive information on any legislative changes or updates. This email address should be communicated to all those external agencies who inform the City of any legislative changes or updates. This ensures that no legislative change or update is overlooked, delayed being implemented or even missed all together.	MODERATE	Agree. Administration has now established the governance@vincent.wa.gov.au as the dedicated channel, and advised WALGA so that all updates are received and collated in a systematic manner. **Responsible Person**: Executive Manager Corporate Strategy and Governance **Completion Date**: Actioned
13. Legislative compliance procedures and systems are not internally reviewed and audited. **RECOMMENDATION** Audit recommends when developing the City's strategic audit plan, legislative compliance reviews should be included to be performed, this will also cover off on the City's future requirements to perform legislative compliance reviews under reg. 17. However, it is worth noting that the City has identified quarterly compliance auditing as a recommendation per	MINOR	Agree. This will form part of the annual internal audit program. **Responsible Person**: Executive Manager Corporate Strategy and Governance **Completion Date**: 30 April 2021

20

their own risk management, internal control, and legislative compliance improvement plan.		

21

Appendix A - Definitions and Acronyms

Acronyms	Stands for:
The City	City of Vincent
WALGA	Western Australia Local Government Association
EMC	Executive Management Committee
FBT	Fringe Benefits Tax
GST	Goods and Service Tax
BAS	Business Activity Statement
SoaPs	Service on a Page
PO	Purchase Order

22

5.6 ICT AUDIT

Attachments: **Nil**

RECOMMENDATION:

That the Audit Committee recommend to Council that it:

1. **NOTES status updates to the two Significant findings actions arising from the Office of the Auditor General's Audit findings identified during the information systems (ICT) audit for the period 1 July 2019 – 30 June 2020.**

COMMITTEE DECISION ITEM 5.6

Moved: Cr Gontaszewski, Seconded: Cr Wallace

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

(Cr Topelberg was an apology for the Meeting.)

(Cr Loden was an apology for this Item.)

5.4 REVIEW OF THE CITY'S AUDIT LOG

Attachments: **1. Audit Log as at 24 November 2020**

RECOMMENDATION:

That the Audit Committee recommends to Council that it NOTES the status of the City's Audit Log as at 1 December 2020, at Attachment 1.

Moved: Cr Gontaszewski, Seconded: Mr Piper

That the recommendation be adopted.

AMENDMENT 6

Moved: Cr Gontaszewski, Seconded: Mr Piper

That a recommendation be added as follows:

2. NOTES the amendment to the proposed completion date for the following items:

1) **EA 2020/10 (1) (a) and (b) – Office of the Auditor General Information Systems Audit – Database Security**
2) **EA 2020/10 (3) Office of the Auditor General Information Systems Audit - Segregation of Duties**
3) **EA 2020/10 (4) - Office of the Auditor General Information Systems Audit – Information Security Policy**
4) **EA 2020/10 (9) - Office of the Auditor General Information Systems Audit - Authority User Review Process**
5) **EA 2020/10 (12) - Office of the Auditor General Information Systems Audit – Unauthorised Device Connections**
6) **EA 2020/10 (18) - Office of the Auditor General Information Systems Audit – Contract Management**
7) **EA 2020/10 (20) - Office of the Auditor General Information Systems Audit - Business Continuity Plan - Testing**

AMENDMENT CARRIED (5-0)

For: Mr Manifis, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

(Cr Topelberg was an apology for the Meeting.)

(Cr Loden was an apology for this Item.)

COMMITTEE DECISION ITEM 5.4

That the Audit Committee recommends to Council that it:

1. **NOTES the status of the City's Audit Log as at 1 December 2020, at Attachment 1.**
2. **NOTES the amendment to the proposed completion date for the following items:**
   - **EA 2020/10 (1) (a) and (b) – Office of the Auditor General Information Systems Audit – Database Security**
   - **EA 2020/10 (3) Office of the Auditor General Information Systems Audit - Segregation of Duties**
   - **EA 2020/10 (4) - Office of the Auditor General Information Systems Audit – Information Security Policy**
   - **EA 2020/10 (9) - Office of the Auditor General Information Systems Audit - Authority User Review Process**
   - **EA 2020/10 (12) - Office of the Auditor General Information Systems Audit – Unauthorised Device Connections**
   - **EA 2020/10 (18) - Office of the Auditor General Information Systems Audit – Contract Management**
   - **EA 2020/10 (20) - Office of the Auditor General Information Systems Audit - Business Continuity Plan - Testing**

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

(Cr Topelberg was an apology for the Meeting.)

(Cr Loden was an apology for this Item.)

NOTES:

Conley Manifis left the Committee Room at 4.05pm and re-joined the Meeting electronically.

Attachment 1 - Audit Log as at 1 December 2020 - Confidential

PROCEDURAL MOTION

Moved: Cr Gontaszewski, Seconded: Mr Piper

To defer items:

5.2 Review of Office of the Auditor General Audit Report - Waste Management - Service Delivery
5.5 Risk Assessment of Ageing Sporting Infrastucture Assets

to the next Audit Committee meeting, 2 March 2021, due to time constraints.

CARRIED UNANIMOUSLY (5-0)

For: Mr Manifis, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

(Cr Topelberg was an apology for the Meeting.)

(Cr Loden was an apology for this Item.)

6 GENERAL BUSINESS

Nil

7 NEXT MEETING

2 March 2021

- Internal audit program
- Statutory Compliance Audit Return
- Review of Audit Log
- Review of Corporate Risk Register
- Risk Assessment of Ageing Sporting Infrastructure Assets
- Review of Office of the Auditor General Audit Report - Waste Management - Service Delivery
- Update on the implementation of the Contract Management Framework
- Fraud Update and Emerging Issues – Governance, Risk and Compliance – if applicable
- OAG Performance Audit and Other Audit / Best Practice Recommendations – if applicable

8 CLOSURE

There being no further business the meeting closed at approximately 4.13pm.

These Minutes were confirmed by the Audit Committee as a true record and accurate of the Audit Committee meeting held on 1 December 2020.

Signed: Mr Conley Manifis

Dated

8.4 COUNCIL RECESS PERIOD 2020-21 - DELEGATED AUTHORITY TO THE CHIEF EXECUTIVE OFFICER

Attachments: **Nil**

RECOMMENDATION:

That Council DELEGATES BY ABSOLUTE MAJORITY, pursuant to section 5.42 of the *Local Government Act 1995,* to the Chief Executive Officer, the power to deal with any items of business that may arise between 16 December 2020 and 2 February 2021, and which are not the subject of delegated authority already granted by Council, subject to:

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;**
2. **Reports being displayed on the City's website for a period of three business days prior to the delegated decision being made;**
3. **A report summarising the items of business dealt with under delegated authority being submitted for information to Council at its Ordinary Meeting to be held on 16 February 2021; and**
4. **A Register of Items Approved under this Delegated Authority is being kept and made available for public inspection on the City's website during the period that the delegation applies.**

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 2020-21 Council recess period.

BACKGROUND:

Council will be in recess after the Ordinary Council Meeting on 15 December 2020 until the Annual General Meeting on 2 February 2021. 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 16 December 2020 to 1 February 2021, 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 16 February 2021 Ordinary Meeting of Council.

Reports relating to decisions proposed to be made using the recess period delegations will be issued to all Elected Members for review and comment for a period of three business days. This will allow Elected 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 16 February 2021 Ordinary Meeting of Council.

CONSULTATION/ADVERTISING:

There is no statutory requirement for consultation with the community or Elected 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 Elected 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 "Register of Delegations, Authorisations and Appointments" 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. It is not proposed that any tenders above $250,000 will be required to be accepted during the recess period.

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. Elected 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.

PUBLIC HEALTH IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

8.5 INFORMATION BULLETIN

Attachments:

1. **Statistics for Development Services Applications as at end of November 2020** ⇩
2. **Register of Legal Action and Prosecutions Monthly - Confidential**
3. **Register of Legal Action - Orders and Notices Quarterly - Confidential**
4. **Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 26 November 2020** ⇩
5. **Register of Applications Referred to the MetroWest Development Assessment Panel - Current** ⇩
6. **Register of Applications Referred to the Design Review Panel - Current** ⇩
7. **Register of Petitions - Progress Report - November 2020** ⇩
8. **Register of Notices of Motion - Progress Report - November 2020** ⇩
9. **Register of Reports to be Actioned - Progress Report - November 2020** ⇩
10. **Minutes Arts Advisory Group (AAG) 14 October 2020** ⇩
11. **Minutes Reconciliation Action Plan Working Group (RAPWG) 5 October 2020** ⇩

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated December 2020.

Statistics for Development Applications
As at the end of November 2020

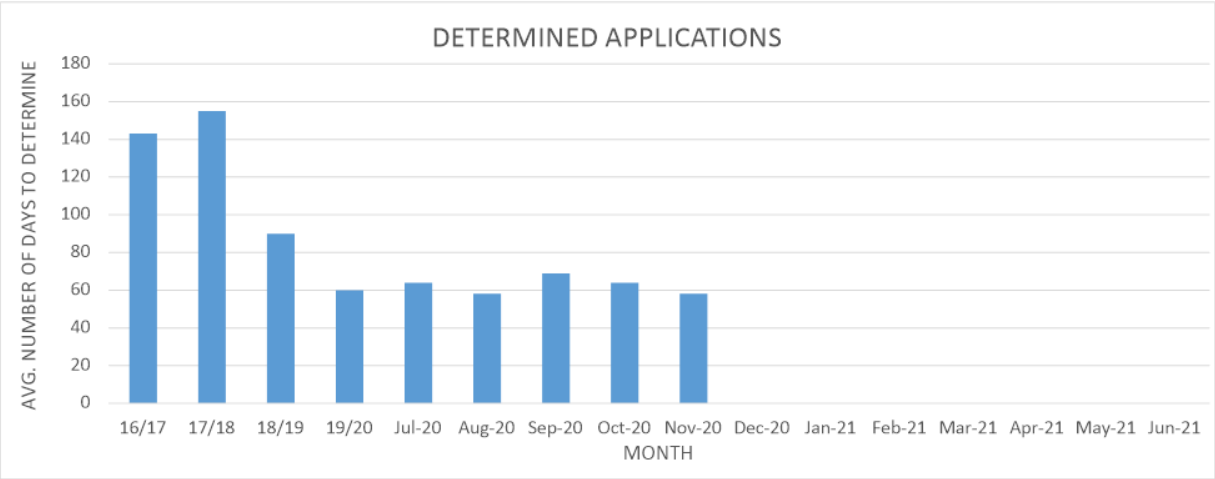


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2020.

Processing Days	16/17	17/18	18/19	19/20	Jul-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Minimum	7	1	0	0	14	0	23	20	20							
Average	143	155	85	60	64	58	69	64	58							
Maximum	924	1008	787	499	113	132	191	110	141							

	Jul-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
DA's Determined	31	35	28	36	49							
Value of Determined DA's (in millions)	10.2	23.20	18.89	33.8	27.6							

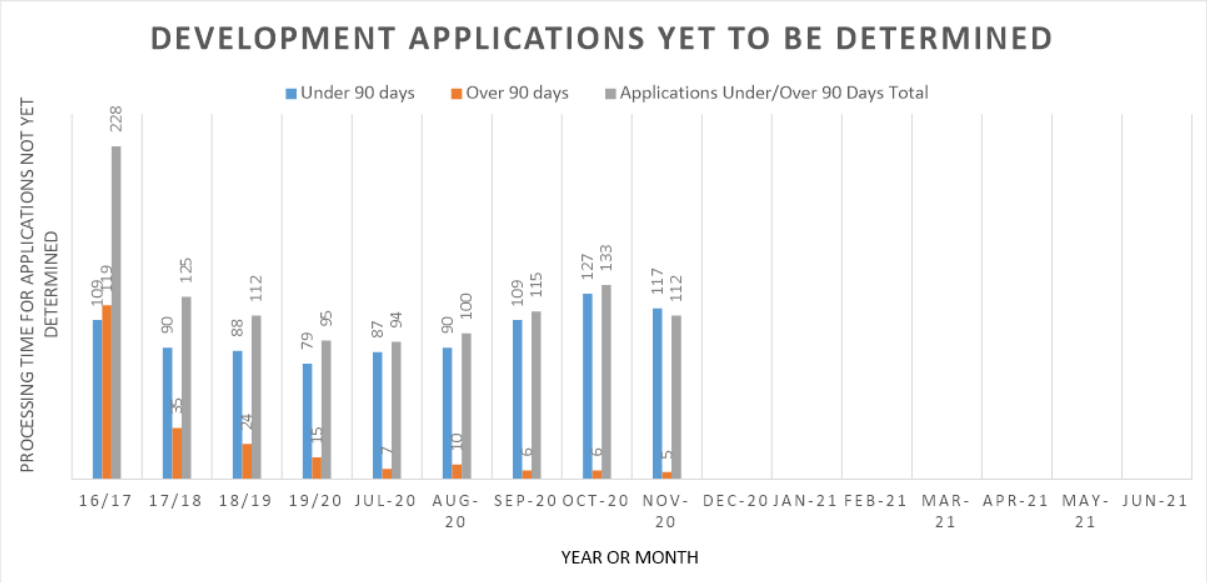


Table 2: No. of DA's to be determined

	Jul-20	Aug-20	Sept-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
DA's lodged	26	42	47	57	38							
DA's to be Determined	94	100	115	133	117							
Value of DA's to be Determined (in millions)	36.73	35.17	42.58	57.68	35.25							

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 26 NOVEMBER 2020

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	No. 3 Bulwer Avenue, Perth (DR 202 of 2019)	2 September 2019	Justin Mortley	Application for review of decision to give a direction under Section 214 of the *Planning and Development Act 2005* (Reinstatement of Façade). ********** Directions hearing held on 25 October 2019, matter listed for single Mediation only on 22 November 2019. The matter is scheduled for another Directions Hearing on 28 February 2020. The matter has been listed for a further Mediation on 31 March 2020. Mediation vacated with a Directions Hearing listed for 22 May 2020. Further mediations held on 15 June 2020 and 7 July 2020. Directions Hearing held on 14 August 2020. SAT advised cannot reopen withdrawn SAT matter advised a new Development Application may be submitted. Applicant advised that this could be lodged within 2-3 weeks (by 4 September 2020). Matter adjourned to further Directions Hearing 9 October 2020. New development application lodged with City on 11 September 2020. Currently under assessment by Administration. At Directions Hearing on 9 October 2020 matter adjourned to 4 December 2020 to await determination of the development application. Development application approved under delegated authority on 12 November 2020. *Representation by: McLeods*
2.	No. 50 Barlee Street, Mount Hawthorn (DR 135 of 2020)	30 June 2020	Davor Nikolic	Application for review of Council decision to refuse application for Single House on 16 June 2020. ********** Directions Hearing held 17 July 2020. Mediation scheduled for 4 August 2020. Mediation vacated until 1 September 2020 to allow the applicant to consider the issues. Administration met with the applicant on 11 August 2020, with the applicant to provide amended plans prior to next Mediation. Mediation scheduled for 21 October 2020. Mediation vacated and rescheduled until 30 November 2020. *Representation by: Administration*
3.	No. 19 Leake Street, North Perth (DR220/2020)	24 September 2020	Urbanista Town Planning	Application for review of Administration decision to refuse application for Single House on 2 September 2020. ********** Directions hearing scheduled for 16 October. Vacated and matter scheduled for Mediation on 18 November 2020. Matter adjourned for a further Mediation on 10 December 2020. *Representation by: Administration*

METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 26 NOVEMBER 2020

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	Nos. 636-640 Newcastle Street, Leederville	Megara	Form 2 – Change of Use to Childcare Centre	24 August 2020	No date set.	Application withdrawn by applicant for consideration by DAP. Application approved by Administration under delegated authority on 5 November 2020.
2.	No. 379 Beaufort Street, Perth	Serneke	Form 1 – Mixed Use Development	15 September 2020	No date set.	Responsible Authority Report due 30 November 2020. Application currently being assessed.
3.	Nos. 139-141 Lake Street, Perth	Motus Architecture	Form 2 – Amendment to Mixed Use development	26 October 2020	No date set.	Responsible Authority Report due 20 January 2021. Application currently being assessed.

CITY OF VINCENT DESIGN REVIEW PANEL (DRP)
REGISTER OF APPLICATIONS CONSIDERED BY DRP
AS AT 26 NOVEMBER 2020

NO.	ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
1.	No. 109 Palmerston Street, Perth	Lee Wun Young	Four Grouped Dwellings	28 October 2020	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). No DA Lodged.
2.	No. 433 Charles Street, North Perth	GDD Design Group	Nine Multiple Dwellings	28 October 2020	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). No DA Lodged.
3.	No. 406 Oxford Street, Mount Hawthorn	DGK Architects	Alfresco	28 October 2020	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). No DA Lodged.
4.	No. 370-374 William Street, Perth	Urbanista Town Planning	Two Storey Commercial Development	11 November 2020	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). No DA Lodged.
5.	No. 38 Summers Street, East Perth	Hemsley Planning	Proposed Commercial Development	11 November 2020	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). No DA Lodged
6.	No. 379 Beaufort Street, Perth	Serneke Pty Ltd	Mixed Use Development (20 Multiple Dwellings and One Office)	11 November 2020	To consider amendments made in light of previous comments from the DRP. DA lodged.
7.	No. 577 William Street, Mount Lawley	JA Constructions	Six Multiple Dwellings	25 November 2020	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). No DA Lodged.
8.	No. 235 Charles Street, North Perth	Mick Rule Design	Two Grouped Dwellings and Four Multiple Dwellings	25 November 2020	To consider amendments made in light of previous comments from the DRP. No DA lodged.

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	**Register of Petitions – Progress Report – November 2020**
DIRECTORATE:	**Chief Executive Officer**

DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

Key Index:

CEO:	Chief Executive Officer
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSD:	Executive Director Strategy & Development

Date Rcd	Subject	Action Officer	Action Taken
Council Meeting – 20 October 2020			
20/10/20	Petition, with 26 signatures, requesting that the City's decision to introduce an electronic permit system be reviewed, and community consultation is undertaken before it is implemented.	EDIE	Report being prepared for the Council meeting to be held on 17 November 2020.

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	**Register of Notices of Motion – Progress Report – October 2020**
DIRECTORATE:	**Chief Executive Officer**

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

Key Index:
CEO: Office of the CEO
EDCBS: Executive Director Community & Business Services
EDIE: Executive Director Infrastructure & Environment
EDSP: Executive Director Strategy & Development

Details	Action Officer	Comment
20 October 2020 – Submitted by Mayor Cole		
Review of Graffiti Removal Service in City Owned Rights of Way	**EDIE**	Currently being investigated and a report will be presented to Council in February 2021
20 October 2020 – Submitted by Cr Topelberg		
Review of Local Planning Policy No. 7.5.2 - Signs and Advertising	**EDCBS**	Notice of Motion was moved and with the timeframe amended to state the revised completion date of December 2021. Administration working on amending the policy to include the words ", excluding Clause 3(iii)," after the words "particular standard or provision of this Policy", pursuant to clause 5(1) of Schedule 2 of *Planning and Development (Local Planning Schemes) Regulations 2015*. Administration also investigating the suitability of Billboard Signs in the City of Vincent.

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Reports to be Actioned – Progress Report – November 2020
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following reports still require action or are in the process of being actioned.

Key Index:
CEO: Office of the CEO
EDCBS: Executive Director Community & Business Services
EDSD: Executive Director Strategy & Development
EDIE: Executive Director Infrastructure & Environment

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
17 November 2020				
9.2	No. 305 (Lot: 4, D/P: 1602) Fitzgerald Street, West Perth - Change of Use from Warehouse to Recreation Private (Amendment to Approved) (Unauthorised Existing Development)	EDSD	Deferral to allow the applicant to arrange for an Acoustic Report to be prepared and submitted prior to consideration of the item at a future Council Meeting. Applicant is currently considering their options in how to progress the matter, with this expected to be confirmed prior to commencement of 2021.	During 2021
12.5	Updated project plans for 5 strategic projects in the Corporate Business Plan 2020/21 - 2023/24	EDSD	Project plans approved and will be completed as per the detailed timeframes and milestones.	Due to be presented back to Council for an update on progress at the February 2021 Council Meeting.
12.6	Advertising of new policy – Attendance at Events Policy	CEO	The policy is currently being advertised. Outcomes of consultation will be presented to the February 2021 Council Meeting.	February 2021
20 October 2020				
9.5	Adoption of Amendments to Mobile Food Vendor Policy and Consideration of a Commercial Kiosk Proposal at Hyde Park	EDSD/ CEO	Consultation will occur in early 2021. The results of the consultation will be provided to the March 2021 Council Meeting.	31 March 2021
9.6	Draft Haynes Street Reserve Development Plan	EDSD	Development plan complete.	Implementation phase to commence in 2021.
9.7	Accessible City Strategy	EDSD	Strategy approved for advertising with amendment.	Advertising to commence in November 2020, until February 2021.
10.1	Update on Manna Inc Meal Service at Weld Square	EDIE	Actioning items as per Council outcomes.	Initial meeting to occur in October 2020, end of service due 31 December 2020. Further report to Council in October 2021.
11.1	Beatty Park Leisure Centre Renewals Business Case	EDCBS	Council authorised Business case OMC 20 October 2020	Report to Council in December 2020 on Pool

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			Work on detailed design and costings for change room, sauna and swim school storage areas underway as noted. Report to OMC 15 December 2020	filtration tender and tiling tender for approval.
12.2	Request to the Minister for Lands to Acquire Six Rights of Way as Crown Land and Reserve as Public Rights of Way - Perth Precinct	EDCBS	Public notice of the proposed acquisition will be provided in late November. It is expected that a request will be made to the Minister for Lands in early 2021. Assessment by the Minister may take up to a year.	Expected completion 31 December 2021.
12.3	Sale of 150 (Lot 12) Charles Street, West Perth	CEO	Public notice of the proposed sale will be provided in November 2021. .	Expected that the transfer of land will occur by 31 December 2020.
12.4	Licence to locate a permanent alfresco structure in the Grosvenor Road road reserve	CEO	Licence to be drafted and finalised for signing, once development approval issued.	Expected completion by 30 November 2020.
12.5	Transfer of ANZAC Cottage, 38 Kalgoorlie Street, Mount Hawthorn, to the National Trust of Western Australia	CEO	Transfer of land to be prepared and surrender of lease drafted and finalised for signing.	Transfer expected to occur by 31 December 2021.
12.6	Extension of Lease - Barlee Street Car Park, 596 (Lots 49 & 50) Beaufort Street, Mount Lawley	CEO	Public notice for extension of lease occurring, extension to be drafted and finalised for signing. Consultation on the potential sale of Lot 48 and the town square concept will commence in early 2021.	Extension of lease to be signed by February 2021. A report will be presented to Council in March 2021.
15 September 2020				
9.4	City of Vincent Rebound Plan	EDSD	The Rebound Plan is a living document that will constantly update and evolve to meet the changing needs of businesses and the community. The plan will be updated and reported monthly to the Rebound Roundtable and COVID-19 Relief and Recovery Committee, and quarterly to Council. First update to council due December. With following updates each quarter.	First update to Council in December 2020, with quarterly updates thereafter.
10.1	Waste Strategy Project - 8 Commercial Waste Collections (Update Report)	EDIE	Administration currently preparing next steps for ending commercial services as per council approved Communications Strategy	Implementation review report to Council on the discontinuation of the commercial waste service will be provided six months after implementation
11.1	Lease of Community Building at Woodville Reserve, 10 Farmer Street, North Perth, Wadjak Northside Aboriginal Community Group	EDCBS	Administration is currently preparing a draft lease for Wadjak Northside Aboriginal Community Group and will progress finalising the lease.	18 October 2020

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
12.2	Repeal of the City of Vincent Parking and Parking Facilities Amendment Local Law 2020	CEO	The Joint Standing Committee has been advised of Council's decision. Public notice of the repeal of the amendment local law will be provided in September / October 2020. The public comments will be provided to Council at the December 2020 meeting. A new local law is being drafted for Council's review by 31 March 2021.	31 March 2021.
12.4	Outcome of advertising and adoption of Meeting Procedures policy	CEO	The Electronic Meeting Guidelines will be reviewed and updated in respect to the public question time process.	15 December 2020
12.5	Advertising of new policy - Policy Development and Review Policy	CEO	Public notice of the new policy will be provided in September / October 2020. The public comments will be provided to Council at the December 2020 meeting.	15 December 2020
12.6	New lease to Bethanie Group Inc. - Royal Park, 413 Bulwer Street, West Perth	CEO	Lease has been signed by Bethanie and is with City for signing.	~~31 October 2020~~ 31 December 2020
12.7	Sale of 202 (Lot 43) Vincent Street, North Perth to Main Roads WA	CEO	The Transfer of Land and permit has been is being drafted by the State Solicitors Office. Settlement is scheduled for December.	~~31 October 2020~~ 31 December 2020
12.10	New lease to Kidz Galore Pty Ltd - 15 Haynes Street, North Perth	CEO	Public notice of the new lease will be provided in September 2020. Depending on whether submissions are received, the lease will be finalised for signing.	~~30 November 2020~~ 31 December 2020
Council Meeting – 18 August 2020				
12.1	Progress update on the Sustainable Environment Strategy 2019-2024	CEO EDSD	Consider the C40 principles as part of SES and Public Health Plan implementation.	Report back to Council on SES and PHP by March 2021.
Council Meeting – 28 July 2020				
12.7	Advertising of new Local Government Property Local Law 2020 and new Election Signs	CEO	Revision and amendment of Local Law required following DLGSC's advice.	**Timeframe** report to Council March 2021
12.9	Advertising of amended Development on City Owned and Managed Land Policy	CEO	Public notice to be provided in August 2020.	Report to Council on outcomes of public notice in ~~September~~ October 2020.
Council Meeting – 19 May 2020				
9.1	Amendment No. 6 to Local Planning Scheme No. 2 and Amendment No. 1 to Local Planning Policy No. 7.4.5 - Temporary Accommodation	EDSD	~~Administration has forwarded Amendment No. 6 to Local Planning Scheme No. 2 to the Environmental Protection Authority for comment. The City has been notified that the EPA has no comment so the Scheme and Policy will now be advertised in accordance with Council's resolution.~~	Advertising commenced at end of August 2020, closing on 17 October. **Timeframe** report to be presented to Council Workshop, Briefing and OMCI in 2021.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			Scheme and Policy has been advertised in accordance with Council's resolution. Advertising closed on 17 October with 9 responses. Scheduled to be presented to Council Workshop, Briefing and OMC in 2021. Further revision of Policy required following public consultation.	
12.3	Grant of access easement over the City's Right of Way (Lot 303) for the benefit of Lot 49 (No.33) Scarborough Beach Road, North Perth and transfer of Lots 303 & 304 on Deposited Plan 28000 to the Crown	CEO	Administration has commenced the land transfer process. This is expected to be completed by December 2020. The easement has been finalised.	December 2020.
Council Meeting – 7 April 2020				
12.3	Sale of miscellaneous portions of City Freehold Land	CEO	Sale of 150 Charles Street, West Perth and 202 Vincent Street, North Perth is being advertised. Administration finalising community consultation plan in respect to Brentham St and Monmouth St Lots. Administration liaising with adjacent owners regarding Barlee St car park lot.	~~Community consultation plan to be finalised by mid June 2020.~~ ~~202 Vincent Street – Complete 15 September 2020 – Item 12.7~~ 150 Charles Street offers being presented to Council at 20 October 2020 Meeting. Sale proceeding, expected to complete late 2020. Community consultation in regard to 10 Monmouth Street ongoing.~~to be completed from September to December 2020.~~
Council Meeting – 17 March 2020				
11.6	Draft City Property Management Framework and new Property Management Policy	CEO EDCBS	The draft City Property Management Framework has been advertised for consultation which concluded on 29 May 2020. Administration is currently rewording the PMF and adding specific maintenance responsibilities to the document. This will be presented to Council Workshop on 4 August.	~~OMC 16 June 2020. OMC 18 August 2020~~ OMC 15 September 2020 OMC 17 November 2020
12.6	Reimbursing the external members of the City's Audit Committee	CEO	Administration to present a report to Council prior to inviting expressions of interest for new external Audit Committee members in September 2021.	No later than July 2021.
Council Meeting – 11 February 2020				
9.5	Amendment No. 4 to Local Planning Policy No. 7.5.15 - Character Retention Areas and Heritage Areas to include Guidelines for The Boulevarde, Kalgoorlie Street and Buxton Street	EDSD	The draft amendment will be advertised and a report will be presented to Council on the results of advertising.	The draft amendment has been advertised and a report will be presented to Council on the results of advertising in December 2020.
12.2	Acquisition of Private Rights of Way - Lots 350 - 357 on Plan 2503, bounded by Scarborough Beach Road, Green, Fairfield and Matlock Streets, Mount	CEO	Preparing public and utility provider notification documents, with public notice to be provided from end June 2020. Request will	Minister for Lands estimated to make a decision by ~~December 2020~~ February 2021.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
	Hawthorn as Crown Land, and vesting in the City as Public Rights of Way		be made to Minister for Lands in August 2020.	
17.1	Amendment to Licence – 152 Joel Terrace, East Perth	CEO	Licence being finalised for signing. Amendment to Management Order lodged with Landgate for registration.	~~June 2020.~~ ~~July 2020.~~ September 2020
Council Meeting – 10 December 2019				
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	CEO	Department of Planning, Lands and Heritage considering the request.	Minister for Lands estimated to make a decision by October 2020. DPLH requested a survey. Estimated completion March 2021.
Council Meeting – 15 October 2019				
9.1	No. 51 (Lot: 192; D/P: 56091) Albert Street, North Perth – Proposed Alterations and Additions to the Club Premises and Change of Use from Club Premises to Club Premises and Child Care Premises and Licence for Use of Car Park at No. 160 Albert Street, North Perth	CEO	Car parking licence has been drafted and sent to applicant for review. Waiting on start date of childcare centre to be determined, as that will be commencement date of licence.	Waiting on applicant.
12.2	Dedication of lots 889 and 890 as road – Corner Fitzgerald and Bulwer Streets, Perth and write-off of outstanding rates debt	CEO	Request made to Minister for Lands in March 2020.	Minister for Lands estimated to make a decision by October 2020.
Council Meeting – 23 July 2019				
9.8	Beaufort Street Change of Use Exemption and Amendment to Policy No. 7.5.1 - Minor Nature Development	EDSD	The trial has been implemented along with a number of additional exemptions implemented through the State Government in response to the COVID-19 pandemic. The draft Policy will be reviewed in the context of the current situation and will be advertised and presented back to Council for consideration.	The revised draft Policy will be presented to Council for consideration in the 2020/21 financial year.
Council Meeting – 25 June 2019				
10.3	North Perth Precinct Traffic Study	EDIE	Public consultation to be undertaken on proposed traffic calming measures, with a further report to Council.	Project deferred to 20/21 as part of the emergency budget deliberations. Scope of works to be extended to incorporate a possible partial closure at View & Fitzgerald Streets (North Perth Common) for inclusion in the Community engagement ~~to commence in September 2020~~ subject to Council endorsement.
Council Meeting – 30 April 2019				
11.4	Transfer and dedication of lots as road - Charles Street, North Perth	CEO	Main Roads to organise State Solicitors Office to prepare transfer documents. Acquisition of Lot 66 on hold due to adverse possession claim.	To be signed by 30 October 2020. Resolution of adverse possession claim waiting on Landgate decision.
Council Meeting – 2 April 2019				

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
11.4	Amendments to the Trading in Public Places Local Law 2008 and Local Government Property Local Law 2008	CEO	Local Government Property Local Laws and new Election Signs Policy report to Council 28 July 2020 for approval to advertise.	28 July 2020. **LGPLL completed** (Item 12.7 28 July 2020). TPPLL to be completed 30 June 2021.
Council Meeting – 5 March 2019				
10.1	Business Case for the Adoption of a Three Bin Food Organic/Garden Organics System	EDIE	Discussion undertaken as part of the Budget process at the 25 February 2020 Council Workshop. Further report being prepared in relation to further information in regard to implementation of FOGO financial modelling.	Further report to be presented into 2021 due to postponement of rollout to October 2021 due to COVID-19.
Council Meeting – 27 June 2017				
9.5	Submission to WALGA – Third Party Appeal Rights in Planning	EDSD	Administration has forwarded the submission to WALGA. The Minister for Planning and the Attorney General were not advised of Council's position in relation to Third Party Appeal Rights.	Administration is preparing advice to the Minister for Planning and the Attorney General on WALGA's revised preferred model for Third Party Appeal Rights. This is scheduled to be sent in 2020.
12.1	No. 34 (Lot 1) Cheriton Street, Perth – Progress Report No. 8	CEO	City is discussing tenure options and the feasibility of the community garden on this site with the Norwood Neighbourhood Association. An update will be provided to Council following the site meeting in March 2020.	~~30 June 2020.~~ ~~September 2020.~~ October 2020
Council Meeting – 30 May 2017				
12.5	Perth Parking Levy	EDIE	Awaiting outcomes of the Perth CBD Transport Plan and specific recommendations regarding the Perth Parking Levy.	Update scheduled to be provided in ~~December 2020~~ late 2021.
Council Meeting – 7 March 2017				
9.3.5	Review of City of Vincent Local Laws under Section 3.16 of the Local Government Act 1995 (SC2688)	EDSD	The Health Local Law is being reviewed. Presentation to Council made at Council Workshop held on 20 November 2018. Further presentation to Council Workshop on 25 February 2020. Anticipated completion June 2020.	~~June 2020.~~ Report to be prepared for ~~October~~ November 2020 OMC, to ensure correct local law development process is followed. Administration is waiting on feedback from the Department of Local Government, Sport and Cultural Industries in respect to the new Local Government Property Local Law prior to progressing the drafting of the Animal Local Law. The feedback is expected to be received by mid October 2020. The Animal Local Law will be drafted taking into account any feedback from DLGSC. Administration is exercising its discretion in applying the poultry provisions of the current Health Local Law.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
Council Meeting – 27 October 2015				
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	To be addressed through the Draft City Property Management Framework proposed to go to OMC 18 August 2020.	~~30 June 2020.~~ ~~30 September 2020~~. 30 November 2020
Council Meeting – 18 November 2014				
9.1.4	Car Parking Strategy Implementation – Progress Report No. 1 (PRO0084/SC1345)	EDSD / EDIE	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. 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. The City takes an approach to parking restrictions where we receive complaints, conduct parking occupancy surveys and report to Council on the results of these surveys. The replacement of the CALE ticket machines throughout the City is complete. 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.	~~The draft Integrated Transport Plan will be presented to Council for consideration in the 2019/20 financial year 2020 where the option of parking benefit districts will be considered and resolved.~~ The draft Accessible City Strategy is being presented 20 October 2020 OMC to guide sustainable transport in Vincent.
Council Meeting – 7 October 2014				
9.3.2	Lease for North Perth Tennis Club – Lease of Premises at Woodville Reserve, 10 Farmer Street, North Perth (SC351/SC621)	CEO	The Woodville Reserve Master Plan is scheduled to commence in the FY 2020/21 and is anticipated that it will be completed by 30 June 2021. The master plan will consider the best use of this site in terms of future community needs, financial sustainability and multiple and shared use of facilities. The North Perth Tennis Club facility and tennis courts will be considered as part of this planning process.	~~30 June 2020.~~ 30 June 2021.
Council Meeting – 23 September 2014				
9.3.6	Lease for Leederville Tennis Club – Lease of premises at 150 Richmond Street, Leederville (SC351 & PR25077)	CEO	Subject to the City's Property Management Framework.	~~30 June 2020.~~ ~~30 September 2020.~~ 30 November 2020
Council Meeting – 27 May 2014				
9.3.4	East Perth Football Club and Subiaco Football Club Lease additional space at Medibank Stadium	CEO	Further discussions ongoing as part of broader	~~Management Committee meeting postponed due to~~

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			discussions with Football Clubs.	~~COVID-19. Will be rescheduled by June 2020.~~ ~~September 2020.~~ November 2020

AGENDA

CITY OF VINCENT

ARTS ADVISORY GROUP

Wednesday, 14 October 2020 at 6pm

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 Sally Smith (SS)

Community Representatives
Ms Sioux Tempestt (ST)
Mr Simon Venturi (SV)
Ms Alexandra Thomson (AT)
Ms Claudia Alessi (CA)
Ms Suzanne Worner (SW)
Mx Johnny Doan (JD)
Mr Eduardo Cossio (EC)

City of Vincent Officers
Virginia Miltrup, Executive Director Community and Business Services (VM)
Tegan Patrucco, Arts and Activation Officer (TP)

Apologies
Rosslind Ellis, Manager Marketing and Partnerships (RE)
Mr Nathan Giles (NG)
Ms Sharmila Wood (SW)
Ms Paula Hart (PH)

1. **Welcome/Declaration of Opening – Acknowledgement to Country**

   JF opened the meeting at 6.06pm and acknowledged the traditional custodians of the land on which the meeting was held.

2. **Business**

   4.1 Arts in Vincent SWOT Activity

   TP provided the Arts Advisory Group members with post-it notes to share their thoughts on the Strengths, Weaknesses, Opportunities and Threats of the arts sector in the City of Vincent. The following points were noted and discussed:

   Strengths:

   - Openness to ideas and collaboration
   - Great vision for arts
   - Community music already happening (eg Jazz in Hyde Park)
   - Murals
   - Expertise and skills in the community
   - Arts is a priority
   - Vincent community interest and support for the arts
   - Building a conversation on arts
   - Clever and creative community
   - Visible public art

AGENDA

CITY OF VINCENT

Weaknesses:

- Red tape slowing down and hindering processes
- Small team delivering above and beyond
- Strict restrictions on musician practising hours and amounts
- Lack of finding
- Inclusion of arts as an afterthought
- Percent for Art Policy and framework
- Lack of dedicated space for artists
- Representation across all artforms-- not just visual
- Not enough visible arts out in the community

Opportunities:

- Partnerships with festivals international organisations
- Cross-local government collaborations
- Opportunity for greater Aboriginal engagement
- Provide mentoring for young and emerging artists
- Diverse and inclusive programming
- Film and Production
- COVID-19 forcing local artists to be seen

Threats:

- University sector changes
- Lack of funding
- Lose connection with core values
- Graffiti tagging throughout Vincent
- Funding and proactivity of some other councils
- Not embracing change or new medium
- Pandemics

TP noted that these points will be a great starting point for development of the next Arts Development Action Plan.

4.2 Arts Relief Grants update

TP gave the following updates on the Arts Relief Grants:

- The RTRFM View From Here Videos are complete
- The Joy Collective mural is complete
- Jazz Picnic in the Park is on Nov 8th
- Maddie Godfrey's Poetry workshops are happening during November
- Matt Aitken's 'Mighty Raw' and Tanya Schult's installation will happen early 2021
- The Halatau and Senior short film will be in filming in November

ACTION: TP to post Arts Relief Grant updates in Arts Advisory Group Facebook group.

4.3 Mural Policy review

The current Mural Policy was tabled for consideration. TP summarised the current challenges with the implementation of the policy, and noted that there is not currently any mural co-funding budget available and it is a good time to review the policy and make improvement. TP noted that the Public Art Policy is also due for review. The following discussion was had:

- SV noted that murals are an easy option for Local Government, as quality sculptural outcomes are more difficult and expensive to achieve.
- ST noted that artists are under the impression that only building owner permissions are needed for murals.

AGENDA

CITY OF VINCENT

- SV noted that some murals in the City have had advertising elements included which goes against the policy and erodes their artistic impact.
- SV noted that murals are a good opportunity for social comment but many in the City tend to be safe.
- SS raised the Scroller mural in Mount Hawthorn as a good example.
- CA notes that murals should create a discourse.
- JF noted that Local Government processes can be a threat to great arts outcomes.

CA left the meeting at 6.42pm.

- SS suggested including a reminder in the City's e-news about privately funded murals still requiring City approval. VM questioned whether this is too restrictive and noted that the community needs to be allowed to express itself.
- JF suggested the City's role in privately funded murals should be more one of enabler and advisor to achieve good arts outcomes, rather than one of enforcer.
- ST suggested commissioning more traditional street artists for murals, which would gain more respect in the artist community and reduce tagging. ST suggested that bars may be more open to this style.
- SS noted that while the City recognises murals as a temporary artform, there is a community expectation that tagging will be removed and murals maintained.
- SV suggested quality and outcomes could be controlled through assessment panels, and less murals could be done but at a higher value.
- VM noted the City needs to be strategic with the arts budget available.
- JF requested that budget allocations by artform data for the past 2 years be provided for development of the next Arts Development Action Plan.
- SV noted that the City seems to have a much higher budget for events than for arts.
- SV noted that the Public Art Policy, Percent for Art Policy, and the Developer's Handbook don't match up.
- EC questioned whether the mural program could be positively developed by running projects with collective outcomes and across artforms.
- ST suggested the City engages with DADAA on mural projects.
- SW noted that previous projects have engaged projection artists to add a new element to existing murals.
- ST suggested that events funded by the City should have an arts component.

ACTION: AAG to send their feedback/edits on the policy to TP by 6th November. TP to send Public Art Policy.

4.4 Sub Groups update

TP gave the following updates:

- The Planning team have completed their first draft of the Percent for Art policy review and have requested a meeting be set up with interested members of the Arts Advisory Group so they can present the draft and get feedback.
- The draft EOI for the Entry Statement Major Artwork is going to council workshop on October 27th.

JF and SS requested the draft EOI be emailed to them for final feedback prior to council workshop. Discussion was had concerning whether ST and SV could give feedback on the draft EOI if they are planning to apply for the commission. VM stated that this would not constitute a conflict of interest, but noted that ST and SV would not be able to be involved in the assessment process. SV noted that the reasons why the previous Major Artwork commission was rejected by council need to be addressed in the new EOI.

ACTION: TP to set up Percent for Art policy review meeting

ACTION: TP to send Entry Statement Major Artwork draft EOI to JF, SS, SV and ST

4.5 Arts Advisory Member News 10 minutes

The Arts Advisory Group members gave brief updates of their current work and activities. The following was noted:

AGENDA

CITY OF VINCENT

- SV requested to present the Leederville Connect Public Art Framework to the Arts Advisory Group when it's ready.
- SW invited all Advisory Group members to attend the screening of short film TWO SANDS on October 26th and Luna Cinema Leederville.

5. Close/Next Meeting

JF closed the meeting at 7.45pm. The next meeting will be held 25 November 2020.

Summary of Actions	Date	Status
TP to post Arts Relief Grant updates in Arts Advisory Group Facebook group.	Ongoing	
AAG to send their feedback/edits on the policy to TP by 6th November. TP to send Public Art Policy.	6th November 2020	
TP to set up Percent for Art policy review meeting	30th November 2020	
TP to send Entry Statement Major Artwork draft EOI to JF, SS, SV and ST	20th October 2020	

MINUTES

CITY OF VINCENT

RECONCILIATION ACTION PLAN WORKING GROUP

Monday 5 October, 2020 at 5:30pm

Venue: Committee Room

City of Vincent Administration and Civic Centre

244 Vincent Street, Leederville

Attendees:

City of Vincent Councillors
Cr Dan Loden (Chairperson)

Community Representatives
Mikayla King (MK)
Jodey Brockhurst (JB)
Roslyn Harley (RH)
Marilyn Lynford (ML)

City of Vincent Officers
Greg Hire (Community Partner)

1. **Welcome/Declaration of Opening** – Acknowledgement to Country

   The meeting was opened at 5.42pm with Cr. Dan Loden Acknowledging the Group to Country.

2. **Apologies**

   City of Vincent Councillors
   Cr Joshua Topelberg
   Cr Jonathan Hallett

   Community Representatives
   Maxine Brahim
   Gordon Cole
   Ian Hale

   City of Vincent Officers
   Rosslind Ellis
   Virginia Miltrup

3. **Confirmation of Previous Minutes** – 27 July 2020

   The Minutes from the previous meeting held on 27 July 2020 were confirmed as a true and correct record.

   3.1 Action Items – Update

   GH advised of completed Action Items

   - GH to provide Project Plan on NAIDOC Week to RAPWG
   - GH to work with GC in obtaining a facility for Whadjuk Northside in City of Vincent
   - GH to provide Hyde-Park Dual-Naming update at next RAPWG and begin consultation with stakeholders

4. Items for Discussion

4.1 Update on NAIDOC Week Activities

GH provided a summary NAIDOC Week Activities that will be undertaken by the City:

- Screening of *Bran Nue Dae* at Backlot Cinemas on 9 November with Welcome to Country by Uncle Noel Nannup with Q&A with Executive Director of the Bran Nue Dae musical Naomi Pigram.
- Screening of *The Australian Dream* at Backlot Cinemas on 13 November with Welcome to Country with Panel Discussion with Des Headland moderated by Lachy Reid. Dance performance by Andrew Beck and Co.
- Catering at both screenings by Kuditj Café.
- AFL Community Event at Leederville on 15 November. Exhibition games hosted by East Perth Football Club and Polly Farmer Foundation. Participation by Aranmore Catholic College students & Mount Hawthorn Cardinals FC. Smoking Ceremony and Welcome to Country by Vaughn McGuire. Dance performance by Andrew Beck and Co.
- Commissioning of artwork by Tamara Hayden.
- Mikayla King facilitating an Embedding Aboriginal Perspectives workshop.
- Beaufort Street Sign and North Perth Common lights lit up in NAIDOC Week colours and traditional Aboriginal and Torres Strait Islander Colours.

MK remarked that the City of Vincent did a great job taking on feedback regarding creating a diverse suite of events for NAIDOC Week Events including Education, Arts and Sports.

RH suggested displaying Aboriginal Artists artwork at the The Backlot screenings with Cr. Loden suggesting that we continue exploring opportunities outside of NAIDOC Week for Aboriginal Artists.

4.2 Update on Hyde Park / Banks Reserve

GH provided an update regarding Dual-Naming Hyde Park and appropriate naming for Banks Reserve. GH informed RAPWG that he will seeking an Aboriginal community member to Project Lead consultation for various projects.

RH suggested making contact with State Library/State Archives as traditional links not common. MK encouraged female Aboriginal representation during consultation. Cr. Loden mentioned Identified Knowledge Holder of 9 Sites.

Agreement across the RAPWG that any RAP related projects requiring consultation need to be led by an Aboriginal community member.

4.3 Weld Square Co-Naming

At the OMC on 15 September 2020, it was asked:

The minutes of the Reconciliation Working Group indicate the group recently considered the co-naming of Hyde Park. Given that the council requested that the co-naming of Weld Square be progressed over 10 years ago, and the response from the administration on 8 March 2016, in response to a motion at the AGM, was that it would be referred to the Reconciliation Working Group, has the co-naming of Weld Square been referred to the working group and what is the status of the initiative?

GH informed the RAPWG that the City had presented to the Whadjuk Working Party on 2 May 2018 regarding the potential re-naming of Weld Square. The Party were supportive of changing the name and put forward two names, 'Coolbardie Park' and 'Noongar Park'.

The RAPWG advised that 'Noongar Park' wasn't an appropriate name and suggested GH list it as one of the projects to be added to the list for consultation.

ACTION: 1) GH to add investigation of dual naming of Weld Square to consultation project list.

4.4 Aranmore Catholic College & City of Vincent Collaboration

GH informed the RAPWG that the City of Vincent and Aranmore Catholic College through Maxine Brahim were pursuing projects which will be of benefit to Aboriginal students at Aranmore Catholic College. As Maxine was absent, she would provide an update to the RAPWG at the next meeting.

4.5 Arts Relief Grant – Sculpture

GH informed RAPWG that an artist had made contact with the Community Partnerships team regarding a proposed sculpture in Hyde Park as part of the COVID-19 Arts Relief Grant project. MK & RH remarked that with such a significant project on a significant Aboriginal site that an Aboriginal artist should be considered. Cr. Loden stated that the RAPWG wouldn't endorse the artist's submission to have their work displayed at Hyde Park and suggested finding another suitable site in the City of Vincent which isn't of Aboriginal significance. Cr. Loden asked GH to research and explore future opportunities for Aboriginal artists in the City.

ACTION: 1) GH to research and explore future opportunities for Aboriginal artists.

4.6 Cultural Learning Journey

GH asked for feedback regarding a Cultural Immersion Activity which would involve the Mayor, Elected Members, the CEO and the Executive. Advised that this would be a great opportunity to educate key stakeholders within the City and to gain an understanding into the significant Aboriginal sites located within the City of Vincent.

MK suggested a two-day camp facilitated by Uncle Noel Nannup, which GH remarked should preferably be held in the City of Vincent. JB suggested incorporating Cultural Immersion Workshops in Executive Planning Days and at the start of the year.

ACTION: 1) GH will explore potential dates for Cultural Immersion Workshops for COV Council and Leadership Team and inform the RAPWG.

5. General Business

RH asked if it would be possible to look at suitable dates for Planning Days and Workshops for the Stretch RAP, which GH advised he will do.

ACTION: 1) GH to advise the RAPWG of potential dates for Stretch RAP Planning.

6. Close/Next Meeting

The Chairperson closed the meeting at 6:50pm. The next meeting is scheduled to be held on 30 November 2020.

Signed _____
Councillor (Chairperson)

Dated this _____ day of _____ 20__

Attachment to RAPWG Minutes – 05 October 2020

Summary of Actions	Date	Status
GH to continue to work with GC to connect and consult with the local Whadjuk residents and develop a voluntary Aboriginal and Torres Strait Islander database, accompanied by a privacy statement.	30 July 2020	In progress
GH to provide Project Plan on NAIDOC Week to RAPWG.	30 September 2020	Completed
GH to investigate a potential cultural awareness project with local Whadjuk Noongar Elders and community members.	30 September 2020	Ongoing
Human Resources to review the CATonline free demo .	30 July 2020	Ongoing
GH to work with GC in obtaining a facility for Whadjuk Northside in City of Vincent.	30 July 2020	Completed
GH to provide Hyde-Park Dual-Naming update at next RAPWG and begin consultation with stakeholders.	30 September 2020	Completed

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED ("BEHIND CLOSED DOORS")

11.1 MINDARIE REGIONAL COUNCIL STRATEGY AND FUTURE OPTIONS

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):**

(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

(e(ii)) a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government

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.

12 CLOSURE