CITY OF VINCENT

AGENDA

Ordinary Council Meeting

23 March 2021

Time: **6.00pm**

Location: **E-Meeting and at the Administration and Civic Centre,**

244 Vincent Street, Leederville

David MacLennan

Chief Executive Officer

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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

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Nil

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

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

These questions were received at the Council Meeting of 16 February 2021.

Dudley Maier - Highgate

1. Who was given the contract to demolish the Alfred Spencer Pavilion in Beatty Park Reserve and how much were they paid? Did the demolition contract contain any clause that required them to recover as much of the resources as they could, such as timber and bricks, or were they simply allowed to take everything to landfill?

   The demolition was carried out by Devco and materials were recovered as part of the process. The total cost was $32,538, including asbestos removal. All bricks, concrete, masonry metals and wood were recovered for recycling.

2. Expenditure reports up until 31 December 2020 show that 13 of the 16 COVID Arts projects have been paid in full including one that was paid twice the agreed amount; 2 have received no payments; and one has received half payment. Given that on page 513 of the agenda it says that only 4 of 16 projects have been completed, is it the acceptable practice to pay for projects before the project was complete? Is this treatment extended to any other suppliers? Who approved the payments?

   The Artist Agreements for the 16 Arts Relief projects all state that artists must provide an invoice for the full grant amount within 30 days of the Agreement being executed.

   This was to ensure the artists had cash flow to undertake the work.

4. Can you confirm that work 'Big Blue Head' was allocated an amount of $655 yet the payment made to the 'artist' on 22 October 2020 was for $755.58? Why the difference?

   This payment consisted of $655 for the Arts Relief Grant and $120.58 for Fitness Instructor fees for 28.9.20 and 30.9.20

5. Can you confirm that the "looking for eye contact" project was allocated $5,000 but the artist received two payments of $5,000 on 26 November 2020? Why the double payment?

   These payments related to two projects, each paid $5,000 each. 'Looking for eye contact' and 'Mighty Raw – Social Commentary Box'. Grant acquittal terms are defined in the grant contract and are strictly adhered to.

6. Can you confirm that in 2019/20 street Christmas parties were funded under 'Community Support Grants' and that two grants were made for $283 and $132?

   Refer to the answer at Q7.

7. Can you confirm that in 2020/21 street Christmas parties were funded under 'Festival and Events' and received grants of $84, $84, $944, $2,776 and $2,582? Why the change of grant category?

   Street parties are funded under Community Support Grants; the funding category has not changed. We note the grants register has an incorrect category and this has been corrected.

8. What exactly were the grants for $2,776 and $2,582 for, and were they assessed by the Arts Advisory Group as required by the policy? Who approved these two grants?

   These grants were for local Street parties in line with the Street Activation Policy. As stated above, it has been noted that the funding was placed in the wrong category on the grants register. This has since been updated. Given these grants were funded under the Community Support Grants, they were not required to be assessed by the Arts Advisory Group.

9. Can you confirm that the process followed for naming the Leedy Laneway is not consistent with the city's policies, guidelines and procedures? Given that the organisers have been working with the administration why has the 'Vincent Identity' category been dropped from the list of acceptable names, and why will Aboriginal words only be accepted from members of the Noongar community? Will the name suggested by the organiser be submitted to community feedback as required by the policy and guidelines? Who in the administration approved this process?

   The process followed for naming the Leedy Laneway is consistent with the City's policies, guidelines and procedures.

   The organiser will be required to submit names to the City through the road name request form, as per the City's road naming procedure. The City will then ensure suitability of the names submitted, including sufficient supporting documentation, prior to beginning community consultation. Community members will have the opportunity to comment on each name, and to submit suitable alternatives in line with the City's procedure. These submissions will not be subject to the competition guidelines, but rather to the City's. As such, a submission under Vincent Identity would be acceptable. Aboriginal words will still require consent of Traditional Owners as per the City's road naming procedure.

10. Can you confirm that the "Guide to the Preparation of Agendas and Minutes", issued by the department of Local Government, Sports and Cultural Industries states that the minimum standard for reports to councils and committees should include the author's name and position, and the reports should be authorised by a senior officer? Why does the city continue to ignore these minimum standards?

    Yes the DLGSC guideline does provide that the person "responsible" for reports / recommendations to Council should be included in the report.

    The CEO is responsible for all the City's reports and recommendations. Council Agendas list items under the relevant Directorate and the responsible Executive Director attends all Council Meetings to respond to questions raised by Elected Members or members of the public. Council reports represent the City's view as a whole and not that of any individual officer. There is a risk that a disgruntled applicant or member of the public who does not agree with a recommendation to Council could unfairly target a junior officer identified as being involved in preparing only some part of a Council report.

    All questions and comments about Council agendas should be directed to the CEO as the authorising officer and/or the responsible Executive Director.

11. The Reports to be Actioned in the Information Bulletin states that support for the Uluru Statement, which was approved on 15 December 2020, will not be completed until 15 February 2021. Why has it taken the administration 2 months to write a simple letter?

    The responsible staff members were on leave and Council was in recess in January.

4 APPLICATIONS FOR LEAVE OF ABSENCE

Mayor Cole requested a leave of absence from Thursday 8 April to Friday 16 April 2021, inclusive.

5 THE RECEIVING OF PETITIONS, DEPUTATIONS AND PRESENTATIONS

Barbara Joan Martin submitted a petition requesting that Council rescind the decision that the Special Needs Dental Clinic at 31 Sydney Street, North Perth must be vacated by 30th June 2021 and instead extend the lease until 2025, to mirror that of our adjoining neighbours at Kidz Galore.

Every petition complying with sub-clause (1) shall be presented to the Council by the CEO.

(3) The presentation of a petition shall be confined to the reading of the petition.

(4) The only motions that are in order are:

(a) that the petition be received; or

(b) that the petition be received and a report be prepared; or

(c) that the petition be received and be referred to a committee for consideration and report; or

(d) that the petition be received and be dealt with by the Council.

(5) Once Council has resolved that a petition be received pursuant to clause (4)(a) or (4)(b), the

CEO shall nominate an officer who will be responsible for dealing with the petition.

6 CONFIRMATION OF MINUTES

Ordinary Meeting - 16 February 2021, with the changes as shown in red.

7 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

8 DECLARATIONS OF INTEREST

8.1 Mayor Emma Cole declared an impartiality interest in item 5.7 Amendment No. 4 to Local Planning Policy No. 7.5.15 - Character Retention and Heritage Areas. Relating to Guidelines for The Boulevarde, Kalgoorlie Street, Matlock Street and Buxton Street. The extent of her interest is that she has family members living at a residence on The Boulevarde.

8.2 Mayor Emma Cole declared an Impartiality Interest in Item 5.1 No. 38 (Lot: 18; D/P:2001) Summers Street, East Perth - Proposed Office. The extent of her interest is that there may be a perception that her husband is associated with the WA Prison Officer's Union, however he has not worked for the WA Prison Union there for more than three years.

8.3 Cr Dan Loden declared an impartiality interest in item 5.2 No. 48 (Lot: 202; D/P: 413236) Egina Street, Mount Hawthorn - Proposed Single House and Item 5.3 No. 48A (Lot: 202; D/P: 413236) Egina Street, Mount Hawthorn - Proposed Single House. The extent of his interest is that he has a personal association with affected residents through his involvement in the Fathering Project.

8.4 Cr Sally Smith declared an impartiality interest in item 8.9 Report and Minutes of the Audit Committee Meeting held on 2 March 2021. The extent of her interest is that her husband is a member of the Audit Committee.

8.5 Cr Topelberg declared a financial interest in the commercial waste portion of item 8.8 Minutes and motions from the Annual General Meeting of Electors held on 9 February 2021. The extent of his interest is that he operates a business in the City that is directly impacted by the proposed changes to Commercial waste collections. He is seeking approval to participate in the debate and is not seeking to vote.

8.6 Cr Jonathan Hallett declared an impartiality interest in item 9.1 No. 38 (Lot: 18; D/P:2001) Summers Street, East Perth - Proposed Office. The extent of his interest is that he is on the UnionsWA Executive in an unpaid role and WAPOU is a member union.

9 STRATEGY & DEVELOPMENT

9.1 NO. 38 (LOT: 18; D/P:2001) SUMMERS STREET, EAST PERTH - PROPOSED OFFICE

Ward: South

Attachments:

1. Consultation and Location Map
2. Development Plans
3. 3D Perspective Image
4. Urban Design Study
5. Transport Impact Statement and Parking Management Plan
6. Acoustic Report
7. Sustainable Design Report
8. Waste Management Plan
9. 11 November 2020 Design Review Panel Minutes
10. Determination Advice Notes

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for an Office at No. 38 (Lot: 18; D/P: 2001) Summers Street, East Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 10:

1. Development Plans

This approval is for an Office as shown on the approved plans dated 2 March 2021. No other development forms part of this approval;

2. Use of Premises

This approval is for an Office as defined in the City of Vincent Local Planning Scheme No. 2:

Office means premises used for administration, clerical, technical, professional or similar business activities.

3. Building Design

3.1 Ground floor glazing and/or tinting shall be a minimum of 70 percent visually permeable to provide unobscured visibility. Darkened, obscured, mirrored or tinted glass or other similar materials as considered by the City is prohibited; and

3.2 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;

4. Boundary Walls

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

5. Landscaping

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

- **The location and type of existing and proposed trees and plants;**
- **Areas to be irrigated or reticulated;**
- **The provision of a minimum of 14.1 percent deep soil area and 1.1 percent planting areas as defined by the City's Policy No. 7.1.1 – Built Form; and**
- **The provision of a minimum of 17 percent canopy coverage at maturity; and**

5.2 Prior to the first occupation of the development, all works shown in the plans as identified in Condition 5.1 shall be undertaken in accordance with the approved plans and maintained thereafter, to the satisfaction of the City, at the expense of the owners/occupiers;

6. Public Art

6.1 In accordance with City of Vincent Policy No. 7.5.13 – Percent for Art the application is required to make a public art contribution of $15,000 being one percent of the $1.5 million value of the development.

In order to comply with the Policy, the owner(s) or applicant, on behalf of the owner(s) shall submit a statutory declaration prior to the lodgement of a Building permit stipulating the choice of:

Option 1: Owner/Applicant chooses to co-ordinate the Public Art project themselves or by engaging an art consultant

Or

Option 2: Owner/Applicant chooses to pay cash-in-lieu. Owner/Applicants who choose Option 2 will receive a 15 percent discount on the Percent for Art contribution;

6.2 The owner(s), or the applicant on behalf of the owner(s), shall comply with the City of Vincent Policy No. 7.5.13 – Percent for Public Art:

(a) in conjunction with the above chosen option:

(1) Option 1:

prior to the issue of a Building Permit for the development, obtain approval for the Public Art Project and associated Artist; and

prior to the first occupation of the development, install the approved public art project, and thereafter maintain the art work;

Or

(2) Option 2;:

prior to the issue of an Occupancy Permit pay the above cash-in-lieu contribution amount;

7. Car Parking, Access and Bicycle Facilities

7.1 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;

7.2 Prior to the commencement of the approved use, nine car parking bays and related access ways as shown on the approved plans shall be constructed and thereafter

maintained in accordance with Australian Standard AS2890.1. The allocation of car parking bays shall be in accordance with the approved Parking Management Plan;

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

7.4 Prior to the commencement of the approved uses, bicycle facilities shall be designed and installed on-site in accordance with AS2890.3 and installed in the following locations to the satisfaction of the City:

- **One (1) short term bicycle facility provided on-site; and**
- **Four (4) long term bicycle facilities provided on-site;**

8. Construction Management Plan

A Construction Management Plan that details how the construction of the development will be managed to minimise the impact on the surrounding area shall be lodged with and approved by the City prior to the issuing of a building permit (including demolition and/or forward works). The Construction Management Plan is required to address the following concerns that relate to any works to take place on the site:

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

9. Stormwater

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

10. Signage

All signage is to be in strict accordance with the City's Policy No. 7.5.2 – Signs and Advertising, unless further development approval is obtained;

11. Acoustic Report

11.1 Prior to the issue of a Building Permit, a revised Acoustic Report shall be lodged with and approved by the City in accordance with the City's Policy 7.5.21 – Sound Attenuation. This revised Acoustic Report shall include, but is not limited to, addressing any change in materials for the external walls of the building; and

11.2 All of the recommended measures included in the approved Acoustic Report identified in Condition 11.1 shall be implemented prior to the occupation or use of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

12. Waste Management

The approved Waste Management Plan prepared by Whitehaus Architects dated 11 December 2020 shall be implemented at all times to the satisfaction of the City;

13. Schedule of 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, to the satisfaction of the City; and

14. Environmentally Sustainable Design

14.1 Prior to the issue of a Building Permit, a revised Sustainable Design Report shall be lodged with and approved by the City. This revised Sustainable Design Report shall include, but is not limited to, addressing any change in materials for the external walls of the building; and

14.2 All of the recommended measures included in the approved Sustainable Design Report identified in Condition 14.1 shall be implemented to achieve a 4 star Green Star rating, prior to the occupation or use of the development.

PURPOSE OF REPORT:

To consider an application for development approval for an Office development at No. 38 Summers Street, East Perth (the subject site).

PROPOSAL:

The application proposes a three storey Office development on a vacant lot with pedestrian access from Summers Street and vehicle access from the right of way (ROW) at the rear. The development would contain 10 cubicle style offices and two meeting rooms. It is proposed that the Office would be the headquarters for the Western Australian Prison Officers Union of Workers (WAPOU) that intend to relocate from the City of Stirling.

BACKGROUND:

Landowner:	Western Australian Prison Officers Union of Workers
Applicant:	Hemsley Planning Pty Ltd
Date of Application:	17 December 2020
Zoning:	MRS: Urban LPS2: Zone: Commercial R Code: N/A
Built Form Area:	Residential
Existing Land Use:	Vacant
Proposed Use Class:	Office 'P'
Lot Area:	491m²
Right of Way (ROW):	Yes – 4 metres wide, City owned, sealed and drained
Heritage List:	No

The subject site is bound by Summers Street to the south, a vacant property to the east, a single storey office building to the west and a 4 metre wide ROW to the north. The subject site and adjoining properties on the north side of Summers Street are zoned Commercial under the City's Local Planning Scheme No. 2 (LPS2).

The surrounding development context generally consists of single and two storey commercial development. There is an existing three storey commercial development located to the east of the subject site at No. 30 Summers Street. The property adjoining the subject site to the east is vacant and does not have any current planning approvals for development on the site.

Built Form Area

Although the subject site and adjoining properties on the north side of Summers Street are zoned Commercial under LPS2, they are located within the Residential built form area and have a permitted building height limit of two storeys under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

The applicant has noted that the site has not always been located within the Residential built form area under the Built Form Policy. The subject site and adjoining property to the west were located in the Transit Corridor built form area under the original version of the Built Form Policy that was adopted by Council at its meeting on 13 December 2016.

The first time that these sites were shown as being located within the Residential built from area was under the proposed Amendment 1 to the Built Form Policy which was adopted for the purposes of advertising by Council at its 18 September 2018 meeting but was never subsequently formally adopted by Council, as Amendment 2 to the Policy was pursued.

The sites were shown as Transit Corridor built form area in the version of Amendment 2 to the Policy that was approved by Council for the purposes of advertising. Following this, the built form area was formally changed from Transit Corridor to Residential when Council adopted Amendment 2 to the Built Form Policy at its meeting on 16 June 2020. There was not any comment in relation to this change in either the 8 September 2018 or 16 June 2020 Council reports.

If the subject site was within the Transit Corridor built form area it would be subject to assessment against Volume 3, Section 4 of the current version of the Built Form Policy that prescribes development standards for commercial developments in the Transit Corridor built form area. In this section of the Policy, building heights of 3 storeys for R60 sites and 4 storeys for R100 sites along East Parade are permitted. This would not translate to the subject site given that it is zoned Commercial with no R Coding under LPS2.

The applicant has also identified that the subject site is still shown as being within the Transit Corridor built form area under Appendix 1 of the City's Policy No. 7.7.1 – Non-Residential Development Parking Requirements (Parking Policy).

East Perth Train Station and East Perth Power Station Sites

The subject site is located within close proximity of two significant future development sites. The East Perth Train Station (EPTS) site is located approximately 105 metres to the west of the subject site and the East Perth Power Station (EPPS) site is located on the opposite side of Summers Street to the south.

The EPTS site is reserved for Railways under the Metropolitan Region Scheme (MRS) and this MRS reservation is replicated in LPS2. A public works proposal for the addition of a six storey office building to the site is currently being considered by the Joint Development Assessment Panel (JDAP) under the responsibility of the Department of Planning, Lands and Heritage (DPLH). The City serves as a referral agency in providing comments to the DPLH for the JDAP's consideration of the application. The proposed building would provide critical operations infrastructure for the rail network and is part of the METRONET High Capacity Signalling Project. The applicant for the addition to the EPTS site has advised that the project is intended to commence operations in 2023.

The EPPS site on the southern side of Summers Street is under the control of the Metropolitan Redevelopment Authority (MRA), subject to the Central Perth Redevelopment Scheme (CPRS) and zoned Industrial under the MRS. The EPPS site has been identified for redevelopment and is a revitalisation project of Development WA. Under the CPRS, the site would be a multi-purpose site to support residential, employment, community and tourism growth, and the future development would deliver a pedestrian-friendly precinct supported by well-established connections to major arterial roads, rail and bus networks and cycle ways. The portion of the EPPS site across the road from the subject site is the Summers Street Precinct under the CPRS. This precinct is intended to provide a mix of residential, commercial and retail development and Summers Street itself would function as a neighbourhood "main street" environment, with retail uses, a pedestrian-friendly environment, and activated street edges. The CPRS does not specify a building height for this site. Similar to the EPTS site, the City would be a referral agency in any future planning application to Development WA seeking development approval for the site.

DETAILS:

Summary Assessment

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

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Land Use	✓	
Building Height		✓
Street Setback		✓
Lot Boundary Setbacks	✓	
Landscaping		✓
Visual Privacy		✓
Car Parking		✓
Vehicle Access	✓	
Bicycle Parking	✓	
Solar Access	✓	
Universal Design		✓
Façade Design		✓
Roof Design	✓	
Street Walls and Fences	✓	
Setback of Garages and Carports	✓	
Garage Width	✓	
External Fixtures, Utilities and Facilities	✓	
Street Surveillance	✓	
Environmentally Sustainable Design		✓
Developments on Rights of Way		✓

Detailed Assessment

The acceptable outcomes assessment of the element that requires the discretion of Council is as follows:

Building Height	
Deemed-to-Comply Standard	**Proposal**
Built Form Policy Volume 3, Clause 5.1 <u>Storeys</u> Two storeys. <u>Concealed Roof</u> Maximum concealed roof height of 7 metres.	 Three storeys. Maximum concealed roof height of 12.4 metres.
Street Setback	
Deemed-to-Comply Standard	**Proposal**
Built Form Policy Volume 3, Clause 5.2 <u>Ground Floor</u> Ground floor primary street setback of 9.26 metres, being the average of the five adjoining properties on each side of the subject site. <u>Upper Floors</u> Walls on upper floors shall be setback a minimum of 2 metres behind the ground floor building line. <u>Balconies</u> Balconies on upper floors shall be setback a minimum of 1 metre behind the ground floor building line.	 6.2 metres First and second floor primary street setbacks ranging between 0.9 metres forward and in line with the ground floor building line. Second floor terrace primary street setback 1.1 metres forward of the ground floor building line.

Landscaping	
Deemed-to-Comply Standard	**Proposal**
Built Form Policy Volume 3, Clause 5.3 At least 30 percent of the site area is provided as canopy coverage at maturity.	17 percent
Car Parking	
Deemed-to-Comply Standard	**Proposal**
Built Form Policy Volume 3, Clause 1.10; and Policy No. 7.7.1 – Non-Residential Development Parking Requirements An Office within the Residential built form area shall provide 2.5 car parking spaces per 100 square metres of net lettable area (NLA), being 14 car parking spaces.	9 car parking spaces provided on-site, resulting in a 5 bay shortfall.
Façade Design	
Deemed-to-Comply Standard	**Proposal**
Built Form Policy Volume 3, Clause 1.13 Commercial ground floor spaces shall have a minimum finished floor level to finished ceiling level height of 3.5 metres.	3.2 metres.
Environmentally Sustainable Design	
Deemed-to-Comply Standard	**Proposal**
Built Form Policy Volume 3, Clause 1.17 Development shall demonstrate that it would be capable of achieving a 5 star Green Star rating (or equivalent).	The applicant has submitted a Preliminary Sustainable Design Report which is included in **Attachment 7**. The report states that the development would achieve a 4 star Green Star rating.
Developments on Rights of Way	
Deemed-to-Comply Standard	**Proposal**
Built Form Policy Volume 3, Clause 5.6 Development shall be setback 1 metre from the future ROW boundary. Accounting for 0.5m ROW widening, a 1.5 metre setback from the current ROW boundary is required.	0.5 metre setback from the current ROW boundary.

The above elements of the proposal do not meet the specified acceptable outcome standards and are discussed in the Comments section below.

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days commencing on 18 January 2021 and concluding on 2 February 2021. Community consultation was undertaken by way of written notification with 38 letters being sent to properties within a 100 metre radius of the site, as shown in **Attachment 1**, a notice on the City's website and a sign on-site in accordance with the City's Policy No. 4.1.5 – Community Consultation.

The City received three submissions in support of the proposal and no objections at the conclusion of the advertising period. The submissions in support of the proposal are summarised as follows:

- Supportive of building height. Any development less than three storeys in this area would be an underdevelopment;

- Supportive of proposed primary street setback given that no car parking is proposed in the primary street setback area;
- Supportive of car parking shortfall given that the site is located in close proximity to East Perth Train Station;
- Supportive of the setback and appearance of the development from the ROW; and
- Support development of the lot which has been vacant for a long period of time.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to the City's DRP at its meeting on 11 November 2020 at the pre-lodgement stage, prior to the application being formally submitted. The 11 November 2020 DRP minutes are included in **Attachment 9** and summarised as follows:

- The building height and scale would be appropriate with respect to the surrounding context;
- The building is well arranged and the proposed materials are robust;
- The second floor terrace would provide an interactive frontage to Summers Street;
- Public art on the front façade would be supported but the detailed design needs to be developed;
- Consideration should be given to removing car parking from the primary street setback area to allow additional landscaping to be provided;
- Landscaping proposed within the light well adjacent to the western lot boundary may struggle to reach maturity;
- Further consideration should be given to the treatment of the western and eastern boundary walls;
- Further details on lighting and security should be provided; and
- The first floor offices would have no outlook to natural light.

The following changes were made to the plans by the applicant in response to the 11 November 2020 DRP minutes prior to lodgement of the development application:

- Removal of car parking bay from the primary street setback area resulting in a reduction in hardstand area and increase in deep soil zone area;
- Inclusion of 40 solar panels on the roof of the development;
- Inclusion of feature painted walls to both side boundaries;
- Security camera and sensor lighting added to the rear façade adjacent to the ROW;
- Clarification provided that all first floor corridor facing offices would have floor to ceiling clear glazed walls and doors, the finish of the light well would be white to enhance the spread of light through the first floor corridor and inclusion of additional glazing adjacent to the first floor breakout space; and
- Introduction of permeable paving around the light well planter bed.

Administration referred the amended proposal following lodgement of the development application to the DRP Chairperson. The comments provided by the DRP Chairperson are summarised as follows:

- The proposed boundary wall treatment would be sufficient to reduce bulk and scale, and would be complementary with the surrounding context;
- The increased landscaping in the front setback area and permeable paving around the light well planter bed are supported;
- The amendments to the internal office layout result in improved internal amenity for future occupants; and
- The amended proposal is designed with security in mind.

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 Meeting 1 *11 November 2020*	*DRP Chair Comments* *17 February 2021*

Principle 1 – Context & Character		
Principle 2 – Landscape Quality		
Principle 3 – Built Form & Scale		
Principle 4 – Functionality & Built Quality		
Principle 5 – Sustainability *		
Principle 6 – Amenity		
Principle 7 – Legibility		
Principle 8 – Safety		
Principle 9 – Community		
Principle 10 – Aesthetics		

Comments below are provided in relation to principles of good design that are either identified as 'pending further attention' or where no comment from the DRP has been provided.

Sustainability

No comments or rating has been provided in relation to the sustainability design principle given that the City's specialist DRP member's company has been engaged by the applicant to prepare the Preliminary Sustainable Design Report which is included in **Attachment 7**.

The acceptability of the environmentally sustainable design response is detailed in the Comment section of this report.

Amenity

An orange rating for this principle would be acceptable given that the site is 491 square metres in size with a north-south orientation. This limits the ability to deliver the same level of natural light to all of the individual office spaces within the building. The applicant has implemented changes to the light well and internal wall designs to increase the amount of natural light within the building. Functional break out spaces proposed on the northern and southern ends of the building would provide access to natural light and ventilation that would be capable of use by future occupants.

LEGAL/POLICY:

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- City of Vincent Local Planning Scheme No. 2;
- Policy No. 4.1.5 – Community Consultation;
- Policy No. 7.1.1 – Built Form Policy;
- Policy No. 7.5.13 – Percent for Public Art;
- Policy No. 7.5.21 – Sound Attenuation;
- Policy No. 7.5.22 – Construction Management Plans; and
- Policy No. 7.7.1 – Non-Residential Development Parking Requirements.

Delegation to Determine Applications:

The matter is being referred to Council as the application proposes a height of three storeys and does not meet the deemed-to-comply building height.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no finance or budget implications of this report.

COMMENTS:

Street Setbacks

The Built Form Policy acceptable outcome relating to the ground floor primary street setback outlines that it is to be calculated by averaging the setback of the five adjoining properties, either side of the proposed development. The deemed-to-comply primary street setback for the development is 9.3 metres and the application proposes a setback of 6.2 metres.

The Built Form Policy acceptable outcomes relating to the upper floor primary street setback outlines that walls and balconies on upper floors are to be setback a minimum of 2 metres and 1 metre behind the ground floor predominant building line respectively. The application proposes first and second floor walls setback ranging from 0.9 metre forward to in line with the ground floor predominant building line, and a second floor terrace with a setback of 1.1 metres forward of the ground floor predominant building line.

The proposed primary street setbacks would satisfy the element objectives of the Built Form Policy for the following reasons:

- The established street setbacks of existing buildings along this portion of Summers Street is highly variable and the proposed street setback would be consistent with the established streetscape. There is one property to the west of the subject site and five properties to the east of the subject site that form the street setback assessment. These properties have a street setback ranging from 5.5 metres at No. 32 Summers Street to 13.5 metres at No. 102 East Parade. This property No. 102 East Parade is located immediately to the east of the subject site, while the immediately adjoining property to the east at No. 36 Summers Street is vacant and does not have any current approved development for the site. The proposed street setback would be within the range of street setbacks of existing buildings on Summers Street and would not set a new or undesirable precedent for the area;
- Whilst the subject site is within the Residential built form area under the Built Form Policy, it is zoned Commercial under LPS2 and the majority of existing developments within the street comprise commercial land uses. Summers Street does not contain a strong established residential streetscape character to preserve or retain;
- The proposed development incorporates contrasting materials, glazing, articulation and public art on the front facade of the building to effectively reduce the appearance of blank solid walls and associated building bulk. The glazing also increases surveillance and interaction between the development and the streetscape;
- The proposed development does not contain any car parking within the primary street setback area, unlike existing developments within the streetscape at No. 102 East Parade and Nos. 28 and 30 Summers Street. The primary street setback area is proposed to be landscaped including two native frangipani trees and a range of shrubs. Two existing street trees in the verge adjacent to the subject site would also be retained. The landscaping provided in the primary street setback area would contribute positively to the streetscape and reduce the appearance of building bulk;
- There is an existing three storey commercial development at No. 30 Summers Street which exhibits a similar built form to the proposed development. The proposed upper floor setbacks would be consistent with existing developments in the streetscape;
- The proposed development provides vehicle access from the ROW and would not have an adverse impact on the existing streetscape in relation to garage doors and vehicle access points; and
- The proposed street setback would provide a clear transition between the public and private realm.

Building Height

The Built Form Policy acceptable outcomes relating to building height outline that the development is to have a maximum height of two storeys and a maximum concealed roof height of 7 metres. The application proposes a maximum height of three storeys and a maximum concealed roof height of 12.4 metres.

The proposed building height would satisfy the element objectives of the Built Form Policy for the following reasons:

- The maximum height of 12.4 metres affects a portion of the proposed building located adjacent to the ROW at the rear of the site. This is because the site slopes down by approximately 1.5 metres from Summers Street to the rear ROW. The height of the proposed development as viewed from Summers Street would be 11.1 metres;
- Summers Street is in an area of transition as residential land uses are replaced by commercial developments in accordance with the zoning under LPS2. There is an existing three storey commercial development at No. 30 Summers Street which exhibits a similar built form to the proposed development. This development was approved by Council at its meeting on 14 September 2010 with a concealed roof height of 12.3 metres as viewed from the ROW and 11.2 metres as viewed from Summers Street. The proposed development would not be setting a new or undesirable precedent for the area;
- The proposed front façade and primary street setback area would provide contrasting materials, glazing, articulation, public art and landscaping to effectively reduce the appearance of blank solid walls and associated building bulk;
- The proposed maximum height of 12.4 metres would facilitate functional internal ceiling heights without resulting in a development that dominates the existing streetscape;
- Due to the favourable orientation of the lots with the road reserve primarily to the south, the proposed building height would not have an adverse impact on the adjoining properties' access to direct sun; and
- The proposed development would not have an adverse impact on access to views of significance for any existing adjoining properties.

Landscaping

The Built Form Policy acceptable outcomes relating to landscaping outline that of the site area the development is to provide at least 12 percent deep soil zone areas, 3 percent planting areas and 30 percent canopy coverage at maturity. The application proposes 14.1 percent deep soil zone areas, 1.1 percent planting areas and 17 percent canopy coverage at maturity.

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

- The application proposes two new Honey Locust Trees in the primary street setback area that would maximise canopy coverage and that would be highly visible from Summers Street and adjoining properties;
- Smaller shrubs and groundcovers are also proposed within the planting areas to complement the trees proposed and in order to contribute positively to the overall landscaping outcome on site;
- The nil setbacks to the side lot boundaries are permitted under the Built Form Policy and appropriate for a commercial development on a narrow lot. The proposed landscaping outcome maximises canopy coverage at maturity with respect to the permitted building envelope;
- Two planters on the roof terrace are proposed that would contribute to the overall landscaping outcome of the development and assist to soften the appearance of the building as viewed from Summers Street.
- The development would contribute towards additional canopy coverage that falls outside of the lot boundaries, in addition to the 17.0 percent canopy coverage at maturity that would be provided on-site. This canopy that falls outside of the site boundaries would equate to 8.0 percent of additional canopy coverage that would benefit the locality;
- The subject site is currently vacant with no existing established vegetation. The landscaping provided would contribute towards the City's green canopy to reduce the impact of the urban heat island effect; and
- Two existing street trees adjacent to the site would be retained as well as the proposed removal of the existing crossover within the Summers Street verge area. The removal of the crossover would allow that portion of the verge to be reinstated as additional landscaped area. The development does not propose any car parking within the primary street setback area.

Visual Privacy

The City's Built Form Policy Volume 3 relating to commercial development provides element objectives which define the intended outcome for the design element as well as acceptable outcomes which are specific measures to assist in meeting the element objectives. The Built Form Policy does not prescribe acceptable outcomes in relation to visual privacy and so an assessment has been undertaken against the element objective.

The proposed development would satisfy the element objective of the Built Form Policy relating to visual privacy because the development does not abut an existing residential development on any lot boundary.

Car Parking

Appendix 1 of the City's Parking Policy identifies the site as being located within the Transit Corridor built form area. This is inconsistent with the Built Form Policy that changed the built form area of the site from Transit Corridor to Residential under Amendment 2 to the Built Form Policy.

The technical parking assessment has been undertaken against the Residential built form area standards that require a total of 14 car bays to be provided for the proposed Office land use. The proposed development provides for nine car parking spaces including one ACROD bay on the ground floor level with vehicle access from the ROW. This results in a five car bay shortfall based on the Parking Policy prescribed standards.

The applicant has submitted a Parking Management Plan as well as a Transport Impact Statement prepared by Move Consultants which are included as **Attachment 5**. The justification in these documents in support of the car parking proposed is summarised as follows:

- There are approximately 28 on-street car parking spaces along Summers Street which would increase as a result of the removal of the existing crossover through the proposed development;
- The subject site is located within close proximity to the East Perth Train Station which provides train services between Perth CBD and Midland as well as 177 car parking spaces. Pedestrian access between the East Perth Train Station and the subject site is available by way of a new at-grade pedestrian crossing over East Parade;
- A bus stop is located on East Parade which provides half hourly services to and from the Perth CBD busport;
- The development site is serviced by principle shared bike paths along East Parade;
- The development proposes four secure bike parking spaces and end of trip facilities on level one;
- The owner of the subject site would be responsible for the management, operation and maintenance of the parking area;
- Visitors to the development would be via scheduled appointments and would be provided with parking instructions;
- For ad-hoc training and AGM events, alternative transport modes such as bicycle or public transport would be promoted to attendees prior to attendance;
- Service delivery could be accommodated using on-street parking bays along Summers Street during off peak periods; and
- The total anticipated traffic generated by the proposed development is estimated to be 43 vehicle trips per day with 8 trips and 7 trips during morning and evening peak hours respectively. The daily increase in peak hour volumes would have a negligible impact on existing traffic conditions for the surrounding area.

The proposed car parking would satisfy the element objectives of the Built Form Policy and the objectives of the City's Parking Policy for the following reasons:

- Availability of train and bicycle facilities would reduce the demand for on-site car parking spaces by supporting the use of alternate modes of transport to and from the site, detailed as follows:
    - The East Perth Train Station is located approximately 105 metres to the west of the subject site and would provide direct access to and from the Perth CBD. Safe pedestrian access between the East Perth Train Station and the subject site is available through existing footpaths and a new at-grade pedestrian crossing over East Parade; and
    - The development would satisfy the Parking Policy requirements relating to bicycle parking, providing four long term and one short term bicycle parking facilities as well as end of trip facilities. The site is well located with respect to the Perth cycle path network with principle shared bike paths

along East Parade. The inclusion of bicycle parking bays and end of trip facilities would support a shift towards a more active and sustainable transport mode;

- A review of the City's 2018 Street Parking Survey indicates that there are a total of 52 on-street car parking spaces available along Summers Street between East Parade and Joel Terrace. 12 of these bays have one hour time restrictions between 8:00am to 5:30pm Monday to Friday, and 8:00am to 5:30pm Saturday, and the remaining 40 bays are ticketed but with no time restrictions. These 52 on-street car bays are within close proximity to the subject site, with the bay furthest away located approximately 90 metres away. The survey that was conducted between 28 November and 1 December 2018 indicates that the maximum occupancy of the on-street bays during the survey period was 96 percent on Wednesday morning between 9:00am and 11:00am, and 77 percent on Friday between 12:00pm and 2:00pm. This indicates that on-street parking is available in close proximity to the subject site, although is heavily utilised. The development would also contribute to an increase in the number of on-street parking spaces through the removal of the existing crossover from Summers Street. The proposed car parking shortfall would be effectively mitigated by the availability of alternative methods of transport outlined above, without relying on and without having an adverse impact on the on-street car parking availability in the immediate area which is limited on weekday mornings; and
- The technical parking assessment has been undertaken against the Residential built form area requirements. With the site previously being identified within the Transit Corridor built form area, 11 on-site car parking bays would be required when considered against the Transit Corridor built form area requirements. This would result in a two bay shortfall rather than a five bay shortfall.

The parking demand generated by the development would be reduced and can be accommodated without the need for a cash-in-lieu contribution from the applicant for the proposed parking shortfall of five bays. This is because the subject site is well serviced by alternate modes of transport, specifically its close proximity to the East Perth Train Station accessible via footpaths, as well as cycle path network and on-site bicycle parking bays with end of trip facilities.

Universal Design

The City's Built Form Policy Volume 3 relating to commercial development provides element objectives which define the intended outcome for the design element as well as acceptable outcomes which are specific measures to assist in meeting the element objectives. The Built Form Policy does not prescribe acceptable outcomes in relation to universal design and so an assessment has been undertaken against the element objective.

The proposed development would satisfy the element objective of the Built Form Policy relating to universal design given that the entry point to the building is at grade level, the corridors are 1.5 metres wide and the development plans include provision for a lift to allow ease of access for persons with limited mobility.

Façade Design

The Built Form Policy acceptable outcome outlines that commercial ground floor spaces are to have a minimum finished floor level to finished ceiling level height of 3.5 metres. The proposed development would provide a maximum ground floor finished ceiling height of 3.2 metres.

The proposed façade design would satisfy the element objectives of the Built Form Policy for the following reasons:

- The intent of the maximum ceiling height provision is to allow for the internal design of ground floor tenancies to be adapted to accommodate different land uses. The ground floor of the building is predominantly car parking facilities with a lobby, bicycle store and lift, and a 3.2 metre ceiling height would is adequate to support these functions;
- The proposed building facade provides glazing at the ground floor level as well as a terrace on the second floor level to allow for interaction with, and surveillance of the street; and
- The proposed front façade and primary street setback area would include contrasting materials, glazing, articulation, public art and landscaping to provide visual interest and effectively reduce the appearance of blank solid walls and associated building bulk.

Environmentally Sustainable Design

The Built Form Policy acceptable outcomes outlines that development is to demonstrate that it would be capable of achieving a 5 star Green Star rating (or equivalent). The applicant has submitted a Preliminary

Sustainable Design Report prepared by Cundall which is included in **Attachment 7** and sets out that the development would achieve a 4 star Green Star rating.

Cundall have provided additional written justification outlining why a 4 star Green Star rating would be appropriate for a development of this scale which is summarised as follows:

- The proposed building is small and has a budget of approximately $2 million. It is unlikely that a building of this size would be capable of achieving a 5 star rating due to geometrical and financial constraints;
- Delivering a 5 star rating would result in a development that would not be financially viable for the developer and would entail additional report based credits which would not have any material sustainability benefits; and
- The proposed development provides real sustainability outcomes through the delivery of sustainable construction methods, solar PV panels on the roof, a rainwater harvesting tank, bicycle and shower facilities, and low flow water fittings.

The City's Sustainability Officer has reviewed the applicant's Preliminary Sustainable Design Report and supporting justification and has advised that it would be acceptable to demonstrate that the development considers the whole of life environmental impact of the building and incorporates measures to reduce this impact. These measures include incorporating sustainable construction methods, solar PV panels on the roof, a rainwater harvesting tank, bicycle and shower facilities, and low flow water fittings. The proposed development satisfies the element objectives of the Built Form Policy on this basis and is supported.

Developments on Rights of Way

The Built Form Policy acceptable outcome specifies that development is to be setback 1 metre from the future ROW boundary. The site would be subject to 0.5 metre ROW widening in future, consistent with previous ROW widening requirements for properties elsewhere along Summers Street. This means that the proposed development should be setback 1.5 metres from the current ROW boundary. The proposed development is setback 0.5 metres from the current ROW boundary.

The proposed setback to the ROW would satisfy the element objectives of the Built Form Policy for the following reasons:

- The existing ROW is characterised by commercial developments with nil setbacks and limited visual connectivity to the ROW. The proposed development would not have an adverse impact on the existing or desired streetscape character;
- The proposed development provides vehicle access from the ROW which is consistent with the acceptable outcomes of the Built Form Policy relating to vehicle access;
- The proposed development provides surveillance to the ROW through the first floor tea room and second floor boardroom windows;
- The proposed development provides a safe vehicle access point to the ROW which complies with the Australian Standards relating to vehicle manoeuvring; and
- The proposed development is setback 0.5 metres from the ROW and would not prejudice future widening of the ROW to 5 metres.

Public Art

The development is subject to the requirements of the City's Policy No. 7.5.13 – Percent for Public Art (Percent for Public Art Policy) in accordance with Clause 1.1 which applies to commercial developments. The City's Percent for Public Art Policy prescribes a minimum of one percent of the total project cost to be allocated to the contribution of public art appurtenant to the development. This equates to a contribution of $15,000, being one percent of the $1.5 million value of the development.

The applicant proposes that the contribution will be met in the form of a 37.5 square metre artwork installation on the front façade of the building orienting towards Summers Street and spanning all three levels. No details of the artwork have been provided at this stage, aside from its location.

The Percent for Public Art Policy allows two options for public art to be provided, being either the payment of cash-in-lieu to the City or the owner/applicant coordinating the public art project in consultation with the City. A condition has been recommended requiring the public art contribution to be made.

Noise

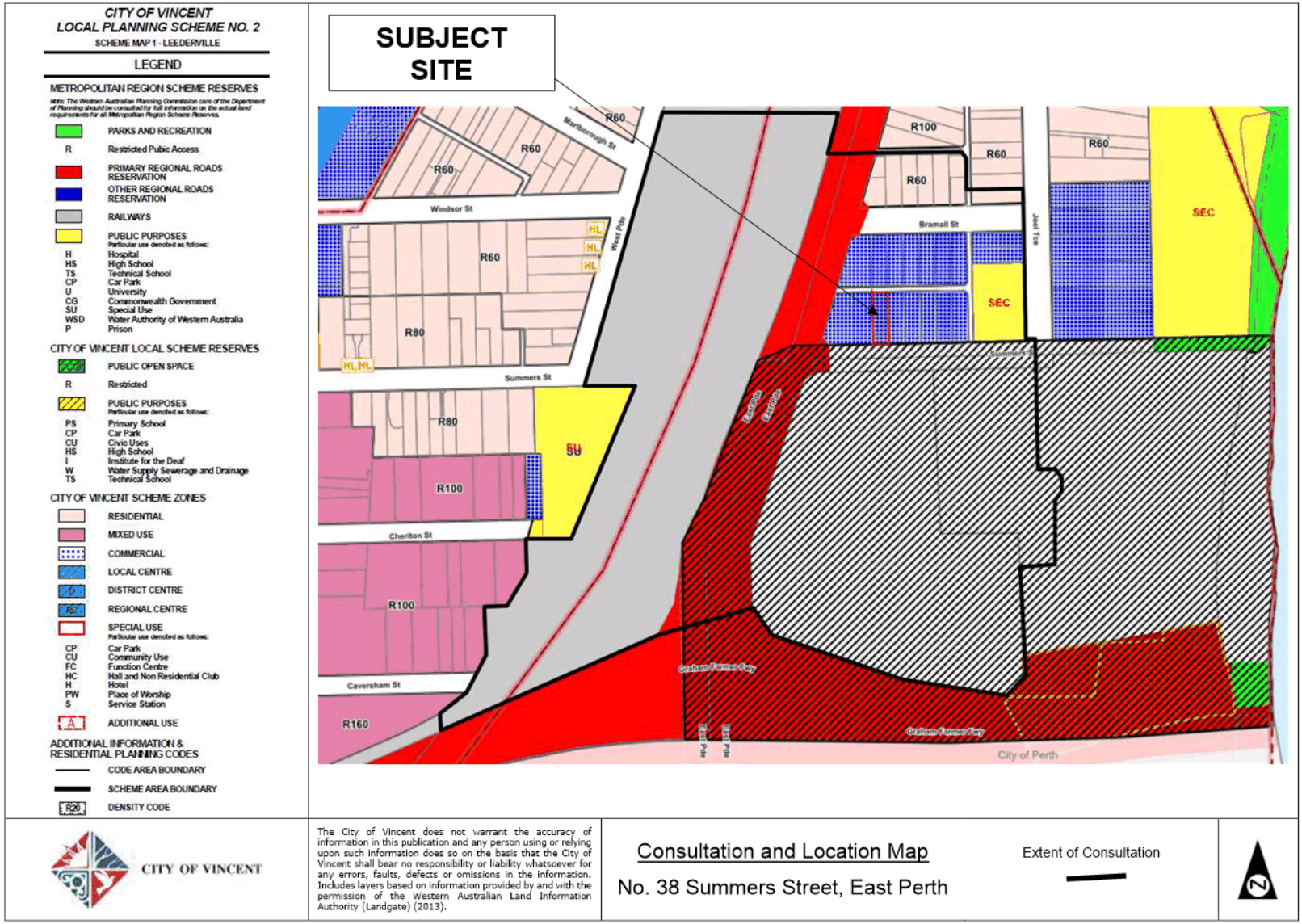
The applicant has submitted an acoustic report prepared by Sealhurst Pty Ltd that is included within **Attachment 6**.

The report has been reviewed by the City and is acceptable. A condition has been recommended requiring the implementation of the recommendations of the Acoustic Report.

Waste Management

The applicant has provided a Waste Management Plan (WMP) prepared by Whitehaus Architects that proposes private waste collection to service the development from the ROW. The WMP is included within **Attachment 8**.

The City supports the private waste collection arrangement for the commercial development. A condition has been recommended requiring the implementation of the WMP to ensure the proposed arrangements are maintained.


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
R60
R100
R80
R160
SU
SEC
HL
Windsor St
Marlborough St
Bramall St
Summers St
Cheriton St
Caversham St
Graham Farmer Fwy
West Pde
Joel Tce
City of Perth
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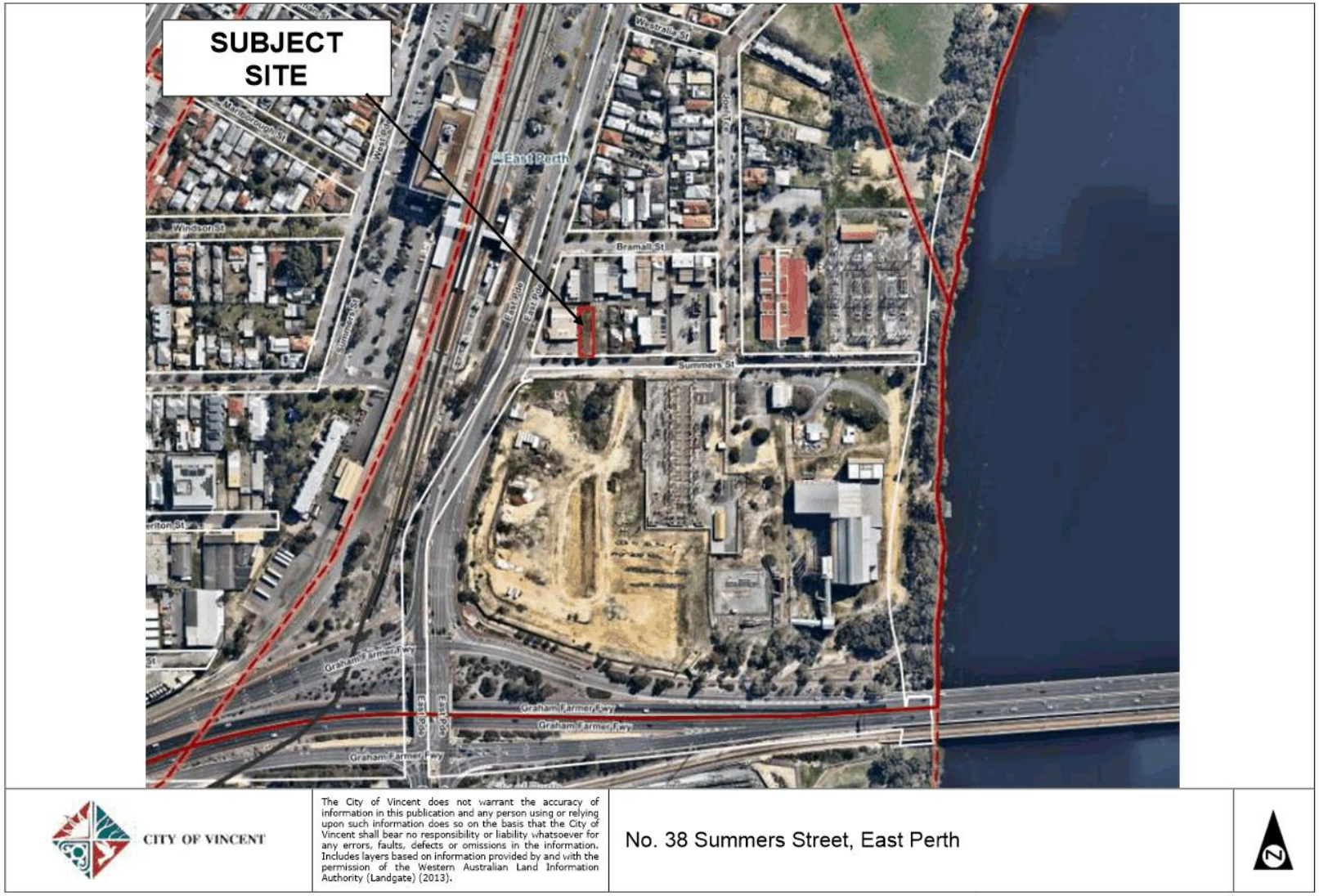
Consultation and Location Map
No. 38 Summers Street, East Perth
Extent of Consultation
N


SUBJECT SITE
East Perth
Bramall St
Summers St
Graham Farmer Fwy
Graham Farmer Fwy
Graham Farmer Fwy
Graham Farmer Fwy
CITY OF VINCENT
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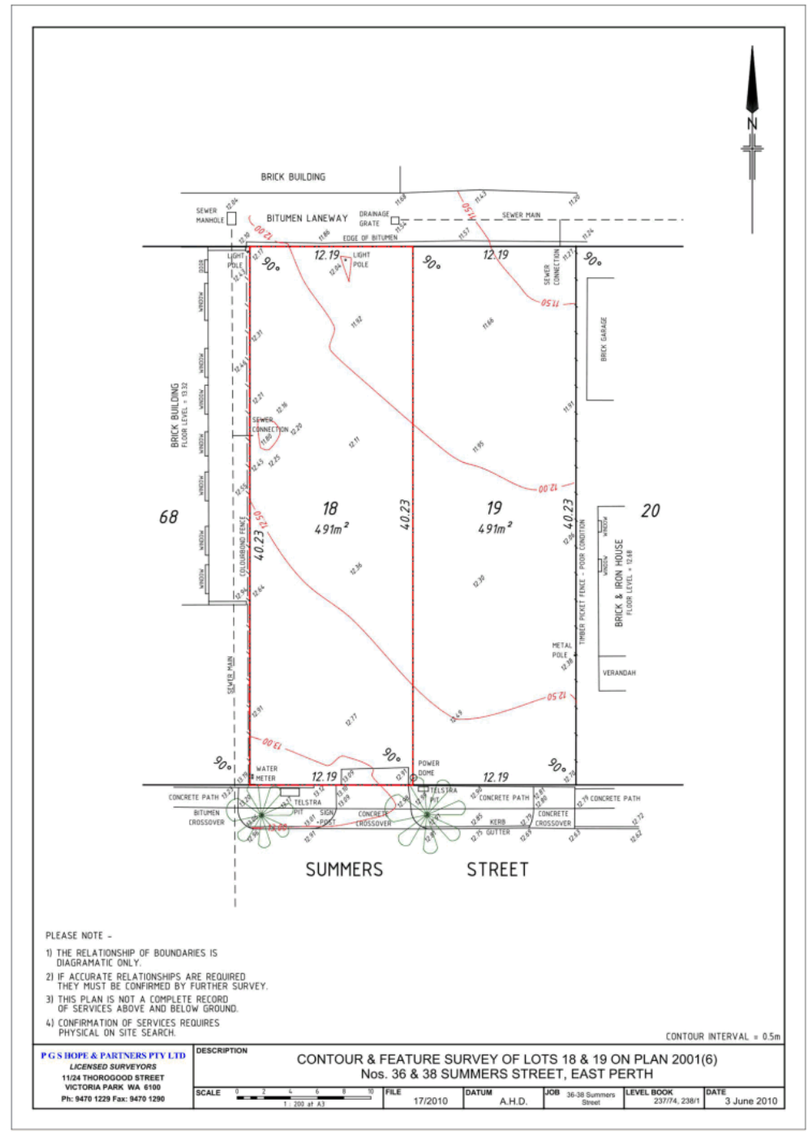
No. 38 Summers Street, East Perth
N



PLEASE NOTE -

1) THE RELATIONSHIP OF BOUNDARIES IS DIAGRAMATIC ONLY.
2) IF ACCURATE RELATIONSHIPS ARE REQUIRED THEY MUST BE CONFIRMED BY FURTHER SURVEY.
3) THIS PLAN IS NOT A COMPLETE RECORD OF SERVICES ABOVE AND BELOW GROUND.
4) CONFIRMATION OF SERVICES REQUIRES PHYSICAL ON SITE SEARCH.

CONTOUR INTERVAL = 0.5m

P G S HOPE & PARTNERS PTY LTD
LICENSED SURVEYORS
11/24 THOROGOOD STREET
VICTORIA PARK WA 6100
Ph: 9470 1229 Fax: 9470 1290

DESCRIPTION: CONTOUR & FEATURE SURVEY OF LOTS 18 & 19 ON PLAN 2001(6)
Nos. 36 & 38 SUMMERS STREET, EAST PERTH

SCALE 0 2 4 6 8 10 1 : 200 at A3 | FILE 17/2010 | DATUM A.H.D. | JOB 36-38 Summers Street | LEVEL BOOK 237/74, 238/1 | DATE 3 June 2010

2 Site Survey
1 : 200

WHITEHAUS
architecture | interior design | drafting
2 Church Street PERTH 6000 | (08) 9226 3236
admin@whitehaus.com.au | ABN: 66 159 398 428

CLIENT: WAPOU WA Prison Officers' Union

REV	DESCRIPTION	DATE
J	Issued For Development Approval	11/11/12
H	Issued For Comment	09/11/12
G	Issued for Information	02/12/20
F	Issued for Information	01/12/20
E	Issued for Information	23/11/20
D	Client Presentation	17/11/20
C	Issued for DRP	25/10/20
B	Issued for Planners Comment	27/10/20
A	For Discussion	07/08/20

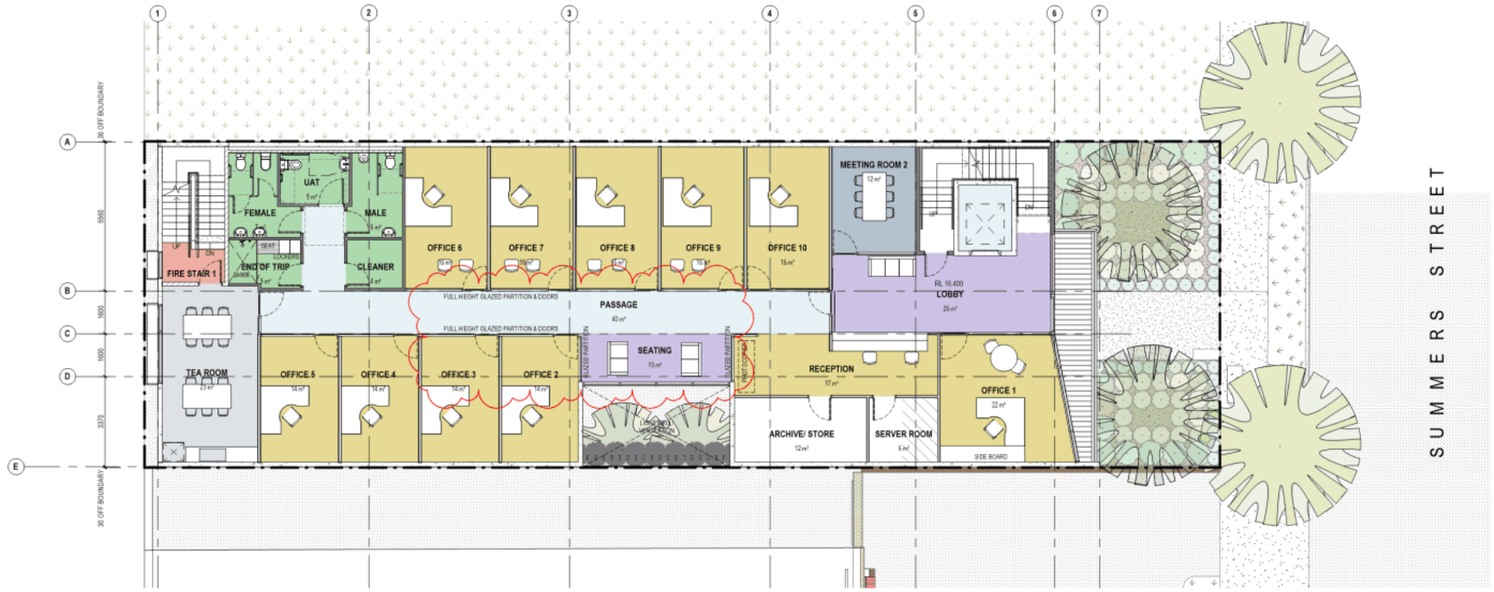
PROJECT: WAPOU Offices
Lot 18 (#38) Summers St
East Perth WA 6004
PROJECT No. 20062 DATE 09 2020

DRAWING TITLE: Locality Plan & Site Survey
DRAWN: JT APPROVED: WH

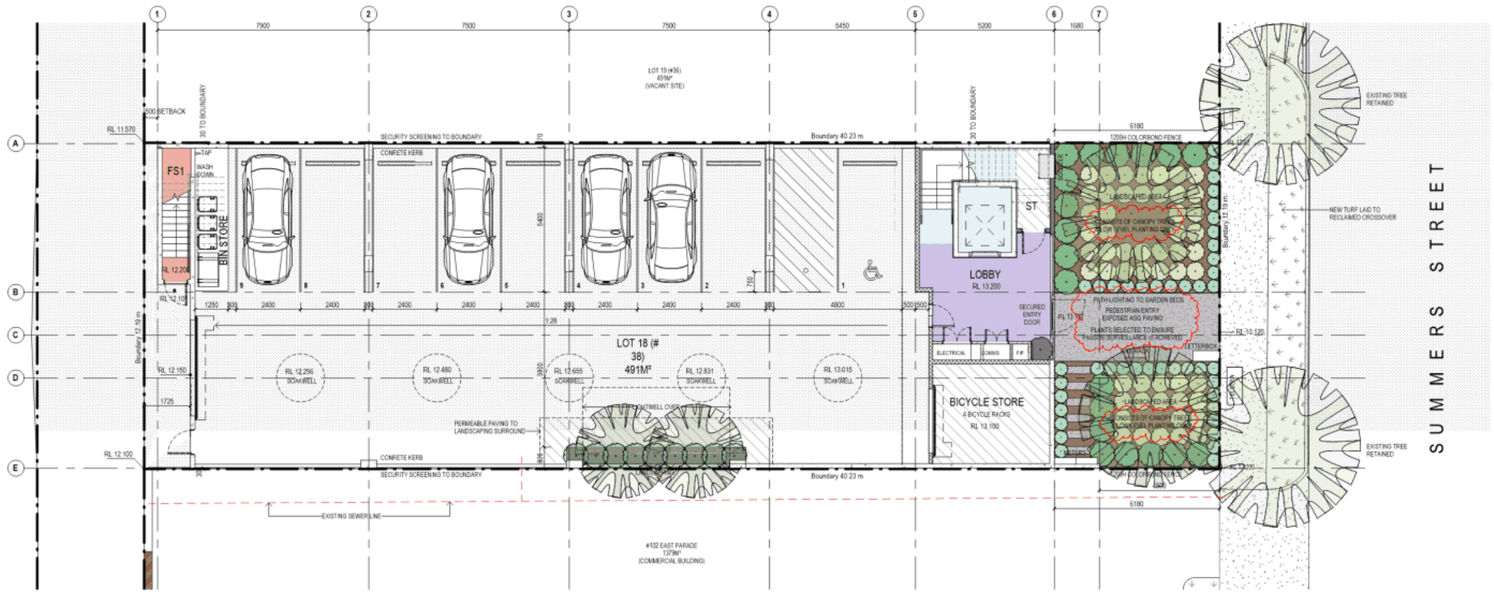
SCALE @ A1: As indicated | DRAWING No. DA01 | REV J

DEVELOPMENT APPROVAL

WHITEHAUS ©



2 First Floor
1 : 100



1 Proposed Site Plan/ Ground Floor
1 : 100

NLA CALCULATIONS	
GROUND FLOOR	0.00 M²
FIRST FLOOR -	240.35 M²
SECOND FLOOR	189.00 M²
TOTAL	429.35 M²

Rev	Description	Date
K	Development Approval - Drawings updated	25/02/21
J	Issued For Development Approval	11/12/12
H	Issued For Comment	09/11/12
G	Issued for Information	02/12/20
F	Issued for Information	01/12/20
E	Issued for Information	23/11/20
D	Client Presentation	17/11/20

WHITEHAUS
architecture | interior design | drafting
995 Hay Street PERTH 6000 | (08) 9226 3236
admin@whitehaus.com.au | ABN: 66 159 398 428

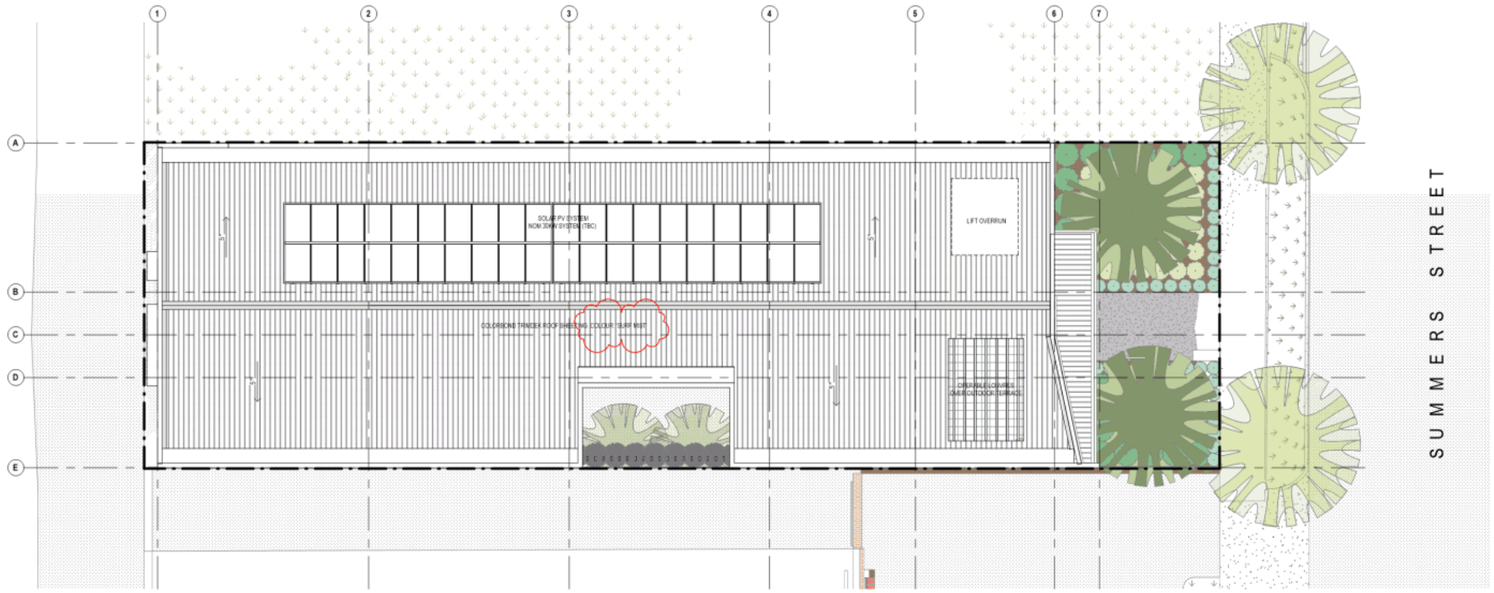
Client: WAPOU
WA Prison Officers' Union

Project: W.A. PRISON OFFICERS UNION OFFICES
Lot 18 (#38) Summers Street – East Perth WA 6004

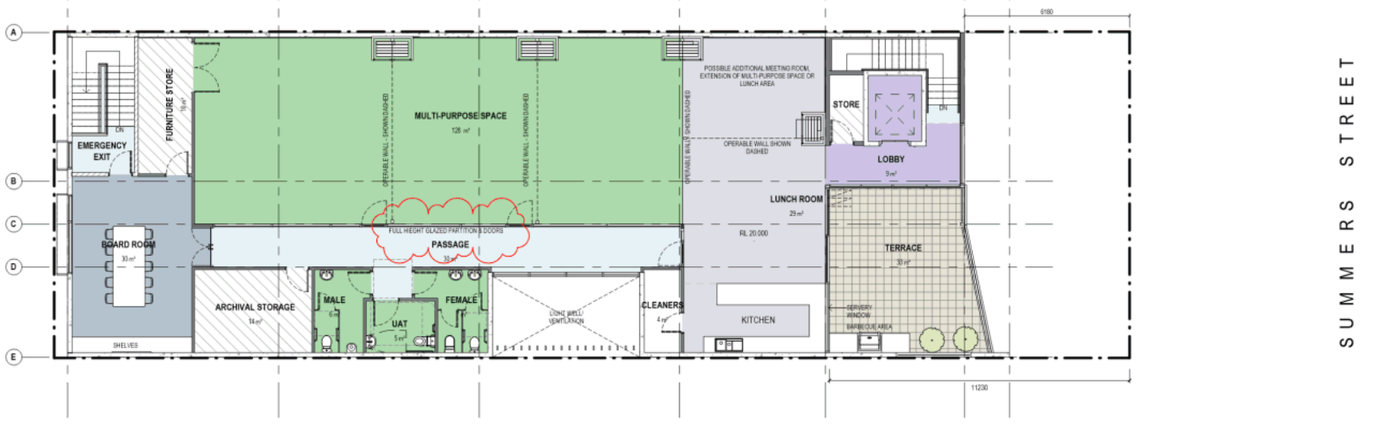
Drawing title: Proposed Site Plan/ Ground Floor & First Floor

Project No	Drawn	Approved	Scale @ A3
20062	JT	WH	1 : 100

Status: DEVELOPMENT APPROVAL
Drawing No: DA03 Rev: K



2 Roof Plan
1 : 100



1 Second Floor
1 : 100

NLA CALCULATIONS

GROUND FLOOR	0.00 M²
FIRST FLOOR -	240.35 M²
SECOND FLOOR	189.00 M²
TOTAL	429.35 M²

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Rev.	Description	Date
K	Development Approval - Drawings updated	25/02/21
J	Issued For Development Approval	11/12/12
H	Issued For Comment	09/11/12
G	Issued for Information	02/12/20
F	Issued for Information	01/12/20
E	Issued for Information	23/11/20
D	Client Presentation	17/11/20

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admin@whitehaus.com.au | ABN: 66 159 398 428

Client: WAPOU WA Prison Officers' Union

Project: W.A. PRISON OFFICERS UNION OFFICES
Lot 18 (#38) Summers Street ~ East Perth WA 6004

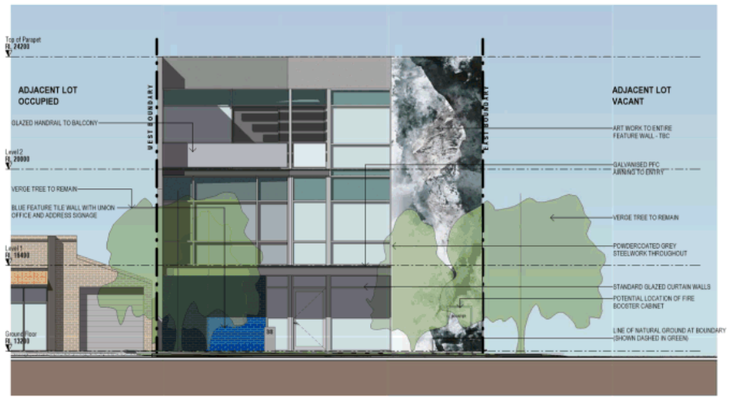
Drawing title: Second Floor & Roof Plan

Project No.	Drawn	Approved	Scale @ A3
20062	JT	WH	1 : 100

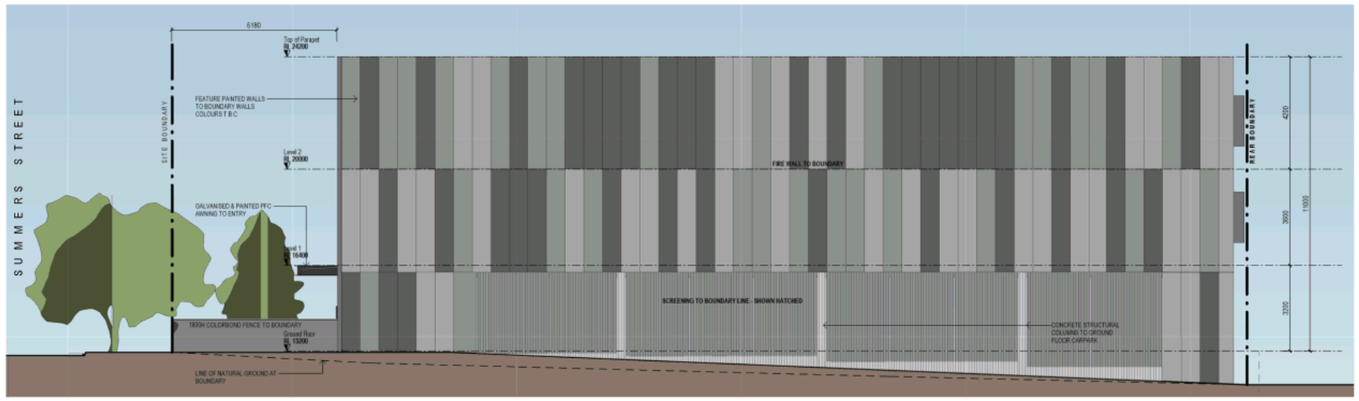
Status: DEVELOPMENT APPROVAL

Drawing No: DA04 Rev: K

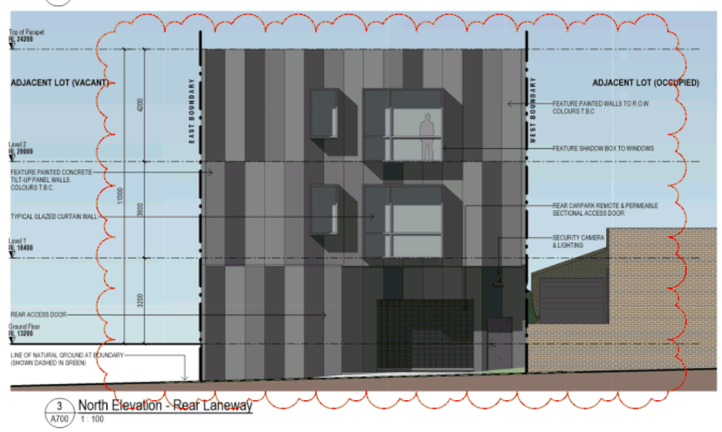
0 2 4 6 8 10m



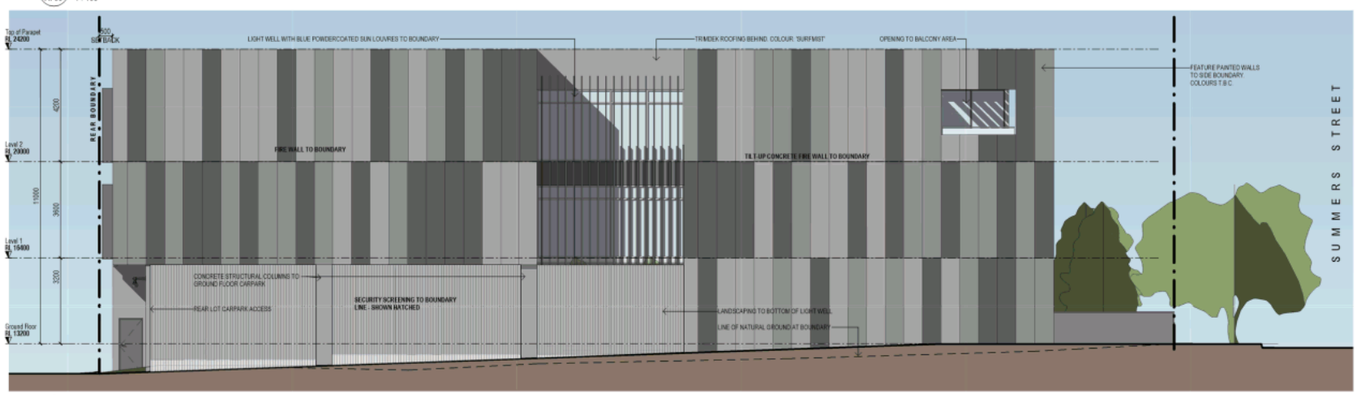
1 A700 South Elevation - Summer Street 1 : 100



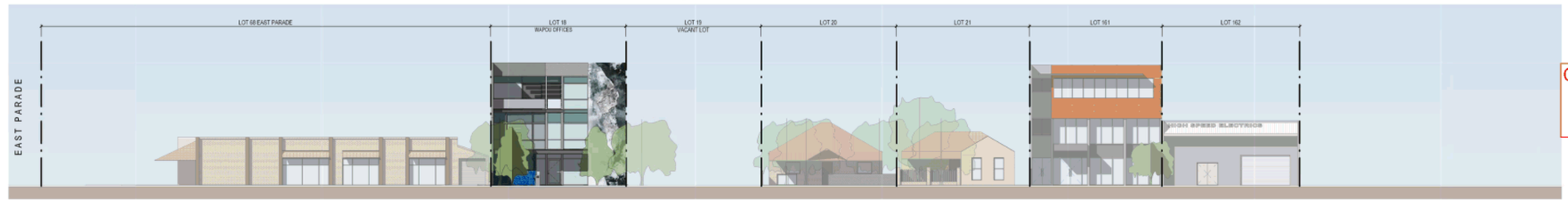
2 A700 Eastern Elevation 1 : 100



3 A700 North Elevation - Rear Laneway 1 : 100



4 A702 Western Elevation 1 : 100



5 Summers Street Streetscape

Materiality 1 : 5

CITY OF VINCENT
RECEIVED
2 Mar 2021

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Rev	Description	Date
K	Development Approval - Drawings updated	25/02/21
J	Issued For Development Approval	11/12/12
H	Issued For Comment	09/11/12
G	Issued for Information	02/12/20
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WAPOU
WA Prison Officers' Union

Project: W.A. PRISON OFFICERS UNION OFFICES
Lot 18 (#38) Summers Street - East Perth WA 6004

Drawing title: Elevations & Streetscape

Project No.	Drawn	Approved	Scale @ A3
20062	JT	WH	As indicated

Status: DEVELOPMENT APPROVAL

Drawing No: DA05 Rev: K

Amended Plan

CITY OF VINCENT
RECEIVED
2 Mar 2021

HF - HYMENOSPORUM FLAVUM x 2

GT - GLEDITSIA TRICANTHOS x 2

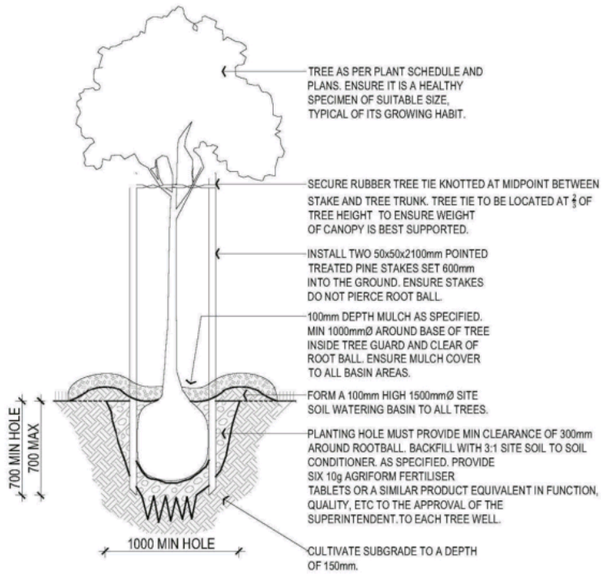
HEDERA IVY

TJ - TRACHELOSPORUM JASMINOIDES

MM - MURRAYA MIN-A-MIN

LK - LOMANDRA KATRINAS

Planting Guide
1 : 50



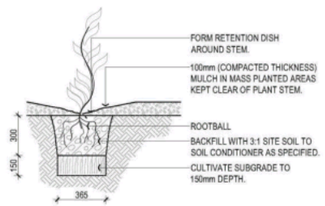
3 TYPICAL 30-90 LITRE TREE PLANTING

NOTES

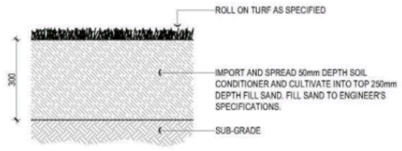
1. SOILS
- EXISTING SOIL IN ALL NEW PLANTED AREAS SHALL BE TREATED WITH
- AQUAMORE SOIL IMPROVER TO A DEPTH OF 75 MM
- ECOWET WETTING AGENT AND ECO PURPLE FERTILIZER SHALL BE APPLIED TO ALL NEW PLANTED AREAS.
- PLANTED AREAS SHALL BE MULCHED WITH A AQUAMORE ORGANIC MULCH TO A DEPTH OF 75MM.

2. PLANTING
- TREES TO BE STAKED WITH AS PER THE DETAILS.
- ALL PLANTS TO BE HEALTHY, FREE FROM ANY DISEASES AND DEFORMITIES.

3. IRRIGATION
- ALL NEW PLANTINGS TO BE IRRIGATED BY A FULLY AUTOMATIC
- IRRIGATION SYSTEM. DRIP LINE TO GARDEN AREAS. 2 FLOOD BUBBLERS TO EACH TREE
- BUILDER TO ALLOW FOR ALL PENETRATION FOR IRRIGATION WORK



4 140-200mm POT PLANTING



5 DA - Roll-On Turf Area

1 Landscaping Plan
1 : 100

DEEP SOIL CALCULATIONS

SITE AREA - 491 M²

Deep Soil Area 1	-	34.74 M²
Deep Soil Area 2	-	24.45 M²
TOTAL	-	59.19 M²

Clause A5.3.1 of Built Form Policy 7.1.1 requires deep soil to be minimum 12% of site = 58.92 m².

Current proposal is 0.27 m² over required deep soil area.

Planting Area 3	-	6.57 m²
TOTAL LANDSCAPING AREA	-	65.76 m²

Total landscaped area = 65.76/ 491 = 13.39% of site area.

Rev	Description	Date
L	Development Approval - Front setback planting updated	03/03/21
K	Development Approval - Drawings updated	25/02/21
J	Issued For Development Approval	11/12/12
H	Issued For Comment	09/11/12
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F	Issued for Information	01/12/20
E	Issued for Information	23/11/20

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admin@whitehaus.com.au | ABN: 66 159 398 428

Client: WAPOU WA Prison Officers' Union

Project: W.A. PRISON OFFICERS UNION OFFICES
Lot 18 (#38) Summers Street ~ East Perth WA 6004

Drawing title: Landscaping Plan

Project No.	Drawn	Approved	Scale @ A3
20062	JT	WH	As indicated

Status: DEVELOPMENT APPROVAL

Drawing No.: DA07 Rev.: L

DEVELOPMENT APPLICATION DRAWING LIST		
Sheet Number	Sheet Name	Rev
DA00	Cover Sheet	J
DA01	Locality Plan & Site Survey	J
DA02-A	Existing Built Form Context	J
DA02-B	Power Station Masterplan 2007	J
DA02-C	Historical Setbacks	J
DA03	Proposed Site Plan/ Ground Floor & First Floor	J
DA04	Second Floor & Roof Plan	J
DA05	Elevations & Streetscape	J
DA06	Shadow Study	J
DA07	Landscaping Plan	J
DA08	Traffic Management - Swept Paths In/ Out	J

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CLIENT:
WAPOU
WA Prison Officers' Union

REV	DESCRIPTION	DATE
J	Issued For Development Approval	11/11/12
H	Issued For Comment	09/11/12
G	Issued for Information	02/12/20
F	Issued for Information	01/12/20
E	Issued for Information	23/11/20
D	Client Presentation	17/11/20
C	Issued for DRP	28/10/20
B	Issued for Planners Comment	27/10/20
A	For Discussion	07/08/20

PROJECT:
WAPOU Offices

Lot 18 (#38) Summers St
East Perth WA 6004

PROJECT No. 20062 DATE: 09 2020

DRAWING TITLE:
Cover Sheet

DRAWN: JT APPROVED: WH

SCALE @ A1: 1 : 1
DRAWING No: DA00
REV: J

DEVELOPMENT APPROVAL

Tuesday, 2 March 2021

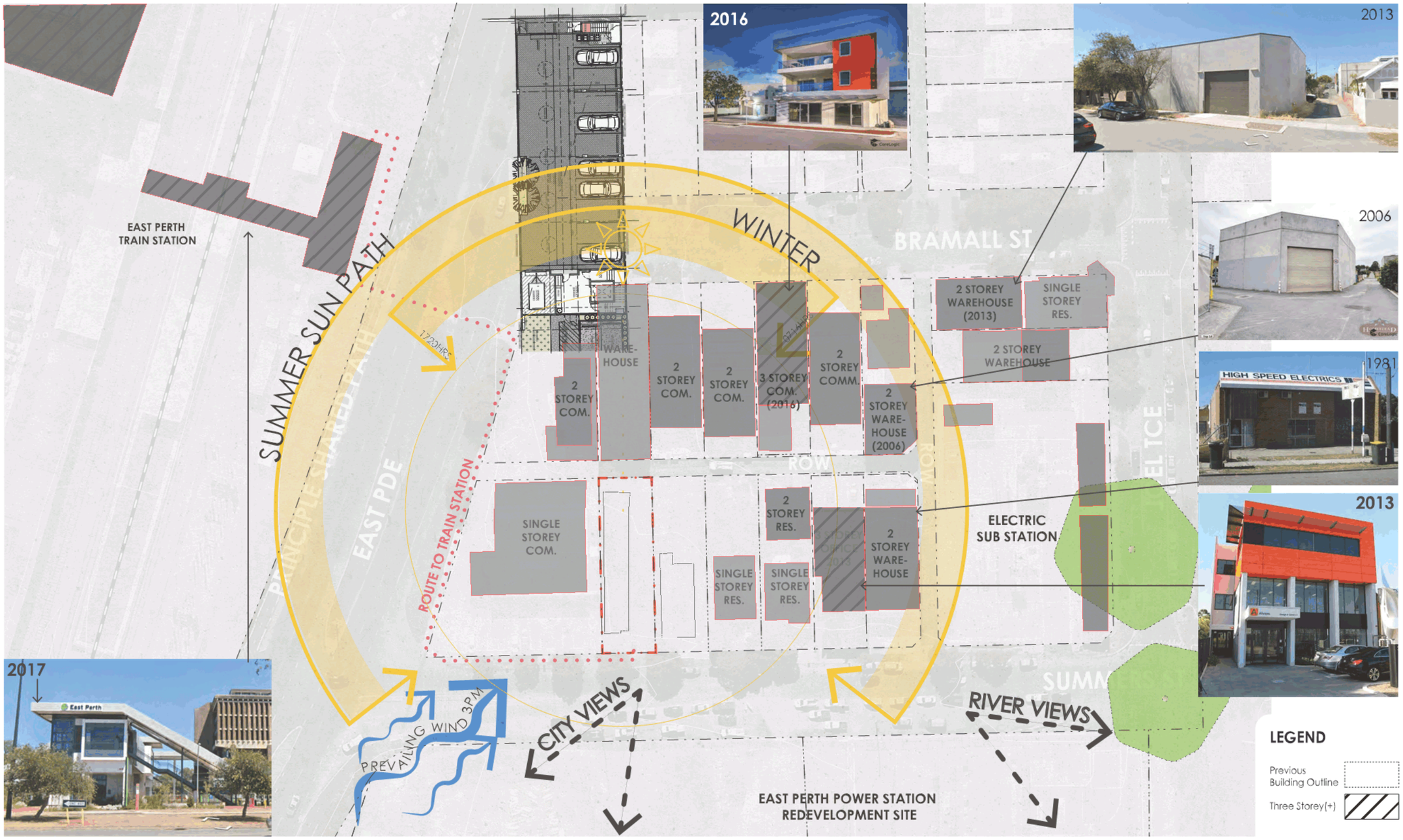
Urban Design Study

38 (Lot 18) Summers Street, East Perth

As part of the accompanying material for an application for development approval pursuant to Schedule 2, Part 8, Clause 63 of the Planning and Development (Local Planning Schemes) Regulations 2015, an urban design study is required for all developments visible from the public realm.

Prepared By/Applicant Details	
Name:	Hemsley Planning Pty Ltd
Address:	168 Stirling Highway, Nedlands
Phone:	Redacted for privacy purposes
Email:	
Applicant Signature:	
Property Details	
Lot Number:	Lot 18
Address:	38 Summers Street, East Perth

Urban Design Study Context Plan



Project
THREE STOREY OFFICE DEVELOPMENT
38 Summers Street
East Perth
City of Vincent

Scale
1:800 @ A3

Prepared for illustrative and planning justification purposes only. Whilst all efforts are made to ensure accuracy, all areas and dimensions are subject to detail design and survey.

Urban Analysis & Context Plan

Job No. J000N/A

Revision 2A 27/10/2020

hemsley planning

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Urban Design Study

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

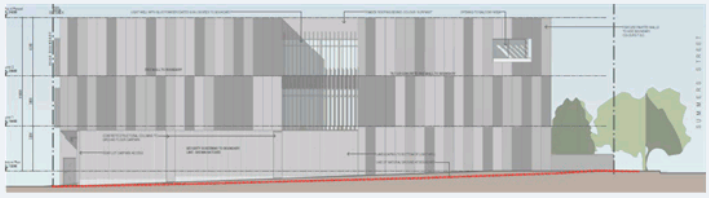
Description	Applicant Comment
Context & Character	
Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.	
Demonstrate how you have reviewed the natural environment including topography, local flora and fauna.	The site was purchased vacant and cleared of all vegetation. The verge area has several Queensland Box trees, their retention is ensured as there is no crossover proposed and the development is setback substantially from primary street. The subject site is able to achieve views of significance over the Swan River via the third-floor terrace created in response to this feature. The subject site has a gentle fall away from the street which is incorporated into the ground floor car park.  Figure 1 The ground floor follows the existing topography.
Demonstrate consideration of the site's streetscape character.	Describing the built form context, let alone the land use mix as eclectic would be an understatement. On the street block are both new and old commercial factory units, newish and old unkempt single dwellings, even a superblock with western power infrastructure both concealed and exposed.

Figure 2 Industrial raw concrete and face brick developments.

There are of course the two most recent developments on the street block, both being three storeys and one with a nil street setbacK. They were completed in 2016 and 2017.

Figure 3 Two most recent developments on the street block.

Description	Applicant Comment

Figure 4 Recently completed Transperth overpass.

As part of the Perth Stadium transport works, the immediately proximate East Perth Train Station was upgraded ending 2018. The upgrade ensured that the Station could handle both the large crowds, as well as to make it fully disability accessible. The work involved fully heavily glazed enclosed lift and rail overpass which has the scale and appearance of three (3) storey development proposed.

The built form examples we consider to be enduring in their streetscape contribution are:

- New development; and
- Those with significant capital investment attached to them which would otherwise commercially prevent their redevelopment before full depreciation is reached.

Most notable are the two most recent private developments, both being three (3) storeys and one with a nil primary street setback. These key developments and structures are not considered traditional in appearance on account of their flat roofs and unarticulated form.

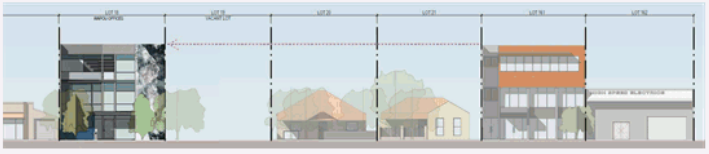
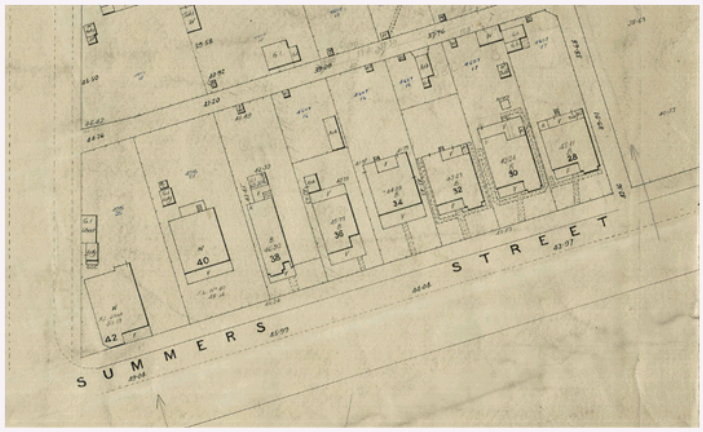
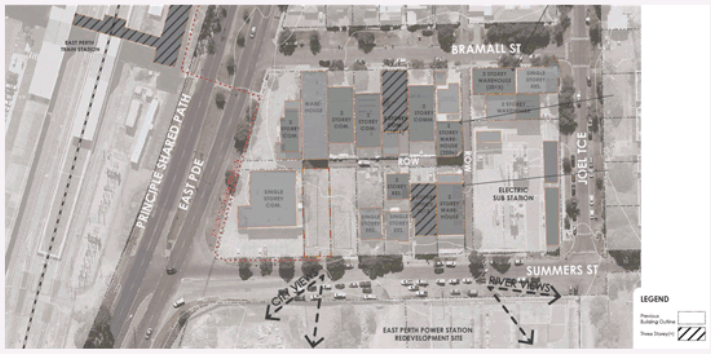


Figure 5 2D streetscape analysis.

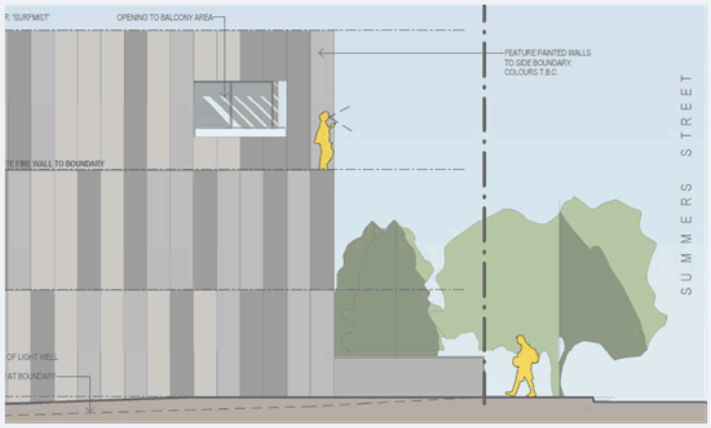
Description	Applicant Comment
Demonstrate how the site's context and character influenced the development. Consider the following: ▪ History of the local area; ▪ Heritage listed buildings in the area; ▪ High quality contemporary buildings in the area; ▪ Materials, textures, patterns from high quality heritage / character as well as contemporary buildings in the area; and ▪ Movement patterns / laneways.	Both the subject site and adjoining vacant lot to the east were cleared in approximately 2008. The subject site has remained vacant since then. The now demolished character homes occupying both lots were setback at 3.8m (Hn. 40) and 2.7m (Hn. 38). In contrast to the immediate west, a single storey 1970s brown brick services union headquarters is setback 12m from Summers Street. Notably, this site was occupied prior by a structure with a nil setback to Summers Street and East Parade. The proposed setback strikes an appropriate balance between these contrasting setbacks.  Figure 6 Previously building located on subject site (RPdata 2001)  Figure 7 State Records Office WA, historical plan or pre-existing development.

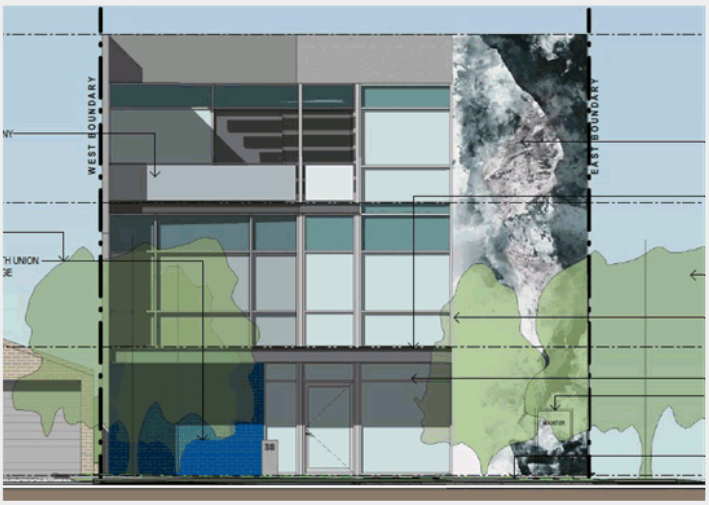
Description	Applicant Comment
	 Figure 8 Elevated perspective of subject site.
	 Figure 9 Context Plan Extract.
Landscape quality *Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.*	
Demonstrate review of the existing landscaping of the site and the street including mature trees, species and natural features	The proposed development makes provision for planting of mature trees in the generous front street setback area, in the light well, and on the roof terrace through two planter boxes.
Demonstrate how the landscape quality of the streetscape and surrounding context has been incorporated into the building and landscape design.	The provision of landscaping is practical when considering the size and width of the lot and the adjoining verge area. The landscaping proposed will provide habitat for fauna and the zone are of a sufficient size where plants can thrive without causing damage to the building.

Description	Applicant Comment
	Trees will benefit users of the building due to its high visibility and improved access to natural light for the trees. The verge area and all of Summers Street is controlled by the MRA/DevelopmentWA. The verge area incorporates two (2) verge trees, (Queensland Box trees) and a pedestrian footpath. Both trees are to be retained by the proposed.
Built Form & Scale *Good design provides development with massing and height that is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.*	
What is the building massing and height of the streetscape? How has this been incorporated into the design? How does the development respond and contribute to the built form and scale of the streetscape? Demonstrate how the development encourages an activated and vibrant streetscape environment.	The surround location lacks a coherent architectural style however, the form of the building is responsive to relevant planning controls and the future context. Immediately opposite is the DevelopmentWA/MRA controlled East Perth Power Station Redevelopment Area. The Draft Masterplan, although not recently prepared, these plans offer an insight into the scale of development anticipated on the site which adjoins the proposal. A streetscape mock-up of Summers street prepared as part of the master planning exercise has detailed three (3) storey development with nil primary street and nil side setbacks on either side of Summers Street.  Figure 4 Subject site in relation East Perth Power Station Redevelopment Masterplan (MRA).

Description	Applicant Comment
	 Figure 10 Artists impression of Summers Street as per East Perth Power Station Redevelopment Masterplan (MRA). The building is a well-articulated with the forms of the existing built environment and building volumes. Introducing textured concrete paneling on the external lot boundary walls to soften the appearance until adjacent development is pursued. The development has an appropriate street presentation as illustrated in the architectural submission and is respectful of the anticipated future scale and privacy requirements of its neighbours.
Functionality & Build Quality *Good design meets the needs of users efficiently and effectively, balancing functional requirements to deliver optimum benefit and performing well over the full life-cycle.*	
Demonstrate how the proposed design complements the use of the building.	The development uses durable low maintenance building products and finishes considered compatible with the urban, semi-industrial environmental aesthetic. The building will deliver a functional environment specifically designed to suit the Union's intended purpose. The upper floor training area is design with moveable walls such that it is flexible and adaptable space, designed to maximise utilisation and appropriate future requirements without the need for major modifications.
Sustainability *Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.*	
Demonstrate how the building performance has been optimised using suitable orientation and layout of internal spaces.	A Sustainable Design Report (refer appendix 4) was commissioned which outlines the Ecological Sustainable Design (ESD) strategy for the proposal. This report outlines all considerations and mechanisms within the design of the

Description	Applicant Comment
	proposed development that will effectively manage the resource, energy and water use associated with the building development and its operation. The proposal is being designed to fulfil all requirements in terms of Ecologically Sustainable Design (ESD) and is aiming to achieve the equivalent standard of a 4-star Green Star – Design and As-Built v1.3 rating. The proposal aims to promote a high standard of environmental performance incorporating the use of ecologically sustainable development principles including: ▪ Limiting parking provided to encourage staff and visitors to use alternative means of transport; ▪ Designing the orientation and layout of to maximise access to natural light, natural cross ventilation and aspect; ▪ Use of construction materials that is conducive to thermal mass such concrete slabs; ▪ Electric car charging capabilities; ▪ Waste minimisation and recycling; and ▪ Energy saving appliances low energy light fittings to private areas. We conclude that the proposal is consistent with the stated objectives.
Amenity *Good design optimises internal and external amenity for occupants, visitors and neighbours, contributing to living and working environments that are comfortable and productive.*	
Demonstrate how the development optimises amenity for occupants, adjoining neighbours and onlookers	The proposal provides internal rooms and spaces that are adequately sized, comfortable and easy to use and furnish, with adequate levels of daylight, natural ventilation and outlook. The strength of the design is the common areas of the building to achieve a more democratic provision of daylight considering the narrow width of the lot. Delivering good levels of internal amenity also includes the provision of appropriate levels of acoustic protection and internal privacy, and ease of access for all.
Legibility *Good design results in buildings and places that are legible, with clear connections and memorable elements to help people find their way around.*	
Demonstrate how the design allow users and visitors to navigate through the development.	The building proposed is detailed to be visually prominent from Summer Street, East parade, and future redevelopment of the power station site and in this respect contributes positively to evolving precinct. The use of the three level public artwork contributes to a sense of place and provides a subtle identification of the orientation of the building.
Safety *Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*	

Description	Applicant Comment
Demonstrate how the layout of buildings on site provides safe and high level of amenity for residents.	CPTED initiatives have been incorporated as follows: ▪ The primary building entrance readily identifiable via pathway from Summers Street with clear glazing and will have suitable lighting and allow for passive surveillance; ▪ The building access will be security controlled; ▪ Security lighting and cameras at the rear facing the ROW. ▪ The building provides a single public pedestrian entrance orientated towards the primary street; ▪ Significant glazing floor to ceiling glazing and the roof terrace/balcony are proposed which will provide natural surveillance of street and also the ROW; and ▪ The parking proposed is designed to minimise opportunities for alcoves through the provision of visually permeable gate which operates as a garage door. Walls do not obstruct sight lines.  Figure 11 Natural surveillance of the primary street achieved from the terrace.
Community *Good design responds to local community needs as well as the wider social context, providing buildings and spaces that support a diverse range of people and facilitate social interaction.*	
Demonstrate how the development contributes to a sense of community, encouraging social engagement and enabling stronger communities.	The building and land use is designed to capitalise on the site's proximity to the train station rather than private vehicle use. The use of the train is hoped to increase opportunity for incidental pedestrian interaction on route to the building. The externally located public art will contribute to cultural understanding of the building and enhancing the built environment by creating a meaningful public

Description	Applicant Comment
	space. It is hoped the artwork will foster social cohesion and provide a means to engage with the community.  Figure 12 Externally located public artwork.
Aesthetics *Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.*	
Demonstrate how the surrounding context and character has been incorporated into the design of the development.	The proposed building is designed having regard to the surrounds and future development of this Precinct. The proposed development has been suitably treated to include natural material finishes and a building form influenced by the more contemporary surrounding development to deliver a more natural and sympathetic aesthetic outcome. Particular effort has been made to enrich the public domain experience through the creation of a human scale-built form setback from the street and softened by comprehensive landscaping. The building is completed with landscaped planters on the upper-level terrace to provide visual interest from far. The design aims to be reflective of a contemporary design which achieves a distinctive outcome.

Proposed WAPOU Office Development

Lot 18 (#38) Summers Street, East Perth

TRANSPORT IMPACT AND CAR PARKING

ASSESSMENT FINAL REPORT – V2

Prepared for: Whitehaus Architects

Prepared by: Move Consultants

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February 2021

DOCUMENT ISSUE AUTHORISATION

VERSION	DATE	PREPARED BY:	REVIEWED BY:
2	25/02/2021	HH	HH

Table of Contents

1. INTRODUCTION

1.1 OVERVIEW

This Transport Impact and Car Parking Assessment has been prepared by Move Consultants on behalf of Whitehaus Architects for the WA Prison Officers Union (WAPOU) with regard to a proposed office development to be located at Lot 18 (38) Summers Street, East Perth in the City of Vincent. the City of Vincent. The subject land is currently vacant.

1.2 SITE LOCATION

The site is located on the north side of Summers Street, east of East Parade, approximately 2km north-east of the Perth CBD and immediately opposite the East Perth Railway Station as well as immediately north of the East Perth Power Station. Existing uses in place in the vicinity of the site are degraded residential homes to the north along the east side of East Parade, commercial development to the immediate eat and west of the site along Summers Street; future development to the south; and the Swan River foreshore to the east. There is an established existing crossover to the site on the north side of Summers Street; however, this crossover will be closed and future access via a public ROW system along the east-west ROW provided as part of the development along the northern boundary of the site at the rear of the property. Established public parallel parking is in place on both sides of Summers Street adjacent to the southern boundary of the site. The site is currently vacant.

The location of the site is shown in **Figure 1.**

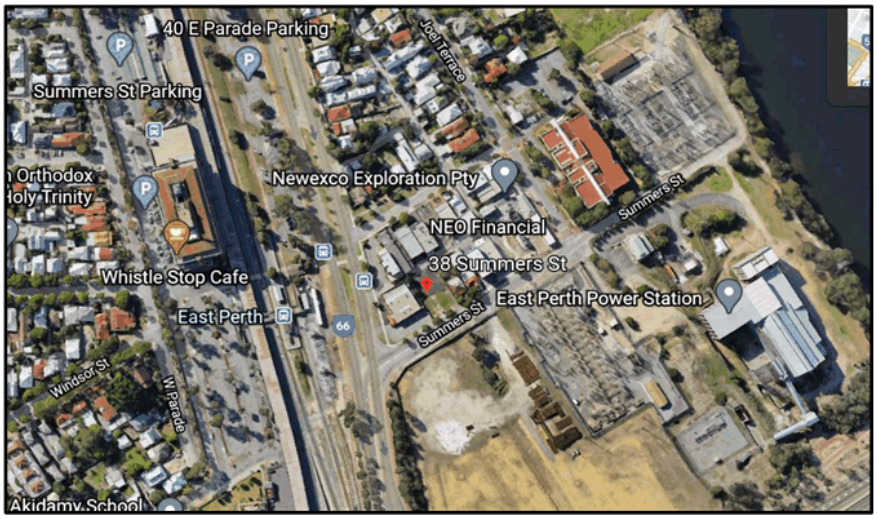
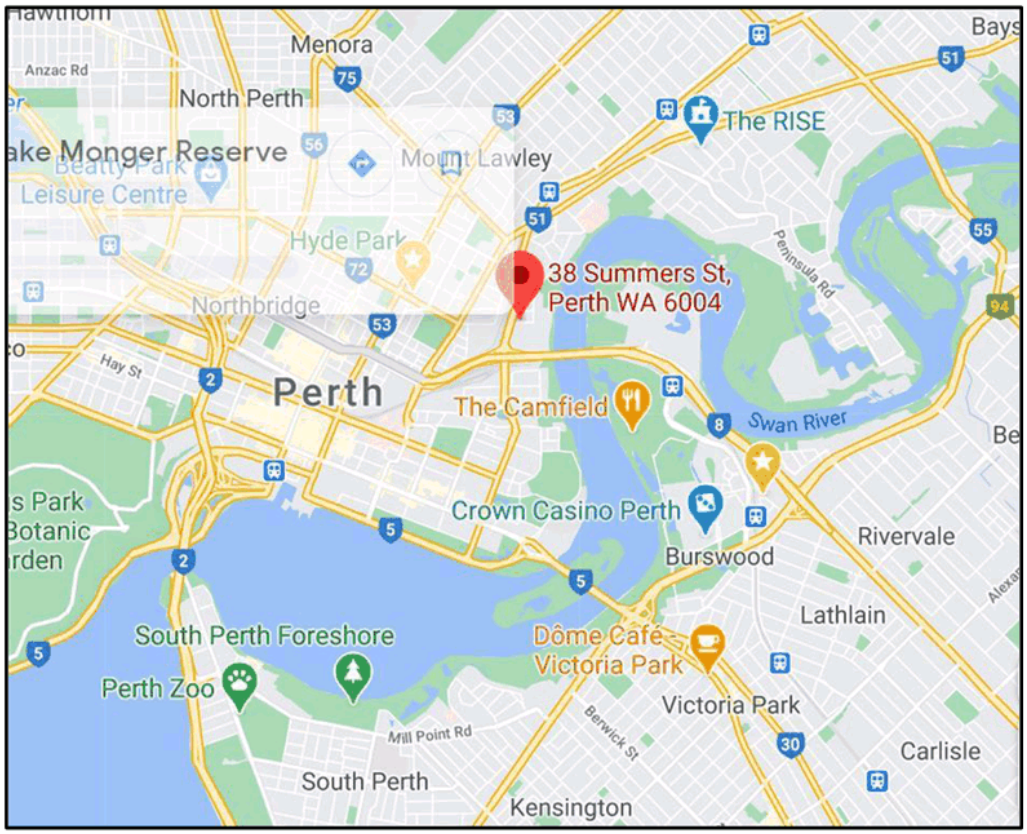


Figure 1: Site Location

The general metropolitan context is shown in Figure 2.



1.

Figure 2: Metropolitan Context

1.3 SCOPE OF ASSESSMENT

This assessment has been prepared in accordance with the Western Australian Planning Commission's *Transport Assessment Guidelines for Developments: Volume 4 – Individual Developments* (2016) as well as the City of Vincent's *Policy 7.7.1.*

Specifically, this report aims to assess the impacts of the proposed development on the local boundary road network to identify any modifications, to site or road layout, which may be required to serve the proposed site. In addition, the assessment considers the proposed access, circulation, and egress arrangements to and from the site.

2. EXISTING SITUATION

2.1 ROAD INFRASTRUCTURE

The proposed development is to be constructed on a vacant site with direct frontage to Summers Street, east of East Parade. The existing crossover to the site on the north side of Summers Street will be closed with direct access to the under-croft ground floor car parking area to be afforded via the northern boundary to the existing public ROW system in an east-west direction from East Parade to north-eastern corner of 26 Summers Street and then running in a north-south direction between Summers Street and Bramall Street approximately 100m east of the intersection with East Parade. Established public parallel parking is in place on both sides of Summers Street adjacent to the southern boundary of the site. The site is currently vacant.

East Parade, located to the west of the site, is a primary north-south connecting road providing direct access to and from the Perth CBD as well as providing direct access to the Graham Farmer Freeway to the south-west and the Mount Lawley Town Centre to the north-west. It functions as a parallel reliever route to Beaufort Street to the north-west and also provides direct access to Guildford Road to the north. East Parade has been designated under the Main Roads WA *Functional Road Hierarchy* as a *Primary Distributor* road which is defined as a road which *"…provides for major regional and inter-regional traffic movement and carry large volumes of generally fast-moving traffic. Some are strategic freight routes, and all are National or State roads. These roads are managed by Main Roads Western Australia"*. It has been constructed as a dual divided Control-of-Access carriageway with a flush central median between intersections with on-road cycle lanes on both sides south of Summers Street transitioning to a dedicated Principal Shared Path on the west side adjacent to the East Perth Railway Station. A footpath is in place on the east side of the road. East Parade operates under a speed limit of 60kph and is owned, operated, and maintained by the Main Roads WA.

Summers Street, to the south of the site, has been designated as *Access Roads* under the Main Roads WA *Functional Road Hierarchy* and have been defined as a road which *"…provides access to abutting properties with amenity, safety and aesthetic aspects having priority over the vehicle movement function which is bicycle and pedestrian friendly and is managed by Local Government."* It has been constructed as a wide undivided single carriageway with a 12 to 13m seal. Bramall Street, to the north, and Joel Terrace, to the east, respectively, have also been classified as *Local Access* roads. These roads all operate under a Local Area Traffic Zone speed limit of 40kph and are owned, operated, and maintained by the City of Vincent.

The intersection of East Parade and Summers Street operate operates under Give Way control on the Summers Street approach and allows for full movements into and out of Summers Street. The intersection of East Parade with Bramall Street, to the north of the site, operates as a partial movements (left-in/left-out only) intersection. Joel Terrace provides direct access to the south-western quadrant of Maylands to the north-east and alternative access to Guildford Road, to the east along Summers Street.

A public ROW is in place between East Parade and Summers Street which runs in an east-west direction between East Parade and the north-eastern boundary of 26 Summers Street intersecting with a north-south ROW running between Summers Street and Bramall Street Terrace. The southern terminus of the north-south ROW intersects with Summers Street approximately 100m east of the site. The width of the east-west ROW varies throughout its length from approximately 4.0m to an upgraded width of 5.0m near its eastern boundary with the north-south ROW. As redevelopment occurs abutting both ROW's, this section of carriageway will eventually be upgraded to a consistent width of 5.0m.

Figure 3 shows the road hierarchy in the vicinity of the site.

A detailed site visit was conducted on Thursday 14th January 2021 to collect information relating to existing road geometry, speed limits, and sightlines and to observe existing traffic operations on the adjacent boundary road network.

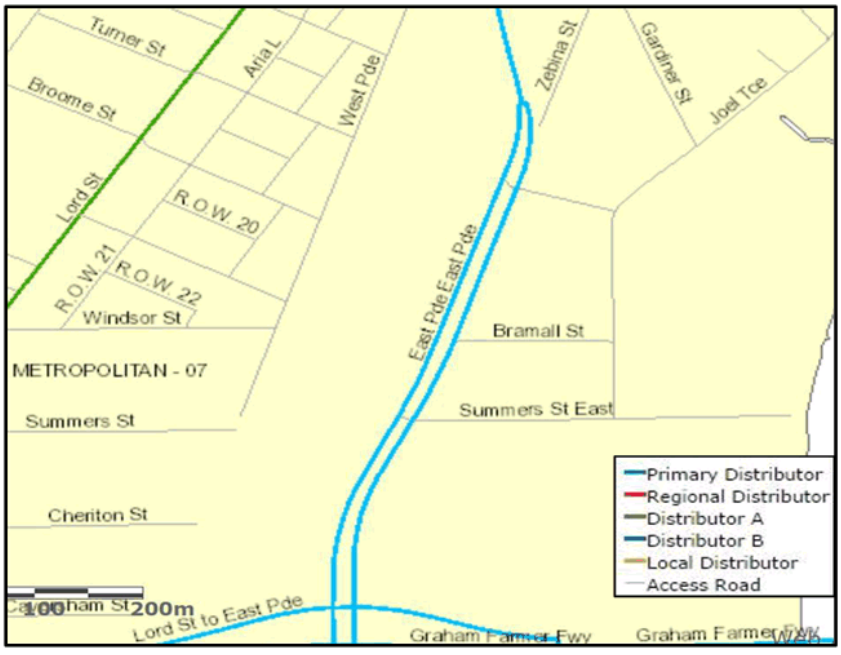


Figure 3: MRWA Functional Road Hierarchy – Local Road Network

Existing traffic volumes were obtained via data from Main Roads Western Australia for East Parade in the vicinity of the intersection with Summers Street with the road currently carrying in the order of 42,000 vpd north of Summers Street (MRWA, 2018/19). Based upon a review of the existing travel patterns, spatial distribution of land uses and access to the higher order road network, it is estimated that Summers Street, east of East Parade carries approximately 1,950 vpd. Existing traffic volumes along the east-west and north-south ROW's are less than 200vpd.

2.2 PUBLIC TRANSPORT, PEDESTRIAN, AND CYCLIST FACILITIES

The site is located directly opposite the East Perth Railway Station which is within a 5-minute walking distance to the site. Pedestrian access is afforded via a new at-grade pedestrian crossing over East Parade to the recently commissioned railway station concourse on the west side of East Parade. Access to the Yellow and Red CAT bus services as well as conventional line haul bus services are in place to the north-west, north and south-west of the site beyond the 800m maximum walking distance. Figure 4 shows the existing public transport services in the area.

A footpath is in place on the north side of Summers Street, east of East Parade, and on the east side of East Parade, west of the site. On-road bicycle lanes are in place on both sides of East Parade, south of Summers Street, with a dedicated off-road Principal Shared Path (Veloway) in place on the west side of East Parade running parallel to the railway line. Summers Street, Bramall Street and Joel Terrace are all designed as *Good Riding Environments.* The higher order cycling facilities provide a direct connection into the *Principal Shared Path Network* of the *Perth Bicycle* Network providing direct access into the Perth CBD, the Mount Lawley Town Centre and to the Maylands Town Centre. Figure 5 shows the cycling and pedestrian infrastructure in the vicinity of the site.

Figure 4: Existing Public Transport Services

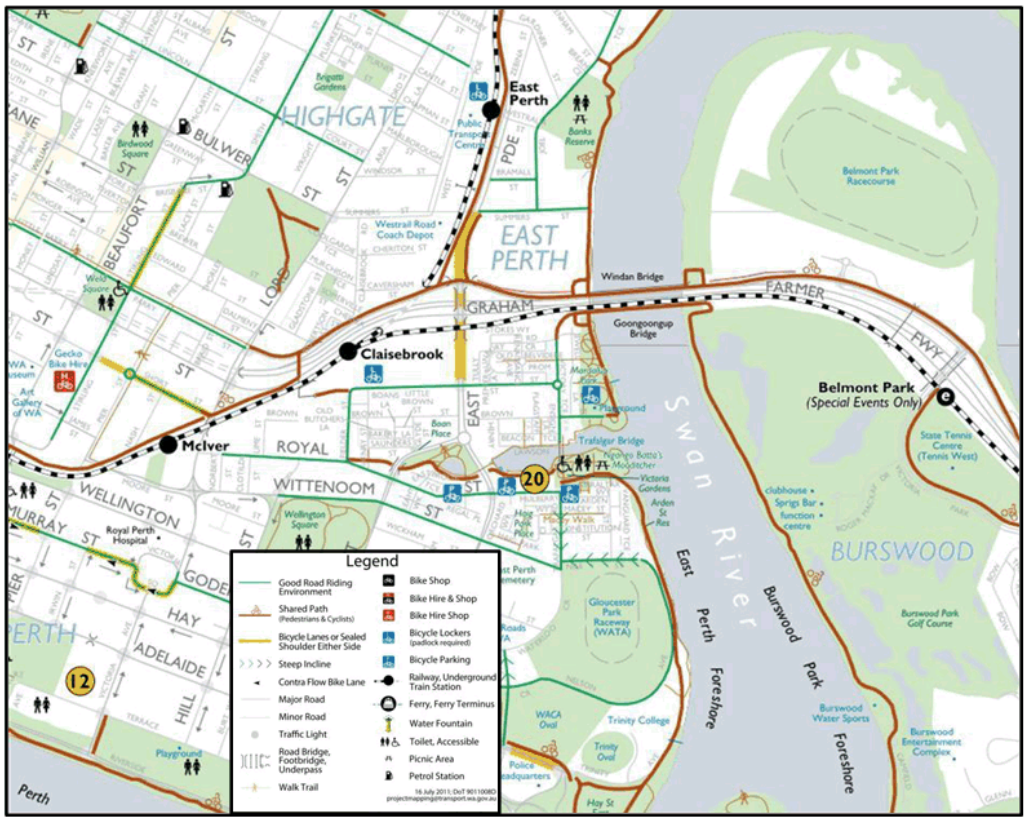


Figure 5: Existing Cycling and Pedestrian Infrastructure

3. PROPOSED DEVELOPMENT

A site plan of the proposed development has been prepared by Whtiehaus Architects. A copy of the site plan is contained in **Appendix A**.

3.1 PROPOSED LAND USES

The proposal seeks the development of a three-storey office building to house the Western Australia Prison Officers Union (WAPOU) consisting of ten (10) workstations, ancillary facilities inclusive of kitchen and ablution facilities, a lobby and reception area, lunchroom, a multi-purpose room and an outdoor terrace area.

3.2 PROPOSED ACCESS AND PARKING ARRANGEMENTS

The proposed access arrangements are shown to consist of a single crossover to the rear of the site connecting directly to the south side of the public ROW flanking the northern boundary of the property, approximately 40m east of the intersection with East Parade.

This crossover will function as a full movement's crossover provided direct access to the ground floor at-grade car parking area. Proposed car parking supply consists of nine (9) right-angle bays inclusive of one (1) ACROD bay. Additional secure bicycle parking of five (5) bays will also be provided as part of the development.

The proposed car parking supply which is consistent and compliant with the City of Vincent's *Policy 7.7.1: Non- Residential Development Parking Requirements* as the site is located within 800m of a railway station. Rubbish collection will be undertaken via rubbish collection will be undertaken by a private contractor with these arrangements negotiated in consultation with the City of Vincent in a separate Waste Management Plan prepared during the detailed design stages of the project.

3.3 END OF TRIP FACILITIES

End-of-trip facilities (including 8 bicycle racks) are proposed to be provided on the site through the provision of secure bicycle parking for employees as well as end-of-journey facilities. The provision of these facilities is compliant with City of Vincent and Austroads guidelines for the proposal.

4. TRANSPORT ANALYSIS

A traffic generation and distribution exercise has been undertaken to assess the potential traffic impacts associated with the proposed development. The aim of this exercise was to establish the traffic volumes which would be generated from the proposed development and to quantify the effect that the additional traffic has on the surrounding road network,

4.1 TRIP GENERATION

The traffic generated by the proposed development has been predicted by applying trip generation rates for the *Corporate Headquarters (Category 714)* category. These rates were derived from the Institute of Transportation Engineers' (ITE) *Trip Generation Manual, 10th Edition*. This trip generation was then modified to reflect the location of the proposal on a high frequency railway line and proximate to high quality pedestrian and cycling infrastructure. As a result, the total anticipated traffic generated by the proposed development is estimated to be in the order of 43 vehicular trips (50% inbound/50% outbound) on a daily basis; 8 vehicular trips.

(7 inbound/1 outbound) during the a.m. peak hour; and 7 vehicular trips (1 inbound/6 outbound) during the p.m. peak hour.

4.2 TRIP DISTRIBUTION

Based upon the existing traffic patterns in the area and the spatial distribution of adjacent land uses, the following distribution for the proposed 'new' development generated traffic has been assumed:

- 30% to and from the north via East Parade.
- 20% to and from the north via and Joel Terrace; and
- 50% to and from the south via East Parade and Summers Street.

The number of trips entering / exiting the site via the proposed site crossover to the public ROW has been assigned based upon the most logical route for vehicles to take given their origin / destination.

The resultant increases to the boundary road network are anticipated as follows:

- East Parade (North)
  - Daily: +13 vpd
  - A.M. Peak Hour: +3 vph
  - P.M. Peak Hour: +2 vph
- East Parade (South):
  - Daily: +22 vpd
  - A.M. Peak Hour: +4 vph
  - P.M. Peak Hour: +5 vph
- Bramall Street:
  - Daily: +13 vpd
  - A.M. Peak Hour: +3 vph
  - P.M. Peak Hour: +2 vph
- Joel Terrace:
  - Daily: +8 vpd
  - A.M. Peak Hour: +1 vph
  - P.M. Peak Hour: +1 vph
- Summers Street:
  - Daily: +22 vpd
  - A.M. Peak Hour: 4 vph
  - P.M. Peak Hour: +5 vph

These increases in daily and a.m./p.m. peak hour volumes will have a negligible impact on existing traffic operations in the area and represent an increase in daily volumes of less than 1% on East Parade and well within the practical capacity of the local road network in the vicinity of the site. The addition of this traffic will still result in acceptable traffic operations on the adjacent road network. The impact of approximately 43vpd on the public ROW at the rear of the site will not impact traffic operations along this section of roadway and will still allow for safe operations along the ROW's providing primary access to and from the car parking area on the site. A detailed site visit during the respective typical weekday roadway peak periods has confirmed that no outbound or inbound right-turn queuing observed at the East Parade/Summers Street intersection and more than sufficient capacity is available at this location to accommodate an increase in turning movements at this location, inclusive of inbound and outbound right-turning movements at this location associated with the development. This is in large part due to the 'platooning' effect induced by the locations of signalised intersections equidistant from the Graham Farmer Freeway southbound off-ramp to the south, and Guildford Road, to the north, along East Parade which results in significant gaps in through traffic on East Parade to accommodate inbound and outbound right-turning movements.

Additional detailed traffic analysis is not warranted due to the relatively low entering and existing volumes at the crossover combined with the low ambient background traffic during peak periods on the local rod network and on the public ROW's. Austroads' *Guide to Traffic Management* provides advice on the capacity of unsignalised intersections. For minor roads where there are relatively low volumes of turning traffic, capacity considerations are usually not significant and capacity analysis is unnecessary. Intersection volumes below which capacity analysis is unnecessary are indicated in **Table 1.**

Table 1: Threshold Analysis Parameters (Austroads Guide to Traffic Management)

Type of Road	Light cross and turning volumes maximum design hour (vehicles per hour two-way)		
Two-lane major road	400	500	950
Cross Road	250	200	100

In conclusion, it should be noted that based both on a review of the modelled total traffic assessment and observed traffic operations of the boundary road system, the anticipated site-generated traffic associated with the redevelopment proposal is negligible and that no external boundary road improvements will be required.

5. VEHICULAR ACCESS AND PARKING

5.1 ON-SITE QUEUING, CIRCULATION AND ACCESS

The site plan indicates a single crossover to be located at the rear of the site providing direct access to the south side of the east-west ROW leading to an at-grade under croft car parking area consisting of nine (9) right-angle bays inclusive of one (1) ACROD bay. The minimal level of peak hour traffic anticipated at the site crossover indicates that potential conflict with vehicles entering and/or exiting the car parking area simultaneously as peak hour volumes are expected to be in the order of one (1) vehicle every 6 to 8 minutes with the impact to the risk profile both within the car parking area and within the adjacent ROW to be minimal. the risk profile on the adjacent local road network. All movements to and from the site crossovers will be undertaken in forward gear.

A review of the proposed on-site circulation and car parking layout was undertaken to assess the adequacy of the proposed site access and circulation in addition to service/delivery areas on the site. The design of the proposed car parking areas within the upper and lower basement levels via the site crossover has been reviewed using traffic engineering standards and the relevant Australian Standards and Austroads guidelines, with the proposed design considered adequate to accommodate on-site maneuvering and circulation with all vehicles entering and exiting the car parking areas in forward gear from and to the ROW. Commercial rubbish collection will be negotiated in consultation with the City of Vincent and provided as part of the Waste Management Plan under separate cover.

Service, delivery and loading activities can either be accommodated along the Summers Street frontage during off- peak periods within the existing on-street public parking area as is currently accommodated for other commercial developments in the area.

5.2 SIGHTLINE REVIEW AND CRASH HISTORY

A review of the sightlines along the east-west ROW for exiting and entering vehicles in the vicinity of the proposed crossover location has been undertaken and it can be concluded that due to the low speed and low volume environment as well as in the context of the very low site-generated traffic expected, the sightlines meet minimum Austroads sightline requirements; however, the judicious placement of a convex mirror at the north-west corner of the crossover at the ROW will assist exiting vehicles to be alerted to priority movement vehicles travelling eastbound from East Parade along the right-of-way.

A review of the updated crash history for the reporting period of 2015-2019 indicates a total of three (3) crashes in the vicinity of the western terminus of the east-west ROW with East Parade, with two (2) of these crashes occurring along East Parade in the form of a rear end crash and a side swipe crash of which neither occurred as a result of entering or exiting vehicles from the ROW. A review of the crash history for the East Parade/Summers Street intersection for the same reporting period indicates a total of 14 crashes with four (4) northbound right-turning crashes with southbound through vehicles during this time period into Summers Street.

These crash rates, particularly in the context of the traffic volumes on the boundary road network, indicate that the additional traffic associated with the development will have a negligible impact on the risk profile on the boundary road network and can accommodate pedestrians, cyclists, and public transport users safely to and from the site.

5.3 PARKING DEMAND AND SUPPLY

The proposed on-site car parking supply consists of nine (9) right-angle bays within an at-grade under croft car parking area. Bicycle parking will also be provided in the form of five (5) secure bays.

This car parking supply for the site is consistent with the tenets outlined in the City of Vincent's *Policy 7.7.1: Non- Residential Development Parking Requirements*

It should be noted that the location of the site due to its location within close walking distance of high quality and high frequency bus and railway services enhances its accessibility to alternative transport modes. This approach is consistent with the City's planning policies.

In addition, the WAPC's *Development Control Policy (DC) 1.6: Planning to Support Transit Use and Transit Oriented Development* provides the following guidance with respect to car parking concessions due to proximity to public transport options.

Excerpts from Clause 4.6: state "…in carrying out the necessary analysis as part of the local planning strategy process, and in developing related planning provisions, local governments should have particular regard to matters such as…":

- the encouragement of public transport use over car use.
- the encouragement of mixed-use development, both generally and within individual developments.
- the development and application of scheme parking standards that reflect the availability within the precinct of transit facilities and that provide discretion to vary standards, and to progressively replace surface level car parking close to stations with other more transit supportive uses over time.
- the potential to use planning provisions to provide incentives for appropriate development in transit-oriented precincts, including reduced parking standards and floor-space 'bonuses'; and
- For the immediate environs of transit facilities, local government is encouraged to consider the preparation of precinct plans that provide greater detail with respect to both land use and the physical form and relationship of development in the precinct to the transit facility, including design guidelines."

This is consistent with good and orderly transport planning as documented by the Victoria Transport Policy Institute with regard to shared parking between complementary uses and local custom generated by mixed-use developments in neighbourhood centres. A number of Councils within the Perth Metropolitan Area, such as the City of Melville, City of Perth and City of Subiaco, have also endorsed the application of *State Planning Policy 4.2: Activity Centres in Perth and Peel* in their approaches in their higher order tertiary planning by assigning a 'blanket' car parking standard of 1 bay per 50m^2 for non-residential uses such as restaurant, office and retail within mixed- use precincts with the allowance to reduce this requirement due to proximity to local catchment.

It can therefore be concluded that the proposed on-site car parking supply in the context of the location of the subject site proximal to a major public transport and other non-motorised transport infrastructure for these alternative modes will assist in the transition towards more sustainable transport in the area.

This approach is also consistent with the stated objectives of Western Australian Planning Commission in documentation including and *Directions 2031 and Beyond and Liveable Neighbourhoods*.

6. CONCLUSIONS

The aim of this Transport Impact and Car Parking Assessment was to discuss the traffic likely to be generated by the proposed office development proposed at Lot 18 (38) Summers Street, East Perth in the City of Vincent and to assess the impacts associated with anticipated site-generated upon the adjacent transport infrastructure. In particular, the assessment considered the impacts on the local boundary road network.

A review of the anticipated traffic generation associated with the proposal indicates that the expected traffic which will be generated by the development on a daily basis and during peak weekday a.m. and p.m. periods can be comfortably accommodated within the practical capacity of the boundary road network with no impacts expected to existing traffic operations.

The site plan indicates a single crossover to be located at the rear of the site providing direct access to the south side of the east-west ROW leading to an at-grade under croft car parking area consisting of nine (9) right-angle bays inclusive of one (1) ACROD bay. The minimal level of peak hour traffic anticipated at the site crossover indicates that potential conflict with vehicles entering and/or exiting the car parking area simultaneously as peak hour volumes are expected to be in the order of one (1) vehicle every 6 to 8 minutes with the impact to the risk profile both within the car parking area and within the adjacent ROW to be minimal. the risk profile on the adjacent local road network. A review of the sightlines along the east-west ROW for exiting and entering vehicles in the vicinity of the proposed crossover location has been undertaken and it can be concluded that due to the low speed and low volume environment as well as in the context of the very low site-generated traffic expected, the sightlines meet minimum Austroads sightline requirements; however, the judicious placement of a convex mirror at the north-west corner of the crossover at the ROW will assist exiting vehicles to be alerted to priority movement vehicles travelling eastbound from East Parade along the right-of-way.

A review of the proposed on-site circulation and car parking layout was undertaken to assess the adequacy of the proposed site access and circulation in addition to service/delivery areas on the site. The design of the proposed car parking areas within the upper and lower basement levels via the site crossover has been reviewed using traffic engineering standards and the relevant Australian Standards and Austroads guidelines, with the proposed design considered adequate to accommodate on-site maneuvering and circulation with all vehicles entering and exiting the car parking areas in forward gear from and to the ROW. Commercial rubbish collection will be negotiated in consultation with the City of Vincent and provided as part of the Waste Management Plan under separate cover.

A review of the 5-year crash rates, particularly in the context of the traffic volumes on the boundary road network, indicate that the additional traffic associated with the development will have a negligible impact on the risk profile on the boundary road network and can accommodate pedestrians, cyclists, and public transport users safely to and from the site.

Service, delivery and loading activities can either be accommodated along the Summers Street frontage during off- peak periods within the existing on-street public parking area as is currently accommodated for other commercial developments in the area.

The proposed on-site car parking supply for the site is consistent with the City of Vincent's *Policy 7.7.1: Non- Residential Development Parking Requirements* State planning policies as well as good traffic engineering and transport planning practice. It can therefore be concluded that the proposed on-site car parking supply in the context of the location of the subject site proximal to a major public transport and other non-motorised transport infrastructure for these alternative modes will assist in the transition towards more sustainable transport in the area.

In conclusion, it should be noted that based both on a review of the modelled total traffic and observed traffic operations of the boundary road system, the anticipated site-generated traffic associated with the proposed development can be accommodated within the existing practical capacity and functional road classification of the local road system.

Wednesday, 16 December 2020

Parking Management Plan

38 (Lot 18) Summers Street, East Perth

In accordance with the City's Non-Residential Parking Policy, a Parking Management Plan is required to be submitted given the proposal

- Provides parking that is not visible / accessed from the primary street; and
- The parking area is obstructed by a gate.

Owner/Applicant Details	
Name:	Hemsley Planning Pty Ltd
Address:	168 Stirling Highway, Nedlands
Phone:	Redacted for privacy purposes
Email:	
Applicant Signature:	

Property Details	
Lot Number:	Lot 18
Address:	38 Summers Street, East Perth

Parking Allocation

The following table is prepared for inclusion in this Parking Management Plan to outline the parking available for the different users of this development application.

Parking Allocation	No.
Total Number Car Parking Spaces:	9
Total Number Short Term Bicycle Parking Spaces:	1
Total Number Long Term Bicycle Parking Spaces:	4
Total Number Other Bays:	0

Development Type	Development Users	Type / Duration	No. Car spaces	No. Bicycle Spaces	No. Other Spaces
Office	Staff	Employee (>three hours)	8	4	-
Office	Visitor	(<three hours)	1	1	-

Public Parking

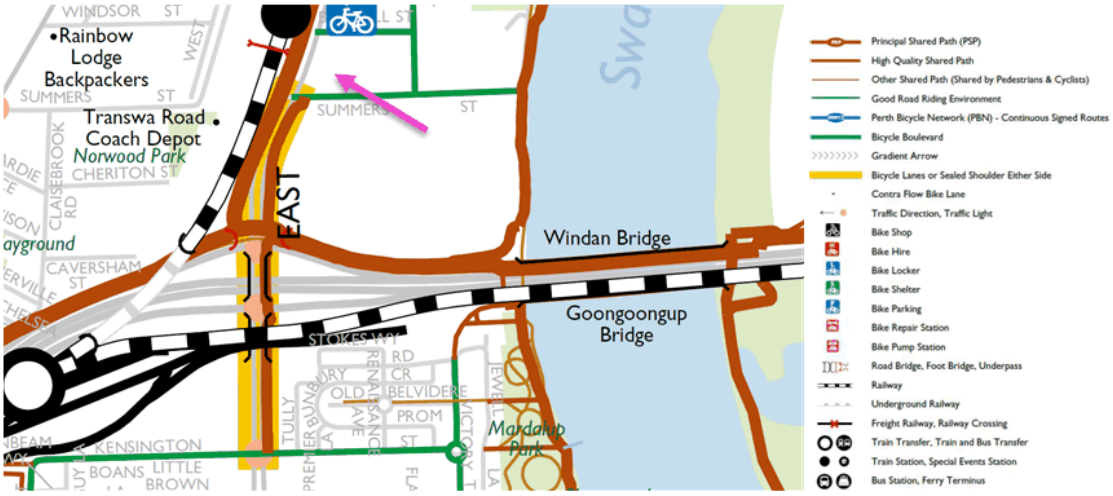
On street and off-street public parking in the vicinity of the subject site is identified in the following table.

	No. Marked Spaces	Location	Parking Restrictions
On Street Parking	~11 (Development will increase available bays. ~17	Northern Side Summers Street 5m+ Southern Side Summers Street 18+	1hr weekdays (City of Vincent) All day, no restrictions (MRA)
Off Street Parking	177	Eastern Side of East Perth Train Station 190m+	Anytime Saturday and Sunday – No charge. Please refer to signage at the station to check conditions.

Alternative Transport

The following table should be prepared for inclusion in this Parking Management Plan to outline the alternative transport options available to users of this development application.

Transport Option	Type & Level of Service
Public Transport	
Train	Regional and Metropolitan Rail Service available 190m from Development and is disability accessible
Bus	A bus stop is located on East Parade 100m from the development providing half hourly services to and from the Perth CBD bus port
Pedestrian	
Paths	Pedestrian paths are located on both sides of Summers Street and connect to a wider network. The development will connect to the path adjacent.
Facilities	End of trip facility of level 1
Cycling	
Paths	The development site is serviced by two Principal Shared Bike Paths
Facilities	End of trip facility of level 1
Secure Bicycle Parking	4 secure bike parking spaces
Lockers	One locker
Showers/Change Room	One shower



Parking Management Plan Particulars

1. The owner, who is also the occupant of the development will be responsible for the management, operation and maintenance of the parking area.
2. Visitors to the development will be in the form of scheduled appointments who can be provided with parking instructions if secure parking is required. Operation the gate will be via remote. It is anticipated that the 1hr on-street parking will adequately service the owners.
3. For ad-hoc training and AGM events detailed in the submission report, the promotion of alternative transport modes such as the provision of well-maintained bicycle and end of trip facilities, and alternative transport options such as the train and bus access will be sent to attendees prior to their attendance.

Sealhurst
Acoustic Design
& Engineering

WAPOU C/o- Whitehaus Architects

WAPOU Offices, No. 38 Summers St, E PERTH, WA

Acoustics - Schematic Design Report for DA

07 DEC 2020

Sealhurst Pty Ltd
PO Box 862 | CANNING BRIDGE | APPLECROSS | WA 6153
ABN: 86 161 563 551
ACN: 161 563 551

WHITEHAUS Architects Pty Ltd

WAPOU Offices, No. 38 Summers St, E PERTH WA

Acoustics - Schematic Design Report DA

NOV 2020

QA INFORMATION	
Project No	SEA-2020-034
Project Name	WAPOU Offices, No. 38 Summers St, E PERTH WA
Client	WHITEHAUS Architects Pty Ltd
Report Title	Acoustics - Schematic Design Report DA
Filename	SEA-2020-034 RPT001 SD-DA_Rev1
Revision	1
Reason For Issue	DA Submission
Authorised By	
Issue Date	07 DEC 2020

DOCUMENT INFORMATION

Sealhurst Pty Ltd
PO Box 862 | CANNING BRIDGE | APPLECROSS | WA 6153
ABN: 86 161 563 551
ACN: 161 563 551

PROJECT PARTNERS

Discipline	Entity	
Principal Client	WAPOU, C/o- WHITEHAUS Architects Pty Ltd	
Architectural Design	Whitehaus Architects	
Planning Consultant	Hemsley Planning	
Building Services Consultant(s)	TBC	

REPORT ABSTRACT

Sealhurst were appointed by WAPOU, C/o- WHITEHAUS Architects Pty Ltd, to provide acoustic engineering and design consultancy relating to the WA Prison Officers Union (WAPOU) Office Building development project at Lot 18, No. 38 Summers St in East Perth.

The site is located within 100m of East Perth passenger rail station which carries Midland line rail passengers as well as periodic locomotive services. The site is also within 50m of East Parade which runs adjacent to the rail line, carrying >46,000 vehicles of Annual Average Weekday Traffic (AAWT) volume identifying this as a major State transport corridor.

Where "noise sensitive land use" development is proposed adjacent to recognised transport corridors, *State Planning Policy 5.4 Road and Rail Noise*, Sep 2019 Edition (*"SPP 5.4"*) is mandated as a planning instrument at Development Approval stage to ensure adequate building envelope design provision is incorporated to account for transportation noise. *"Noise sensitive"* use is defined under *SPP 5.4* as "residential", "educational", "child care/hospital/aged care" and the like, attracting specific internal design noise criteria during day and night time periods.

In the case of the WAPOU office (e.g. commercial use) building, *the Policy* defers to the national standard *AS2107:2016 Acoustics: Recommended design sound levels and reverberation times for building interiors* to account for the presence of road and rail noise – both current, and in future forecast scenario over a 20-Yr planning horizon.

In terms of acoustic design, assessment of the site has been undertaken to devise a suitable façade construction of sufficient resistance to the passage of road and rail transportation sound to achieve the target internal design sound levels within the proposed office spaces.

In wider building design and approvals context, the building will also require demonstration of compliance with the *WA Environmental Protection (Noise) Regulations 1997 (Incl. Amendments), ("the Regulations")* as statutory legislation covering any sources of noise emission which are proposed as part of the development. In this project, the building's AC and ventilation plant are anticipated as the primary sources.

Building services concept and design details are not yet determined as is appropriate for pre-DA stage design, hence the applicable limits are calculated under *the Regulations* for 2 x Noise Sensitive Receiver (NSR) locations, in order to quantify the limits for the practical specification of appropriate mechanical services equipment further on in the design of the building.

This report therefore establishes an acoustic Schematic Design scheme for the building envelope and noise emissions elements identified above, referencing current drawn documentation as at 7/12/2020. Advice is provided regarding internal acoustic conditions typical of offices, and areas for construction detailing to maximise the acoustic performance of the building at this Schematic Design stage.

The report is intended to form a reference baseline for the design, with expectation that this report will be developed to inform the Detailed Design phase of the building, as more and better particulars become known.

EXECUTIVE SUMMARY

Sealhurst were appointed by WAPOU, C/o- WHITEHAUS Architects Pty Ltd, to provide acoustic engineering and design consultancy relating to the WA Prison Officers Union (WAPOU) Office Building development project at Lot 18, No. 38 Summers St in East Perth.

The project is to provide a 3-storey office building with on-grade car parking for 10 vehicles located at Ground Level accessed via Summers Street – facilities include reception, meeting rooms, multi-purpose function rooms, archive/storage and staff amenities across 1st and 2nd Floor Levels.

This report therefore establishes an acoustic Schematic Design scheme for the building envelope and noise emissions elements identified above, referencing current drawn documentation as at 7/12/2020. The report is intended to form a reference baseline for the design, with expectation that this report will be developed to inform the Detailed Design phase of the building, as more and better particulars become known.

A summary of our report findings is presented below:

BUILDING ENVELOPE DESIGN FOR EXTERNAL NOISE

The development site is situated 50m east of East Parade south-bound carriageway edge, which carries an annual average weekday traffic (AAWT) volume of 46,015 vehicles flowing north/south to/from the CBD. On the opposite side of East Parade lies East Perth metropolitan passenger rail station, some 120m west of the site.

Road transportation noise is a persistent noise source, punctuated by incidental pass-by events from public transport (buses), private and commercial individual light vehicles, truck/HGV and motorcycles. However, despite the proximity the site is partially screened to East Parade by an existing commercial building, which limited traffic noise levels to a typical average of 55 – 60dB(A) at the noise survey location during day time hours at approx. 3.5m above ground level.

In accordance with *State Planning Policy 5.4* (See Section 4.1.2) for future predicted road traffic noise, an additional 2dB(A) has been added to the recorded noise levels, commensurate with realistic and practicable increases to road traffic volumes, allowing for the existing road traffic infrastructure as 4-lanes of traffic.

Resulting building façade scheme glazing is to be rated at Rw 33dB, equivalent to a minimum 6.38mm laminate single glazing provision or 6/12/6.38mm laminate DGU. Assuming a surrounding building envelope construction of cavity masonry (90/70/90) rated at Rw+Ctr 53 or above, this glazed provision achieves internal design sound levels in accordance with *State Planning Policy 5.4*-referenced criteria under AS2107:2016 for commercial buildings – in both "General Office Areas" and in "Board Room" area facing Summers St at 2nd Floor level.

Considering the likelihood for public safety specification of a toughened glazing unit, the Principal client may opt for an increased glazing specification thickness of 10mm toughened (float) glazing where Board Room balcony doorsets are concerned, rated at Rw 34dB. Note, balcony doorsets must be supplemented with acoustic seals – preferably using a mechanically operated closing mechanism to engage the seals. TBC during Detailed Design.

ENVIRONMENTAL NOISE EMISSIONS COMPLIANCE

Environmental noise emissions must comply with the *Environmental Protection (Noise) Regulations 1997 (incl amendments).* The Assigned Noise Level (ANL) limits have been determined based upon an Influencing Factor of **+11**, and applied at the nearest noise-sensitive receiver (NSR 2), identified as the adjacent residential use property at 36 Summers Street.

This equates to ANL limits of 56dB L_{A10} during daytime (7AM – 7PM) hours; 51dB L_{A10} during the evenings (7PM – 10PM) and 46dB L_{A10} during night time hours (10PM – 7AM).

EXECUTIVE SUMMARY

Guidance for anticipated mechanical noise systems and ancillary noise sources as part of building operation are understood to be for potential air conditioning condenser units (CUs) and ventilation equipment only.

Mechanical concepts are not yet determined as is appropriate for this stage of pre-DA Schematic Design. However, to provide a practical preliminary indication of likely noise emission compliance, we have developed a calculated assessment using "Heating Mode" (highest noise emission) in all cases, emanating from an estimated 4 xCU units located centrally at roof level;

Indicative compliance assessment is calculated at 15m (nearest) distance to NSR 2, at a Sound Pressure level of 41.5dB(A) inclusive of a conservative attenuation allowance for roof screening.

This result demonstrates the predicted outcome which complies during all times of the day, evening and night-time hours. No further noise mitigation would be required on this scenario on proviso that:

- CU's be placed as indicated to take advantage of the roof pitch line to eliminate direct line-of-sight from street (t comply with DA Condition 5; And,

It is anticipated that any changes to CU unit specification, location, and/or enclosure design will be determined during the Detailed Design phase – where the CU selections and locations carry through to procurement, no further mitigation will be required for off-site noise emissions.

Commercial-grade CU units are typically broadband and steady-state in nature, hence tonality, modulation and impulsive penalties are not anticipated. Sealhurst recommend the final selections for procurement be reviewed prior to installation, in terms of octave band sound levels, to determine and any additional noise emissions sources not yet identified, be assessed to ensure the building is able to comply with the limits at all times.

ADDITIONAL SCHEMATIC DESIGN ADVICE FOR OFFICE SPACES

SEPARATING PARTITIONS

The design provision of office accommodation is "standardised" in terms of internal sound levels from external noise and from building services noise, though acoustic (Rw) ratings for partitions is largely at Principal client discretion, pending levels of quality, privacy and separation between adjacent spaces.

We have put forward a palette of typical partition types with recommended minimum ratings and uses for each. Further, the provision of office acoustics is a combination of partition type (rating) and building services noise in each adjacent space – resulting in a Privacy Factor rating (dB) – which describes how intelligible normal (unamplified) speech is when transferring from one room to another.

Mechanical services concepts are to be determined, as is appropriate for this stage of (pre-DA) design – anticipation is for actual ratings and services noise levels to be specified in accordance with Principal client consultation to provide desired office conditions in the finished space.

REVERBERATION TIME

Acceptable standards for reverberation times is prescribed under *AS2107:2016 Acoustics: Recommended design sound levels and reverberation times in building interiors*. We have assumed "General Office" type for the purposes of establishing reverberation time control targets, except where otherwise noted.

In order to meet reverberation time targets in general office environments, typical treatments are mineral fibre ceiling tiles in a tegular grid over commercial floor area, with office grade carpet tiles as a floor covering. The two parallel absorptive surfaces are sufficient to deliver control of reverberation time in rooms of standard height (e.g. 2.7m) based upon the ratio of volume to area.

EXECUTIVE SUMMARY

A perforated plasterboard treatment with insulated fibre glass (absorbing) quilt laid in the void space over will also provide reverberation time control, in conjunction with office grade carpet tiles. This ceiling option will offer a slightly greater acoustic barrier performance (over a lightweight ceiling tile) for any ceiling void located FCU units, where installed.

NB – Outside of toilet areas, the application of **no ceiling treatment** (e.g. standard plasterboard ceilings) in will result in general office environments that fail to meet reverberation time criteria.

SERVICES NOISE LEVELS

Mechanical concepts are not yet determined as is appropriate for this stage of design, however individual office areas are likely to be heated/cooled using internal wall mounted, ceiling cassette or ducted FCU systems connected to an external condenser unit or bank of units (CU(s)).

Typical office grade FCUs are readily available which generate Sound Pressure Levels of ~35-40dB(A) at 1m. In the context of the office environment, FCU noise will be able to be designed in combination with partitions (Rw) ratings to meet Privacy Factors sought in the finished Detailed Design.

Concealed services reticulation is anticipated to from part of the building services design. Though not a compliance requirement in commercial office settings, rated constructions are taken from rated services concealment constructions which meet the minimum standards under the BCA/NCC for residential grade buildings. Services concealment (ducts) build-ups are provided for information to give a useful indication of requirements expected to achieve a satisfactory level of services noise insulation in the project, where not otherwise specified.

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1 INTRODUCTION

1.1 Project Appreciation

1.1.1 General Overview

Sealhurst were appointed by WAPOU, C/o- WHITEHAUS Architects Pty Ltd, to provide acoustic engineering and design consultancy relating to the WA Prison Officers Union (WAPOU) Office Building development project at Lot 18, No. 38 Summers St in East Perth.

The project site is proposed to be developed by the WA Prison Officers Union (WAPOU) into a central administrative office and headquarters – provision of a 3-storey office building with on-grade car parking for 10 vehicles located at Ground Level accessed via Summers Street – facilities include reception, meeting rooms, multi-purpose function rooms, archive/storage and staff amenities across 1st and 2nd Floor Levels.

The existing site is a vacant Lot amidst a number of commercial and industrial use buildings which sit opposite the site of the old East Perth Power Station. To the west is located approx. 120m south-east of the East Perth metropolitan passenger rail terminal, on the east side of East Parade.

1.1.2 Project Status

The project is understood to be commencing Schematic Design phase toward the submission of Development Application. Request for scope has been received to assess the building and provide design and documentation toward the DA submission.

1.2 Applicable Acoustic Design Criteria

1.2.1 AS2107:2016 Acoustics: Recommended design sound levels for building interiors

Where "noise sensitive land use" development is proposed adjacent to recognised transport corridors, *State Planning Policy 5.4 Road and Rail Noise*, Sep 2019 Edition (*"SPP 5.4"*) is mandated as a planning instrument at Development Approval stage to ensure adequate building envelope design provision is incorporated to account for transportation noise. *"Noise sensitive"* use is defined under *SPP 5.4* as "residential", "educational", "child care/hospital/aged care" and the like, attracting specific internal design noise criteria during day and night time periods.

In the case of the WAPOU office (e.g. commercial use) building, *the Policy* defers to the national standard *AS2107:2016 Acoustics: Recommended design sound levels and reverberation times for building interiors* to account for the presence of road and rail noise – both current, and in future forecast scenario over a 20-Yr planning horizon.

1.2.2 WA Environmental Protection (Noise) Regulations 1997 (Incl. Amendments)

In wider building design and approvals context, the building will also require demonstration of compliance with the *WA Environmental Protection (Noise) Regulations 1997 (Incl. Amendments), ("the Regulations")* as statutory legislation covering any sources of noise emission which are proposed as part of the development. In this project, the building's AC and ventilation plant are anticipated as the primary sources.

1.2.3 Schematic Design Report Aims

The primary aim of our report is to demonstrate means for the design to achieve compliance with the relevant acoustic standards and criteria applicable to these premises under the Development Approval submission, as applicable to noise.

Our report will achieve this by presenting a technical assessment of each applicable element of the project via detailed site appraisal and available concept design information. Each design element is identified against the applicable design requirement, and compliance (or guidance advice) is presented.

1.3 Project Inputs

1.3.1 Schedule of Architectural Drawings

The assessment has been carried out based upon the latest available architectural drawings supplied by Whitehaus Architects.

Design advice contained in this report is based upon this set of documentation - a full list of these drawings are presented in Appendix A.1. Details are current at the date of this report (07 DEC 2020).

2 PROJECT CONTEXT

2.1 Development Definition

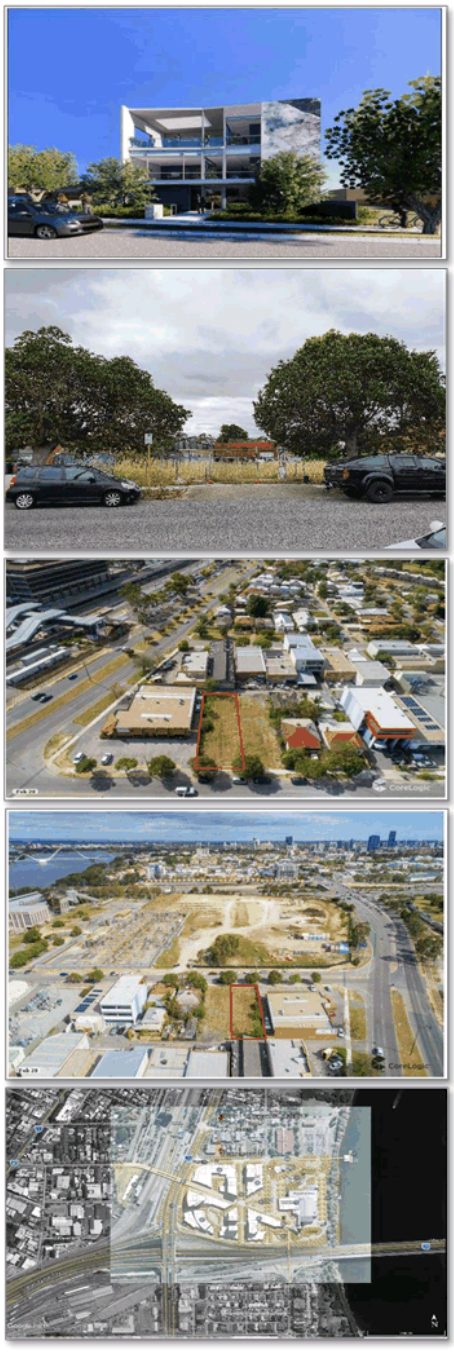
2.1.1 Project Site No. 38 Summers Street, EAST PERTH, WA

38 Summers Street is located approx. 110m south-east of the East Perth metropolitan passenger rail terminal, on the east side of East Parade. The site is proposed to be developed by the WA Prison Officers Union (WAPOU) into a central administrative office and headquarters – an architectural render is shown in the images, upper right.

The project is to provide a 3-storey office building with on-grade car parking for 10 vehicles located at Ground Level accessed via Summers Street – facilities include reception, meeting rooms, multi-purpose function rooms, archive/storage and staff amenities across 1st and 2nd Floor Levels.

The existing site is a vacant Lot amidst a number of commercial and industrial use buildings which sit opposite the site of the old East Perth Power Station.

Existing condition of the site is shown right, below the architectural rendering with aerial mapping images showing site location and extents taken from the architectural DA package.



2.1.2 Site Surrounds & Environs

The surrounding area of East Perth is an established multiple mixed use with passenger rail transport, existing commercial office buildings and industrial land uses relating to existing electrical power grid infrastructure. Residential streets are located some 80m to the north of the site.

East Parade passes the site some 50m to the east and access to the nearby Graham Farmer Freeway is within 250m offering the site excellent transportation links.

To the south and east of the Summer Street frontage is situated the East Perth Power station. The site has been subject to a number of development initiatives, with the site and surrounding area of land currently in the process of site preparation for development. Referencing the East Perth Power Station Masterplan (2007), (indicated in the schematic image, lower right, the development area indicates a combination of mixed-use developments are proposed.

3 EVALUATION OF LOCAL ENVIRONMENT

3.1 Existing Local Noise Climate

3.1.1 Summary of Relevant Noise Sources

Images column shown right present site photographs taken during a number of attended periods during the 7-day noise monitoring survey during October 2020. The development site is situated 50m east of East Parade south-bound carriageway edge, which carries an annual average weekday traffic (AAWT) volume of 46,015 vehicles flowing north/south to/from the CBD. On the opposite side of East Parade lies East Perth metropolitan passenger rail station.

As could be expected, road traffic noise is a persistent, dominant noise source, punctuated by public transport (buses), private and commercial individual light vehicles, truck/HGV and motorcycle pass-by noise.

Weekdays produced a consistent pattern of onset and receding of daily noise level, attributable to daily traffic flow patterns, of which onset of morning traffic movements are clearly visible in the monitoring results in Appendix B.1. Intermittent periods were identified with peak noise events from individual vehicle pass by activity, occasional police sirens, unrestricted (loud) motorcycles and the like, and general ambient sounds consistent with the road-side setting as described above.

Despite the proximity of the site to established transport infrastructure, the site is partially screened to East Parade by an existing commercial building, which limited traffic noise levels to a typical average of 55 – 60dB(A) at the noise survey location during day time hours at approx. 3.5m above ground level.

Into evening periods, road traffic volume and consequential noise levels recede after approx. 7PM to around 50dB(A) on average. During evening and night time periods before 12AM, passing rail services are more audible due to the reductio in road traffic, however rail services noise does not present a dominant noise source.

The resulting external acoustic climate is anticipated to be adequately controlled to internal office space(s) by incorporating acoustic design principles detailed herein, using appropriate minimum-rated glazing units within the building envelope construction. Accompanied by careful selection of mechanical building services plant equipment for heating and cooling, the project design can be successfully integrated to engage with the local environmental noise sources whilst providing the required amenity from (and contribution to) local external noise.

3.2 Existing Environmental Noise Assessment

3.2.1 Designing for Noise Ingress

Our approach to satisfying this aspect of the building design aspect cites *AS2107:2016 Acoustics: Recommended design sound levels and reverberation times for building interiors*, as the prevalent Australian national "standard" for internal design sound level criteria - the referenced internal sound levels criteria for finished, unoccupied commercial spaces being used to determine compliance of predicted calculations from external noise.

To deliver a building design able to respond to an existing or future-defined acoustic environment, reliable sound level data is crucial information, particularly in relation to noise-sensitive building uses, whereby noise ingress is a design parameter. Reliable sound data allows informed decisions to be made regarding building facade materials which will influence both project cost, and ultimately the internal acoustics of the finished space as a result of external noise climate in which the finished development will inhabit.

In order to make acoustically-compliant and cost-effective design decisions to satisfy internal noise level criteria, the building façade, (specifically building envelope materials selections), must consider and ensure appropriate acoustic ratings for walls, glazing units and ventilation openings within the primary building envelope construction. These decisions allow the building to successfully engage with an identified local environmental, whilst retaining the required internal noise amenity in commercial office areas.

3.2.2 Noise Survey Analysis Methodology

Our approach to satisfying *AS2107:2016* "standard" internal design sound level criteria, is to undertake a determination of current, reliable site noise data, obtained during a detailed noise survey of the area prior to Schematic Design. The process is undertaken to specifically address the building façade design, and to accurately assess the development site in terms of external noise. Noise survey analysis offers best-available practical relevance to any building facade design, and provides an objective baseline which can be very useful as a strategy to demonstrate responsible project design.

3.2.3 Noise Survey Details

Sealhurst presented engineering staff to the project site to establish a noise monitoring station over the period 15th – 21st OCT 2020 to undertake a baseline noise survey analysis via 24-hour continuous data logging. Sound pressure levels and detailed spectral and time resolution data were obtained for consecutive 5-minute periods, complete with audio recordings of significant noise events set to trigger at a Sound Pressure Level of ≥60 dB(A).

Collected data was then processed and analysed to determine an objective design case data set for assessment of the building facade and hence proof the currently proposed building materials and glazing in terms of design compliance with the prevailing standard for internal noise (See Section 4).

3.2.4 Measurement Equipment Details

Attended and logged measurements were recorded using a Norsonic Nor140 Type 1 Sound Level Meter. The meter complies with all relevant specification standards for Type 1 integrating sound measurement equipment and was within a valid laboratory-calibration period at the time of survey. The meter also satisfies all relevant and applicable Australian Standards for acoustic measurement devices, including Schedule 4 clauses contained within the *Environmental Protection (Noise) Regulations 1997 (inc. amendments).*

The meter was field-calibrated before and after the measurement series, which consisted of continuous data logging with synchronised measurements stored in 5-minute intervals. All measurements were taken in accordance with the relevant guidance in *AS1055.1-1997: Acoustics – Description and Measurement of Environmental Noise, Part 1: General Procedures.*

3.2.5 Detailed Noise Analysis - Measurement Locations

1 x Norsonic 140 Type 1 noise monitoring station was established on Lot 18 (No. 38) Summers Street, at a location approx. 50m from the south-bound carriageway edge of East Parade indicated on the schematic image below. As the site is partially screened from East Parade by existing commercial buildings, an elevated microphone position was installed at 3.5m above ground level.

Measured data is accordingly representative of the proposed new First Floor building façade. We anticipate the data from road traffic noise levels) to be representative of noise incident upon all floor levels.

3.3 Design Sound Level Data

3.3.1 External Noise – Summary Average Design Sound Level Data

The table below presents averaged measurements taken over all survey period(s) as an energetic or statistically-averaged single figure value(s) to serve as summary levels for evaluation of the existing noise climate. Equivalent (L_{Aeq}), Maximum (L_{Amax}) and L_{A90} is presented, along with statistical noise indices L_{A1}, and L_{A10} sound level data to offer an overview of the local acoustic environment:

Measurement Location	Period	$L_{Aeq,T}$ (dB)	L_{A1} (dB)	L_{A10} (dB)	L_{A90} (dB)	L_{AFmax} (dB)
Summers Street, 3.5m above Ground level, set back 50m from East Parade south-bound carriageway edge;	Day time (0700-1900 hrs)	**58.2**	65.4	59.8	52.2	89.4
	Evening Time (1900-2200 hrs)	**56.1**	63.4	57.6	49.7	88.7
	Night time (2200-0700 hrs)	**54.6**	59.4	53.1	45.3	81.1

3.3.2 24-Hour Noise Monitoring - Logged Measurements

Average values are taken over representative periods of the survey, arranged into day (6AM – 7PM), Evening (7PM – 10PM) and Night-time (10 PM – 6AM). Sound Pressure Level ($L_{p,5min}$, dB(A)) data periods over the course of the week are plotted using statistical indices which allow a more detailed understanding of the noise environment, providing a clear and objective baseline for evaluation of existing noise impacts, most notably from road traffic noise as the recognised dominant noise source.

All noise data traces recorded over the survey period are presented in Appendix B.1. The following subjective descriptors apply:

L_{Aeq} (dB) noise levels (shown solid green trace) are used for assessment of internal design sound level criteria, representing the equivalent sound energy recorded in each successive period – the L_{Aeq} is a measure of general activity noise level recorded at the proposed building façade location throughout the day. A general trend line during weekday daytime hours)0600 – 2200) can be drawn in the range 55 – 60dB(A)), attributable to existing traffic conditions.

L_{AMAX} (dB) noise levels (shown solid red trace) report the loudest incidental sound pressure level recorded during each consecutive 5-minute period. The L_{AMAX} values are generally attributable to incidental local events and/or transient sound pressure from the passing of louder vehicles, motorcycles, emergency vehicle sirens, street cleaning vehicles and the like, and are not descriptive of the general acoustic climate.

L_{A90} (dB) noise levels (shown dashed green trace) report the statistical lowest (90th percentile) sound pressure levels recorded during each measurement period, which can sometimes be referred to as "background noise" or "residual noise level", pending source reference.

Between the Equivalent (L_{Aeq}), Maximum (L_{AMAX}) and L_{A90} Sound Pressure Level indices, a reasonable overview and understanding of the typical acoustic environment at the development site can be drawn, supported by post processing audio analysis of recorded sound events. Where the L_{A90} trace closely resembles the L_{Aeq} trace, this is indicative of a consistent noise environment; Conversely, where the L_{Aeq} varies from the L_{A10} considerably, this is indicative of a site with fairly constant changeable conditions, such as where passing road traffic vehicles are prevalent.

3.3.3 Comment on Detailed Survey Data & Future Forecast for 20-Yr Planning Horizon

Measurements show trending at 57-58dB(A) during weekday daytime(s), and 54-55dB(A) during weekend day daytime periods, with all sound pressure levels and corresponding recorded audio sample files typically dominated by road traffic noise with incidental "peak" occurrences from noise sources identified as passing buses, cars, motorcycles and HGV/truck movements.

The site presents lower acoustic conditions than those which might be expected, relative to the traffic flow volumes published by Main Roads WA (https://trafficmap.mainroads.wa.gov.au/map). When corrected for Floor Levels 1 – 3 by the addition of+2dB(A), the corrected incident Sound Pressure Level at the proposed building façade of ~59dB(A) is reasonable and presents no significant impediment to the building design in the existing condition, in terms of specialist materials and any incumbent costs.

In accordance with State Planning Policy 5.4 (See Section 4.1.2) for future predicted road traffic noise, an additional 2dB(A) has been added to the recorded noise levels, commensurate with realistic and practicable increases to road traffic volumes, allowing for the existing road traffic infrastructure as 4-lanes of traffic.

4 ACOUSTIC DESIGN FOR EXTERNAL NOISE

4.1 Internal Sound Level Design for Commercial Buildings

4.1.1 *AS 2107:2016 Acoustics: Recommended Design Sound Levels ..[…].. for Building Interiors*

AS 2107:2016 presents the applicable Australian Standard for internal sound levels in building interiors, defining criteria which are deemed *"acceptable"* and suitable for a range of spaces within completed buildings. Compliance is derived by the prediction of internal building sound levels using the methodology set out in Appendix B.3, and a comparison of results against *AS 2107:2016* criteria for the relevant internal space.

A selection of commercial spaces which may be applicable to this project are presented in the table below:

Type of Occupancy	Recommended design sound level range, L_{AEQ}, (dB(A))
OFFICE BUILDINGS	
Board and conference rooms	30 - 40
Computer rooms	45 - 50
Corridors and lobbies	45 - 50
Design offices	40 - 45
Drafting offices	40 - 50
General office areas	40 - 45
Private offices	35 - 40
Public Spaces	40 - 45
Reception areas	40 - 45
Rest room and tea rooms	40 - 45
Toilets	50 - 55
Undercover car parks	55 - 65

4.1.2 *Note re: State Planning Policy 5.4* – Trigger Distances

The site is located within 100m of East Perth passenger rail station which carries Midland line rail passengers as well as periodic locomotive services. The site is also within 50m of East Parade which runs adjacent to the rail line, carrying >46,000 vehicles of Annual Average Weekday Traffic (AAWT) volume identifying this a s a major state transport corridor.

Where *"noise sensitive land use"* development is proposed adjacent to recognised transport corridors, *State Planning Policy 5.4 Road and Rail Noise*, Sep 2019 Edition (*"SPP 5.4"*) is mandated as a planning instrument at Development Approval stage to ensure adequate building envelope design provision is incorporated to account for transportation noise.

In summary language, for *"Noise Sensitive"* land use/development, *SPP5.4 Policy* requires an examination of development in proximity to road traffic corridors within the set "trigger distances", applying a 20-yr planning horizon assessment window be examined in terms of consequential noise impacts related to the prospective increase(s) in road traffic volume, and consequential noise levels, in view of the building design;

State Planning Policy 5.4 "trigger distances" are set out below, taken as a direct *extract* from *the Policy* below:

Transport Corridor Classification	Trigger Distance	Distance measured from
Roads		
Strategic freight and major traffic routes Roads as defined by Perth and Peel Planning Frameworks and/or roads with either 500 or more Class 7 to 12 Austroads vehicles per day, and/or 50,000 per day traffic volume	300 metres	Road Carriageway Edge
Other significant freight/traffic routes These are generally any State administered road and/or local government road identified as being a future State administered road and other roads that meets the criteria of either >= 100 Class 7 to 12 Austroads vehicles daily or >= 23,000 daily traffic count (averaged equivalent to 25,000 vehicles passenger car units under region schemes).	200 metres	Road Carriageway Edge

4.1.3 "Noise Sensitive" and Commercial Land Use

"Noise sensitive" use is defined under *SPP 5.4* as "residential", "educational", "child care/hospital/aged care" and the like, attracting specific internal design noise criteria during day and night time periods.

In the case of the WAPOU office (e.g. commercial use) building, *the Policy* defers to the national standard *AS2107:2016 Acoustics: Recommended design sound levels and reverberation times for building interiors* to account for the presence of road and rail noise – both current, and in future forecast scenario over a 20-Yr planning horizon.

4.2 Calculation Methodology

Quantification of the existing noise climate allows the acoustic performance of the building façade materials to be engineered and designed to respond to the particular noise sources which impinge upon the building. The exercise is undertaken to enable noise amenity in the finished building to meet acceptable criteria with respect to the governing Australian Standards.

This is achieved by matching appropriate sound resisting components to measured noise level data (including spectral content), and then optimised where capacity is identified, to achieve the best cost outcome whilst preserving internal noise amenity.

Calculations are then optimised using known façade material properties to determine a result able to meet the *AS2107:2016* standard for internal areas. Any improvement in façade material performance(s) thereupon would equate to quieter internal noise levels within the various internal areas, and hence an improved (quieter) acoustic amenity for eventual occupants.

4.2.1 Elemental Sound Reduction Index (R) Data

Sound reduction index data is available from a number of sources, most commonly from laboratory-measured data or technical product information direct from manufacturers and from reputable technical literature. Field-measured data can also be used.

Data is given in the form of a sound reduction index value "R_i" (dB) for each octave band centre frequency over the range 125Hz-4kHz, along with a weighted single-figure rating value R_w (dB). Sealhurst maintain a large volume of sound reduction index data for common and specialist building elements, construction types and finishes to allow the calculation and facade optimisation process.

It should be noted that all sound reduction index data quoted as R_w is referenced to standard test panel sizes, which are typically of a minimum of 10m² for wall constructions, and 2.4m² for glazing panels. Building façade elements with increasingly larger surface areas may suffer from a decrease in sound transmission loss performance, specifically at low frequency due to wave-based phenomena, and therefore a higher specification may apply to achieve internal design sound levels.

4.2.2 Composite Sound Reduction Index

Assessment is by means of a composite sound reduction index (SRI) calculation, which examines the building envelope at various noise-sensitive points, for example a noise-receiving bedroom, and calculates sound transmission through the building envelope, bounded at the limits of the subject internal space.

The Sound Reduction Index (R_w) performance characteristics of each individual façade element (and any known penetrations) are summed together in octave bands (125Hz-4kHz), and mathematically weighted according to their relative 'elemental' façade area. The resultant figure is the composite sound reduction index (R_w) performance of the building façade and is typically dictated by the 'weakest' element of the construction, which in many cases can be glazing, ventilation louvers or other building penetrations.

Once calculated, representative noise spectra obtained during our site noise survey is applied to the composite building facade performance to optimise the building facade materials, identifying the minimum and/or best cost-versus-performance parameters to apply to the building in terms of the specification of the building facade's glazed elements.

A description of the calculation principles and reference standards is included in Appendix B.3 of this report.

4.2.3 Proposed Building Façade Elements

It is understood that the building envelope is to be constructed from precast tilt-up concrete panel (150mm thickness or greater), and a range of glazed elements, including both sliding and fixed awning windows.

4.2.4 Façade Element Detailing

Where properly designed, installed and detailed, tilt up concrete is rated at Rw54dB/Rw+Ctr 50dB, which offers significantly greater resistance to sound ingress than glazed elements, therefore the (acoustic) performance of the facade design is primarily dependent upon glazing specification, and frame and installation detailing. There are obvious cost implications for the choice of glazing option, plus additional considerations regards coordinating an appropriate (acoustic) selection with energy/ESD and architectural preferences.

4.2.5 Example Sound Reduction Index Data

The table below presents sound reduction index (Rw) data for cavity masonry walls, and potential façade glazing construction elements, which have been used in noise ingress calculations.

Construction Element	Sound Reduction Index (R_I)						
	R_w (dB)	Octave Band Centre Frequency (Hz)					
		125	250	500	1000	2000	4000
External Wall System(s)							
150mm tilt-up concrete panel	**54**	34	40	46	52	60	70
Glazing							
6mm float	**30**	20	24	30	35	29	36
6.38mm laminate glazing	**33**	21	24	31	35	33	38
8.38mm laminate glazing	**34**	23	27	32	34	35	43
10.38mm laminate glazing	**36**	26	27	33	36	38	46
8.5mm specialist acoustic laminate glazing	**38**	24	30	34	39	40	42
10.5mm specialist acoustic laminate glazing	**39**	27	31	36	40	40	47
Double Glazed Units (DGU), incl. Magnetite Retrofit Secondary Glazing							
6/12/6 standard float DGU	**33**	26	18	29	39	34	47
10/12/6.38 standard laminate DGU	**36**	27	29	34	41	37	47

4.2.6 Comparison of Double Glazed versus Single Glazed Laminate

As can be seen from the table above, the relative acoustic (Rw) performance(s) of single laminate glazing Rw is comparable to double glazed units (DGUs) Rw, in a single figure rating, which implies the Rw rating is the key determinant for any upgrade to building envelope/glazed openings. This is highlighted in the table above which compares 6/12/6mm DGU with single pane 6mm and 6.38mm laminate glazing.

4.2.7 Comparison of Float versus Laminate re: "Coincidence"

Use of laminates and specialist acoustic laminates also significantly improves acoustic performance – in single and DGU units, specifically where transportation noise character is concerned. Comparing single glazed 6mm float with 6.38mm laminate shows a significant increase in Rw performance of +3dB. This increase is largely due to the improvements laminate glazing provides with particular attention is drawn to the acoustic phenomena of "coincidence".

"Coincidence" describes the physical interaction which occurs between external sound and glazing when the incident external sound upon the windowpane corresponds to the airborne sound-induced transverse vibration wave occurring across the glazing pane – e.g. coincidence. Where the pane is monolithic "float" glass at 6mm thickness, this corresponds to a transverse wave around 2kHz – this frequency is characteristically present in road transportation noise as aerodynamic noise from passing cars and tyre interaction with the road surface.

Human hearing is most sensitive between 1kHz and 3.15kHz which exacerbates the effect – subjectively perceived as a characteristic high-pitched component in received sound which can lead to audio fatigue where present for extended periods.

The introduction of a standard (.38mm thick) laminate interlayer construction bonding 2 x 3mm glazing panes effectively shifts the coincidence wave to a less sensitive region of the human auditory range, which removes the 2kHz component. This is also highlighted in the table – a difference of 4dB at 2kHz which is significant.

Further improvements are available using specialist acoustic laminates, at .5mm (and greater) thicknesses, which improves transmission at 2kHz by up to 6dB, however this type of glazing typically attracts cost-premiums associated with the manufacturing and acoustic performance.

4.3 Predicted Internal Noise levels

4.3.1 Internal Noise Levels from Existing External Noise Survey Levels

The following table summarises internal noise levels that are predicted to exist in a worst-case external noise environment (i.e. 10pm – 2am Friday or Saturday night). These calculations have assumed all existing windows have a performance rating of Rw 24dB, considered equivalent to sash windows glazed with 5mm float.

Internal Area	Current Assumed Glazing Format		
Internal Area	**Min. R_w (dB) (Equivalent System)**	**Design Criteria (*AS2107:2016*) LAeq (dB)**	**Predicted Internal Level LAeq (dB)**
1st Flr General Office (Typical)	R_w33 (6.38mm laminate)	**40 – 45dB**	**30.2 dB**
2nd Flr Board Room	R_w33 (6.38mm laminate)	**30 - 40**	**34.1 dB**

4.3.2 Assessment of Recommended Glazing Specification - Commercial

Assessment procedure is carried out for the commercial spaces identified above, with compliance criteria taken from the "General Office Areas" target of 40-45dB(A), and Board Room criteria at 30 – 40 dB(A).

Internal noise levels have been predicted during daytime external noise conditions with balcony doors closed, calculated using office grade carpeted finish, with mineral fibre tiles to ceilings.

On this basis, internal criteria may be met in all commercial tenancies using a glazing specification with minimum rating of Rw 33dB, considered equivalent to a 6.38mm standard single laminate.

In practice, Commercial glazing suite acoustic minimum requirements may be overridden by the increased thickness(s) and toughening required for public safety under non-acoustic glazing standards; In this respect, 10mm or greater toughened (single glaze panels) or equivalent toughened DGUs are rated at Rw 34 and above, hence will comply with *AS 2107:2016* "General Office" internal noise conditions' specification.

4.4 Building Envelope Design Considerations

4.4.1 Notes on Glazing Installation

The determination of laboratory data (R_w) for standard glazing elements includes the performance of the frame. For a large group of glazing elements, particularly domestic glazing and non-specialist applications with R_w ratings below 37dB, the sound transmission of the window frame can be considered as equal to that of the glazing panel, (assuming adequate seals) except in the case of sliding window arrangements, which exhibit significantly lower R_w performance ratings due to poor sealing around the sliding mechanism at the frame perimeter.

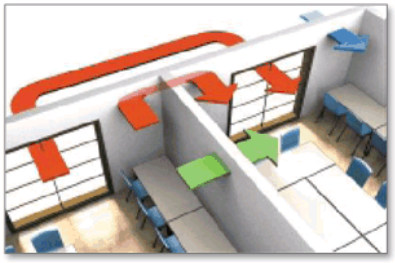
In order to maintain the predicted acoustic amenity, all operable windows must be fitted with good quality seals to minimize transmission of noise through the facade. Very small air gaps can be severely detrimental to the aggregate window/façade performance, resulting in non-compliant internal noise levels.

Special attention must be taken during installation of any sliding door set to ensure they are well fitted with a robust closing mechanism to avoid introducing acoustically weak transmission paths for noise to enter through the façade. Balcony door sets and frames must be supplemented with compressible neoprene seals at both jambs, and a continuous double brush seal at the threshold and head to minimise transmission of noise into living areas.

At the junction between the window sub-frame (cavity masonry aperture) and glazing frame proper, **ALL** voids must be fully sealed, or the full extent of the sound transmission performance will not be realised. Any voids between concrete and frame must be packed with fibreglass insulation and fully sealed with dense mastic.

4.4.2 Flanking Transmission

Certain types of construction such as architectural cladding systems, cavity block work and particular lightweight constructions are susceptible to the excess ingress of noise through poor junction detailing and voids between sound attenuating elements, known as **flanking transmission paths**.



The preferred building methodology for this project is understood to be composed of concrete and glazed wall elements in a composite system, and is considered to be able to provide robust resistance to the passage of sound when fully sealed and properly detailed during construction.

In order to ensure that this performance is not compromised at junctions with building penetrations, and at junctions with external cladding elements, the following measures must be taken:

- Junction detailing at window frames are stuffed with glass wool insulation off cuts and sealed with a dense mastic bead of minimum depth 10mm;
- ALL voids between building penetrations and cavity masonry wall systems must be packed/stuffed glass wool insulation off cuts and sealed with a dense mastic bead of minimum depth 10mm;
- Where external wall elements meet perpendicular internal and party walls, all voids/gaps must be packed/stuffed glass wool insulation off cuts and sealed with a dense mastic bead of minimum depth 10mm;
- Any structural movement joints are to be fully sealed with a flexible sealant.

It is anticipated that there will be no degradation of acoustic performance of the facade at wall/floor slab junctions.

4.4.3 Notes for Glazing Schedule and Drawings

Sealhurst recommend the project architect annotate building plans with the following notes regarding glazed elements installation notes to allow the builder to follow the necessary detailing.

Installing Contractor to Ensure:

1. Chosen glazing/frame combination can achieve minimum acoustic R_w rating(s);
2. All operable windows to be fitted with good quality seals, with no air gaps;
3. All glazed door sets be fitted with compressible neoprene seals at both jambs, and a continuous double brush seal at the threshold and head; and
4. All voids between cavity masonry and glazing sub-frame must be packed with dense fibreglass insulation and fully sealed with dense mastic.

Failure to correctly install and seal glazed elements, in particular glazed sliding door sets is likely to weaken the building façade design sound resistance such that it cannot achieve the specified performance, and as a result *AS2107:2000* internal design sound levels may not be met in the completed building.

4.4.4 Ventilation Openings

In some instances, ventilation grilles exhausting air to atmosphere create paths for external noise to enter the building which can negate the engineered glazing/façade wall performance if not appropriately considered during design. Ventilation openings should be located away from sensitive spaces where practicable. Where ventilation openings enter bedrooms or living spaces, internal ductwork linings, acoustically absorptive baffles or attenuating louver grilles may be used to ensure the building faced retains its design resistance to noise ingress.

4.4.5 Glazing Specification Coordination

Glazing specifications are for acoustic performance (Rw) only and must be correlated with ESD/energy requirements and integrated into the façade design at an early stage. Architectural window (and door) schedules should nominate the Rw rating AND the pane/laminate thickness during documentation to ensure a fully coordinated building design solution. R-values and energy-specific coatings may influence glazing type;

4.5 Roof Construction

4.5.1 Rain Noise

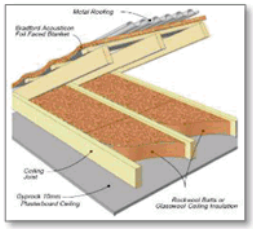
A common issue with lightweight profile steel roof sheeting systems over framing is the acoustic response to excitation from falling rain.

Droplets of water impacting upon the sheet cause it to vibrate in a manner analogous to a drum membrane. Unconstrained membranic excitation of the roof sheeting can cause high levels of intrusive noise in top floor commercial spaces during downpours, causing nuisance/annoyance and a reduction in acoustic amenity and perceived quality.

Generally speaking, rain noise is excluded from any standard classifications for environmental noise and its transitory nature and difficulty in field testing implies no fixed criteria to be achieved. However, levels as high as 70 to 80 dB L_{Aeq} can be generated during downpours.

4.5.2 Mitigation of Rain Noise

Where lightweight roof sheeting is installed, the issue of rain noise can be mitigated at nominal additional cost by the appropriate consideration during design of the installation of acoustic and thermal insulation layers usually already present, between critically connected roof elements.



An acoustically absorptive quilt must be installed to be laid in the ceiling void as part of the Mechanical and Hydraulic services treatments detailed in Section 7.3.1 to absorb reverberant noise within roof cavities, therefore this insulation quilt is anticipated to be coordinated into the roof construction already, providing a quietening function assisting in rain noise mitigation.

The roof sheeting and steel I-beams must be installed such to incorporate any thermal and acoustic insulation to underside of roof sheet. It is assumed that a combination of insulation in the roof space will be installed to provide the required energy efficiency/thermal rating, typically around R2.5 - 3.0 - It should be noted that **thermal** R values do not consider sound insulation performance, however a denser insulating blanket should have a positive effect on the roof construction's ability to resist the passage of sound.

As an additional measure, resilient hangers can be used to suspend the plasterboard ceiling layer for maximum rain noise attenuation in the detail shown. These are NOT REQUIRED to attain compiance, but may be added to provide an improved level of internal amenity during rain fall/downpours.

Pending final roof construction specification, appropriate detailing notes should be incorporated into the architectural Tender drawing set to ensure inclusion in both the documentation set and the pricing for Tender. During construction phase, this detailing should be subject to QA and inspection procedures to ensure the installed detail is able to perform in-situ.

4.6 Additional Notes on Predicted Internal Noise Amenity

4.6.1 Installation Detailing

It is important to note that at the time of completion, internal noise levels measured within the completed building spaces will be a combination of external noise sources, building services operation noise and noise from adjacent units. Internal ambient conditions will ultimately depend on the quality of workmanship during construction phase and adherence to the advice and specific detailing requirements at window frame, between window frame and facade concrete walls, and at junctions between external wall elements as set out in this report.

4.6.2 Preliminary Recommended Practical Detailing

The following measures are recommended to be incorporated as part of "Quiet House" design principles:

- Fully enclosed eaves at roof level;
- Where balconies have operable glazed doors, a mechanically operated closing mechanism fully sealed with compression gaskets should be installed to all closing edges for optimum acoustic performance – where sliding doors are preferred, acoustic compression seals must be fitted;
- Where practicable, passive ventilation and/or exhaust grilles facing east preferred;

4.6.3 Design Review, Inspection and QA

Effective site inspections and QA/checking procedures on site during construction phase are critical in ensuring the design acoustic performances are not compromised by omissions, incomplete detailing, poorly sealed junctions and interstitial spaces in construction elements or other voids gaps introduced due to site tolerances and the like.

Sealhurst recommend early site inspections be carried out during construction phase to coincide with acoustically critical installations of separating walls, floor/ceiling construction installations, glazing and window frame installations and roof construction sealing to establish and advise site staff of the standard of detailing to seek in regular day-to-day QA checks.

5 PARTITIONS - SOUND TRANSMISSION & INSULATION

5.1 General Overview of Standard Office Partitions

5.1.1 Application of Practical Acoustic Separation (Rw) Ratings

Separating partition types and acoustic performance(s) thereof in commercial building, administrative office and entertainment space(s) are not subject to specific minimum acoustic (Rw/Rw+Ctr) performance and/or construction criteria per se. Rather, partitions and respective acoustic performance(s), are determined practically as part of overall design, based upon commercial layout, anticipated activity noise levels in each space, the adjacencies of noise-sensitive (or non-noise-sensitive) spaces, and any overarching Principal client requirement(s) for privacy, confidentiality and the like.

5.1.2 Subjective Descriptors for Typical Acoustic (Rw) Ratings

In order to provide a tangible rating scheme to the Principal client, the following subjective descriptions applicable to Rw performances are presented. The ratings are informative only, and is intended to familiarise the Principal and project partners as to the numerical context of Rw specification, and allow more subjectively informed decisions where an acoustic recommendation is made, for example to performance upgrades, and the impact this may on costings to achieving a desired or practical level of acoustic separation performance.

The table assumes full height wall construction in all cases;

Rw rating	Fixed & Glazed Full Height Partition - Separation Afforded
	n/a
	n/a
25dB	Normal speech easily understood
30dB	Normal speech audible, partially intelligible
35dB	Normal speech barely audible, Loud speech understood
40dB	Normal speech barely audible, Loud speech audible, partially intelligible
45dB	Loud speech audible
50dB	Raised voices audible
55dB	Raised voices barely audible

5.1.3 Laboratory R_w, and Field-Equivalent D_{nTw} Partition Ratings and Privacy Factor

Notwithstanding Principal client specifics for the finished building, the acoustic (Rw) rating specification for a given separating partition is only one component of the overall desired acoustic in the finished office building – the end acoustic result must necessarily take into account the use(s) and anticipated activity noise levels of adjacent spaces either side of the partition, requirements for confidentiality or speech privacy in each space, and expected background noise in the unoccupied space from building services.

5 PARTITIONS - SOUND TRANSMISSION & INSULATION

As a means to quantify this balance, the term "Privacy Factor", or "Acoustic Privacy" can be applied:

Privacy Factor (dB) = Weighted Level Difference (D_w) + Background Noise Level (L_{Aeq})

The Privacy Factor rating describes how intelligible unamplified spoken conversation is expected to be when a partition rating is combined with background noise conditions in a receiving space. Consider the example where a managerial office requiring confidential speech exchanges has a partition rating of Rw 50dB; The adjacent store room has very low background noise levels at 25dB. The Privacy Factor is therefore 75dB, which may not be sufficient:

- Generally, where an acoustic privacy level of 70 dB or below is provided, then speech will be considered "intelligible", i.e. able to be understood in the adjacent room. In other words, a privacy rating of 70dB will be considered "not private".
- Conversely, Privacy Factor (dB) ratings above 90dB are likely to provide unintelligible speech, i.e. high levels of privacy.

In the illustrative example of managerial office to storeroom adjacency, as the storeroom might have no building services noise component, hence a solution would be to increase the partition rating to Rw60dB or greater to achieve the desired Privacy Factor.

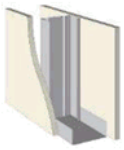
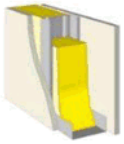
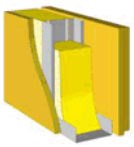
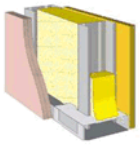
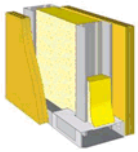
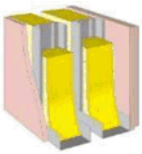
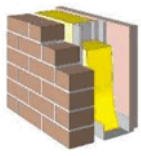
One final note refers to the practical difference between laboratory (Rw) acoustic ratings, measured using 10m² of partition test sample under controlled conditions with no flanking transmission at partition edges or over ceiling voids; And, the practical sound insulation performance achieved in the field, referred to as Level Difference (Dw) between two adjacent rooms with site tolerances, potential for detailing workmanship variance, and potential non-full height installation.

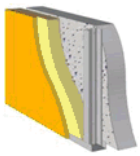
To achieve a desired Privacy Factor (dB) rating in the as built, a tolerance of minimum 5dB must be added to the Rw rating to allow for site tolerances and installation anomalies sufficient to meet the Dw equivalent Privacy Factor.

NB – where non-full height walls are proposed, then acoustic Rw ratings become severely limited – typically to around Rw30 - 35dB where an office-grade ceiling tile and open ceiling void is positioned over. In non-full height wall cases where acoustic performance is required, specific detailing using construction above the line of the partition to close out the ceiling void is required.

5.1.4 Typical Acoustic Performances of Lightweight Partitions & Corresponding Rw Ratings

The table below is intended to provide a palette of typical partition specifications, of the range typically found in office environments. The table below supplements the subjective descriptions in Section 5.1.2, presenting typical lightweight and lightweight/masonry combination partitions and their corresponding Rw ratings, when installed full height:

Description	Notes on Use	Est. Rating	Schematic
"Standard 64mm Stud Partition, 13mm Gyproc" 64mm steel stud lined both sides with 1 x 13mm Gyproc (standard) plasterboard, taped and sealed, NO INSULATION **Nominal wall width 90mm**	No practical acoustic separation;	**Rw 35dB**	
"Standard 64mm Stud Partition, 13mm Gyproc" 64mm steel stud lined both sides with 1 x 13mm Gyproc (standard) plasterboard, taped and sealed, with 75mm thick, min. 12kgm^{-3} insulation quilt to entire wall cavity; **Nominal wall width 90mm**	Nominal acoustic separation, Cleaners cupboards, BoH areas with low speech privacy/confidentiality requirements; Suitable for toilets/WC	**Rw 42dB**	
"Standard 76mm Stud Partition, 13mm SoundCheck" 76mm steel stud lined one side with 13mm Soundcheck plasterboard, other side with 2 x 13mm standard plasterboard; Cavity lined with min 75mm thick, min. density 12kgm^{-3} insulation quilt to entire wall cavity; **Nominal wall width 90mm**	Reasonable acoustic separation, suitable for private offices in low noise areas, Can be used to achieve medium speech privacy/confidentiality;	**Rw 49dB**	
"Staggered 92mm Steel Track & Stud Partition, 13mm SoundCheck/13mm FR " 92mm staggered stud lined one side with 13mm Soundcheck plasterboard, other side with 2 x 13mm FR plasterboard; Cavity lined with min 75mm thick, min. density 12kgm^{-3} insulation quilt to entire wall cavity; **Nominal wall width 131mm**	Good acoustic separation in commercial areas, with adjacent low noise requirements; Can be used to achieve medium-to-high speech privacy/confidentiality;	**Rw 54dB**	
"Staggered 92mm Steel Track & Stud Partition, 13mm SoundCheck" 92mm staggered stud lined both sides with 2x13mm Soundcheck plasterboard; Cavity lined with min 75mm thick, min. density 12kgm^{-3} insulation quilt to entire wall cavity; **Nominal wall width 144mm**	Excellent acoustic separation in commercial areas, with adjacent low noise areas; Suitable for walls, where internal noise levels could be up to <80 dB(A); Can be used to achieve high speech privacy/confidentiality;	**Rw 58dB**	
"Twin 64mm Steel Stud Partition, 13mm FR" 2 x 64mm separate stud studs, min. 40mm clear air gap between stud frames; Lined one side with 1x13mm FR plasterboard, opposite stud lined aith 2x13mm FR Plasterboard; Cavity lined with 2 x 75mm thick, min. density 12kgm^{-3} insulation quilt to entire wall cavity; **Nominal wall width 200mm**	Excellent acoustic separation in commercial areas; Suitable for Function Room walls, where internal noise level from events is <85 dB(A); Discontinuous construction provides reliable acoustic separation between adjacent areas;	**Rw 62dB**	
"90mm Masonry w/ 92mm Steel Stud Combination, 13mm FR" 90mm masonry with 40m clear air gap to 92mm stud, lined with 2x13mm FR plasterboard; Cavity lined with min 75mm thick, min. density 12kgm^{-3} insulation quilt to entire wall cavity; **Nominal wall width 268mm**	Excellent acoustic separation in commercial areas; Suitable for Function Room walls, where internal noise level from events is <85 dB(A); Discontinuous construction provides reliable acoustic separation between adjacent areas;	**Rw 62dB**	

Description	Notes on Use	Est. Rating	Schematic
">100mm Concrete Panel w/64mm Steel Stud Combination, 13mm SoundCheck" 64mm steel stud (or timber batten) with min 20mm clear air gap between panel and stud frame; stud clad with 13mm Soundcheck plasterboard as lining to one side of >100mm thick concrete panel; Cavity lined with min 75mm thick, min. density 12kgm^{-3} insulation quilt to entire wall cavity; **Nominal (min.) wall width 197mm**	Excellent acoustic separation in commercial areas; Suitable for walls, where internal noise level from events is 85-90dB(A); Discontinuous construction provides reliable acoustic separation between adjacent areas;	**Rw 64 dB**	

5.1.5 Plasterboard Sheeting – Reference Material Properties

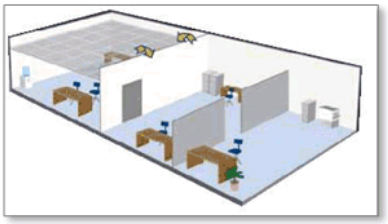
Two types of CSR plasterboard product names are listed on the proposed wall types, which can infer different performances in situ. The most notable difference is density, which plays a key role in sound insulation performance of one board over another, particularly where single boards are concerned. The following table is intended to serve as a reference for materials purchasers, to ensure the listed (estimated or measured) acoustic materials and associated ratings are able to be achieved in the finished building.

Soundcheck and standard (Gyproc) are colour coded to partition type table schematics:

Cladding Material	Thickness (mm)	Type	Surface Mass	Acoustic Rating	Est. Rating w/Insulation
Plasterboard	13mm	Gyprock	8.5 kgm^{-2}	Rw+Ctr 22 dB	Rw+Ctr 22 dB
Plasterboard	13mm	Aquachek	10.4 kgm^{-2}	Rw+Ctr 24 dB	Rw+Ctr 27 dB
Plasterboard	13mm	Soundcheck	13.0 kgm^{-2}	Rw+Ctr 26 dB	Rw+Ctr 29 dB
Plasterboard	13mm	Fyrchek	10.5 kgm^{-2}	Rw+Ctr 24 dB	Rw+Ctr 27 dB
Plasterboard	16mm	Fyrchek	12.5 kgm^{-2}	Rw+Ctr 24 dB	Rw+Ctr 27 dB
Plasterboard	25mm	Shaftliner	19.8 kgm^{-2}	Rw+Ctr 28 dB	Rw+Ctr 31 dB

5.1.6 Full Height Walls on Ground Floor to Underside of First Floor Slab

Acoustic ratings (Rw) for separating partitions refer to a full height wall, constructed from fixed heavyweight floor to underside of concrete slab over, without gaps or penetrations. The schematic diagram (right) shows a typical layout, where full height walls are installed above line of the architectural suspended ceiling grid;



The principal element to consider in terms of maintaining separating wall Rw performance(s) and hence achieving practical levels of privacy and/or confidentiality in finished office spaces is therefore noise transmission passing over installed partitions via ceiling void space.

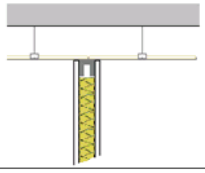
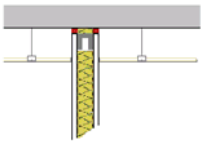
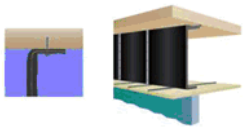
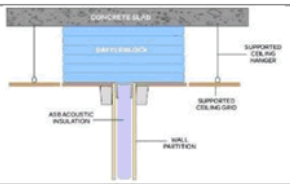
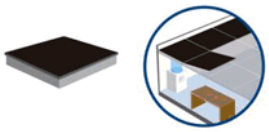
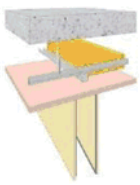
Where partition walls are taken up to underside of suspended ceiling only, the separation performance is less dependent upon the partition and more dependent upon the transmission via ceiling space. Using lightweight mineral fibre ceiling tile on tegular grid, with insulation in the void over, partitions in this arrangement typically achieve Rw 35dB only, which renders loud speech audible/intelligible in adjacent space.

Where separation performances of Rw 42dB and greater are sought, (typically all cases), in order to maintain R_w ratings above Rw 35dB, full height walls or an acoustically equivalent ceiling void barrier must be installed over the line of the rated partition to avoid flanking transmission over the wall apex in the completed space.

NB - This is a requirement in any area where privacy/confidentiality is a functional requirement.

5.1.7 Non-Full Height Wall – treatment Options/Types

In each circumstance, a full height wall, ceiling void cavity barrier detail or increased mass ceiling layer must be installed to retain the acoustic separation performance between the adjacent areas, as indicated on mark-ups. The table presented below shows three types of minimum ceiling void detail options, each of which are able to retain the design rating (R_w):

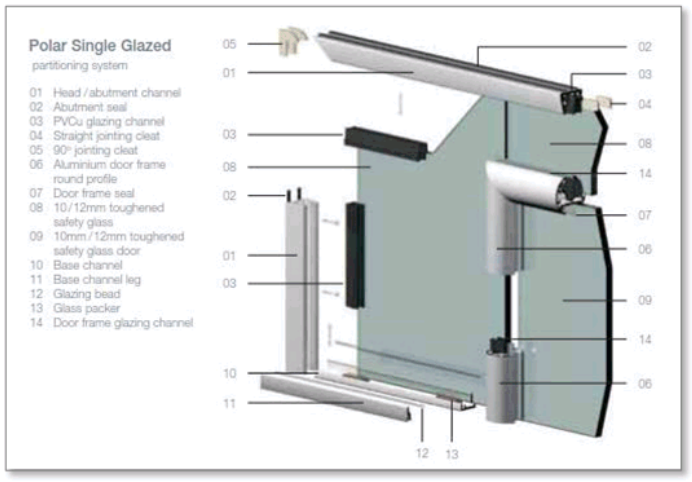
Option	Detail	Schematic	Opinion
Non-Full Height Wall	Partition up to mineral fibre suspended ceiling tile, open over ceiling void above		**WALL RATING (Rw) LIMITED TO Rw30 -35 dB**
Full Height Wall	Partition sealed to slab over, packing any voids with a mineral wool or glass fibre insulation batt off-cut, and sealing with a dense mastic.		**RETAINS WALL RATING (Rw)**
Ceiling Void Cavity Barrier	Install loaded vinyl ceiling void cavity barrier of min. density 8kgm^{-2} over framing detail system mechanically pinned to u/side slab; and folded 2 – 3 times for 300mm extents to either side of full extents of partition line to form compression seal;		**RETAINS WALL RATING (Rw)**
Baffle Block Cavity Barrier	Install Autex Baffle Block™ 100mm thick pre-cut 600mm wide insulation batts at 15kgm^{-3} density over line of partition to 300mm either side, and under compression of 35% (e.g. installed thickness of each batt to <65mm;		**RETAINS WALL RATING (Rw) up to Rw 50dB in conjunction with ceilings to both sides;**
Increased Mass Ceiling Tile	Install additional mass layer over ceiling tiles to full extent of room on both sides of separating wall to achieve equivalent separation in situ; Typical mass increase to 1 x 16mm FR P/Board equivalent, ~12.5kgm^{-2}		**RETAINS WALL RATING (Rw) to extent of increase in mass, typically up to to Rw 55dB where ceiling mass up to 12kgm^{-2}**
2 x 13mm FR Plasterboard as suspended mass ceiling	Install 2 x 16mm FR P/Board (mass ~25kgm^{-2}) as suspended ceiling to both rooms either side of non-full height partition, to full extents of room, with insulation quilt over; *Requires uprated ceiling framing **Note – will increase room reverberation times in both spaces where replacing mineral fibre (absorptive) ceiling tile**		**RETAINS WALL RATING >Rw 55dB in conjunction with 25kgm^{-2} mass ceilings to both sides;**

5.2 Fixed Glazed Partitions (Informative)

The following information is intended for advanced stages of the project to assist in communicating practical acoustic performance expectations, costs and limitations involved when specifying glazed partitions in contemporary office environments:

5.2.1 Glazed Wall Specification

Principal to acoustic separation performance(s) through glazed partitions are the type and thickness of the glazed pane – single or double glazed units; the type of glazing framing – e.g. framed or frameless glazing, and entry doorsets.



Key differences between lightweight plasterboard partitions (range Rw35dB – Rw 60dB) and glazed partitions are in available Rw performances, and relative cost/complexity to achieve:

Glazed partition performances can be generally grouped as follows:

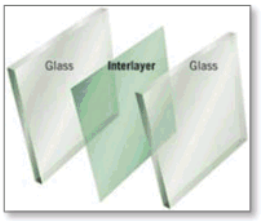
- Rw34-38dB using typically available single pane glazing (e.g. 10mm toughened – 12.8mm specialist laminates) in standard framing;
- Rw 40-42dB using specialist heavyweight (e.g. >16mm laminated) single panes;
- Practical maximum of Rw 45dB using specialist argon-filled double glazed units (DGU) less than 40mm thickness;

Higher performances (up to Rw55dB) can be physically achieved, though this performance is highly specialised, using secondary glazing construction with airgap between double glazed panes of >150mm, insulated frames, and would come with significant cost implication when compared to a standard single glazed partition.

Aside from the identified performance limitations, glazed partitions are subject to equivalent installation and detailing requirements above suspended ceilings, and below access floors, where present. Advice in Section 5.1.4 and 5.1.5 re: ceiling barrier alternatives is applicable where speech privacy/confidentiality is a requirement.

5.2.2 Glazing Thickness Versus Acoustic (Rw) Performance

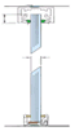
Monolithic (i.e. single pane) glazing has a unique response pattern to sound transmission at specific frequencies, known as "coincidence effect". The effect relates to a glazing pane's thickness, and effectively causes increased sound transmission (i.e. reduced performance) at a particular band of frequencies, when the incident sound level wavelength (λ) matches that of the surface bending wave present in the glazing.



Typically this occurs at around 2kHz in 6mm glass, and moves down in frequency as pane thickness increases. To combat this effect, glazing is often manufactured/supplied in laminate build ups, using a pvb or vinyl interlayer to "de-couple" the panel bending waves from the incident sound waves. Using a "standard laminate", e.g. .38mm interlayer, the result is a significant boost in sound transmission performance to those frequencies otherwise affected by coincidence.

As a rule of thumb, the thicker the interlayer between panes, the better decoupling effect – "acoustic" laminate glazing is recognised by a .4A, .5 or .8mm laminate thickness. Additionally, the thicker the overall glazing pane (inclusive of all layers) the greater the overall mass and greater Rw performance is achieved.

5.2.3 Typical Glazed Partitions and Relative Acoustic (Rw) Performance(s)

Description	Est. Rating	Schematic
"Standard Glazed Partition" 100mm x 50mm powder coated glazing frame with single glazing panel; Head track taped and sealed at sus. ceiling over, no cavity barrier above or below access floor	**Rw 30 dB**	
"Standard Glazed Partition – Flexible Cavity Barrier" 100mm x 50mm powder coated glazing frame with single glazing panel; Head track taped and sealed at sus. ceiling over, Cavity barrier (Autex compressed baffle block) installed above sus ceiling to soffit AND below access floor (where installed)	**Rw 34 dB**	
"Standard Glazed Partition – Fixed Cavity Barrier" 100mm x 50mm powder coated glazing frame with 13mm thick SWITCHABLE single glazing panel; Head track taped and sealed at sus. ceiling over with foam/rubber sealing detail; Fixed Cavity barrier 2 x 13mm Plasterboard to both sides of stud frame, insulation lined with 70mm, 12kgm-3 quilt) installed above sus ceiling to soffit AND below access floor (where installed)	**Rw 38 dB**	
"Standard Glazed Partition – Fixed Cavity Barrier" 100mm x 50mm powder coated glazing frame with min 10.38mm (Rw 36dB) single glazing panel; Head track taped and sealed at sus. ceiling over with foam/rubber sealing detail; Fixed Cavity barrier,	**Rw 36 dB**	
"Standard Glazed Partition with transom rails – Fixed Cavity Barrier" 100mm x 50mm powder coated glazing frame with specialist 10.5mm (Rw 38dB) single glazing panel; Head track taped and sealed at sus. ceiling over with foam/rubber sealing detail; Fixed Cavity barrier,	**Rw 38 dB**	
"Operable Glazed Partition – Fixed Cavity Barrier" Double Glazed Acoustic Operable Wall Panels TBC	**TBC**	

5.2.4 Subjective Performance Scale – Glazed Partitions

The following table demonstrates a range of subjective scale to assist Principal client understanding regards typical glazing panes and Rw performances, ranging from basic float panes up to high performance sound studio-grade systems.

Note performances > Rw45dB are of significant construction and at likely cost premiums:

Glazed Partition Type	Rw rating		Rw Rating Scale	Practical Separation Afforded
n/a			25dB	**Normal speech easily understood**
6mm Toughened	32dB		30dB	**Normal speech audible, but unintelligible**
6.38mm Standard Laminate	33dB			
10mm Toughened	34dB		35dB	**Loud speech understood**
12mm Toughened	34dB			
15mm Toughened	35dB			
10.38mm Standard Laminate	36dB			
12.4mm Fire Safety Glass	37dB		40dB	**Loud speech audible, but unintelligible**
10.8mm Specialist Acoustic Laminate	38dB			
12.8mm Specialist Acoustic Laminate	39dB			
16.4mm STADIP SILENCE	42dB		45dB	**Loud speech barely audible**
20.4mm STADIP SILENCE	44dB			
DGU 12/16/10.4A (38.4mm thick)	45dB			
DGU 8.4A/24 (Argon filled)/14.8A (43mm thick)	50dB		50dB	**Shouting is audible**
Secondary DGU Format Glazing est. 12/200/12.8mm, Min 200mm Airgap, heavyweight, insulation-lined frames absorptive reveals;	55dB		55dB	**Shouting becoming barely audible**

5.2.5 Glazed Partition Specification versus Client Performance Expectation

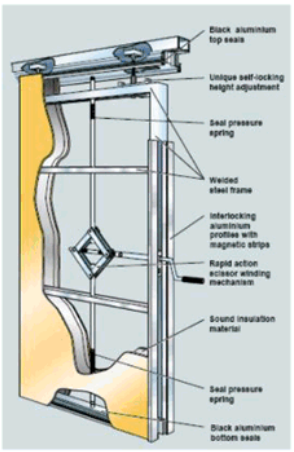
Using 12.8mm laminate glazing in a proprietary framing system, single glazed partition walls can achieve Rw 39 dB, which in practical terms, affords loud speech to be "audible but unintelligible". Increasing performance above this level of separation is available to the Principal, but would be expected to attract increased cost per m^2 for glazing and frame, most likely in a proprietary system;

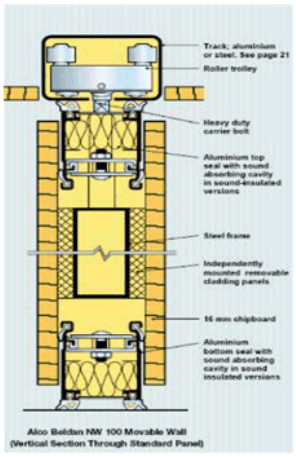
Where a subjective performance is desired by the Principal Client or end-tenant client over-and-above this grade, we recommend a specialist installer – Lotus Doors (www.lotusdoors.com.au) Opera system can be specified from Rw 41 – Rw 60, using a standard 70mm thick glazed framing panel.

5.3 Operable Walls

The following information is intended for advanced stages of the project to assist in communicating practical acoustic performance expectations, costs and limitations involved when specifying operable partitions in contemporary office environments:

5.3.1 Basic Anatomy of an Operable Wall





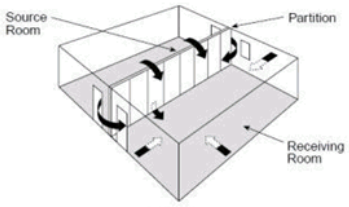
Operable walls offer flexibility of space/use which are attractive for modern office fitouts. Key to specification of an operable wall is understanding it's effective sound reduction between the adjacent spaces, which is a sum of multiple parts. Key to understanding the decision, and procuring a cost-effective and useful operable partition is the basic anatomy of the operable wall. The following basics apply:

- **Top Track**, the running system – must be insulated where sound transmission control is required; Ceiling void barrier of equivalent separation (Rw) performance must be specified;
- **Height adjustment/Seal Pressure Spring**s – set at installation, continuous force seals are a minimum for any degree of privacy/separation of speech intelligibility between adjacent spaces;
- **Panel-to-Panel Seal** – determines effectiveness of compressional seal and resulting sound transmission through main body of operable wall; Where practical sound separation is the principal driver, mechanical lever closure panels should be employed, rather than passive hinged closure panels;
- **Panel Surface Mass** – mass of any fixed or operable partition system is a critical determinant of sound transmission performance. The greater surface mass per m^{-2}, the greater Rw rating can be achieved, (flanking transmission dependent), though with increased panel mass comes increase in partition cost, installation complexity and potential structural considerations at v high performance specifications;
- **Bottom Seal** – Anatomy shown (right) Alco Beldan NW100 standard panel shows absorptive cavity with mechanically operated continuous pressure seals to both sides, to maintain seal at threshold;

5.3.2 Flanking Noise Transmission

Operable wall system performances are typically offered as airborne sound insulation ratings, e.g. Rw 54dB, which describe the acoustic separation performance between two adjacent spaces in a laboratory setting. However, laboratory tests are carried out in virtually ideal conditions that effectively remove "flanking noise transmission", that is, noise passing around, over and via gaps in the partition, as opposed to directly through it.

In all "real" buildings with fixed partitions, flanking noise will always occur in some form due to construction methodology (e.g. concrete walls, lightweight walls etc), workmanship, building materials, construction tolerances, perimeter junctions, etc. Where operable partitions are concerned, flanking noise is subject to further sensitivities "in the field" which mean the specification of acoustic rating (Rw) value, and resultant implied performances on site, can and do vary greatly from the lab-measured result.



Based upon numerous studies and lab versus field results of operable walls, operable wall field ratings can range between -5 and -12 dB less performance in field settings when compared to their lab equivalent. For this project, we recommend a rule of thumb of -10 dB be applied when specifying operable walls. This allowance will have a direct implication on operable wall costing.

5.3.3 Laboratory Performance versus Practical Specification

The above basic understanding of operable walls was discussed during our site visit and liaison with the Principal client, as a means to set practical goals and offer alternatives where operable walls form a key component of the finished building use and flexibility requirement(s).

5.3.4 Subjective Performance Scale – Operable Partitions

To set out the basis of this advice, the table below demonstrates lab performance (Rw) values versus what this means to office-type activity noise separation; The 10dB "rule-of-thumb" allowance is then applied, with resulting spec. shown below:

Rw rating	Lab Separation Afforded	Typical Operable Panel Weight	Practical Separation Afforded (dB Rating, adjusted by 10dB "Rule-of-Thumb")
25dB	Normal speech easily understood	>30kgm^{-2}	n/a
30dB	Normal speech audible, but unintelligible	>35kgm^{-2}	n/a
35dB	Loud speech understood	>37kgm^{-2}	25dB – Normal speech easily understood
40dB	Loud speech audible, but unintelligible	Min. 37kgm^{-2}	30dB - Normal speech audible, but unintelligible
45dB	Loud speech barely audible	Min. 42kgm^{-2}	35dB - Loud speech understood
50dB	Shouting is still audible	Min. 60kgm^{-2}	40dB - Loud speech audible, but unintelligible
55dB	Shouting not audible	Min. 75kgm^{-2}	45dB - Loud speech barely audible

5.3.5 Operable Wall Seals

Continuous force seals for Panel to Panel, top track, and bottom seals are rubber items and can be expected to perish over time. Replacement of operable wall seals should be considered under building lifecycle costing as a maintenance item, and costs be sought from the appointed operable wall manufacturer/installer at the time of Tender. Frequency of use, handling and cleaning general maintenance will determine life of seals.

6 REVERBERATION TIME TARGETS

6.1 Applicable Criteria

6.1.1 AS2107:2016 - Design Reverberation Times

Reverberation Time is a measure of the echoic nature of a room. It is normally measured in 1/3 octave or octave bands by exciting the space with a high level interrupted source or impulse, and measuring the time taken for the signal to decay to silence. The longer the reverberation time, the more 'echoic' a room sounds.

Acceptable standards for reverberation times is prescribed under *AS2107:2016 Acoustics: Recommended design sound levels and reverberation times in building interiors*. We have assumed "General Office" type for the purposes of establishing reverberation time control targets:

Type of Occupancy	Recommended reverberation time (T), s
OFFICE BUILDINGS	
Board and conference rooms	0.6 - 0.8
Computer rooms	*See Note 3*
Corridors and lobbies	0.4 - 0.6
Design offices	0.4 - 0.6
Drafting offices	0.4 - 0.6
General office areas	0.4 - 0.6
Private offices	0.6 - 0.8
Public Spaces	0.5 - 1.0
Reception areas	*See Note 3*
Rest room and tea rooms	0.4 - 0.6
Toilets	-
Undercover car parks	-

6.1.2 Reverberation Time Notes

Reverberation time target criteria in the *AS2107:2016* extract above:

"*Note 3*" states: *Reverberation Time should be minimised as far as practicable for noise control"; And,*

"Curve 1" defines reverberation times determined by the volume of the space.

* Curve 1 refers curves 1, 2 and 3 presented in Figure A1, Appendix A of *AS2107:2000* which "*represent mean reverberation times of spaces which are considered to possess good acoustic qualities*".

Section 6.1.3 presents informative notes on acoustic absorption, with the intention of allowing an informed decision on how to apply the most cost-effective treatment for office type spaces.

6.1.3 Application of Acoustic Absorption

The concept of sound absorption can be described as the ability of a material to transform acoustical energy into some other form or energy, usually heat though at lower frequencies the transfer can be to kinetic energy. All materials absorb *some* acoustical energy; some materials such as plasterboard reflect a large portion of the energy that strikes it, whereas other materials such as fibrous insulation will absorb more of the energy.

6 REVERBERATION TIME TARGETS

Alpha (α) is the term used to represent a material's Absorption Coefficient, which mathematically describes the proportion of incident sound energy arriving from all directions that is **not** reflected back into the room i.e. which is absorbed. Alpha (α) ranges between 0 and 1, where 0 is totally reflective and 1 is totally absorptive.

Sound is more readily absorbed at mid-to-high frequencies through fricative (heat) losses, than at low frequencies. This frequency dependent reaction is acknowledged by the measurement of sound absorption coefficients at one third octave band centre frequencies from 125Hz to 4000Hz, giving materials a sound absorption "profile" to allow particular material selection.

Example materials and their respective absorption coefficients typically found in office spaces are shown in the table below:

Material Sound Absorption Coefficient (α) Data

Internal Room Finish Material	Octave Band Centre Frequency (Hz)						α_w	Abs. Class
	125	250	500	1000	2000	4000		
Windows (glass facade)	0.10	0.08	0.05	0.04	0.03	0.02	**0.05**	-
Office grade carpet tile, medium pile	0.05	0.15	0.55	0.5	0.5	0.5	**0.45**	D
Plasterboard as suspended ceiling	0.2	0.15	0.15	0.05	0.05	0.05	**0.10**	-
12mm square hole Perforated Plasterboard as suspended ceiling (16% open area)	0.42	0.62	0.7	0.68	0.64	0.64	**0.70**	C
Standard Mineral fibre ceiling tile with nominal 200mm void	0.4	0.6	0.65	0.75	0.8	0.75	**0.75**	C
Acoustic ceiling tile (e.g. Ecophon Master A) with nominal 200mm void	0.45	0.8	0.85	0.9	0.95	0.95	**0.90**	A
Plasterboard wall area	0.2	0.15	0.15	0.1	0.08	0.05	**0.10**	-

Two columns are of note - α_w and Abs Class;

α_w describes an overall weighted value across all frequencies, defining the total absorption rating of the material. **Abs Class** rates the material in terms of A - E with A being the highest absorbing across all frequencies. From the example absorption data presented above, particularly in these two columns, one can derive that the vast majority of acoustic absorption in an office space is provided by the ceiling tile, which therefore makes the selection of ceiling material integral to delivering good standard of room acoustics.

6.1.4 Reverberation Time – Base Building Treatments

The acknowledgement of internal fittings and finishes are essential to the finished room acoustic of any commercial office space.

In order to meet reverberation time targets in general office environments, typical treatments are mineral fibre ceiling tiles in a tegular grid over commercial floor area, with office grade carpet tiles as a floor covering. The two parallel absorptive surfaces are sufficient to deliver control of reverberation time in rooms of standard height (e.g. 2.7m) based upon the ratio of volume to area.

6.1.5 Alternative Treatments included in Fitout

A perforated plasterboard treatment with insulated fibre glass (absorbing) quilt laid in the void space over will also provide reverberation time control, in conjunction with office grade carpet tiles. This ceiling option will offer a slightly greater acoustic barrier performance (over a lightweight ceiling tile) for any ceiling void located FCU units, where installed.

A wide range of alternative architectural and aesthetic ceiling types are available into which acoustically-absorptive material can be integrated – slatted timber, "floating" island ceilings, coffered ceilings or spray-on acoustic finishes to blacked out slab finish over; Each can be incorporated into the architectural fitout and effectively control reverberation time. These design options may be assessed in more detail as the project design and tenants' fit out particulars become better known.

NB – Outside of toilet areas, the application of **no ceiling treatment** (e.g. standard plasterboard ceilings) in will result in general office environments that fail to meet reverberation time criteria.

7 INTERNAL BUILDING SERVICES NOISE

7.1 Mechanical Building Services - Internal Noise Levels

7.1.1 Internal Noise Levels - *AS2107:2016*

All operational building services plant and equipment must not exceed the maximum permissible sound levels prescribed under *AS2107:2016 Acoustic - Recommended design sound levels and reverberation times for building interiors*, presented below in tabular summary.

Type of Occupancy		Recommended design sound level range, L_{AEQ}, (dB(A))
OFFICE BUILDINGS		
	Board and conference rooms	30 - 40
	Computer rooms	45 - 50
	Corridors and lobbies	45 - 50
	Design offices	40 - 45
	Drafting offices	40 - 50
	General office areas	40 - 45
	Private offices	35 - 40
	Public Spaces	40 - 45
	Reception areas	40 - 45
	Rest room and tea rooms	40 - 45
	Toilets	50 - 55
	Undercover car parks	55 - 65

Internal noise level limits are considered in terms of building services provision, to include items such as fan coil units (FCU), condenser units (CU) and toilet (TEF) exhaust fans, including noise breakout from duct work/services risers routed adjacent to receiving spaces.

7.2 Anticipated Mechanical Noise Sources

7.2.1 Internal FCU – Ceiling Cassettes, Ducted or Split

Mechanical concepts are not yet determined as is appropriate for this stage of design, however individual office areas are likely to be heated/cooled using internal wall mounted, ceiling cassette or ducted FCU systems connected to an external condenser unit or bank of units (CU(s)).

Typical office grade FCUs are readily available which generate Sound Pressure Levels of ~35-40dB(A) at 1m. In the context of the office environment, FCU noise will be able to be designed in combination with partitions (Rw) ratings to meet Privacy Factors sought in the finished Detailed Design.

7.2.2 Condenser Units A/C

Individual office units are likely to be heated/cooled using internal wall mounted, ceiling cassette or ducted FCU systems connected to an external condenser unit or bank of units (CU(s)). Where CUs are located at roof level, installation considerations can affect internal noise received from the operation of CUs.

Mechanical concepts are not yet determined as is appropriate for this stage of design, however typical office grade FCUs are readily available which generate Sound Pressure Levels of ~51dB(A) at 1m. Cumulative effects of

multiple units will need to be taken into consideration when locating and specifying CUs – TBC during Detailed Design, noting advice on vibration isolation mountings in Section 7.2.3 below.

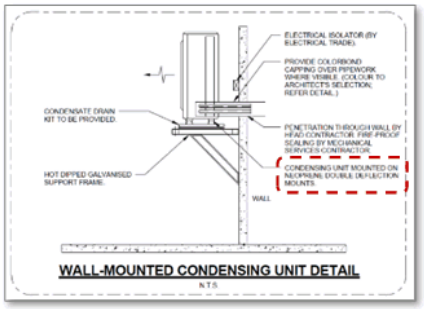
Note - Externally located CUs must also comply with *Environmental Protection (Noise) Regulations 1997* limits at the nearest noise sensitive receiver - *see Section 8.*

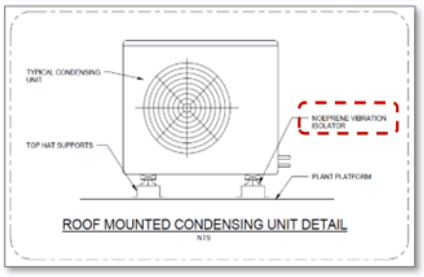
7.2.3 Anti-Vibration Mountings

Any proposed condenser units (CU) should be mounted on vibration isolation hangers and/or neoprene double deflection mountings are (depending upon high or low level instalation location), to avoid introducing structural vibration into connected walls, roof frame/sheeting and/or any connected structural elements, which could be re-radiated as internal noise.

Where external CUs are fixed directly to the floor slab or underside of concrete slab over (or mounted in roof trusses), CUs must be similarly installed to include a neoprene or rubber anti vibration mounts on hanging mechanism to avoid direct transmission of fan operating motion into the structure.

Example details are presented (right) showing intent. Anti-vibration mounting system(s) such as those nominated by the manufacurer of the AC units, are to be installed and checked on site during the construction phase.





7.2.4 Toilet Exhaust Fans (TEF)

TEF fan selections should be selected for the development with sound power and resultant sound pressure levels no greater than those presented in the table below:

TEF System Element	SWL - Octave Band Centre Frequency (Hz)								SPL_{3m} dB(A)
	63	125	250	500	1k	2k	4k	8k	
TEF G.01 [outlet]	48	35	53	45	46	47	35	26	31
TEF G.01 [inlet]	54	44	53	55	53	51	43	36	37

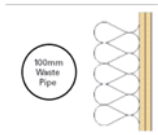
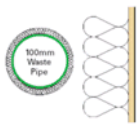
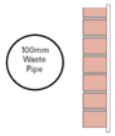
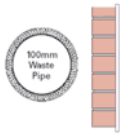
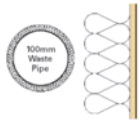
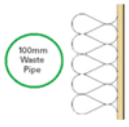
In conjunction with the proposed built form and ceiling finishes, selections above are anticipated to comply with *AS2107:2016* operational internal design sound levels. Any TEF selection to be installed which differs from the data above must be reviewed by the acoustic consultant prior to procurement to ensure internal noise levels are acceptable.

TEF systems must also comply with *Environmental Protection (Noise) Regulations 1997* limits at the nearest noise sensitive receiver - *see Section 8.*

7.3 Building Services Duct Walls - Rated Minimum Constructions

Concealed services reticulation is anticipated to from part of the building services design. The following table(s) present rated services concealment constructions to meet the minimum standards, as set out in the BCA/NCC. Though not a compliance requirement in commercial office settings, these rated constructions are expected to achieve a satisfactory level of services noise insulation in the project, where not otherwise specified, and give a useful indication of noise treatments for services ducts as the project services reticulation design(s) are progressed:

7.3.1 Services Concealed in Vertical Ducts

Application	Specification	Schematic	Est. Rating (R_w+C_{tr})	NCC Compliant
Concealment of shared services riser/duct wall, or services to/from an adjacent apartment which are routed next to an adjoining apartment's **HABITABLE AREAS** (living rooms, bedrooms, etc)	Unlagged Standard PVC Pipe, mounted on rubber isolation pipe clips behind 2 x 13mm plasterboard sheet, with 50mm cavity insulation (min density 11kgm^{-3})		40dB	COMPLIES
Concealment of shared services riser/duct wall, or services to/from an adjacent apartment which are routed next to an adjoining apartment's **HABITABLE AREAS** (living rooms, bedrooms, etc)	Laminated wall (rated) pipe, wrapped with Pyrotek Soundlag 4525C or equivalent performing pipe lagging material, mounted on anti-vibration pipe clips behind 1 x 13mm plasterboard sheet, with 50mm cavity insulation (min density 11kgm^{-3})		43dB	COMPLIES
Concealment of shared services, or services to/from an adjacent apartment which are routed next to an adjoining apartment's **HABITABLE AREAS** (living rooms, bedrooms, etc)	Alternative masonry solution - Unlagged Standard PVC Pipe, mounted on rubber isolation pipe clips behind 1 x 90mm brickwork leaf with render/plaster set over		40dB	COMPLIES
Concealment of shared services, or services to/from an adjacent apartment which are routed next to an adjoining apartment's **HABITABLE AREAS** (living rooms, bedrooms, etc)	Upgraded masonry solution - Standard PVC Pipe, wrapped with Pyrotek Soundlag 4525C or equivalent performing pipe lagging material, mounted on rubber isolation pipe clips behind 1 x 90mm brickwork leaf with render/plaster set over		>45dB	COMPLIES
Concealment of shared services riser/duct wall, or services to/from an adjacent apartment which are routed next to an adjoining apartment's **NON-HABITABLE AREAS** (wet areas etc)	Standard PVC pipe lagged with Soundlag 4525C or equivalent performing pipe lagging material, mounted on anti-vibration pipe clips behind 1 x 13mm plasterboard sheet, with 50mm cavity insulation (min density 11kgm^{-3})		25dB	COMPLIES
Concealment of shared services riser/duct wall, or services to/from an adjacent apartment which are routed next to an adjoining apartment's **NON-HABITABLE AREAS** (wet areas etc)	Laminated wall (rated) pipe, mounted on anti-vibration pipe clips behind 1 x 13mm plasterboard sheet, with 50mm cavity insulation (min density 11kgm^{-3})		25dB	COMPLIES

7.3.2 Services Concealed in Horizontal (Ceiling Space) Ducts

Application	Specification	Schematic	Est. Rating (Rw+Ctr)	NCC Compliant
Concealment of shared services, or services to/from an adjacent apartment which are routed over an adjoining apartment's **HABITABLE AREAS** (living rooms, bedrooms etc) *Typically over habitable area ceiling spaces*	Standard PVC pipe lagged with Soundlag 4525C or equivalent performing pipe lagging material, mounted on rubber isolation pipe clips behind 2 x 13mm plasterboard sheet, with 50mm cavity insulation (min density 11kgm^{-3})		43dB	COMPLIES
Concealment of shared services, or services to/from an adjacent apartment which are routed over an adjoining apartment's **HABITABLE AREAS** (living rooms, bedrooms etc) *Typically over habitable area ceiling spaces*	Laminated wall (rated) pipe, wrapped with Pyrotek Soundlag 4525C or equivalent performing pipe lagging material, mounted on anti-vibration pipe clips behind 1 x 13mm plasterboard sheet, with 50mm cavity insulation (min density 11kgm^{-3})		43dB	COMPLIES
Concealment of shared services, or services to/from an adjacent apartment which are routed over an adjoining apartment's **NON-HABITABLE AREAS** (bathrooms, laundry, WC etc) *Typically over wet area ceiling spaces*	Standard PVC pipe lagged with Soundlag 4525C or equivalent performing pipe lagging material, mounted on rubber isolation pipe clips behind 13mm plasterboard sheet, with 50mm cavity insulation (min density 11kgm^{-3})		25dB	COMPLIES
Concealment of shared services, or services to/from an adjacent apartment which are routed over an adjoining apartment's **NON-HABITABLE AREAS** (bathrooms, laundry, WC etc) *Typically over wet area ceiling spaces*	Laminated wall (rated) pipe, mounted on rubber isolation pipe clips behind 13mm plasterboard sheet, with 50mm cavity insulation (min density 11kgm^{-3})		25dB	COMPLIES

7.4 Ancillary Construction Recommendations for Concealed Services Duct Walls

The *NCC* makes provision of additional criteria specific to the placement and function of mechanical building services. Though not a compliance requirement in commercial office settings, these rated constructions are expected to achieve a satisfactory level of services noise insulation in the project, where not otherwise specified, and give a useful indication of noise treatments for services ducts as the project services reticulation design(s) are progressed:

> ***"2. Construction deemed to satisfy***
>
> *(e) Services*
>
> *(i) Services must not be chased into concrete or masonry elements*
>
> *(ii) A door or access panel required to have a certain Rw+Ctr that provides access to a duct, pipe or other service must –*
>
> > *(A) not open into any **habitable** room (other than a kitchen); and*
> > *(B) be firmly fixed such that the rebate or frame is overlapped by the access panel by not less than 10mm, be fitted with a sealing gasket along all edges and be constructed of-*
> >
> > > (aa) *wood, particleboard or block board >33mm thick*
> > > (bb) *compressed fibre reinforced cement sheeting >9mm thick*
> > > (cc) *Other suitable material with mass per unit area >24.4 kgm-2*

(iii) A water supply pipe must –

(A) Only be installed in the cavity of a discontinuous construction; and
(B) *In the case of a pipe that serves only one sole-occupancy unit, not be fixed to the wall leaf on the side adjoining any other sole-occupancy unit, and have a clearance of at least 10mm to the other leaf*

(iv) Electrical outlets must be offset from each other –

(A) In masonry walling, not less than 100mm; and
(B) In timber or steel framed walling, not less than 300mm."

7.5 Hydraulic Building Services Noise Control

7.5.1 Hydraulic Services Treatments

For the purposes of this report, "hydraulic services" refers to all piping installations relating to sewerage, storm water, hot and cold water supply and gas; "hydraulic services noise treatments" refers to "hydraulic services" which are reticulated in services ducts adjacent to noise sensitive office spaces.

7.5.2 Use of Pipe Wrapping

For the avoidance of doubt, ALL hydraulic pipe work (inclusive of down pipes, storm water pipes, hot and cold water supply pipes, drainage and foul waste pipes) reticulated within services ducts/risers/concealed ceiling voids adjacent to noise sensitive office spaces are recommended to be wrapped in a suitable loaded vinyl or mineral wool pipe wrapping.

7.5.3 Anti-Vibration Pipe Clips

All pipes should be secured in cavities, voids or service risers using resilient pipe clip connections which incorporate an isolating rubber or neoprene collar, to avoid introducing pipe-borne noise into the surrounding structural elements.

7.5.4 Penetrations into Services Ducts/Riser Walls

All penetrations into services duct risers, plant room walls or any other acoustically rated wall to allow pipe reticulation must be acoustically sealed so as not to introduce degradation to the rated wall acoustic performance. Minimum sealing detail requirements are to pack any gap/void around pipe/duct with fibreglass insulation batt off cuts and then seal with a 10mm dense mastic bead.

Where larger gaps are present, gaps can be filled with 2 x 13mm plasterboard sections cut to fit, and then packed with fibreglass insulation off-cuts and sealed a with a 10mm dense mastic bead.

NB - Expanding foam MUST NOT be used to seal gaps/voids in acoustically rated riser/duct walls, as this can be severely detrimental to the separation performance (R_w) of the wall.

7.5.5 Sound Isolation of Pumps

Section F5.7 of the *NCC* states:

> *"A flexible coupling must be used at the point of connection between the service pipes in a building and any other circulating or other pump".*

All pipe runs connected to hydraulic circulation pumps or similar plant equipment are recommended to be connected via flexible couplings to avoid the introduction of structure borne noise through rigid connections.

7.6 Electrical Building Services Noise Control

The following notes are of significance to the acoustic design, to be coordinated with the Electrical design consultant and installation Contractor:

7.6.1 Location of Back-to-Back Sockets in Acoustically Rated Walls

Where walls between offices have back-to-back GPOs, the following advice applies:

"Electrical outlets must be offset either horizontally or vertically from each other -
(A) in masonry walling, not less than 100mm; and
(B) in timber or steel framed walling, not less than 300mm."

7.6.2 Electrical Services Penetrations

All electrical services penetrations into services duct risers, plant room walls or any other acoustically rated wall to allow electrical cable reticulation (including cable trays) must be acoustically sealed. Minimum sealing detail requirements are to pack any gap/void around cable/cable tray penetration with fibreglass insulation batt off cuts and then seal with a 10mm dense mastic bead.

Where larger spaces are present, the open penetration area can be filled with 2 x 13mm plasterboard sections cut to fit, and then packed with fibreglass insulation off-cuts and sealed a with a 10mm dense mastic bead.

NB - Expanding foam MUST NOT be used to seal gaps/voids in acoustically rated walls, as this can be severely detrimental to the separation performance (R_w) of the wall.

8 NOISE EMISSIONS TO ENVIRONMENT

8.1 Applicable Criteria

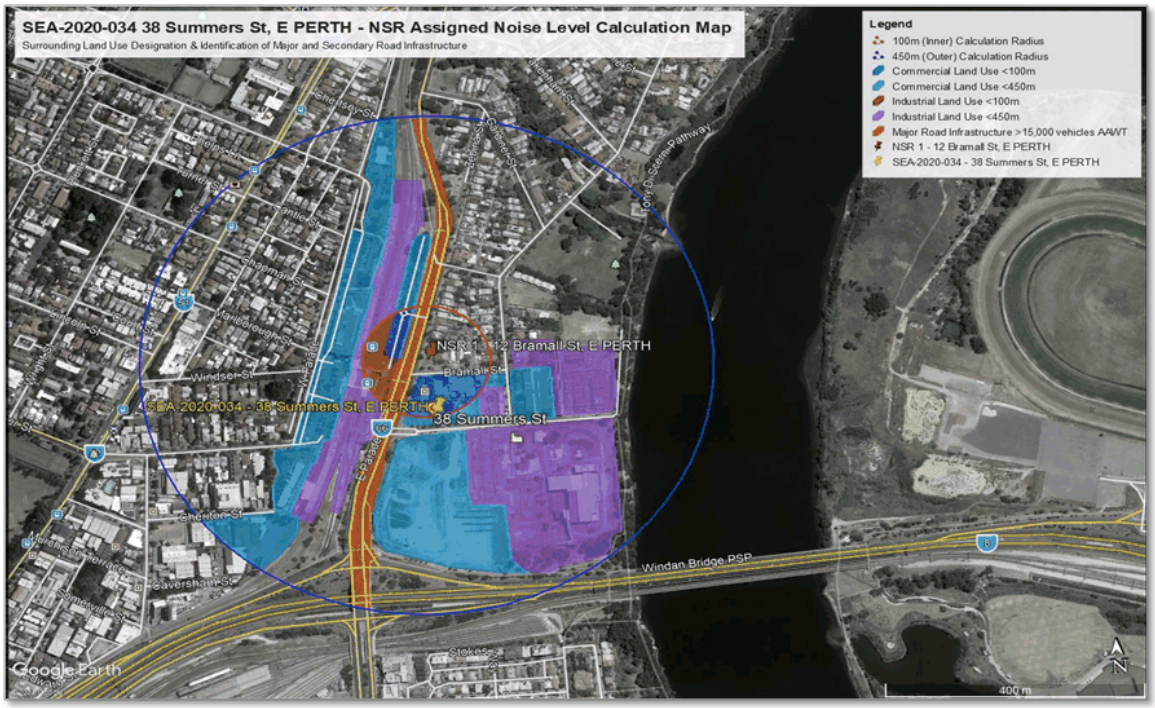
8.1.1 WA Environmental Protection (Noise) Regulations 1997 (Incl. Amendments)

The *Environmental Protection (Noise) Regulations 1997 (inc amendments)* is the applicable legislation governing all sources of noise which are introduced when the new building is constructed, and **applicable at the nearest Noise-Sensitive Receiver (NSR)**. The *Regulations1997* prescribe a specific methodology from which to calculate the Assigned Noise Level (ANL), which is the formal, objective and allowable noise emission limit due to the development. The ANL is different for each NSR, and is based upon an appraisal of the percentage Commercial and Industrial land surrounding the nearest noise sensitive receiver (NSR), and the volume and composition of road traffic in the vicinity of 450m (outer) and 100m (inner) boundary areas surrounding the designated NSR.

8.1.2 Determination of Land Use

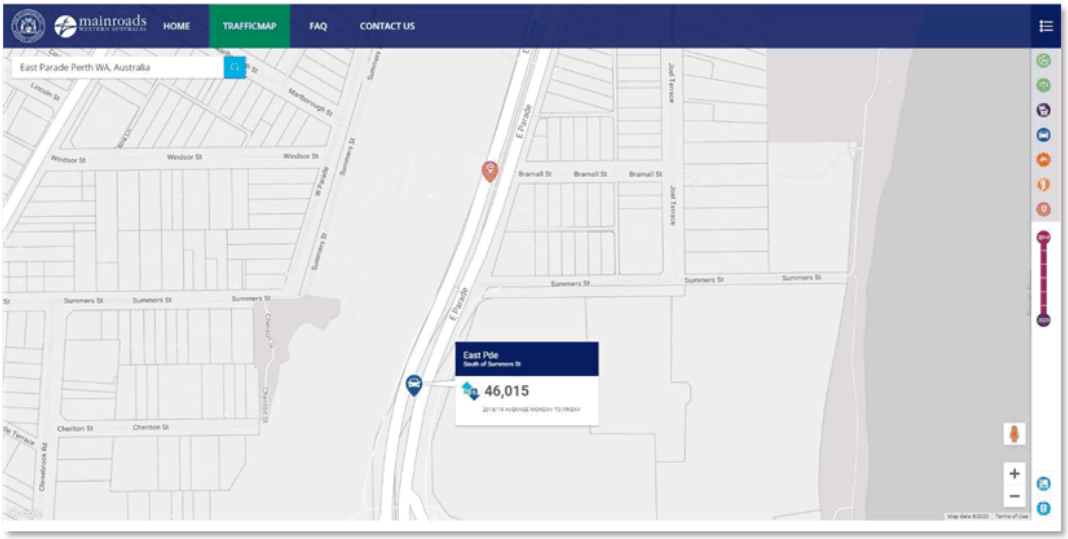
The schematic image below presents review and classification of surrounding Commercial (C) and Industrial (I) land use in the Inner and Outer calculation radii in the vicinity of the site and nearest NSR. ANL limits were calculated on the basis of 30% Commercial (C) Land Use in the Inner circle, and 15% Commercial Land Use within the surrounding Outer Circle calculation radius; 17% Industrial (I) Land Use in the Inner circle and 15% within the surrounding Outer Circle calculation radius.

Road transport infrastructure is identified as East Parade (South of Summers St), carrying a Traffic volume of 46,015 vehicles per Annual Average Weekday (AAWT), identified as a *"Major Road"* in accordance with the *Prescribed Methodology*.



8.1.3 Road Traffic Data

Confirmation of road traffic data taken from Main Roads WA - https://trafficmap.mainroads.wa.gov.au/map:



8.1.4 Identification of Nearest Noise-Sensitive Receiver (NSR)

When calculating an Assigned Noise Level (ANL) limit, one must consider the nearest existing noise-sensitive receiver(s), NSR(s), as prescribed under *Schedule 1 Part C, Environmental Protection (Noise) Regulations 1997*), as the defining receiving location for noise emissions from a new development. The nearest NSRs have been determined as:

- NSR 1, identified as 12 Bramall St, ~71m north; And,
- NSR 2 identified as 36 Summers St, ~15m immediate east;

The NSRs are indicated orange in the figure below, with the development site outlined in red.

8.1.5 Calculated Assigned Noise Level Limits

Under the prescribed calculation methodology, the Influencing Factor (IF) has been calculated at **+11**. The Table below presents the Assigned Noise Level limits, applicable at the nearest NSR.

Part of Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L_{A10}	L_{A1}	L_{Amax}
Noise sensitive premises at locations within 15m of a building directly associated with a noise sensitive use	0700 to 1900 hours Monday to Saturday	**56**	**66**	**76**
	0900 to 1900 hours Sundays and public holidays	**51**	**61**	**76**
	1900 to 2200 hours all days	**51**	**61**	**66**
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and public holidays	**46**	**56**	**66**
Noise sensitive premises at locations further than 15m of a building directly associated with a noise sensitive use	All hours	**60**	**75**	**80**
Commercial premises	All hours	**60**	**75**	**80**
Industrial and Utility premises	All hours	**65**	**80**	**90**

Appendix D presents the calculation methodology and assumptions used in our assessment.

8.1.6 Noise Source Character

In addition to the ANL limits, particular noise sources can attract additional punitive dB levies based upon the noise source characteristics. *Regulation 7* prescribes that the noise character must be "free" of annoying characteristics - specifically:

(i) tonality (e.g. whining, droning)
(ii) modulation (e.g. cyclical change in character, such as a siren)
(iii) impulsiveness (e.g. banging, thumping)

Penalties apply up to a maximum of +15dB, for tonality (+5dB), modulation (+5dB) and impulsiveness (+10dB), where the noise source is NOT music.

8.2 External Mechanical Services Noise Emission Sources

8.2.1 Anticipated A/C Condenser Units

Individual office units are likely to be heated/cooled using internal wall mounted, ceiling cassette or ducted FCU systems connected to an external condenser unit or bank of units (CU(s)). Where CUs are located at roof level, installation considerations can affect internal noise received from the operation of CUs.

Mechanical concepts are not yet determined as is appropriate for this stage of design, however typical office grade FCUs are readily available rated to Sound Power Level (SWL) of 67dB(A).

Externally located CUs must comply with *Environmental Protection (Noise) Regulations 1997* limits at the nearest Noise Sensitive Receivers.

Given the narrow Lot footprint, the design lends itself to an arrangement of externally mounted condensers at roof level, with potential requirement for provision of a visual screen, typical to the satisfy of Council development guidelines.

8.2.2 Individual Dwelling A/C Condenser Units – Noise Source Definition

Example Condenser Units (CUs) selections are presented below for typical units for this scale development

Noise data from various manufacturers is often presented in a range of formats, with quoted numbers referring to of Sound Power Level (SWL) or measured Sound Pressure Levels (SPL) at alternate distances/conditions; Hence a firm grasp of noise data format is essential to ensure accurate and reliable predictions.

To avoid any ambiguity in the referenced noise data terms, and homogenise the assessment (and any dependent calculations), we have presented the source data and adjustments for clarity – acoustic data used in our preliminary assessment(s) is highlighted orange as follows:

Preliminary CU - Make | Model	dB(A)	Octave Band Centre Frequency (Hz)							
Details		**63**	**125**	**250**	**500**	**1k**	**2k**	**4k**	**8k**
Daikin | RZQS140AV1 (CU)[1]									
Cooling Mode[2]									
Manufacturer single figure Sound Pressure Level dB(A)	**54dB(A)**								
Quoted Octave Band Sound Pressure Level, measured at1m in anechoic conditions[3];		56	53	53	53	49	45	39	31
Adjusted to reference Sound Power Level, SWL (dB(A)) using First Principles	**65dB(A)**	66.8	63.8	63.8	63.8	59.8	55.8	49.8	41.8
Heating Mode[4]									
Manufacturer single figure Sound Pressure Level dB(A)	**56dB(A)**								
Not Provided – *Assumed*[5] Octave Band Sound Pressure Level, spectrally adjusted based upon single figure value;		58	55	55	55	51	47	41	33
Adjusted to reference Sound Power Level, SWL (dB(A)) using First Principles	**67dB(A)**	68.8	65.8	65.8	65.8	61.8	57.8	51.8	43.8

[1] NOTE – Manufacturer data quotes "EPA SWL" at 69dB for a 53/55 unit, indicating a drop of 14-16dB(A) between measured SPL and reference SWL in anechoic chamber tests;
[2] Cooling mode generally emits lower sound pressure levels at low frequency due to the physics relating to condenser operation to generate cold coil conditions;
[3] "Anechoic" conditions describes acoustic test chambers which are heavily insulated, and devoid of any reflected sound; The resulting measurement is not influenced by reflections, as occurs in the installed environment;
[4] Heating mode generally emits slightly higher sound pressure levels at low frequency relating to condenser operation whining generate heated coil conditions;
[5] *Assumed* spectrum applies spectral characteristics of the condenser unit to the slightly increased sound pressure level quoted for Heating mode, to generate a spectrum for analysis;

8.2.3 Condenser Unit – Indicative Compliance Summary

Our assessment uses "Heating Mode" (highest noise emission) in all case, emanating from an estimated 4 xCU units in a localised bank in the centre of the roof; Assessments are calculated at 15m (nearest) distance to NSR 2 and include a conservative allowance for screening from the roof location(s), to assess the "worst" (i.e. highest noise) case:

At 15m plus a conservative attenuation allowance for roof screening, the predicted Sound Pressure Levels received at NSR 2 from indicative Condenser Unit bank operation are as follows:

- NSR 1 41.5dB(A)

This demonstrates the predicted outcome for 4 x CUs which complies during all times of the day, evening and night-time hours;

No further noise mitigation would be required on this scenario on proviso that:

- CU's be placed centrally on roof plan so as to take advantage of natural screening to the adjacent property which eliminates direct line-of-sight; And,

Note, compliance is indicative only, using example CU units. Cumulative effects of additional CU units will need to be taken into consideration when locating and specifying CUs – TBC during Detailed Design, noting advice on vibration isolation mountings in Section 8.2.5 below.

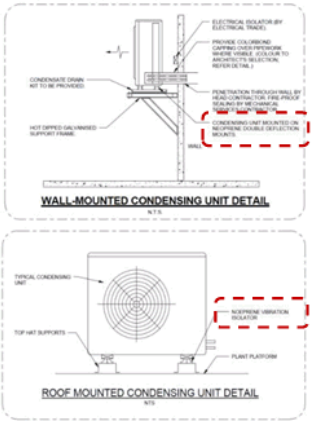
It is anticipated that any changes to CU unit specification, location, and/or enclosure design will be determined during the Detailed Design phase – where the CU selections and locations carry through to procurement, no further mitigation will be required for off-site noise emissions.

8.2.4 Note on Tonality

Small scale commercial-grade CU units are typically broadband and steady-state in nature, hence tonality, modulation and impulsive penalties are not anticipated. Sealhurst recommend the final selections for procurement be reviewed prior to installation, in terms of octave band sound levels, to determine and any additional noise emissions sources not yet identified, be assessed to ensure the building is able to comply with the limits at all times.

8.2.5 Anti Vibration Mountings

For the avoidance of doubt, where any Condenser Units (CU) or building mechanical plant is mounted on ground or on framed stand(s), all units are to be mounted on anti-vibration mounts, or isolation hangers, or using neoprene double deflection footing mountings, as per schematic detail (right).



Where CU units are anticipated to be fixed directly to the floor slab or underside of the concrete slab above or mounted in steel frame trusses, FCUs must be installed to include a neoprene or rubber anti vibration mounts on hanging mechanism to avoid direct transmission of fan operating motion into the structure.

It is essential these or equivalent anti vibration mounting system(s) such as those nominated by the manufacurer of the ACC units, are installed and checked on site during the construction phase. Failure to install anti vibration or isolation mountings will introduce structural vibration into the roof frame and sheeting and any connected structural elements. Loose laid waffle pad is not sufficient.

A. SCHEDULES OF INFORMATION

A.1 Architectural Drawings

The following Schematic Design drawings have been provided by Whitehaus Architects and used for our design review – acoustic design assessment and advice is based upon the information contained within these drawings:

DWG. REF	TITLE	DATE	REV	ISSUE STATUS
DA00	COVER SHEET	02/12/20	G	ISSUED FOR INFORMATION
DA01	LOCALITY PLAN & SITE SURVEY	02/12/20	G	ISSUED FOR INFORMATION
DA02-A	EXISTING BUILT FORM CONTEXT	02/12/20	G	ISSUED FOR INFORMATION
DA02-B	POWER STATION MASTERPLAN 2007	02/12/20	G	ISSUED FOR INFORMATION
DA02-C	HISTORICAL SETBACKS	02/12/20	G	ISSUED FOR INFORMATION
DA03	PROPOSED SITE PLAN/GROUND FLOOR & FIRST FLOOR	02/12/20	G	ISSUED FOR INFORMATION
DA04	SECOND FLOOR & ROOF PLAN	02/12/20	G	ISSUED FOR INFORMATION
DA05	ELEVATIONS & STREETSCAPE	02/12/20	G	ISSUED FOR INFORMATION
DA06	SHADOW STUDY	02/12/20	G	ISSUED FOR INFORMATION
DA07	LANDSCAPING PLAN	02/12/20	G	ISSUED FOR INFORMATION
DA08	TRAFFIC MANAGEMENT – SWEPT PATHS IN/OUT	02/12/20	G	ISSUED FOR INFORMATION

A.2 Site Inspection Photographs, 15 OCT 2020

The following table lists reference site images taken during noise survey set up and inspection 15th October 2020:

20201015_094425	20201015_094545
	
20201015_094606	**20201015_094609**
	
20201015_094611	**20201015_094641**
	

20201015_094700	20201015_094703
	
20201015_094708	**20201015_094717**
	
20201015_094730	**20201015_094733**
	
20201015_094752	**20201015_094807**
	

20201015_094819	20201015_094835
	
20201015_094919	**20201015_094921**
	
20201015_094928	**20201015_094954**
	
20201015_095001	**20201015_095010**
	

20201015_095029	20201015_095100
	
20201015_095103	**20201015_095118**
	
20201015_095202	**20201015_095225**
	
20201015_095256	**20201015_095311**
	

20201015_095103	20201015_095118
	
20201015_095202	**20201015_095225**
	
20201015_095256	**20201015_095311**
	
20201015_095323	**20201015_095354**
	

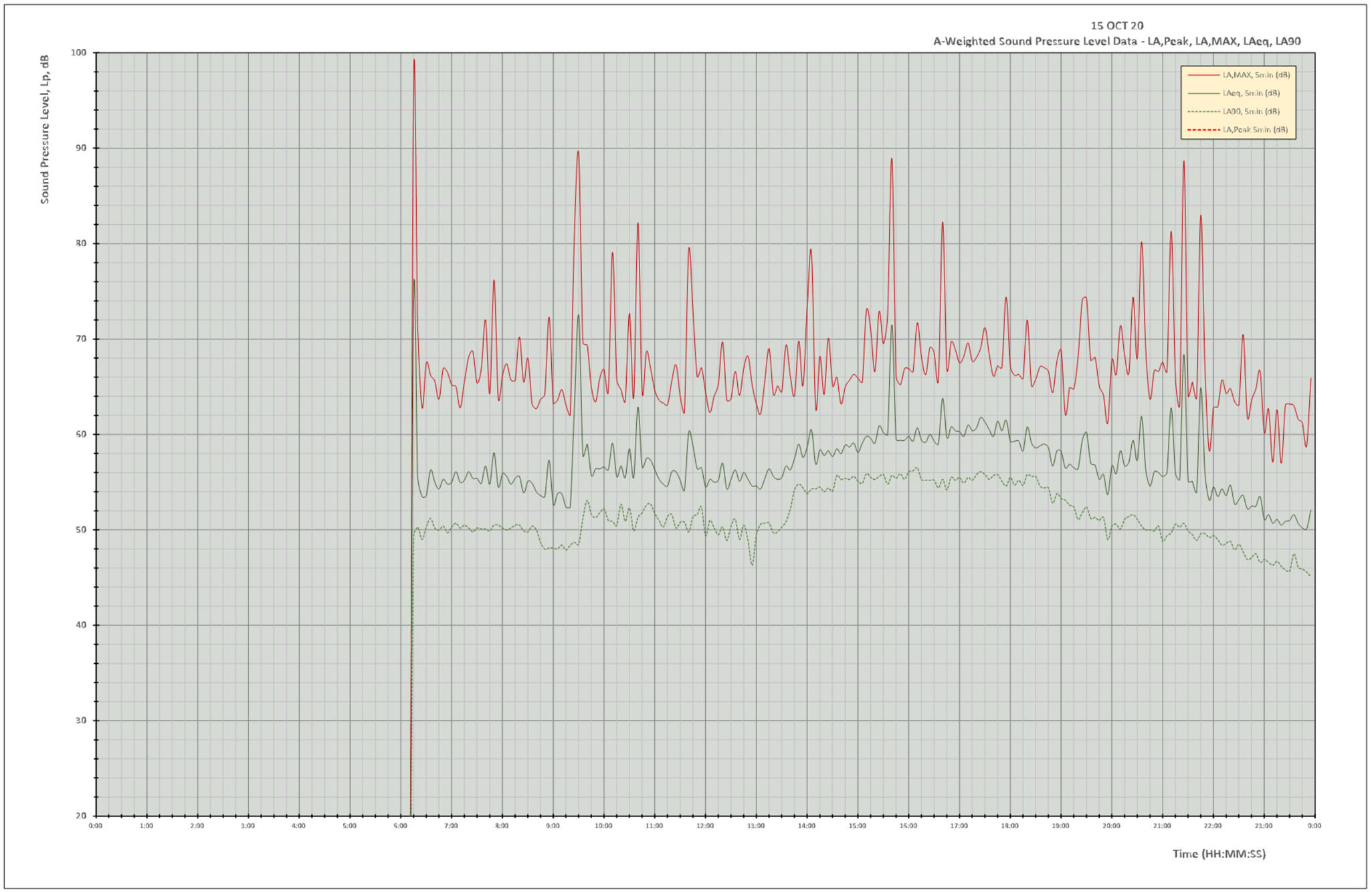
20201015_095357	20201015_095410
	
20201015_095510	**20201015_095517**
	
20201015_095535	**20201015_095537**
	

20201015_095539	20201015_095541
	
20201015_095544	**20201015_095548**
	
20201015_095558	**20201015_095610**
	
20201015_095641	**20201015_095705**
	

20201015_095723	20201015_095740
	
20201015_095749	**20201015_095803**
	

B. BUILDING FACADE CALCULATION METHODOLOGY

B.1 Detailed Noise Survey Analysis – 24 Hour Logged Data



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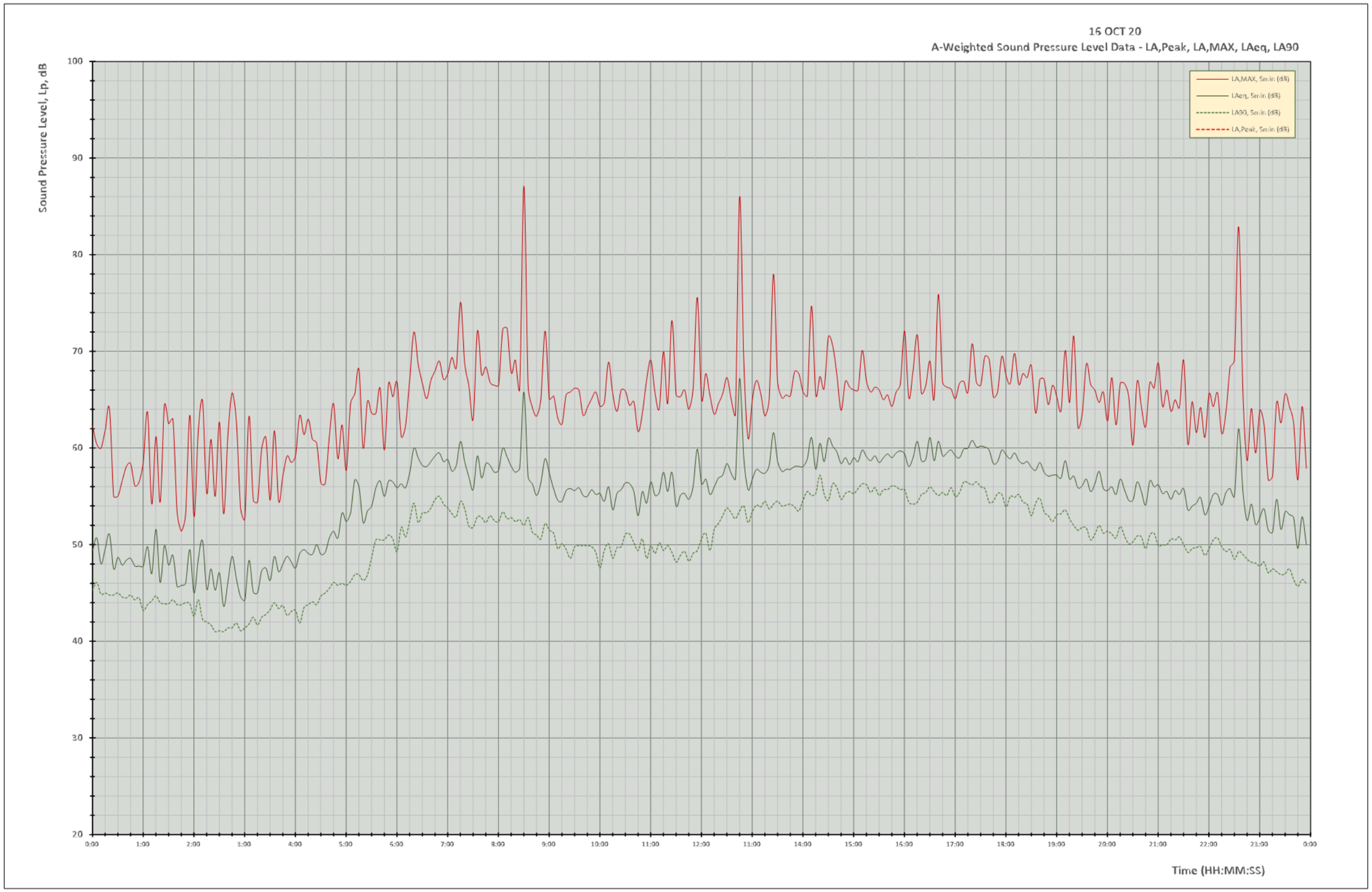
15 OCT 2020 - REPORT



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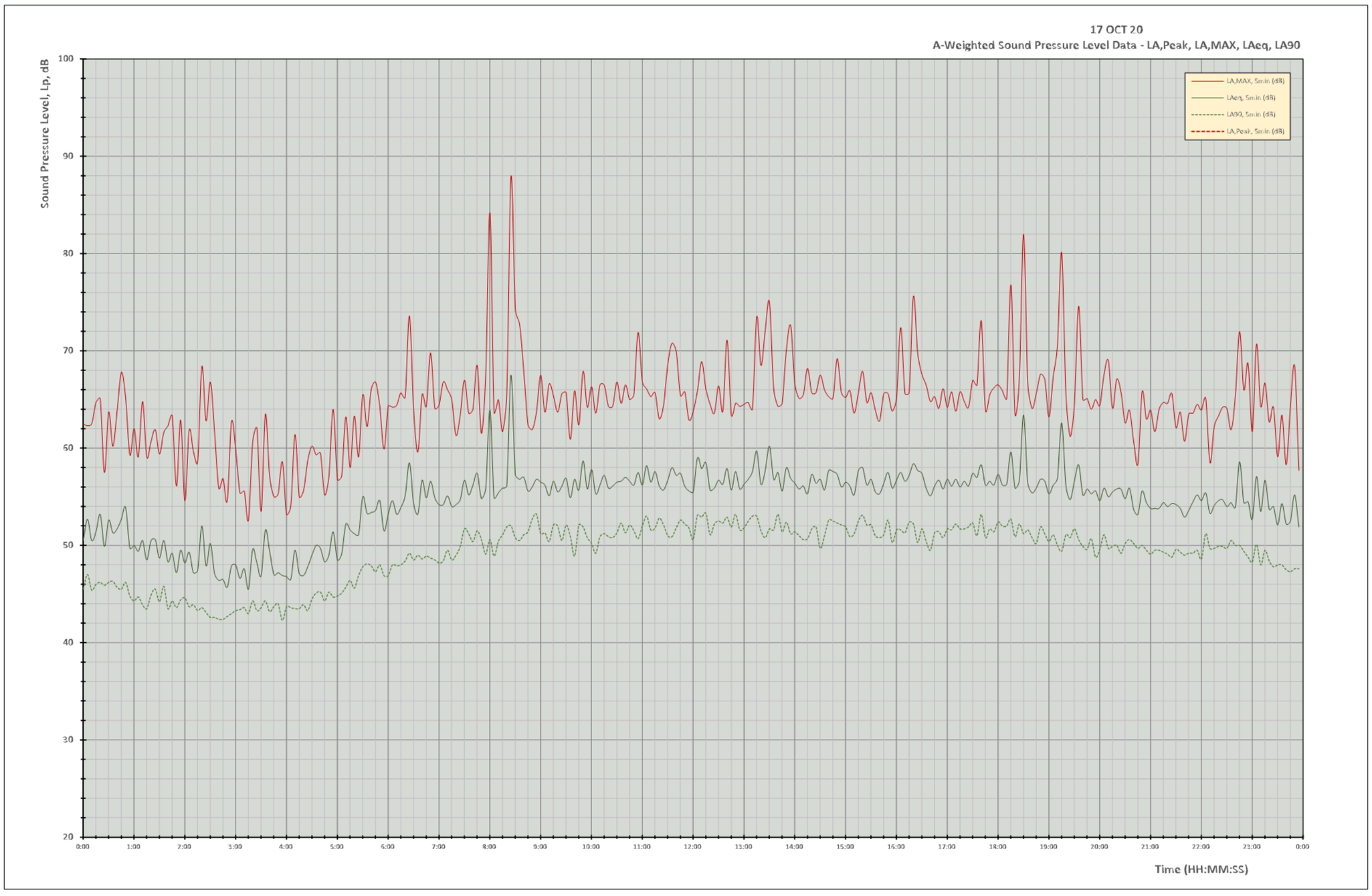
16 OCT 2020 - REPORT



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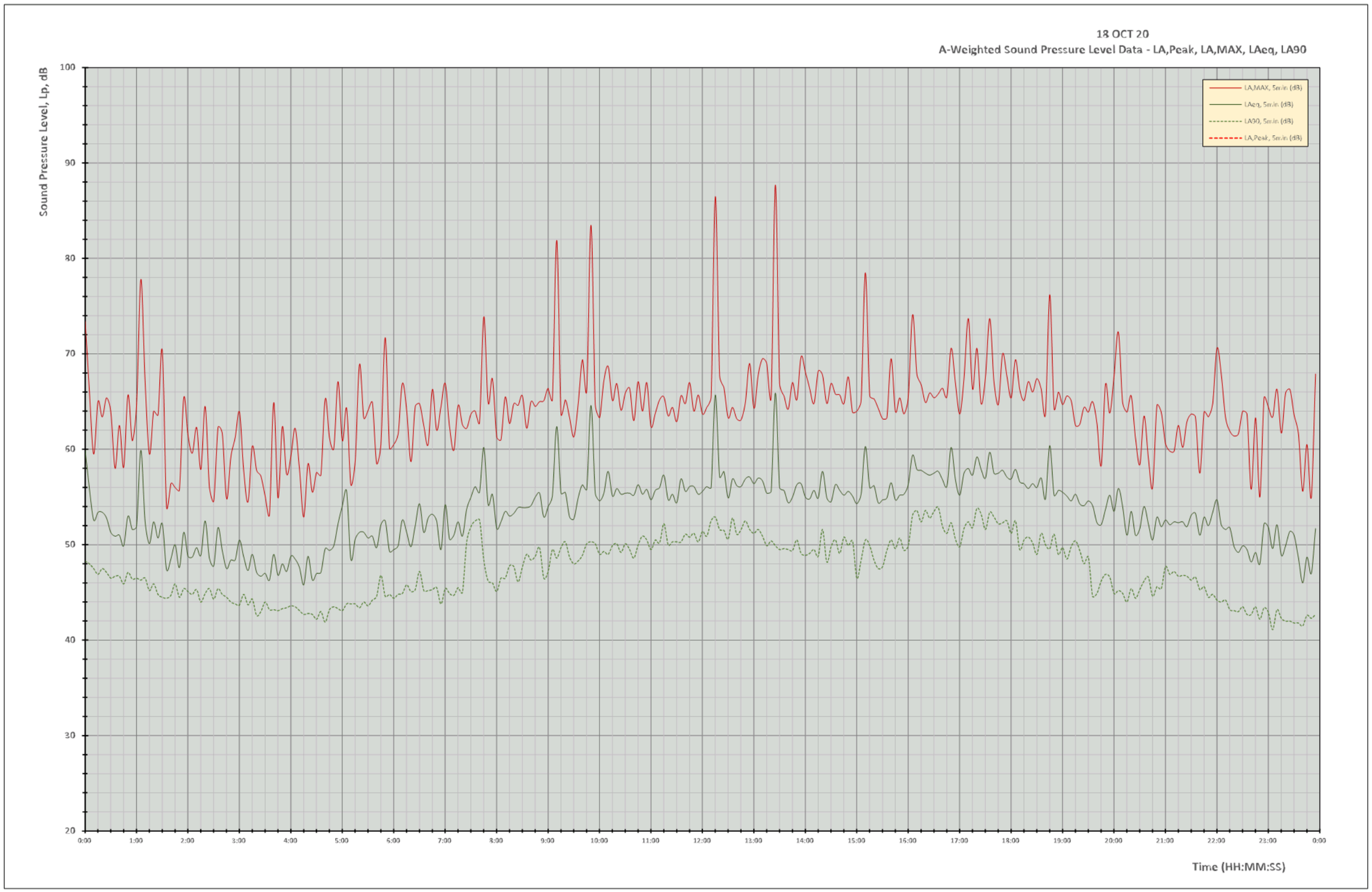
17 OCT 2020 - REPORT



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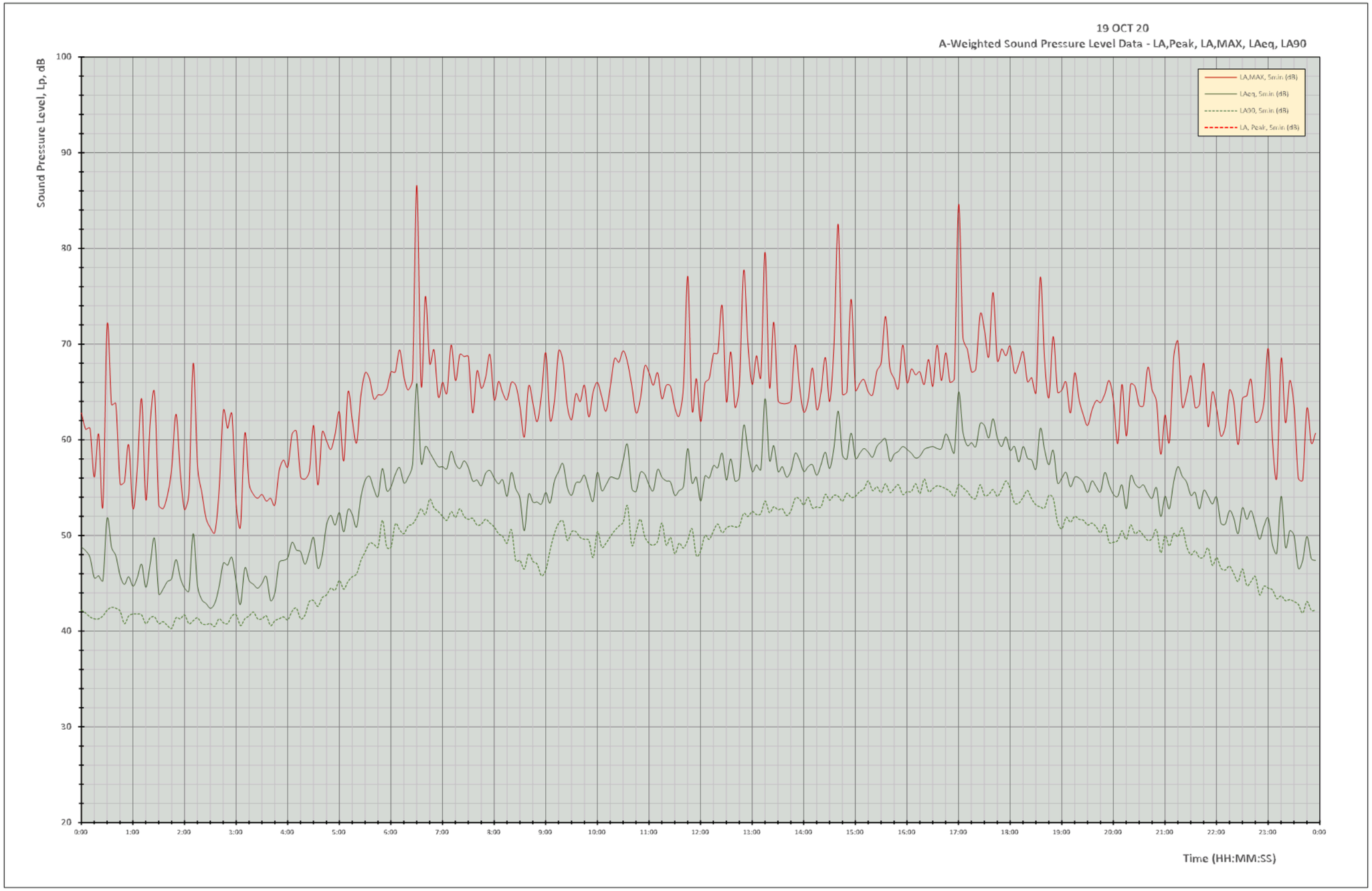
18 OCT 2020 - REPORT



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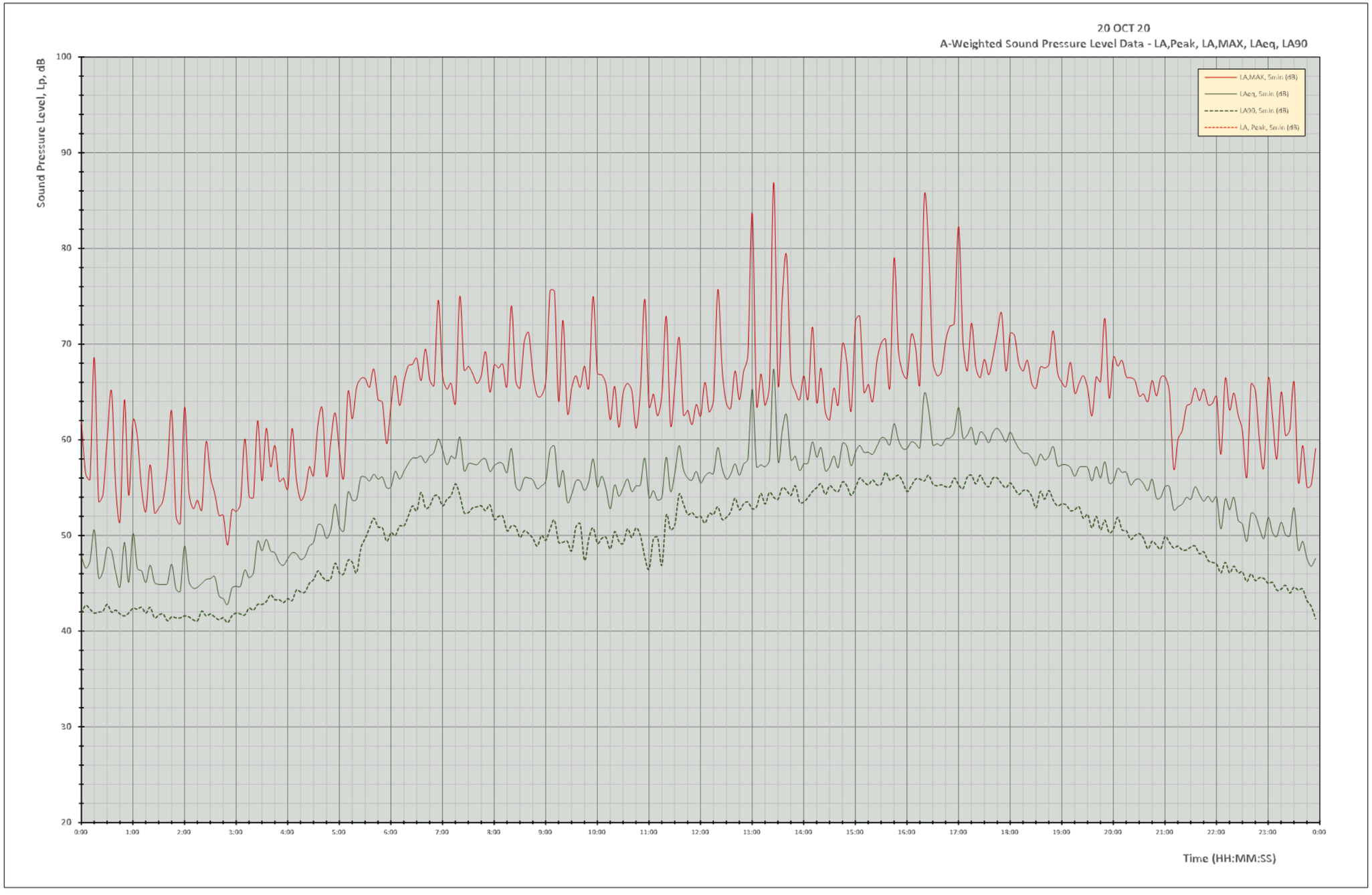

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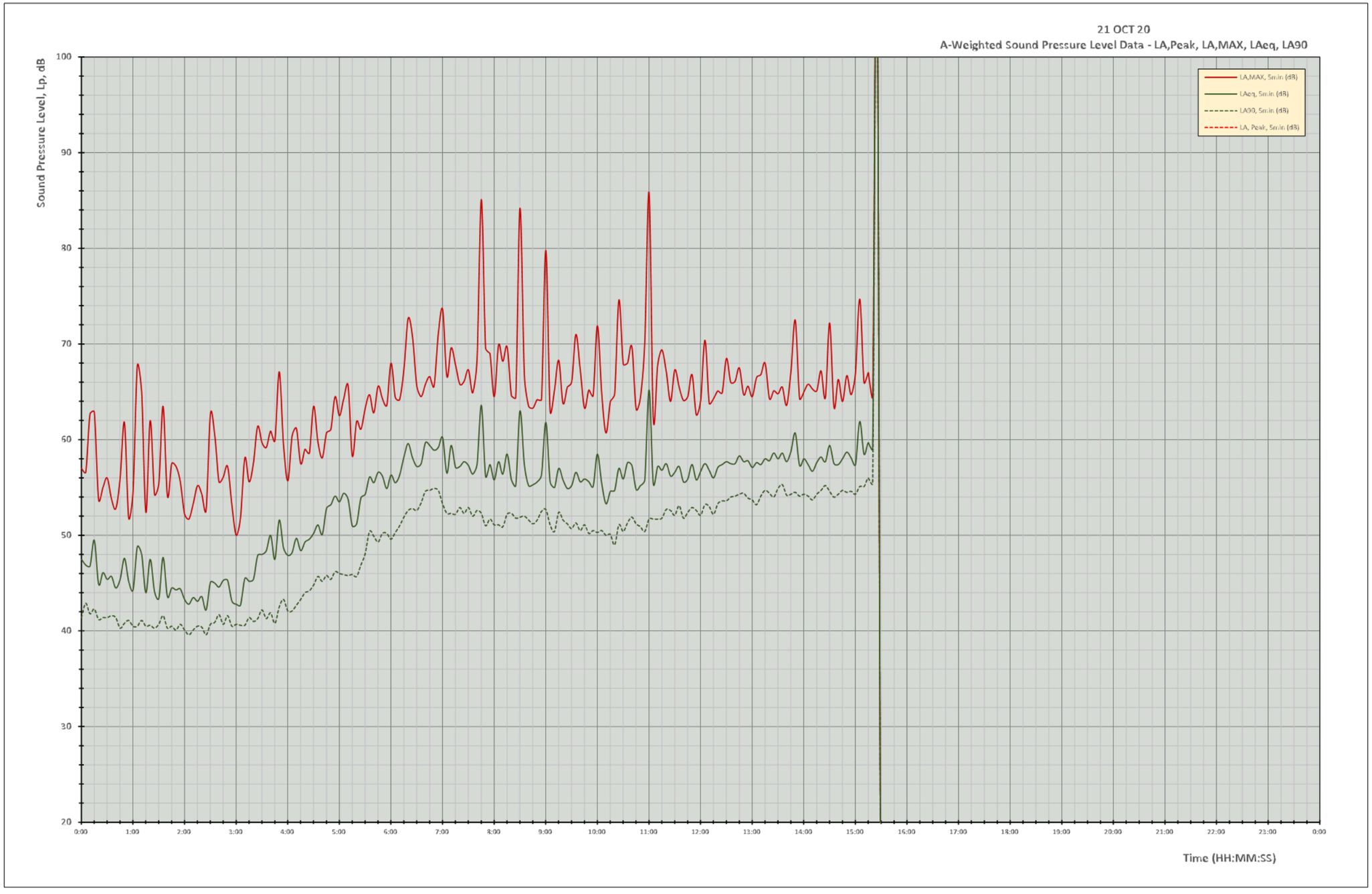

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B.2 Internal Nose Level calculations for Building Façade Specification

B.3 Building Façade Noise Ingress - Calculation Principles

Noise data obtained during the documented survey period and presented herein will provide the basis against which predicted internal noise levels can be calculated and compared against the referenced Australian Standard *AS2107:2016* criteria to assess internal noise amenity and compliance. The process of this evaluation assesses the composite acoustic performance of each façade element (e.g. glazing/frame, building envelope, ventilation opening etc) is calculated and the measured external sound field is said to impinge upon it as direct sound. As all measured noise levels were recorded under 'free-field' conditions, a correction of 2.5dB is applied to linear spectral noise levels when calculating façade performance to account for the façade incidence effect.

From the layouts and elevation drawings the building envelope there are typically three material element(s) capable of transmitting sound into the internal space; Concrete, lightweight infill panels (or other main building structure construction), and a range of framed and sliding glazing elements. Airborne sound transmission through the building structural element is less critical than sound transmission through glazed panels, therefore various acoustic performances of glazing types and thicknesses will be assessed and adjusted in design calculation to affect the most cost-effective design solution, whilst ensuring design compliance is demonstrated.

Corresponding internal noise levels are then predicted using these detailed sound transmission loss calculations through the calculated composite façade performance, with resultant internal levels corrected for radiating (exposed) façade area and internal energy 'losses' associated with transmitted sound undergoing absorption from (proposed) internal room finishes. This assessment is generally conservative to allow for unforeseen variation in eventual performance.

Each façade is also assessed for flanking transmission paths. This includes, but is not limited to, transmission through junctions between structural elements, aperture seals, and transmission through inter-connected elements such as mechanical systems.

In order that an acoustically-robust façade design is achieved, building façade assessment calculations are undertaken using 'worst case' (i.e. highest measured) external noise levels, unless otherwise noted. Calculations are carried out on the most sensitive internal spaces – generally those with the largest glazed area and a low internal absorptive area. This methodology provides an efficient review ensuring all spaces meet or exceed the required standard.

All façade ingress calculations are carried out in accordance with the relevant parts of British and European Standard *BS EN 12354:2000 Building Acoustics – Estimation of acoustic performance of buildings from the performance of elements Part 3: Airborne sound insulation against outdoor sound*, which is the most prevalent calculation methodology in the absence of an equivalent Australian Standard.

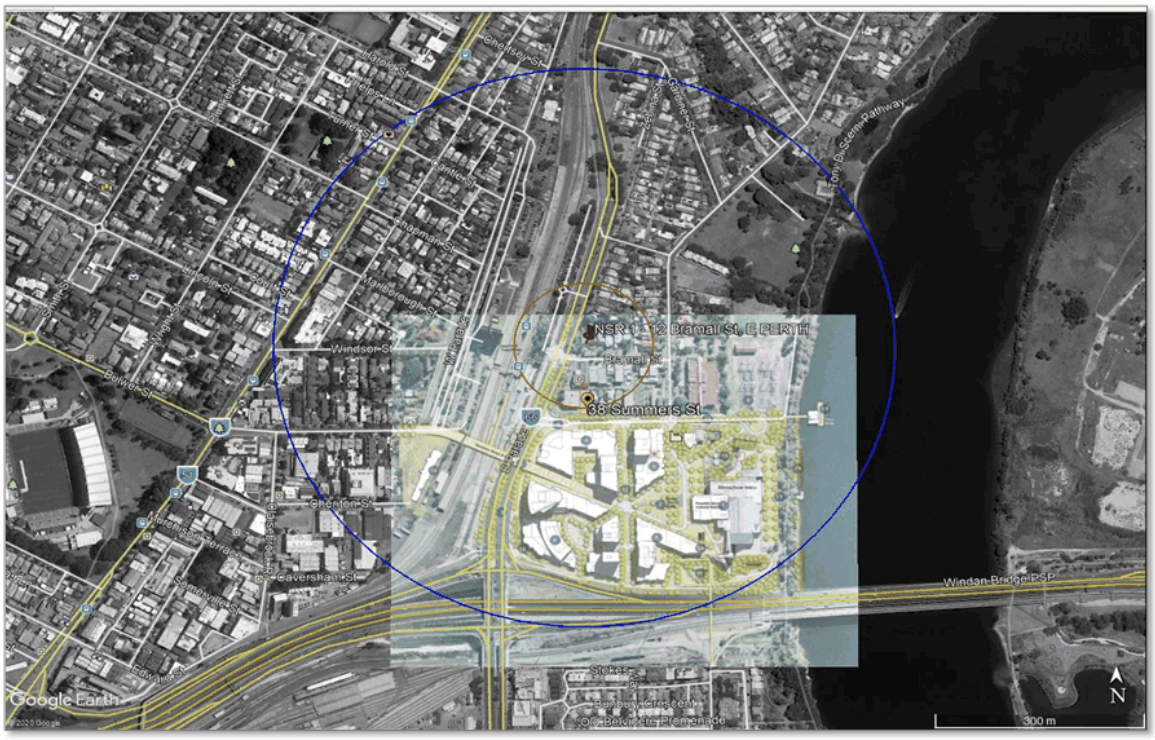
C. ARCHITECTURAL MARK UPS

C.1 Recommended Wall Requirements & Notes

D. CALCULATION OF NOISE EMISSIONS LIMITS

An Assigned Noise Level (ANL) is calculated for each identified noise-sensitive receiver (NSR) using a combination of environmental factors local to the receiver. A base set of ANL's exist to provide a minimum level of acoustic amenity, as shown in the Table below. These levels are modified by the calculation of an Influencing Factor (IF) to reflect noise sensitivity in the specific environment relative to the subject development and noise receiving environment.

To calculate the additional Influencing Factor (IF), concentric circles are drawn around the nearest noise-sensitive reception point; one at 450m radius and one at 100m radius.



Percentage land use areas are calculated for the amount of land use area within the concentric circles which are classified as either Industrial (I) or Commercial (C) uses. Percentage land use areas (not accounting for public roads) are then compared to the total area encompassed by the concentric circles.

Note – East Perth Powerstation Masterplan 2007 defines future mixed use zones shown on the overlay image above, which have been used in our calculation for Assigned Noise Level.

Road traffic volume is taken into account in order to reach an acceptable ANL, or noise reception level, appropriate for the area in which the receiver is to be situated:

- A Major Road is defined as having Annual Average Weekday Traffic (AAWT) flow in excess of 15,000 vehicle movements per day.
- A Secondary Road is defined as having Annual Average Weekday Traffic (AAWT) flows in excess of 6,000 vehicle movements per day.

Base Assigned Noise Levels

Part of Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L_{A10}	L_{A1}	L_{Amax}
Noise sensitive premises at locations within 15m of a building directly associated with a noise sensitive use	0700 to 1900 hours Monday to Saturday	45 + Influencing Factor	55 + Influencing Factor	65 + Influencing Factor
	0900 to 1900 hours Sundays and public holidays	40 + Influencing Factor	50 + Influencing Factor	65 + Influencing Factor
	1900 to 2200 hours all days	40 + Influencing Factor	50 + Influencing Factor	55 + Influencing Factor
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and public holidays	35 + Influencing Factor	45 + Influencing Factor	55 + Influencing Factor
Noise sensitive premises at locations further than 15m of a building directly associated with a noise sensitive use	All hours	60	75	80
Commercial premises	All hours	60	75	80
Industrial and Utility premises	All hours	65	80	90

Calculation of Influencing Factor (IF)

The Influencing Factor (IF) is calculated using the following equation:

Influencing Factor (IF) = I + C + TF

Where;

I = (% of industrial land usage within 100m + %industrial land usage within 450m) x 1 / 10
C = (% of commercial land usage within 100m + %commercial land usage within 450m) x 1 / 20

TF = +6 if there is a major road within 100m of the development
+2 if there is a major road within 450 m of the development
+ 2 if there is a secondary road within 100m of the development

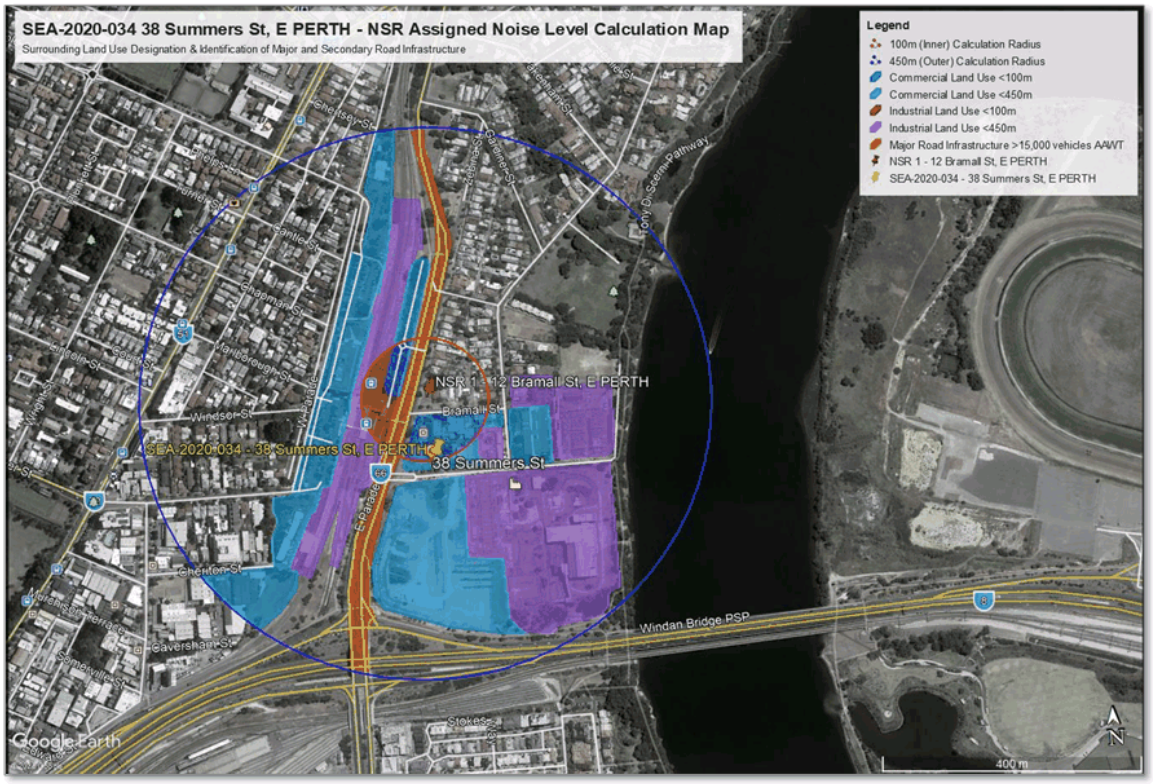
The maximum value the transport factor (TF) can reach is 6;

Identification of Land Use

The schematic image below presents review and classification of surrounding Commercial (C) and Industrial (I) land use in the Inner and Outer calculation radii in the vicinity of the site and nearest NSR. ANL limits were calculated on the basis of 30% Commercial (C) Land Use in the Inner circle, and 15% Commercial Land Use within the surrounding Outer Circle calculation radius; 17% Industrial (I) Land Use in the Inner circle and 15% within the surrounding Outer Circle calculation radius.

Road transport infrastructure is identified as East Parade (South of Summers St), carrying a Traffic volume of 46,015 vehicles per Annual Average Weekday (AAWT), identified as a *"Major Road"* in accordance with the *Prescribed Methodology*.

The calculated ANL limits are applicable to all noise emissions:



ASSIGNED NOISE LEVEL LIMITS – SUMMARY CALCULATION TABLE

Land Use Type & IF Calculation					
Industrial					**"I"**
% Area in Inner Circle	17%				**3.19**
% Area in Outer Circle	15%				
Commercial					**"C"**
% Area in Inner Circle	30%				**2.22**
% Area in Outer Circle	15%				
Roads	**Location**	**Estimated vehicle Movements per day**	**Classification**	**Result**	**"TF"**
E Parade (S of Summers St)	Inner	46, 015	Major	+6	**6**
INFLUENCING FACTOR					**+11.41**

The resultant IF therefore equals **11.41**, determining the applicable Assigned Noise Level limits at the NSR.

E. ACOUSTIC GLOSSARY

Acoustic Measurement Parameter Definitions

dB

Decibel: a logarithmic scale applied to acoustic units such as sound pressure and sound power. Decibels are always the ratio between two numbers. Sound Pressure in Pascals becomes "Sound Pressure Level re 2x10-5Pa" in decibels. Sound Power in watts becomes "Sound Power Level re 10-12W" in decibels. It is also used for sound reduction or sound insulation and is the ratio of the amount of sound energy incident upon a partition and the proportion of that energy which passes through the partition. The result is stated as a "decibel reduction".

dB(A)

A-weighting: This is an electronic filter which attenuates sound levels at some frequencies relative to the sound levels at other frequencies. The weighting is designed to produce the relative response of a human ear to sound at different frequencies. The A-weighted sound level is therefore a measure of the subjective loudness of sound rather than physical amplitude. A-weighting is used extensively and is denoted by the subscript A as in LA10, LAeq etc. (Levels given without the subscript 'A', are linear sound levels without the A-weighting applied, e. g. L10, Leq etc.).

Sound Power Level, (SWL)

Sound power level refers to the reference value of acoustic power (of a noise source, e.g. building services plant unit). Given a well-defined operation condition, (i.e. steady state), the sound power level of a machine is a fixed value and describes the rate at which sound energy is emitted, reflected, transmitted or received, per unit time. The SI unit of sound power is the watt (W), and is expressed as a logarithmic ratio of sound power versus reference sound power, re 10-12W" in decibels (dB), or A-Weighted decibels, dB(A);

Sound power level (SWL) is the acoustic energy emitted by a source which produces a resulting Sound Pressure Level (SPL) at some distance. While the Sound Power Level (SWL) of a given source is fixed, the resultant Sound Pressure Level (SPL) at a given receiver location depends upon the distance and angle from the noise source, and the acoustic characteristics of the area in which the receiver is located;

Sound Pressure Level, (SPL)

Sound Pressure Level (SPL) is a measure for the resulting effect of the energy (Sound Power Level, SWL) of an acoustic source (or a collection of sources) and is dependent upon the distance and angle between the source(s) and receiver location, the acoustic properties of the surrounding geometry and influencing surface finishes between the source-receiver path;

Sound Pressure Level (SPL) is always depends on position and environment.

LAeq,T

The "A" weighted equivalent continuous sound pressure level. This may be thought of as the "average" sound level over a given time "T". It is used for assessing noise from various sources: industrial and commercial premises, construction sites, railways and other intermittent noises.

LA90,T

The "A" weighted sound pressure level that is exceeded for 90% of the time T. It reflects the quiet periods during that time and is often referred to as the "background noise level". It is used for setting noise emission limits for industrial and commercial premises.

LAmax

The maximum "A" weighted sound pressure level during a given time on fast or slow response.

LpA

The "A" weighted sound pressure Level. The sound pressure level is filtered through a standard frequency weighting known as A-weighting. This filter copies the frequency response of the human ear, so that the resulting sound level closely represents what people actually hear.

R

Is the sound reduction index of a construction element in octave or 1/3 octave bands and can only be measured in a laboratory. There must be no flanking transmission.

R'

Is the sound reduction index of a construction element in octave or 1/3 octave bands measured on site, and normally includes flanking transmission (i.e. where sound travels via paths other than straight through the element being tested, such as columns, ducts, along external walls, etc.).

Rw

To get the weighted sound reduction index (Rw) of a construction, the R values are measured in octave or 1/3 octave bands covering the range of 100Hz to 3150Hz. The curve is adjusted so that the unfavourable deviation (or shortfall of the actual measurements below this standard curve) averaged over all the octave or 1/3 octave bands is not greater than 2dB. The value of the curve at 500Hz is the Rw.

R'w

The apparent sound reduction index, which is determined in exactly the same way as the Rw but on site where there is likely to be some flanking transmission.

D

This is the "level difference". It is determined by placing a noise source in one room and measuring the noise levels in that room (the "source room") and an adjacent room (the "receiver room"). The level difference is calculated by simply deducting the "receiver" noise level (dB) from the "source" noise level (dB).

Dw

This is the weighted level difference. D is measured on site in octave or 1/3 octave bands covering the range of 100Hz to 3150Hz. The D values are compared to a standard weighting curve. The curve is adjusted so that the "unfavourable deviation" (or shortfall of the actual measurements below this standard curve) averaged over all the octave or 1/3 octave bands is not greater than 2dB. The Dw is then the value of the curve at 500Hz.

Dnw

This is the weighted normalised level difference. D is measured on site in octave or 1/3 octave bands covering the range of 100Hz to 3150Hz. As the level difference is affected by the area of the common wall/ floor and the volume of the receiving room, as well as the amount of absorption in the receiving room, in the case of the DnT,w, the results are "normalised" by a mathematical correction to 10m2 of absorption (Dn). The same weighting curve as for Dw is used to obtain the single figure: Dnw.

Acoustic Performance Guide

DnT,w

This is the weighted standardised level difference. D is measured on site in octave or 1/3 octave bands covering the range of 100Hz to 3150Hz. As the level difference is affected by the area of the common wall/ floor and the volume of the receiving room, as well as the amount of absorption in the receiving room, in the case of the DnT,w, the results are "standardised" by a mathematical correction a reverberation time, usually 0.5 seconds (DnT). The same weighting curve as for Dw is used to obtain a single figure "DnT,w"

DnT(Tmf, max),w

This is the weighted BB93 standardised level difference corresponding to a Building Bulletin 93 reference value reverberation time in a receiving room. It is measured on site in accordance with BS EN ISO 140- 4:1998.

Dn,c

Suspended ceiling normalised level difference. This is the sound level difference between two rooms, separated by a suspended ceiling, normalised to a reference value of absorption in the receiving room (10m2 for the Laboratory as specified in ISO 140-9:1985). It is measured in 1/3 octave or octave frequency bands.

Dn,c,w

Weighted suspended ceiling normalised level difference. This is a single number quantity representing the sound reduction between two rooms separated a suspended ceiling. It is obtained by applying specified weightings to the 1/3 octave band suspended ceiling normalised level differences in the frequency range 100Hz to 3150Hz.

Ctr

Spectrum adaptation term: Value, in decibels, to be added to a single-number rating (e. g. Rw) to take account of the characteristics of particular sound spectra. Ctr is calculated using an A-weighted urban traffic noise spectrum as defined in BS EN ISO 717-1:1997.

NR

Stands for Noise Rating. (It is NOT noise reduction). It is (e. g. NR30, NR35 etc.) a single number, which represents the sound level in a room and takes account of the frequency content of the noise. The lower the NR value, the quieter the room will be. It is mainly used for assessing noise from mechanical services systems. In leisure developments it is used as a standard for noise break-in to rooms from external noise sources such as traffic.

NC

Stands for Noise Criteria. It is very similar to NR but (e.g. NC30, NC35 etc.) uses slightly different frequency weightings.

NRC

Stands for Noise Reduction Coefficient. The noise reduction coefficient of a material is the average, to the nearest multiple of 0.05, of the absorption coefficients at 250Hz, 500Hz, 1kHz and 2kHz.

α

Stands for Absorption Coefficient, which represents the proportion of incident sound energy arriving from all directions that is not reflected back into the room. It ranges between 0 and 1, where 0 is reflective and 1 is totally absorptive.

αw

Stands for Weighted Absorption Coefficient. Single- number frequency dependent value which equals the value of the reference curve at 500Hz after shifting it as specified in EN ISO 11654:1997.

αp

Stands for practical absorption factor. It is a frequency dependent value of sound absorption coefficient which is based on measurements in one- third- octave bands in accordance with ISO 354 and which is calculated in octave bands in accordance with EN ISO 11654:1997. It is the arithmetic mean of the three 1/3 octave sound absorption coefficients within the octave being considered. The mean value is calculated to the second decimal place and rounded in steps of 0.05 up to a value of 1.0.

Class X

Stands for the Absorption Class between 250Hz and 4kHz, as defined by EN ISO 11654. Class A is the best classification representing the highest level of absorption, and Class E offers to lowest classification.

RT or T60

Reverberation Time is a measure of the echoic nature of a room. It is normally measured in 1/3 octave or octave bands by exciting the space with a high level interrupted source or impulse, and measuring the time taken for the signal to decay to silence. The longer the reverberation time, the more 'echoic' a room sounds. For dwellings, a reverberation time of 0.5 seconds or less is normal. Cinema auditoria will have reverberation times of 1.0 second or below when fitted out, but up to 9 seconds at shell completion.

When designing acoustically sensitive areas such as concert halls or lecture theatres, it is necessary to design the room finishes to achieve optimum reverberation times. These will vary depending on the type of activity in the room and the room volume.

Tmf

Stands for the arithmetic average of the reverberation times in the 500Hz, 1kHz and 2kHz octave bands, for the type of receiving room, as defined in UK Schools design manual, Building Bulletin 93.

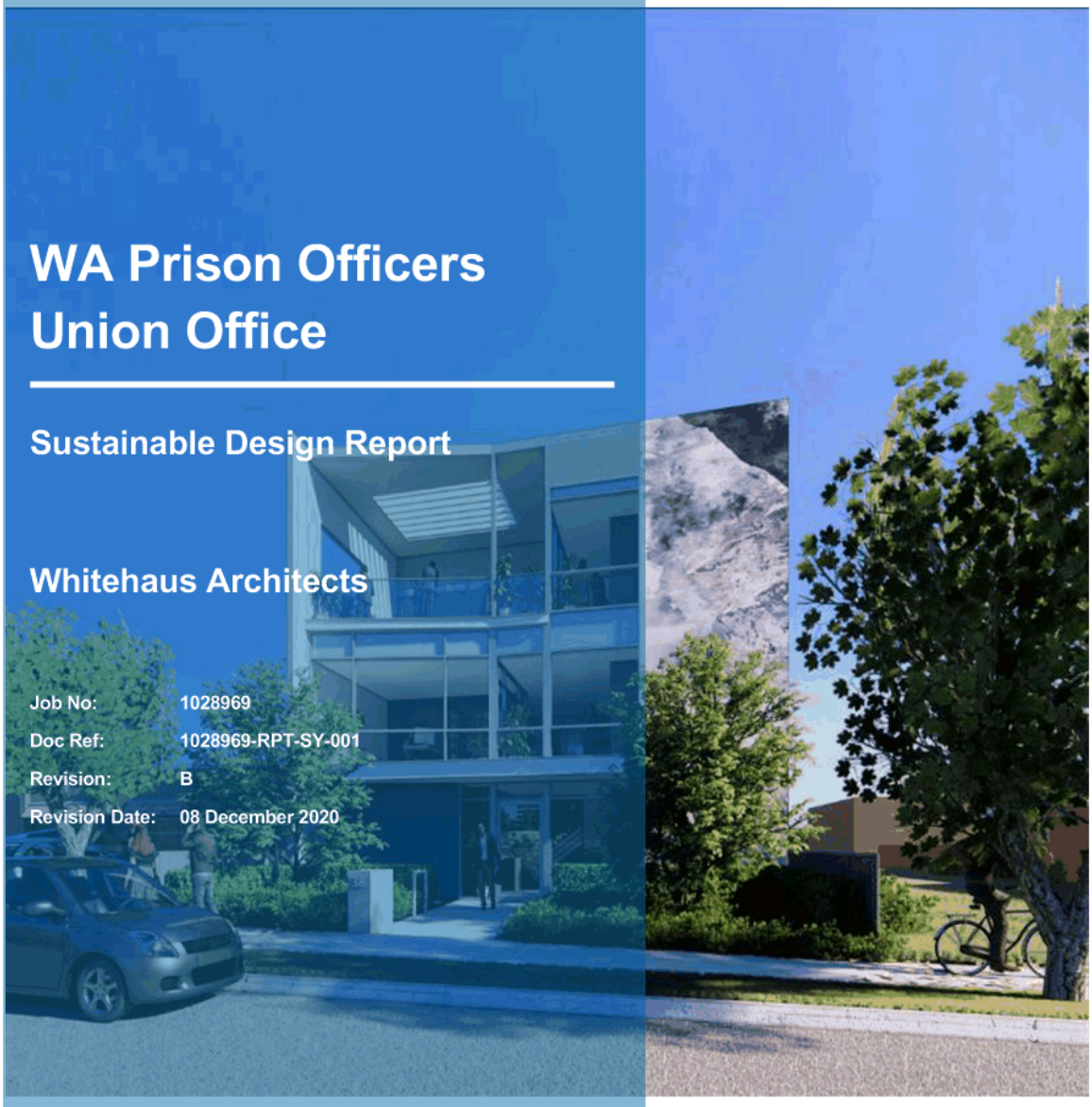

Sealhurst
Acoustic Design
& Engineering

CUNDALL

WA Prison Officers Union Office

Sustainable Design Report

Whitehaus Architects



Job No: 1028969
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Revision: B
Revision Date: 08 December 2020

Project title	WA Prison Officers Union Office	Job Number
Report title	Sustainable Design Report	1028969

Document Revision History

Revision Ref	Issue Date	Purpose of issue / description of revision
—	03 December 2020	Issue for Development Application
A	04 December 2020	Issue for Development Application, updated based on WhiteHaus comments
B	08 December 2020	Issue for Development Application, updated based on WhiteHaus comments

Document Validation (latest issue)

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X	X	X
Principal author	Checked by	Verified by
Signed by: Lombardo, Damiano	Signed by: Grimaldi, Oliver	Signed by: Grimaldi, Oliver

Executive summary

This report outlines the Ecological Sustainable Design (ESD) strategy for the proposed WA Prison Officers Union Office development at 36 & 38 Summers Street, East Perth, Western Australia. The new 3-storey development is designed to include 1 level of integrated parking and 2 levels of office and multipurpose space.

The City of Vincent's *Built Form Policy No. 7.1.1* provides a guide to achieving good building design. Within this policy there are twenty (20) Objectives, three (3) of which relate to sustainability:

1. Respond to the changing needs of the community, environment and the economy over time in an efficient, functional and attractive manner;
2. Improve resource, energy and water efficiency throughout the development lifecycle including during construction, maintenance and ongoing use;
3. Incorporate sustainable and energy efficient design that befits the local climate and provides comfortable living conditions while reducing greenhouse gas emissions;

Furthermore, in *Part 2 – Policy Provisions, Volume 3 – Commercial, Section 1 – Town Centre, 1.18 Environmentally Sustainable Design* the Policy outlines specific criteria that the above proposed development must demonstrate.

This report outlines all considerations and mechanisms within the design of the proposed development that will effectively manage the resource, energy and water use associated with the building development and its operation. The development will aim to be designed to the equivalent standard of a 5-star under the Green Star Design & As-Built v1.3 rating system.

Environmentally Sustainable Design objectives and acceptable outcomes relevant to Part 2, Volume 3, Commercial

Element Objectives	Acceptable Outcomes	Met
O1.17.1 Development that considers the whole of life environmental impact of the building and incorporates measures to reduce this impact.	**A1.17.1** Development shall incorporate: 1. Site planning principles that maximise solar passive design opportunities for both summer and winter; 2. Natural ventilation and daylight penetration to reduce energy consumption; 3. Daytime areas with north-facing glazing to allow passive solar heating during winter; 4. Openable windows and/or ceiling fans to habitable rooms or occupied spaces that allow natural and cross ventilation; 5. Recovery and re-use of rainwater, storm water, grey water and/or black water for non-potable water applications; 6. Shading devices to reduce unwanted solar gain in summer and increase passive solar gain in winter; and 7. Integration of renewable energy and energy storage systems to optimise energy consumption.	✓ ✓ ✓ ✓ ✓ ✓ ✓
O1.17.2 Development which reduces the impact of solar radiation in summer and increase passive solar gain in winter.	**A1.17.2** Development achieves one of the environmental performance standards shown in the below table, or their equivalent*. ▪ Green Building Council of Australia's Green Star Rating System; As-Built and Performance rating tool – 4-star Green Star rating	✓

Contents

Figures

Tables

Appendices

1.0 Introduction

The proposed WA Prison Officers Union Office development is a commercial building within the City of Vincent in WA. The new 3-storey development is designed to include 1 level of integrated parking and 2 levels of office and multipurpose space. As the location of the development is within a residential built form area as designated by the *Planning and Development (Local Planning Schemes) Regulations 2015* the *Planning and Building Policy Manual Built Form Policy, Part 2, Volume 3 Section 5* of the City of Vincent, provisions apply.

Figure 1.1 - Proposed Development Location

This report outlines how the development will be designed to meet *Part 2, Volume 3, Section 5.7 Residential Area Development Requirements (and in turn Part 2, Volume 3, Section 1.17 Environmentally Sustainable Design) of the Built Form Policy No. 7.1.1*, for the purposes of the Development Application (DA) submission.

Figure 1.2 - Visualisation of the Proposed WA Prison Officers Union Office Development

1.1 City of Vincent Planning and Building Policy Manual Built Form Policy

The purpose of the Built Form Policy is to provide guidance on development in the City of Vincent. There are 20 objectives of the policy under context, design, sustainability, movement, and housing categories. The sustainability part of the policy includes three objectives namely:

14. Respond to the changing needs of the community, environment and the economy over time in an efficient, functional and attractive manner;
15. Improve resource, energy and water efficiency throughout the development lifecycle including during construction, maintenance and ongoing use;
16. Incorporate sustainable and energy efficient design that befits the local climate and provides comfortable living conditions while reducing greenhouse gas emissions;

Part 2, Volume 3, Section 5 of this Policy applies to co applications for commercial developments in the areas identified as residential areas on Figure 1.2 shown below, pursuant to Schedule 2, Part 7 of the Planning and Development (Local Planning Schemes) Regulations 2015.

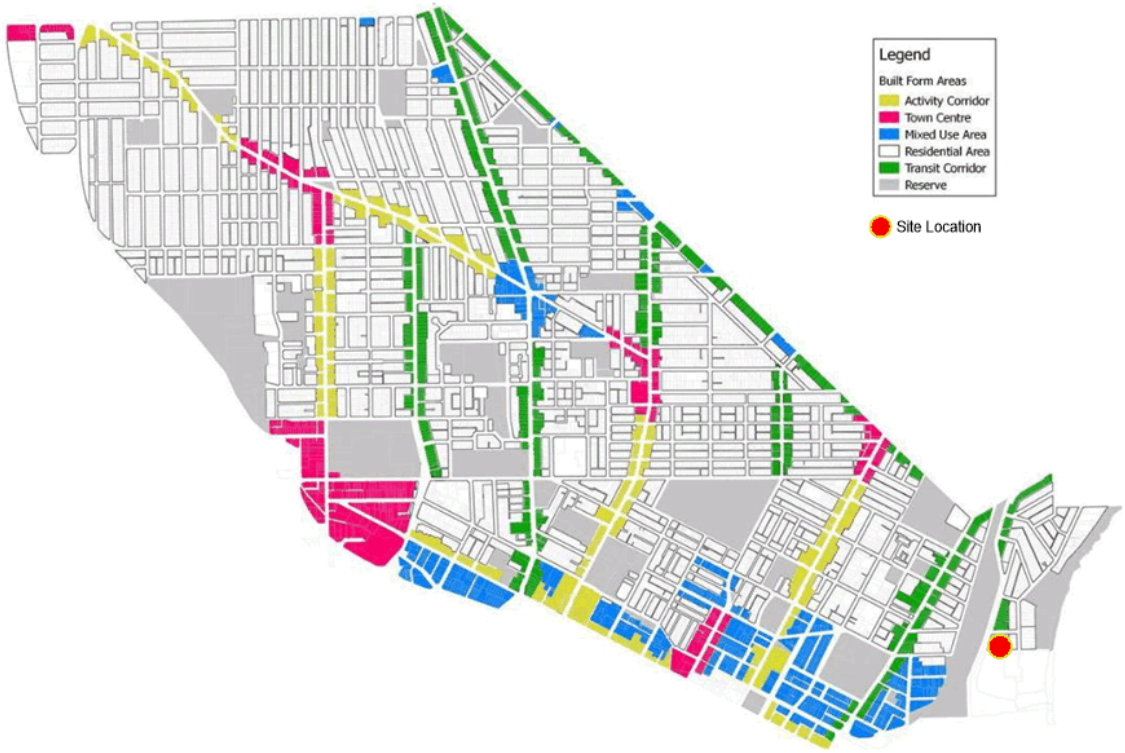


Figure 1.3 – City of Vincent Built Form Areas – Residential (White)

In addition, the policy also requires any Development Assessment applicants to provide comments to the City of Vincent regarding whether the development meets the relevant Design Principles contained with the Appendix 1 of the policy. The Sustainability Section of the Appendix 1 includes:

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

- Sustainable buildings incorporate effective environmental design measures that respond to local climate and site conditions by providing optimal orientation, shading, thermal performance, and natural ventilation. Reducing reliance on energy intensive systems for heating and cooling improves energy efficiency, minimises resource consumption and reduces operating costs over the whole life cycle of the building.
- Other sustainable design measures may also include the use of sustainable construction materials, recycling, material re-use, harnessing of renewable energy sources, appropriate water management and/or adaptive re-use of existing buildings. Good design considers the ease with which sustainability initiatives can be maintained and managed.
- Sustainable landscape and urban design adhere to established principles of water-sensitive urban design and minimises negative impacts on existing natural features and ecological processes, as well as facilitating green infrastructure at all project scales.

1.2 Sustainability targets

The development is being designed to fulfil the requirement in terms of sustainable design and the Built Form policy and is aiming to achieve the following equivalent green building rating standard:

- 4-star Green Star – Design & As-Built v1.3 (no formal rating).

The project is also required to comply with the National Construction Code (NCC) Section J for Energy Efficiency. These commitments are outlined in more detail in the following sections.

This report has been developed in four key sections as noted below. Each section will focus on a key concern for the development and provide an insight as to how these items will be addressed throughout the design process.

- Passive design;
- Water reuse and recovery;
- Climate responsive design; and
- Environmental performance rating.

2.0 Passive design

The construction industry is responsible for around 20% of Australia's carbon footprint. These emissions include embodied energy and water consumption that goes into the building during construction as well as operational energy and water usage of the completed building, maintenance during the life span and the demolition at the end of the building's life.

City of Vincent Planning and Building Policy Manual, Built Form Policy requires:

A1.17.1 Development shall incorporate:

1. Site planning principles that maximise solar passive design opportunities for both summer and winter;
2. Natural ventilation and daylight penetration to reduce energy consumption;
3. Daytime areas with glazing to allow passive solar heating during winter;
4. Openable windows and/or ceiling fans to habitable rooms or occupied spaces that allow natural and cross ventilation;
6. Shading devices to reduce unwanted solar gain in summer and increase passive solar gain in winter;

The following sections set out passive design strategies utilized for this development to reduce the buildings energy demand and greenhouse gas emissions.

2.1 Building form

The development has incorporated passive comfort control measures into the design. As evident in the plans below (*Figure 2.1*), the wider façade of the building form is facing East to west, allowing for passive heat gain during colder months, whilst ensuring walls are not directly exposed for the whole day during the hot summer months. Placing the core of the building on the north of the building also adds thermal mass reducing the diurnal swings.

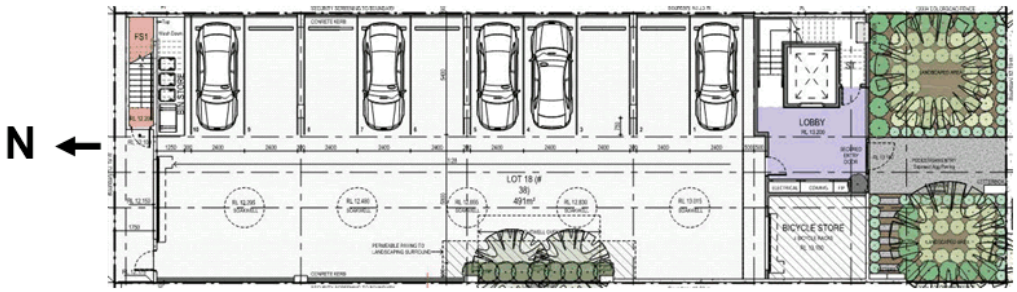


Figure 2.1 - Ground floor plan of the development

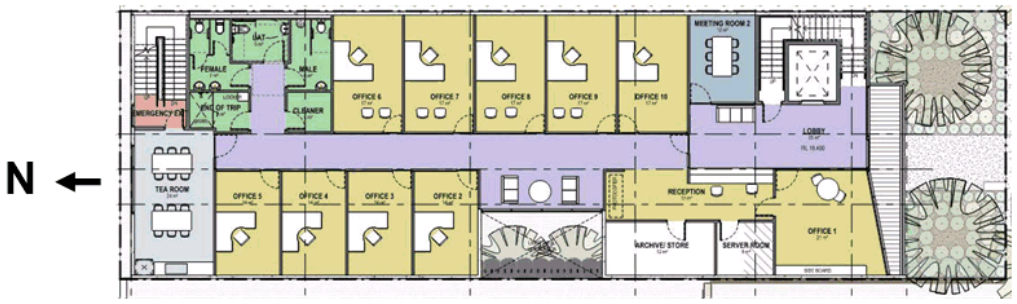


Figure 2.2 - First floor plan of the development

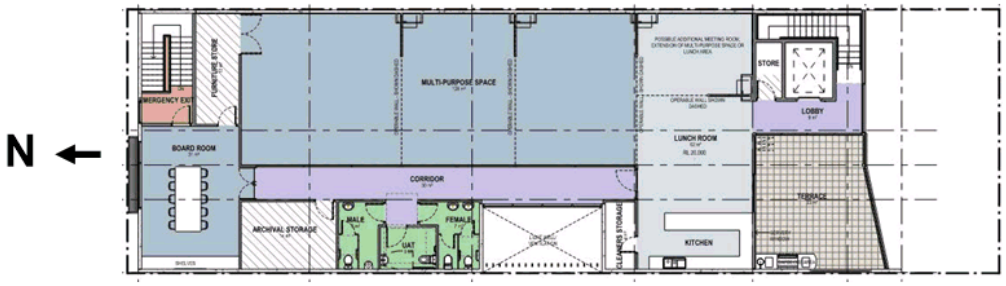


Figure 2.3 - Second floor plan of the development

2.2 Shading devices

Several of the glazed openings in the building have shading devices that provide additional vertical and horizontal shading from direct solar irradiation.

Figure 2.4 - Proposed shading devices

3.0 Water reuse and recovery

The water consumption of Western Australian is the second highest in Australia with an average of 241,000 litres per household per annum, well above the Australian average of 190,000 litres [1]. A reduction of water usage does not only alleviate pressure from the local water supply but also means reduced costs of living in WA.

City of Vincent Planning and Building Policy Manual, Built Form Policy requires:

A1.17.1 Development shall incorporate:

5. Recovery and re-use of rainwater, storm water, grey water and/or black water for non-potable water applications.

The following measures to reduce water consumption are considered to be included in proposed development.

3.1 Water fixtures & fittings

Occupant consumption is a major contributor to potable water usage. The following water fixture WELS ratings will be considered to ensure the efficient use of potable water by building occupants.

Table 3.1: Proposed water fitting WELS ratings

Fixture / Fitting Type	WELS Rating
Taps	6 Star
Toilets	5 Star
Showers	3 Star
Dishwashers	6 Star
Clothes Washing Machines	5 Star

3.2 Irrigation

A major amount of potable water usage goes back to landscape irrigation. To reduce the amount of water used for the landscape, a drip system with moisture sensor control may be installed for irrigation. Collected rainwater may also be used for irrigation to reduce water consumption, as mentioned below.

3.3 Water collection and storage

The development will collect, store and reuse rainwater for the purpose of irrigation of green, landscaped space within the development. Rainwater collection will occur on the roof topmost level of the development, with an approximate net collection area of 645 m^2. The water can be stored in a tank on the ground floor of the development. The final location and size of the rainwater collection system and storage tank is to be finalised. The rainwater collection surface and examples of the greenspaces where this captured water can be used are displayed below in Figure 3.1 and Figure 3.2. It should be recognised that during the winter, the green spaces will be watered by rainwater as they are not undercover. The pool will also capture some rainwater, reducing the volume required for refilling.

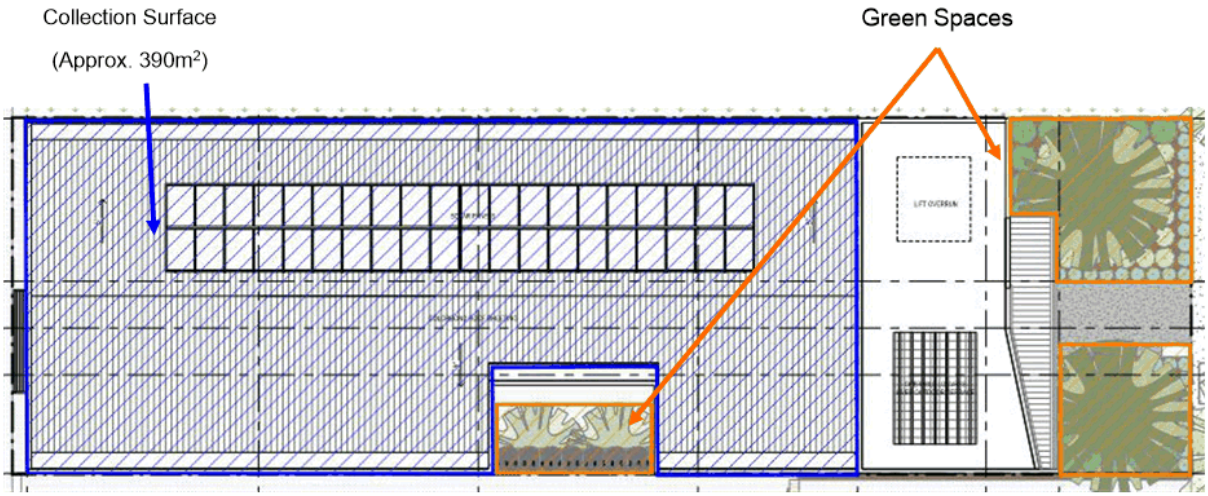


Figure 3.1 - Rooftop view indicating water collection and reuse areas

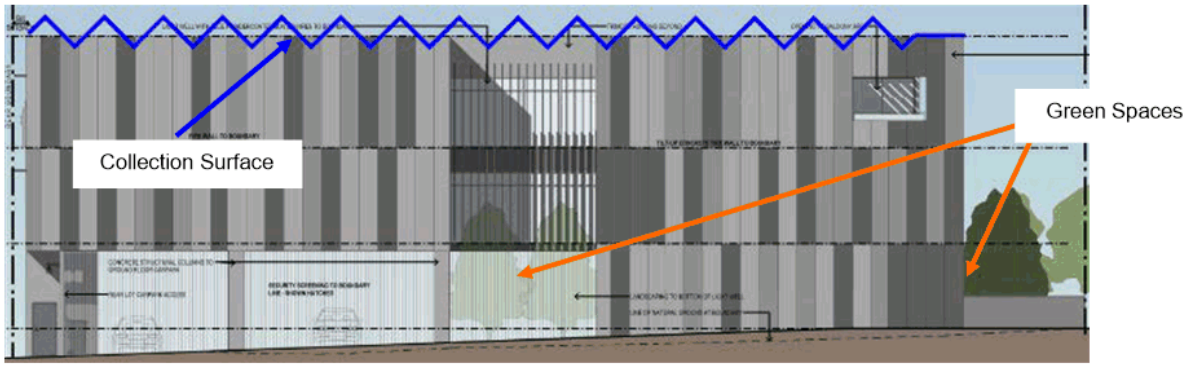


Figure 3.2 - Development render indicating water collection and reuse areas

3.4 Fire systems

Water from fire system testing procedures can be re-used within the building to offset water consumption. The fire sprinkler system is to be designed so that all test and drain down water is reduced and potentially captured.

3.5 Transparent consumption

Water metering and leak detection

A system that both monitors and manages water consumption may be installed. Water metering may be provided to all major water uses within the building, with connections to the BMS ensuring immediate and effective monitoring of water consumption and leakages for simple rectification.

Smart metering

Provision of smart metering for the energy and water usage recording, tracking with user interface would be a novel feature on this development. The software could also provide a snap shot view of how the building is performing. This provides a means to inform the building occupants well as engage them in a sustainable lifestyle.

4.0 Climate responsive design

City of Vincent Planning and Building Policy Manual, Built Form Policy requires:

A1.17.1 Development shall incorporate:

7. Integration of renewable energy and energy storage systems to optimise energy consumption.

On all levels of the design, many glazed openings are set-back in the walls, in doing so, shading the majority of glazing on these levels. As these shading elements are positioned around the glazing of these areas, the greatest reduction of direct solar exposure will occur during summer months while the sun is high. During winter months the direct exposure is increased for the northern facing shaded areas as the sun path is much lower thus allowing passive heating during these months.

Figure 4.1 - Wall setbacks, allowing for shading

4.1 Solar photovoltaic panels

Solar Photovoltaic (PV) panels will be considered to be installed to the roof of the building supplying power for the of the common areas, including corridors, stairwells, gym, reception and parking. Approximately 60.4m^2 of roof area will be available to locate solar PV panels. This could equate to approximately 30kW of PV array for the building.

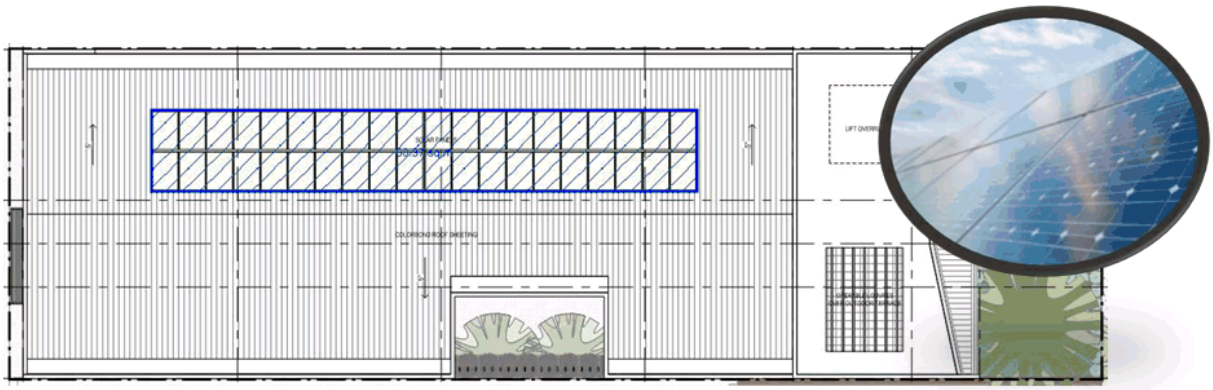


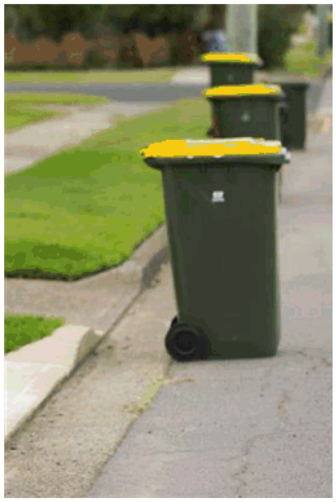
Figure 4.2 - Proposed rooftop layout with indicative PV panel provisions

4.2 Building Materials and Resource Minimisation

In 2014-15 Australia produced the equivalent of 565kg per capita of municipal waste and 831kg of construction and demolition waste. While around 60% of this waste is recycled, a large part still goes to landfill. A reduction of both construction and operational waste is therefore an important target of the proposed development.

The design team will actively target reduced carbon footprint during construction and embodied energy within building materials. The design team aims to specify at least 60% of the steel used for reinforcing bar and mesh having been produced using energy-reducing manufacturing methods. All timber used for construction works shall be either certified as responsibly sourced or recycled material.

A dedicated waste storage area will be provided for the separation and storage of recyclable waste during operation, allowing for the different waste streams to be separated to match the local recycling scheme.



Throughout project design, operation and construction, principles of resource recovery will be applied, so that materials and products are recovered and reused where possible, reducing landfill and saving money.

Some strategies that will be investigated include:

- Innovative waste separation and collection strategies to allow materials to be isolated for reuse;
- A purchasing policy which aims to minimise waste from products and packaging, encourage the use of products which have minimum environmental impact;
- Manufacturers and suppliers will be encouraged to take full responsibility for the life cycle impact of products including ownership at end of life.

4.3 Cyclist facilities

In Perth 48% of all car trips are less than 5km distance. Cars produce an average of 0.3kg of CO_2 per km travelled, whereas a cyclist emits negligible greenhouse or other pollution. For each kilometre, a person cycles instead of driving, approximately 0.3 kg of CO_2 are saved from being emitted to the environment.

Furthermore, cycling will encourage an active and healthy lifestyle for the building occupants. The proposed design includes 4 long term and 1 short term bike rack. There will also be 1 shower and 4 lockers provided.

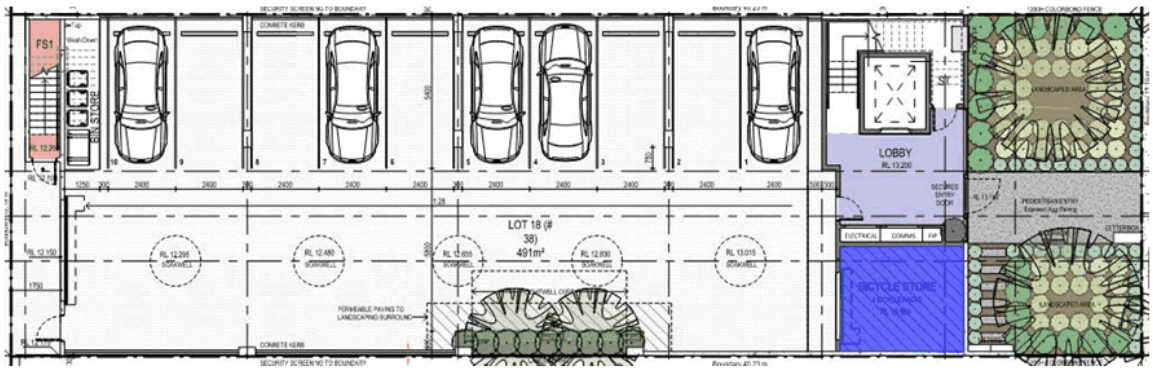


Figure 4.3 - Cyclist Facilities on Ground Floor

4.4 Embodied Carbon

Embodied carbon comprises a major proportion of the total carbon footprint of a building. An option to provide a life cycle analysis (LCA) of total carbon and environmental footprint will be considered at key design stages to ensure that design options are prioritised in terms of life-cycle impact and embodied energy/water rather than just day one impacts.

The following items will be considered throughout the design development:

- Sub-structure

  - Maximise recycled content of materials in structural components.

- Super-Structure
  - Maximise recycled content in concrete and formwork.
- Envelope
  - Adopt a low-carbon, lightweight approach;
  - Consider necessity of massing elements;
  - Consider composite materials or dual function elements.
- Internal Walls
  - Consider necessity of internal walls;
  - Consider recycled content or reused materials;
  - Consider low carbon steel framing.
- Internal Finishes
  - Consider setting a recycled content target for all finishes;
  - Consider long life and highly durable finished is areas of high foot traffic.

4.5 Artificial lighting and controls

It will be considered to specify all Light fitting as LED fittings including lighting for all spaces of the building including in carpark areas combined with occupancy detection for all common areas and lobbies. All common area lighting will incorporate light sensing such as occupancy sensing (PIRs) to reduce lighting consumption when lighting is not required. Daylight dimming to common areas and commercial tenancies to reduce power usage when daylight levels are high will be part of the design too.

4.6 Emissions & toxicity

Volatile organic compounds (VOCs) are emitted as gases from certain solids or liquids. VOCs include a variety of chemicals, some of which may have short and long-term adverse health effects. Concentrations of many VOCs are consistently higher indoors than outdoors. VOCs are emitted by a wide array of products numbering in the thousands (typically paints and lacquers, paint strippers, cleaning supplies, pesticides, building materials and furnishings, office equipment such as copiers and printers).

The development will aim to specify materials with a low emissions content including low-VOC and low formaldehyde content to avoid contaminating the indoor air.

4.7 Thermal comfort

The human body regulates its core temperature via the hypothalamus within a narrow range of 36 to 38 degrees. An indoor environment that is too hot or too cold can affect mood, performance and productivity. However, at which temperature a resident feels comfortable varies significantly from person to person. To control internal comfort and minimise excessive heat loss in winter and heat gains in summer, several strategies will be investigated for the proposed development:

- Facade design and glass selection is very important; heat gains and losses must be moderated, and thermal bridging should be avoided.
- The facade should be well sealed to avoid draughts and air leakage.

4.8 Walkable neighbourhood & access to public transport

The proposed development is in the City of Vincent. As displayed below in Figure 4.4, there are a variety of shops, entertainment, and public transport in a convenient distance to the proposed development. Similarly, the location provides good public transport options for the building occupants.

Figure 4.4 - Walkable neighbourhood & access to public transport.

5.0 Environmental performance rating

City of Vincent Planning and Building Policy Manual, Built Form Policy requires:

A1.17.2 Development achieves one of the environmental performance standards shown in the below table, or their equivalent*.

- Green Building Council of Australia's Green Star Rating System; As-Built and Performance rating tool - 5 star Green Star rating

5.1 Green Star

The development is being designed to fulfil all requirements in terms of Ecologically Sustainable Design (ESD) and is aiming to achieve the equivalent standard of a 4-star Green Star – Design and As-Built v1.3 rating. Green Star is a comprehensive sustainability design tool which assesses the environmental impact of a building over a range of environmental indicators, from management and ecology to energy and water use, material selection and waste production.

A 4-star Green Star rating requires a total of 45 points to be achieved in the aforementioned categories. Sufficient weighted credits have been selected to achieve this rating, and further opportunities will be pursued during the design stages of the project.

Based on the proposed design response the predicted performance in each respective environmental category is tabulated in *Appendix A*. The Green Star strategy demonstrates how the development is capable of achieving a 4-star Green Star target standard.

Table 5.1: Targeted Green Star points

Total Available Points	Minimum Points required for 5 Star Rating	Target for the Proposed Development
110 Points	45 Points	48 Points (4-star with approx. 7% buffer)

6.0 References

[1] Australian Bureau of Statistics, "4610.0 - Water Account, Australia 2015-16," 2017. [Online]. Available: http://www.abs.gov.au/ausstats/abs@.nsf/Latestproducts/4610.0Main%20Features32015-16?opendocument&tabname=Summary&prodno=4610.0&issue=2015-16&num=&view=. [Accessed 05 10 2018].

[2] J. Pickin and P. Randell , "Australian National Waste Report 2016," Department of the Environment and Energy and Blue Environment Pty Ltd, Docklands, Vic 3008, 2017.

[3] GHD, Canning Bridge Structure Plan Project Working Group, "Canning Bridge Activity Centre Plan," City of Melville, City of South Perth, Government of Western Australia, Booragoon/South Perth, 2016.

[4] International Energy Agency, "Global EV Outlook 2018," International Energy Agency , 2018. [Online]. Available: https://www.iea.org/gevo2018/. [Accessed 05 10 2018].

Appendix A Green Star Strategy

Please see overleaf.

Green Star - Design & As Built Scorecard

				Core Points Available	5 Star "Likely"	5 Star "TBC"
Project:	WA Police Officers Union Office	**Round:**	1			
Targeted Rating:	4 Star - Best Practice			98	48	11

CATEGORY / CREDIT	AIM OF THE CREDIT / SELECTION	CODE	CREDIT CRITERIA	POINTS AVAILABLE	POINTS LIKELY	POINTS TBC
Management				14		
Green Star Accredited Professional	To recognise the appointment and active involvement of a Green Star Accredited Professional in order to ensure that the rating tool is applied effectively and as intended.	1.1	Accredited Professional	1	1	
Commissioning and Tuning	To encourage and recognise commissioning, handover and tuning initiatives that ensure all building services operate to their full potential.	2.0	Environmental Performance Targets	-	Complies	
		2.1	Services and Maintainability Review	1	1	
		2.2	Building Commissioning	1	1	
		2.3	Building Systems Tuning	1	1	
		2.4	Independent Commissioning Agent	1		
Adaptation and Resilience	To encourage and recognise projects that are resilient to the impacts of a changing climate and natural disasters.	3.1	Implementation of a Climate Adaptation Plan	2		

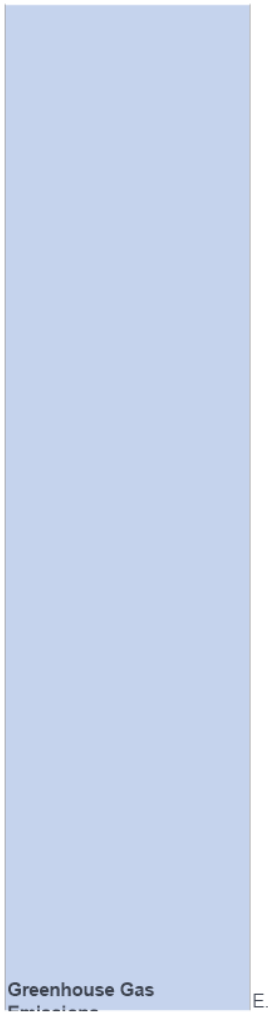
Building Information	To recognise the development and provision of building information that facilitates understanding of a building's systems, operation and maintenance requirements, and environmental targets to enable the optimised performance.	4.1	Building Information	1	1	
Commitment to Performance	To recognise practices that encourage building owners, building occupants and facilities management teams to set targets and monitor environmental performance in a collaborative way.	5.1	Environmental Building Performance	1	1	
		5.2	End of Life Waste Performance	1	1	
Metering and Monitoring	To recognise the implementation of effective energy and water metering and monitoring systems.	6.0	Metering	-	Complies	
		6.1	Monitoring Systems	1	1	
Responsible Construction Practices	To reward projects that use best practice formal environmental management procedures during construction.	7.0	Environmental Management Plan	-	Complies	
		7.1	Environmental Management System	1	1	
		7.2	High Quality Staff Support	1		1
Operational Waste	B. Prescriptive Pathway	8A	Performance Pathway: Specialist Plan	0		
		8B	Prescriptive Pathway: Facilities	1	1	
Total				**14**	**10**	**1**

Indoor Environment Quality				**16**		
		9.1	Ventilation System Attributes	1	1	

Indoor Air Quality	To recognise projects that provide high air quality to occupants.	9.2	Provision of Outdoor Air		2		1
		9.3	Exhaust or Elimination of Pollutants		1	1	
Acoustic Comfort	To reward projects that provide appropriate and comfortable acoustic conditions for occupants.	10.1	Internal Noise Levels		1	1	
		10.2	Reverberation		1	1	
		10.3	Acoustic Separation		0		
Lighting Comfort	To encourage and recognise well-lit spaces that provide a high degree of comfort to users.	11.0	Minimum Lighting Comfort		-	Complies	
		11.1 General Illuminance and Glare Reduction	11.1.1 General Illuminance		1	1	
			11.1.2 Glare Reduction				
		11.2	Surface Illuminance		1	1	
		11.3	Localised Lighting Control		1	1	
Visual Comfort	To recognise the delivery of well-lit spaces that provide high levels of visual comfort to building occupants.	12.0	Glare Reduction		-	Complies	
		12.1	Daylight		2		
		12.2	Views		1		

Indoor Pollutants	To recognise projects that safeguard occupant health through the reduction in internal air pollutant levels.	13.1 Paints, Adhesives, Sealants and Carpets	13.1.1 Paints, Adhesives and Sealants		1	1	
			13.1.2 Carpets				
		13.2	Engineered Wood Products		1	1	
Thermal Comfort	To encourage and recognise projects that achieve high levels of thermal comfort.	14.1	Thermal Comfort		1	1	
		14.2	Advanced Thermal Comfort		1		
Total					**16**	**10**	**1**

Energy					**22**		
		15A.0	Conditional Requirement: Prescriptive Pathway		-		
		15A.1	Building Envelope		0		
		15A.2	Wall-Glazing Construction and Retail Display Glazing		0		
		15A.3	Lighting		0		
		15A.4	Ventilation and Air Conditioning		0		
		15A.5	Domestic Hot Water		0		



E. Reference Building Pathway

15A.6	Transition Plan	0		
15A.7	Fuel Switching	0		
15A.8	On-Site Storage	0		
15A.9	Vertical Transportation	0		
15A.10	Off-Site Renewables	0		
15B.0	Conditional Requirement: NatHERS Pathway	-		
15B.1	Thermal and Energy Performance	0		
15B.2 Building Services and Appliances	15B.2.1 Lighting	0		
	15B.2.2 Ventilation and Air Conditioning	0		
	15B.2.3 Domestic Hot Water	0		
	15B.2.4 Appliances & Equipment	0		
	15B.2.5 Fuel Switching	0		
	15B.2.6 On-Site Storage	0		
	15B.2.7 Vertical Transportation	0		

Emissions				
	15B.2.8 Passive Laundry Facilities	0		
	15B.2.9 Unoccupied Areas	0		
	15B.2.10 Off-Site Renewables	0		
15C.0	Conditional Requirement: BASIX Pathway	-		
15C.1	BASIX Greenhouse Gas Reductions	0		
15C.2	Off-Site Renewables	0		
15D.0	Conditional Requirement: NABERS Pathway	-		
15D.1	NABERS Energy Greenhouse Gas Emissions Reduction	0		
15D.2	Off-Site Renewables	0		
15D.3 Additional Prescriptive Measures	15D.3.1 Transition Plan	0		
	15D.3.2 Fuel Switching	0		
	15D.3.3 On-Site Storage	0		
15E.0	Conditional Requirement: Reference Building Pathway	-	Complies	
15E.1	GHG Emissions Reduction: Building Fabric	4	1	

		15E.2	GHG Emissions Reduction	16	2	4
		15E.3	Off-Site Renewables	8		
		15E.4	District Services	7		
		15E.5 Additional Prescriptive Measures	15E.5.1 Transition Plan	1		
			15E.5.2 Fuel Switching	2		
			15E.5.3 On-Site Storage	1		
Peak Electricity Demand Reduction	B. Performance Pathway	16A	Prescriptive Pathway: On-Site Energy Generation	0		
		16B	Modelled Performance Pathway: Reference Building	2	1	1
Total				**22**	**4**	**5**

Transport				**10**		
		17A	Performance Pathway	0		
		17B.1	Access by Public Transport	3	3	
		17B.2	Reduced Car Parking Provision	1		

Sustainable Transport	B. Prescriptive Pathway	17B.3	Low Emission Vehicle Infrastucture	1		
		17B.4	Active Transport Facilities	1	1	
		17B.5	Walkable Neighbourhoods	1		
Total				**7**	**4**	**0**

Water				**11**		
Potable Water	B. Prescriptive Pathway	18A	Potable Water - Performance Pathway	0		
		18B.1	Sanitary Fixture Efficiency	1	1	
		18B.2	Rainwater Reuse	1		1
		18B.3	Heat Rejection	2	2	
		18B.4	Landscape Irrigation	1	1	
		18B.5	Fire Protection System Test Water	0		
Total				**5**	**4**	**1**

Materials				**14**		
Life Cycle Impacts	A. Performance Pathway - Life Cycle Assessment	19A.1	Comparative Life Cycle Assessment	6	3	
		19A.2	Additional Reporting	4	1	
		19B.1 Concrete	19B.1.1 Portland Cement Reduction	0		
			19B.1.2 Water Reduction	0		
			19B.1.3 Aggregates Reduction	0		
		19B.2 Steel	A. Reduced Mass of Steel Framing	0		
		19B.3	Building Reuse	0		
				0		
		19B.4	Structural Timber	-		
				0		
Responsible Building Materials	To reward projects that include materials that are responsibly sourced or have a sustainable supply chain.	20.1	Structural and Reinforcing Steel	-	Complies	
				1	1	
		20.2	Timber	1	1	

		20.3	Permanent Formwork, Pipes, Flooring, Blinds and Cables	1	1	
Sustainable Products	To encourage sustainability and transparency in product specification.	21.1	Product Transparency and Sustainability	3		
Construction and Demolition Waste	B. Percentage Benchmark	22.0	Reporting Accuracy	-	Complies	
		22A	Fixed Benchmark	0		
		22B	Percentage Benchmark	1		1
Total				**14**	**7**	**1**

Land Use & Ecology				**6**		
Ecological Value	To reward projects that improve the ecological value of their site.	23.0	Endangered, Threatened or Vulnerable Species	-	Complies	
		23.1	Ecological Value	3		
	To reward projects that choose to develop sites that have	24.0	Conditional Requirement	-	Complies	

Sustainable Sites	limited ecological value, re-use previously developed land and remediate contaminate land.	24.1	Reuse of Land	1	1	
		24.2	Contamination and Hazardous Materials	1	1	
Heat Island Effect	To encourage and recognise projects that reduce the contribution of the project site to the heat island effect.	25.1	Heat Island Effect Reduction	1	1	
Total				**6**	**3**	**0**

Emissions				**5**		
Stormwater	To reward projects that minimise peak stormwater flows and reduce pollutants entering public sewer infrastructure.	26.1	Stormwater Peak Discharge	1	1	
		26.2	Stormwater Pollution Targets	1		
Light Pollution	To reward projects that minimise light pollution.	27.0	Light Pollution to Neighbouring Bodies	-	Complies	
		27.1	Light Pollution to Night Sky	1		1
Microbial Control	To recognise projects that implement systems to minimise the impacts associated with harmful microbes in building systems.	28	Legionella Impacts from Cooling Systems	1	1	
Refrigerant Impacts	To encourage operational practices that minimise the environmental impacts of refrigeration equipment.	29.1	Refrigerants Impacts	1		

Total				**5**	**2**	**1**

Innovation				**10**		
Innovative Technology or Process	The project meets the aims of an existing credit using a technology or process that is considered innovative in Australia or the world.	30A	Innovative Technology or Process			1
Market Transformation	The project has undertaken a sustainability initiative that substantially contributes to the broader market transformation towards sustainable development in Australia or in the world.	30B	Market Transformation			
Improving on Green Star Benchmarks	The project has achieved full points in a Green Star credit and demonstrates a substantial improvement on the benchmark required to achieve full points.	30C	Improving on Green Star Benchmarks	10	1	
Innovation Challenge	Where the project addresses an sustainability issue not included within any of the Credits in the existing Green Star rating tools.	30D	Innovation Challenge		2	
Global Sustainability	Project teams may adopt an approved credit from a Global Green Building Rating tool that addresses a sustainability issue that is currently outside the scope of this Green Star	30E	Global Sustainability			
Total				**10**	**3**	**1**

AVAILABLE	TARGETED	
98	44.0	10.0
	44.9	10.2
10	3.0	1.0


47.9
11.2

WASTE MANAGEMENT REPORT

New Offices for the Western Australian Prison Offices Union

Lot 18 (#38) Summers Street, East Perth WA 6004

Prepared by:

WHITEHAUS
architects

www.whitehaus.com.au

Rev	Description	Date	Checked
A	Issued for Comment	07.12.2020	
B	Issued for Development Approval	11.12.2020	

INTRODUCTION & OBJECTIVES OF THE WASTE MANAGEMENT PLAN.

The City of Vincent requires a Waste Management Plan (WMP) to be included as part of a Development Application for the construction of a 3-storey office building, consisting of two levels of offices and associated amenities with entry lobby and undercover carpark at ground level located at Lot 18 (No. 38) Summers Street, East Perth. The objective of this plan is to ensure that waste management is undertaken effectively, efficiently, and sustainably during the operation of the residential complex on completion and during its occupation.

In simple terms, the WMP addresses the day to day needs of the operation of the proposed residential development at Lot 18 Summers Street to ensure that the plan adequately caters for the anticipated quantities of waste and recyclables to be generated, provides suitable Bin Storage Areas including appropriate receptacles; and allows for efficient collection of receptacles by appropriate waste collection vehicles.

The estimated waste generated, receptacle size, number of receptacles, collection frequency and collection method for the Proposal is outlined in the table below. The anticipated quantities of refuse and recyclables for the proposal were based upon the City of Vincent's 'Waste Guidelines for New Developments' (May 2020).

This WMP has been prepared in accordance with requirements of the City of Vincent's "Waste Guidelines for New Developments" and other policies as applicable.

1. THE DEVELOPMENT PROPOSAL/WASTE GENERATION

Waste Generation.

Refer to Table 1.1. Commercial waste and recycling generation rates / storage requirement as below:

Table 1.1 - Commercial waste and recycling generation rates / storage requirement

Commercial				
Serviced Apartment, Backpacker or Boarding Houses (for accommodation only, kitchens, catering areas, common areas in a development require separate waste generation assessment)	30	20	10	L/bedroom/week
Offices and Medical/Consulting Rooms including dentist/veterinary	15	15	5	L/100m²/day
Hotel or Motel Accommodation (for accommodation only other areas within the hotel/motel require separate waste generation assessment)	30	20	10	L/bedroom/week
Licenced Club	50	80		L/100m²/day
Education/Training (teaching space)	5	5		L/100m²/day
Childcare	240	240	120	L/100m²/week
Function Room	200	200	80	L/100m²/day
Gym	10	10		L/100m²/day
Retirement Village	60	60	20	L/apartment/week
Independent Living	80	80	30	L/apartment/week
Community or sports centre, Place of Worship, Recreation (private)	50	50		L/100m²/day

Note: Waste generation calculations are based on operational days. Some use types ie: Function Room may only be used a couple of days a week, therefore waste generation calculations would be based on 2 days of operation.

The waste generation volumes in litres per week (L/week) of general waste, recyclables and organic waste adopted for this waste assessment are shown in modified Table 1.2 below. **The following figures are based on the development NLA of 429.35m2.**

Table 1.2 – Waste generation volumes

Building Area – 480 m2	Waste Generation Rate (L/100m2/Week)	Waste Generation (L/Week)
Red Lid – General Waste (weekly)	15	64.5
Yellow Lid – Recycling Waste (weekly)	15	64.5
FOGO – (weekly)	5	21.5
Total		150.5

Waste generation is estimated by volume in litres (L) as this is generally the influencing factor when considering receptacle size, numbers and storage space required.

As shown in Table 1.2, it is anticipated that the development in this proposal will generate a total of 64.5L of general waste refuse per week, 129L of recyclables per fortnight, and 21.5L of FOGO waste refuse per week.

Receptacle Sizes.
The information in Table 1.3 below presents the dimensions of receptacle sizes supplied by City of Vincent ranging from 120L to 240L. It should be noted that these receptacle dimensions are approximate and can vary slightly between suppliers.

Table 1.3: Typical Receptacle Dimensions

Bin Size (L)	Depth (m)	Width (m)	Height (m)	Area (m^2)
120	0.560	0.480	0.930	0.270
140	0.615	0.535	0.915	0.490
240	0.730	0.580	1.080	0.430

Reference: SULO Bin Specification Data Sheets

Bin Requirement Calculations.
To ensure sufficient area is available for storage of the waste receptacles, the quantity of receptacles required for Bin Storage Area was modelled utilising the range of receptacle sizes as shown in Table 2.3. This was based on one collection per week of general waste refuse and alternating fortnightly collections of recyclables.

Table 1.4: Receptacle Requirements

Waste Stream	Waste Generation	Number of Receptacles Required		
		120L	140	240L
General Waste (Red)	64.5L / week	1	1	0.487 (1)
Recycling (Yellow)	129L / fortnight	1	**2**	0.487 (1)
FOGO (Lime Green)	21.5L / week	**1**	**1**	0.162 (1)
Green Waste	To be arranged separately			

Based on receptacle dimensions specified in Table 1.3, the Bin Storage Requirement has been calculated to require the following receptacles:

- 1 x standard 240L Yellow Lid Reycling Waste receptacle in common bin store area;
- 1 x standard 120L Red Lid Recycling Waste receptacle in common bin store area;
- 1 x standard 120L Lime Green lid FOGO Waste receptacle in common bin store area.

CONCLUSION; Adequate Waste Capacity with bins will be provided.

In addition to the above requirements, this development requires the use of:

- 1 x standard 660L receptacle for shredded confidential document in common bin store area.

2. SIZE AND LOCATIONS OF THE BIN STORES.

There will be 1 Bin Store located on the site, located within the carpark towards the rear of the site.

This Bin Store will have the capacity to contain the required receptacles.

The design of the common Bin Storage Area will consider the following:

- Impervious floors draining to waste traps that are connected to the sewer system and NOT the soak well/storm water system;
- A tap for washing of receptacles and Bin Storage Area as required;
- Adequate width for easy manoeuvring of receptacles;
- Doors to the Bin Storage Area must be wide enough to fit bins through and self-closing and
- Area to be naturally ventilated to a suitable standard;
- Appropriately signposted;
- The Bin Storage Area shall be located behind the building setback line;
- Receptacles will not be visible from the property boundary or areas trafficable by the public;
- Receptacles are reasonably secured from theft and vandalism.
- The Walls will be solid and impervious for easy cleaning
- Bin Store will be lit in accordance with the relevant local and Australian Standards if and where required.

Please refer to the attached plans for sizes and locations of the proposed Bin Stores.

3. GREEN WASTE

The City does not currently have a green waste bin. At this time, the City offers a twice yearly bagged and loose green waste collection service, details of this can be found on the City's website.

4. BULK WASTE

The City offers residents 2 x bulk waste verge collections each year.

Bulky Waste collection takes place on the verge alongside the Bin Presentation Area or at free drop off points at the west metro recycling centre.

5. MANAGEMENT OF THE BINS & MOVEMENT FOR COLLECTION.

The Property/Strata Manager will engage a Caretaker / responsible person for the management of the Bins to

- ferry the receptacles to and from the Bin Storage Area and on collection days.
- Ensuring the bins are returned to Bin Store on site once emptied by council collection, generally on the same day as collection.
- Cleaning, maintenance of the bins themselves.

6. LOCATION OF THE BIN STORES ON SITE.

The Bin Store is located inside the parking area towards the rear of the site to allow for easy access and use by the employees.

7. BIN COLLECTION

Bin collection will be by The City of Vincent on standard bin collection round.

The City will service the proposal by providing one (1) 120L red lid receptacles for general waste plus one (1) 240lt yellow lid receptacles for recyclables plus one (1) 120lt lime green lid receptacles for FOGO waste which are to be collected by the City's waste collection vehicle.

The City's waste collection vehicle will service the receptacles from the Bin Presentation Area located on the verge at Summers Street.

Collection of the 660L recycling receptacle will be by commercial arrangement.

The Property Caretaker will ferry the receptacles to and from the common Bin Storage Area and Bin Presentation Area on collection days. The City's waste collection vehicle will collect waste from the Proposal weekly for refuse and alternating fortnights for recyclables.

8. CONCLUSION

As demonstrated within this WMP, the Proposal provides a sufficient Bin Storage Areas for general and recycling waste based on a suitable configuration of receptacles. This indicates that a satisfactorily designed Bin Storage Area has been provided and collection of waste receptacles can be completed from this Proposal.

The above is achieved using:

- One (1) 140L red lid general waste receptacle collected once per week;
- One (1) 240L recycling receptacle collected once per fortnight; and
- One (1) 140L FOGO receptacle collected once per week.
- One (1) 660L paper recycling receptacle collected by commercial arrangement.

The City's waste collection vehicle will service the receptacles from the Bin Presentation Area located off the laneway to the rear off the site. The Strata Manager / responsible person will ferry the receptacles to and from the Bin Storage Area and Bin Presentation Area on collection days.

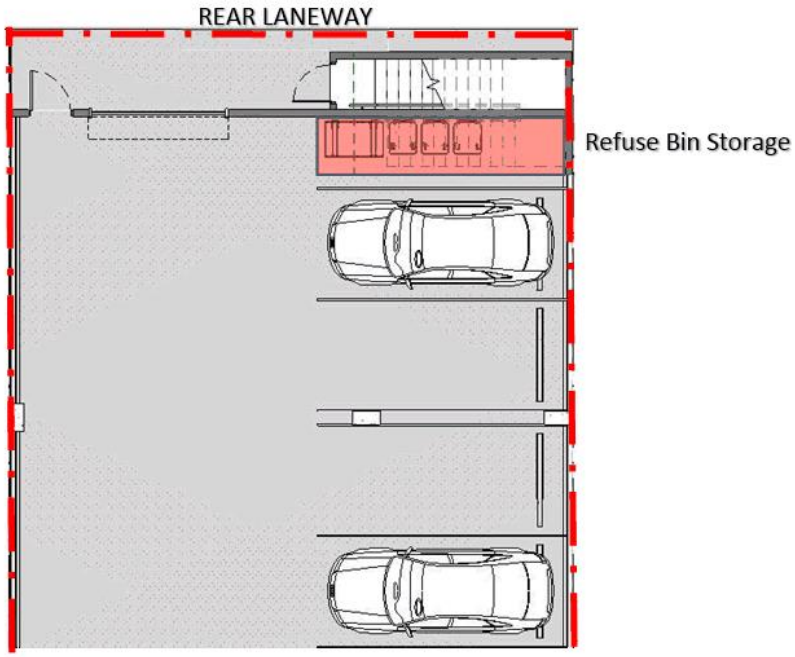
A Strata Manager / responsible person will oversee the relevant aspects of waste management at the Proposal.

9. ATTACHMENTS (that form part of this WMP)

- Attachment 01 – Locality Plan
- Attachment 02 – Bin Storage Area

1 - Locality – Proposed development @ Lot 18 Summers Street, East Perth

2 - Refuse Bin Storage location



3.2	**Item 3.2** **Address**: 38 Summers Street, East Perth **Proposal**: Proposed Commercial Development **Applicant**: Hemsley Planning **Reason for Referral**: Pre-lodgement Application The proposal would benefit from referral to the Design Review Panel to consider departures to the City's Policy No. 7.1.1 – Built Form (Built Form Policy), and the appropriateness of the development within its setting.

DRP Comments 11 November 2020		
Design quality evaluation		
		Supported
		Pending further attention – refer to detailed comments provided
		Not supported
		Insufficient information for comments to be able to be provided.
Strengths of the Proposal		
• Building is well arranged and efficient		
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.***
		• Building height and scale seems to be appropriate with the surrounding context, which is mixed and undergoing transition. • Further resolution of boundary walls is required to address concerns detailed in Principle 3.
Principle 2 - **Landscape quality**		***Principle*** ***Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.***
		• Landscaping indicated in western light well area is constrained and would likely struggle. Consider opportunities to improve the growing conditions. • Installation of on-structure landscaping, including around the deck area, to supplement in ground landscaping. On-structure planters should be of a sufficient dimension to support growth of plants. • Given there is an oversupply of parking, consider removal of proposed parking bay within the front setback area to assist with maximising opportunities for landscaping and deep soil areas, • Appropriate selection of species will be critical to ensure that canopy coverage can be maximised
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.***

	• Noted that there is precedent for three storey boundary walls within the immediate streetscape and surrounding context • Notwithstanding this, further consideration should be given to the treatment of boundary walls to provide greater articulation and relief. In doing so also give regard to colours and patterns which may be incorporated. These boundary walls will remain visible until redevelopment of surrounding properties takes place on either side, so it is important that the impact of these boundary walls is moderated in the interim.
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.**
	• Materials are robust. • The building design and floor plan addresses the program.
Principle 5 - **Sustainability**	***Principle*** ***Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.**
	• Insufficient information regarding sustainability has been provided for the Panel to provide a comment at this time. • Recommended that consideration be given the Environmentally Sustainable Design requirements of the Built Form Policy, including the use of solar panels and water reuse (and how this can feed back to the landscaping). • Main enclosed offices have no outlook or access to natural light.
Principle 6 - **Amenity**	***Principle*** ***Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.**
	• Concern that floor plan is inward facing with the majority of offices not provided with access to natural. Although a light well is provided based on the current floor plan will not adequately distribute natural light, resulting in a poor amenity outcome for the occupants. Consider opportunities to maximise natural light access to offices through a modified floorplan and office layout. • Consider swapping middle and top level program so offices can access natural light / ventilation via roof skylights or clerestory windows via roof pop-up/light scoop.
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.**
	• Balcony area out the front will contribute towards a sense of activity with the street.
Principle 8 - **Safety**	***Principle*** ***Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.**
	• Entry is provided with adequate transparency to provide surveillance while also protecting privacy. • Further details on lighting and security measures should be detailed. • In providing additional landscaping to address the comments in Principle 2, ensure CPTED principles are considered to minimise opportunities for concealment.
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.**
	• Insufficient information regarding sustainability has been provided for the Panel to provide a comment at this time. • It was indicated public art being considered for the front elevation. In principle this would be supported, however further details of what this artwork would be and how this integrates with the development and its context should be provided so the Panel can consider whether this adequately contributes towards the overall amenity and gives back to the community.

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.***
		• The Panel has no specific comments, aside from resolving the boundary wall appearance outlined in Principle 3. • Noted that the City's Built Form Policy requires the submission of an Urban Design Study to ensure that selected materials, colours and finishes are appropriate for the context. As the design is developed and colours, materials and the boundary wall treatments are refined the Panel may provide further comment on this principle.
Other comments provided by the DRP		
• N/A		
Other general comments provided by the City		
• N/A		
Conclusion The applicant may need to consider locating the offices on the upper level so natural light could be delivered to the offices via skylights, increase opportunities for meaningful landscaping, and provide articulation / interest to three – storey parapet boundary walls.		
• To be returned to DRP		

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. **Any new signage that does not comply with the City's Policy No. 7.5.2 – Signs and Advertising shall be subject to a separate Planning Application and all signage shall be subject to a Building Permit application, being submitted and approved prior to the erection of the signage.**

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. **All mechanical devices/installations to be located in a position that will not result in the emission of unreasonable noise, in accordance with the *Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997*.**

6. **If it is intended to use the premises as a "public building" as defined in Section 173 of the *Health (Miscellaneous Provisions) Act 1911* (as amended) it is necessary to make application for a Certificate of Approval – Maximum Accommodation Notice from the City's Health Services before commencing use of the building as a "public building". The premises shall be constructed in accordance with the requirements of the *Health (Public Buildings) Regulations 1992*.**

7. **From 1 July 2021 the City will no longer provide a commercial waste service. The landowner/occupier is advised it is their responsibility to provide suitable waste collection for the site.**

8. **All storm water produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City. No further consideration shall be given to the disposal of storm water 'off site' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of storm water 'off site' be subsequently provided, detailed design drainage plans and associated calculations for the proposed storm water disposal shall be lodged together with the building permit application working drawings.**

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

9.2 NO. 48 (LOT: 202; D/P: 413236) EGINA STREET, MOUNT HAWTHORN - PROPOSED SINGLE HOUSE

Ward: North

Attachments:

1. Consultation and Location Map
2. Lodged Development Plans
3. Development Plans
4. Environmentally Sustainable Design Report & Template
5. Urban Design Study
6. Administration Streetscape Analysis
7. Summary of Submissions - Administration's Response
8. Determination Advice Notes

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the development application for Single House at No. 48 (Lot: 202; D/P: 413236) Egina Street, Mount Hawthorn in accordance with the plans in Attachment 3, subject to the following conditions, with the associated advice notes in Attachment 8:

1. **Development Plans**

   This approval is for a Single House as shown on the approved plans dated 4 February 2021. No other development forms part of this approval;

2. **Boundary Walls**

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

3. **External Fixtures**

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

4. **Visual Privacy**

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

5. **Colours and Materials**

   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;

6. **Landscaping**

   All landscaping works shall be undertaken in accordance with the approved plans dated 4 February 2021, prior to the occupancy or use of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

7. Stormwater

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

8. Sight Lines

No walls, letterboxes or fences above 0.75 metres in height to be constructed within 1.5 metre of where the driveway meets the right of way, unless the further approval of the City is obtained;

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 good or materials being stored, either temporarily or permanently, in the parking or landscape areas or within the access driveways. All goods and materials are to be stored within the buildings or storage yards, where provided; and

9.4 Prior to the first occupation of the development, redundant or 'blind' crossovers to Egina Street shall be removed and the verge and kerb made good to the satisfaction of the City, at the applicant/owner's full expense; and

10. Construction Management Plan

A Construction Management Plan shall be lodged with and approved by the City prior to issue of a building permit. This plan is to detail how construction will be managed to minimise disruption in the area and shall include:

- **Storage of materials and equipment on site;**
- **Parking arrangements for contractors and sub-contractors;**
- **The impact on traffic movement;**
- **Notification to affected land owners;**
- **Construction times; and**
- **Measures to ensure the protection of the existing trees along the northern boundary of No. 46 Egina Street that are located adjacent to the proposed northern lot boundary wall.**

The approved Construction Management Plan shall be complied with for the duration of the construction of the development.

PURPOSE OF REPORT:

To consider an application for development approval for a two storey single house at No. 48 Egina Street, Mount Hawthorn (subject site).

PROPOSAL:

The application proposes the construction of a two storey single house at the subject site.

BACKGROUND:

Landowner:	Colin and Corinne Roe
Applicant:	Integrity Developments (WA) Pty Ltd
Date of Application:	4 January 2021

Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R30
Built Form Area:	Residential
Existing Land Use:	Vacant
Proposed Use Class:	Single House
Lot Area:	306m²
Right of Way (ROW):	No
Heritage List:	No

The subject site is bound by Egina Street to the west, single dwellings to the south and east and a vacant green title lot to the north (No. 48A Egina Street), as shown on the location plan included as **Attachment 1**. Egina Street and the broader area surrounding the subject site is characterised by one and two-storey single houses.

The subject site is currently a vacant lot that has been cleared in preparation for development. The site forms part of two parallel green title lots created as part of a subdivision approval issued by the Western Australian Planning Commission (WAPC) in 2017. The lots have since been created.

Previous Development Applications

At its meeting on 16 October 2018, Council refused a development application for two grouped dwellings to the parent lot of the subject site (No. 48 Egina Street). The reasons for refusal related to the impact of the proposed primary street setback and visual dominance of the proposed garages on the existing streetscape.

The applicant sought a review of this decision by the State Administrative Tribunal (SAT), and through this process the SAT invited Council to reconsider its decision. Prior to the application for reconsideration being presented to Council, Administration was provided with a copy of the Deposited Plan and Certificate of Title for the subdivided lots (Nos. 48 and 48A Egina Street) by the applicant. As a result, the application presented to Council for reconsideration was for two single houses, rather than two grouped dwellings.

Council reconsidered amended plans at its meeting on 5 February 2019 where it resolved to refuse the application. The refusal reasons related to:

- The bulk, scale and visual dominance of the garages on the existing streetscape;
- Compromised solar access to the subject and adjoining property as a result of the proposed landscaping and two storey boundary walls; and
- Inadequate landscaping to reduce the impact of the proposal on the adjoining properties and streetscape.

Following Council's decision, the SAT dismissed the applicant's application for review. This was on the basis that Landgate had issued the Deposited Plan and Certificate of Title for the two green title lots at No. 48A (Lot 201) Egina Street and No. 48 (Lot 202) Egina Street. SAT determined that this meant that Lot 5 (being the parent lot) no longer existed and a decision could not be made on the development application.

The applicant subsequently lodged two separate single house development applications for Nos. 48 and 48A Egina Street. Council refused the applications at its meeting on 20 August 2019 for reasons related to:

- The bulk, scale and visual dominance of the garages on the existing streetscape;
- Inadequate landscaping to reduce the impact of the proposal on the adjoining properties and streetscape and resulting in compromised solar access to the subject and adjoining properties;
- The bulk and scale impacts of the proposed two storey boundary wall and resulting restricted solar access; and
- Compromised solar access to the adjoining property at No. 48 Egina Street.

The applicant lodged applications for review of Council's decisions made on 20 August 2019 to the SAT. The matters proceeded to full SAT hearing on 6 November 2019 where the SAT affirmed Council's decision to refuse the applications and dismissed the applicant's application for review.

An application for review of SAT's decision by a judicial member of the SAT under section 244 of the *Planning and Development Act 2005* to deal with questions of law was sought by the landowners. The SAT refused the application and affirmed Council's refusal on 29 July 2020.

Current Development Applications

The applicant has submitted two separate development applications for single houses at both the subject site and No. 48A Egina Street, Mount Hawthorn.

The plans for the single house proposed for the subject site as part of this application are contained in **Attachment 3**.

The development application for a single house on No. 48A Egina Street is also on this Ordinary Meeting agenda for Council's determination. Administration has assessed each application separately.

DETAILS:

Summary Assessment

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

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Street Setback	✓	
Front Fence	✓	
Building Setbacks/Boundary Wall		✓
Building Height/Storeys	✓	
Open Space	✓	
Outdoor Living Areas	✓	
Landscaping (R Codes)	✓	
Privacy	✓	
Parking & Access	✓	
Solar Access	✓	
Site Works/Retaining Walls	✓	
Essential Facilities	✓	
External Fixtures	✓	
Surveillance	✓	
Environmentally Sustainable Design	✓	

Detailed Assessment

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

Lot Boundary Setbacks/Walls	
Deemed-to-Comply Standard	**Proposal**
Built Form Policy Clause 5.2 Lot Boundary Setbacks Dining – Alfresco: 1.5 metres Lot Boundary Walls Boundary walls to two side boundaries to a maximum height of 3.5 metres and average height of 3 metres for up to two-thirds (22.08 metres) of the lot boundaries behind the front setback.	 Dining – Alfresco: 1.2 metres Portico – Kitchen to Southern Boundary: Average Height – 3.05 metres Maximum Height – 3.3 metres Length – 18.0 metres Garage to Northern Boundary: Average Height – 3.2 metres Maximum Height – 3.3 metres Length – 6.0 metres

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* for a period of 14 days commencing on 10 February 2021 and concluding on 23 February 2021. Community consultation was undertaken by means of written notification being sent to surrounding landowners, as shown in **Attachment 1** and a notice on the City's website.

At the conclusion of the community consultation period, five submissions were received - all objecting to the proposed development. Concerns raised during the community consultation period relating to the proposed single house are summarised as follows:

- The length and extent of boundary walls;
- The adequacy of landscaping provided, including the amount of canopy coverage and ability for this to reach maturity;
- The precedent for future development in respect to the lot configuration and corresponding built form outcomes; and
- Construction management.

A summary of the submissions received along with Administration's comments on each are provided in **Attachment 7**.

Design Review Panel (DRP):

Referred to DRP: Yes

The development plans that were submitted originally with the application, included as **Attachment 2**, were referred to a member of the City's Design Review Panel for comment. The following comments and recommendations were provided:

- Greater setback or indentation should be provided to the dining room to break up the wall length and improve solar access/ventilation to adjoining property;
- The single storey nature of development at the rear of the dwelling to the living, dining and alfresco areas minimises the extent of overshadowing which falls onto the neighbouring property's living spaces, which is supported;
- The stepping of the upper floor back from the ground level is supported, and the stepping of the garage back from the main dwelling alignment is also positive and supported. Garage should be recessed further to 1 metre;
- Consider improvements to the landscape and entry sequence to allow increased legibility to front entry areas. Delineate pedestrian and vehicle access;
- Upper level walls clad with weatherboard may further differentiate ground and upper floors to one house for a more individual reading of the homes and to differentiate the design aspects;
- Window proportions to the upper floor facing Egina Street are to be considered, taking cues from existing character homes;
- Surface treatment/landscape does not differentiate between pedestrian entry and cars. Applicant to consider separate pedestrian entry to the dwelling and additional planting areas; and
- The proposed colours/materials appear to be consistent with the palette of materials within the surrounding established streetscape.

The applicant submitted amended plans in response to the abovementioned DRP comments. These are the plans that the applicant is seeking approval for as included in **Attachment 3** and incorporate the following key changes:

- Removed the solid wall to the alfresco;
- Increased setback of the garage additional 0.5 metres, to facilitate a 1.0 metre stepping of the garage

behind the building line;
- Introduced cladding to upper floor of the dwelling and revised roof form to a gable end;
- Introduced window awnings and trims to the upper floor. Windows to front façade revised to a form and scale which reflects character homes in the area;
- Reduced hardstand area associated with driveway in the front setback; and

These changes made by the applicant as well as other changes made to the adjoining proposed dwelling at No. 48A Egina Street respond to the comments and recommendations made by the Design Review Panel member and create a legible distinction between the subject and proposed neighbouring dwelling at No. 48A Egina Street.

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;
- Policy No. 4.1.5 – Community Consultation;
- Policy No. 7.1.1 – Built Form Policy; and
- Policy No. 7.5.22 – Construction Management Plans.

Planning and Development Act 2005

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

Delegation to Determine Applications:

The matter is referred to Council for determination as it relates to a matter previously considered by Council.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no finance or budget implications of this report.

COMMENTS:

Lot Boundary Setbacks

The application proposes a ground floor setback of 1.2 metres from the dining-alfresco portion of the dwelling to the southern boundary, in lieu of the deemed-to-comply standard of 1.5 metres.

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

- The southern elevation is well articulated and incorporates multiple large openings to break up the impact of building bulk when viewed from the adjoining property. The elevation incorporates contrasting colours and materials including face brick, horizontal banding and render that assists in breaking up the ground and first floor walls when viewed from the adjoining property;
- The upper floor of the dwelling is satisfies the deemed-to-comply lot boundary setback requirements, and is articulated so as to provide actual and perceived vertical and horizontal stepping of the dwelling. Building bulk is further alleviated by openings to bed 4/study, dining and alfresco to reduce the extent of solid walls;
- In response to recommendations from the City's Design Review Panel member, the applicant revised the proposal to an open alfresco on the south to mitigate the extent of solid walls as viewed from the neighbouring property;
- The lot boundary setback is adjacent to an access leg, garage lot boundary wall and rear open space of the neighbouring property at No. 46 Egina Street. The reduced lot boundary setback would not impose undue bulk and scale to existing habitable rooms or outdoor living areas;
- Major openings to the southern façade are appropriately screened to alleviate direct overlooking and subsequent loss of privacy to the adjoining property; and
- The proposed development satisfies the R Codes deemed-to-comply requirements relating to solar access for adjoining sites. The proposed lot boundary setbacks would not have an adverse impact on the adjoining property's access to direct sunlight or ventilation.

Lot Boundary Walls

The deemed-to-comply provisions of the Built Form Policy permits two boundary walls in length of up to 22.08 metres, with an average height of 3 metres and a maximum height of 3.5 metres.

The application proposes lot boundary walls to the northern and southern boundaries. The acceptability of the boundary walls are detailed below.

Southern Boundary

The boundary wall proposed from the portico to kitchen portion of the dwelling would have an average height of 3.05 metres.

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

- The proposed wall meets the deemed-to-comply requirements for the length and maximum height. The length of wall proposed is 18.0 metres in lieu of the permitted 22.08 metres as per the deemed-to-comply standard. The 3.3 metre maximum height of the wall remains below the 3.5 metre maximum permitted as per the deemed-to-comply standard. This assists with reducing the scale and impact of the boundary wall as viewed from the neighbouring property and street;
- The boundary wall is located behind the street setback to mitigate the extent of lot boundary walls visible upon approach to the dwelling. The face brick finish of the wall is consistent with the materials and finishes of neighbouring properties;
- The boundary wall abuts the northern boundary of the neighbouring property at No. 46 Egina Street. The adjacent area on the neighbouring property is an access leg and garage lot boundary wall to the same side boundary, and are not habitable rooms or outdoor living areas; and
- The proposed wall is located on the northern boundary and would not compromise access to direct sunlight for the subject dwelling. The extent of overshadowing on the adjoining property is acceptable and satisfies the deemed-to-comply solar access requirement.

Northern Boundary

The boundary wall proposed for the garage would have an average height of 3.2 metres.

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

- The proposed wall meets the deemed-to-comply requirements for the length and maximum height. The length of wall proposed is 6.0 metres in lieu of the permitted 22.08 metres as per the deemed-to-comply standard. The 3.3 metre maximum height of the wall remains below the 3.5 metre maximum permitted as per the deemed-to-comply standard. This assists with reducing the scale and impact of the boundary wall as viewed from the neighbouring property and street;
- The boundary wall is located behind the street setback to mitigate the extent of lot boundary walls visible upon approach to the dwelling. The face brick finish of the wall is consistent with the materials and finishes of neighbouring properties;
- The boundary wall abuts the southern boundary of the neighbouring property at No. 48A Egina Street. The boundary wall would abut a proposed boundary wall (portico to kitchen wall) of the same height and would therefore be concealed from view. The boundary wall would not affect habitable rooms or outdoor living areas on the adjoining property; and
- The proposed wall is located on the northern boundary and would not compromise access to direct sunlight for the subject dwelling. The adjoining property at No. 48A Egina Street located to the north of the subject site would also not be adversely impacted with respect to overshadowing the direction of shadow cast is to the south.

Landscaping

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

The Built Form Policy requires the provision of 30 percent canopy coverage, 12 percent deep soil zones and 3 percent planting areas. The application proposes 21.5 percent canopy cover and 17.1 percent deep soil zones that are also defined as planting areas under the Built Form Policy.

The proposed landscaping satisfies the local housing objectives of the Built Form Policy for the following reasons:

- The application proposes three Flowering Plum trees, one Chinese Tallow and two Magnolia Trees on-site. The proposed tree species are capable of providing 3.0 to 6.0 metres of canopy each at maturity. Shrubs and plants proposed would also provide supplementary forms of landscaping to the site;
- The proposed tree species are consistent with the City's tree selection tool and are capable of growing to a greater height and canopy than that shown on the development plans. The City's Parks and Urban Greening team has reviewed the proposal and confirmed the species and their location would enable all canopy to grow to full maturity;
- The landscaping provided would soften the appearance of the proposed dwelling and reduce the overall impact of building bulk and scale when viewed from Egina Street and neighbouring properties. The landscaping proposed would contribute to the reduction of the urban heat island effect, increase urban air quality, provide a greater landscape amenity for the locality and create a sense of open space between the proposed dwelling and neighbouring properties;
- The application proposes planting areas and deep soil zones greater than those required under the deemed-to-comply standards of the Built Form Policy. Additional planting zones allows for the owner/occupier to plant additional landscaping areas in the future;
- The proposed landscaping includes portions of canopy which extends outside of the lot boundaries, contributing to the provision of landscaping within the broader locality; and
- The proposed landscaping to the lot does not inhibit vehicle use, with mature trees located away from proximity to the vehicle access point to maintain sufficient sight lines so as they are safe in use.

Environmentally Sustainable Design

Clause 5.11 of the Built Form Policy provides local housing objectives for environmentally sustainable design. The applicant has submitted an energy efficiency report, demonstrating the dwelling achieves a minimum 8 star NatHERS rating (8.2 proposed) to satisfy local housing objective 1.8.6 of the Built Form Policy. A copy of the report and environmentally sustainable design template are included as **Attachment 4** and identify the following built form and site planning measures in the sustainable design of the dwelling:

- Limited stepping of rooms to the internal floor plan to ensure the dwelling is and remains universally accessible and can be easily modified to accommodate changing family size and circumstances. This would ensure the dwelling can evolve over time and remain in place for the future, rather than demolished should living arrangements and needs shift;
- The siting and floor plan layout of the proposed dwelling is established in line with the north-south orientation of the subject site;
- No additional structures, lot boundary walls or significant tree canopy is proposed to the northern elevation so as to not screen areas of north facing openings and open space for maximum natural light and access to winter sun;
- Upper level windows are provided for access to year round natural light;
- Climate moderation devices in the form of eaves and cantilevered upper floor to allow for winter solar penetration and summer shading;
- Openable windows for cross ventilation;
- North facing windows and living areas have been incorporated where practicable within the constraints of the site and R Codes provisions to aid in access to light;
- Reduced scale of openings on the western elevation to moderate internal temperatures;
- Living spaces and habitable rooms open to private open spaces for natural and cross ventilation, reducing the reliance on passive heating and cooling devices; and
- The dwelling is constructed of earthy and neutral tones which assist with mitigating solar absorptance and urban heat island effect for the broader locality.

Administration has reviewed the proposal against the Built Form Policy local housing objectives and is satisfied that the development has incorporated environmentally sustainable design features to meet the intended built form outcomes of development within the City.

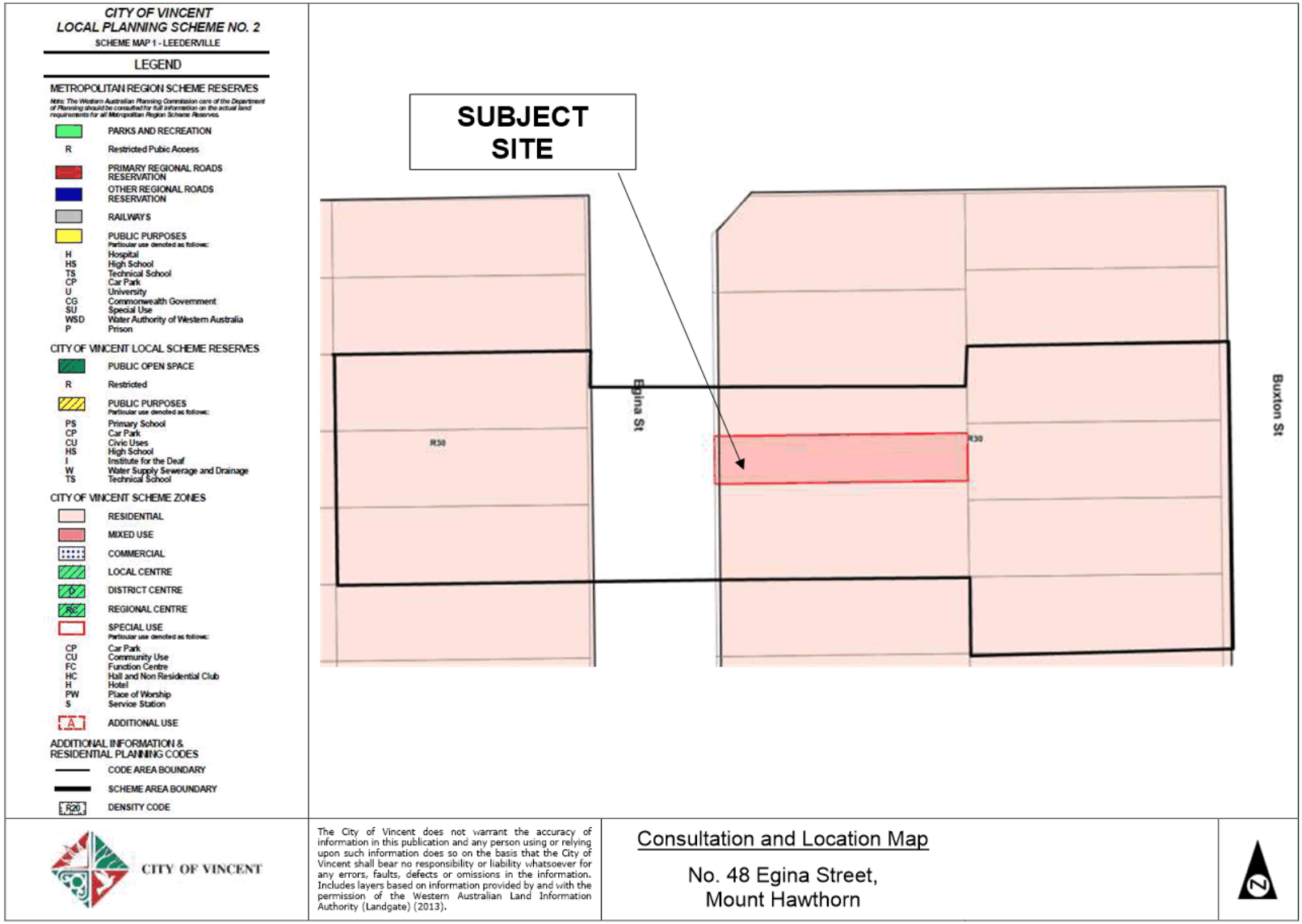
Urban Design Study

Clause 5.12 of the Built Form Policy provides local housing objectives which applications are to consider as part of an urban design study. The applicant's urban design study is included as **Attachment 5** and details the key built form references and details of the streetscape and surrounding area considered in the design of the proposed development, including the following:

- Pitched roof form with gable details to the façade;
- Use of a light colour palette in the rendered finish of the dwelling façade and fixtures is consistent with the surrounding established streetscape;
- Detailing of the roof forms and windows provide a visual link to existing character dwellings along Egina Street; and
- Landscaping and canopy coverage provided in the front setback area.

Administration has undertaken a streetscape analysis of the site, included as **Attachment 6**, which demonstrates the variety of built form outcomes, colours and materials, and setbacks of existing dwellings within Egina Street.

The proposal satisfies the Built Form Policy local housing objectives relating to urban design study. The development has incorporated design features to ensure that it appropriately references the predominant streetscape and its built form context. This view has also been reflected in the DRP member's comments on the appropriateness of the development proposal.


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 1 - LEEDERVILLE
LEGEND
METROPOLITAN REGION SCHEME RESERVES
Note: The Western Australian Planning Commission care of the Department of Planning should be consulted for full information on the actual land requirements for all Metropolitan Region Scheme Reserves.
PARKS AND RECREATION
R Restricted Pubic Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
Particular use denoted as follows:
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
Particular use denoted as follows:
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
Particular use denoted as follows:
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
Egina St
Buxton St
R30
R30
CITY OF VINCENT
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Consultation and Location Map
No. 48 Egina Street,
Mount Hawthorn
N

CITY OF VINCENT

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No. 48 Egina Street,
Mount Hawthorn

N

COTTAGE & ENGINEERING SURVEYS
Licensed Surveyors
87-89 Guthrie Street, Osborne Park, Western Australia
Telephone: (08) 9446 7361 Facsimile: (08) 9445 2998
Email : perth@cottage.com.au Website: www.cottage.com.au

J/N:	DATE:	SCALE:	DRAWN:
427619	20 Nov 17	1:200	C. Bull

Builder : Integrity Developments (WA) Pty Ltd
CLIENT : Roe
LOT 5 #48 Egina Street, Mt Hawthorn
Diag.14389
OLD AREA

LEGEND

	SEC Dome
	Power Pole
T C	Phone Pits
W	Water Conn.
[TP10.00]	Top Pillar/Post
[TW10.00]	Top Wall
[TR10.00]	Top Retaining
[TF10.00]	Top Fence

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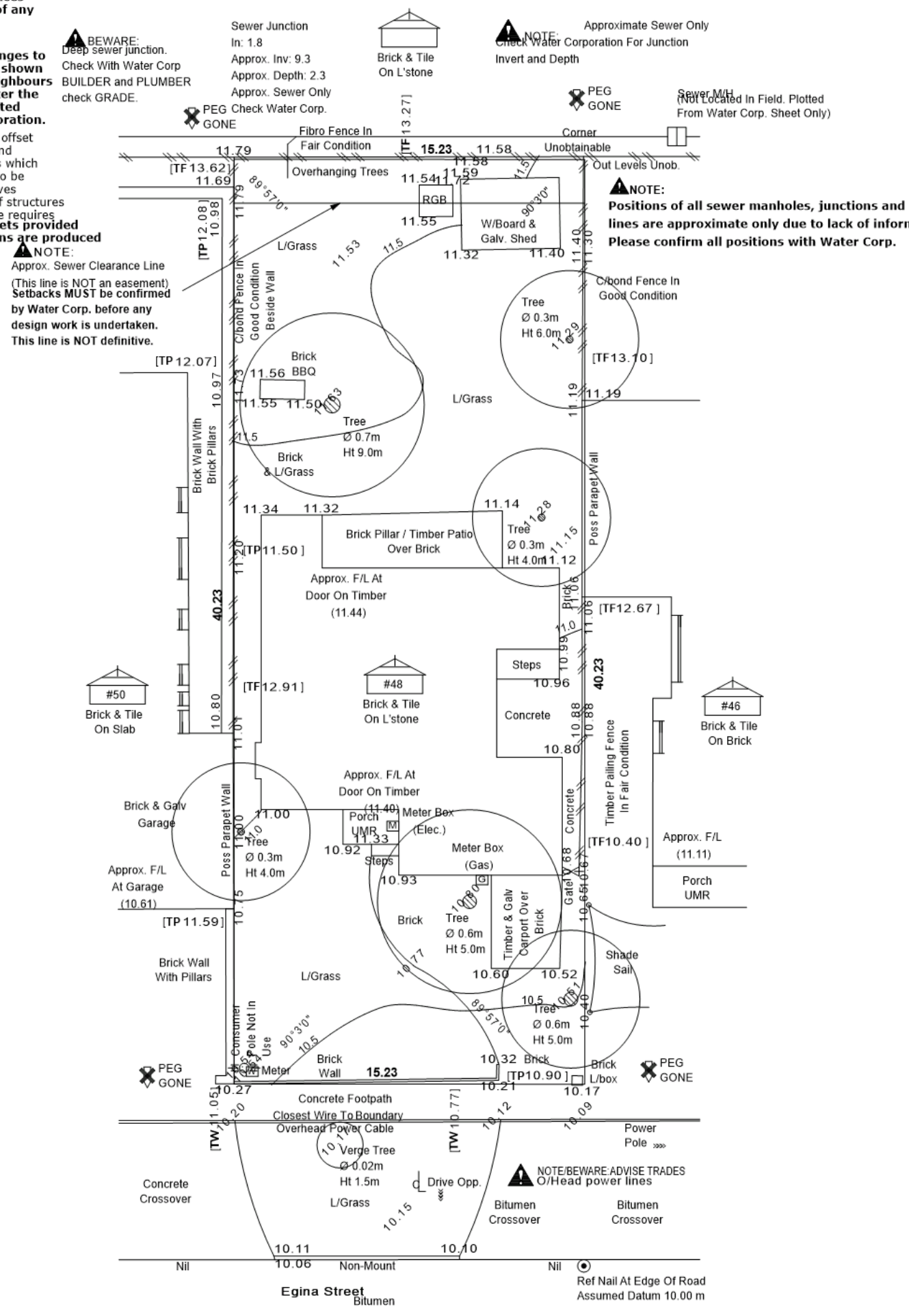
LOT MISCLOSE
0.000 m

SOIL DESCRIPTION
Sand
Light Grass Cover



ADVERTISED PLANS - Not for determination

CITY OF VINCENT
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4 January 2021

Scale 1:200
0 2 4 6 8

LOT 202 HN 48 EGINA STREET
MOUNT HAWTHORN 6016
TOTAL SITE AREA 306m²
R-30

LOT 201 HN 48A EGINA STREET
MOUNT HAWTHORN 6016
TOTAL SITE AREA 307m²
R-30

NOTE: FINAL LEVES AND EXTENT OF RETAINING TO BE CONFIRMED ON SITE AFTER THE COMPLETION OF SITEWORKS.

NOTE: ALL DOWNPIPES TO BE CONNECTED TO SOAKWELLS WITH PVC STORMWATER PIPE.

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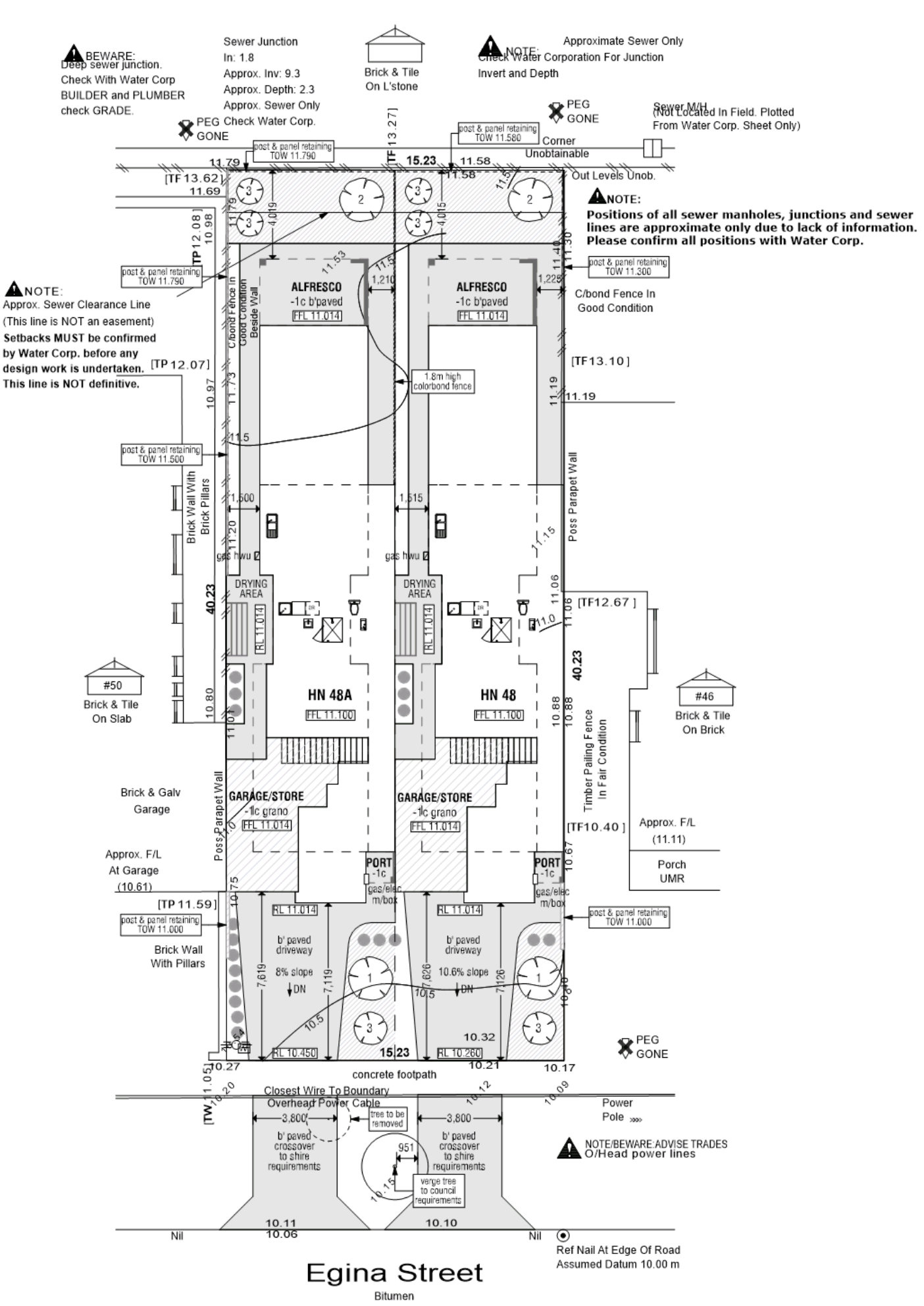

ADVERTISED PLANS - Not for determination

HN 48A LANDSCAPING

	COMMON NAME	QTY	CANOPY	TOTAL CANOPY
1	Chinese Tallow	01	6m	6m
2	Magnolia	01	10m	10m
3	Flowering Plum	03	8m	24m
				40m

40m² canopy cover = 13% of site

Deep soil zone shown hatched 39.4m² (12.9% of site)

HN 48 LANDSCAPING

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Chinese Tallow

Magnolia

Flowering Plum

CITY OF VINCENT RECEIVED 4 January 2021

Site/Landscaping Plan

INTEGRITY developments
67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
p: 9202 6888 • f: 9202 6801

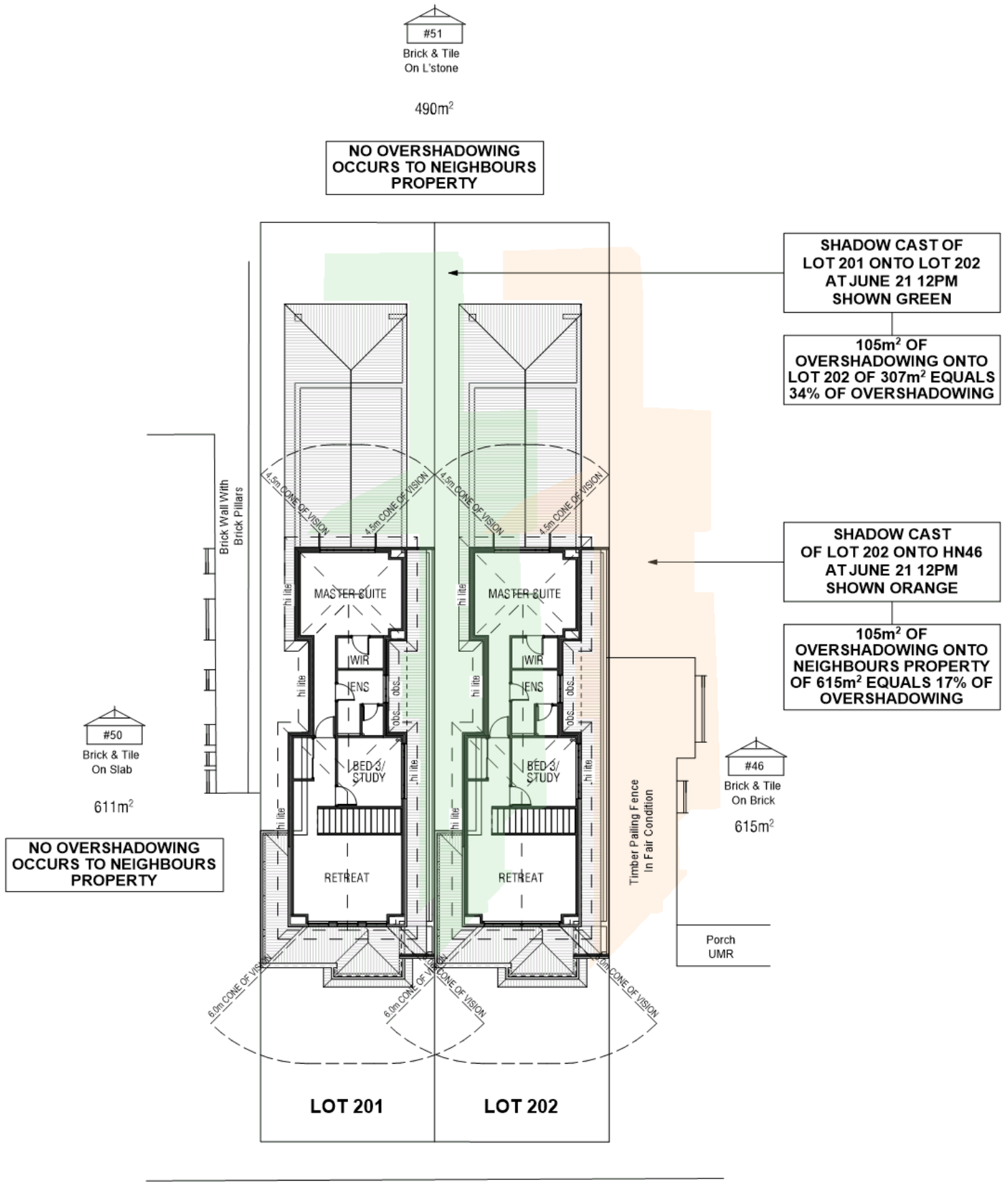
amendments:

05.06.18	a	submit to council for DA			
28.08.18	b	DA amendments			
22.10.18	c	front setback + upper floor areas changes			
17.12.18	d	SAT changes - porticos			
24.01.19	e	HN48A upper floor setback 7.11m from front boundary			
14.02.19	f	changes for SAT hearing			
25.03.19	g	overshadowing plan changes			
03.12.20	h	re-design & new DA submission			

project: COLIN & CORINNE ROE'S RESIDENCES

project address: LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

scale:	date:	drawn by:	drawing no.:
1:200	01 DEC 2020	AVN	1580_DA 1 of 9



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Egina Street

Overshadowing & Privacy

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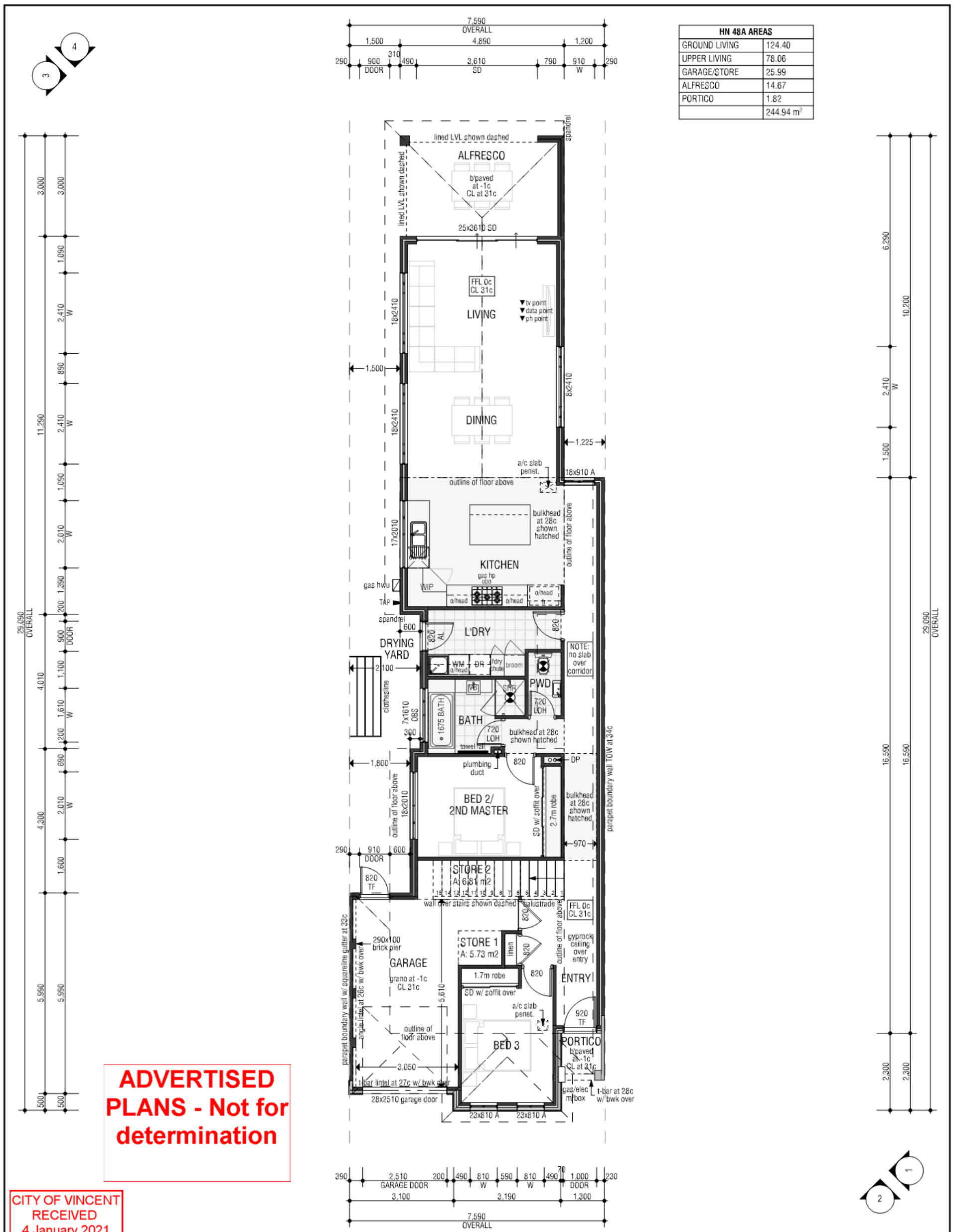
scale:	date:	drawn by:	drawing no.:
1:200	01 DEC 2020	AVN	1580_DA 2 of 9

HN 48A AREAS	
GROUND LIVING	124.40
UPPER LIVING	78.06
GARAGE/STORE	25.99
ALFRESCO	14.67
PORTICO	1.82
	244.94 m²



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HN 48 Ground Floor Plan

INTEGRITY developments

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project:
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1:100	01 DEC 2020	AVN	1580_DA 6 of 9

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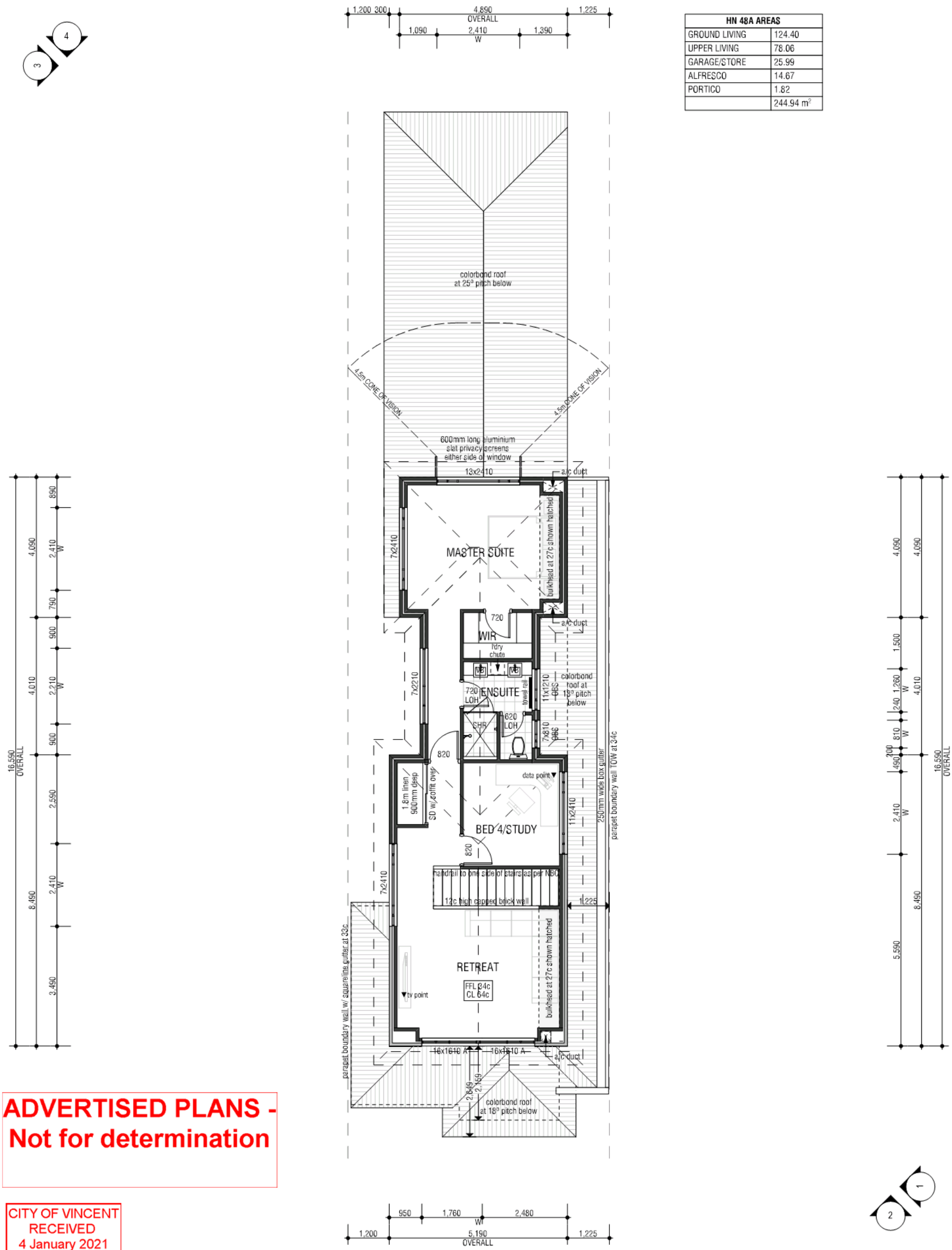

ADVERTISED PLANS -
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HN 48 Upper Floor Plan

INTEGRITY developments

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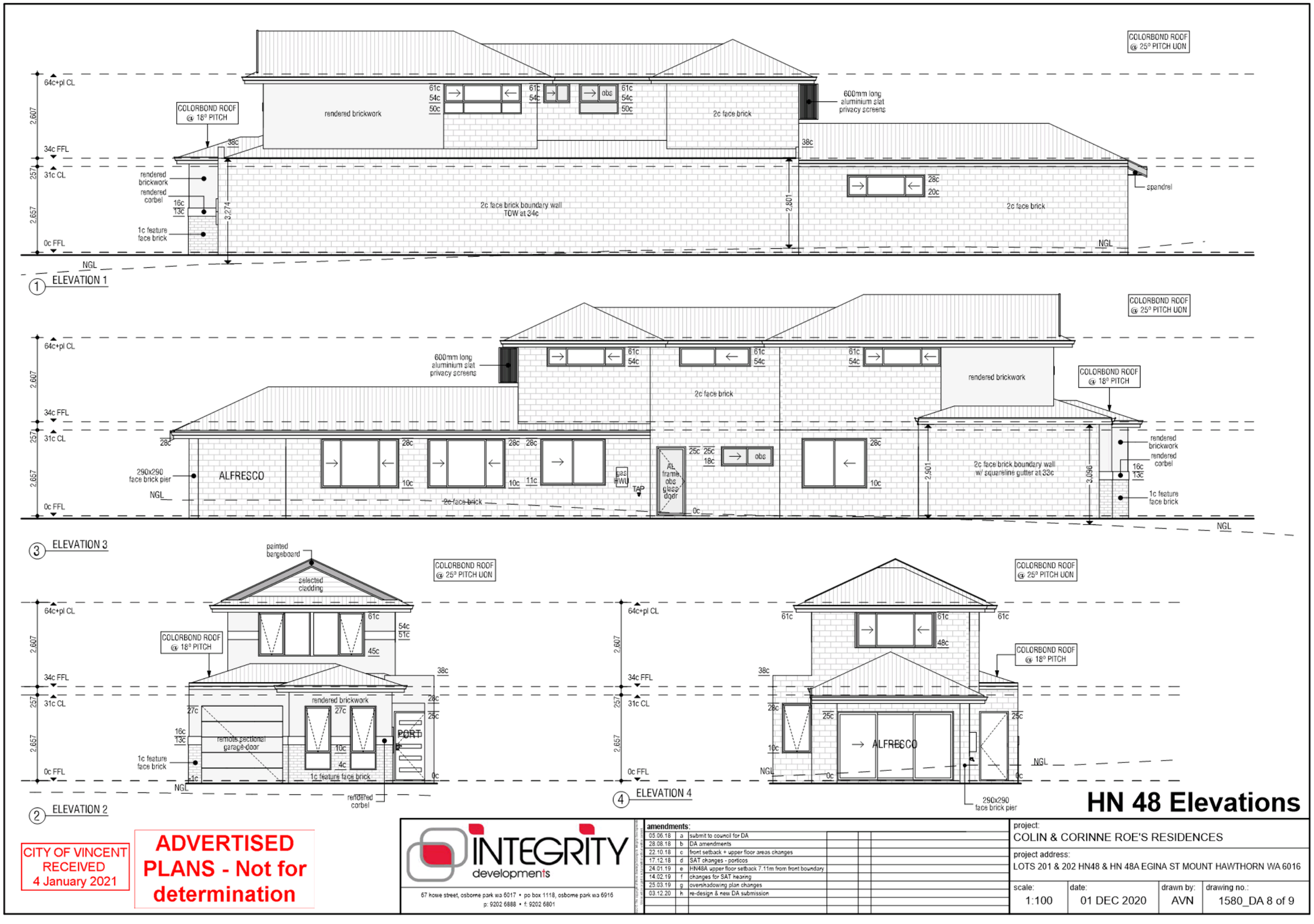
COLORBOND ROOF @ 25° PITCH UON
64c+pl CL
34c FFL
31c CL
0c FFL
2,607
257
2,657
COLORBOND ROOF @ 18° PITCH
rendered brickwork
61c 54c 50c
obs
2c face brick
600mm long aluminium slat privacy screens
38c
rendered brickwork
rendered corbel
16c 13c
1c feature face brick
3,274
2c face brick boundary wall TOW at 34c
2,801
28c 20c
spandrel
NGL
1 ELEVATION 1
61c 54c
2c face brick
rendered brickwork
28c
ALFRESCO
290x290 face brick pier
10c 11c
25c 25c 18c
AL frame, obs glass door
gas HWU
TAP
0c
2,901
2c face brick boundary wall w/ squareline gutter at 33c
3,096
rendered brickwork
rendered corbel
16c 13c
1c feature face brick
3 ELEVATION 3
painted bargeboard
selected cladding
COLORBOND ROOF @ 25° PITCH UON
COLORBOND ROOF @ 18° PITCH
61c 54c 51c
45c
38c
rendered brickwork
27c
16c 13c
remote sectional garage door
PORT
25c
10c
4c
1c feature face brick
1c
rendered corbel
2 ELEVATION 2
4 ELEVATION 4
48c
ALFRESCO
290x290 face brick pier
HN 48 Elevations
CITY OF VINCENT RECEIVED 4 January 2021
ADVERTISED PLANS - Not for determination
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scale: 1:100
date: 01 DEC 2020
drawn by: AVN
drawing no.: 1580_DA 8 of 9

HN 48A MATERIAL SELECTION

RENDER COLOUR:
DULUX FLOODED GUM OR SIMILAR

WINDOW FRAMES COLOUR:
WHITE

ROOF COLOUR:
COLORBOND WALLABY

FACE BRICK:
RED VINTAGE OR SIMILAR

HN 48 MATERIAL SELECTION

RENDER COLOUR:
DULUX HIGHGATE OR SIMILAR

WINDOW FRAMES COLOUR:
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ROOF COLOUR:
COLORBOND BASALT

FACE BRICK:
RED VINTAGE OR SIMILAR

3D Views

INTEGRITY developments
67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
p: 9202 6888 • f: 9202 6801

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J/N:	DATE:	SCALE:	DRAWN:
427619	20 Nov 17	1:200	C. Bull

Builder : Integrity Developments (WA) Pty Ltd
CLIENT : Roe
LOT 5 #48 Egina Street, Mt Hawthorn
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LEGEND

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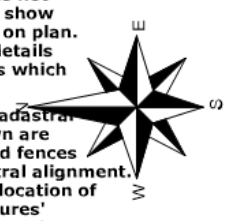
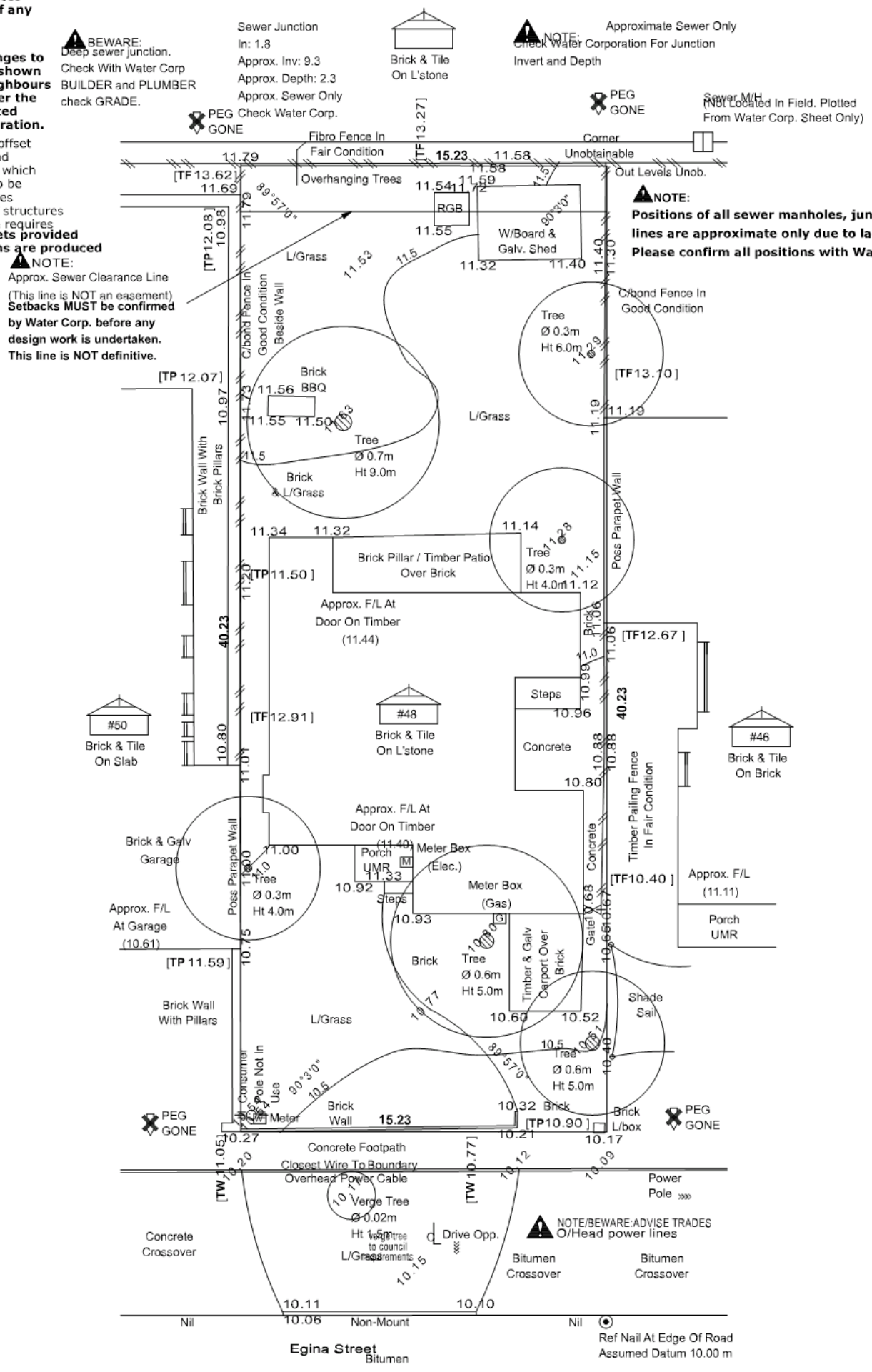
LOT MISCLOSE
0.000 m

SOIL DESCRIPTION
Sand
Light Grass Cover





Scale 1:200
0 2 4 6 8

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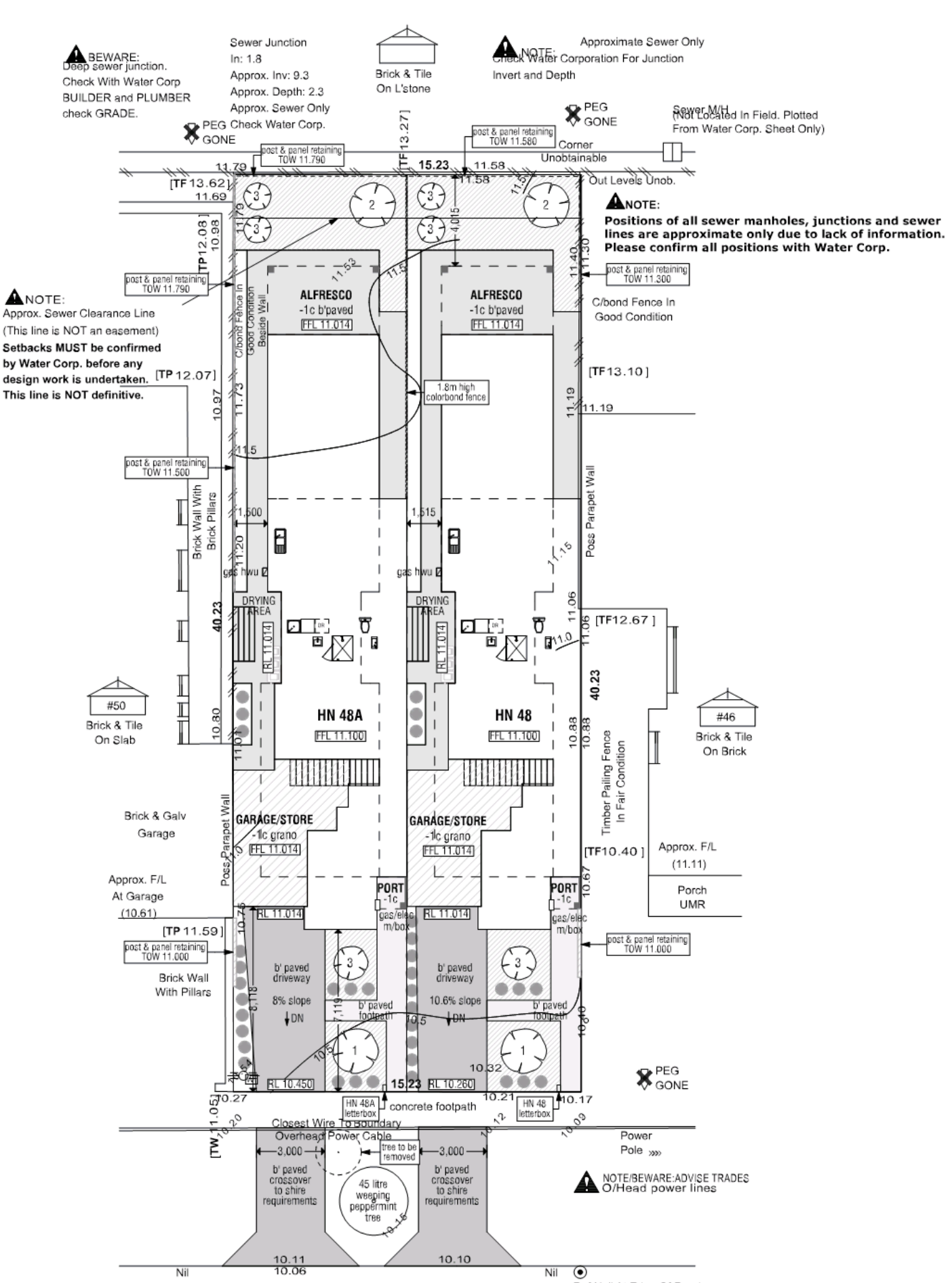
NOTE: ALL DOWNPIPES TO BE CONNECTED TO SOAKWELLS WITH PVC STORMWATER PIPE.

NOTE: NUMBER & LOCATION OF DOWNPIPES TO BE DETERMINED BY PLUMBER.



HN 48A LANDSCAPING

	COMMON NAME	QTY	CANOPY	TOTAL CANOPY
1	Chinese Tallow	01	6m	6m
2	Magnolia	01	10m	10m
3	Pink Flowering Plum	03	8m	24m
				40m

40m² canopy cover = 13% of site

Deep soil zone shown hatched 44m² (14.4% of site)

HN 48 LANDSCAPING

	COMMON NAME	QTY	CANOPY	TOTAL CANOPY
1	Chinese Tallow	01	6m	6m
2	Magnolia	01	10m	10m
3	Pink Flowering Plum	03	8m	24m
				40m

40m² canopy cover = 13% of site

Deep soil zone shown hatched 47.2m² (15.5% of site)


Chinese Tallow

Magnolia

Pink Flowering Plum

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Site/Landscaping Plan

INTEGRITY developments

67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
p: 9202 6888 • f: 9202 6801

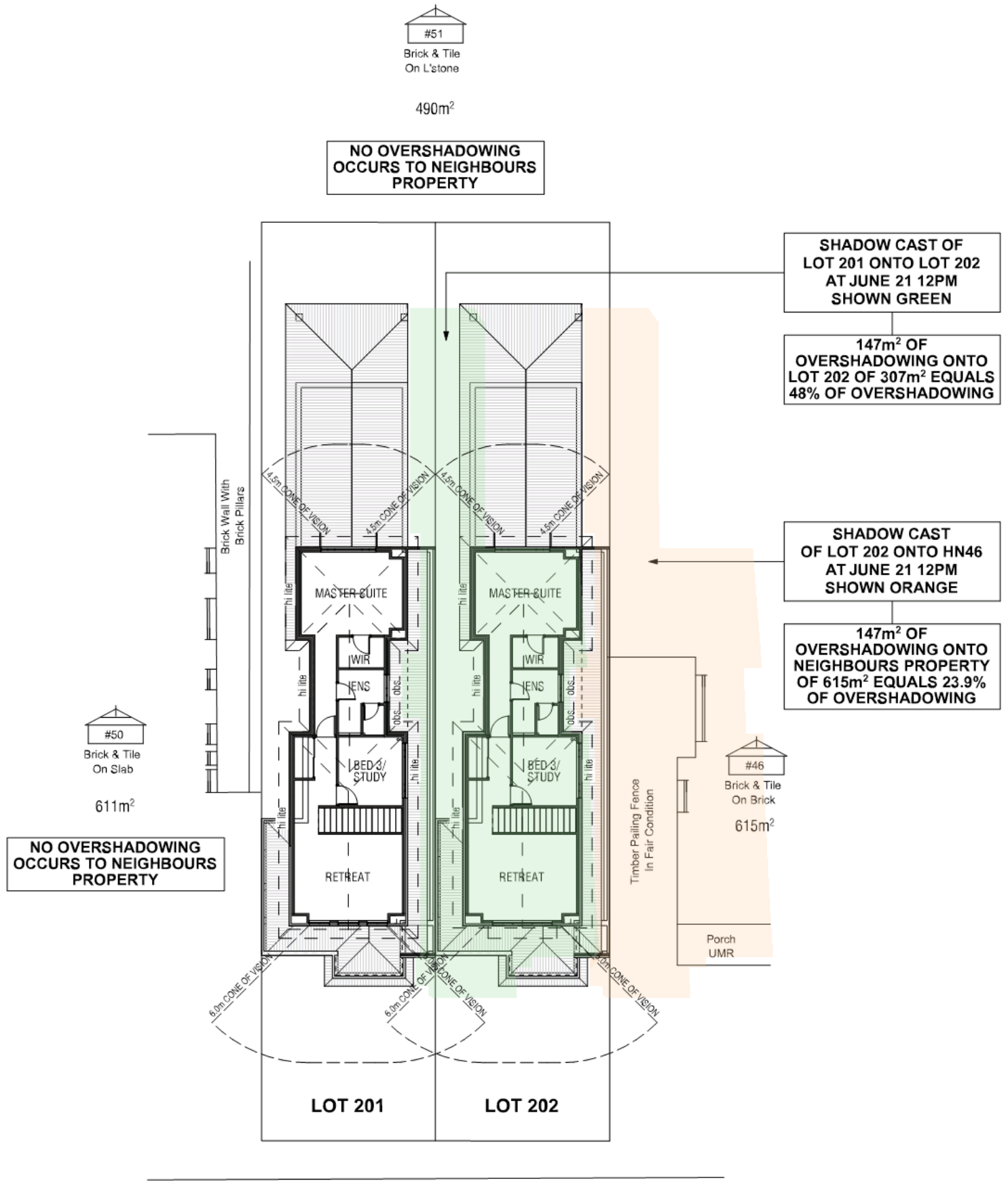
amendments:

22.12.20	a	re-design & new DA submission
01.02.21	b	overshadowing plan fixed
04.02.21	c	DA amendments - council changes
02.04.21	d	verge tree note changed

project: COLIN & CORINNE ROE'S RESIDENCES

project address: LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

scale:	date:	drawn by:	drawing no.:
1:200	01 DEC 2020	AVN	1580_DA 1 of 9



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Overshadowing & Privacy

INTEGRITY developments

67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
p: 9202 6888 • f: 9202 6801

amendments:

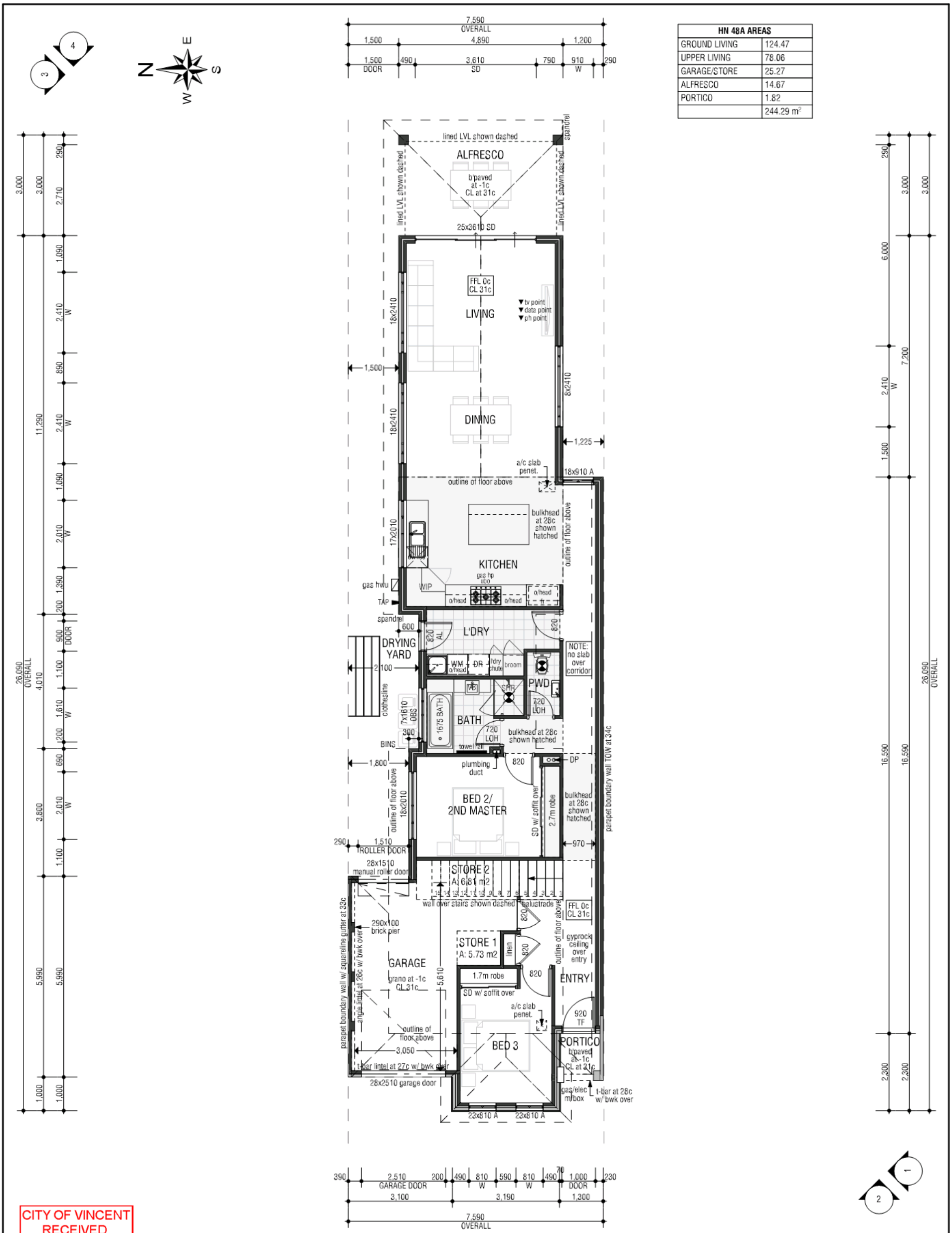
05.06.18	a	submit to council for DA
28.08.18	b	DA amendments
22.10.18	c	front setback + upper floor areas changes
17.12.18	d	SAT changes - portico's
24.01.19	e	HN48A upper floor setback 7.11m from front boundary
14.02.19	f	changes for SAT hearing
25.03.19	g	overshadowing plan changes
03.12.20	h	re-design & new DA submission
01.02.21	i	overshadowing plan fixed
04.02.21	j	DA amendments - council changes

project:
COLIN & CORINNE ROE'S RESIDENCES

project address:
LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

scale:	date:	drawn by:	drawing no.:
1:200	01 DEC 2020	AVN	1580_DA 2 of 9

HN 48A AREAS	
GROUND LIVING	124.47
UPPER LIVING	78.06
GARAGE/STORE	25.27
ALFRESCO	14.67
PORTICO	1.82
	244.29 m²



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HN 48 Ground Floor Plan

INTEGRITY developments

67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
p: 9202 6888 • f: 9202 6801

amendments:

05.06.18	a	submit to council for DA
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01.02.21	i	overshadowing plan fixed
04.02.21	j	DA amendments - council changes

project: COLIN & CORINNE ROE'S RESIDENCES

project address: LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

scale:	date:	drawn by:	drawing no.:
1:100	01 DEC 2020	AVN	1580_DA 6 of 9

HN 48A AREAS	
GROUND LIVING	124.47
UPPER LIVING	78.06
GARAGE/STORE	25.27
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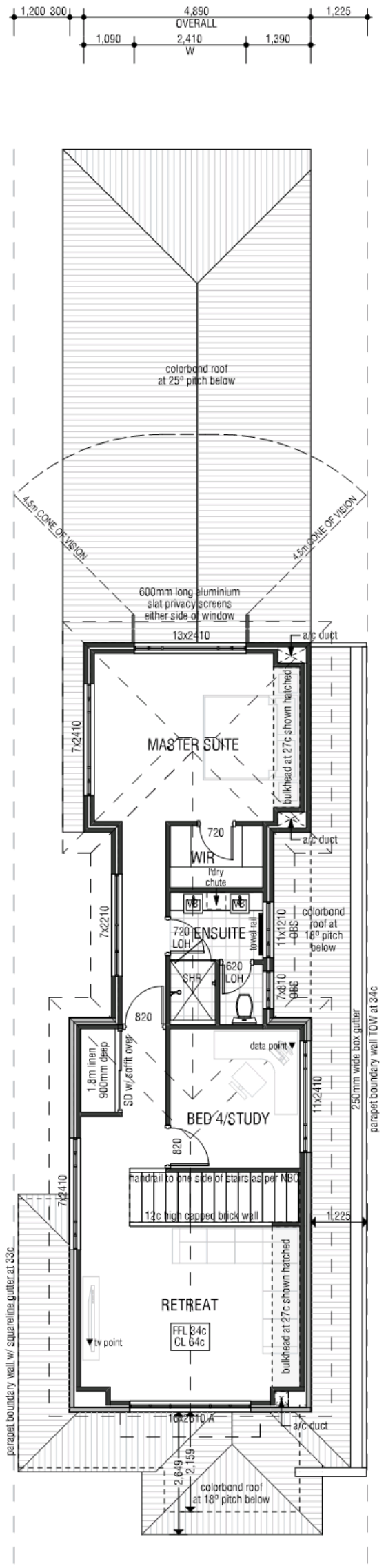

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HN 48 Upper Floor Plan

INTEGRITY developments
67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
p: 9202 6888 • f: 9202 6801

amendments:

05.06.18	a	submit to council for DA
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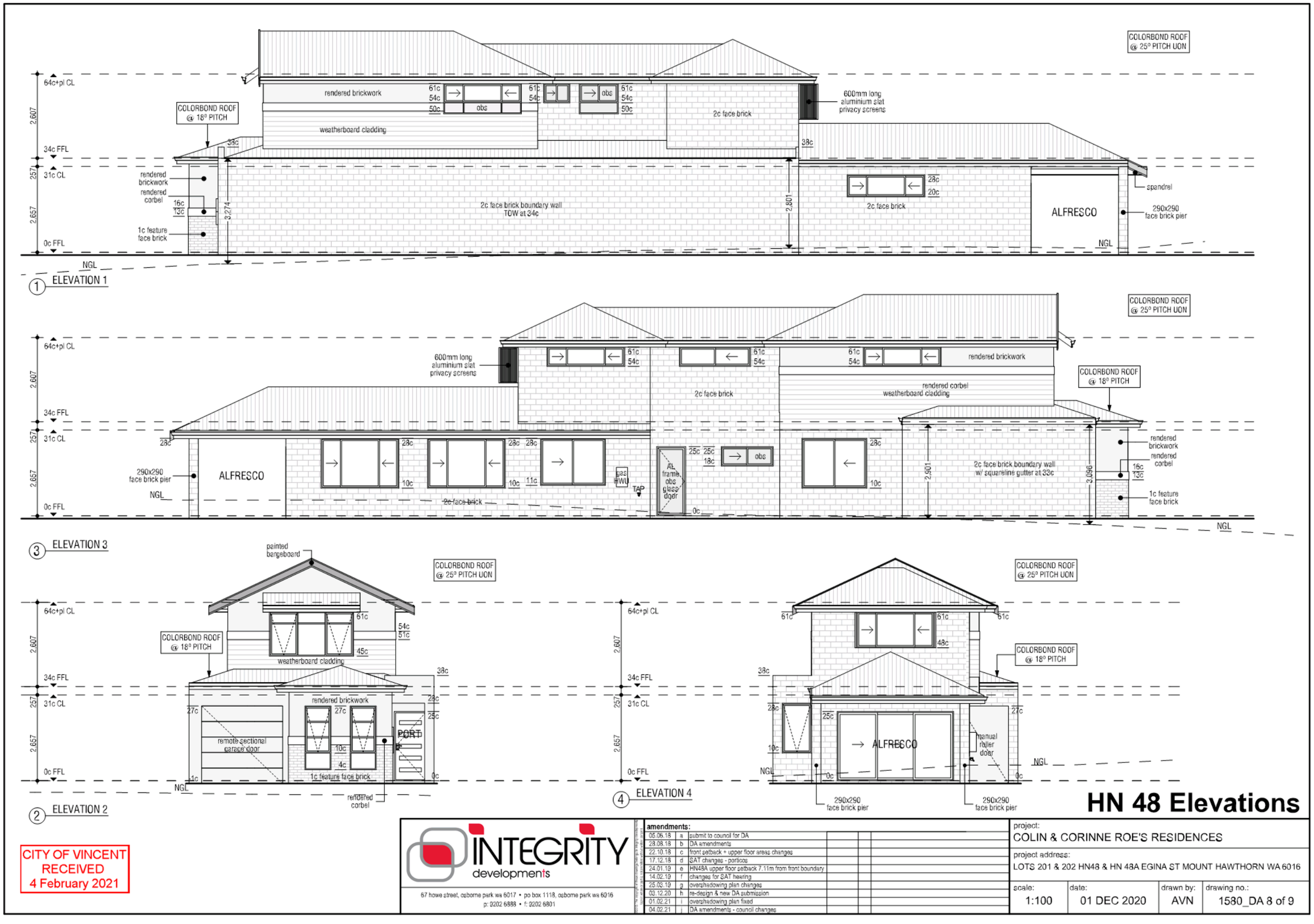
01.02.21	i	overshadowing plan fixed
04.02.21	j	DA amendments - council changes

project:
COLIN & CORINNE ROE'S RESIDENCES

project address:
LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

scale:	date:	drawn by:	drawing no.:
1:100	01 DEC 2020	AVN	1580_DA 7 of 9



HN 48 Elevations

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INTEGRITY developments
67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
p: 9202 6888 • f: 9202 6801

amendments:			
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project:			
COLIN & CORINNE ROE'S RESIDENCES			
project address:			
LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016			
scale: 1:100	date: 01 DEC 2020	drawn by: AVN	drawing no.: 1580_DA 8 of 9

HN 48A MATERIAL SELECTION

RENDER COLOUR:
DULUX FLOODED GUM OR SIMILAR

WINDOW FRAMES COLOUR:
WHITE

ROOF COLOUR:
COLORBOND WALLABY

FACE BRICK:
RED VINTAGE OR SIMILAR

HN 48 MATERIAL SELECTION

RENDER COLOUR:
DULUX HIGHGATE OR SIMILAR

WINDOW FRAMES COLOUR:
WHITE

ROOF COLOUR:
COLORBOND BASALT

FACE BRICK:
RED VINTAGE OR SIMILAR

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3D Views

INTEGRITY developments

67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
p: 9202 6888 • f: 9202 6801

amendments:					
05.06.18	a	submit to council for DA			
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LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

scale:	date:	drawn by:	drawing no.:
	01 DEC 2020	AVN	1580_DA 9 of 9

INFORMATION SHEET

CITY OF VINCENT

ENVIRONMENTALLY SUSTAINABLE DESIGN REQUIREMENTS FOR SINGLE HOUSES AND GROUPED DWELLINGS

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.

INFORMATION SHEET

CITY OF VINCENT

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 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.	The design incorporates an east-west orientation. All living areas, including upper floor retreat, has north facing windows with eaves to reduce summer heat gain in summer. External walls is insulated cavity brick work which has an R value of 2.0. The fittings will be high quality with the aim of prolonging the working life of the fittings. Insulation has been maximised in ceiling and roofs.
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 cladding, wood, recycled plastic composite, range of insulation materials, strategic use of air gaps).	The design has a high level of insulated thermal mass. Solar access is provided through the north facing windows on both the ground and upper floors.

INFORMATION SHEET

CITY OF VINCENT

What does this mean and how can I achieve this?	Applicant Comment – How I have achieved this objective
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 axis of the building runs east-west. The east facing glazing to the living has significant shading. Glazing to the south has been minimised as to the glazing to the west. However as the road is to the west, glazing cannot be eliminated to ensure correct street presence.
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.	All rooms, besides the two minor rooms, has excellent cross ventilation incorporated within the room. Minor rooms have the doors positioned to ensure cross ventilation is maximised. Garages are to the west.
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.	The eaves provides, allow for correct shading to the northern glazing although some winter sun will be blocked due to overshadowing by neighbours.
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.	All windows are openable.
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.	Garden spaces has been maximised to allow for on site storm water to infiltrate the soil.

INFORMATION SHEET

CITY OF VINCENT

What does this mean and how can I achieve this?	Applicant Comment – How I have achieved this objective
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.	As per solar heating.
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.	The project will utilise a solar heat pump or solar HWS.
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* 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.	Solar absorbtance will be 0.69 - colorbond colour "Basalt" This SA was used to gain the 8-star rating for the house and the roof is visible from the street and from neighbouring properties so a higher SA is used to increase visual comfort.

INFORMATION SHEET

CITY OF VINCENT

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.	As 8 star NatHERS assessment has been completed as per previous discussion with planning department

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**.

MEMBER
bdav
Building Designers Association Victoria

SustainabilityWA
Address:
71 Allnutt Street, Mandurah WA 6210
Postal:
PO Box 4160 Mandurah North WA 6210

Energy Efficiency Report – HERS Software

Date:	22nd December 2020
Our Reference:	20-2958
Client Job Number:	1580
Project Address:	Lot 202 (#48) Egina Street, Mount Hawthorn WA 6016
BCA Climate Zone:	5
HERS Climate Zone:	13
Report Commissioned By:	Integrity Developments
On Behalf of:	Roe's
Technical Contact:	David Barham

See NatHERS Certificate on the following pages

Phone: 08 9555 9444 **FAX:** 08 9200 5654 **Email:** rate@s-wa.com.au **Web:** www.s-wa.com.au

MEMBER
bdav
Building Designers Association Victoria

SustainabilityWA

Address:
71 Allnutt Street, Mandurah WA 6210
Postal:
PO Box 4160 Mandurah North WA 6210

BCA Part 3.12 Compliance Report

3.12.5.5 Artificial lighting

Artificial lighting has been calculated using Lamp power density.

Maximum Lighting Calculations			
Space	Area (m^2)	Max. Wattage/m^2	Max. Wattage Allowed
Class 1 building	202.46	5	1012.3
Verandah/Balcony	16.49	4	65.96
Class 10A building	25.99	3	77.97

Vented light fittings are not included in the Class 1 or 10A building part of the HERS calculation.

Multiple spaces with similar allowances have been combined as per AN020. Unenclosed areas less than $5m^2$ are treated as Perimeter lighting. Perimeter lighting to have either a daylight sensor or lamps > 40Lumens/W. Above report is based on design drawings. It remains the builder's responsibility to ensure compliance on site.

Phone: 08 9555 9444 **FAX:** 08 9200 5654 **Email:** rate@s-wa.com.au **Web:** www.s-wa.com.au

Your energy efficiency partners

ABN: 84 132 000054

Nationwide House Energy Rating Scheme
NatHERS Certificate No. 5S5V6EWGPL

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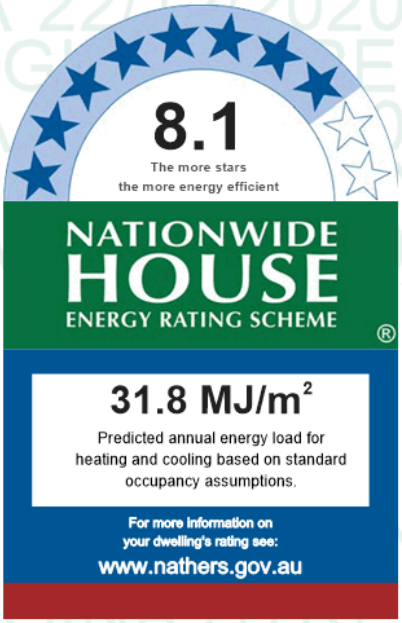

Property

Address	48, Egina Street, Mount Hawthorn, WA, 6016
Lot/DP	202
NCC Class*	Class 1a
Type	New Home

Plans

Main plan	1580
Prepared by	Integrity Developments

Construction and environment

Assessed floor area (m²)*		**Exposure type**
Conditioned*	159.9	suburban
Unconditioned*	12.7	**NatHERS climate zone**
Total	193.3	13, Mount Hawthorn
Garage	20.7	

Thermal performance

Heating	Cooling
20.8	**11**
MJ/m²	MJ/m²

About the rating

NatHERS software models the expected thermal energy loads using information about the design and construction, climate and common patterns of household use. The software does not take into account appliances, apart from the airflow impacts from ceiling fans.

Accredited assessor

Name	David Barham
Business name	Sustainability WA
Email	david@s-wa.com.au
Phone	08 9555 9444
Accreditation No.	DMN/18/1877
Assessor Accrediting Organisation	DMN
Declaration of interest	Declaration not completed

Verification

To verify this certificate, scan the QR code or visit https://www.fr5.com.au/QRCodeLanding?PublicId=5S5V6EWGPL When using either link, ensure you are visiting www.FR5.com.au.

National Construction Code (NCC) requirements

The NCC's requirements for NatHERS-rated houses are detailed in 3.12.0(a)(i) and 3.12.5 of the NCC Volume Two. For apartments the requirements are detailed in J0.2 and J5 to J8 of the NCC Volume One.

In NCC 2019, these requirements include minimum star ratings and separate heating and cooling load limits that need to be met by buildings and apartments through the NatHERS assessment. Requirements additional to the NatHERS assessment that must also be satisfied include, but are not limited to: insulation installation methods, thermal breaks, building sealing, water heating and pumping, and artificial lighting requirements. The NCC and NatHERS Heating and Cooling Load Limits (Australian Building Codes Board Standard) are available at www.abcb.gov.au.

State and territory variations and additions to the NCC may also apply.

* Refer to glossary.

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5S5V6EWGPL NatHERS Certificate **8.1 Star Rating** as of 22 Dec 2020

Certificate Check

Ensure the dwelling is designed and then built as per the NatHERS Certificate. While you need to check the accuracy of the whole Certificate, the following spot check covers some important items impacting the dwelling's rating.

Genuine certificate

Does this Certificate match the one available at the web address or QR code in the verification box on the front page? Does the set of NatHERS-stamped plans for the dwelling have a Certificate number on the stamp that matches this Certificate?

Ceiling penetrations*

Does the 'number' and 'type' of ceiling penetrations (e.g. downlights, exhaust fans, etc) shown on the stamped plans or installed, match what is shown in this Certificate?

Windows

Does the installed window meet the substitution tolerances (SHGC and U-value) and window type, of the window shown on this Certificate?

Apartment entrance doors

Does the 'External Door Schedule' show apartment entrance doors? Please note that an "external door" between the modelled dwelling and a shared space, such as an enclosed corridor or foyer, should not be included in the assessment (because it overstates the possible ventilation) and would invalidate the Certificate.

Exposure*

Has the appropriate exposure level (terrain) been applied? For example, it is unlikely that a ground-floor apartment is "exposed" or a top floor high-rise apartment is "protected".

Provisional* values

Have provisional values been used in the assessment and, if so, noted in "additional notes" below?

Additional Notes

Window and glazed door *type and performance*

Default* windows

				Substitution tolerance ranges	
Window ID	**Window description**	**Maximum U-value***	**SHGC***	SHGC lower limit	SHGC upper limit
ATB-005-01 B	Al Thermally Broken A DG Argon Fill Clear-Clear	3.5	0.47	0.45	0.49
ATB-006-01 B	Al Thermally Broken B DG Argon Fill Clear-Clear	3.5	0.64	0.61	0.67

Custom* windows

				Substitution tolerance ranges	
Window ID	**Window description**	**Maximum U-value***	**SHGC***	SHGC lower limit	SHGC upper limit
No Data Available					

Window and glazed door *Schedule*

Location	Window ID	Window no.	Height (mm)	Width (mm)	Window type	Opening %	Orientation	Window shading device*
Entry	ATB-005-01 B	Entry	1543	910	awning	90.0	E	No
Bed 2	ATB-006-01 B	Bed 2	1543	2010	sliding	45.0	N	No
Bed 3	ATB-005-01 B	Bed 3	1972	810	awning	60.0	W	No

* Refer to glossary.

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Bed 3	ATB-005-01 B	Bed 3	1972	810	awning	60.0	W	No
Bath	ATB-006-01 B	Bath	600	1610	sliding	45.0	N	No
Laundry	ATB-005-01 B	Laundry	2143	820	casement	90.0	N	No
Kitchen/Living	ATB-006-01 B	Kitchen/Livin- g	1457	2010	sliding	45.0	N	No
Kitchen/Living	ATB-006-01 B	Kitchen/Livin- g	1543	2410	sliding	45.0	N	No
Kitchen/Living	ATB-006-01 B	Kitchen/Livin- g	1543	2410	sliding	45.0	N	No
Kitchen/Living	ATB-006-01 B	Kitchen/Livin- g	686	2410	sliding	45.0	S	No
Kitchen/Living	ATB-006-01 B	Kitchen/Livin- g	2143	3610	sliding	65.0	E	No
Master Suite	ATB-006-01 B	Master Suite	600	2410	sliding	45.0	N	No
Master Suite	ATB-006-01 B	Master Suite	1114	2410	sliding	45.0	E	No
Ensuite	ATB-006-01 B	Ensuite	943	1210	sliding	30.0	S	No
WC - Ensuite	ATB-006-01 B	Ensuite - WC	600	810	sliding	45.0	S	No
Bed 4/Study	ATB-006-01 B	Bed 4/Study	943	2410	sliding	30.0	S	No
Retreat	ATB-006-01 B	Retreat	600	2410	sliding	45.0	N	No
Retreat	ATB-005-01 B	Retreat	1372	1610	awning	45.0	W	No
Retreat	ATB-005-01 B	Retreat	1372	1610	awning	45.0	W	No
Passage	ATB-006-01 B	Passage	600	2210	sliding	45.0	N	No

Roof window *type and performance value*

Default* roof windows

Window ID	Window description	Maximum U-value*	SHGC*	Substitution tolerance ranges	
				SHGC lower limit	SHGC upper limit
No Data Available					

Custom* roof windows

Window ID	Window description	Maximum U-value*	SHGC*	Substitution tolerance ranges	
				SHGC lower limit	SHGC upper limit
No Data Available					

Roof window *schedule*

Location	Window ID	Window no.	Opening %	Area (m²)	Orientation	Outdoor shade	Indoor shade
No Data Available							

Skylight *type and performance*

Skylight ID	Skylight description
No Data Available	

Skylight *schedule*

Location	Skylight ID	Skylight No.	Skylight shaft length (mm)	Area (m²)	Orient- ation	Outdoor shade	Diffuser	Skylight shaft reflectance
No Data Available								

* Refer to glossary.

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5S5V6EWGPL NatHERS Certificate **8.1 Star Rating** as of 22 Dec 2020

External door *schedule*

Location	Height (mm)	Width (mm)	Opening %	Orientation
Garage	2400	2510	100.0	W
Garage	2143	820	100.0	E
Entry	2143	920	90.0	W

External wall *type*

Wall ID	Wall type	Solar absorptance	Wall shade (colour)	Bulk insulation (R-value)	Reflective wall wrap*
1	FR5 - Single Brick	0.5	Medium		No
2	FR5 - Double Brick	0.5	Medium		No
3	SWA - SWA - 2c BWK	0.5	Medium		No

External wall *schedule*

Location	Wall ID	Height (mm)	Width (mm)	Orientation	Horizontal shading feature* maximum projection (mm)	Vertical shading feature (yes/no)
Garage	1	2657	5611	N	0	No
Garage	2	2657	3150	W	0	No
Garage	2	2657	1940	E	0	Yes
Entry	3	2657	1069	N	0	Yes
Entry	3	2657	1210	W	1404	Yes
Entry	3	2657	16132	S	0	No
Entry	3	2657	967	E	0	Yes
Bed 2	3	2657	3010	N	0	Yes
Bed 2	3	2657	300	E	0	Yes
Bed 3	3	2657	460	N	290	Yes
Bed 3	3	2657	2730	W	290	No
Bed 3	3	2657	2300	S	290	Yes
Bath	3	2657	2220	N	0	Yes
Laundry	3	2657	1980	N	0	Yes
Kitchen/Living	3	2657	10831	N	490	Yes
Kitchen/Living	3	2657	600	W	0	Yes
Kitchen/Living	3	2657	127	E	0	Yes
Kitchen/Living	3	2657	7203	S	0	Yes
Kitchen/Living	3	2657	4430	E	3490	No
Master Suite	3	2607	3630	N	490	No
Master Suite	3	2607	600	W	491	Yes
Master Suite	3	2607	800	W	490	Yes
Master Suite	3	2607	3637	S	490	No
Master Suite	3	2607	4430	E	490	No
WIR - Master	3	2607	1340	S	0	Yes

* Refer to glossary.

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Ensuite	3	2607	1470	S	0	Yes
WC - Ensuite	3	2607	1294	S	490	Yes
Bed 4/Study	3	2607	3010	S	0	No
Bed 4/Study	3	2607	800	E	490	Yes
Retreat	3	2607	891	E	493	Yes
Retreat	3	2607	8021	N	491	No
Retreat	3	2607	4729	W	490	No
Retreat	3	2607	4929	S	490	No
Passage	3	2607	4275	N	490	Yes

Internal wall *type*

Wall ID	Wall type	Area (m²)	Bulk insulation
1	FR5 - Single Brick	169.4	

Floor *type*

Location	Construction	Area (m²)	Sub-floor ventilation	Added insulation (R-value)	Covering
Garage	FR5 - CSOG: Slab on Ground	20.7	Enclosed	R0.0	none
Entry	FR5 - CSOG: Slab on Ground	25.6	Enclosed	R0.0	Vinyl
Bed 2	FR5 - CSOG: Slab on Ground	12.9	Enclosed	R0.0	Carpet
Bed 3	FR5 - CSOG: Slab on Ground	10.9	Enclosed	R0.0	Carpet
Bath	FR5 - CSOG: Slab on Ground	5.6	Enclosed	R0.0	Tiles
Laundry	FR5 - CSOG: Slab on Ground	7	Enclosed	R0.0	Tiles
Pdr	FR5 - CSOG: Slab on Ground	1.8	Enclosed	R0.0	Tiles
Kitchen/Living	FR5 - CSOG: Slab on Ground	17.6	Enclosed	R0.0	Vinyl
Kitchen/Living	FR5 - CSOG: Slab on Ground	30.8	Enclosed	R0.0	Vinyl
Master Suite	FR5 - 250mm concrete slab	16.1	Enclosed	R0.0	Carpet
WIR - Master	FR5 - 250mm concrete slab	2.7	Enclosed	R0.0	Carpet
Ensuite	FR5 - 250mm concrete slab	4.3	Enclosed	R0.0	Tiles
WC - Ensuite	FR5 - 250mm concrete slab	1.2	Enclosed	R0.0	Tiles
Bed 4/Study	FR5 - 250mm concrete slab	8.4	Enclosed	R0.0	Carpet
Retreat	FR5 - 250mm concrete slab	2.5	Open	R0.0	Vinyl
Retreat	FR5 - 250mm concrete slab	26.5	Enclosed	R0.0	Vinyl
Passage	FR5 - 250mm concrete slab	4	Enclosed	R0.0	Carpet

Ceiling *type*

Location	Construction material/type	Bulk insulation R-value (may include edge batt values)	Reflective wrap*
Garage	FR5 - 250mm concrete slab	R0.0	No
Garage	Plasterboard	R6.0	No
Entry	FR5 - 250mm concrete slab	R0.0	No
Entry	Plasterboard	R6.0	No
Bed 2	FR5 - 250mm concrete slab	R0.0	No

* Refer to glossary.

Bed 3	FR5 - 250mm concrete slab	R0.0	No
Bed 3	Plasterboard	R6.0	No
Bath	FR5 - 250mm concrete slab	R0.0	No
Laundry	FR5 - 250mm concrete slab	R0.0	No
Laundry	Plasterboard	R6.0	No
Pdr	FR5 - 250mm concrete slab	R0.0	No
Pdr	Plasterboard	R6.0	No
Kitchen/Living	FR5 - 250mm concrete slab	R0.0	No
Kitchen/Living	Plasterboard	R6.0	No
Master Suite	Plasterboard	R6.0	No
WIR - Master	Plasterboard	R6.0	No
Ensuite	Plasterboard	R6.0	No
WC - Ensuite	Plasterboard	R6.0	No
Bed 4/Study	Plasterboard	R6.0	No
Retreat	Plasterboard	R6.0	No
Retreat	Plasterboard	R6.0	No
Passage	Plasterboard	R6.0	No

Ceiling *penetrations**

Location	Quantity	Type	Diameter (mm)	Sealed/unsealed
Bath	1	Exhaust Fans	300	Sealed
Pdr	1	Exhaust Fans	300	Sealed
Kitchen/Living	1	Exhaust Fans	150	Sealed

Ceiling *fans*

Location	Quantity	Diameter (mm)
No Data Available		

Roof *type*

Construction	Added insulation (R-value)	Solar absorptance	Roof shade
Cont:Attic-Continuous	0.0	0.7	Dark

* Refer to glossary.

Explanatory Notes

About this report

A NatHERS rating is a comprehensive, dynamic computer modelling evaluation of a home, using the floorplans, elevations and specifications to estimate an energy load. It addresses the building layout, orientation and fabric (i.e. walls, windows, floors, roofs and ceilings), but does not cover the water or energy use of appliances or energy production of solar panels.

Ratings are based on a unique climate zone where the home is located and are generated using standard assumptions, including occupancy patterns and thermostat settings. The actual energy consumption of a home may vary significantly from the predicted energy load, as the assumptions used in the rating will not match actual usage patterns. For example, the number of occupants and personal heating or cooling preferences will vary.

While the figures are an indicative guide to energy use, they can be used as a reliable guide for comparing different dwelling designs and to demonstrate that the design meets the energy efficiency requirements in the National Construction Code. Homes that are energy efficient use less energy, are warmer on cool days, cooler on hot days and cost less to run. The higher the star rating the more thermally efficient the dwelling is.

Accredited assessors

To ensure the NatHERS Certificate is of a high quality, always use an accredited or licenced assessor. NatHERS accredited assessors are members of a professional body called an Assessor Accrediting Organisation (AAO).

Australian Capital Territory (ACT) licensed assessors may only produce assessments for regulatory purposes using software for which they have a licence endorsement. Licence endorsements can be confirmed on the ACT licensing register

AAOs have specific quality assurance processes in place, and continuing professional development requirements, to maintain a high and consistent standard of assessments across the country. Non-accredited assessors do not have this level of quality assurance or any ongoing training requirements.

Any questions or concerns about this report should be directed to the assessor in the first instance. If the assessor is unable to address these questions or concerns, the AAO specified on the front of this certificate should be contacted.

Disclaimer

The format of the NatHERS Certificate was developed by the NatHERSAdministrator. However the content of each individual certificate is entered and created by the assessor to create a NatHERS Certificate. It is the responsibility of the assessor who prepared this certificate to use NatHERS accredited software correctly and follow the NatHERS Technical Notes to produce a NatHERS Certificate.

The predicted annual energy load in this NatHERS Certificate is an estimate based on an assessment of the building by the assessor. It is not a prediction of actual energy use, but may be used to compare how other buildings are likely to perform when used in a similar way. Information presented in this report relies on a range of standard assumptions (both embedded in NatHERS accredited software and made by the assessor who prepared this report), including assumptions about occupancy, indoor air temperature and local climate.

Not all assumptions that may have been made by the assessor while using the NatHERS accredited software tool are presented in this report and further details or data files may be available from the assessor.

Glossary

Annual energy load	the predicted amount of energy required for heating and cooling, based on standard occupancy assumptions.
Assessed floor area	the floor area modelled in the software for the purpose of the NatHERS assessment. Note, this may not be consistent with the floor area in the design documents.
Ceiling penetrations	features that require a penetration to the ceiling, including downlights, vents, exhaust fans, rangehoods, chimneys and flues. Excludes fixtures attached to the ceiling with small holes through the ceiling for wiring, e.g. ceiling fans; pendant lights, and heating and cooling ducts.
Conditioned	a zone within a dwelling that is expected to require heating and cooling based on standard occupancy assumptions. In some circumstances it will include garages.
Custom windows	windows listed in NatHERS software that are available on the market in Australia and have a WERS (Window Energy Rating Scheme) rating.
Default windows	windows that are representative of a specific type of window product and whose properties have been derived by statistical methods.
Entrance door	these signify ventilation benefits in the modelling software and must not be modelled as a door when opening to a minimally ventilated corridor in a Class 2 building.
Exposure category - exposed	terrain with no obstructions e.g. flat grazing land, ocean-frontage, desert, exposed high-rise unit (usually above 10 floors).
Exposure category - open	terrain with few obstructions at a similar height e.g. grasslands with few well scattered obstructions below 10m, farmland with scattered sheds, lightly vegetated bush blocks, elevated units (e.g. above 3 floors).
Exposure category - suburban	terrain with numerous, closely spaced obstructions below 10m e.g. suburban housing, heavily vegetated bushland areas.
Exposure category - protected	terrain with numerous, closely spaced obstructions over 10 m e.g. city and industrial areas.
Horizontal shading feature	provides shading to the building in the horizontal plane, e.g. eaves, verandahs, pergolas, carports, or overhangs or balconies from upper levels.

* Refer to glossary.

National Construction Code (NCC) Class	the NCC groups buildings by their function and use, and assigns a classification code. NatHERS software models NCC Class 1, 2 or 4 buildings and attached Class 10a buildings. Definitions can be found at www.abcb.gov.au.
Opening Percentage	the openability percentage or operable (moveable) area of doors or windows that is used in ventilation calculations.
Provisional value	an assumed value that does not represent an actual value. For example, if the wall colour is unspecified in the documentation, a provisional value of 'medium' must be modelled. Acceptable provisional values are outlined in the NatHERS Technical Note and can be found at www.nathers.gov.au
Reflective wrap (also known as foil)	can be applied to walls, roofs and ceilings. When combined with an appropriate airgap and emissivity value, it provides insulative properties.
Roof window	for NatHERS this is typically an operable window (i.e. can be opened), will have a plaster or similar light well if there is an attic space, and generally does not have a diffuser.
Shading device	a device fixed to windows that provides shading e.g. window awnings or screens but excludes eaves.
Shading features	includes neighbouring buildings, fences, and wing walls, but excludes eaves.
Solar heat gain coefficient (SHGC)	the fraction of incident solar radiation admitted through a window, both directly transmitted as well as absorbed and subsequently released inward. SHGC is expressed as a number between 0 and 1. The lower a window's SHGC, the less solar heat it transmits.
Skylight (also known as roof lights)	for NatHERS this is typically a moulded unit with flexible reflective tubing (light well) and a diffuser at ceiling level.
U-value	the rate of heat transfer through a window. The lower the U-value, the better the insulating ability.
Unconditioned	a zone within a dwelling that is assumed to not require heating and cooling based on standard occupancy assumptions.
Vertical shading features	provides shading to the building in the vertical plane and can be parallel or perpendicular to the subject wall/window. Includes privacy screens, other walls in the building (wing walls), fences, other buildings, vegetation (protected or listed heritage trees).

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BCA Part 3.12 Performance Requirements

3.12.1.1 Building fabric thermal insulation

Where required, insulation must comply with AS/NZS 4859.1 and be installed so that it abuts or overlaps adjoining insulation other than at supporting members such as columns, studs, noggings, joists, furring channels and the like where the insulation must butt against the member; and forms a continuous barrier with ceilings, walls, bulkheads, floors or the like that inherently contribute to the thermal barrier; and does not affect the safe or effective operation of a domestic service or fitting.

Where required, reflective insulation must be installed with the necessary airspace, to achieve the required R-Value between a reflective side of the reflective insulation and a building lining or cladding; and the reflective insulation closely fitted against any penetration, door or window opening; and the reflective insulation adequately supported by framing members; and each adjoining sheet of roll membrane being overlapped not less than 150mm; or taped together.

Where required, bulk insulation must be installed so that it maintains its position and thickness, other than where it crosses roof battens, water pipes, electrical cabling or the like; and in a ceiling, where there is no bulk insulation or reflective insulation in the external wall beneath, it overlaps the external wall by not less than 50 mm.

3.12.1.2(c) and 3.12.1.4(b) Thermal breaks

A roof that has metal sheet roofing directly fixed to metal purlins, metal rafters or metal battens; and does not have a ceiling lining or has a ceiling lining fixed directly to those metal purlins, metal rafters or metal battens, must have a thermal break, consisting of a material with an R-Value of not less than 0.2, installed between the metal sheet roofing and its supporting metal purlins, metal rafters, or metal battens.

A wall that has lightweight external cladding such as weatherboards, fibre-cement or metal sheeting fixed to the metal frame; and does not have a wall lining or has a wall lining that is fixed directly to the metal frame, must have a thermal break, consisting of a material with an R-Value of not less than 0.2, installed between the external cladding and the metal frame.

3.12.1.2(e) Compensation for a loss of ceiling insulation

The house energy rating software used automatically compensates for a loss of ceiling insulation. Ceiling insulation penetrations are included in the final energy assessment on page 1 of the NatHERS Certificate.

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3.12.1.5(c) and 3.12.1.5(d) Floor edge insulation

A concrete slab-on-ground with an in-slab or in-screed heating or cooling system, must have insulation with an R-Value of not less than 1.0, installed around the vertical edge of its perimeter; and when in climate zone 8, must be insulated around the vertical edge of its perimeter with insulation having an R-Value of not less than 1.0; and underneath the slab with insulation having an R-Value of not less than 2.0.

Insulation required must be water resistant; and be continuous from the adjacent finished ground level to a depth of not less than 300mm; or for at least the full depth of the vertical edge of the concrete slab-on-ground.

These requirements do not apply to an in-screed heating or cooling system used solely in a bathroom, amenity area or the like.

3.12.3 Building Sealing

This Part applies to a Class 1 building and a Class 10a building with a conditioned space.

The Part does not apply to a building in climate zones 1, 2, 3 and 5 where the only means of air-conditioning is by using an evaporative cooler; or a permanent building ventilation opening that is necessary for the safe operation of a gas appliance; or A Class 10a building used for the accommodation of vehicles.

Chimneys and flues will be designed and installed in accordance with 3.12.3.1.

Roof lights will be designed and installed in accordance with 3.12.3.2.

External windows and doors will be designed and installed in accordance with 3.12.3.3.

Exhaust fans will be designed and installed in accordance with 3.12.3.4.

Construction of roofs, walls and floor will comply with 3.12.3.5.

Evaporative coolers will be designed and installed in accordance with 3.12.3.6.

3.12.5 Services

This Part applies to a Class 1 building, a Class 10a building and a Class 10b swimming pool associated with a Class 1 or 10a building.

A heated water supply system must be designed and installed in accordance with Part B2 of NCC Volume Three — Plumbing Code of Australia.

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Insulation of services will be designed and installed in accordance with 3.12.5.1.

Central heating water piping will be designed and installed in accordance with 3.12.5.2.

Heating and cooling ductwork will be designed and installed in accordance with 3.12.5.3.

Electric resistance space heating will be designed and installed in accordance with 3.12.5.4.

Artificial lighting will be designed and installed in accordance with 3.12.5.5.

A water heater in a heated water supply system will be designed and installed in accordance with 3.12.5.6.

Swimming pool heating and pumping will be designed and installed in accordance with 3.12.5.7.

Spa pool heating and pumping will be designed and installed in accordance with 3.12.5.8.

WA 2.3.1 Water use efficiency

All tap fittings other than bath outlets and garden taps must be a minimum of 4 stars WELS rated.

All showerheads must be a minimum of 3 stars WELS rated.

All sanitary flushing systems must be a minimum of 4 stars WELS rated dual flush.

WA 2.3.2 Swimming pool covers and blankets

An outdoor private swimming pool or spa associated with a Class 1 building must be supplied with a cover, blanket or the like that is designed to reduce water evaporation; and is accredited under the Smart Approved Watermark Scheme governed by the Australian Water Association, the Irrigation Association of Australia, the Nursery and Garden Industry Australia and the Water Services Association of Australia.

WA 2.3.3 Heated water use efficiency

All internal heated water outlets (such as taps, showers and washing machine water supply fittings) must be connected to a heated water system or a re-circulating heated water system with pipes installed and insulated in accordance with AS/NZS 3500: Plumbing and Drainage, Part 4 Heated Water Services. The pipe from the heated water system or re-circulating heated water system to the furthest heated water outlet must not be more than 20m in length or 2 litres of internal volume.

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Urban Design Study:

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

Description	Applicant comment
Context & Character *Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.*	
Demonstrate how you have reviewed the natural environment including topography, local flora and fauna.	The topography of the site is naturally sloping down from north-east to south-west, the gradient is low and not significant. Local flora consists of a street tree within the verge space of each dwelling, however the verge is inconsistent; while grassed verges are the predominant verge, closer to the site a stretch of ~70m of verge is brick paved beneath the street tree.
Demonstrate consideration of the site's streetscape character.	The streetscape character consists of pitched roofs without a notably prevailing material. The front fences vary significantly, new development predominantly hosts brick piers with permeable fill. Dwellings are single storey without an apparent preference for material finish amongst either new or old dwellings.
Demonstrate review of the built and natural environment of the local context to a radium of 400m – 1000m.	Refer to attachment 1
Demonstrate how the site's context and character influenced the development. Consider the following: • History of the local area; • Heritage listed buildings in the area; • High quality contemporary buildings in the area; • Materials, textures, patterns from high quality heritage / character as well as contemporary buildings in the area; and • Movement patterns / laneways.	The property is not on a site of Indigenous Australian or other heritage significance. The design incorporates a gable treatment, roof material, and wall treatment which is consistent with the existing home and the character of the area. The high quality contemporary builds of the area have an attractive finish. The harmony of newer development with the character of Egina Street, is noticeable on two factors. 1) the maturity/size of the street tree greatly mitigates the perception of bulk, and 2) greater widths of upper floors as they present towards the street, are less compatible in scale. The design minimises the length of upper floors fronting the street, by making the upper floors no wider than necessary for the functionality/compliance of circulation spaces and rooms internally.
Landscape quality *Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.*	
Demonstrate review of the existing landscaping of the site and the street including mature trees, species and natural features	The site is vacant and does not contain any vegetation. the street tree is juvenile and will contribute little benefit to the site until it is more mature. There is a very large, dominant Eucalyptus tree in the backyard of the rear adjoining property, which will provide substantial shade cover to the site. The street trees noted previously are an numerous and an inherited characteristic of the street in its entirety. This characteristic is consistent throughout the broader area, and as such, the loss or degradation of street vegetation is easily recognisable from the public realm.
Demonstrate how the landscape quality of the streetscape and surrounding context has been incorporated into the building and landscape design.	noting the juvenile status of the street tree, the proposed plantings within the front setback will aid in the proposals positive contribution to Egina Street and make the site more consistent with its broader surroundings.

Description	Applicant comment
Built Form & Scale *Good design provides development with massing and height that is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.*	
What is the building massing and height of the streetscape? How has this been incorporated into the design?	Building massing is predominantly single storey, with some newer two storey homes scattered within the street. Noted early, when in conjunction with a juvenile street tree, the width of the home plays a large role in being consistent with the street character. It is difficult to identify a prevailing built-form, as each home combines a unique combination of the various aspects which contribute to built form, whether it be setback distance, setback articulation, used materials and finishes, size and location of major openings, verandas, car ports, fences, entryways, gates, internal landscaping, undercarriage landscaping, garages, private open space
How does the development respond and contribute to the built form and scale of the streetscape?	Contrast is made between the bulk of nearby two-storey homes as the proposal is narrow in comparison and is noticeably less perceivable. the proposal has paid tribute to the vast array of materials by distinguishing the lower and upper portion of the facade with older and newer finishes respectively. The roof forms are consistent with the surrounding homes and also include the gable style which is only seen in older homes nearby.
Demonstrate how the development encourages an activated and vibrant streetscape environment.	The proposed development includes significant major openings on both the ground and upper floor presenting directly to the street to enhance interaction and passive surveillance of the street.
Functionality & Build Quality *Good design meets the needs of users efficiently and effectively, balancing functional requirements to deliver optimum benefit and performing well over the full life-cycle.*	
Demonstrate how the proposed design complements the use of the building.	The design uses high-quality materials which are consistent with the prevalent characteristics of Egina Street. The design has located and screened all services from view of the public realm. Once access is provided, there is limited space for a functional front setback, therefore the response to landscape all remaining area, optimises the space. The development has therefore prioritised its contribution towards a compatible streetscape as paramount
Sustainability *Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.*	
Demonstrate how the building performance has been optimised using suitable orientation and layout of internal spaces.	The orientation of the lots provides little option to optimise the orientation for solar access. Notwithstanding the design includes major openings which would receive direct sunlight and has achieved appropriate levels of sunlight and natural ventilation to all habitable rooms possible. The design of the two dwellings cooperate; habitable rooms are located where the adjoining property has less height and will not block the afternoon sun. These habitable rooms subsequently include large major openings along the majority of this portion of wall.
Amenity *Good design optimises internal and external amenity for occupants, visitors and neighbours, contributing to living and working environments that are comfortable and productive.*	
Demonstrate how the development optimises amenity for occupants, adjoining neighbours and onlookers	The design focuses the upper floor towards the front of the site, where it is lower in AHD and is consistent with other two storey developments on Egina Street. The site planning of the proposed homes ensure there is no adverse impact the privacy or solar access of the open space to the adjoining properties.
Legibility *Good design results in buildings and places that are legible, with clear connections and memorable elements to help people find their way around.*	
Demonstrate how the design allow users and visitors to navigate through the development.	The development presents a clearly visible pedestrian and vehicular access point. The pedestrian access is to the side of the facade and not immediately visible. The design has instead created an engagement with the streetscape through the central major openings of the front most bedroom. This is acceptable as the intimate proximity of the frontage means there is nonetheless an intuitive direction to the pedestrian access way.
Safety *Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*	
Demonstrate how the layout of buildings on site provides safe and high level of amenity for residents.	the above mentioned major opening benefits the passive surveillance provided to Egina Street which maximises on the view to the street, unobstructed by landscaping. The design limits exposed blank facades, provide clear sight lines, and limits areas for concealment. The up-stairs retreat also overlooks and provides passive surveillance of the street.

Description	Applicant comment
Community *Good design responds to local community needs as well as the wider social context, providing buildings and spaces that support a diverse range of people and facilitate social interaction.*	
Demonstrate how the development contributes to a sense of community, encouraging social engagement and enabling stronger communities.	The development provides for additional housing stock in the area to support an increasing population, who in turn will contribute to supporting local businesses and enables stronger communities. Elaborate community facilities are inappropriate in this situation given site context, layout , design, end-users, and community. The design provides an inviting, friendly, and appealing streetscape interface and appearance through its use of direct street access, private open space, landscaping, and façade treatment. This improves the sense of connection for residents to their community / street and vice-versa.
Aesthetics *Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.*	
Demonstrate how the surrounding context and character has been incorporated into the design of the development.	The design is consistent with the established streetscape of the local area and includes features which reflect the characteristics of the area. The development has incorporated a setback upper floor to emphasis the single storey component of the development, protruding habitable room fronting the street, and face brick facade with rendered elements. The pitched roof, gabled design and striped rendered finishes resonate with the older housing stock along Egina Street.

Please complete all sections of this application 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**.

Attachment 1

Demonstrate how you have reviewed the natural environment including topography, local flora and fauna.

The site is elevated marginally from the street level, the streets AHD drops as Egina Street stretches south. A ~70m stretch of street verge is brick paved with minimal landscaping around the base of the street trees. One street tree is a juvenile frangipani which adds little character, while another street tree appears to be in poor health. Opposite this stretch of paved verge, the eastern verge is clear of street trees for approximately 35m. **The mature trees are in good health, except one located at No.49 Egina Street.**

Aerial of immediate locality indicating 1.0m contours

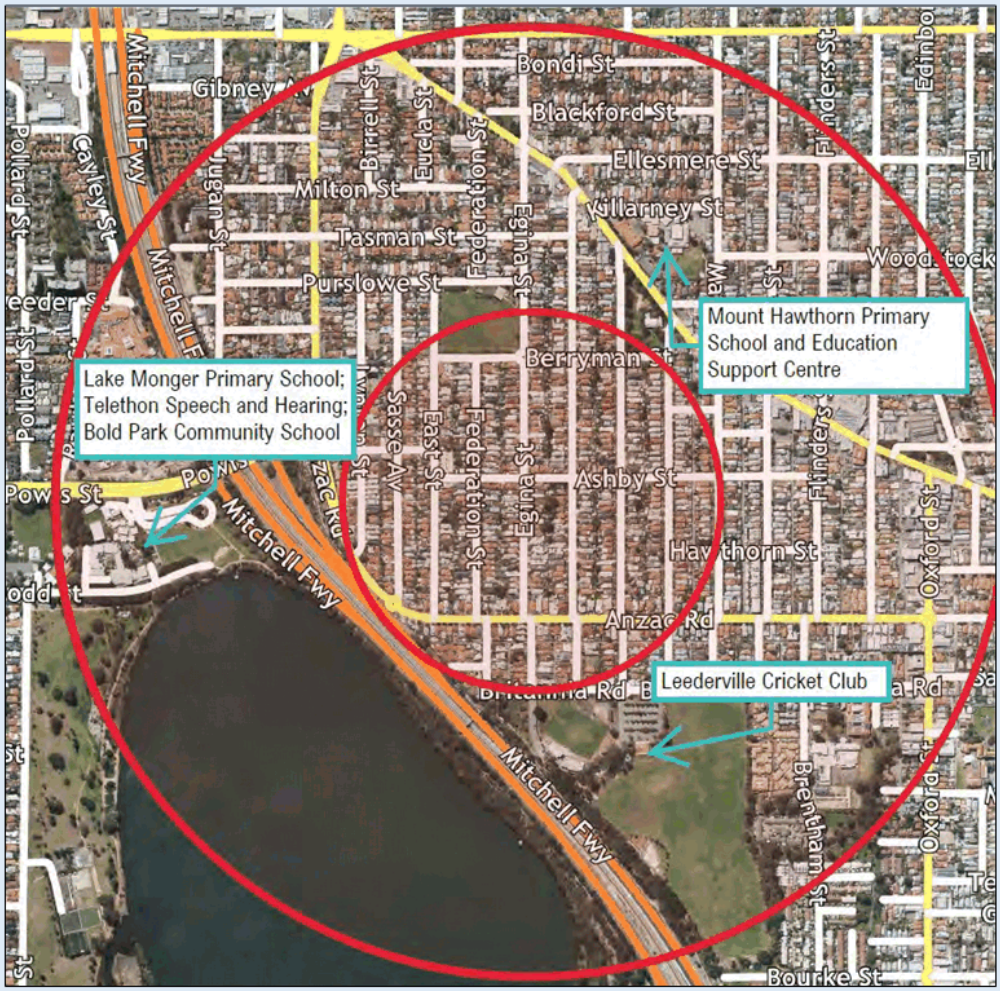
View south on Egina Street, just north of the site.

View of the struggling tree at #49 Egina Street, opposite the site.

View of Egina Street just less than 100m south of the site.

Demonstrate review of the built and natural environment of the local context to a radium of 400m – 1000m.

The below image indicates the extent of built and natural environment is to be reviewed.



400m and 1,000m radius from site

These areas vastly exceed the appropriate extent of review to determine context and character for a single house. Some of the notable nearby points of interest have been indicated.

Mount Hawthorn Primary School

Braithwaite Park and Mount Hawthorn Community Centre

Mount Hawthorn town centre

The built and natural environment within the immediate streetscape is shown below.

37 Egina Street (South of site)

32 and 36 Egina Street (south of site)

58 Egina Street (North of site)

Egina Street includes a range of dwelling types, primarily single storey with a pitched roof with gable features, front verandah and rendered or face brick finish. Notably, numerous carports are built up to the lot boundary with a prevailing tendency to have dominant or bulky designs. There, is a significant street tree presence in Egina street with most of the trees being mature trees. The trees greatly enhance the streetscape and mitigate the bulk of carports where these co-exist with the trees.

No. 48 Egina Street, Mount Hawthorn – Streetscape Analysis

Address	Built Form Comments	Streetscape Images
20 Egina Street	• Single storey dwelling setback approximately 7 metres from the street • Pitched roof form and face brick finish • Double carport attached to dwelling	

25 Egina Street	• Double carport to front setback • Skillion and concealed roof forms • Pedestrian access concealed from street	

26 Egina Street	• Single store pitched roof dwelling • Double garage dominates streetscape frontage • Face brick and render detailing	

30 Egina Street	• Two storey dwelling • Prominent design features which traverses ground and upper floors • Blank, solid portions of wall • Limited streetscape engagement and no visible pedestrian access	

36 Egina Street	• Two storey pitched roof dwelling • Double carport within the front setback • Neutral colour palette	

46 Egina Street	• Single storey dwelling with verandah detail • Shade sail within front setback for vehicle parking • Face brick finish	

50 Egina Street	• No structures within the street setback area. • Double garage and expansive hardstand • Grey colour palette with face brick accents	

58 Egina Street	• Single dwelling with upper floor additions • Pitched roof and gable details • Neutral colour palette	

59 Egina Street	• Two storey dwelling • Upper floor stepped behind ground floor • Vehicle access provided from both the primary and secondary street (double carport and garage)	

67 Egina Street	• Single storey dwelling • Pitched roof and gable details • Verandah detail to front façade	

74 Egina Street	• Two storey dwelling with double carport in front setback (with door) • Grey colour palette	

85 Egina Street	• Single storey dwelling with pitched roof • Single carport within the street setback area. • Neutral/light colour palette	

100 Egina Street	• Upper floor balcony projects forward of ground floor • Double garage prominent to street • Limited vertical and horizontal articulation	

Summary of Submissions:

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

Comments Received in Objection:	Administration Comment:
Lot Boundary Walls • Lot boundary wall extends along the boundary for 16.59 metres, an increase from previous applications. Boundary wall does not comply with Residential Design Code Clause 5.1.3 Lot Boundary Setbacks and C3.2iii as development extends to the lot boundary on two sides. • Landscaping and active habitable spaces to neighbouring properties will be severely impacted by the lot boundary walls. • Plans include a significant southern boundary wall due to the move away from a "mirrored" arrangement. This requires a compliance compromise in order to enable a dwelling of this size to be built on a small block.	The City's Built Form Policy Clause 5.2 amends Clause 5.1.3 and C3.2iii to allow lot boundary walls to two side boundaries that are permitted up to two-thirds the length of the lot boundaries behind the front setback, being 22.08 metres in length permitted for each of the boundary walls. The application proposes two boundary walls that are 6.0 metres (garage wall) and 18.0 metres (portico to kitchen) in length. This satisfies the deemed-to-comply number and length of walls permitted. The cumulative length of the two boundary walls would be far lesser than that permitted under the Built Form Policy.
Landscaping Proposed canopy cover value quoted is questioned, as it is derived from full-canopy trees which are unlikely to become established in the small spaces.	Trees are proposed to be planted in consolidated deep soil areas, with areas accommodating tree planting a minimum of 2 metres in dimension. This is greater than the minimum dimension for deep soil planting areas which is 1 metre. The trees would be capable of growing to a greater height and canopy than that shown on the development plans. The City's Parks and Urban Greening team has reviewed the proposal and confirmed the tree species and their location would enable canopy to grow to full maturity.
Construction Management Simultaneous construction of both No. 48 and No. 48A Egina Street will create significant traffic hazards on a street and will present accessibility issues for all neighbouring residents due to trade vehicles no doubt blocking verges around the site. Proposal should be subject to a detailed and enforced management plan.	A condition requiring a construction management plan to be prepared, submitted to and approved by the City prior to issue of a building permit has been included as a recommended condition of approval. This is because the site has limited street frontage due to its narrow 7.6 metre lot width, and may be undertaken simultaneously with the development proposed on the adjoining property. A construction management plan would ensure effective management of building work and on-site construction, particularly waste management, storage of construction materials, parking arrangements for contractors and subcontractors, and traffic and access management to minimise disruption to and impact on the surrounding area. Obstruction to the street, verge and footpath during construction of the proposed dwelling is not permitted.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
Lot Configuration and Built Form Outcomes	
• Development will set the precedent for what could be developed on Egina Street in the future. The land owner has created some of the smallest lots in Mount Hawthorn and then shoe horned in a much building area onto the lot as they can.	• The creation of the 307 square metre lot is as a result of subdivision lodged with and approved by the Western Australian Planning Commission (WAPC), consistent with the average and minimum lot sizes prescribed by the R Codes. The proposal would provide for 49.3 percent open space area which complies with the deemed-to-comply requirements of at least 45 percent prescribed under the R Codes. Together with landscaping areas and building setbacks provided, this does not indicate an overdevelopment of the site. The development is consistent with the planning framework setting.
• Concerns that the dwellings with an appearance that is bulky and ugly that are out of keeping with the rest of the streetscape are being considered.	• The application has been referred to a member of the City's Design Review Panel to ensure the proposed development would be complimentary to and would reference the established Egina Street streetscape. Comments and recommendations provided by the DRP member were implemented in amended plans prepared by the applicant. An urban design study prepared by the applicant and a streetscape analysis undertaken by the City has also formed part of the assessment of the proposed development. The built form, colours and materials of the dwelling would appropriately reference the established streetscape and broader locality, and is acceptable based on the applicable planning framework. It is noted that Egina Street is not located in a heritage precinct or character retention area.
• As has been highlighted in the multiple previous submissions made (and rejected) for the proposed redevelopment, the revised plans still represent a loss of visual amenity in the street as the result of the bulk of the proposed dwelling onto a minimum sized block. Dwelling is only enabled by compromising on "deemed-to-comply" requirements, and the result will remain a frontage dominated by driveways, garage doors, and brickwork, against a street characterised by front yards and gardens.	• The proposed single garage and driveway that reduces to 3.0 metres in width at the front boundary, in lieu of the 6 metres deemed-to-comply standard, would reduce the appearance of vehicle access points to the streetscape and increases landscaping opportunities (both canopy and deep soil zones) in the front setback area. The urban design study submitted by the applicant demonstrates how the dwelling draws upon local built form references, supported by the comments and recommendations from the DRP member.
Dividing Fences	
Pre-demolition comment on site survey plan of "Timber pailing fence in fair condition" was accurate prior to demolition, however fence was damaged during demolition.	The condition of existing dividing fences is outside the scope of consideration of this development application. This is because dividing fences are administered under the *Dividing Fences Act 1961* and are a civil matter between the owners of the affected properties.

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

Determination Advice Notes:

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

2. **With reference to Condition 2, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.**

3. **With reference to Condition 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***

4. **With reference to Condition 7, no further consideration shall be given to the disposal of stormwater 'offsite' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of stormwater 'offsite' be subsequently provided, detailed design drainage plans and associated calculations for the proposed stormwater disposal shall be lodged together with the building permit application working drawings.**

5. **With reference to Condition 9, all new crossovers to the development site are subject to a separate application to be approved by the City.**

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 Right of Way and the Verge along Bulwer 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.**

9.3 NO. 48A (LOT: 201; D/P: 413236) EGINA STREET, MOUNT HAWTHORN - PROPOSED SINGLE HOUSE

Ward: North

Attachments:

1. Consultation and Location Map
2. Lodged Development Plans
3. Development Plans
4. Environmentally Sustainable Design Report and Template
5. Urban Design Study
6. Administration Streetscape Analysis
7. Summary of Submissions - Administration's Response
8. Determination Advice Notes

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the development application for Single Dwelling at No. 48A (Lot: 201; D/P: 413236) Egina Street, Mount Hawthorn in accordance with the plans in Attachment 3, subject to the following conditions, with the associated advice notes in Attachment 8:

1. **Development Plans**

   This approval is for a Single House as shown on the approved plans dated 4 February 2021. No other development forms part of this approval;

2. **Boundary Walls**

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

3. **External Fixtures**

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

4. **Visual Privacy**

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

5. **Colours and Materials**

   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;

6. **Landscaping**

   6.1 All landscaping works shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to the occupancy or use of the development and

maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers; and

6.2 A minimum of one Weeping Peppermint Tree of a 45 litre capacity shall be planted within the road verge adjacent to the subject site as shown in the approved plans at the expense of the owners/occupiers, prior to occupancy or use of the development and to the City's satisfaction;

7. Stormwater

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

8. Sight Lines

No walls, letterboxes or fences above 0.75 metres in height to be constructed within 1.5 metre of where the driveway meets the right of way, unless the further approval of the City is obtained;

9. Car Parking and Access

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

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

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

10. Construction Management Plan

A Construction Management Plan shall be lodged with and approved by the City prior to issue of a building permit. This plan is to detail how construction will be managed to minimise disruption in the area and shall include:

- **Storage of materials and equipment on site;**
- **Parking arrangements for contractors and sub-contractors;**
- **The impact on traffic movement;**
- **Notification to affected land owners; and**
- **Construction times.**

The approved Construction Management Plan shall be complied with for the duration of the construction of the development

PURPOSE OF REPORT:

To consider an application for development approval for a two storey single house at No. 48A Egina Street, Mount Hawthorn (subject site).

PROPOSAL:

The application proposes the construction of a two storey single house at the subject site.

BACKGROUND:

Landowner:	Colin and Corinne Roe
Applicant:	Integrity Developments (WA) Pty Ltd
Date of Application:	4 January 2021
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R30
Built Form Area:	Residential
Existing Land Use:	Vacant
Proposed Use Class:	Single House
Lot Area:	307m²
Right of Way (ROW):	No
Heritage List:	No

The subject site is bound by Egina Street to the west, single dwellings to the north and east and a vacant green title lot to the south (No. 48 Egina Street), as shown on the location plan included as **Attachment 1**. Egina Street and the broader area surrounding the subject site is characterised by one and two-storey single houses.

The subject site is currently a vacant lot that has been cleared in preparation for development. The site forms part of two parallel green title lots created as part of a subdivision approval issued by the Western Australian Planning Commission (WAPC) in 2017. The lots have since been created.

Previous Development Applications

At its meeting on 16 October 2018, Council refused a development application for two grouped dwellings to the parent lot of the subject site (No. 48 Egina Street). The reasons for refusal related to the impact of the proposed primary street setback and visual dominance of the proposed garages on the existing streetscape.

The applicant sought a review of this decision by the State Administrative Tribunal (SAT), and through this process the SAT invited Council to reconsider its decision. Prior to the application for reconsideration being presented to Council, Administration was provided with a copy of the Deposited Plan and Certificate of Title for the subdivided lots (Nos. 48 and 48A Egina Street) by the applicant. As a result, the application presented to Council for reconsideration was for two single houses, rather than two grouped dwellings.

Council reconsidered amended plans at its meeting on 5 February 2019 where it resolved to refuse the application. The refusal reasons related to:

- The bulk, scale and visual dominance of the garages on the existing streetscape,
- Compromised solar access to the subject and adjoining property as a result of the proposed landscaping and two storey boundary walls; and
- Inadequate landscaping to reduce the impact of the proposal on the adjoining properties and streetscape.

Following Council's decision, the SAT dismissed the applicant's application for review. This was on the basis that Landgate had issued the Deposited Plan and Certificate of Title for the two green title lots at No. 48A (Lot 201) Egina Street and No. 48 (Lot 202) Egina Street. SAT determined that this meant that Lot 5 (being the parent lot) no longer existed and a decision could not be made on the development application.

The applicant subsequently lodged two separate single house development applications for Nos. 48 and 48A Egina Street. Council refused the applications at its meeting on 20 August 2019 for reasons related to:

- The bulk, scale and visual dominance of the garages on the existing streetscape;
- Inadequate landscaping to reduce the impact of the proposal on the adjoining properties and streetscape and resulting in compromised solar access to the subject and adjoining properties;
- The bulk and scale impacts of the proposed two storey boundary wall and resulting restricted solar access; and
- Compromised solar access to the adjoining property at No. 48 Egina Street.

The applicant lodged applications for review of Council's decisions made on 20 August 2019 to the SAT. The matters proceeded to full SAT hearing on 6 November 2019 where the SAT affirmed Council's decision to refuse the applications and dismissed the applicant's application for review.

An application for review of SAT's decision by a judicial member of the SAT under section 244 of the *Planning and Development Act 2005* to deal with questions of law was sought by the landowners. The SAT refused the application and affirmed Council's refusal on 29 July 2020.

Current Development Applications

The applicant has submitted two separate development applications for single houses at both the subject site and No. 48 Egina Street, Mount Hawthorn.

The plans for the single house proposed for the subject site as part of this application are contained in **Attachment 3**.

The development application for a single house on No. 48 Egina Street is also on this Ordinary Meeting agenda for Council's determination. Administration has assessed each application separately.

DETAILS:

Summary Assessment

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

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Street Setback	✓	
Front Fence	✓	
Building Setbacks/Boundary Wall		✓
Building Height/Storeys	✓	
Open Space	✓	
Outdoor Living Areas	✓	
Landscaping (R Codes)	✓	
Privacy	✓	
Parking & Access	✓	
Solar Access		✓
Site Works/Retaining Walls	✓	
External Fixtures	✓	
Surveillance	✓	
Environmentally Sustainable Design	✓	

Detailed Assessment

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

Lot Boundary Setbacks/Walls	
Deemed-to-Comply Standard	**Proposal**
Built Form Policy Clause 5.2 Lot Boundary Setbacks Dining – Alfresco: 1.5 metres Lot Boundary Walls Boundary walls to two side boundaries to a maximum height of 3.5m and average height of 3 metres for up to two-thirds (22.08 metres) of the lot boundaries behind the front setback.	 Dining – Alfresco: 1.2 metres Average Height – 3.15 metres Maximum Height – 3.3 metres Length – 6.0 metres
Solar Access for Adjoining Sites	
Deemed-to-Comply Standard	**Proposal**
R Codes – Volume 1 Clause 5.4.2 35% overshadowing	 48.2% overshadowing onto southern adjoining property

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* for a period of 14 days commencing on 10 February 2021 and concluding on 23 February 2021. Community consultation was undertaken by means of written notification being sent to surrounding landowners, as shown in **Attachment 1** and a notice on the City's website.

At the conclusion of the community consultation period, five submissions were received – four objecting to the proposed development and one expressing concern. Concerns raised during the community consultation period relating to the proposed single house are summarised as follows:

- The length and extent of boundary walls;
- The adequacy of landscaping provided, including the amount of canopy coverage and ability for this to reach maturity;
- The precedent for future development in respect to the lot configuration and corresponding built form outcomes; and
- Construction management.

A summary of the submissions received along with Administration's comments on each are provided in **Attachment 7**.

Design Review Panel (DRP):

Referred to DRP: Yes

The development plans that were submitted originally with the application, included as **Attachment 2**, were referred to a member of the City's Design Review Panel for comment. The following comments and recommendations were provided:

- Greater setback or indentation should be provided to the dining room to break up the wall length and improve solar access/ventilation to adjoining property;
- The single storey nature of development at the rear of the dwelling to the living, dining and alfresco areas minimises the extent of overshadowing which falls onto the neighbouring property's living spaces, which is supported;
- The stepping of the upper floor back from the ground level is supported, and the stepping of the garage back from the main dwelling alignment is also positive and supported. Garage should be recessed further to 1 metre;
- Consider improvements to the landscape and entry sequence to allow increased legibility to front entry areas. Delineate pedestrian and vehicle access;
- Upper level walls clad with weatherboard may further differentiate ground and upper floors to one house for a more individual reading of the homes and to differentiate the design aspects;
- Window proportions to the upper floor facing Egina Street are to be considered, taking cues from existing character homes;
- Surface treatment/landscape does not differentiate between pedestrian entry and cars. Applicant to consider separate pedestrian entry to the dwelling and additional planting areas; and
- The proposed colours/materials appear to be consistent with the palette of materials within the surrounding established streetscape.

The applicant submitted amended plans in response to the abovementioned DRP comments. These are the plans that the applicant is seeking approval for as included in **Attachment 3** and incorporate the following key changes:

- Removed the solid wall to the alfresco;
- Increased setback of the garage additional 0.5 metres, to facilitate a 1.0 metre stepping of the garage behind the building line;
- Revised window forms to demonstrate building form relationship with adjacent properties; and
- Reduced hardstand area associated with driveway in the front setback.

These changes made by the applicant as well as other changes made to the adjoining proposed dwelling at No. 48 Egina Street respond to the comments and recommendations made by the Design Review Panel

member and create a legible distinction between the subject and proposed neighbouring dwelling at No. 48 Egina Street.

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 Policy; and
- Policy No. 7.5.22 – Construction Management Plans.

Planning and Development Act 2005

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

Delegation to Determine Applications:

The matter is referred to Council for determination as it relates to a matter previously considered by Council.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no finance or budget implications of this report.

COMMENTS:

Lot Boundary Setbacks

The application proposes a 1.2 metre setback from the southern lot boundary to the dining – alfresco portion of the ground floor of the dwelling, in lieu of the deemed-to-comply standard of 1.5 metres.

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

- The southern elevation is well articulated and incorporates multiple large openings to break up the

impact of building bulk when viewed from the adjoining property. The elevation incorporates contrasting colours and materials including face brick and render that assists in breaking up the ground and first floor walls when viewed from the adjoining property;

- The upper floor of the dwelling is satisfies the deemed-to-comply lot boundary setback requirements, and is articulated so as to provide actual and perceived vertical and horizontal stepping of the dwelling. Building bulk is further alleviated by openings to bed 4/study, dining and alfresco to reduce the extent of solid walls;
- In response to recommendations from the City's Design Review Panel member, the applicant revised the proposal to an open alfresco on the south to mitigate the extent of solid walls as viewed from the neighbouring property;
- Major openings to the southern façade are appropriately screened to alleviate direct overlooking and subsequent loss of privacy to the adjoining property;
- A two storey single dwelling is proposed to the adjoining property to the south at No. 48 Egina Street, which is also listed on this Ordinary Meeting agenda for determination. The reduced lot boundary setback proposed would be located adjacent to the proposed outdoor living area at No. 48 Egina Street. A dividing fence would provide adequate screening to maintain privacy between the neighbouring properties; and
- The single storey nature of the dining-alfresco would not have an adverse impact on the adjoining property's access to direct sunlight or ventilation or impose bulk and scale to neighbouring development.

Lot Boundary Walls

The deemed-to-comply provision of the Built Form Policy pursuant to the R Codes permits boundary walls to an average height of 3 metres. The garage boundary wall proposed to the northern boundary would have an average height of 3.15 metres.

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

- The garage abuts an existing boundary wall of the neighbouring property at No. 50 Egina Street. The neighbouring boundary wall also forms part of a garage which is constructed to a 2.8 metre height and 7.0 metre length. Given the siting of the boundary wall on the adjoining property and its greater length, the proposed garage is wholly concealed from view from the street and the neighbouring property, and its associated building bulk would be mitigated;
- The proposed wall meets the deemed-to-comply requirements for the length and maximum height. The length of wall proposed is 6.0 metres in lieu of the permitted 22.08 metres as per the deemed-to-comply standard. The 3.3 metre maximum height of the wall remains below the 3.5 metre maximum permitted as per the deemed-to-comply standard. This assists with reducing the scale and impact of the boundary wall as viewed from the neighbouring property and street;
- The boundary wall is located behind the street setback to mitigate the extent of lot boundary walls visible upon approach to the dwelling. The face brick finish of the wall is consistent with the materials and finishes of neighbouring properties; and
- The proposed wall is located on the northern boundary and would not compromise access to direct sunlight for the subject dwelling. The adjoining property at No. 50 Egina Street located to the north of the subject site would also not be adversely impacted with respect to overshadowing the direction of shadow cast is to the south.

Solar Access for Adjoining Sites

The application proposes 48.2 percent overshadowing of No. 48 Egina Street, in lieu of the 35 percent deemed-to-comply standard under the R Codes.

The overshadowing satisfies the relevant design principles of the R Codes for the following reasons:

- The shadow cast would fall to the ground floor openings of the kitchen, dining, living and alfresco of the proposed dwelling at No. 48 Egina Street. A single storey single house that met the deemed-to-comply standards and the dividing fence would also result in overshadowing that exceeds the prescribed deemed-to-comply overshadowing requirement. This is because of the orientation of the lot and the narrow lot width. The proposed dwelling has been designed to reduce the impact of overshadowing;
- The extent of overshadowing would not impact major openings to habitable rooms on the upper floor of the proposed adjoining dwelling. The southern elevation of the dwelling is articulated and a reduced

building footprint to the upper floor that would reduce the extent of overshadowing to the neighbouring property;
- The proposed dwelling is reduced in height to single storey from the mid-point to rear of the site. This would minimise overshadowing impacts and would ensure the affected dwelling maintains good access to winter sunlight;
- The overshadowing assessment is taken based on shadow cast at midday on 21 June, being the time of year when overshadowing to the south would be at its worst. This is not reflective of the extent of overshadowing that would be experienced at the adjoining property at all times;
- The building height of the dwelling meets the deemed-to-comply requirements. The proposal does not seek discretion to the building height which would exacerbate the overshadowing and impact on the amenity of future occupants of No.48 Egina Street;
- Limited canopy cover is proposed to the southern aspect of the subject site to ensure landscaping does not further exacerbate the shadow cast to the adjoining property; and
- The proposed dwelling at No.48 Egina Street does not propose solar panels and therefore the overshadowing would not impact on any solar collectors.

Landscaping

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

The Built Form Policy requires the provision of 30 percent canopy coverage, 12 percent deep soil zones and 3 percent planting areas. The application proposes 21.5 percent canopy cover and 17.1 percent deep soil zones that are also defined as planting areas under the Built Form Policy.

The proposed landscaping satisfies the local housing objectives of the Built Form Policy for the following reasons:

- The application proposes three Flowering Plum trees, one Chinese Tallow and two Magnolia Trees on-site. The proposed tree species are capable of providing 3.0 to 6.0 metres of canopy each at maturity. Shrubs and plants proposed would also provide supplementary forms of landscaping to the site;
- The proposed tree species are consistent with the City's tree selection tool and are capable of growing to a greater height and canopy than that shown on the development plans. The City's Parks and Urban Greening team has reviewed the proposal and confirmed the species and their location would enable all canopy to grow to full maturity;
- The landscaping provided would soften the appearance of the proposed dwelling and reduce the overall impact of building bulk and scale when viewed from Egina Street and neighbouring properties. The landscaping proposed would contribute to the reduction of the urban heat island effect, increase urban air quality, provide a greater landscape amenity for the locality and create a sense of open space between the proposed dwelling and neighbouring properties;
- The application proposes planting areas and deep soil zones greater than those required under the deemed-to-comply standards of the Built Form Policy. Additional planting zones allows for the owner/occupier to plant additional landscaping areas in the future;
- The proposed landscaping to the lot does not inhibit vehicle use, with mature trees located away from proximity to the vehicle access point to maintain sufficient sight lines so as they are safe in use;
- The proposed landscaping includes portions of canopy which extends outside of the lot boundaries, contributing to the provision of landscaping within the broader locality; and
- The verge in front of the subject lot currently contains a Weeping Peppermint Tree which is proposed to be removed to facilitate the provision of a crossover. This tree was planted in January 2018 prior to creation of the green title lots through subdivision and therefore the tree is not mature. The City's Parks and Urban Greening team has advised the removal and replacement of the existing verge tree can be supported, provided the replacement of the tree is at the cost of the applicant. The new verge tree is to be planted in line with the existing verge trees on neighbouring properties. The landscaping plan submitted with the application includes the provision of a replacement verge tree. Administration has recommended a condition be imposed for the implementation of the landscaping plan.

Environmentally Sustainable Design

Clause 5.11 of the Built Form Policy provides local housing objectives for environmentally sustainable design. The applicant has submitted an energy efficiency report, demonstrating the dwelling achieves a minimum 8 star NatHERS rating (8.2 proposed) to satisfy local housing objective 1.8.6 of the Built Form Policy. A copy of the report and environmentally sustainable design template are included as **Attachment 4** and identify the following built form and site planning measures in the sustainable design of the dwelling:

- Limited stepping of rooms to the internal floor plan to ensure the dwelling is and remains universally accessible and can be easily modified to accommodate changing family size and circumstances. This would ensure the dwelling can evolve over time and remain in place for the future, rather than demolished should living arrangements and needs shift;
- The siting and floor plan layout of the proposed dwelling is established in line with the north-south orientation of the subject site;
- No additional structures, lot boundary walls or significant tree canopy is proposed to the northern elevation so as to not screen areas of north facing openings and open space for maximum natural light and access to winter sun;
- Upper level windows are provided for access to year round natural light;
- Climate moderation devices in the form of eaves and cantilevered upper floor to allow for winter solar penetration and summer shading;
- Openable windows for cross ventilation;
- North facing windows and living areas have been incorporated where practicable within the constraints of the site and R Codes provisions to aid in access to light;
- Reduced scale of openings on the western elevation to moderate internal temperatures;
- Living spaces and habitable rooms open to private open spaces for natural and cross ventilation, reducing the reliance on passive heating and cooling devices; and
- The dwelling is constructed of earthy and neutral tones which assist with mitigating solar absorptance and urban heat island effect for the broader locality.

Administration has reviewed the proposal against the Built Form Policy local housing objectives and is satisfied that the development has incorporated environmentally sustainable design features to meet the intended built form outcomes of development within the City.

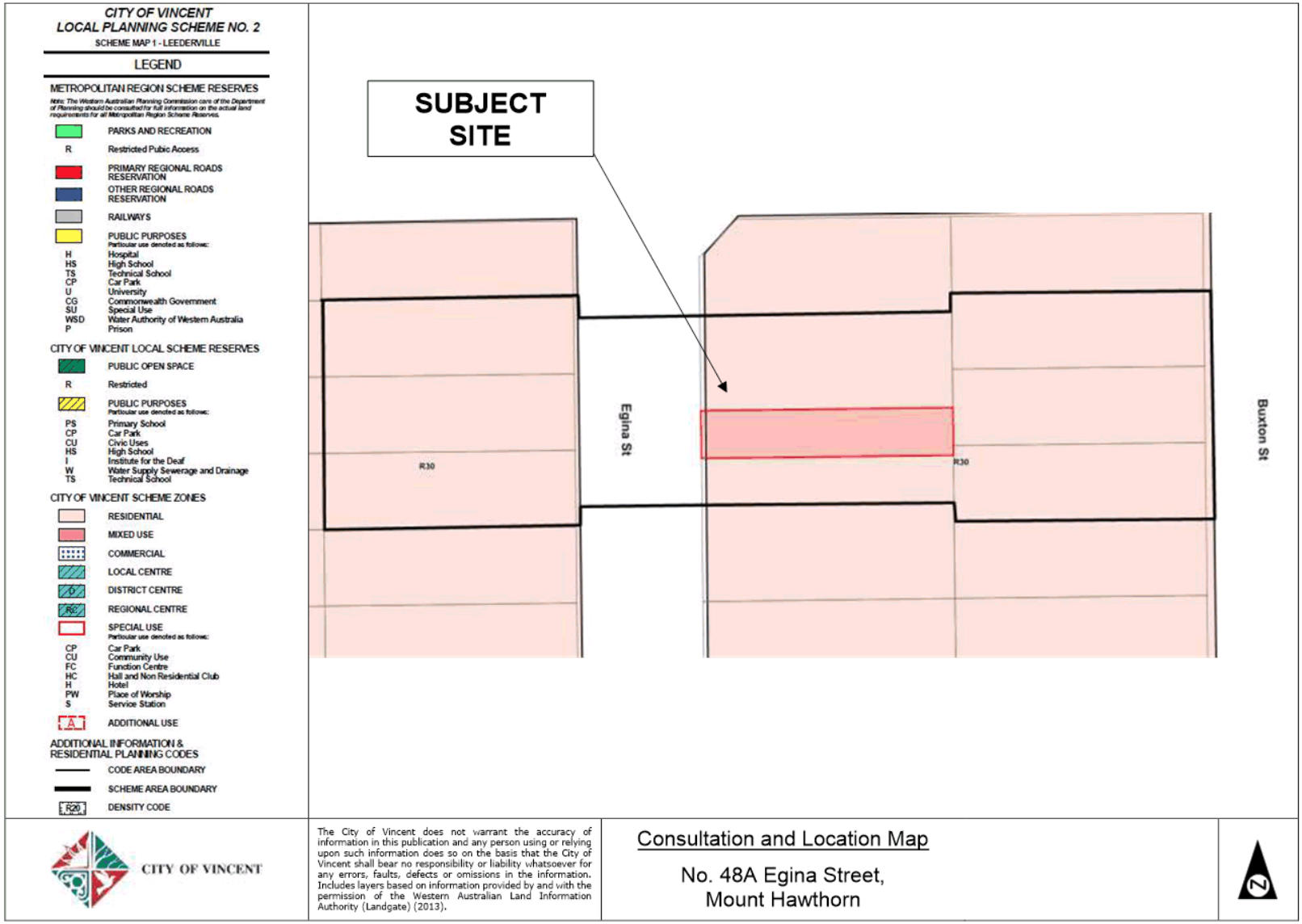
Urban Design Study

Clause 5.12 of the Built Form Policy provides local housing objectives which applications are to consider as part of an urban design study. The applicant's urban design study is included as **Attachment 5** and details the key built form references and details of the streetscape and surrounding area considered in the design of the proposed development, including the following:

- Pitched roof form with gable details to the façade;
- Use of a light colour palette in the rendered finish of the dwelling façade and fixtures is consistent with the surrounding established streetscape;
- Detailing of the roof forms and windows provide a visual link to existing character dwellings along Egina Street; and
- Landscaping and canopy coverage provided in the front setback area.

Administration has undertaken a streetscape analysis of the site, included as **Attachment 6**, which demonstrates the variety of built form outcomes, colours and materials, and setbacks of existing dwellings within Egina Street.

The proposal satisfies the Built Form Policy local housing objectives relating to urban design study. The development has incorporated design features to ensure that it appropriately references the predominant streetscape and its built form context. This view has also been reflected in the DRP member's comments on the appropriateness of the development proposal.


CITY OF VINCENT
LOCAL PLANNING SCHEME NO. 2
SCHEME MAP 1 - LEEDERVILLE
LEGEND
METROPOLITAN REGION SCHEME RESERVES
Note: The Western Australian Planning Commission care of the Department of Planning should be consulted for full information on the actual land requirements for all Metropolitan Region Scheme Reserves.
PARKS AND RECREATION
R Restricted Pubic Access
PRIMARY REGIONAL ROADS RESERVATION
OTHER REGIONAL ROADS RESERVATION
RAILWAYS
PUBLIC PURPOSES
Particular use denoted as follows:
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
Particular use denoted as follows:
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
Particular use denoted as follows:
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
Egina St
Buxton St
R30
R30
CITY OF VINCENT
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Consultation and Location Map
No. 48A Egina Street,
Mount Hawthorn
N


SUBJECT SITES
Egina St
Buxton St
Lot 617
53 Lot 618
51 Lot 619
49 Lot 620
47 Lot 621
45 Lot 622
52 Lot 3
50 Lot 4
48A Lot 201
48 Lot 202
46 Lot 6
44 Lot 655
53 Lot 143
51 Lot 144
49 Lot 145
49 Lot 146
45 Lot 147
43 Lot 148
CITY OF VINCENT
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No. 48A Egina Street, Mount Hawthorn
N

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COTTAGE & ENGINEERING SURVEYS
Licensed Surveyors
87-89 Guthrie Street, Osborne Park, Western Australia
Telephone: (08) 9446 7361 Facsimile: (08) 9445 2998
Email : perth@cottage.com.au Website: www.cottage.com.au

J/N:	DATE:	SCALE:	DRAWN:
427619	20 Nov 17	1:200	C. Bull

Builder : Integrity Developments (WA) Pty Ltd
CLIENT : Roe
LOT 5 #48 Egina Street, Mt Hawthorn
Diag.14389
OLD AREA

LEGEND

	SEC Dome
	Power Pole
T C	Phone Pits
W	Water Conn.
[TP10.00]	Top Pillar/Post
[TW10.00]	Top Wall
[TR10.00]	Top Retaining
[TF10.00]	Top Fence

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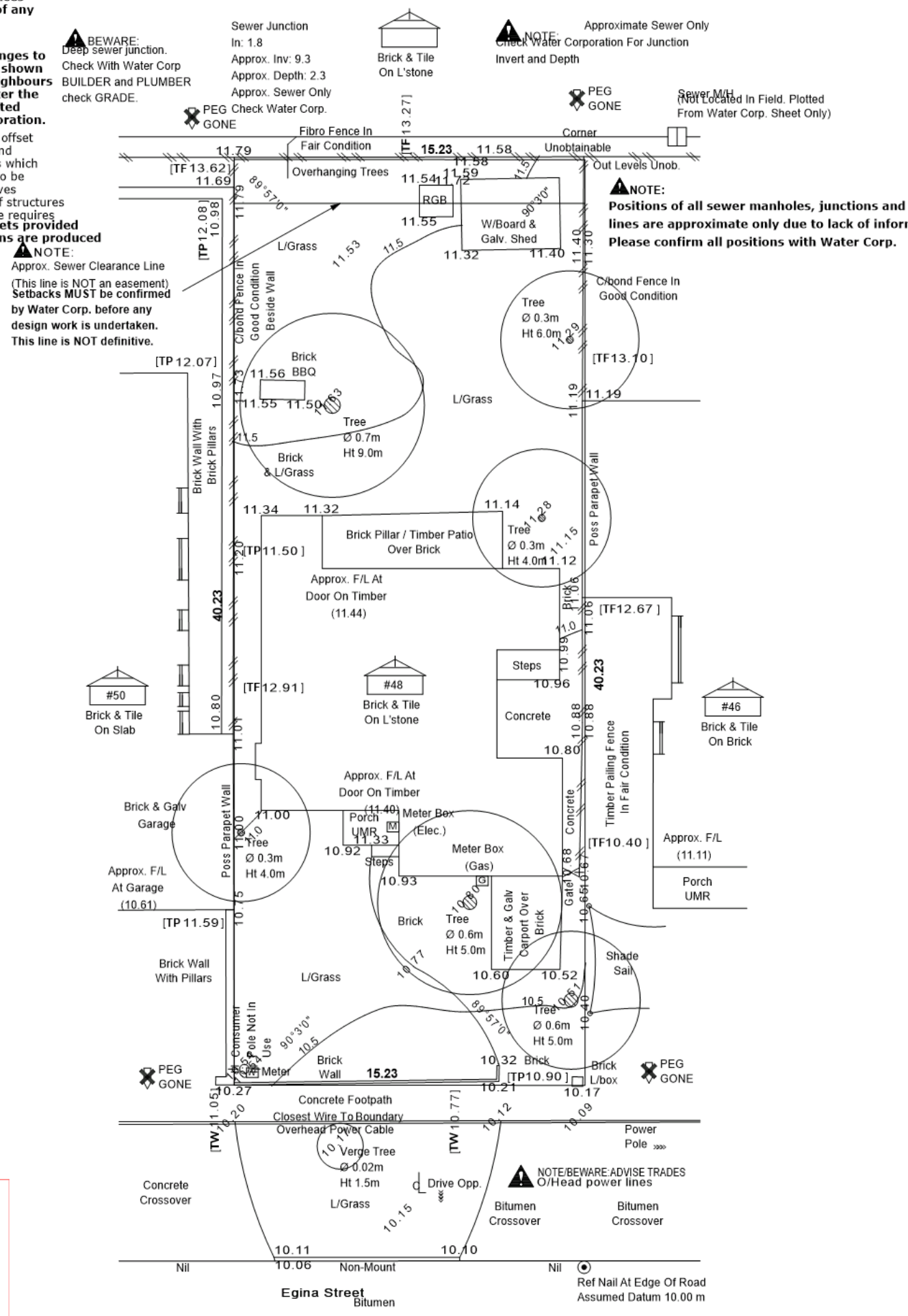
NOTE:
Approx. Sewer Clearance Line
(This line is NOT an easement)
Setbacks MUST be confirmed by Water Corp. before any design work is undertaken. This line is NOT definitive.

LOT MISCLOSE
0.000 m

SOIL DESCRIPTION
Sand
Light Grass Cover



ADVERTISED PLANS Not for determination

CITY OF VINCENT
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4 January 2021

Scale 1:200
0 2 4 6 8

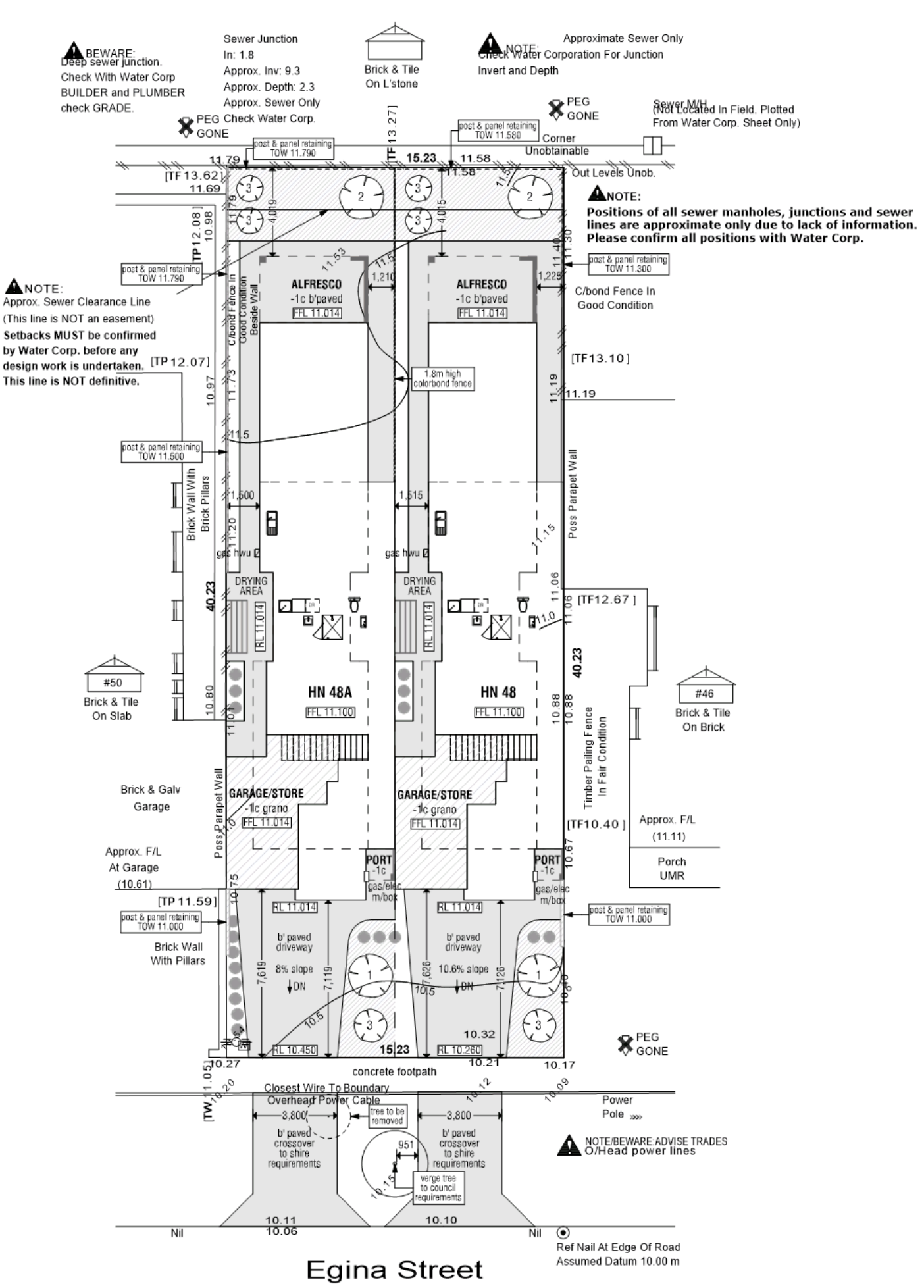
LOT 202 HN 48 EGINA STREET
MOUNT HAWTHORN 6016
TOTAL SITE AREA 306m²
R-30

LOT 201 HN 48A EGINA STREET
MOUNT HAWTHORN 6016
TOTAL SITE AREA 307m²
R-30

NOTE: FINAL LEVES AND EXTENT OF RETAINING TO BE CONFIRMED ON SITE AFTER THE COMPLETION OF SITEWORKS.

NOTE: ALL DOWNPIPES TO BE CONNECTED TO SOAKWELLS WITH PVC STORMWATER PIPE.

NOTE: NUMBER & LOCATION OF DOWNPIPES TO BE DETERMINED BY PLUMBER.



ADVERTISED PLANS Not for determination

HN 48A LANDSCAPING

	COMMON NAME	QTY	CANOPY	TOTAL CANOPY
1	Chinese Tallow	01	6m	6m
2	Magnolia	01	10m	10m
3	Flowering Plum	03	8m	24m
				40m

40m² canopy cover = 13% of site

Deep soil zone shown hatched 39.4m² (12.9% of site)

HN 48 LANDSCAPING

	COMMON NAME	QTY	CANOPY	TOTAL CANOPY
1	Chinese Tallow	01	6m	6m
2	Magnolia	01	10m	10m
3	Flowering Plum	03	8m	24m
				40m

40m² canopy cover = 13% of site

Deep soil zone shown hatched 39.4m² (12.9% of site)


Chinese Tallow

Magnolia

Flowering Plum

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Site/Landscaping Plan

INTEGRITY developments

67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
p: 9202 6888 • f: 9202 6801

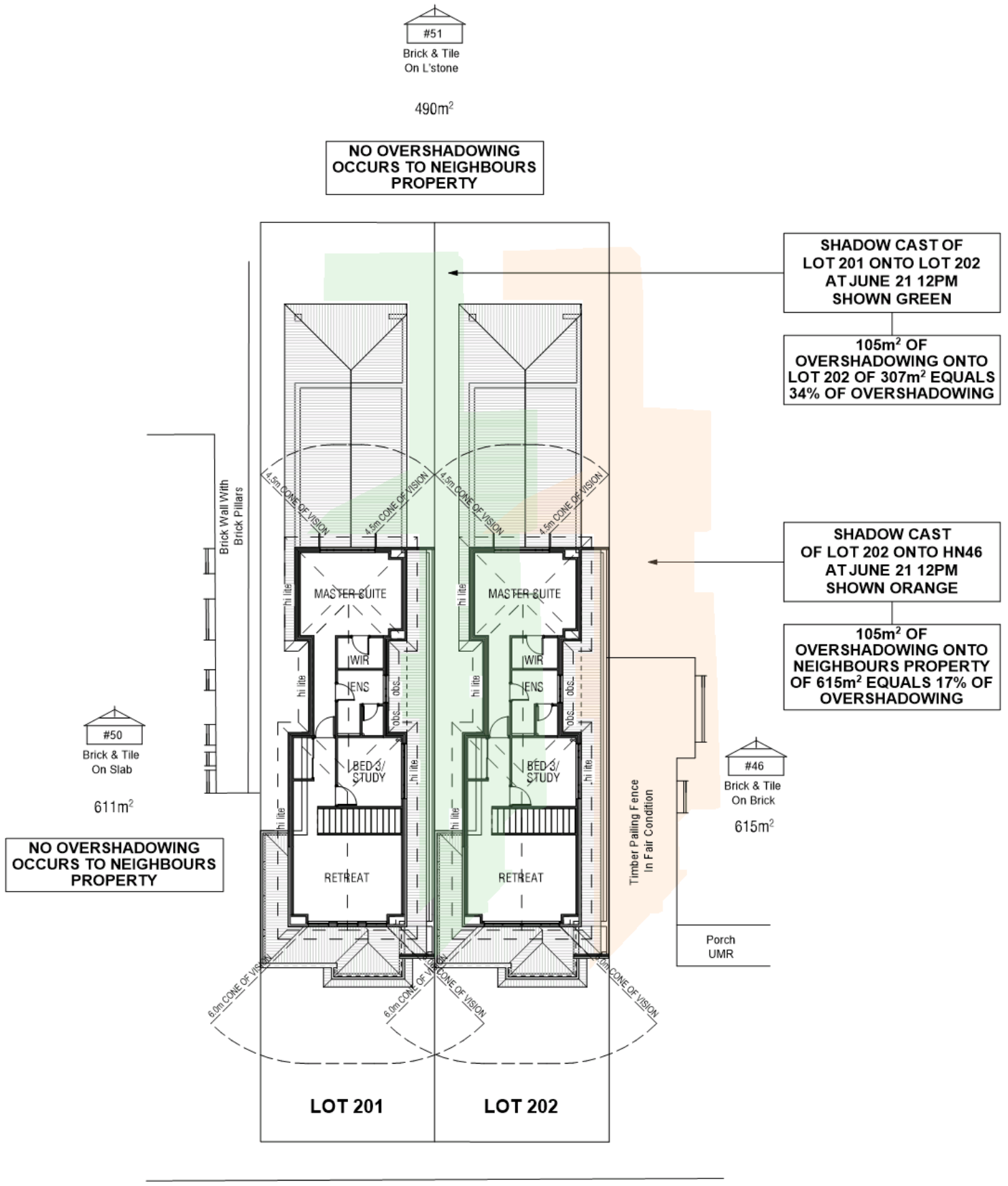
amendments:

05.06.18	a	submit to council for DA
28.08.18	b	DA amendments
22.10.18	c	front setback + upper floor areas changes
17.12.18	d	SAT changes - porticos
24.01.19	e	HN48A upper floor setback 7.11m from front boundary
14.02.19	f	changes for SAT hearing
25.03.19	g	overshadowing plan changes
03.12.20	h	re-design & new DA submission

project: COLIN & CORINNE ROE'S RESIDENCES

project address: LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

scale:	date:	drawn by:	drawing no.:
1:200	01 DEC 2020	AVN	1580_DA 1 of 9



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Egina Street

Overshadowing & Privacy

INTEGRITY developments
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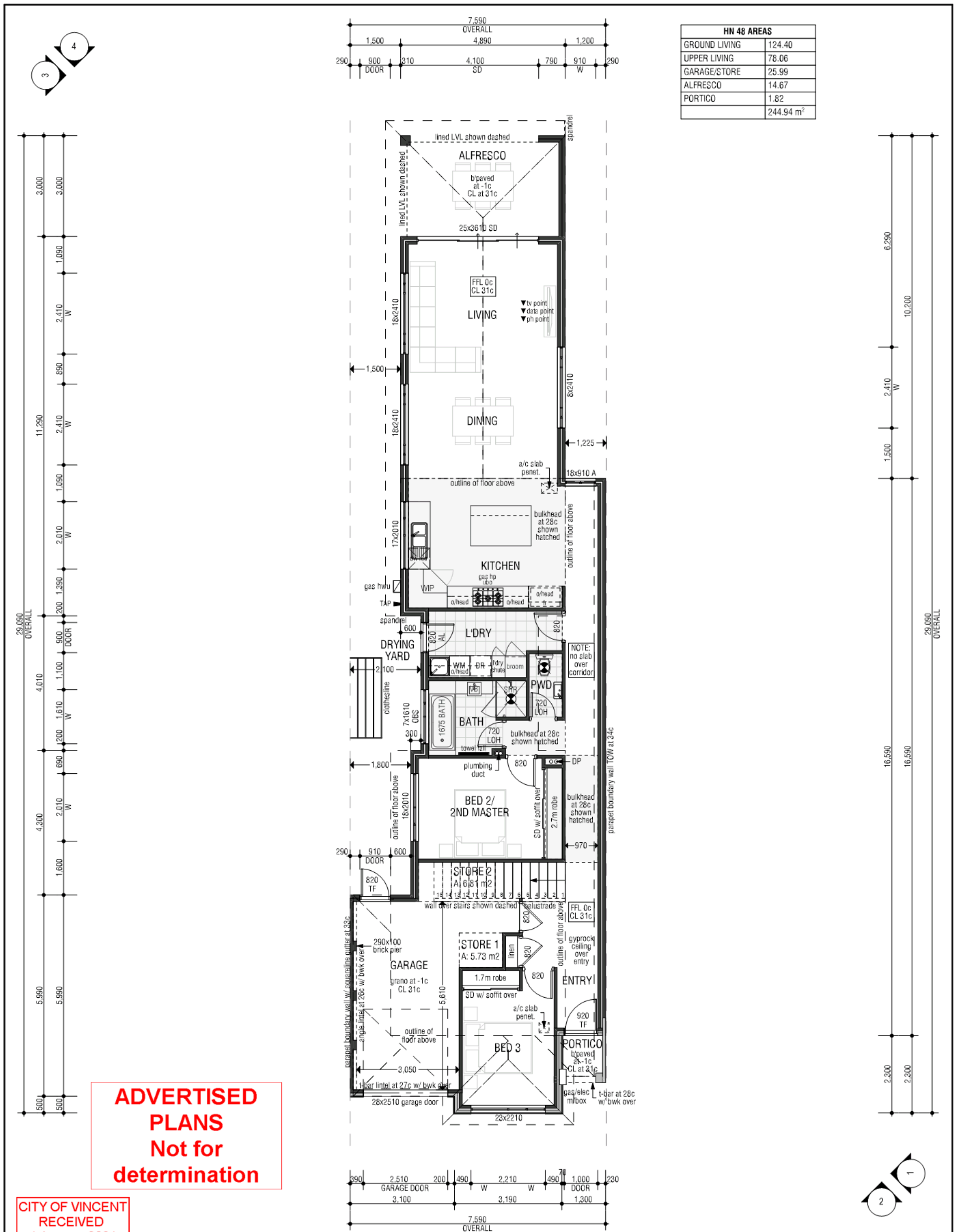

ADVERTISED PLANS Not for determination

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HN 48A Ground Floor Plan

INTEGRITY developments
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p: 9202 6888 • f: 9202 6801

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project: COLIN & CORINNE ROE'S RESIDENCES

project address: LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

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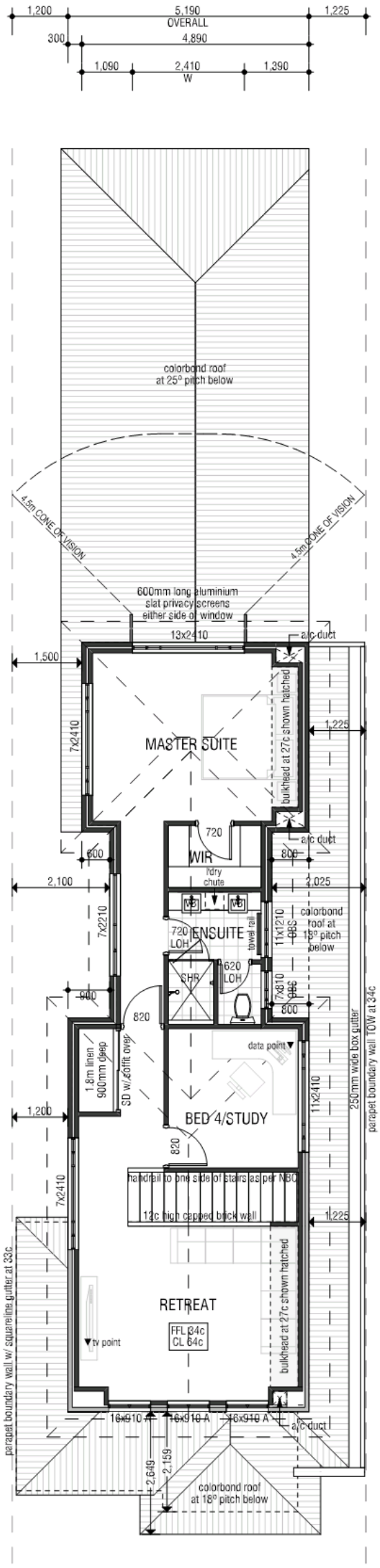
1:100	01 DEC 2020	AVN	1580_DA 3 of 9

HN 48 AREAS	
GROUND LIVING	124.40
UPPER LIVING	78.06
GARAGE/STORE	25.99
ALFRESCO	14.67
PORTICO	1.82
	244.94 m²



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HN 48A Upper Floor Plan

INTEGRITY developments

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project address: LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

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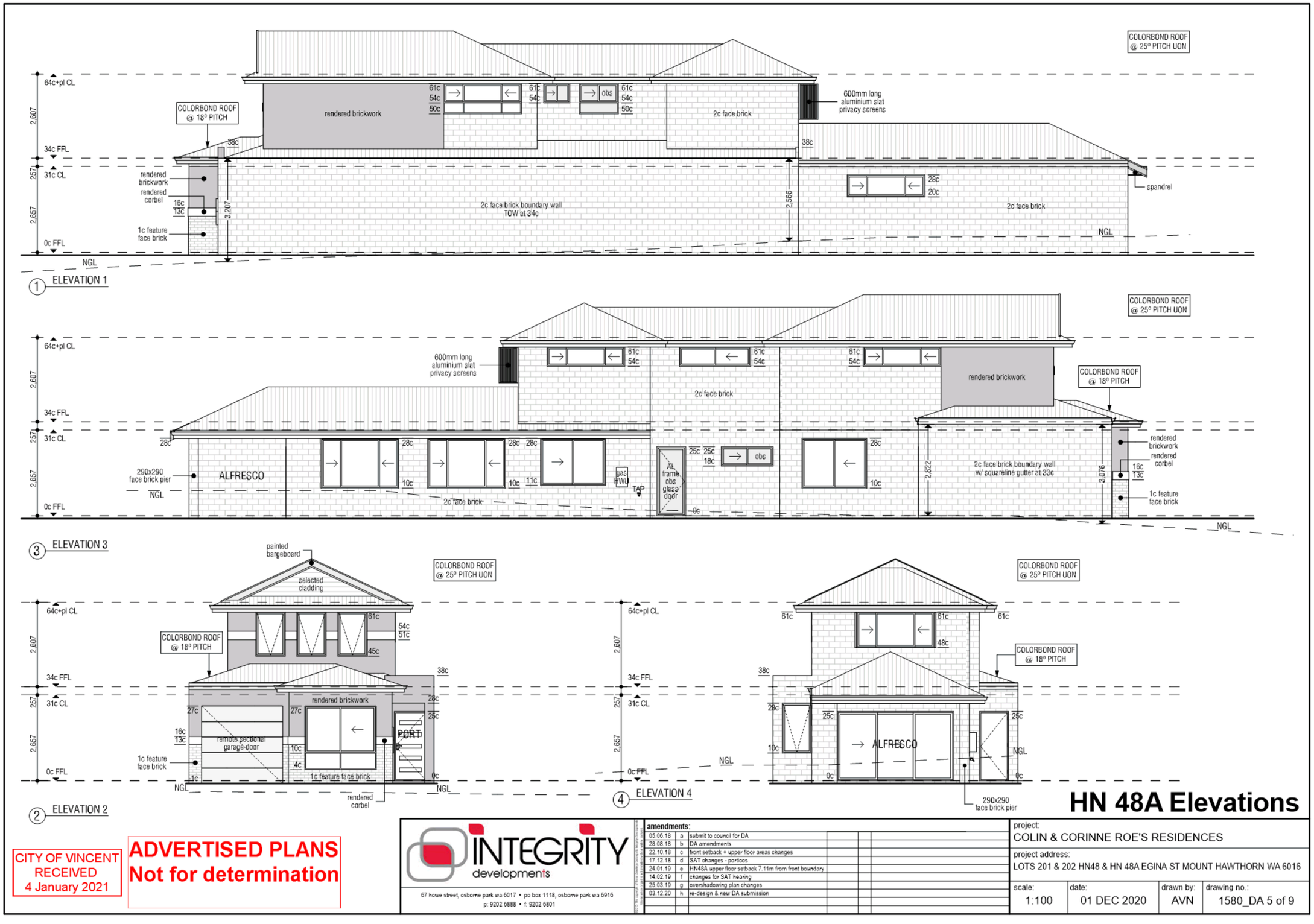
COLORBOND ROOF @ 25° PITCH UON
64c+pl CL
34c FFL
31c CL
0c FFL
2,607
257
2,657
COLORBOND ROOF @ 18° PITCH
38c
rendered brickwork
61c 54c 50c
obs
2c face brick
600mm long aluminium slat privacy screens
rendered brickwork
rendered corbel
16c 13c
1c feature face brick
3,207
2c face brick boundary wall TOW at 34c
2,566
28c 20c
spandrel
2c face brick
NGL
1 ELEVATION 1
600mm long aluminium slat privacy screens
61c 54c
2c face brick
28c
ALFRESCO
290x290 face brick pier
10c
11c
25c 25c 18c
obs
gas HWU
TAP
AL frame, obs glass door
2c face brick
2,822
3,076
2c face brick boundary wall w/ squareline gutter at 33c
rendered brickwork
rendered corbel
16c 13c
1c feature face brick
3 ELEVATION 3
painted bargeboard
selected cladding
COLORBOND ROOF @ 25° PITCH UON
COLORBOND ROOF @ 18° PITCH
61c 54c 51c 45c
rendered brickwork
27c
16c 13c
remote sectional garage door
PORT
25c
1c feature face brick
4c
2 ELEVATION 2
4 ELEVATION 4
48c
ALFRESCO
HN 48A Elevations
CITY OF VINCENT RECEIVED 4 January 2021
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INTEGRITY developments
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scale: 1:100
date: 01 DEC 2020
drawn by: AVN
drawing no.: 1580_DA 5 of 9

HN 48A MATERIAL SELECTION

RENDER COLOUR:
DULUX FLOODED GUM OR SIMILAR

WINDOW FRAMES COLOUR:
WHITE

ROOF COLOUR:
COLORBOND WALLABY

FACE BRICK:
RED VINTAGE OR SIMILAR

HN 48 MATERIAL SELECTION

RENDER COLOUR:
DULUX HIGHGATE OR SIMILAR

WINDOW FRAMES COLOUR:
WHITE

ROOF COLOUR:
COLORBOND BASALT

FACE BRICK:
RED VINTAGE OR SIMILAR

3D Views

INTEGRITY developments
67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
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project:
COLIN & CORINNE ROE'S RESIDENCES

project address:
LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

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J/N:	DATE:	SCALE:	DRAWN:
427619	20 Nov 17	1:200	C. Bull

Builder : Integrity Developments (WA) Pty Ltd
CLIENT : Roe
LOT 5 #48 Egina Street, Mt Hawthorn
Diag.14389

OLD AREA

LEGEND

	SEC Dome
	Power Pole
T C	Phone Pits
W	Water Conn.
[TP10.00]	Top Pillar/Post
[TW10.00]	Top Wall
[TR10.00]	Top Retaining
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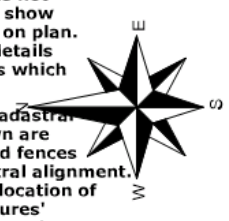
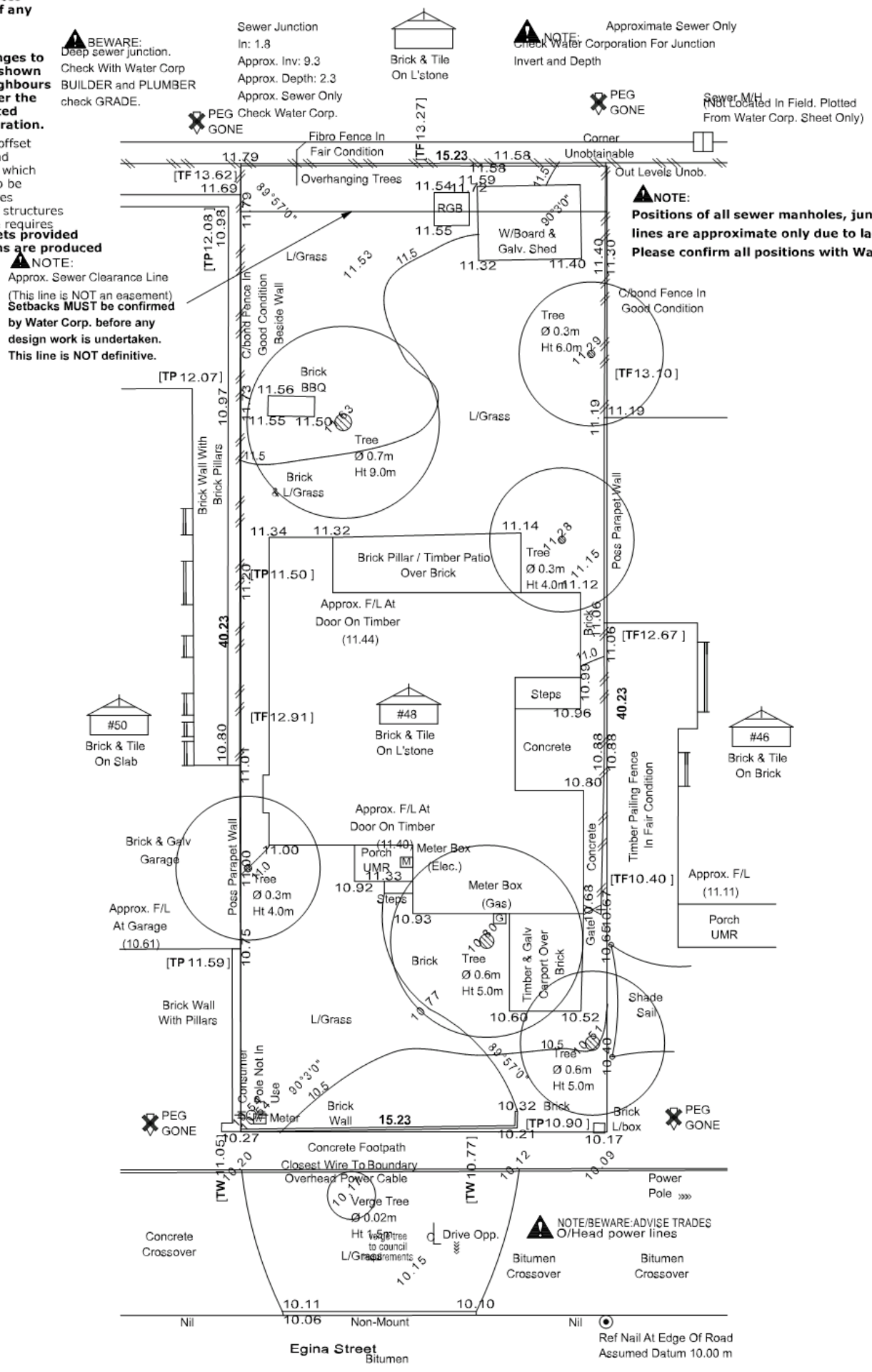
LOT MISCLOSE
0.000 m

SOIL DESCRIPTION
Sand
Light Grass Cover





CITY OF VINCENT
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4 February 2021

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0 2 4 6 8

LOT 202 HN 48 EGINA STREET
MOUNT HAWTHORN 6016
TOTAL SITE AREA 306m²
R-30

LOT 201 HN 48A EGINA STREET
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TOTAL SITE AREA 307m²
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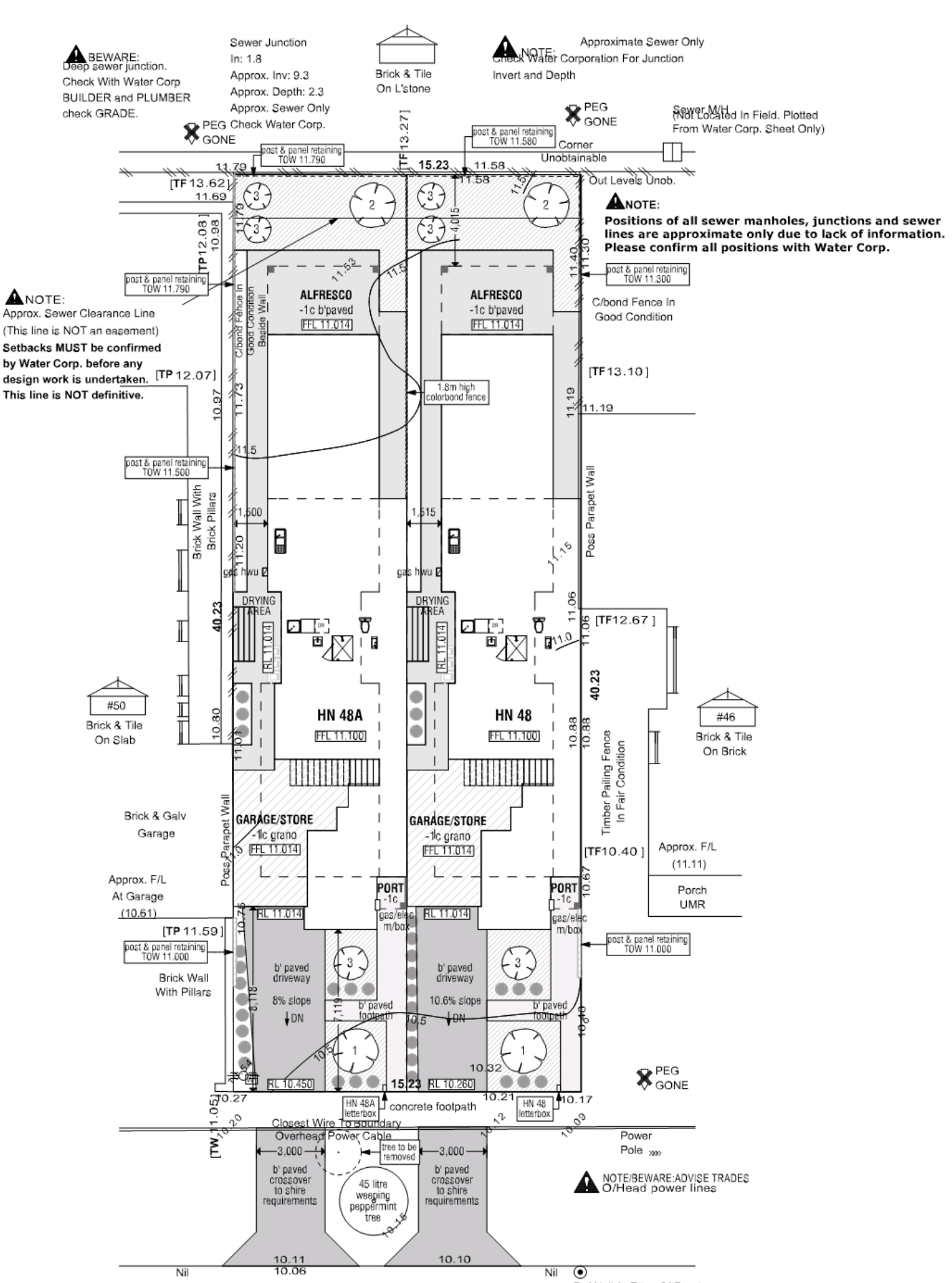
NOTE: ALL DOWNPIPES TO BE CONNECTED TO SOAKWELLS WITH PVC STORMWATER PIPE.

NOTE: NUMBER & LOCATION OF DOWNPIPES TO BE DETERMINED BY PLUMBER.



HN 48A LANDSCAPING

	COMMON NAME	QTY	CANOPY	TOTAL CANOPY
1	Chinese Tallow	01	6m	6m
2	Magnolia	01	10m	10m
3	Pink Flowering Plum	03	8m	24m
				40m

40m² canopy cover = 13% of site

Deep soil zone shown hatched 44m² (14.4% of site)

HN 48 LANDSCAPING

	COMMON NAME	QTY	CANOPY	TOTAL CANOPY
1	Chinese Tallow	01	6m	6m
2	Magnolia	01	10m	10m
3	Pink Flowering Plum	03	8m	24m
				40m

40m² canopy cover = 13% of site

Deep soil zone shown hatched 47.2m² (15.5% of site)


Chinese Tallow

Magnolia

Pink Flowering Plum

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Site/Landscaping Plan

INTEGRITY developments

67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
p: 9202 6888 • f: 9202 6801

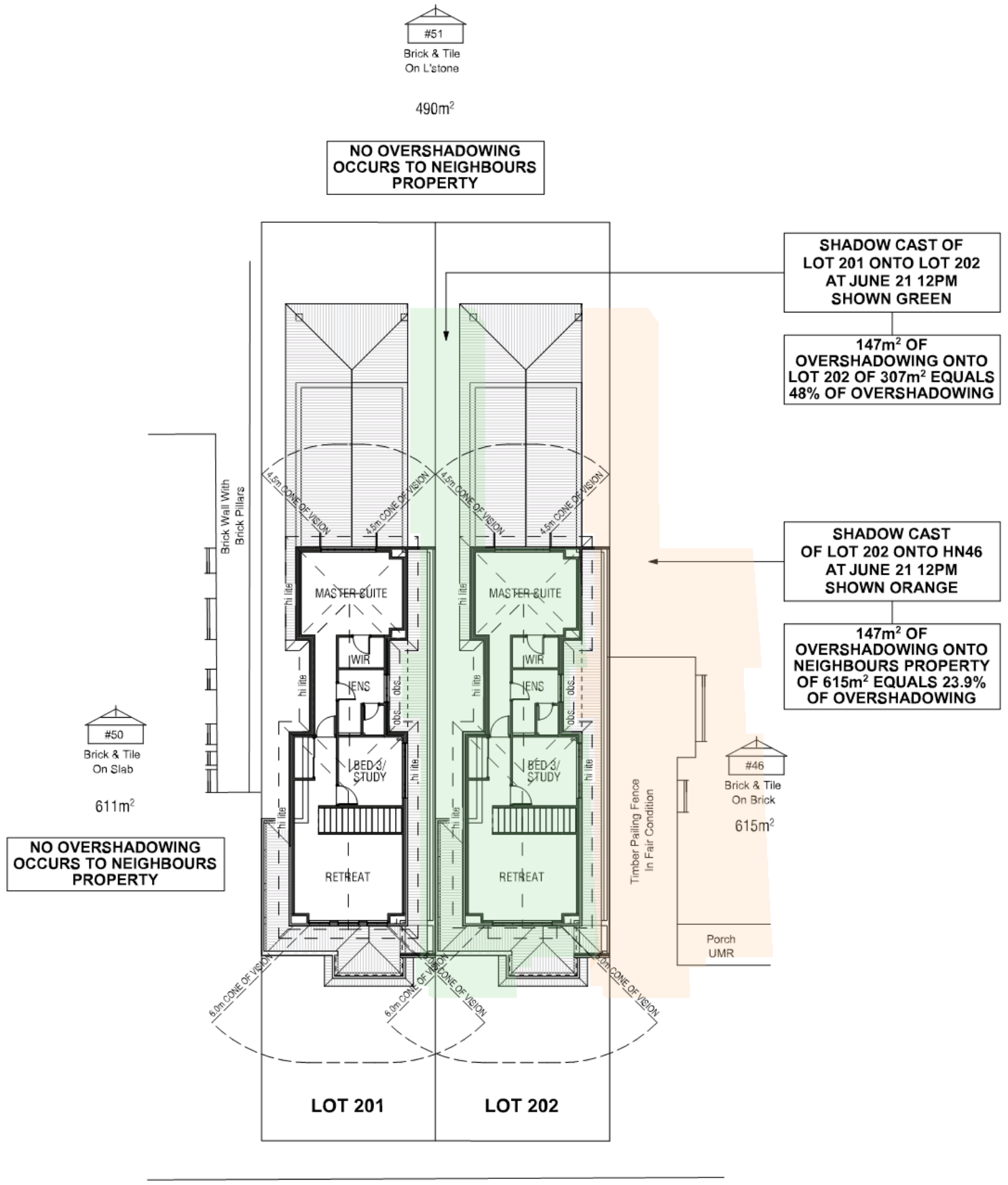
amendments:

22.12.20	a	re-design & new DA submission
01.02.21	b	overshadowing plan fixed
04.02.21	c	DA amendments - council changes
02.04.21	d	verge tree note changed

project: COLIN & CORINNE ROE'S RESIDENCES

project address: LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

scale:	date:	drawn by:	drawing no.:
1:200	01 DEC 2020	AVN	1580_DA 1 of 9



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Overshadowing & Privacy

INTEGRITY developments
67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
p: 9202 6888 • f: 9202 6801

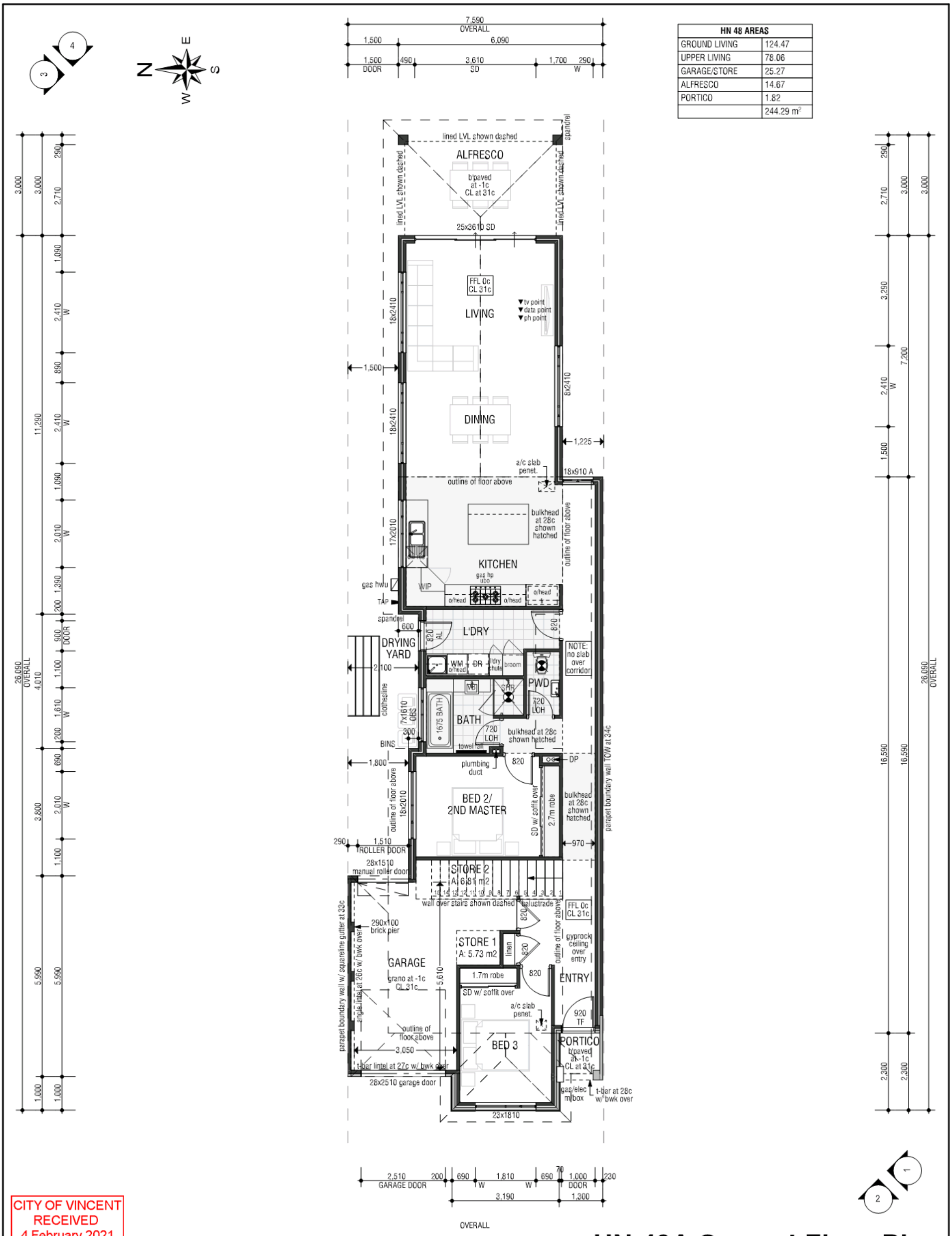
amendments:

05.06.18	a	submit to council for DA
28.08.18	b	DA amendments
22.10.18	c	front setback + upper floor areas changes
17.12.18	d	SAT changes - portico's
24.01.19	e	HN48A upper floor setback 7.11m from front boundary
14.02.19	f	changes for SAT hearing
25.03.19	g	overshadowing plan changes
03.12.20	h	re-design & new DA submission
01.02.21	i	overshadowing plan fixed
04.02.21	j	DA amendments - council changes

project: COLIN & CORINNE ROE'S RESIDENCES
project address: LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

scale:	date:	drawn by:	drawing no.:
1:200	01 DEC 2020	AVN	1580_DA 2 of 9

HN 48 AREAS	
GROUND LIVING	124.47
UPPER LIVING	78.06
GARAGE/STORE	25.27
ALFRESCO	14.67
PORTICO	1.82
	244.29 m²



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HN 48A Ground Floor Plan

INTEGRITY developments

67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
p: 9202 6888 • f: 9202 6801

amendments:

05.06.18	a	submit to council for DA
28.08.18	b	DA amendments
22.10.18	c	front setback + upper floor areas changes
17.12.18	d	SAT changes - porticos
24.01.19	e	HN48A upper floor setback 7.11m from front boundary
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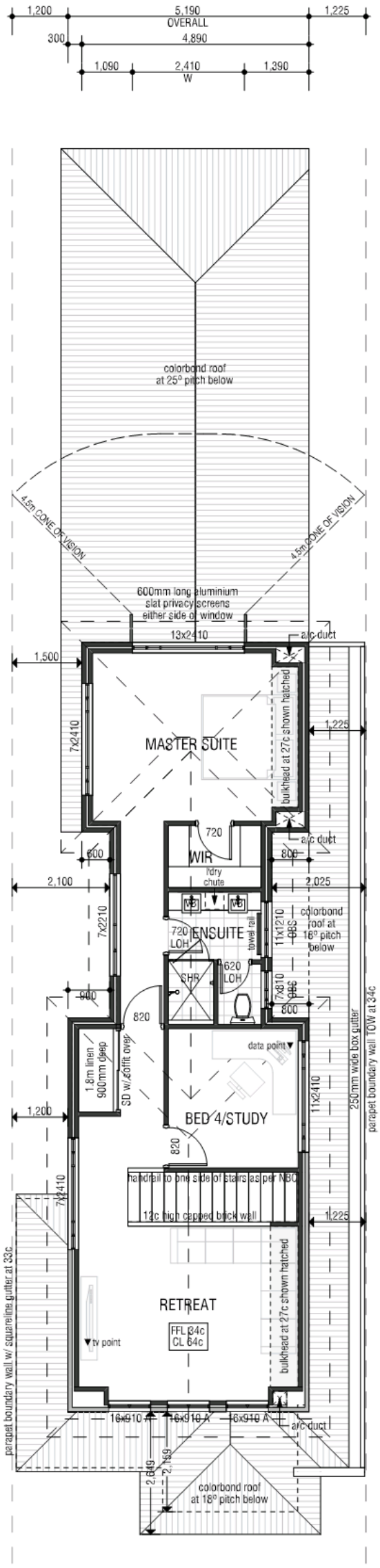
01.02.21	i	overshadowing plan fixed
04.02.21	j	DA amendments - council changes

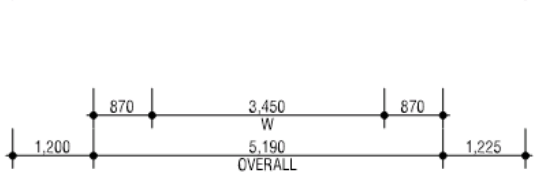
project:
COLIN & CORINNE ROE'S RESIDENCES

project address:
LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

scale:	date:	drawn by:	drawing no.:
1:100	01 DEC 2020	AVN	1580_DA 3 of 9

HN 48 AREAS	
GROUND LIVING	124.47
UPPER LIVING	78.06
GARAGE/STORE	25.27
ALFRESCO	14.67
PORTICO	1.82
	244.29 m²





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HN 48A Upper Floor Plan

INTEGRITY developments
67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
p: 9202 6888 • f: 9202 6801

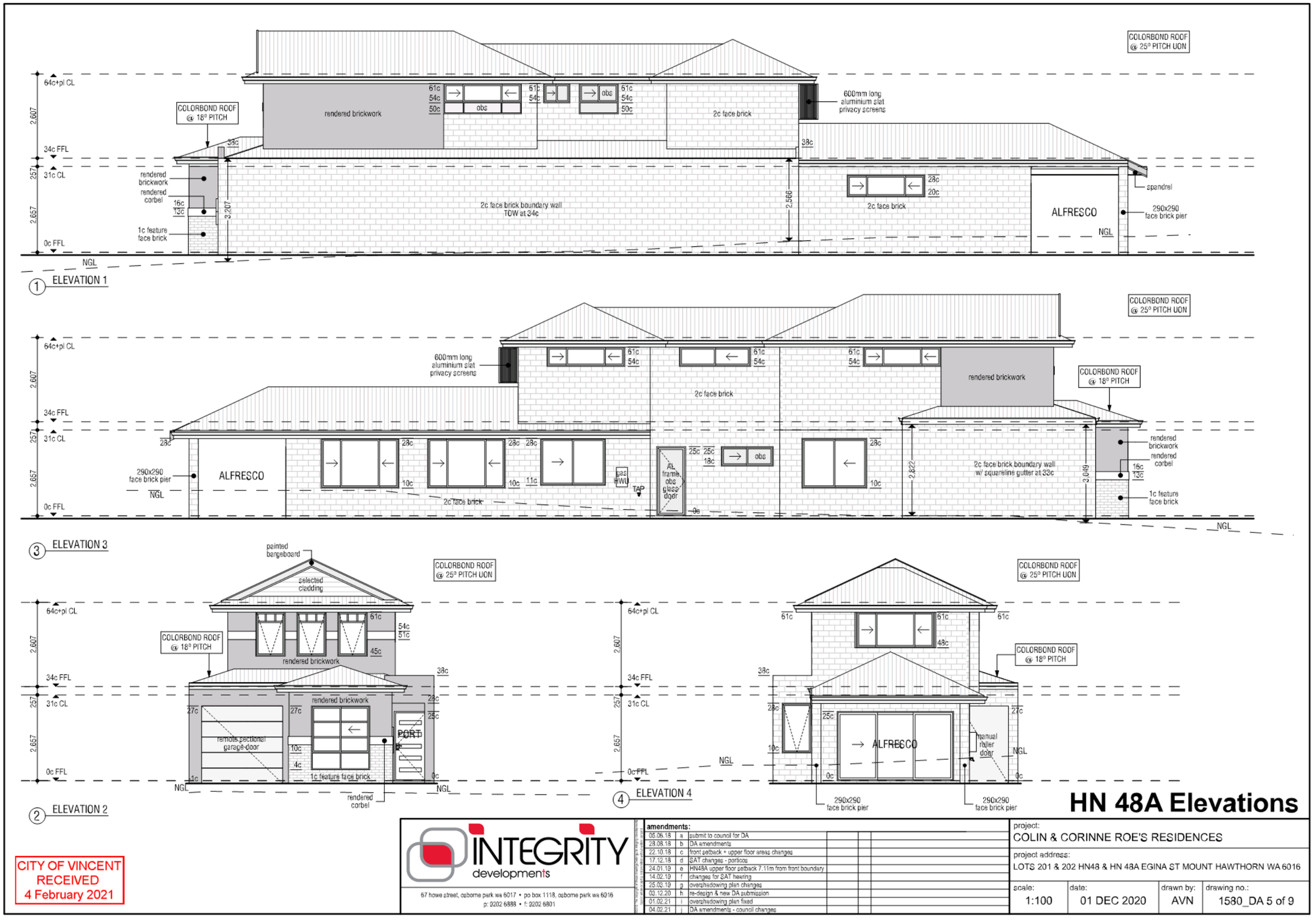
amendments:

05.06.18	a	submit to council for DA
28.08.18	b	DA amendments
22.10.18	c	front setback + upper floor areas changes
17.12.18	d	SAT changes - porticos
24.01.19	e	HN48A upper floor setback 7.11m from front boundary
14.02.19	f	changes for SAT hearing
25.03.19	g	overshadowing plan changes
03.12.20	h	re-design & new DA submission
01.02.21	i	overshadowing plan fixed
04.02.21	j	DA amendments - council changes

project:
COLIN & CORINNE ROE'S RESIDENCES

project address:
LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

scale:	date:	drawn by:	drawing no.:
1:100	01 DEC 2020	AVN	1580_DA 4 of 9



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INTEGRITY developments
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p: 9202 6888 • f: 9202 6801

amendments:

05.06.18	a	submit to council for DA
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25.03.19	g	overshadowing plan changes
03.12.20	h	re-design & new DA submission
01.02.21	i	overshadowing plan fixed
04.02.21	j	DA amendments - council changes

HN 48A Elevations

project: COLIN & CORINNE ROE'S RESIDENCES

project address: LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

scale:	date:	drawn by:	drawing no.:
1:100	01 DEC 2020	AVN	1580_DA 5 of 9

HN 48A MATERIAL SELECTION

RENDER COLOUR:
DULUX FLOODED GUM OR SIMILAR

WINDOW FRAMES COLOUR:
WHITE

ROOF COLOUR:
COLORBOND WALLABY

FACE BRICK:
RED VINTAGE OR SIMILAR

HN 48 MATERIAL SELECTION

RENDER COLOUR:
DULUX HIGHGATE OR SIMILAR

WINDOW FRAMES COLOUR:
WHITE

ROOF COLOUR:
COLORBOND BASALT

FACE BRICK:
RED VINTAGE OR SIMILAR

CITY OF VINCENT
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3D Views

INTEGRITY developments

67 howe street, osborne park wa 6017 • po box 1118, osborne park wa 6916
p: 9202 6888 • f: 9202 6801

amendments:

05.06.18	a	submit to council for DA
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project:
COLIN & CORINNE ROE'S RESIDENCES

project address:
LOTS 201 & 202 HN48 & HN 48A EGINA ST MOUNT HAWTHORN WA 6016

scale:	date:	drawn by:	drawing no.:
	01 DEC 2020	AVN	1580_DA 9 of 9

MEMBER
bdav
Building Designers Association Victoria

SustainabilityWA
Address:
71 Allnutt Street, Mandurah WA 6210
Postal:
PO Box 4160 Mandurah North WA 6210

Energy Efficiency Report – HERS Software

Date:	22nd December 2020
Our Reference:	20-2958
Client Job Number:	1580
Project Address:	Lot 201 (#48A) Egina Street, Mount Hawthorn WA 6016
BCA Climate Zone:	5
HERS Climate Zone:	13
Report Commissioned By:	Integrity Developments
On Behalf of:	Roe's
Technical Contact:	David Barham

See NatHERS Certificate on the following pages

Phone: 08 9555 9444 **FAX:** 08 9200 5654 **Email:** rate@s-wa.com.au **Web:** www.s-wa.com.au

MEMBER
bdav
Building Designers Association Victoria

SustainabilityWA
Address:
71 Allnutt Street, Mandurah WA 6210
Postal:
PO Box 4160 Mandurah North WA 6210

BCA Part 3.12 Compliance Report

3.12.5.5 Artificial lighting

Artificial lighting has been calculated using Lamp power density.

Maximum Lighting Calculations			
Space	Area (m^2)	Max. Wattage/m^2	Max. Wattage Allowed
Class 1 building	202.46	5	1012.3
Verandah/Balcony	16.49	4	65.96
Class 10A building	25.99	3	77.97

Vented light fittings are not included in the Class 1 or 10A building part of the HERS calculation.

Multiple spaces with similar allowances have been combined as per AN020. Unenclosed areas less than $5m^2$ are treated as Perimeter lighting. Perimeter lighting to have either a daylight sensor or lamps > 40Lumens/W. Above report is based on design drawings. It remains the builder's responsibility to ensure compliance on site.

Phone: 08 9555 9444 **FAX:** 08 9200 5654 **Email:** rate@s-wa.com.au **Web:** www.s-wa.com.au

Your energy efficiency partners

ABN: 84 132 000054

Nationwide House Energy Rating Scheme
NatHERS Certificate No. BL4CPSMLYA

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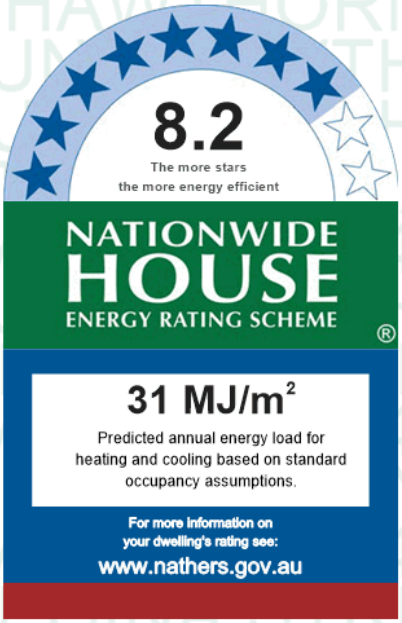

Property

Address	48A, Egina Street, Mount Hawthorn, WA, 6016
Lot/DP	201
NCC Class*	Class 1a
Type	New Home

Plans

Main plan	1580
Prepared by	Integrity Developments

Construction and environment

Assessed floor area (m²)*		**Exposure type**
Conditioned*	159.9	suburban
Unconditioned*	12.7	**NatHERS climate zone**
Total	193.3	13, Mount Hawthorn
Garage	20.7	

Thermal performance

Heating	Cooling
15.6	**15.4**
MJ/m²	MJ/m²

About the rating

NatHERS software models the expected thermal energy loads using information about the design and construction, climate and common patterns of household use. The software does not take into account appliances, apart from the airflow impacts from ceiling fans.

Accredited assessor

Name	David Barham
Business name	Sustainability WA
Email	david@s-wa.com.au
Phone	08 9555 9444
Accreditation No.	DMN/18/1877

Assessor Accrediting Organisation

DMN

Declaration of interest Declaration not completed

Verification

To verify this certificate, scan the QR code or visit https://www.fr5.com.au/QRCodeLanding?PublicId=BL4CPSMLYA When using either link, ensure you are visiting www.FR5.com.au.

National Construction Code (NCC) requirements

The NCC's requirements for NatHERS-rated houses are detailed in 3.12.0(a)(i) and 3.12.5 of the NCC Volume Two. For apartments the requirements are detailed in J0.2 and J5 to J8 of the NCC Volume One.

In NCC 2019, these requirements include minimum star ratings and separate heating and cooling load limits that need to be met by buildings and apartments through the NatHERS assessment. Requirements additional to the NatHERS assessment that must also be satisfied include, but are not limited to: insulation installation methods, thermal breaks, building sealing, water heating and pumping, and artificial lighting requirements. The NCC and NatHERS Heating and Cooling Load Limits (Australian Building Codes Board Standard) are available at www.abcb.gov.au.

State and territory variations and additions to the NCC may also apply.

* Refer to glossary.

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BL4CPSMLYA NatHERS Certificate **8.2 Star Rating** as of 22 Dec 2020

Certificate Check

Ensure the dwelling is designed and then built as per the NatHERS Certificate. While you need to check the accuracy of the whole Certificate, the following spot check covers some important items impacting the dwelling's rating.

Genuine certificate

Does this Certificate match the one available at the web address or QR code in the verification box on the front page? Does the set of NatHERS-stamped plans for the dwelling have a Certificate number on the stamp that matches this Certificate?

Ceiling penetrations*

Does the 'number' and 'type' of ceiling penetrations (e.g. downlights, exhaust fans, etc) shown on the stamped plans or installed, match what is shown in this Certificate?

Windows

Does the installed window meet the substitution tolerances (SHGC and U-value) and window type, of the window shown on this Certificate?

Apartment entrance doors

Does the 'External Door Schedule' show apartment entrance doors? Please note that an "external door" between the modelled dwelling and a shared space, such as an enclosed corridor or foyer, should not be included in the assessment (because it overstates the possible ventilation) and would invalidate the Certificate.

Exposure*

Has the appropriate exposure level (terrain) been applied? For example, it is unlikely that a ground-floor apartment is "exposed" or a top floor high-rise apartment is "protected".

Provisional* values

Have provisional values been used in the assessment and, if so, noted in "additional notes" below?

Additional Notes

Window and glazed door *type and performance*

Default* windows

				Substitution tolerance ranges	
Window ID	**Window description**	**Maximum U-value***	**SHGC***	SHGC lower limit	SHGC upper limit
ALM-001-03 A	Aluminium A SG High Solar Gain Low-E	5.4	0.49	0.47	0.51
ALM-002-03 A	Aluminium B SG High Solar Gain Low-E	5.4	0.58	0.55	0.61

Custom* windows

				Substitution tolerance ranges	
Window ID	**Window description**	**Maximum U-value***	**SHGC***	SHGC lower limit	SHGC upper limit
No Data Available					

Window and glazed door *Schedule*

Location	Window ID	Window no.	Height (mm)	Width (mm)	Window type	Opening %	Orientation	Window shading device*
Entry	ALM-001-03 A	Entry	1543	910	awning	90.0	E	No
Bed 2	ALM-002-03 A	Bed 2	1543	2010	sliding	45.0	N	No
Bed 3	ALM-002-03 A	Bed 3	1972	2210	sliding	40.0	W	No
Bath	ALM-002-03 A	Bath	600	1610	sliding	45.0	N	No

* Refer to glossary.

Generated on 22 Dec 2020 using FirstRate5: 5.3.0a (3.21) for Integrity Developments - 1580 - Bec's

Laundry	ALM-001-03 A	Laundry	2143	820	awning	90.0	N	No
Kitchen/Living	ALM-002-03 A	Kitchen/Livin- g	1457	2010	sliding	45.0	N	No
Kitchen/Living	ALM-002-03 A	Kitchen/Livin- g	1543	2410	sliding	45.0	N	No
Kitchen/Living	ALM-002-03 A	Kitchen/Livin- g	1543	2410	sliding	45.0	N	No
Kitchen/Living	ALM-002-03 A	Kitchen/Livin- g	686	2410	sliding	45.0	S	No
Kitchen/Living	ALM-002-03 A	Kitchen/Livin- g	2143	3610	sliding	65.0	E	No
Master Suite	ALM-002-03 A	Master Suite	600	2410	sliding	45.0	N	No
Master Suite	ALM-002-03 A	Master Suite	1114	2410	sliding	45.0	E	No
Ensuite	ALM-002-03 A	Ensuite	600	1210	sliding	30.0	S	No
WC - Ensuite	ALM-001-03 A	Ensuite - WC	600	810	sliding	45.0	S	No
Bed 4/Study	ALM-002-03 A	Bed 4/Study	600	2410	sliding	30.0	S	No
Retreat	ALM-002-03 A	Retreat	600	2410	sliding	45.0	N	No
Retreat	ALM-001-03 A	Retreat	1372	910	awning	90.0	W	No
Retreat	ALM-001-03 A	Retreat	1372	910	awning	90.0	W	No
Retreat	ALM-001-03 A	Retreat	1372	910	awning	90.0	W	No
Passage	ALM-002-03 A	Passage	600	2210	sliding	45.0	N	No

Roof window *type and performance value*

Default* roof windows

				Substitution tolerance ranges	
Window ID	Window description	Maximum U-value*	SHGC*	SHGC lower limit	SHGC upper limit
No Data Available					

Custom* roof windows

				Substitution tolerance ranges	
Window ID	Window description	Maximum U-value*	SHGC*	SHGC lower limit	SHGC upper limit
No Data Available					

Roof window *schedule*

Location	Window ID	Window no.	Opening %	Area (m²)	Orientation	Outdoor shade	Indoor shade
No Data Available							

Skylight *type and performance*

Skylight ID	Skylight description
No Data Available	

Skylight *schedule*

Location	Skylight ID	Skylight No.	Skylight shaft length (mm)	Area (m²)	Orient- ation	Outdoor shade	Diffuser	Skylight shaft reflectance
No Data Available								

External door *schedule*

* Refer to glossary.

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8.2 Star Rating as of 22 Dec 2020

Garage	2400	2510	100.0	W
Garage	2143	820	100.0	E
Entry	2143	920	90.0	W

External wall *type*

1	FR5 - Single Brick	0.5	Medium	No
2	FR5 - Double Brick	0.5	Medium	No
3	SWA - SWA - 2c BWK	0.5	Medium	No

External wall *schedule*

Garage	1	2657	5611	N	0	No
Garage	2	2657	3150	W	0	No
Garage	2	2657	1940	E	0	Yes
Entry	3	2657	1069	N	0	Yes
Entry	3	2657	1210	W	1404	Yes
Entry	3	2657	16132	S	0	No
Entry	3	2657	967	E	0	Yes
Bed 2	3	2657	3010	N	0	Yes
Bed 2	3	2657	300	E	0	Yes
Bed 3	3	2657	460	N	290	Yes
Bed 3	3	2657	2730	W	290	No
Bed 3	3	2657	2300	S	290	Yes
Bath	3	2657	2220	N	0	Yes
Laundry	3	2657	1980	N	0	Yes
Kitchen/Living	3	2657	10831	N	490	Yes
Kitchen/Living	3	2657	600	W	0	Yes
Kitchen/Living	3	2657	127	E	0	Yes
Kitchen/Living	3	2657	7203	S	0	Yes
Kitchen/Living	3	2657	4430	E	3490	No
Master Suite	3	2607	3630	N	490	No
Master Suite	3	2607	600	W	491	Yes
Master Suite	3	2607	800	W	490	Yes
Master Suite	3	2607	3637	S	490	No
Master Suite	3	2607	4430	E	490	No
WIR - Master	3	2607	1340	S	0	Yes
Ensuite	3	2607	1470	S	0	Yes
WC - Ensuite	3	2607	1294	S	490	Yes

* Refer to glossary.

Bed 4/Study	3	2607	3010	S	0	No
Bed 4/Study	3	2607	800	E	490	Yes
Retreat	3	2607	891	E	493	Yes
Retreat	3	2607	8021	N	491	No
Retreat	3	2607	4729	W	490	No
Retreat	3	2607	4929	S	490	No
Passage	3	2607	4275	N	490	Yes

Internal wall *type*

Wall ID	Wall type	Area (m²)	Bulk insulation
1	FR5 - Single Brick	169.4	

Floor *type*

Location	Construction	Area (m²)	Sub-floor ventilation	Added insulation (R-value)	Covering
Garage	FR5 - CSOG: Slab on Ground	20.7	Enclosed	R0.0	none
Entry	FR5 - CSOG: Slab on Ground	25.6	Enclosed	R0.0	Vinyl
Bed 2	FR5 - CSOG: Slab on Ground	12.9	Enclosed	R0.0	Carpet
Bed 3	FR5 - CSOG: Slab on Ground	10.9	Enclosed	R0.0	Carpet
Bath	FR5 - CSOG: Slab on Ground	5.6	Enclosed	R0.0	Tiles
Laundry	FR5 - CSOG: Slab on Ground	7	Enclosed	R0.0	Tiles
Pdr	FR5 - CSOG: Slab on Ground	1.8	Enclosed	R0.0	Tiles
Kitchen/Living	FR5 - CSOG: Slab on Ground	17.6	Enclosed	R0.0	Vinyl
Kitchen/Living	FR5 - CSOG: Slab on Ground	30.8	Enclosed	R0.0	Vinyl
Master Suite	FR5 - 250mm concrete slab	16.1	Enclosed	R0.0	Carpet
WIR - Master	FR5 - 250mm concrete slab	2.7	Enclosed	R0.0	Carpet
Ensuite	FR5 - 250mm concrete slab	4.3	Enclosed	R0.0	Tiles
WC - Ensuite	FR5 - 250mm concrete slab	1.2	Enclosed	R0.0	Tiles
Bed 4/Study	FR5 - 250mm concrete slab	8.4	Enclosed	R0.0	Carpet
Retreat	FR5 - 250mm concrete slab	2.5	Open	R0.0	Vinyl
Retreat	FR5 - 250mm concrete slab	26.5	Enclosed	R0.0	Vinyl
Passage	FR5 - 250mm concrete slab	4	Enclosed	R0.0	Carpet

Ceiling *type*

Location	Construction material/type	Bulk insulation R-value (may include edge batt values)	Reflective wrap*
Garage	FR5 - 250mm concrete slab	R0.0	No
Garage	Plasterboard	R4.0	No
Entry	FR5 - 250mm concrete slab	R0.0	No
Entry	Plasterboard	R4.0	No
Bed 2	FR5 - 250mm concrete slab	R0.0	No
Bed 3	FR5 - 250mm concrete slab	R0.0	No
Bed 3	Plasterboard	R4.0	No

* Refer to glossary.

Bath	FR5 - 250mm concrete slab	R0.0	No
Laundry	FR5 - 250mm concrete slab	R0.0	No
Laundry	Plasterboard	R4.0	No
Pdr	FR5 - 250mm concrete slab	R0.0	No
Pdr	Plasterboard	R4.0	No
Kitchen/Living	FR5 - 250mm concrete slab	R0.0	No
Kitchen/Living	Plasterboard	R4.0	No
Master Suite	Plasterboard	R4.0	No
WIR - Master	Plasterboard	R4.0	No
Ensuite	Plasterboard	R4.0	No
WC - Ensuite	Plasterboard	R4.0	No
Bed 4/Study	Plasterboard	R4.0	No
Retreat	Plasterboard	R4.0	No
Retreat	Plasterboard	R4.0	No
Passage	Plasterboard	R4.0	No

Ceiling *penetrations**

Location	Quantity	Type	Diameter (mm)	Sealed/unsealed
Bath	1	Exhaust Fans	300	Sealed
Pdr	1	Exhaust Fans	300	Sealed
Kitchen/Living	1	Exhaust Fans	150	Sealed

Ceiling *fans*

Location	Quantity	Diameter (mm)
No Data Available		

Roof *type*

Construction	Added insulation (R-value)	Solar absorptance	Roof shade
Cont:Attic-Continuous	0.0	0.7	Dark

* Refer to glossary.

Explanatory Notes

About this report

A NatHERS rating is a comprehensive, dynamic computer modelling evaluation of a home, using the floorplans, elevations and specifications to estimate an energy load. It addresses the building layout, orientation and fabric (i.e. walls, windows, floors, roofs and ceilings), but does not cover the water or energy use of appliances or energy production of solar panels.

Ratings are based on a unique climate zone where the home is located and are generated using standard assumptions, including occupancy patterns and thermostat settings. The actual energy consumption of a home may vary significantly from the predicted energy load, as the assumptions used in the rating will not match actual usage patterns. For example, the number of occupants and personal heating or cooling preferences will vary.

While the figures are an indicative guide to energy use, they can be used as a reliable guide for comparing different dwelling designs and to demonstrate that the design meets the energy efficiency requirements in the National Construction Code. Homes that are energy efficient use less energy, are warmer on cool days, cooler on hot days and cost less to run. The higher the star rating the more thermally efficient the dwelling is.

Accredited assessors

To ensure the NatHERS Certificate is of a high quality, always use an accredited or licenced assessor. NatHERS accredited assessors are members of a professional body called an Assessor Accrediting Organisation (AAO).

Australian Capital Territory (ACT) licensed assessors may only produce assessments for regulatory purposes using software for which they have a licence endorsement. Licence endorsements can be confirmed on the ACT licensing register

AAOs have specific quality assurance processes in place, and continuing professional development requirements, to maintain a high and consistent standard of assessments across the country. Non-accredited assessors do not have this level of quality assurance or any ongoing training requirements.

Any questions or concerns about this report should be directed to the assessor in the first instance. If the assessor is unable to address these questions or concerns, the AAO specified on the front of this certificate should be contacted.

Disclaimer

The format of the NatHERS Certificate was developed by the NatHERSAdministrator. However the content of each individual certificate is entered and created by the assessor to create a NatHERS Certificate. It is the responsibility of the assessor who prepared this certificate to use NatHERS accredited software correctly and follow the NatHERS Technical Notes to produce a NatHERS Certificate.

The predicted annual energy load in this NatHERS Certificate is an estimate based on an assessment of the building by the assessor. It is not a prediction of actual energy use, but may be used to compare how other buildings are likely to perform when used in a similar way. Information presented in this report relies on a range of standard assumptions (both embedded in NatHERS accredited software and made by the assessor who prepared this report), including assumptions about occupancy, indoor air temperature and local climate.

Not all assumptions that may have been made by the assessor while using the NatHERS accredited software tool are presented in this report and further details or data files may be available from the assessor.

Glossary

Annual energy load	the predicted amount of energy required for heating and cooling, based on standard occupancy assumptions.
Assessed floor area	the floor area modelled in the software for the purpose of the NatHERS assessment. Note, this may not be consistent with the floor area in the design documents.
Ceiling penetrations	features that require a penetration to the ceiling, including downlights, vents, exhaust fans, rangehoods, chimneys and flues. Excludes fixtures attached to the ceiling with small holes through the ceiling for wiring, e.g. ceiling fans; pendant lights, and heating and cooling ducts.
Conditioned	a zone within a dwelling that is expected to require heating and cooling based on standard occupancy assumptions. In some circumstances it will include garages.
Custom windows	windows listed in NatHERS software that are available on the market in Australia and have a WERS (Window Energy Rating Scheme) rating.
Default windows	windows that are representative of a specific type of window product and whose properties have been derived by statistical methods.
Entrance door	these signify ventilation benefits in the modelling software and must not be modelled as a door when opening to a minimally ventilated corridor in a Class 2 building.
Exposure category - exposed	terrain with no obstructions e.g. flat grazing land, ocean-frontage, desert, exposed high-rise unit (usually above 10 floors).
Exposure category - open	terrain with few obstructions at a similar height e.g. grasslands with few well scattered obstructions below 10m, farmland with scattered sheds, lightly vegetated bush blocks, elevated units (e.g. above 3 floors).
Exposure category - suburban	terrain with numerous, closely spaced obstructions below 10m e.g. suburban housing, heavily vegetated bushland areas.
Exposure category - protected	terrain with numerous, closely spaced obstructions over 10 m e.g. city and industrial areas.
Horizontal shading feature	provides shading to the building in the horizontal plane, e.g. eaves, verandahs, pergolas, carports, or overhangs or balconies from upper levels.

* Refer to glossary.

National Construction Code (NCC) Class	the NCC groups buildings by their function and use, and assigns a classification code. NatHERS software models NCC Class 1, 2 or 4 buildings and attached Class 10a buildings. Definitions can be found at www.abcb.gov.au.
Opening Percentage	the openability percentage or operable (moveable) area of doors or windows that is used in ventilation calculations.
Provisional value	an assumed value that does not represent an actual value. For example, if the wall colour is unspecified in the documentation, a provisional value of 'medium' must be modelled. Acceptable provisional values are outlined in the NatHERS Technical Note and can be found at www.nathers.gov.au
Reflective wrap (also known as foil)	can be applied to walls, roofs and ceilings. When combined with an appropriate airgap and emissivity value, it provides insulative properties.
Roof window	for NatHERS this is typically an operable window (i.e. can be opened), will have a plaster or similar light well if there is an attic space, and generally does not have a diffuser.
Shading device	a device fixed to windows that provides shading e.g. window awnings or screens but excludes eaves.
Shading features	includes neighbouring buildings, fences, and wing walls, but excludes eaves.
Solar heat gain coefficient (SHGC)	the fraction of incident solar radiation admitted through a window, both directly transmitted as well as absorbed and subsequently released inward. SHGC is expressed as a number between 0 and 1. The lower a window's SHGC, the less solar heat it transmits.
Skylight (also known as roof lights)	for NatHERS this is typically a moulded unit with flexible reflective tubing (light well) and a diffuser at ceiling level.
U-value	the rate of heat transfer through a window. The lower the U-value, the better the insulating ability.
Unconditioned	a zone within a dwelling that is assumed to not require heating and cooling based on standard occupancy assumptions.
Vertical shading features	provides shading to the building in the vertical plane and can be parallel or perpendicular to the subject wall/window. Includes privacy screens, other walls in the building (wing walls), fences, other buildings, vegetation (protected or listed heritage trees).

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BCA Part 3.12 Performance Requirements

3.12.1.1 Building fabric thermal insulation

Where required, insulation must comply with AS/NZS 4859.1 and be installed so that it abuts or overlaps adjoining insulation other than at supporting members such as columns, studs, noggings, joists, furring channels and the like where the insulation must butt against the member; and forms a continuous barrier with ceilings, walls, bulkheads, floors or the like that inherently contribute to the thermal barrier; and does not affect the safe or effective operation of a domestic service or fitting.

Where required, reflective insulation must be installed with the necessary airspace, to achieve the required R-Value between a reflective side of the reflective insulation and a building lining or cladding; and the reflective insulation closely fitted against any penetration, door or window opening; and the reflective insulation adequately supported by framing members; and each adjoining sheet of roll membrane being overlapped not less than 150mm; or taped together.

Where required, bulk insulation must be installed so that it maintains its position and thickness, other than where it crosses roof battens, water pipes, electrical cabling or the like; and in a ceiling, where there is no bulk insulation or reflective insulation in the external wall beneath, it overlaps the external wall by not less than 50 mm.

3.12.1.2(c) and 3.12.1.4(b) Thermal breaks

A roof that has metal sheet roofing directly fixed to metal purlins, metal rafters or metal battens; and does not have a ceiling lining or has a ceiling lining fixed directly to those metal purlins, metal rafters or metal battens, must have a thermal break, consisting of a material with an R-Value of not less than 0.2, installed between the metal sheet roofing and its supporting metal purlins, metal rafters, or metal battens.

A wall that has lightweight external cladding such as weatherboards, fibre-cement or metal sheeting fixed to the metal frame; and does not have a wall lining or has a wall lining that is fixed directly to the metal frame, must have a thermal break, consisting of a material with an R-Value of not less than 0.2, installed between the external cladding and the metal frame.

3.12.1.2(e) Compensation for a loss of ceiling insulation

The house energy rating software used automatically compensates for a loss of ceiling insulation. Ceiling insulation penetrations are included in the final energy assessment on page 1 of the NatHERS Certificate.

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3.12.1.5(c) and 3.12.1.5(d) Floor edge insulation

A concrete slab-on-ground with an in-slab or in-screed heating or cooling system, must have insulation with an R-Value of not less than 1.0, installed around the vertical edge of its perimeter; and when in climate zone 8, must be insulated around the vertical edge of its perimeter with insulation having an R-Value of not less than 1.0; and underneath the slab with insulation having an R-Value of not less than 2.0.

Insulation required must be water resistant; and be continuous from the adjacent finished ground level to a depth of not less than 300mm; or for at least the full depth of the vertical edge of the concrete slab-on-ground.

These requirements do not apply to an in-screed heating or cooling system used solely in a bathroom, amenity area or the like.

3.12.3 Building Sealing

This Part applies to a Class 1 building and a Class 10a building with a conditioned space.

The Part does not apply to a building in climate zones 1, 2, 3 and 5 where the only means of air-conditioning is by using an evaporative cooler; or a permanent building ventilation opening that is necessary for the safe operation of a gas appliance; or A Class 10a building used for the accommodation of vehicles.

Chimneys and flues will be designed and installed in accordance with 3.12.3.1.

Roof lights will be designed and installed in accordance with 3.12.3.2.

External windows and doors will be designed and installed in accordance with 3.12.3.3.

Exhaust fans will be designed and installed in accordance with 3.12.3.4.

Construction of roofs, walls and floor will comply with 3.12.3.5.

Evaporative coolers will be designed and installed in accordance with 3.12.3.6.

3.12.5 Services

This Part applies to a Class 1 building, a Class 10a building and a Class 10b swimming pool associated with a Class 1 or 10a building.

A heated water supply system must be designed and installed in accordance with Part B2 of NCC Volume Three — Plumbing Code of Australia.

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Insulation of services will be designed and installed in accordance with 3.12.5.1.

Central heating water piping will be designed and installed in accordance with 3.12.5.2.

Heating and cooling ductwork will be designed and installed in accordance with 3.12.5.3.

Electric resistance space heating will be designed and installed in accordance with 3.12.5.4.

Artificial lighting will be designed and installed in accordance with 3.12.5.5.

A water heater in a heated water supply system will be designed and installed in accordance with 3.12.5.6.

Swimming pool heating and pumping will be designed and installed in accordance with 3.12.5.7.

Spa pool heating and pumping will be designed and installed in accordance with 3.12.5.8.

WA 2.3.1 Water use efficiency

All tap fittings other than bath outlets and garden taps must be a minimum of 4 stars WELS rated.

All showerheads must be a minimum of 3 stars WELS rated.

All sanitary flushing systems must be a minimum of 4 stars WELS rated dual flush.

WA 2.3.2 Swimming pool covers and blankets

An outdoor private swimming pool or spa associated with a Class 1 building must be supplied with a cover, blanket or the like that is designed to reduce water evaporation; and is accredited under the Smart Approved Watermark Scheme governed by the Australian Water Association, the Irrigation Association of Australia, the Nursery and Garden Industry Australia and the Water Services Association of Australia.

WA 2.3.3 Heated water use efficiency

All internal heated water outlets (such as taps, showers and washing machine water supply fittings) must be connected to a heated water system or a re-circulating heated water system with pipes installed and insulated in accordance with AS/NZS 3500: Plumbing and Drainage, Part 4 Heated Water Services. The pipe from the heated water system or re-circulating heated water system to the furthest heated water outlet must not be more than 20m in length or 2 litres of internal volume.

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INFORMATION SHEET

CITY OF VINCENT

ENVIRONMENTALLY SUSTAINABLE DESIGN REQUIREMENTS FOR SINGLE HOUSES AND GROUPED DWELLINGS

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.

INFORMATION SHEET

CITY OF VINCENT

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 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.	The design incorporates an east-west orientation. All living areas, including upper floor retreat, has north facing windows with eaves to reduce summer heat gain in summer. External walls is insulated cavity brick work which has an R value of 2.0. The fittings will be high quality with the aim of prolonging the working life of the fittings. Insulation has been maximised in ceiling and roofs.
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 cladding, wood, recycled plastic composite, range of insulation materials, strategic use of air gaps).	The design has a high level of insulated thermal mass. Solar access is provided through the north facing windows on both the ground and upper floors.

INFORMATION SHEET

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What does this mean and how can I achieve this?	Applicant Comment – How I have achieved this objective
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 axis of the building runs east-west. The east facing glazing to the living has significant shading. Glazing to the south has been minimised as to the glazing to the west. However as the road is to the west, glazing cannot be eliminated to ensure correct street presence.
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.	All rooms, besides the two minor rooms, has excellent cross ventilation incorporated within the room. Minor rooms have the doors positioned to ensure cross ventilation is maximised. Garages are to the west.
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.	The eaves provides, allow for correct shading to the northern glazing although some winter sun will be blocked due to overshadowing by neighbours.
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.	All windows are openable.
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.	Garden spaces has been maximised to allow for on site storm water to infiltrate the soil.

INFORMATION SHEET

CITY OF VINCENT

What does this mean and how can I achieve this?	Applicant Comment – How I have achieved this objective
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.	As per solar heating.
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.	The project will utilise a solar heat pump or solar HWS.
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* 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.	Solar absorbtance will be 0.69 - colorbond colour "Basalt" This SA was used to gain the 8-star rating for the house and the roof is visible from the street and from neighbouring properties so a higher SA is used to increase visual comfort.

INFORMATION SHEET

CITY OF VINCENT

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.	As 8 star NatHERS assessment has been completed as per previous discussion with planning department

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**.

Urban Design Study:

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

Description	Applicant comment
Context & Character *Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.*	
Demonstrate how you have reviewed the natural environment including topography, local flora and fauna.	The topography of the site is naturally sloping down from north-east to south-west, the gradient is low and not significant. Local flora consists of a street tree within the verge space of each dwelling, however the verge is inconsistent; while grassed verges are the predominant verge, closer to the site a stretch of ~70m of verge is brick paved beneath the street tree.
Demonstrate consideration of the site's streetscape character.	The streetscape character consists of pitched roofs without a notably prevailing material. The front fences vary significantly, new development predominantly hosts brick piers with permeable fill. Dwellings are single storey without an apparent preference for material finish amongst either new or old dwellings.
Demonstrate review of the built and natural environment of the local context to a radium of 400m – 1000m.	Refer to attachment 1
Demonstrate how the site's context and character influenced the development. Consider the following: • History of the local area; • Heritage listed buildings in the area; • High quality contemporary buildings in the area; • Materials, textures, patterns from high quality heritage / character as well as contemporary buildings in the area; and • Movement patterns / laneways.	The property is not on a site of Indigenous Australian or other heritage significance. The design incorporates a gable treatment, roof material, and wall treatment which is consistent with the existing home and the character of the area. The high quality contemporary builds of the area have an attractive finish. The harmony of newer development with the character of Egina Street, is noticeable on two factors. 1) the maturity/size of the street tree greatly mitigates the perception of bulk, and 2) greater widths of upper floors as they present towards the street, are less compatible in scale. The design minimises the length of upper floors fronting the street, by making the upper floors no wider than necessary for the functionality/compliance of circulation spaces and rooms internally.
Landscape quality *Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.*	
Demonstrate review of the existing landscaping of the site and the street including mature trees, species and natural features	The site is vacant and does not contain any vegetation. the street tree is juvenile and will contribute little benefit to the site until it is more mature. There is a very large, dominant Eucalyptus tree in the backyard of the rear adjoining property, which will provide substantial shade cover to the site. The street trees noted previously are an numerous and an inherited characteristic of the street in its entirety. This characteristic is consistent throughout the broader area, and as such, the loss or degradation of street vegetation is easily recognisable from the public realm.
Demonstrate how the landscape quality of the streetscape and surrounding context has been incorporated into the building and landscape design.	noting the juvenile status of the street tree, the proposed plantings within the front setback will aid in the proposals positive contribution to Egina Street and make the site more consistent with its broader surroundings.

Description	Applicant comment
Built Form & Scale *Good design provides development with massing and height that is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.*	
What is the building massing and height of the streetscape? How has this been incorporated into the design?	Building massing is predominantly single storey, with some newer two storey homes scattered within the street. Noted early, when in conjunction with a juvenile street tree, the width of the home plays a large role in being consistent with the street character. It is difficult to identify a prevailing built-form, as each home combines a unique combination of the various aspects which contribute to built form, whether it be setback distance, setback articulation, used materials and finishes, size and location of major openings, verandas, car ports, fences, entryways, gates, internal landscaping, undercarriage landscaping, garages, private open space
How does the development respond and contribute to the built form and scale of the streetscape?	Contrast is made between the bulk of nearby two-storey homes as the proposal is narrow in comparison and is noticeably less perceivable. the proposal has paid tribute to the vast array of materials by distinguishing the lower and upper portion of the facade with older and newer finishes respectively. The roof forms are consistent with the surrounding homes and also include the gable style which is only seen in older homes nearby.
Demonstrate how the development encourages an activated and vibrant streetscape environment.	The proposed development includes significant major openings on both the ground and upper floor presenting directly to the street to enhance interaction and passive surveillance of the street.
Functionality & Build Quality *Good design meets the needs of users efficiently and effectively, balancing functional requirements to deliver optimum benefit and performing well over the full life-cycle.*	
Demonstrate how the proposed design complements the use of the building.	The design uses high-quality materials which are consistent with the prevalent characteristics of Egina Street. The design has located and screened all services from view of the public realm. Once access is provided, there is limited space for a functional front setback, therefore the response to landscape all remaining area, optimises the space. The development has therefore prioritised its contribution towards a compatible streetscape as paramount
Sustainability *Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.*	
Demonstrate how the building performance has been optimised using suitable orientation and layout of internal spaces.	The orientation of the lots provides little option to optimise the orientation for solar access. Notwithstanding the design includes major openings which would receive direct sunlight and has achieved appropriate levels of sunlight and natural ventilation to all habitable rooms possible. The design of the two dwellings cooperate; habitable rooms are located where the adjoining property has less height and will not block the afternoon sun. These habitable rooms subsequently include large major openings along the majority of this portion of wall.
Amenity *Good design optimises internal and external amenity for occupants, visitors and neighbours, contributing to living and working environments that are comfortable and productive.*	
Demonstrate how the development optimises amenity for occupants, adjoining neighbours and onlookers	The design focuses the upper floor towards the front of the site, where it is lower in AHD and is consistent with other two storey developments on Egina Street. The site planning of the proposed homes ensure there is no adverse impact the privacy or solar access of the open space to the adjoining properties.
Legibility *Good design results in buildings and places that are legible, with clear connections and memorable elements to help people find their way around.*	
Demonstrate how the design allow users and visitors to navigate through the development.	The development presents a clearly visible pedestrian and vehicular access point. The pedestrian access is to the side of the facade and not immediately visible. The design has instead created an engagement with the streetscape through the central major openings of the front most bedroom. This is acceptable as the intimate proximity of the frontage means there is nonetheless an intuitive direction to the pedestrian access way.
Safety *Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*	
Demonstrate how the layout of buildings on site provides safe and high level of amenity for residents.	the above mentioned major opening benefits the passive surveillance provided to Egina Street which maximises on the view to the street, unobstructed by landscaping. The design limits exposed blank facades, provide clear sight lines, and limits areas for concealment. The up-stairs retreat also overlooks and provides passive surveillance of the street.

Description	Applicant comment
Community *Good design responds to local community needs as well as the wider social context, providing buildings and spaces that support a diverse range of people and facilitate social interaction.*	
Demonstrate how the development contributes to a sense of community, encouraging social engagement and enabling stronger communities.	The development provides for additional housing stock in the area to support an increasing population, who in turn will contribute to supporting local businesses and enables stronger communities. Elaborate community facilities are inappropriate in this situation given site context, layout , design, end-users, and community. The design provides an inviting, friendly, and appealing streetscape interface and appearance through its use of direct street access, private open space, landscaping, and façade treatment. This improves the sense of connection for residents to their community / street and vice-versa.
Aesthetics *Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.*	
Demonstrate how the surrounding context and character has been incorporated into the design of the development.	The design is consistent with the established streetscape of the local area and includes features which reflect the characteristics of the area. The development has incorporated a setback upper floor to emphasis the single storey component of the development, protruding habitable room fronting the street, and face brick facade with rendered elements. The pitched roof, gabled design and striped rendered finishes resonate with the older housing stock along Egina Street.

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Attachment 1

Demonstrate how you have reviewed the natural environment including topography, local flora and fauna.

The site is elevated marginally from the street level, the streets AHD drops as Egina Street stretches south. A ~70m stretch of street verge is brick paved with minimal landscaping around the base of the street trees. One street tree is a juvenile frangipani which adds little character, while another street tree appears to be in poor health. Opposite this stretch of paved verge, the eastern verge is clear of street trees for approximately 35m. **The mature trees are in good health, except one located at No.49 Egina Street.**

Aerial of immediate locality indicating 1.0m contours

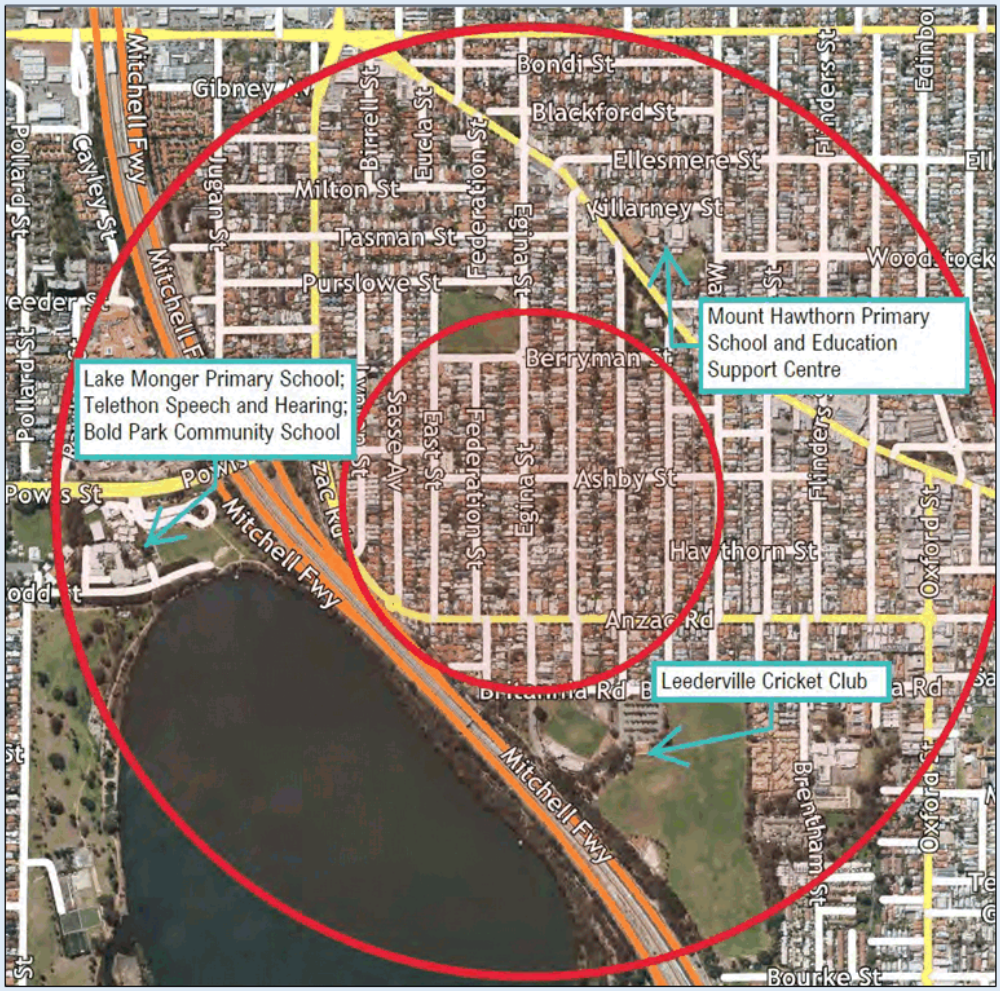
View south on Egina Street, just north of the site.

View of the struggling tree at #49 Egina Street, opposite the site.

View of Egina Street just less than 100m south of the site.

Demonstrate review of the built and natural environment of the local context to a radium of 400m – 1000m.

The below image indicates the extent of built and natural environment is to be reviewed.



400m and 1,000m radius from site

These areas vastly exceed the appropriate extent of review to determine context and character for a single house. Some of the notable nearby points of interest have been indicated.


Mount Hawthorn Primary School

Braithwaite Park and Mount Hawthorn Community Centre

Mount Hawthorn town centre

The built and natural environment within the immediate streetscape is shown below.

37 Egina Street (South of site)

32 and 36 Egina Street (south of site)

58 Egina Street (North of site)

Egina Street includes a range of dwelling types, primarily single storey with a pitched roof with gable features, front verandah and rendered or face brick finish. Notably, numerous carports are built up to the lot boundary with a prevailing tendency to have dominant or bulky designs. There, is a significant street tree presence in Egina street with most of the trees being mature trees. The trees greatly enhance the streetscape and mitigate the bulk of carports where these co-exist with the trees.

No. 48A Egina Street, Mount Hawthorn – Streetscape Analysis

Address	Built Form Comments	Streetscape Images
20 Egina Street	• Single storey dwelling setback approximately 7 metres from the street • Pitched roof form and face brick finish • Double carport attached to dwelling	

25 Egina Street	• Double carport to front setback • Skillion and concealed roof forms • Pedestrian access concealed from street	

26 Egina Street	• Single store pitched roof dwelling • Double garage dominates streetscape frontage • Face brick and render detailing	

30 Egina Street	• Two storey dwelling • Prominent design features which traverses ground and upper floors • Blank, solid portions of wall • Limited streetscape engagement and no visible pedestrian access	

36 Egina Street	• Two storey pitched roof dwelling • Double carport within the front setback • Neutral colour palette	

46 Egina Street	• Single storey dwelling with verandah detail • Shade sail within front setback for vehicle parking • Face brick finish	

50 Egina Street	• No structures within the street setback area. • Double garage and expansive hardstand • Grey colour palette with face brick accents	

58 Egina Street	• Single dwelling with upper floor additions • Pitched roof and gable details • Neutral colour palette	

59 Egina Street	• Two storey dwelling • Upper floor stepped behind ground floor • Vehicle access provided from both the primary and secondary street (double carport and garage)	

67 Egina Street	• Single storey dwelling • Pitched roof and gable details • Verandah detail to front façade	

74 Egina Street	• Two storey dwelling with double carport in front setback (with door) • Grey colour palette	

85 Egina Street	• Single storey dwelling with pitched roof • Single carport within the street setback area. • Neutral/light colour palette	

100 Egina Street	• Upper floor balcony projects forward of ground floor • Double garage prominent to street • Limited vertical and horizontal articulation	

Summary of Submissions:

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

Comments Received in Objection:	Administration Comment:
Lot Boundary Walls • Lot boundary wall extends along the boundary for 16.59 metres, an increase from previous applications. Boundary wall does not comply with Residential Design Code Clause 5.1.3 Lot Boundary Setbacks and C3.2iii as development extends to the lot boundary on two sides. • Landscaping and active habitable spaces to neighbouring properties will be severely impacted by the lot boundary walls. • Plans include a significant southern boundary wall due to the move away from a "mirrored" arrangement. This requires a compliance compromise in order to enable a dwelling of this size to be built on a small block.	The City's Built Form Policy Clause 5.2 amends Clause 5.1.3 and C3.2iii to allow lot boundary walls to two side boundaries that are permitted up to two-thirds the length of the lot boundaries behind the front setback, being 22.08 metres in length permitted for each of the boundary walls. The application proposes two boundary walls that are 6.0 metres (garage wall) and 18.0 metres (portico to kitchen) in length. This satisfies the deemed-to-comply number and length of walls permitted. The cumulative length of the two boundary walls would be far lesser than that permitted under the Built Form Policy.
Landscaping Proposed canopy cover value quoted is questioned, as it is derived from full-canopy trees which are unlikely to become established in the small spaces.	Trees are proposed to be planted in consolidated deep soil areas, with areas accommodating tree planting a minimum of 2 metres in dimension. This is greater than the minimum dimension for deep soil planting areas which is 1 metre. The trees would be capable of growing to a greater height and canopy than that shown on the development plans. The City's Parks and Urban Greening team has reviewed the proposal and confirmed the tree species and their location would enable canopy to grow to full maturity.
Construction Management Simultaneous construction of both No. 48 and No. 48A Egina Street will create significant traffic hazards on a street and will present accessibility issues for all neighbouring residents due to trade vehicles no doubt blocking verges around the site. Proposal should be subject to a detailed and enforced management plan.	A condition requiring a construction management plan to be prepared, submitted to and approved by the City prior to issue of a building permit has been included as a recommended condition of approval. This is because the site has limited street frontage due to its narrow 7.6 metre lot width, and may be undertaken simultaneously with the development proposed on the adjoining property. A construction management plan would ensure effective management of building work and on-site construction, particularly waste management, storage of construction materials, parking arrangements for contractors and subcontractors, and traffic and access management to minimise disruption to and impact on the surrounding area. Obstruction to the street, verge and footpath during construction of the proposed dwelling is not permitted.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
Lot Configuration and Built Form Outcomes	
• Development will set the precedent for what could be developed on Egina Street in the future. The land owner has created some of the smallest lots in Mount Hawthorn and then shoe horned in a much building area onto the lot as they can.	• The creation of the 307 square metre lot is as a result of subdivision lodged with and approved by the Western Australian Planning Commission (WAPC), consistent with the average and minimum lot sizes prescribed by the R Codes. The proposal would provide for 49.7 percent open space area which complies with the deemed-to-comply requirements of at least 45 percent prescribed under the R Codes. Together with landscaping areas and building setbacks provided, this does not indicate an overdevelopment of the site. The development is consistent with the planning framework setting.
• Concerns that the dwellings with an appearance that is bulky and ugly that are out of keeping with the rest of the streetscape are being considered. • Development does not enhance or contribute to the current streetscapes of the Mount Hawthorn area. City of Vincent should remain committed to preserving the heritage look of this suburb.	• The application has been referred to a member of the City's Design Review Panel to ensure the proposed development would be complimentary to and would reference the established Egina Street streetscape. Comments and recommendations provided by the DRP member were implemented in amended plans prepared by the applicant. An urban design study prepared by the applicant and a streetscape analysis undertaken by the City has also formed part of the assessment of the proposed development. The built form, colours and materials of the dwelling would appropriately reference the established streetscape and broader locality, and is acceptable based on the applicable planning framework. It is noted that Egina Street is not located in a heritage precinct or character retention area.
• As has been highlighted in the multiple previous submissions made (and rejected) for the proposed redevelopment, the revised plans still represent a loss of visual amenity in the street as the result of the bulk of the proposed dwelling onto a minimum sized block. Dwelling is only enabled by compromising on "deemed-to-comply" requirements, and the result will remain a frontage dominated by driveways, garage doors, and brickwork, against a street characterised by front yards and gardens.	• The proposed single garage and driveway that reduces to 3.0 metres in width at the front boundary, in lieu of the 6 metres deemed-to-comply standard, would reduce the appearance of vehicle access points to the streetscape and increases landscaping opportunities (both canopy and deep soil zones) in the front setback area. The urban design study submitted by the applicant demonstrates how the dwelling draws upon local built form references, supported by the comments and recommendations from the DRP member.

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

Determination Advice Notes:

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

2. **With reference to Condition 2, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.**

3. **With reference to Condition 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*.**

4. **With reference to Condition 7, no further consideration shall be given to the disposal of stormwater 'offsite' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of stormwater 'offsite' be subsequently provided, detailed design drainage plans and associated calculations for the proposed stormwater disposal shall be lodged together with the building permit application working drawings.**

5. **With reference to Condition 9, all new crossovers to the development site are subject to a separate application to be approved by the City.**

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 Right of Way and the Verge along Bulwer 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.**

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

Ward: North

Attachments:
1. **Consultation and Location Map**
2. **Development Plans**
3. **Applicant's Supporting Documentation**
4. **Administration's Streetscape Analysis**

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, REFUSES the application for proposed Alterations and Additions to Single House (Carport) at No. 104 (Lot: 79; D/P: 555) Eton Street, North Perth, as shown in the plans in Attachment 2, for the following reasons:

1. **The proposed street and lot boundary setbacks of the carport do not satisfy the Local Housing Objectives of Clause 5.2 and 5.4 of the City's Policy No. 7.1.1 – Built Form and the Design Principles of Clauses 5.1.2, 5.1.3 (P3.2) and 5.2.1 of State Planning Policy 7.3: Residential Design Codes – Volume 1. The bulk, scale and setback of the carport would not be consistent with the established streetscape, would detract from the character of the streetscape and the appearance of the dwelling, and would not preserve or enhance the visual character of the existing streetscape;**

2. **The proposed carport does not satisfy the Design Principles of Clause 5.3.4 and 5.3.5 of State Planning Policy 7.3: Residential Design Codes – Volume 1 relating to the design of car parking spaces and vehicle access. The carport and driveway do not comply with the Australian Standards (AS2890.1) and would result in an insufficient vehicle manoeuvring area which is not capable of being conveniently accessed by current and/or future occupants of the dwelling. It would result in a driveway and crossover with insufficient separation from the street corner which would compromise safety for vehicle access and movement; and**

3. **As a consequence of the street and lot boundary setbacks of the carport, the proposal:**

   3.1 **Would not be compatible with its setting (Clause 67(m) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*);**

   3.2 **Would detract from the amenity and character of the locality (Clause 67(n) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*); and**

   3.3 **Would not enhance the amenity and character of the existing neighbourhood and is not compatible with the established area (objective of the Residential zone under Clause 16 of the Local Planning Scheme No. 2).**

PURPOSE OF REPORT:

To consider an application for development approval for a carport at No. 104 Eton Street, North Perth (the subject site).

PROPOSAL:

The subject site is located at No. 104 Eton Street, North Perth as shown on the location plan included as **Attachment 1**.

The application proposes a new double carport fronting Eton Street. There is an existing vehicle access point from Eton Street. The proposed development would use this existing vehicle access point to provide access to two covered car parking bays, with part of the existing fence being removed.

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

BACKGROUND:

Landowner:	Anthony Attwood and Kristina Attwood
Applicant:	Patio Living
Date of Application:	6 August 2020
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R20
Built Form Area:	Residential
Existing Land Use:	Dwelling (Single House)
Proposed Use Class:	Dwelling (Single House)
Lot Area:	543.7m²
Right of Way (ROW):	No
Heritage List:	No

The subject site is bound by Eton Street to the west, Loch Street to the south and residential properties to the north and east.

The subject site is located at the corner of Eton Street and Loch Street. The dwelling is orientated towards Eton Street with Loch Street being its secondary street frontage. There is an existing single width crossover to Eton Street providing vehicle access to a single garage with a hardstand area in front which is used as an uncovered parking bay. A single width crossover exists to the site from Loch Street but this is not used for vehicle access or parking as the dwelling's outdoor living area is located adjacent to this.

The subject site and the adjoining properties to the north, west and south are zoned Residential R20 under the City's Local Planning Scheme No. 2 (LPS2). The adjoining property to the east is zoned Residential R30/40 under LPS2.

The subject site and all surrounding properties are within the Residential Built Form Area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

DETAILS:

Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent LPS2, the City's Built Form Policy and the State Government's State Planning Policy 7.3 Residential Design Codes Volume 1 (R Codes Volume 1). In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Deemed-to-Comply	Requires the Discretion of Council
Street Setback		✓
Lot Boundary Wall		✓
Open Space	✓	
Building Height	✓	
Setback of Garages and Carports		✓
Street Surveillance	✓	
Street Walls and Fences	✓	
Sightlines		✓
Outdoor Living Areas	✓	
Design of Car Parking Spaces		✓
Vehicle Access		✓
Solar Access	✓	

Planning Element	Deemed-to-Comply	Requires the Discretion of Council
External Fixtures, Utilities and Facilities	✓	

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 - Clause 5.1 Primary street setback required: 7.8m.	Carport street setback proposed: 1.0m.
Lot Boundary Wall	
Deemed-to-Comply Standard	**Proposal**
R Codes Volume 1 - Clause 5.1.3 Walls may be built up to a lot boundary behind the street setback.	The carport is proposed to be built up to the northern lot boundary within the required street setback area.
Setback of Garages and Carports	
Deemed-to-Comply Standard	**Proposal**
Built Form Policy - Clause 5.4 Primary street setback required: 7.8m.	Carport street setback proposed: 1.0m.
Sightlines	
Deemed-to-Comply Standard	**Proposal**
Built Form Policy - Clause 5.8 A single pier is permitted within the sightlines truncation area with a maximum width and depth of 0.4 metres.	An existing pier is proposed to be retained within the sightlines truncation area on the southern side of the driveway with a maximum width and depth of 0.5m.
Design of Car Parking Spaces	
Deemed-to-Comply Standard	**Proposal**
R Codes Volume 1 - Clause 5.3.4 Car parking spaces and manoeuvring areas designed and provided in accordance with AS2890.1.	The proposed manoeuvring areas to the southern car bay does not comply with AS2890.1.
Vehicle Access	
Deemed-to-Comply Standard	**Proposal**
R Codes Volume 1 - Clause 5.3.5 Driveways shall be no closer than 6 metres to a street corner in accordance with AS2890.1.	The proposed driveway is located 2.8m from the street corner and the proposed crossover is located 5.6m from the street corner.

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015* for a period of 14 days from 26 August 2020 to 8 September 2020. The method of consultation included notice on the City's website and seven letters mailed to all owners and occupiers of the properties adjoining the subject site, as shown in **Attachment 1**.

At the conclusion of the consultation period no submissions were received.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to the Chair of the City's Design Review Panel (DRP) for comments. The development plans and streetscape analysis referred are included in **Attachment 2** and **Attachment 4** respectively. The following key comments were provided by the DRP Chair:

- The site does have an alternative and preferred location for a carport to be located from Loch Street. It is acknowledged that this is the primary outdoor space for the dwelling and would not be preferred by the owner;
- The streetscape analysis clearly shows that the proposal is not consistent with the surrounding built form context, especially in relation to the primary street setback and streetscape massing;
- The location of the proposed carport would not overshadow and would have minimal bulk impact on the adjacent property to the north;
- The architectural language generally ties in with the character of the existing dwelling by using matching roof tiles and having thin posts to maintain visibility of the existing dwelling's front elevation;
- The existing dwelling has a strong sense of character and changes could be made to reduce the impact of the proposed carport on the dwelling. This includes increasing the carport roof pitch to match the dwelling roof behind and decreasing the carport's width to 4 metres to maintain visibility of the dwelling's front elevation and gable which are strong character features. The carport's depth could also be reduced to provide greater breathing space between the house and carport, allowing the existing canopy over the front window to be retained; and
- Overall the double carport is clearly not consistent with the existing surrounding context and would generate a significant negative impact on the character of the existing dwelling. The suggested changes would significantly reduce the negative impact of the proposal on the dwelling's character but it would still negatively impact the established streetscape in terms of bulk, presence and precedent.

The applicant did not make any changes to the proposal in response to the comments made by the DRP Chair.

LEGAL/POLICY:

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

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.

Delegation to Determine Applications:

This matter is being presented to Council at the written request of the applicant.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no finance or budget implications of this report.

COMMENTS:

Street Setback & Setback of Garages and Carports

The Built Form Policy requires the carport to be setback 7.8 metres from Eton Street. The carport is proposed to be setback 1.0 metre from Eton Street.

The applicant's written justification for the proposed carport setback is included in **Attachment 3** and is summarised as follows:

- The materials, colours and architectural style of the proposed carport have been chosen to match the front façade of the existing dwelling;
- A single carport would limit the owners to one covered parking space and would leave a car parked on the verge. The post from the single carport would prevent access to the hardstand area in front of the dwelling which the owners currently use to park informally parallel to the street;
- There is limited difference between a double carport and a single carport in terms of the visual impact on the streetscape, as demonstrated by the perspectives included in **Attachment 3**; and
- The proposed carport could not be located at the rear as this is used as the outdoor living area for the dwelling.

The proposed carport setback does not meet the local housing objectives of the Built Form Policy and the design principles of the R Codes Volume 1 for the following reasons:

- The carport setback is not consistent with the established streetscape and would detract from the visual character of the streetscape in terms of its setback, bulk and scale. This is due to the carport's location in front of the existing dwelling where it would introduce development within the street setback area and obstruct the open/clear street setback area which is an established feature of the streetscape;
- There is limited precedence of approved structures within the street setback area along Eton Street. A streetscape analysis has been included as **Attachment 4** that shows between Ellesmere Street and Gill Street there is only one previously approved carport, located at No. 100 Eton Street. This carport received approval from the City of Perth in 1993 and was for a single carport with a 4.4 metre setback from Eton Street. The reduced width and greater street setback of this carport does not set a precedent when considering the proposed carport and the extent of departures sought to the applicable deemed-to-comply standards. The streetscape analysis demonstrates that Eton Street is an open streetscape and that the approval of a double carport protruding to within 1.0 metre of the street boundary would detract from the appearance of the street by adding building bulk and would not be consistent with the character of the prevailing area;
- The carport would detract from the appearance of the existing dwelling and would dominate views of the dwelling from the street due to the bulk and scale of its roof. The carport includes slim supporting posts and a pitched gable roof design to match the existing dwelling but its mass and form as a double carport which is 6.0 metres wide and occupies 40.5 percent of the street frontage means that it would

detract from the appearance of the dwelling and street. The DRP Chair has also provided comments stating that the double carport would have a significant impact on the character of the existing dwelling;
- The subject site is accessible from Loch Street which is its secondary street. The R Codes Volume 1 states that vehicle access and covered car parking spaces should be provided from a secondary street where available, as this minimises the impact of access points and parking structures on the appearance of the streetscape and the existing dwelling. The streetscape analysis demonstrates that between Ellesmere Street and Gill Street the majority of properties that are accessible from a secondary street do not have vehicle access or covered car parking spaces from Eton Street. Excluding the subject site, of the nine properties which front Eton Street and have a secondary street frontage, six of them are exclusively accessed from the secondary street where there are carports or garages. The remaining three properties have vehicle access from Eton Street with none of these having carports or garages within the street setback area; and
- The double carport would set an undesirable precedent for future development proposals within the front setback and could lead to the deterioration of the established streetscape. It would not positively contribute to the prevailing or future development context of the streetscape.

Lot Boundary Setback

The R Codes Volume 1 permits walls to be built up to the boundary behind the street setback. The development proposes the carport to be built up to the northern boundary within the primary street setback area.

In considering the impact of the proposed setback on the adjoining property against the local housing objectives of the Built Form Policy and the design principles of the R Codes Volume 1 the following is noted:

- The carport would abut a hardstand area in the front yard of the northern adjoining property. The carport would not be adjacent to any major openings to habitable rooms or outdoor living areas of the adjoining properties. This ensures that the impact of bulk on the adjoining property is limited;
- The favourable orientation of the subject site as well as the unenclosed nature of the carport ensures the proposed lot boundary wall would not impact the provision of adequate direct sun and ventilation to the northern adjoining property;
- The carport is not a habitable space and would not result in any overlooking or loss of privacy on the adjoining property; and
- The carport would not have an adverse impact on the amenity of the adjoining property for the reasons outlined above in terms of bulk, ventilation, access to natural light and overlooking.

Notwithstanding the above, the proposed setback does not meet the local housing objectives and design principles for the following reasons:

- The carport would have an adverse impact of building bulk on the streetscape which is compounded by it being built up to the boundary. The mass and form of the double carport would detract from the visual character and established open nature of the streetscape; and
- The carport being built up to the boundary within the front setback would set an undesirable precedent for future development proposals in this location and could lead to the deterioration of the established open streetscape. It would not positively contribute to the prevailing or future development context of the streetscape.

While the proposed carport would not detrimentally impact the adjoining property, it would detract from and adversely impact the streetscape. On that basis the proposed setback does not meet the local housing objectives of the Built Form Policy and the design principles of the R Codes Volume 1.

Sightlines

The Built Form Policy permits a single pier within the sightlines truncation area with a maximum width and depth of 0.4 metres. An existing pier is proposed to be retained within the sightlines truncation area on the southern side of the driveway with a maximum width and depth of 0.5 metres.

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

- Within the sightlines truncation area on the southern side of the existing driveway there is a single pier with a width and depth of 0.5 metres and a solid wall less than 0.75 metres in height. To accommodate

the proposed double carport and expanded driveway, this existing pier and section of low solid wall would be removed. The adjacent pier and section of low solid wall have the same dimensions as the removed structures and would be located within the sightlines truncation area on the southern side of the proposed driveway. There would be no further obstruction of sightlines, as the dimensions of the pier and low solid wall within the sightlines truncation area are not changing. This ensures that safety and visibility between the private and public domain would be maintained; and

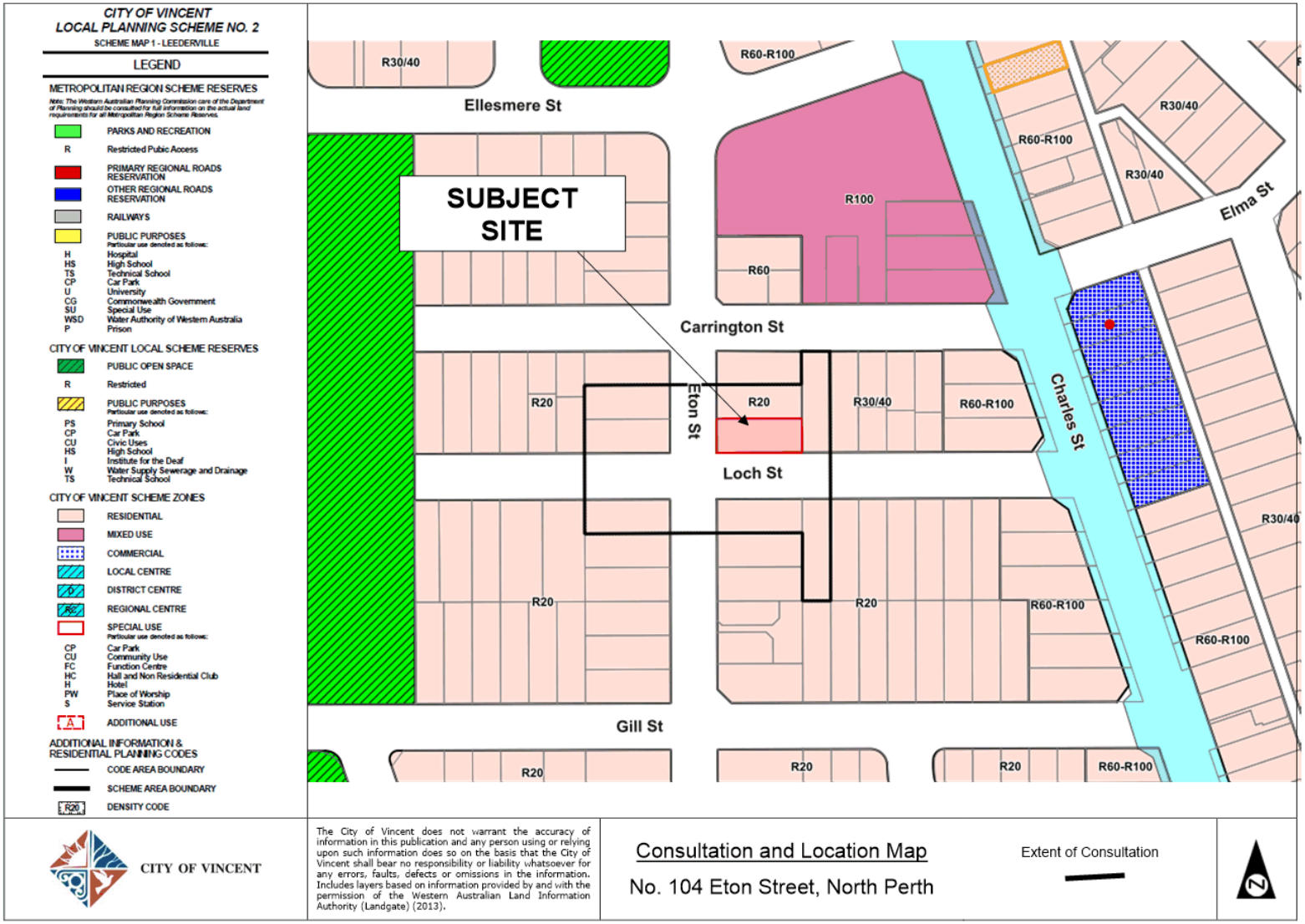
- The height of the existing solid wall which would be retained within the sightlines truncation area on the southern side of the driveway is less than 0.75 metres and complies with the deemed-to-comply requirement. There are also no structures or infill above this low solid wall, ensuring that a clear line of sight will be provided between the footpath and the driveway for safe pedestrian movement along Eton Street.

Design of Car Parking Spaces and Vehicle Access

The R Codes Volume 1 requires car parking spaces, manoeuvring areas and driveways to be designed and provided in accordance with Australian Standard 2890.1 (as amended). The development proposes manoeuvring areas and a driveway to the carport which would not comply with AS2890.1.

The proposed manoeuvring areas and driveway do not meet the design principles of the R Codes Volume 1 for the following reasons:

- The subject site has an existing single 2.8 metre wide crossover from Eton Street which provides access to an existing single garage setback 7.3 metres from the street and a hardstand area that is used as one uncovered parking bay. The application proposes to use a single width crossover to provide vehicle access to the proposed double carport. The City's Technical Officers have reviewed the proposed carport and have advised that compliant manoeuvring space would not be provided in accordance with AS2890.1 due to the single 3.7 metre wide crossover proposed. The proposed car parking space on the southern side of the double carport would require a vehicle to make multiple turning movements in a confined area in order to be accessed. It would also not be accessible when a car is parked on the northern side of the proposed double carport without the vehicle entering on an angle and driving over the verge and footpath. The proposed double carport is not capable of providing car parking spaces that could be conveniently and safely accessed by current and future occupants; and
- Crossovers are not subject to planning approval and require separate approval from the City. Under AS2890.1 driveways require a minimum setback of 6 metres from the tangent point of an intersection (the point in which the road begins to deviate). The existing single 2.8 metre wide crossover and associated driveway is located more than 6 metres from the tangent point at the intersection of Eton Street and Loch Street. To comply with AS2890.1 only a single 3.0 metre wide crossover would be permitted. The application proposes a 3.7 metre wide crossover which would be set back 5.6 metres from the tangent point, and a driveway which would be set back 2.8 metres from the tangent point. The City's Technical Officers have advised that a crossover greater than 3.0 metres in width from Eton Street would not be supported as it would reduce vehicle safety due to its proximity to the intersection. Further information has been requested from the applicant but they have not provided any supporting documentation to demonstrate that the proposed crossover and vehicle manoeuvring areas would be safe in use and conveniently accessible.


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
Ellesmere St
Carrington St
Eton St
Loch St
Gill St
Elma St
Charles St
R30/40
R60-R100
R100
R60
R20
CITY OF VINCENT
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Consultation and Location Map
No. 104 Eton Street, North Perth
Extent of Consultation
N


Ellesmere St
SUBJECT SITE
Carrington St
Eton St
Charles St
Loch St
Gill St
CITY OF VINCENT
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No. 104 Eton Street, North Perth
N

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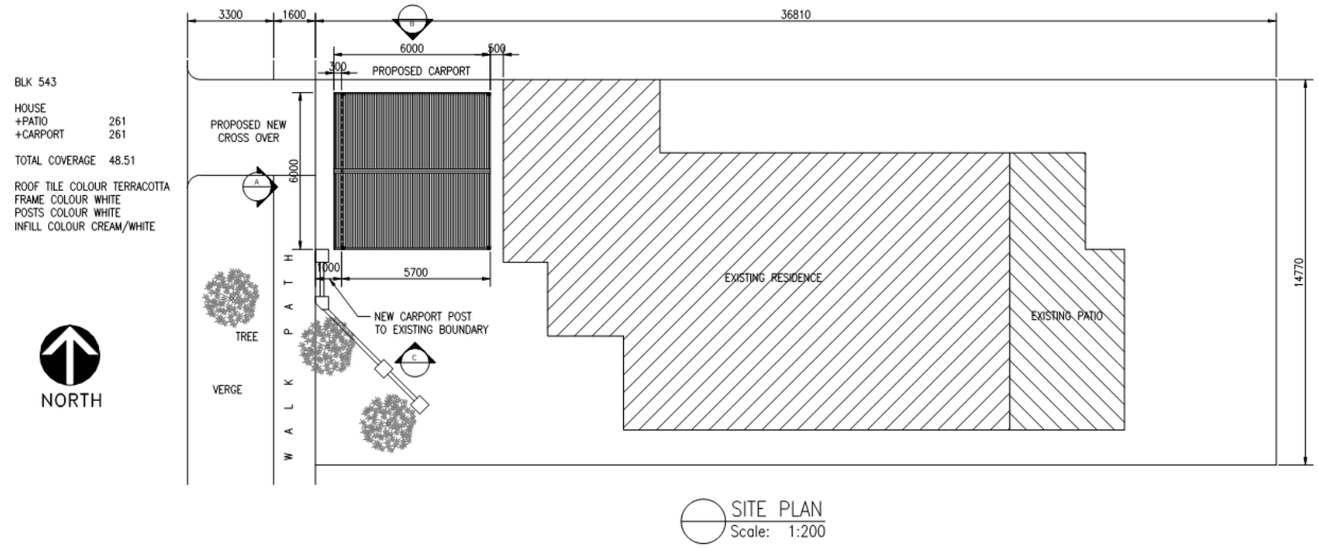
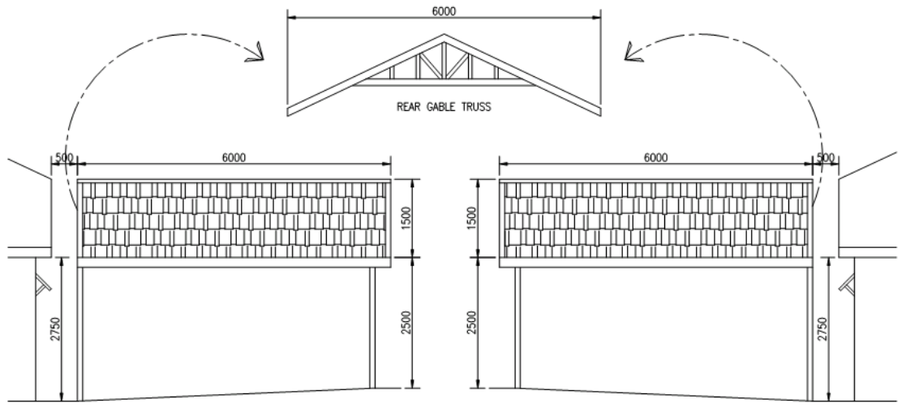


SITE PLAN
Scale: 1:200

Wind Speed:		Roof Pitch/Fall:
Member Grade:		
Member	Size	Max Spacing
Gable Section		
Posts	–	–
Beams	–	–
Rafters	–	–
Ridge	–	–
Collar Ties	–	–
Purlins	–	–
Hip Rafters	–	–
Bay Rafters	–	–
Valley Rafters	–	–
Hip MF Rafters	–	–
Bay MF Rafters	–	–
DG MF Rafters	–	–
T MF Rafters	–	–
L MF Rafters	–	–
Hip MF Col Ties	–	–
Bay MF Col Ties	–	–
DG MF Col Ties	–	–
T MF Col Ties	–	–
L MF Col Ties	–	–
Rdg Sup Beam	–	–
Flat Section		
Post	–	–
Beam	–	–
Wall/Back Plate	–	–
Rafter	–	–
End Rafter	–	–
Purlins	–	–
Post Shoe and footing Specs		
Concrete Footing Size:	–	–
Post Shoe Type:	–	–

A ELEVATION
Scale: 1:100



B ELEVATION
Scale: 1:100

C ELEVATION
Scale: 1:100

Job No.	Issue / Date	Client: A and K Attwood		Drawn By	Scale	
	24/02/2021	Address: 104 Eton Street, North Perth	patio living	Kim Dayrit	As Shown	A3
Sheet 1 of 1			Softwoods Timberyards Pty LTD A.C.N. 076 530 848 trading as Patio Living Web: www.patioliving.com.au Email: info@patioliving.com.au	Branch: Perth	Phone No: 9322 3777	
		Phone: Mobile 1: Mobile 2:				

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Justification of Carport (see plans attached) for 104 Eton Street North Perth.

The drawings provided detail how the architecture and materials of the new carport will blend in perfectly with the home behind. The scale, height and form of the structure are also clearly covered in the 3D drawing we had produced to demonstrate how it site in front of the existing dwelling.

Each of the material options and colours have been chosen to suit the character and tones of the house and the frame is a timber painted to match the front façade and the tiles will be sourced to be an exact match of the tiles on the property.

The crossover / driveway has been modified to suit the instruction from the engineering dept within the shire and as such there are no changes to the front landscape of the home.

The pillar and wall directly in front of the carport will be removed (see plans) so that the architecture of the perimeter wall ties in with the carport.

The owner is also happy to reduce the carport width to accommodate the post position sitting in line with the remaining pillar (see proposed plan)

The shire have suggested a 4m wide structure would be recommended and we have also provided this elevation in order to show that the difference between the 5.5m version and the 4m version would have little or no difference in terms of the impact on the street scape.

We understand that there are not many examples of carports in Eton Street, however a 4m wide design would in effect produce a similar result, however it would then limit the owner to one covered parking space and leave a car parked on the verge which would we feel have a far more adverse effect on the look and feel of the street.

The single carport would block any other parking bay in front of the home so the car on the verge would also mean the likely chance of the car being damaged or stolen would increase and the owners are extremely keen to have both their cars parked off the street.

Ultimately if we were to proceed with a single carport our conclusion is the impact on the street would be identical to our proposal for a double width carport at a reduced width of 5.5m.

We are not aware of any community feedback to the shire that have voiced concerns regarding the proposal and its construction would not have any impact on the owners need to park cars in this location in front of the home.

There is no suitable alternative as the rear space is an amenity area for the family and their young children.

Attached to this report are elevations of the proposed carport and site plan showing its location in relation to the boundaries and the existing home.

The option proposed by the shire was to reduce the carport width to 4m and we would suggest that either option would have a very similar impact on the street scape. In fact the 5.5m proposed version is only 400mm higher than the option we have applied for.

Any carport built in this location we would suggest changes the perspective of this part of the street. However the design indicated and the materials involved have all been chosen to reflect the character of the home and blend in with the properties architecture.

The other suggested location is off Loch Street, however the site plan shows that if we built the carport off Loch Street a large chunk of the owners amenity space would be taken up by carparking. The young family that live at the home value the space the garden provides and could not consider losing the play space their children currently enjoy.

It would make far more sense to park the cars in the location they currently occupy and that offers direct access to the front door. The current set up sees 2 cars parked in front of the home and this will not change, the carport simply provides essential shade from the sun.

We appreciate that there are not many similar structures in the street however in many of North Perths streets there are very few 2 storey homes and they are now being granted building permission in almost every location in the shire.

So a more simple carport, built in keeping with the original home and having far less impact than a larger more modern home would surely not set a dangerous precedent for a location that is already seeing massive architectural change.

If the application is declined as already mentioned the cars would remain in the front garden with one car parked on an angle and as such the amended driveway and carport would actually offer a much better perspective for the street scape.


6 Metre Wide Carport


4 Metre Wide Carport

No. 104 Eton Street, North Perth – Streetscape Analysis

Address	Built Form Comments	Streetscape Images
91 Eton Street	• No structures within the street setback area. • Vehicle access provided from the secondary street.	
92 Eton Street	• No structures within the street setback area. • Vehicle access provided from the secondary street.	

93 Eton Street	• No structures within the street setback area. • No secondary street.	
94 and 96 Eton Street	• No structures within the street setback area. • No secondary street.	

95 Eton Street	• No structures within the street setback area. • No secondary street.	
97 and 99 Eton Street	• No structures within the street setback area. • No secondary street.	

98 Eton Street	• No structures within the street setback area. • No secondary street.	
100 Eton Street	• Single carport within the street setback area. Approved with a 4.4 metre street setback in 1993 by the City of Perth. • No secondary street.	

101 Eton Street	• No structures within the street setback area. • Vehicle access provided from the secondary street.	
102 Eton Street	• No structures within the street setback area. • Vehicle access provided from both the primary and secondary street.	

103 Eton Street 105 Eton Street	• No structures within the street setback area. • Vehicle access provided from the primary street where a secondary street is available. • No structures within the street setback area. • No secondary street.	
106 Eton Street 108 Eton Street	• No structures within the street setback area. • No secondary street. • No structures within the street setback area. • Vehicle access provided from the secondary street.	

109 Eton Street	• No structures within the street setback area. • Vehicle access provided from the secondary street.	
111 Eton Street	• Single carport within the street setback area. There is no record of this structure receiving approval from the City. • No secondary street.	

110 Eton Street 112 Eton Street	• No structures within the street setback area. • Vehicle access provided from the primary street where a secondary street is available. • The rear of the property has been subdivided. • No structures within the street setback area. • No secondary street.	
113 Eton Street	• No structures within the street setback area. • Vehicle access provided from the secondary street.	

9.5 COMMUNITY SPORTING AND RECREATION FACILITIES FUND SMALL GRANTS APPLICATION – FORREST PARK CROQUET CLUB

Attachments: **1. 2021 CSRFF Small Grants Application Form Forrest Park Croquet Club ⇩**

RECOMMENDATION:

That Council:

1. **NOTES the Community Sporting and Recreation Facilities Fund Small Grant submission received from Forrest Park Croquet Club and ENDORSES Administration's assessment of the submission;**

2. **SUPPORTS IN PRINCIPLE the Forrest Park Croquet Club's Community Sporting and Recreation Facilities Fund Small Grant application included as Attachment 1 subject to:**

   2.1 The application being successful in obtaining funding from the Department of Local Government, Sport and Cultural Industries; and

   2.2 Including $16,438.07 ex GST in the City's budget for the 2021/2022 financial year to fund one third of the project; and

3. **NOTES that following Council support, Administration will forward the submission to the Department of Local Government, Sport and Cultural Industries for consideration.**

PURPOSE OF REPORT:

To consider in principle support for Forrest Park Croquet Club's funding submission to the Department of Local Government, Sport and Cultural Industries (DLGSCI) Community Sporting and Recreation Facilities Fund (CSRFF) Small Grants Round.

BACKGROUND:

Local governments and not-for-profit sport/recreation organisations are eligible to apply for CSRFF grants aimed towards increasing participation through the development of sustainable, good quality, well-designed and well-utilised facilities. The DLGSCI offers small grant funding twice annually, in March and August.

The CSRFF Small Grants allow eligible clubs, groups and local governments to apply for grant funding to assist with smaller projects that have a total cost of $300,000 or less. Any applications for the current CSRFF Small Grants round need to be submitted to the relevant local government for assessment, followed by Council endorsement and submission to the DLGSCI by 4pm on 31 March 2021.

The applications are then assessed by DLGSCI and rated as either:

A. Well planned and needed by municipality;
B. Well planned and needed by applicant;
C. Needed by municipality, more planning required;
D. Needed by applicant, more planning required;
E. Idea has merit, more planning work needed; or
F. Not recommended.

Both successful and unsuccessful applicants are notified by DLGSCI in June 2021.

The City coordinates all applications between our community and sporting clubs, in conjunction with City submissions to ensure there is no duplication in applications and to rank the applications in order of priority. The City has received one singular application for this round of funding from the Forrest Park Croquet Club. The City is not submitting any of its own applications this round.

DETAILS:

Forrest Park Croquet Club is the only croquet club within the City of Vincent. The Club has been in operation for 21 years and currently has 72 members. The Club currently has 3 grass croquet courts, all are floodlit for evening use.

The Club has identified that their current lighting levels are below the recommended standard. The existing lighting has proven expensive to maintain through globe replacement and starter maintenance. Play is becoming increasingly difficult with a lower lighting level.

The Club has explained that the current lights have become problematic and are faulting on a regular basis. Approximately 4 years ago, replacement of all 12 incandescent globes cost the club $5,000 and additional globe replacement since then has cost $1,000 per annum. The City and the Club assessed the existing floodlight infrastructure and it was identified that the internal light boxes are close to reaching end of life.

The Club has submitted a CSRFF application to the City seeking support for the floodlighting upgrade on the 3 courts in accordance with the relevant Australian Standards.

The Club has completed its due diligence and identified the need to upgrade the lighting to LED. The club proposes that 10 of the current light towers support the new LED lights.

The light towers are in sound condition and would support the new LED lighting. It is not a preferred option for the Club to replace like for like due to the higher use of electricity and higher maintenance costs. The LED lights have the following benefits:

- Instant on/off function with immediate full brightness;
- Lower maintenance requirements;
- Energy savings of approximately 50 percent;
- Lamp life of approximately 50,000 hours;
- Improved control of light spillage when using shields; and
- Lower running temperature.

The total project cost is $49,314.07 (excluding GST). The club has proposed that the total cost be funded in equal parts by the City, the Club and the CSRFF Grant.

Floodlighting upgrades are not currently included in the City's renewal programs. The City has completed an assessment of the infrastructure and recognises that it is close to end of life and requires replacement. The City supports resolving this matter through a collaborative approach and recommends including $16,438.07 in the 2021/22 budget.

The Club has demonstrated over an extended period that it is well governed and has submitted its annual health check to the City. The Club has proven that it is capable of maintaining the proposed infrastructure. This project is rated 'B – Well planned and needed by applicant' and ranked priority one, in accordance with DLGSCI's assessment criteria.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to endorse a grant application for the Forrest Park Croquet Club lighting upgrade and consider including funding for this purpose in the 2021/22 budget.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

We have improved resource efficiency and waste management.

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.

Choose an item or delete if not relevant.

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/Greenhouse Gas Emission Reduction

PUBLIC HEALTH IMPLICATIONS:

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

Increased physical activity

FINANCIAL/BUDGET IMPLICATIONS:

The total project cost is $49,314.20 (excluding GST). The application is seeking a one third contribution from the City, one third from DLGSCI and the remaining one third will be the Club's contribution. The City will include $16,438.07 for consideration in the 2021/22 budget.

COMMENTS:

This project would have a positive impact on both the City of Vincent and the local community. A sustainable upgrade to the lighting would support participation of Croquet across extended hours and increase the availability of recreation to the wider demographic. The lighting upgrade would also increase the level of safety at the facility for users. The joint funding of this project would provide a long-term cost saving for both the Club and the City.

The City is currently working on developing a Sport and Recreation Facilities Plan. The plan is currently being developed and the recommendations and implementation approach are still to be determined. Given the current state of the floodlights it is recommended to proceed with this project due to its immediate benefits.

Department of
Local Government, Sport and Cultural Industries
GOVERNMENT OF WESTERN AUSTRALIA

Office Use Only
TRIM: _____
Grant No: _____
Project Coordinator._____

CSRFF Small Grants Application Form

For projects up to $300,000 to be acquitted by 15 June 2022

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact: Kent Burton	Date: December 2020	Office: Leederville

Applicant's Details:

Organisation Name:	Forrest Park Croquet Club				
Postal Address:	66 Harold St				
Suburb:	Highgate	State:	WA	Postcode:	6005
Street Address:	66 Harold St				
Suburb:	Highgate	State:	WA	Postcode:	6005

Preferred Contact Person:
All application correspondence will be directed to this person

Name:	Information withheld for privacy reasons	Title:	Dr ☐Mr ☐Mrs☐ Ms☐
Position Held:	President		
Business Phone:		Facsimile:	
Mobile Phone:	Information withheld for privacy reasons	Email:	Information withheld for privacy reasons

Organisation Business Details:

Does your organisation have an ABN?	Yes X No ☐	ABN: 98 039 536 133	
Is your organisation registered for GST?	Yes ☐ No X	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt	
Is your organisation not-for-profit?	Yes X No ☐		
Is your organisation incorporated?	Yes X No ☐	Incorporation #: WA A0822480A *	
Bank details:	Bank: Information withheld for privacy	BSB: Information withheld for	A/c: Information withheld for privacy

Local Government Authority Details:

LGA:	City of Vincent		
Contact:	Katherine Birch	Title:	Dr ☐Mr ☐Mrs☐ Ms☐
Position Held:	Project Planner - Recreation		
Business Phone:	9273 6565	Facsimile:	
Mobile Phone:		Email:	Katherine.Birch@vincent.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Upgrade of Court Lighting

Project Description:

To replace existing incandescent lighting with LED lighting and upgrade to 200lux reusing existing poles and power supplies.

How did you establish a need for your project?

Croquet Australia has recommended that lighting levels be at 200lux. Existing lighting levels significantly below that level. Existing incandescent lighting has proven expensive to maintain through globe replacement and starter maintenance. When globes fail, play becomes difficult. LED lighting has longer life and less problems. Approximately 4 years ago, replacement of all 12 incandescent globes cost Forrest Park croquet Club $5000 and additional globe replacement since then has cost $1000 per annum.

In addition, new croquet courts at Higgins Park in the Town of Victoria Park has lighting levels of 200lux, not matching that lighting level will result in loss of members over time.

What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?

Continuing maintenance of existing light is not attractive due to cost of maintenance and downtime when failures occur.

Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created?

Yes, the existing poles and electrical infrastructure have a significant life expectancy without any undue maintenance. The LED lights have a 10 year operational life which is significantly greater than currently experienced life expectancy of globes and starters for the incandescent lighting.

There is no expectation that a specific asset replacement fund would need be created.

(Note some of the costs are incurred by the City of Vincent, so replacement will result in benefits to them)

Project location:	Forrest Park Croquet Club, 66 Harold St, Highgate		
Land ownership:	Who owns the land on which your facility will be located? City of Vincent Lease Expiry (if applicable): expired, though City of Vincent will support an application for funds beyond the lease terms.		
Planning approvals	None required	If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)		Yes ☐ No ☐	___/___/___
Aboriginal Heritage Act?		Yes ☐ No ☐	___/___/___
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)		Yes ☐ No ☐	___/___/___
Native Vegetation Clearing Permit?		Yes ☐ No ☐	___/___/___
Please list any other approvals that are required?		Yes ☐ No ☐	___/___/___

How will your project increase physical activity? Potentially as the increase lighting levels will retain existing members and attract new members night activities.

Do you share your facility with other groups? Yes ☐ No X If so, who:

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Forrest Park Croquet Club	100%	30 to 40 hours

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2017/18	81	**2018/19**	67	**2019/20**	68
2020/21	72				

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning you project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are is available on the department's website: https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations

What is the name of the State Sporting Association for your activity/sport?				
Croquet West				
Have you discussed your project with your State Sporting Association?	Yes	X	No	☐
Contact Name: Max Kewish	Date of contact: 18 October 2020			

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	30 March 2021
Preparation of tender/quotes for the major works contract	30 July 2021
Issuing of tender for major works	2 August 2021
Signing of major works contract	1 September 2021
Site works commence	1 December 2021
Construction of project starts	1 December 2021
Project 50% complete	3 December 2021
Project Completed	8 December 2021
Project hand over and acquittal	8 December 2021

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral. LED lights have a 12 week lead time for delivery from placement of order.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: John Gartner

Position Held: **President – Forrest Park Croquet Club (inc)**

Signature: Information withheld for privacy reasons

Date: Information withheld for privacy reasons

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

☐	**Application form.**
☐	**Incorporation Certificate.**
☐	**Two written quotes.**
☐	If your project involves the upgrade of an existing facility, include **photograph/s** of this facility.
☐	**Locality map, site map and building plans** (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
☐	**Income and expenditure statements** for the current and next financial years. (LGAs exempted).
☐	**Written confirmation of financial commitments** from other sources including copies of **council minutes**. (If a club is contributing financially then evidence of their cash at hand must be provided).
☐	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
☐	**Itemised project cost for components** and identified on the relevant quote for each (including cost escalation).
☐	For floodlighting projects, a **lighting plan** must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in October and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	☐ Regional/remote location ☐ Growth local government	
Co-location	☐ New ☐ Existing	
Sustainability initiative	☐ Water saving ☐ Energy reduction ☐ Other	
Increased participation	☐ New participants ☐ Existing participants – higher level ☐ Special interest ☐ Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied	**$ Cost ex GST**	**$ Cost inc GST**	**Quote Used (list company name and quote no)**
Lighting Upgrade	$49,314.20	$54,245.62	Lighting Options Australia
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total	$49,314.20	$54,245.62	
Cost escalation			***Please explain amount used***
a) Total project expenditure	$49,314.20	$54,245.62	

- At least **two written quotes** are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	$Amount ex GST	$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	$16,438.07	$18,081.87	LGA cash and in-kind		
Applicant cash	$16,438.07	$18,081.87	Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max $50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)	$16,438.07	$18,081.87	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	$49,314.20	$54,245.62	*This should equal project expenditure as listed on the previous page*		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority: City of Vincent
Name of Applicant: Forrest Park Croquet Club

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	☒	☐	☐
Planned approach	☒	☐	☐
Community input	☐	☐	☒
Management planning	☒	☐	☐
Access and opportunity	☒	☐	☐
Design	☒	☐	☐
Financial viability	☒	☐	☐
Co-ordination	☒	☐	☐
Potential to increase Physical activity	☒	☐	☐
Sustainability	☒	☐	☐

Section B

Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	☐ Local Plan ☐ Regional Plan
Have all planning and building approvals been given for this project?	☒ Yes ☐ No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

A	Well planned and needed by municipality	☐
B	Well planned and needed by applicant	☒
C	Needed by municipality, more planning required	☐
D	Needed by applicant, more planning required	☐
E	Idea has merit, more planning work needed	☐
F	Not recommended	☐

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

1. **Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?**

The City is supportive of the project and will contribute one third of the project cost (excluding contingency) upon obtaining funding from the Department of Local Government, Sport and Cultural Industries.

2. **A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?**

Yes, the Club is financially viable and able to fund part of the project. The club is also able to fund the ongoing maintenance and able to budget for future replacement. The Council will not commit to underwriting any shortfalls due the clubs lease requirements.

3. **Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.**

This project will have a positive impact on both the City of Vincent and the local community. A sustainable upgrade to the lighting will support participation of tennis across extended hours and increase the availability of recreation to the wider demographic. The lighting upgrade will also increase the safety at the facility for users. The project will provide a long-term cost saving for both the Club and the City.

Signed Information withheld for privacy reasons **Position** Information withheld for privacy reasons **Date** Information withheld for privacy reasons

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 31 March 2021.** Late applications cannot be accepted in any circumstances.

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GOLDFIELDS
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Northam WA 6401
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WHEATBELT – Narrogin
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wheatbelt@dlgsc.wa.gov.au

9.6 AMENDMENT NO. 6 TO LOCAL PLANNING SCHEME NO. 2 AND AMENDMENT NO. 1 TO LOCAL PLANNING POLICY NO. 7.4.5 - TEMPORARY ACCOMMODATION

Attachments:

1. **Amendment No. 6 to Local Planning Scheme No. 2**
2. **Summary of Submissions**
3. **Amendment No. 1 to Local Planning Policy No. 7.4.5 – Temporary Accommodation (Tracked Changes from Advertised Version)**
4. **Amendment No. 1 to Local Planning Policy No. 7.4.5 – Temporary Accommodation (Modified from Advertised Version)**
5. **Amendment No. 1 to Local Planning Policy No. 7.4.5 – Temporary Accommodation (Alternative Policy Amendment)**
6. **Amendment No. 1 to Local Planning Policy No. 7.4.5 – Temporary Accommodation (2nd Alternative Policy Amendment)**

RECOMMENDATION:

That Council:

1. **ENDORSES the Administration response to submissions, included at Attachment 3, received during advertising of Amendment No. 6 to Local Planning Scheme No. 2 and Amendment No. 1 to Local Planning Policy No. 7.4.5 – Temporary Accommodation;**

2. **SUPPORTS Standard Amendment No. 6 to Local Planning Scheme No. 2 without modification, pursuant to Regulation 50(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015,* included at Attachment 1;**

3. **FORWARDS Standard Amendment No. 6 to Local Planning Scheme No. 2 included as Attachment 1 and any required documentation to the Western Australian Planning Commission pursuant to Regulation 53 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;**

4. **PROCEEDS with Amendment No. 1 to Local Planning Policy No. 7.4.5 – Temporary Accommodation with modifications pursuant to Clause 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015,* included at Attachment 4; and**

5. **NOTES that Administration will notify submitters of Council's decision but will not publish notices of adoption until after the Western Australian Planning Commission has determined Amendment No. 6 to Local Planning Scheme No. 2.**

PURPOSE OF REPORT:

To consider the outcomes of public consultation on Amendment No. 6 to Local Planning Scheme No. 2 (Amendment 6 to LPS2) and Amendment No. 1 to Local Planning Policy No. 7.4.5 – Temporary Accommodation (Amendment 1 to LPP 7.4.5) and to determine whether to proceed with the amendments.

BACKGROUND:

Council, at its meeting on 19 May 2020, resolved to prepare Amendment 6 to LPS2 (included at **Attachment 1**) and Amendment 1 to LPP 7.4.5 for the purpose of public advertising.

Amendment 6 to LPS2

Amendment 6 to LPS2 proposes a risk-based approach to address permissibility based on the potential impact on the amenity of surrounding uses. The Amendment proposes that the Zoning Table include Bed and Breakfast, Holiday Accommodation and Holiday House land uses.

Amendment 1 to LPP 7.4.5

Changes proposed in the advertised version of Amendment 1 to LPP 7.4.5 included:

(a) Modify general and land use definitions to align with Amendment 6 to LPS2 to ensure Local Planning Policy No. 7.4.5 – Temporary Accommodation (LPP 7.4.5) can be used as an effective tool in the assessment and management of applications for short term accommodation;
(b) Include exemptions from Development Approval for low impact uses to streamline the approvals process; and
(c) Include provisions relating to the location of short term accommodation uses to provide greater guidance and clarity, including acceptable development criteria for assessment of applications in Mixed Use and Residential Zones.

Both amendments were advertised between 5 September 2020 and 17 October 2020 through the following methods:

- Written notification was sent to surrounding Local Governments and relevant State Government agencies;
- A notice was published in the West Australian for one week and the Perth Voice once per week for four weeks;
- Written notification to stakeholders including industry bodies, local short term accommodation operators, adjoining neighbours and a randomised survey sample; and
- A notice was published on the City's Imagine Vincent engagement portal including a survey on the proposed changes.

DETAILS:

The City received nine submissions on the proposed amendments relating to short term accommodation during the consultation period.

Submitters were generally supportive, with four out of seven survey respondents saying that the draft policy struck the right balance between flexibility and control. One survey respondent and one submitter responded that the draft policy was too restrictive, and two submitters responded that the policy was not restrictive enough.

The primary issues and modifications are addressed below with a full summary of submissions and responses to those submissions included as **Attachment 2**.

1. Development Approval Exemptions

   A number of submitters commented that the exemptions in the advertised version of LPP 7.4.5 are confusing.

   On review, the text provisions for development approval exemptions have been converted to a table. This makes the provision much easier to read and understand. It is also proposed to remove the requirement for written notification, management plans and codes of conduct for house swap/house sit arrangements as these uses are considered so minor that the City should not require notification of them occurring.

2. Minimum Night Stay

   One submitter suggested that a two-night minimum stay is too restrictive, there are a number of good reasons why a visitor would stay for one night and a number of successful short term accommodation uses do not have a minimum.

   On review of the overall policy provisions proposed by this amendment, there are now sufficient requirements to specifically address potential amenity impacts such that the minimum night stay requirement is no longer essential. This includes locational requirements, mandatory management plans and codes of conduct and requirements for a host or management plans that address any potential noise, traffic/parking, antisocial behaviour and complaints management issues that could occur from a specific proposal. It is recommended that two-night minimum stay be removed.

3. Outdoor living

   The requirement for 'sufficient distance' from outdoor living areas of adjoining properties was considered to be unreasonable and impractical to implement and measure. On review, it is considered that this may be a very restrictive factor in a number of proposals, especially given Vincent's urban

development pattern and density, as well as the inability for applicants to modify the location of their outdoor living areas. As such, it is proposed that this provision be removed.

4. Public advertising

   The public advertising clause has been modified to respond to the proposed Amendment No. 6 to LPS2. LPS2 currently requires advertising of any 'A' use and allows the City to exercise discretion when determining whether to advertise a 'D' use.

5. Administrative Modifications

   A number of further administrative changes and corrections have been made. These are all highlighted in the tracked changes version of LPP 7.4.5 at **Attachment 3**.

   The City's new policy template has also been used for the final version but not on the tracked changes version.

As a result of submissions, Administration recommends modifications be made as set out in the modified version of LPP 7.4.5 at **Attachment 3**.

Amendment No. 6 to Local Planning Scheme No. 2

The proposed Amendment No. 6 to Local Planning Scheme No. 2 will provide greater guidance for Bed and Breakfast, Holiday Accommodation and Holiday House land uses which are currently not listed in the Zoning Table. The amendment will provide greater guidance on where these types of land uses should be located.

The Amendment was forwarded to the Environmental Protection Authority pursuant to Section 81 of the *Planning and Development Act 2005*, where no objection was received.

No submissions were received that directly related to Amendment 6 to LPS2 during the formal advertising period.

Administration recommends that Council support Amendment 6 to LPS2 without modification.

Deferral

Council considered the amendments at its meeting on 16 February 2021 and resolved that the matter be deferred to allow Administration an opportunity to reinstate key provisions in the policy to ensure that the policy reflects the Council's intent.

An alternative Amended Policy has been prepared in **Attachment 5** which reinstates the following provisions included in the advertised version of the Amendment Policy:

1. The requirement that written notification along with a code of conduct and management plan be provided to the City in order for an un-hosted Holiday House or Holiday Accommodation use to be rented out on one occasion in a 12 month period to be exempt;
2. The requirement for a host to be present in order for a Holiday House or Holiday Accommodation use to be exempt in certain circumstances;
3. Including sufficient distance and separation from adjoining outdoor living areas as one of the Acceptable Development criteria, to be given due regard when considering development applications for short stay accommodation; and
4. Including a 'minimum 2-night stay' as one of the Acceptable Development criteria, to be given due regard when considering development applications for short stay accommodation, in the Residential and Mixed Use zones.

These changes are highlighted in blue in **Attachment 5**.

In addition, the alternative Amended Policy includes a requirement that for a Holiday House or Holiday Accommodation use in a Local Centre, District Centre, Regional Centre or Commercial zone, with a maximum of two guests, that is rented out more than once in any twelve month period, to be exempt, it must be hosted. This is an additional requirement that was not included in the advertised version of the Amendment Policy.

One change has also been made to the proposed **Attachment 3** and **4**, and alternative Amended Policy **Attachment 5**. This relates to the exemption requirement for one-off short term accommodation, and clarifies that on-off means one 'rental' in any 12 month period.

Briefing

At the briefing of 16 March 2021, Cr Gontaszewski and Mayor Cole suggested further modifications to the proposed amendment:

- Modify 1, above, to allow these uses to occur in a Residential or Mixed Use zone as long as a management plan and code of conduct are prepared in accordance with the Policy requirements, but without the need to notify the City of the temporary short stay use.
- Modify 1, above, to allow unlimited rentals to occur for a maximum of three consecutive months in any 12 month period within the Local Centre, District Centre, Regional Centre and Commercial zones.
- Modifying 4, above, so that the 'minimum 2-night stay' to only applies where no host is present.

In summary, this further amendment applies the following modifications to Administration's recommended policy:

1. Allowing Holiday House and Holiday Accommodation to operate in Local Centre, District Centre, Regional Centre and Commercial zones on any number of occasions for a maximum of three consecutive months in any twelve month period without approval and without the need to submit notification to the City, provided management plan and code of conduct are prepared in accordance with the Policy requirements;
2. Allowing Holiday House and Holiday Accommodation to operate in Residential and Mixed Use zones on one occasion every twelve months without approval and without the need to submit notification to the City, provided management plan and code of conduct are prepared in accordance with the Policy requirements;
3. The requirement for a host to be present in order for a Holiday House or Holiday Accommodation use to be exempt in circumstances where the short term accommodation operates year-round;
4. Including sufficient distance and separation from adjoining outdoor living areas as one of the Acceptable Development criteria, to be given due regard when considering development applications for short term accommodation; and
5. Including a 'minimum 2-night stay' as one of the Acceptable Development criteria, to be given due regard when considering development applications for short term accommodation, in the Residential and Mixed Use zones only if no host is present.

The additional modifications are shown in red in **Attachment 6**.

CONSULTATION/ADVERTISING:

Submitters will be directly notified of Council's decision. If Amendment 6 to LPS2 is supported by the Western Australian Planning Commission, both Amendment 6 to LPS2 and Amendment 1 to LPP 7.4.5 would be published simultaneously and come into effect together.

LEGAL/POLICY:

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- State Planning Policy No. 7.3 – Residential Design Codes (R Codes);
- Local Planning Scheme No. 2; and
- Policy No. 4.1.5 – Community Consultation.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to support the proposed Amendment 6 to LPS2 and Amendment 1 to LPP 7.4.5 to deal with development relating to short term accommodation and the management of such land uses.

STRATEGIC IMPLICATIONS:

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

Thriving Places

We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.

Sensitive Design

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

SUSTAINABILITY IMPLICATIONS:

This does not have any impact on the *City's Sustainable Environment Strategy 2019-2024.*

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

The cost of progressing the Amendments will be met through the City's existing operational budget. The proposal has no cost imposition for future budgets.

COMMENTS:

The progression of Amendment 6 to LPS2 and the final adoption of Amendment 1 to LPP 7.4.5 will:

- Ensure the City's Planning Framework relating to short term accommodation is consistent and up to date;
- Align LPP 7.4.5 with Local Planning Scheme No. 2 to ensure that it can be used as an effective tool in the assessment and management of applications for short term accommodation;
- Provide exemptions from Development Approval for low impact short term accommodation uses to streamline the approvals process; and
- Ensure that any proposals for short term accommodation are sensitive and respectful to the existing residential uses within the neighbourhood.

CITY OF VINCENT

LOCAL PLANNING SCHEME NO. 2

Amendment No. 6

Standard amendment to amend 'Table 1 – Zoning table' to the City of Vincent Local Planning Scheme No. 2

CITY OF VINCENT

FORM 2A

Planning and Development Act 2005

RESOLUTION TO PREPARE AMENDMENT TO LOCAL PLANNING SCHEME

CITY OF VINCENT LOCAL PLANNING SCHEME NO. 2
AMENDMENT NO. 6

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act 2005* (as amended), amend the above Local Planning Scheme by:

1. Amending 'Table 1 – Zoning Table' to insert the land use permissibility for Bed and Breakfast, Holiday Accommodation and Holiday House with the following land use permissibility:

USE CLASS	ZONES				
	Residential	Mixed Use	Local Centre	District Centre/ Regional Centre	Commercial
Bed and Breakfast	A	A	D	D	D
Holiday Accommodation	A	A	D	D	D
Holiday House	A	A	D	D	D

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

a) The land use permissibility in the zoning table is consistent with the relevant objectives identified for the zones within Local Planning Scheme No. 2;
b) It does not result in any significant environmental, social, economic or governance impact on land in the scheme area; and
c) The amendment is not a basic or complex amendment.

It is noted that the use classes are consistent with the land use terms contained within the Scheme and the *Planning and Development (Local Planning Schemes) Regulations 2015.*

Dated this 19 day of May **2020**

_____

CHIEF EXECUTIVE OFFICER

CITY OF VINCENT

LOCAL PLANNING SCHEME NO. 2

Amendment No. 6

COUNCIL RECOMMENDED/SUBMITTED FOR APPROVAL

Supported for submission to the Minister for Planning for approval by resolution of the City of Vincent at the Ordinary Meeting of the Council held on 16 February 2021 and the Common Seal of the City of Vincent was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDED/SUBMITTED FOR APPROVAL

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

DATE.....

APPROVAL GRANTED

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

DATE.....

1. Online Survey Responses

Q1 – Do you think that short term accommodation like bed & breakfasts, holiday houses and AirBnBs are beneficial to local neighbourhoods?	Yes – 5 No – 1 Unsure – 1	
Why/Why not	**Administration Response**	**Recommendation/Modification**
Concerned about the damage caused by some people.	A significant objective of Policy 7.4.5 is to maintain the amenity of nearby residents by mitigating negative impacts resulting from Short Term Accommodation (STA) uses. The amended Planning Policy seeks to minimise negative impact by addressing issues like car parking, noise and antisocial behaviour. The requirement for STA premises to operate in accordance with a Management Plan and Code of Conduct should reduce the risks to adjoining residents. In the case that there are issues, the City can take compliance action, or there may be civil action that neighbours can initiate.	No modification.
Creates a richer more diverse community, ability for locals to house guests if they can't fit in their house, increased support for local businesses.	Noted.	No modification.
Accommodating tourists within suburban neighbourhoods is wonderful for local small business. Tourists usually eat all their meals at restaurants within walking distance. They also bring a cultural diversity to the neighbourhood.	Noted.	No modification.
Don't think it would increase or decrease economic activity, traffic or use of local amenities as long as length of stay remains restricted.	Noted.	No modification.
It gives visitors an opportunity to experience life in a range of Perth areas and gave a cheaper and more flexible alternative to hotel accommodation.	Noted.	No modification.
Q2 – Have you noticed any short term accommodation operating near where you live?	Yes – 6 No – 1	
Q3 – Have you experienced any issues with nearby short term accommodation?	Yes – 1 No – 6	
Further Explanation	**Administration comment**	**Recommendation/Modification**
Damage to common property and the impact of excess laundry by the operator.	The requirement for STA premises to operate in accordance with the objectives of the Policy, Management Plan and Code of Conduct will reduce the risk of antisocial behaviour and damage to adjoining residents. In situations where a STA operates in a Strata, it is also the responsibility of the Strata Body through their strata bylaws and management procedures.	No modification.

Q4 – Considering the City's proposed changes, do you think that issues experienced as a result of short term accommodation uses will:		Increase? – 2 Decrease? – 2 Stay the same? – 3
Why/Why not	**Administration comment**	**Recommendation/Modification**
The property owner has illegally operated an Air B&B at their property and we have only been able to shut them down with persistent and constant persuasion to the City.	The City seeks to ensure that a STA premise operates in accordance with their Management Plan and Code of Conduct, however where a STA operates without the necessary approvals the Policy will support the City in seeking compliance against the unlawful use of a premise.	No modification.
In regard to residential, short term stays, I believe that property owners would already have high expectations and screening processes, to assess the kind of guests it would allow to stay in their property. All short stay booking platforms have a review process to minimise the risk of hosting a troublesome or careless guest.	Noted. The Planning Framework deals with the permissibility of STA land uses, a matter that is not provided for by online platforms. The Policy provides a standard for assessing and managing STA in the local context to ensure they are appropriately located and do not negatively impact the community regardless of individual operators or online platform requirements.	No modification.
A less restrictive and streamlined process will allow for more short stay rentals.	Noted.	No modification.
With the proposed changes, I would hope that there would be better management of homes and guests in place.	The amended Policy provides standards for assessing the suitability of STA and managing their operation to ensure negative impact to the community as a result of STA uses is mitigated.	No modification.
Q5 – Do you think the City's proposed changes:		Aren't restrictive/controlling enough? – 2 Are too restrictive? – 1 Strike the right balance between flexibility and control? – 4
Q6 – Are you a resident of the City of Vincent?		Yes – 6 No – 1
Q7 – Are you the owner or operator of short term accommodation within the City of Vincent?		Yes – 1 No – 6
Further Comments	**Administration response**	**Recommendation/Modification**
I think in Strata properties, there should be some type of bond or a percentage of their profits made from short term accommodation paid to the strata company for increased insurance premiums or potential damage. For the increased volume of foot traffic in other people's homes. In a strata property, the owner needs to understand they share that home with other people. Having more strangers coming in and out is a security risk as well as an annoyance.	Noted. The City seeks to ensure the operation of STA is in line with the objectives of the Policy to reduce impact to adjoining neighbours through management plans and code of conduct, however the matter of a Strata levy is outside the scope of a Planning Policy. A recent Parliamentary enquiry addressed the issue in the report *Levelling the Playing Field - Managing the impact of the rapid increase of Short-Term Rentals in Western Australia*. Currently individual Strata bodies are responsible for addressing matters relating to common property, general wear and tear through their bylaws and management procedures, however the above report looks at recommendations to address these issues more universally.	No modification.
As someone who has been hosting guests via AIRBNB for almost 6 years, I am a bit confused if there are now regulations for short stay hosting? I have never had any issues in all the years of hosting guests in my home. I find the AIRBNB platform extremely transparent in helping to assess whether or not I	Notwithstanding the use of and requirements of online platforms, the operation of STA as it relates to the planning framework is a separate mechanism managed by the City. It is the responsibility of a Local Government to manage land uses throughout its municipality. STA land uses come in many different forms with	No modification.

approve a guest to stay. It also allows me to stipulate my own house rules that the guest need to accept before confirming their stay. I think the use of a hosting platform already minimises a lot of risk. If we are to bring in more tools to evaluate short term hosting, then I think it's only fair to expect the same for long term rentals. I have had far more issues with long term renters in the neighbourhood, however what is the protocol to avoid disruptive long term tenants or even annoying home owners? Do we introduce a code of conduct for how people should behave in and around their own homes? I think this is going too far. We should allow people the freedom to maximise on their residential property investments. If they are willing to do the extra work out of hours (that hosting requires) and they have never had any complaints, then why change it?	potential issues that need to be managed to ensure minimal amenity impact to the community. Under the City's current planning framework all STA uses require a planning approval. The amended Policy seeks to include exemptions for STA that are low impact such as small scale or hosted accommodation with the purpose of streamlining the approval process.	
All nearby residents must be advised of any application made for a property to become short term rental and must be able to appeal against such an application. There must be a public register of all short term accommodation approved.	All STA will be required to register STA uses with the City. Nearby neighbours will be consulted in relation to applications for STA in accordance with the City's Consultation Policy. Information pertaining to approved and registered STA can be provided upon request.	No modification.
I don't understand point 3.1.3 of the policy re strata and survey-strata properties; does this mean that the by-laws can state that short -term accommodation can/cannot occur?	The Strata bylaw and Panning frameworks are independent of each other. The intention of this clause was primarily for advice, informing operators that a planning approval does not negate the requirements under any Strata bylaws. Where a strata bylaw states that STA is not permitted, a planning approval does not override this or vice versa. Given the confusion caused and that this clause was for information only, it is proposed that this clause be removed.	Remove cl. 3.1.3.
I fully support the proposal as far as it relates to hosted accommodation. Hosted accommodation does not displace long term renters, the consequences of bad behaviour can be dealt with swiftly, it financially benefits residents and increases density consequently helping local business. I do not support the use of investment properties as short term accommodation. Before considering the merits of individual applications I think it is necessary to take a broader view of the planning consequences of allowing long term rentals to be converted to short term rentals. When Council is asked to exercise its discretion, their decision must be orderly and the broader planning principles relevant to the application must be taken into account. Are the consequences of allowing long term rentals to be converted to short term rentals desirable? Is it in the interest of proper and orderly planning?	Noted. The City acknowledges that there is a need for all forms of accommodation types including long term rental tenancies and a variety of short term accommodation. LPP 7.4.5 seeks to ensure that short term accommodation is appropriately located and managed effectively. The proposed amendment to the City's Planning framework supports a preferred location of STA uses in Town Centres and commercial zones and elsewhere when accommodation is hosted.	No modification.

2. Written Submissions

Submissions relating to the Policy provisions:			
No.	**Submission**	**Administration comment**	**Proposed modification**
Purpose & Application			
1	The policy should be more clearly structured to make a clear distinction between the different types of accommodation types.	This should have been sufficiently addressed indirectly through other proposed modifications to the structure.	No modification.
2	Serviced apartments, tourist accommodation, hotels and motels are mentioned in the 'purpose and application' section but are not addressed through the remainder of the policy.	Unless specified, all provisions relate to the land uses listed under the 'Purpose & Application' section.	No modification.
Objectives and Definitions			
3	Suggest including a new objective about car parking.	Agreed.	Include objective 6: 6. Provide sufficient car parking or access to alternative transport modes to minimise negative impact on the amenity of the area.
4	Suggest inserting definitions for land uses into the policy to save people having to flip to LPS2.	If these amendments are adopted, the City will develop information sheets that will set out all of the requirements associated with STA, including not just this policy and LPS 2, but also the R-Codes as well as Health local law and Building requirements.	No modification.
Clause 2 - Exemptions			
5	The exemption section could be simplified to address all the exemptions under one clause. Some exemptions are covered more than once, this is confusing.	Agreed.	Convert text provisions into a table. Remove requirement for written notification, management plan and code of conduct for house swap arrangements.
6	The exemptions should state that the use must operate in accordance with the management plan *and* code of conduct.	Agreed.	Include code of conduct in exemption conditions.
7	Exemption 2.1 is unclear and seems to be a contradiction to the other exemptions.	Exemption 2.1 refers to one off house sit/swap scenarios. These short term uses are considered to be low impact and will not require a development approval or any notification to be provided to the City. The regular use of a premises for ongoing house sit/swaps do not fall within the exemption. This should be clearer by making the modification listed in point 5.	Remove requirement for written notification, management plan and code of conduct for house swap arrangements.
8	Bed and breakfast – There should be a 4 guest limit in all zones rather than limit to 2 guests in residential and mixed use zones. This is just adding unnecessary red tape.	Since the bed and breakfast use is quite rare in residential areas, it would be prudent to maintain a limit of 2 guests until this exemption can be tested for any impacts. Larger short term accommodation operations may still be acceptable, however they will require a development application and to be assessed against the Acceptable Development Criteria.	No modification.

Submissions relating to the Policy provisions:			
No.	**Submission**	**Administration comment**	**Proposed modification**
9	Holiday House – the limit for Holiday House in Residential/Mixed Use zone should remain at 2 guests as there may not be a host on site.	Noted.	No modification.
10	Works component – there is no need to say 'there is no works component'. If there is a works component requiring development approval it should be treated as a separate matter and assessed accordingly. It should not be a factor in a decision for a change of use.	The wording of this exemption is consistent with that set out under the Deemed Provisions, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulation 2015* and has been included to ensure that any use that requires a works component that itself needs development approval, is not exempt.	No modification.
Clause 3 – General provisions			
11	Section 3 appears to be a catch all for all short term accommodation from bed and breakfast to motels/hotels and is confusing.	Yes, essentially any application for a short term accommodation use will be assessed against these requirements, the objectives of the policy, and the relevant Local Planning Scheme No. 2 provisions.	No modification.
	3.1 - The last sentence in section 2 should be moved to the start of section 3 as it provides the necessary introduction. It reads "*Unless exempt, proposals …*'	Agreed.	Move "Unless exempt, proposals to operate short term accommodation require the submission and approval of an application for development approval in accordance with the following requirements." under section 3.
12	The Policy states that the preferred location for short term accommodation uses is in Local Centres/District Centres etc. While this might be true for motels and hotels, it is not true for Bed and Breakfast, Holiday Houses and Holiday Accommodation. These are better in residential zones as they are essentially just a form of single dwelling, residential accommodation – albeit one that charges per day rather than per week or month.	In terms of the actual building structure, not all short term accommodation comprises a standard detached house. Some operate within apartments or grouped dwellings. The Policy states a preference for commercial zones in order to utilise nearby entertainment, commercial and recreational facilities that are often sought after by tourists and visitors. Further, the State Administrative Tribunal has ruled that short term accommodation is considered a 'commercial' land use, rather than a 'residential' land use. Under the provisions of Local Planning Scheme No. 2, commercial land uses are preferred to operate in commercial zones.	No modification.
13	Section 3.1.1 2 says a host must be present on site. The need for host is required by the definition of a bed and breakfast but is not required for Holiday Houses or Holiday Accommodation – it should not be imposed for these uses. It is not required for exempt applications so why make it necessary here.	A host is not required on site for Holiday House and Holiday Accommodation. Proposals for short term accommodation assessed under Section 3 that include a host on site would be considered acceptable. Un-hosted accommodation not meeting the 'Acceptable Development Criteria' will be assessed against the Objectives of the Policy in conjunction with the Management Plan and Code of Conduct to determine suitability. It is proposed that this be clarified in the acceptable development standards.	Add the following "Proposals where a host is present on site or the Management Plan and Code of Conduct achieves the objectives of the policy."

<table>
<tr><th colspan="4">Submissions relating to the Policy provisions:</th></tr>
<tr><th>No.</th><th>Submission</th><th>Administration comment</th><th>Proposed modification</th></tr>
<tr><td>14</td><td>Section 3.1.1 Acceptable Development Criteria says that accommodation must be for a minimum of 2 days. This may prove to be too restrictive and is unjustified for all short term accommodation uses. A number of successfully run short term accommodation require a minimum one night stay and should not be penalised (i.e. visiting for medical appointments/work requirements etc).</td><td>Noted. On review of the overall policy provisions proposed by this amendment, there are now sufficient requirements to specifically address potential amenity impacts such that the minimum night stay requirement is no longer essential. This includes locational requirements, mandatory management plans and codes of conduct and requirements for a host or management plans that address any potential noise, traffic/parking, antisocial behaviour and complaints management issues that could occur from a specific proposal. It is recommended that two-night minimum stay be removed.</td><td>Remove minimum 2 night stay.</td></tr>
<tr><td>15</td><td>A better approach to Compliance could include a condition that states that any verifiable complaint relating to noise/antisocial behaviour will result in automatic suspension for one week (say) in the first instance, and significantly more for subsequent verifiable complaints. It is important that it be ‘verifiable complaints’ to stop vexatious complaints driven by some unrelated level of animosity between neighbours.</td><td>Noted. Compliance procedures are currently adequate to address complaints relating to noise/antisocial behaviour with the support of Policy 7.4.5.</td><td>No modification.</td></tr>
<tr><td>16</td><td>1. Policy 7.7.1 does not include car parking requirements for Bed and Breakfast, Holiday House, Holiday Accommodation and Serviced Apartments.

2. With regards to parking requirements for the ‘three low impact’ uses I feel that no extra parking requirements should be imposed and that applicants with a possible shortage of parking are given the option of advertising the place as having no parking.</td><td>Further clarity is required in the draft Policy to address parking for short term accommodation uses that are not addressed by Policy 7.7.1.

Noted. Reference is proposed to be made to the R-Codes, which contains sufficient guidance on when to require additional bays.</td><td>Replace car parking section with the following:

The following car parking requirements apply to all short term accommodation where a development application is required:

<table>
<tr><th>Use Class</th><th>Parking Provisions</th></tr>
<tr><td>Bed and Breakfast, Holiday House and Holiday Accommodation</td><td>In accordance with the R-Codes.</td></tr>
<tr><td>Serviced Apartment</td><td>In accordance with the R-Codes.</td></tr>
<tr><td>Hotel, Motel, Park Home Park, Lodging House, Tourist Accommodation</td><td>In accordance with the requirements of the City’s Local Planning Policy No. 7.7.1 - Non-Residential Development Parking Requirements (LPP 7.7.1).</td></tr>
</table>
</td></tr>
</table>

Submissions relating to the Policy provisions:			
No.	**Submission**	**Administration comment**	**Proposed modification**
17	The requirements for Lodging House and Residential Buildings don't make sense. There are conflicts between the policy and the local law. The policy should clarify which uses require registration as lodging houses.	A lodging house, as set out under the City's local law, is classified as a 'Residential Building' under the City's Local Planning Scheme No. 2. The requirements for Lodging Houses under the Local Law apply regardless of the planning requirements set out in the proposed Policy. If these amendments are adopted, the City will develop information sheets that will set out all of the requirements associated with STA, including not just this policy and LPS 2, but also the R-Codes as well as Health local law and Building requirements.	No modification.
18	Section 3.3.1 says that Serviced Apartments must comply with the provisions of the Built Form policy with regards to Multiple Dwellings in Residential Zones. Does this apply to Serviced Apartments in Town Centres etc.?	This clause is no longer required since Amendment 2 to the Built Form Policy has been finalised.	Modify 3.3.1 as follows: 1. Design ~~Applications for Serviced Apartments shall be subject to the siting and design requirements applicable under the Residential Design Codes – Volume 2 – Apartments, and the City's Policy No. 7.1.1 Built Form relating to Guidelines for Multiple Dwellings in Residential Zones.~~ Serviced Apartments shall include a reception desk which shall be attended by staff at all times when apartment check-ins and check-out can occur.
19	More houses being converted to short term accommodation increases the cost of rentals and decreases local trade. Concerned that by allowing the operation of short term accommodation, the City should consider the resulting impact to the long term residential tenancies in their assessment of orderly and proper planning. Short term rental areas haven't been planned and hubs have appeared contrary to the intent of the Local Planning Scheme.	The City acknowledges that there is a need for all forms of accommodation types including affordable long term rental tenancies and a variety of short term accommodation options. Amendment 1 to LPP 7.4.5 seeks to ensure that short term accommodation is appropriately located and effectively managed.	No modification.

POLICY NO: 7.4.5

SHORT TERM ACCOMMODATION

PART 1 – PRELIMINARY

POLICY DEVELOPMENT

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

INTRODUCTION

The City of Vincent is situated within close proximity to the Perth Central Business District, public transport networks, tourist attractions and education facilities. As such, it is well located for the provision of appropriately located and managed short term accommodation.

The City encourages and supports a diversity in accommodation types to facilitate tourism and other activities within its locality. In considering applications for short term accommodation, the City will take into account the location and management of the accommodation to ensure compatibility with surrounding uses and to avoid any adverse impact of the amenity of surrounding areas.

PURPOSE & APPLICATION

The purpose of this policy is to provide clear direction on the requirements for short term accommodation within the City of Vincent and the responsibilities and obligations of operators.

This policy applies to Bed and Breakfast, Holiday House, Holiday Accommodation, Hotel, ~~Residential Building,~~ Motel, Park Home Park, Serviced Apartment, ~~and~~ Tourist ~~Accommodation~~ Development, and Residential Building or any unlisted use that is used ~~on a~~for short term ~~basis~~ accommodation.

POLICY OBJECTIVES

The objectives of this policy are to ensure short term accommodation in the City of Vincent:

1. Positively contributes to the ~~geographic location~~surrounding locality and diversity of accommodation types offered in the area.
2. Are managed in a manner that protects the amenity of the surrounding community to the level necessary for its context.
3. Are located, designed and operate in a manner that minimises the level of noise generated by guests and impact that noise has on the surrounding community.
4. Do not negatively impact on the heritage integrity of a place or its historical and social value.
5. Do not have an undue impact on the amenity of the area, including surrounding residential properties and businesses.
6. Provide sufficient car parking or access to alternative transport modes to minimise negative impact on the amenity of the area.

PART 2 – POLICY PROVISIONS

1. Definitions

Family means a group of one or more parents/care givers and their children residing together as a unit.

Guest means a person who occupies a building for short term accommodation but is not covered by a Residential Tenancy Agreement.

Host means a person who permanently resides at a building used for short term accommodation and is responsible for its upkeep and management.

Short term accommodation/short stay accommodation means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12 month period.

Strata Company means a body corporate constituted under section 32 of the *Strata Titles Act 1985* whether for a strata scheme or a survey-strata scheme.

Land uses listed in this policy have the same meaning as defined in *Local Planning Scheme No. 2*.

2. Exemption from Development Approval

Short ~~T~~term Aaccommodation uses in the following instances do not require Development Approval:

Use class	Zone	Host is present	Frequency of operation	Maximum number of guests	Requirements
Bed and breakfast	Local centre, District centre, Regional Centre or Commercial	Yes – as required by the use class definition	Any	Four adult guests or one family	1. There is no works component or development approval is not required for any works component; 2. Written notification is provided to the City, including a management plan and code of conduct that accord with Clause 3.3; and 3. The use operates in accordance with the Management Plan and Code of Conduct.
Bed and breakfast	Residential or mixed use	Yes – as required by the use class definition	Any	Two adult guests or one family	
Holiday house and Holiday accommodation	Local centre, District centre, Regional Centre or Commercial	No	Any	Four adult guests or one family	
Holiday house and Holiday accommodation	Residential or mixed use	No	Any	Two adult guests or one family	

Use class	Zone	Host is present	Frequency of operation	Maximum number of guests	Requirements
Holiday house and Holiday accommodation	All	No	A maximum of one rental occurring on no more than one occasion every twelve months, for a maximum of three consecutive months.	Two adult guests or one family.	Nil ~~1. There is no works component or development approval is not required for any works component;~~ ~~2. Written notification is provided to the City, including a management plan and code of conduct that accord with Clause 3.3; and~~ ~~3.The use operates in accordance with the Management Plan and Code of Conduct.~~

Exemptions are made ~~in accordance with the provisions of~~pursuant to Clause 61(2)(e) of Schedule 2 of ~~the~~ *Planning and Development (Local Planning Schemes) Regulations 2015*.

~~1. Holiday House and Holiday Accommodation where:~~

~~a) There is a maximum of 2 guests (or one family) on one occasion in any 12 month period for a maximum of 3 consecutive months;~~

~~b) There is no works component or development approval is not needed for any works component;~~

~~c) Written notification is provided to the City, including a management plan and code of conduct that accords with Clause 3.1.4; and~~

~~d) The use operates in accordance with the management plan.~~

~~2. Bed and Breakfast in a Local Centre, District Centre, Regional Centre or Commercial Zone where:~~

~~a) There is a maximum of 4 guests (or one family);~~

~~b) There is no works component or development approval is not needed for any works component;~~

~~c) Written notification is provided to the City, including a management plan and code of conduct that accord with Clause 3.1.4; and~~

~~d) The use operates in accordance with the management plan.~~

~~3. Holiday House and Holiday Accommodation in a Local Centre, District Centre, Regional Centre or Commercial Zone where:~~

~~a) There is a maximum of 4 guests (or one family);~~

~~b) There is no works component or development approval is not needed for any works component;~~

~~c) Written notification is provided to the City, including a management plan and code of conduct that accords with Clause 3.1.4; and~~

~~d) The use operates in accordance with the management plan.~~

~~4. Bed and Breakfast in a Residential and Mixed Use zone where:~~

~~a) There is a maximum of 2 guests (or one family);~~

~~b) There is no works component or development approval is not needed for any works component;~~

~~c) Written notification is provided to the City, including a management plan and code of conduct that accords with Clause 3.1.4; and~~

~~d) The use operates in accordance with the management plan.~~

~~5. Holiday House and Holiday Accommodation in a Residential and Mixed Use zone where:~~

~~a) There is a maximum of 2 guests (or one family);~~

~~b) There is no works component or development approval is not needed for any works component;~~

~~c) Written notification is provided to the City, including a management plan and code of conduct that accords with Clause 3.1.4; and~~

~~d) The use operates in accordance with the management plan.~~

~~Unless exempt, proposals to operate short term accommodation require the submission and approval of an application for development approval in accordance with the following requirements.~~

3. Development Approval Requirements

Unless exempt, proposals to operate short term accommodation require the submission and approval of an application for development approval in accordance with the following requirements.

3.1 General r~~R~~equirements for all ~~Short~~ short ~~Term~~ term ~~Accommodation~~ accommodation that require development approval

~~3.1.1 General~~

1. Local Centre, District Centre, Regional Centre and Commercial Zones

   a) The preferred location for short term accommodation uses is on land zoned Local Centre, District Centre, Regional Centre and Commercial, in proximity to entertainment, commercial and recreational facilities and public transport routes.

   b) Proposals for short term accommodation shall demonstrate that the use is compatible with and would not negatively impact on the amenity of surrounding uses by addressing the following Acceptable Development criteria.

   c) In assessing proposals for short term accommodation on land zoned Local Centre, District Centre, Regional Centre and Commercial ~~zones~~, the City will have due regard to the following Acceptable Development ~~Provisions~~criteria:

Zone	Heritage	Locational context	Host present	Minimum night stay	Management Plan and

					Code of Conduct
Local centre, District centre, Regional Centre or Commercial	Proposals that are respectful of the heritage significance of a place listed on the City of Vincent's Municipal Heritage Inventory or the State Heritage Register as detailed in the Statement of Heritage Significance. ~~do not negatively impact on the heritage integrity of a place in the context of built form/physical works as well as the historical and social value~~	~~a) Accommodation that proposes sufficient distance and separation from the outdoor living areas of adjoining properties to minimise noise generated by guests.~~ ~~b)~~a) Accommodation that has a direct interface with noise generating (non-residential) uses or where ambient noise/activity already exists.	Yes or management plan and other measures are suitable to achieve the objectives of the policy	N/A	Yes

2. Residential and Mixed Use zones

   a) Proposals for short term accommodation shall demonstrate that the use is compatible with and would not negatively impact ~~on~~ the amenity of surrounding residential properties.

b) In assessing proposals for short term accommodation in Residential and Mixed Use zones, the City will have due regard to the following Acceptable Development ~~Provisions~~ criteria:

Zone	Heritage	Locational context	Host present	Minimum night stay	Management Plan and Code of Conduct
Residential or Mixed use	Proposals that are respectful of the heritage significance of a place listed on the City of Vincent's Municipal Heritage Inventory or the State Heritage Register as detailed in the Statement of Heritage Significance. ~~do not negatively impact on the heritage integrity of a place in the context of built form/physical works as well as the historical and social value~~	a) Proposals in medium/high density areas b) Proposals within 400 m of high frequency public transport services or a range of commercial, entertainment or tourist activities or within 1 km of the Perth CBD. ~~c) Accommodation that proposes sufficient distance and separation from the outdoor living areas of adjoining properties to minimise noise generated by guests.~~ ~~d)~~c) Accommodation that has a direct interface with noise generating (non-residential) uses or where ambient noise/activity already exists. ~~e)~~d) Proposals that demonstrate that the use would positively contribute to the geographic location or diversity of accommodation types offered in the area. ~~f)~~e) Proposals that do not involve works that alter the external appearance of the building.	Yes or management plan and other measures are suitable to achieve the objectives of the policy	Nil ~~2 nights~~	Yes

c) Applications seeking variations to the Acceptable Development Provisions shall be determined in accordance with how the proposal meets the Objectives of ~~the~~ this policy and consideration of the ~~management~~ Management ~~plan~~Plan, ~~code~~ Code of ~~conduct~~ Conduct and ~~parking~~ Parking ~~management~~ Management ~~plan~~Plan.

3.2 Car Parking

The following car parking requirements apply to all short term accommodation where a development application is required:

Use Class	Parking Provisions
Bed and Breakfast, Holiday House and Holiday Accommodation	In accordance with the R-Codes.
Serviced Apartment	In accordance with the R-Codes.
Hotel, Motel, Park Home Park, Tourist Accommodation, Residential Building or any unlisted use that is used for short term accommodation.	In accordance with the requirements of the City's *Local Planning Policy No. 7.7.1 - Non-Residential Development Parking Requirements (LPP 7.7.1).*

3. Car parking standards for all short term accommodation uses are to comply with the requirements of the City of Vincent's *Local Planning Policy No. 7.7.1 - Non-Residential Development Parking Requirements*.

4. A Parking Management Plan may be required in accordance with *Local Planning Policy No. 7.7.1 - Non- Residential Development Parking Requirements*.

3.1.3 Strata and Survey-Strata Properties

Development approval does not affect the rights and obligations of an owner or occupier under the by-laws of a Strata Company or Strata Scheme.

~~3.2~~3.3 Management Plan and Code of Conduct

All applications for short term accommodation require a detailed Management Plan and Code of Conduct to be submitted with the development application.

1. Management Plan

   The Management Plan shall address, at a minimum, the following:

   a) Control of noise and other disturbances such that at a minimum the use accords with the *Environmental Protection (Noise) Regulations 1997*;

   b) Screening and assessment procedures for all prospective guests;

   c) Complaints management procedures, which are to include:

      - after hours complaints procedures including expected response times;
      - the provision of the telephone number of the accommodation owner and operator for during and after hours complaints to adjoining and adjacent neighbours prior to the use commencing;
      - that guests are provided with the code of conduct prior to and on arrival; and
      - that guests are made aware that anti-social behaviour and breaches of the code of conduct will not be tolerated.

   d) The premises are secure and guests are aware of emergency phone numbers and protocols; and

   e) Control of parking in accordance with 3.1.2 and that all guests are made aware, verbally and in writing, of the parking rules and regulations and the acceptable parking requirements.

2. Code of Conduct

   A Code of Conduct shall be prepared by the applicant detailing the expected behaviour of guests in order to minimise any impact on adjoining residents that includes:

   a) Contact details of owner/operator;

   b) Parking rules and regulations and acceptable parking requirements (details are to include any relevant car parking restrictions applicable to the area in relation to parking vehicles on surrounding properties and within the local streets and any parking arrangements required for the development to comply with Clause 3.1.2);

   c) Requirements around noise and antisocial behaviour; ~~and~~

   d) House rules for guests; and

   e) Guests must be made aware of the ~~Code~~ Code of ~~conduct~~Conduct, which must be displayed in a prominent position within the premises at all times.

~~2.1.4 Public Advertising~~

~~All applications for Short Term Accommodation must be advertised in accordance with City's Policy No. 4.1.5 – Community Consultation..~~

3.33.4 Residential Building - Specific Requirements

Residential Buildings are subject to the requirements for Lodging Houses set out in the *Health Act 1911* and the City's Health Local Law relating to Lodging Houses.

3.43.5 Serviced Apartments – Specific Requirements

1. Design

   ~~Applications for Serviced Apartments shall be subject to the siting and design requirements applicable under the Residential Design Codes – Volume 2 – Apartments, and the City's Policy No. 7.1.1 Built Form relating to Guidelines for Multiple Dwellings in Residential Zones.~~

   Serviced Apartments shall include a reception desk which shall be attended by staff at all times when apartment check-ins and check-out can occur.

2. Servicing Strategy

   ~~In addition to the required Management Plan in accordance with Clause 2.1.4, a~~All applications for Serviced Apartments shall include a Servicing Strategy detailing the level of servicing containing, at a minimum:

   a) Opening hours for guest check-ins and checkouts;

   b) Method of reservations/bookings;

   c) Means of attending to guest complaints;

   d) Cleaning and laundry services, where available;

   e) Company name and relevant experience of management/operator; and

   f) Management and accommodation of service vehicles within the context of the overall car parking for the development~~.~~

4. Public Advertising

If advertising is required for applications for Short Term Accommodation, it will be undertaken in accordance with the City's *Policy No. 4.1.5 – Community Consultation*.

4.5. Time Limited Approvals

Where a s~~S~~hort t~~T~~erm a~~A~~ccommodation proposal does not meet the Acceptable Development criteria any approval may be subject to a time limitation. The City will consider the setting and potential impact on adjoining land uses in determining whether an approval is to be time limited and for what period of time.

Date Initially Adopted:	26 February 2013
Date Amended:	23 March 2021

Date of Next Review:	March 2025s

LOCAL PLANNING POLICY: SHORT TERM ACCOMMODATION

CITY OF VINCENT

Legislation / local law requirements	This Policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme
Related policies, procedures and supporting documentation	Nil

PART 1 – PRELIMINARY

INTRODUCTION

The City of Vincent is situated within close proximity to the Perth Central Business District, public transport networks, tourist attractions and education facilities. As such, it is well located for the provision of appropriately located and managed short term accommodation.

The City encourages and supports a diversity in accommodation types to facilitate tourism and other activities within its locality. In considering applications for short term accommodation, the City will take into account the location and management of the accommodation to ensure compatibility with surrounding uses and to avoid any adverse impact of the amenity of surrounding areas.

PURPOSE

The purpose of this policy is to provide clear direction on the requirements for short term accommodation within the City of Vincent and the responsibilities and obligations of operators.

OBJECTIVE

The objectives of this policy are to ensure short term accommodation in the City of Vincent:

1. Positively contributes to the surrounding locality and diversity of accommodation types offered in the area.
2. Are managed in a manner that protects the amenity of the surrounding community to the level necessary for its context.
3. Are located, designed and operate in a manner that minimises the level of noise generated by guests and impact that noise has on the surrounding community.
4. Do not negatively impact on the heritage integrity of a place or its historical and social value.
5. Do not have an undue impact on the amenity of the area, including surrounding residential properties and businesses.
6. Provide sufficient car parking or access to alternative transport modes to minimise negative impact on the amenity of the area.

LOCAL PLANNING POLICY: SHORT TERM ACCOMMODATION

CITY OF VINCENT

SCOPE

This policy applies to Bed and Breakfast, Holiday House, Holiday Accommodation, Hotel, Motel, Park Home Park, Serviced Apartment, Tourist Development, and Residential Building or any unlisted use that is used for short term accommodation.

PART 2 – POLICY PROVISIONS

1. DEFINITIONS

Family means a group of one or more parents/care givers and their children residing together as a unit.

Guest means a person who occupies a building for short term accommodation but is not covered by a Residential Tenancy Agreement.

Host means a person who permanently resides at a building used for short term accommodation and is responsible for its upkeep and management.

Short term accommodation/short stay accommodation means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12 month period.

Strata Company means a body corporate constituted under section 32 of the *Strata Titles Act 1985* whether for a strata scheme or a survey-strata scheme.

2. EXEMPTION FROM DEVELOPMENT APPROVAL

Short term accommodation uses in the following instances do not require Development Approval:

Use class	Zone	Host is present	Frequency of operation	Maximum number of guests	Requirements
Bed and breakfast	Local centre, District centre, Regional Centre or Commercial	Yes – as required by the use class definition	Any	Four adult guests or one family	1. There is no works component or development approval is not required for any works component; 2. Written notification is provided to the City, including a management plan and code of conduct that accord with Clause 3.3; and 3. The use operates in accordance with the Management Plan and Code of Conduct.
Bed and breakfast	Residential or mixed use	Yes – as required by the use class definition	Any	Two adult guests or one family	
Holiday house and Holiday accommodation	Local centre, District centre, Regional Centre or Commercial	No	Any	Four adult guests or one family	
Holiday house and Holiday accommodation	Residential or mixed use	No	Any	Two adult guests or one family	
Holiday house and Holiday accommodation	All	No	A maximum of one rental occurring on no more than one occasion every twelve months, for a maximum of three consecutive months.	Two adult guests or one family.	Nil

Exemptions are made pursuant to Clause 61(2)(e) of Schedule 2 of *Planning and Development (Local Planning Schemes) Regulations 2015.*

3. DEVELOPMENT APPROVAL REQUIREMENTS

Unless exempt, proposals to operate short term accommodation require the submission and approval of an application for development approval in accordance with the following requirements.

3.1 General requirements for all short term accommodation that require development approval

1. Local Centre, District Centre, Regional Centre and Commercial Zones

   a) The preferred location for short term accommodation uses is on land zoned Local Centre, District Centre, Regional Centre and Commercial, in proximity to entertainment, commercial and recreational facilities and public transport routes.

   b) Proposals for short term accommodation shall demonstrate that the use is compatible with and would not negatively impact on the amenity of surrounding uses by addressing the following Acceptable Development criteria.

   c) In assessing proposals for short term accommodation on land zoned Local Centre, District Centre, Regional Centre and Commercial, the City will have due regard to the following Acceptable Development criteria:

Zone	Heritage	Locational context	Host present	Minimum night stay	Management Plan and Code of Conduct
Local centre, District centre, Regional Centre or Commercial	Proposals that are respectful of the heritage significance of a place listed in the City of Vincent's Municipal Heritage Inventory or the State heritage register as detailed in the Statement of Heritage Significance.	a) Accommodation that has a direct interface with noise generating (non-residential) uses or where ambient noise/activity already exists.	Yes or management plan and other measures are suitable to achieve the objectives of the policy	N/A	Yes

2. Residential and Mixed Use zones

   a) Proposals for short term accommodation shall demonstrate that the use is compatible with and would not negatively impact the amenity of surrounding residential properties.

b) In assessing proposals for short term accommodation in Residential and Mixed Use zones, the City will have due regard to the following Acceptable Development criteria:

Zone	Heritage	Locational context	Host present	Minimum night stay	Management Plan and Code of Conduct
Residential or Mixed use	Proposals that are respectful of the heritage significance of a place listed in the City of Vincent's Municipal Heritage Inventory or the State heritage register as detailed in the Statement of Heritage Significance.	a) Proposals in medium/high density areas b) Proposals within 400 m of high frequency public transport services or a range of commercial, entertainment or tourist activities or within 1 km of the Perth CBD. c) Accommodation that has a direct interface with noise generating (non-residential) uses or where ambient noise/activity already exists. d) Proposals that demonstrate that the use would positively contribute to the geographic location or diversity of accommodation types offered in the area. e) Proposals that do not involve works that alter the external appearance of the building.	Yes or management plan and other measures are suitable to achieve the objectives of the policy	Nil	Yes

c) Applications seeking variations to the Acceptable Development Provisions shall be determined in accordance with how the proposal meets the Objectives of this policy and consideration of the Management Plan, Code of Conduct and Parking Management Plan.

3.2 Car Parking

The following car parking requirements apply to all short term accommodation where a development application is required:

Use Class	Parking Provisions
Bed and Breakfast, Holiday House and Holiday Accommodation	In accordance with the R-Codes.
Serviced Apartment	In accordance with the R-Codes.
Hotel, Motel, Park Home Park, Tourist Accommodation and Residential Building or any unlisted use that is used for short term accommodation.	In accordance with the requirements of the City's *Local Planning Policy No. 7.7.1 - Non-Residential Development Parking Requirements (LPP 7.7.1).*

3.3 Management Plan and Code of Conduct

All applications for short term accommodation require a detailed Management Plan and Code of Conduct to be submitted with the development application.

1. Management Plan

The Management Plan shall address, at a minimum, the following:

(a) Control of noise and other disturbances such that at a minimum the use accords with the *Environmental Protection (Noise) Regulations 1997*;

(b) Screening and assessment procedures for all prospective guests;

(c) Complaints management procedures, which are to include:

- after hours complaints procedures including expected response times;

- the provision of the telephone number of the accommodation owner and operator for during and after hours complaints to adjoining and adjacent neighbours prior to the use commencing;
- that guests are provided with the code of conduct prior to and on arrival; and
- that guests are made aware that anti-social behaviour and breaches of the code of conduct will not be tolerated.

(d) The premises are secure and guests are aware of emergency phone numbers and protocols; and

(e) Control of parking in accordance with 3.1.2 and that all guests are made aware, verbally and in writing, of the parking rules and regulations and the acceptable parking requirements.

2. Code of Conduct

A Code of Conduct shall be prepared by the applicant detailing the expected behaviour of guests in order to minimise any impact on adjoining residents that includes:

(a) Contact details of owner/operator;

(b) Parking rules and regulations and acceptable parking requirements (details are to include any relevant car parking restrictions applicable to the area in relation to parking vehicles on surrounding properties and within the local streets and any parking arrangements required for the development to comply with Clause 3.1.2);

(c) Requirements around noise and antisocial behaviour;

(d) House rules for guests; and

(e) Guests must be made aware of the Code of Conduct, which must be displayed in a prominent position within the premises at all times.

3.4 Residential Building – Specific Requirements

Residential Buildings are subject to the requirements for Lodging Houses set out in the *Health Act 1911* and the City's Health Local Law relating to Lodging Houses.

3.5 Serviced Apartments – Specific Requirements

1. Design

Serviced Apartments shall include a reception desk which shall be attended by staff at all times when apartment check-ins and check-out can occur.

2. Servicing Strategy

All applications for Serviced Apartments shall include a Servicing Strategy detailing the level of servicing containing, at a minimum:

(a) Opening hours for guest check-ins and checkouts;

(b) Method of reservations/bookings;

(c) Means of attending to guest complaints;

(d) Cleaning and laundry services, where available;

(e) Company name and relevant experience of management/operator; and

(f) Management and accommodation of service vehicles within the context of the overall car parking for the development

4. PUBLIC ADVERTISING

If advertising is required for applications for Short Term Accommodation, it will be undertaken in accordance with the City's *Policy No. 4.1.5 – Community Consultation*.

5. TIME LIMITED APPROVALS

Where a short term accommodation proposal does not meet the Acceptable Development criteria any approval may be subject to a time limitation. The City will consider the setting and potential impact on adjoining land uses in determining whether an approval is to be time limited and for what period of time.

OFFICE USE ONLY	
Responsible Officer	Manager Policy & Place
Initial Council Adoption	26/02/2013
Previous Title	Local Planning Policy 7.4.5 Temporary Accommodation
Reviewed / Amended	23/03/2021
Next Review Date	March 2025

LOCAL PLANNING POLICY: SHORT TERM ACCOMMODATION

CITY OF VINCENT

Legislation / local law requirements	This Policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme
Related policies, procedures and supporting documentation	Nil

PART 1 – PRELIMINARY

INTRODUCTION

The City of Vincent is situated within close proximity to the Perth Central Business District, public transport networks, tourist attractions and education facilities. As such, it is well located for the provision of appropriately located and managed short term accommodation.

The City encourages and supports a diversity in accommodation types to facilitate tourism and other activities within its locality. In considering applications for short term accommodation, the City will take into account the location and management of the accommodation to ensure compatibility with surrounding uses and to avoid any adverse impact of the amenity of surrounding areas.

PURPOSE

The purpose of this policy is to provide clear direction on the requirements for short term accommodation within the City of Vincent and the responsibilities and obligations of operators.

OBJECTIVE

The objectives of this policy are to ensure short term accommodation in the City of Vincent:

1. Positively contributes to the surrounding locality and diversity of accommodation types offered in the area.
2. Are managed in a manner that protects the amenity of the surrounding community to the level necessary for its context.
3. Are located, designed and operate in a manner that minimises the level of noise generated by guests and impact that noise has on the surrounding community.
4. Do not negatively impact on the heritage integrity of a place or its historical and social value.
5. Do not have an undue impact on the amenity of the area, including surrounding residential properties and businesses.
6. Provide sufficient car parking or access to alternative transport modes to minimise negative impact on the amenity of the area.

LOCAL PLANNING POLICY: SHORT TERM ACCOMMODATION

CITY OF VINCENT

SCOPE

This policy applies to Bed and Breakfast, Holiday House, Holiday Accommodation, Hotel, Motel, Park Home Park, Serviced Apartment, Tourist Development, and Residential Building or any unlisted use that is used for short term accommodation.

PART 2 – POLICY PROVISIONS

1. DEFINITIONS

Family means a group of one or more parents/care givers and their children residing together as a unit.

Guest means a person who occupies a building for short term accommodation but is not covered by a Residential Tenancy Agreement.

Host means a person who permanently resides at a building used for short term accommodation and is responsible for its upkeep and management.

Short term accommodation/short stay accommodation means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12 month period.

Strata Company means a body corporate constituted under section 32 of the *Strata Titles Act 1985* whether for a strata scheme or a survey-strata scheme.

2. EXEMPTION FROM DEVELOPMENT APPROVAL

Short term accommodation uses in the following instances do not require Development Approval:

Use class	Zone	Host is present	Frequency of operation	Maximum number of guests	Requirements
Bed and breakfast	Local centre, District centre, Regional Centre or Commercial	Yes – as required by the use class definition	Any	Four adult guests or one family	1. There is no works component or development approval is not required for any works component; 2. Written notification is provided to the City, including a management plan and code of conduct that accord with Clause 3.3; and 3. The use operates in accordance with the Management Plan and Code of Conduct.
Bed and breakfast	Residential or mixed use	Yes – as required by the use class definition	Any	Two adult guests or one family	
Holiday house and Holiday accommodation	Local centre, District centre, Regional Centre or Commercial	~~No~~ Yes	Any	Four adult guests or one family	
Holiday house and Holiday accommodation	Residential or mixed use	~~No~~ Yes	Any	Two adult guests or one family	
Holiday house and Holiday accommodation	All	No	A maximum of one rental occurring on no more than one occasion every twelve months, for a maximum of three consecutive months.	Two adult guests or one family.	~~Nil~~ As above.

Exemptions are made pursuant to Clause 61(2)(e) of Schedule 2 of *Planning and Development (Local Planning Schemes) Regulations 2015.*

3. DEVELOPMENT APPROVAL REQUIREMENTS

Unless exempt, proposals to operate short term accommodation require the submission and approval of an application for development approval in accordance with the following requirements.

3.1 General requirements for all short term accommodation that require development approval

1. Local Centre, District Centre, Regional Centre and Commercial Zones

   a) The preferred location for short term accommodation uses is on land zoned Local Centre, District Centre, Regional Centre and Commercial, in proximity to entertainment, commercial and recreational facilities and public transport routes.

   b) Proposals for short term accommodation shall demonstrate that the use is compatible with and would not negatively impact on the amenity of surrounding uses by addressing the following Acceptable Development criteria.

   c) In assessing proposals for short term accommodation on land zoned Local Centre, District Centre, Regional Centre and Commercial, the City will have due regard to the following Acceptable Development criteria:

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Local centre, District centre, Regional Centre or Commercial	Proposals that are respectful of the heritage significance of a place listed in the City of Vincent's Municipal Heritage Inventory or the State heritage register as detailed in the Statement of Heritage Significance.	a) Accommodation that proposes sufficient distance and separation from the outdoor living areas of adjoining properties to minimise noise generated by guests. b) Accommodation that has a direct interface with noise generating (non-residential) uses or where ambient noise/activity already exists.	Yes or management plan and other measures are suitable to achieve the objectives of the policy	N/A	Yes

2. Residential and Mixed Use zones

   a) Proposals for short term accommodation shall demonstrate that the use is compatible with and would not negatively impact the amenity of surrounding residential properties.

b) In assessing proposals for short term accommodation in Residential and Mixed Use zones, the City will have due regard to the following Acceptable Development criteria:

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c) Applications seeking variations to the Acceptable Development Provisions shall be determined in accordance with how the proposal meets the Objectives of this policy and consideration of the Management Plan, Code of Conduct and Parking Management Plan.

3.2 Car Parking

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LOCAL PLANNING POLICY: SHORT TERM ACCOMMODATION

CITY OF VINCENT

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4. Do not negatively impact on the heritage integrity of a place or its historical and social value.
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LOCAL PLANNING POLICY: SHORT TERM ACCOMMODATION

CITY OF VINCENT

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Bed and breakfast	Residential or mixed use	Yes – as required by the use class definition	Any	Two adult guests or one family	
Holiday house and Holiday accommodation	Local centre, District centre, Regional Centre or Commercial	~~No~~ Yes	Any	Four adult guests or one family	
Holiday house and Holiday accommodation	Residential or mixed use	~~No~~ Yes	Any	Two adult guests or one family	
Holiday house and Holiday accommodation	~~All~~ Local centre, District centre, Regional Centre or Commercial	No	A maximum of three consecutive months in any ~~one rental occurring on no more than one occasion every~~ twelve months~~s~~ period~~, for a maximum of three consecutive months~~, with no limit to the	Two adult guests or one family.	~~Nil~~ 1. There is no works component or development approval is not required for any works component;

			number of rentals in that three month period.		2. A management plan and code of conduct is prepared that accords with Clause 3.3; and 3. The use operates in accordance with the Management Plan and Code of Conduct.
Holiday house and Holiday accommodation	Residential or mixed use	No	A maximum of one rental occurring on no more than one occasion every twelve months, for a maximum of three consecutive months.	Two adult guests or one family.	1. There is no works component or development approval is not required for any works component; 2. A management plan and code of conduct is prepared that accords with Clause 3.3; and 3. The use operates in accordance with the Management Plan and Code of Conduct.

Exemptions are made pursuant to Clause 61(2)(e) of Schedule 2 of *Planning and Development (Local Planning Schemes) Regulations 2015.*

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   b) Proposals for short term accommodation shall demonstrate that the use is compatible with and would not negatively impact on the amenity of surrounding uses by addressing the following Acceptable Development criteria.

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2. Residential and Mixed Use zones

a) Proposals for short term accommodation shall demonstrate that the use is compatible with and would not negatively impact the amenity of surrounding residential properties.
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c) Applications seeking variations to the Acceptable Development Provisions shall be determined in accordance with how the proposal meets the Objectives of this policy and consideration of the Management Plan, Code of Conduct and Parking Management Plan.

3.2 Car Parking

The following car parking requirements apply to all short term accommodation where a development application is required:

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   - after hours complaints procedures including expected response times;
   - the provision of the telephone number of the accommodation owner and operator for during and after hours complaints to adjoining and adjacent neighbours prior to the use commencing;
   - that guests are provided with the code of conduct prior to and on arrival; and
   - that guests are made aware that anti-social behaviour and breaches of the code of conduct will not be tolerated.

   (d) The premises are secure and guests are aware of emergency phone numbers and protocols; and

   (e) Control of parking in accordance with 3.1.2 and that all guests are made aware, verbally and in writing, of the parking rules and regulations and the acceptable parking requirements.

2. Code of Conduct

   A Code of Conduct shall be prepared by the applicant detailing the expected behaviour of guests in order to minimise any impact on adjoining residents that includes:

   (a) Contact details of owner/operator;

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prominent position within the premises at all times.

3.4 Residential Building – Specific Requirements

Residential Buildings are subject to the requirements for Lodging Houses set out in the *Health Act 1911* and the City's Health Local Law relating to Lodging Houses.

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   Serviced Apartments shall include a reception desk which shall be attended by staff at all times when apartment check-ins and check-out can occur.

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   All applications for Serviced Apartments shall include a Servicing Strategy detailing the level of servicing containing, at a minimum:

   (a) Opening hours for guest check-ins and checkouts;

   (b) Method of reservations/bookings;

   (c) Means of attending to guest complaints;

   (d) Cleaning and laundry services, where available;

   (e) Company name and relevant experience of management/operator; and

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If advertising is required for applications for Short Term Accommodation, it will be undertaken in accordance with the City's *Policy No. 4.1.5 – Community Consultation*.

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OFFICE USE ONLY	
Responsible Officer	Manager Policy & Place
Initial Council Adoption	26/02/2013
Previous Title	Local Planning Policy 7.4.5 Temporary Accommodation
Reviewed / Amended	23/03/2021
Next Review Date	March 2025

9.7 AMENDMENT NO. 4 TO LOCAL PLANNING POLICY NO. 7.5.15 - CHARACTER RETENTION AND HERITAGE AREAS. RELATING TO GUIDELINES FOR THE BOULEVARDE, KALGOORLIE STREET, MATLOCK STREET AND BUXTON STREET

Attachments:

1. **Summary of Submissions**
2. **Amendment No. 4 to Local Planning Policy No. 7.5.15 - Character Retention Areas and Heritage Areas (Tracked Changes from Advertised Version)**
3. **Table of Modifications**
4. **Amendment No. 4 to Local Planning Policy No. 7.5.15 - Character Retention Areas and Heritage Areas**
5. **Amendment No. 4 to Local Planning Policy No. 7.5.15 - Character Retention and Heritage Areas - Cr Loden Amendment**

RECOMMENDATION:

That Council PROCEEDS with Amendment No. 4 to Local Planning Policy No. 7.5.15 – Character Retention Areas and Heritage Areas with modifications, pursuant to Clause 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as shown at Attachment 4.

PURPOSE OF REPORT:

To consider the outcomes of public consultation on Amendment No. 4 to Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas (Amendment No. 4) and to determine whether to proceed with Amendment No. 4.

BACKGROUND:

The City received nominations from landowners in four streets in Mount Hawthorn requesting that these streets be considered as Character Retention Areas. These nominations received sufficient support from landowners (>40 percent) to proceed with the required process:

1. The Boulevarde – between Scarborough Beach Road and Anzac Road, received 31 January 2019 (51 percent);
2. Kalgoorlie Street – between Ashby Street and Anzac Road, received 27 March 2019 (47 percent);
3. Buxton Street – between Anzac Road and Britannia Road, received 23 May 2019 (58 percent); and
4. Matlock Street – between Anzac Road and Britannia Road, received 5 February 2020 (54 percent).

At the Ordinary Meeting of 11 February 2020, Council resolved to prepare Amendment No. 4 to designate portions of The Boulevarde, Kalgoorlie Street, Buxton Street and Matlock Street, Mount Hawthorn as a Character Retention Area for the purpose of formally advertising the proposal. The proposed amendment includes the addition of new Character Retention Guidelines for the area.

DETAILS:

Summary of Consultation

The City undertook preliminary community consultation on the nominated Character Retention Areas in 2019 by way of a door knock and flyer delivery to all houses within the subject area, followed by a community forum to understand the community's sentiment towards protecting character in their street. Following the forum, all residents in the project area were also invited to participate in an online survey.

The formal community consultation of Amendment No. 4 was undertaken for a period of 42 days from 20 July 2020 to 1 September 2020.

Consultation was undertaken in accordance with the deemed provisions and Policy No. 4.1.5 – Community, including:

- Written notification to landowners/residents in the affected areas;

- Written notification to landowners/residents in the surrounding demonstration project area;
- Advertisements in the Perth Voice newspapers;
- Notice on the City's website including and online survey on the Imagine Vincent consultation page;
- Copies displayed at the City of Vincent Administration and Civic Building as well as the Library and Local History Centre.

The City also consulted with a heritage expert, Stephen Carrick from the City's Design Review Panel, who provided feedback on the draft Guidelines.

Formal community consultation of Amendment No. 4 included an online survey where participants were asked:

- Their overall support for the proposed inclusion of their street into the Character Retention Area;
- To provide feedback on specific elements of the draft Guidelines including provisions relating to bulk and scale, setbacks, roof pitches, front fences and design; and
- Their level of support for an investigation into Heritage Areas for their street.

The City received 41 submissions in total, including 36 via the online survey and a further 5 written submissions. Overall, 24 participants supported the proposed Character Retention Area and 17 participants objected.

The majority of the owners who were part of the original nomination, requesting that their street be included as a Character Retention Area, did not make a submission or complete a survey during the community consultation period of Amendment No. 4, with only eight (8) of the original 69 nominators making a submission. Of those eight (8), three (3), all who own properties on Kalgoorlie Street, objected to Amendment No. 4 with the remaining five (5) supportive.

In addition to the submissions from landowners within the proposed Character Retention streets, 19 submissions were received from landowners/residents from outside the Guideline Area. Of these, 16 supported and 3 objected to Character Retention Areas for the nominated streets.

A summary of the nominations and submissions for individual streets is included below. The full Summary of Submissions including Administration's response to feedback is included in **Attachment 1**.

Character Retention Area	Original Nomination	Workshop & survey (Aug/Sept 2019)	Formal Consultation (July-Sept 2020)	Submissions following Formal Consultation (only includes those from the area)*
The Boulevarde (between Scarborough Beach Road and Anzac Road) 77 houses	39 nominators (51 percent of properties)	11 support 5 unsure 1 objection	6 support (includes 3 nominators) 5 objections	22 support (includes 15 nominators, 6 from workshop & consultation) 4 objections (2 objectors from consultation)
Kalgoorlie Street (between Ashby Street and Anzac Road) 34 houses	16 nominators (47 percent of properties)	3 support 1 unsure 1 objection	0 support 8 objections (includes 3 of the nominators)	1 support (1 nominator) 5 objection (5 objectors from consultation)
Buxton Street (between Anzac and Britannia Road) 12 houses	7 nominators (58 percent of properties)	2 support 1 unsure 1 objection	0 support 1 objection	0 support 0 objections
Matlock Street (between Anzac Road and Britannia Road) 13 houses	7 nominators (54 percent of properties)	2 support 0 objections	2 support (includes 2 of the nominators) 0 objections	1 support (nominator and supporter from consultation) 0 objections

*as at 12noon on Friday 19 March 2021

Overall, there was only minimal support for streets to be investigated as Heritage Areas.

During the nomination and initial phase of consultation, many landowners supported Character Retention. This same sentiment was not apparent during the formal advertising, with a significant number of landowners who supported the initial nomination choosing not to participate in the formal consultation. Notwithstanding

this, of those that participated, many expressed the importance of maintaining original character and generally supported provisions relating to built form, setbacks, roof pitches and front fences. A full summary of consultation is included in the Summary of Submissions in **Attachment 1**.

During the four weeks prior to the 23 March Ordinary Council Meeting, the City received further submissions as shown in the above table. The content of the submissions did not contain any matters further than those already addressed during the formal consultation period and reflected in **Attachment 1**.

Key issues raised in submissions

There were five key issues raised in the submissions which are summarised below.

1. Existing development precedence

Some submitters commented that there is already a precedence of diverse development in Kalgoorlie Street and Buxton Street that should be allowed to continue.

A review of the nominated streets identifies that the predominant character of Kalgoorlie Street, The Boulevarde and Matlock Street is representative of early 20th century streetscapes. Original façade detailing, scale and form of dwellings, roofscape and front setbacks result in relatively consistent character. There are some recent new developments inconsistent with the prevailing character in terms of bulk and scale but these are minimal. In general, the streets have a consistent pattern of development reflective of a low scale traditional streetscape. The inclusion of these streets in the Guideline Area provides an opportunity to ensure that new development is reflective of the existing predominant streetscape character.

In contrast, the portion of Buxton Street included in the Guidelines (10 houses) represents a street in transition, with two significant recent developments completed at the end of 2020 having moved away from the scale and form of the original character houses. On further review, it is considered that the City's Built Form Policy is adequate to address any proposals for development in this area. Administration recommends that the portion of Buxton Street between Anzac Road and Britannia Road should not be included in the proposed Character Retention Area.

2. Character Retention requirements

Some submitters were concerned that a Character Retention designation and associated Guidelines would place burdensome and unfair restrictions on landowners who prefer to have greater flexibility in development options.

The proposed Guidelines replace or augment already existing planning provisions that ensure new development that is visible from the street has a positive regard to the bulk and scale of existing character homes and the prevailing pattern of development. All development not visible from the street would not be subject to the Guideline provisions.

The draft Guidelines would not restrict demolition or an owner's ability to redevelop in innovative or sustainable ways. There is scope for owners to renovate or redevelop their properties for changing needs and in line with modern standards of development, including the addition of a second story and contemporary design techniques. The Guidelines provide an opportunity for a proposal to be assessed on a performance basis against local housing objectives that ensure the prevailing character is respected, even where 'deemed-to-comply' outcomes are not met.

The provisions in the draft Guidelines extend only to the matters that were identified to be valuable to the community through the initial workshop.

In accordance with the requirements of State Planning Policy No. 7.3: Residential Design Codes (R-Codes), the 'General Building Design' section has include as local housing objectives, rather than 'deemed-to-comply' standards. The matters would not be able to function as 'deemed-to-comply' under the R-Codes.

3. Character Retention imposition

Some submitters questioned why only selected areas/streets were included in the proposed Character Retention Area. Others objected to the imposition of additional development requirements to only a small number of selected streets.

The Policy sets out a community-led process that provides opportunity for owners within all areas to nominate their street to be considered for Character Retention. A nomination is valid were it is demonstrated that a minimum of 40% of landowners support Character Retention. In this instance, valid nominations were for these sections of The Boulevard, Kalgoorlie Street, Buxton Street and Matlock Street.

The City undertook preliminary consultation with landowners in the nominated sections as well as the remaining portions of these streets and the adjacent Coogee Street and Seabrook Street. This was to determine the extent of the subject area based on community feedback. Since there was minimal support outside of the nominated area, only the nominated area was selected to proceed.

The initial nominations provided a clear foundation of support and further technical review found sound planning merit to support Character Retention for the nominated portions of The Boulevarde, Kalgoorlie Street, Matlock Street and Buxton Street.

4. Second storey setbacks

Approximately half the submitters supported the proposed second storey setbacks. Some submitters were concerned that the proposed second storey setbacks may significantly reduce the usable land area on small lots. Since the proposal was to require second storeys in the middle or rear third of the lot, this would likely subtract from outdoor living areas, or require outdoor living areas to be situated at the front of the lot, which is not desirable.

Consistency in front setbacks is a significant factor that contributes to the presentation of a building bulk from the street and the continuity of a streetscape. There are many good examples within the Guideline Area of second storey development setbacks on smaller lots. In considering good design outcomes, it is recommended that C1.2 relating to second storey setbacks be modified to include a 4m second storey setback from the ground floor. These modifications meet the development objective of maintaining complementary scale and bulk that does not dominate the original character homes, while maximising usable land area. Second storey additions can then be placed further forward, allowing outdoor living areas at the rear of lots.

5. Car parking requirements

Submitters were concerned that proposed car parking provisions are too rigorous and would restrict the provision of car parking on site.

Car parking structures in the front setback area can significantly alter the rhythm and aesthetic value of a streetscape. To maintain visual openness and views of the character dwellings that currently exist within the Character Retention Area, the proposed car parking provisions in Clause 4.0 aim to ensure that car parking structures do not obscure or detract from the predominant character elements of the dwelling or the street. Structures in the front setback area that are of a complementary scale, colour and materials to the dwelling will help to maintain the character of the street.

There are multiple different options and layouts for car parking on site, both with and without a laneway. Car parking structures not meeting the deemed-to-comply parts of the Guidelines may still be permitted on a performance basis, where it can be demonstrated that structures can meet the objectives of the Guidelines.

Proposed modifications

Attachment 2 sets out the modification proposed to the advertised version of Amendment No. 4 to Local Planning Policy No. 7.5.15 – Character Retention Areas and Heritage Areas. A table of these modifications is also included in **Attachment 3**, setting out the basis and detail of each proposed modification.

The key modifications can be summarised as follows:

<u>Modification 1</u>
Removal of Buxton Street from the proposed Guidelines Area.

<u>Modifications 2 and 4</u>
Clarification that the Guidelines only apply to development that is visible from the street and fronting the primary streets in the Guideline Area.

Modification 3
The inclusion of further clarity of the prevailing and desired character of the Guideline Area.

Modification 5
A reduction in the advertised second storey setback requirements to a consistent 4m from the ground floor.

Modification 8
More detail about acceptable fencing styles.

Modification 10
Remove reference to roof pitch angles, instead referring to the prevailing character of existing dwellings.

Modification 11
Include new landscaping objectives.

Modification 12
Minor modifications to general terminology as well as other administrative modifications and a new template.

The proposed changes will allow the Guidelines to provide for better development outcomes, without undermining their original intent to protect the prevailing character of the Guideline Area.

CONSULTATION/ADVERTISING:

A community meeting was held at Anzac Cottage on Monday 8 March 2021 with owners/occupiers of the affected portion of Kalgoorlie Street. The meeting was attended by 9 community members, Mayor Cole, Cr Castle, Cr Fotakis, Cr Smith and Administration staff.

The meeting provided an opportunity for clarification on the Character Retention process and specific aspects of the Guideline provisions were discussed. Attendants were invited to provide further comments to Council as part of the Council meeting process, at the Council Briefing.

Following the outcome of the Council decision, further consultation would involve notifying owners and occupiers affected by the Council decision, all submitters, and a notice in the local newspaper.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations);
- City of Vincent Local Planning Scheme No. 2; and
- State Planning Policy No. 7.3: Residential Design Codes (R-Codes).

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to support Amendment No. 4 to designate the proposed areas of Mount Hawthorn as a Character Retention Area. This allows the City to deal with development issues that may potentially result in undesirable development outcomes and the loss of streetscape character.

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.

SUSTAINABILITY IMPLICATIONS:

The adoption of Amendment No. 4 would help to ensure sustainable development outcomes in the future by encouraging the retention and renovation of older building stock through flexible guidelines.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

The cost of advertising and implementing this proposal will be met through the existing operational budget.

COMMENTS:

The adoption of Amendment No. 4 would ensure that any new development is sensitive and respectful to the existing neighbourhood character within the Guideline Area. In considering the Character Retention nominations, the context of the proposed area and any feedback received during the consultation period, it is recommended that Council adopts the final amended version of Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas as shown in **Attachment 4** to designate The Boulevarde, Kalgoorlie Street and Matlock Street, Mount Hawthorn as a Character Retention Area and adopt the associated Guidelines for the new Character Retention Area.

Ensuring that proposals contribute to an area's preferred neighbourhood character is a fundamental principle of good planning and design and serves to enhance the intrinsic value of the area.

Summary of Submissions – Amendment 4 to Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas

OVERALL SUMMARY OF SUBMISSIONS			
Support	24		
Objection	17		
Total Submissions	**41**		
Survey question - Which streets do you support being included in the guidelines?			
Which area did the submissions come from	**No. of participants**	**Support**	**Objection**
Owners from The Boulevarde – (Scarborough Beach Rd – Anzac Rd)	11	6	5
Owners from Kalgoorlie Street – (Ashby Street and Anzac Rd)	8	0	8
Owners from Buxton Street – (Anzac Rd – Britannia Rd)	1	0	1
Owners from Matlock Street – (Anzac Rd and Britannia Rd)	2	2	0
Submitters outside the Guideline Area	19	16	3

THEME : BULK AND SCALE	
Survey question: Do you think that the bulk and scale of new development should be consistent with existing houses in the street?	
Support	22
Object	11
Unsure	3

Issue/Comment Summary	Administration Response	Proposed modification (Attachment 4)
1. Support - Upper storey additions should be well setback to retain existing character of the street.	Noted.	No modification
2. Support - bulky two storey homes allowed under the City's current guidelines do not fit within the character of the street.	Noted.	No modification
3. Object - there is already a precedence of mixed dwelling bulk and scale which adds to the appeal of the street.	A review of the nominated streets identifies that the predominant character of Kalgoorlie Street, The Boulevarde and Matlock Street is representative of early 20th century streetscapes. Original façade detailing, scale and form of dwellings, roofscape and front setbacks result in relatively consistent character. There is minimal new development that is inconsistent with the prevailing character in terms of bulk and scale. In general, the streets have a consistent pattern of development reflective of a low scale traditional streetscape. The inclusion of these streets in the Guideline Area provides an opportunity to ensure that new development is reflective of the predominant streetscape character.	Modification 3

Summary of Submissions – Amendment 4 to Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas

Issue/Comment Summary	Administration Response	Proposed modification (Attachment 4)
4. Object - development should be left to the owner's choice within the City's standard guidelines.	The proposed Guidelines replace or augment already existing planning provisions that ensure new development that is visible from the street has a positive regard to the bulk and scale of existing character homes and the prevailing pattern of development. The provisions extend only to the matters that were identified to be valuable to the community through the initial community workshop. All development not visible from the street will not be subject to the Guideline provisions. The Guidelines provide an opportunity for a proposal to be assessed on a performance basis against local housing objectives that ensure the prevailing character is respected, even where 'deemed-to-comply' outcomes are not met.	Modification 2
5. Object - Buxton Street and Kalgoorlie Streets should not be subject to additional guidelines as the original character has already changed as a result of new development.	The portion of Kalgoorlie Street included in the Guidelines has new development that is inconsistent with the draft provisions in terms of bulk and scale, however generally the bulk and scale of the street is consistent with a pattern of development that reflects the low scale, original single storey dwellings. The addition of Kalgoorlie Street in the Guidelines provides an opportunity to ensure that new development is reflective of the predominant streetscape. The portion of Buxton Street included in the Guidelines does represent a street in transition, with the recent development having moved away from the bulk, scale and form of the original character houses. On further review, it is considered that the City's Built Form Policy is adequate to address any proposals for development in this area.	Modification 1
6. The provisions should apply to the whole street, not just single out small pockets.	Noted. Policy No. 7.5.15 – Character Retention Areas sets out a community led process that provides an opportunity for owners within all areas to nominate their streets to be considered for character retention. At this time, nominations have only been received from the subject streets. The City's Administration undertook consultation with a broader area of Mt Hawthorn, however due to lack of community buy-in it was decided to proceed with character retention in the nominated areas in the current amendment.	No modification

Summary of Submissions – Amendment 4 to Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas

THEME : STREET WALLS AND FENCES	
Do you support the provision for front fences to be low and visually permeable (open)?	
Support	24
Object	10
Unsure	2

Issue/Comment Summary	Administration Response	Proposed modification (Attachment 4)
7. Object in part – 1.8m is too high and not in keeping with the area.	In recognising the community sentiment and the intent to maintain low front fences that provide visual openness and potential for interaction, the draft Guidelines take a flexible approach to front fencing that seeks to avoid a 'one size fits all' approach by providing variation in Deemed to Comply provisions for height between of 1.2m – 1.8m and performance measures for proposals that don't meet the deemed to comply provisions	No modification
8. Object in part – 1.2m is too low for safety of young children.	Where security or safety may be of concern, fences of up to 1.8m are considered acceptable to meet the overall objective of maintaining the open character of street frontages.	No modification
9. Support in part – Fences don't need to be low and visually permeable, one or the other satisfies the desired outcome	Noted – where a proposed front fence is lower, less permeability is required.	No modification
10. Support - The provision is fully supported to retain the character of the area.	Noted.	No modification
11. Support - High fences are not visually appealing and limit community interaction and passive surveillance.	Noted	
12. Object - It should be left to the owners choice within standard guidelines.	Front fences in the Guideline Area are predominantly low or non-existent fencing within the front setback area which allows for visual openness and retains views to original dwellings. In this regard, the draft Guidelines seek to recognise community sentiment to maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.	No modification
13. Object - There is already a precedence of inconsistency in the street.	Noted – as above	No modification
14. Object - Buxton should not be included in the guidelines as there is already a precedence of inconsistency in the street.	The portion of Buxton Street included in the Guidelines does represent a street in transition, with the recent development having moved away from the bulk, scale and form of the original character houses.	Modification 1

Summary of Submissions – Amendment 4 to Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas

THEME: STREET SETBACKS	
Survey question: Do you support the proposed second storey setback provision?	
Support	17
Object	18
Unsure	1

Issue/Comment Summary	Administration Response	Proposed modification (Attachment 4)
15. Support - Second storey setbacks as proposed will ensure the character of the street is maintained.	Noted - Consistency in front setbacks are a significant factors contributing to the presentation of a building bulk from the street and the continuity of a streetscape.	Modification 5
16. Object - The proposed second storey setbacks significantly reduce the usable land area on small lots.	There are many good examples within the Guideline Area of second storey development setback on lots of this size. In considering good design outcomes, it is recommended that C1.2 be amended to provide for a more tailored design approach where second storey development can be setback behind the main ridgeline when retaining the original dwelling. The modification seeks to meet the development objective of maintaining complementary scale and bulk that does not dominate the original character homes, while still maximising usable land area. Add a new clause C1.3 that relates to new dwelling development to ensure consistency of the streetscape.	Modification 5
17. Objection – The proposed second storey setbacks will have a negative impact on overshadowing and overlooking.	Any proposed development will be required to comply with relevant overshadowing and visual privacy requirements of the R-Codes and the City's Planning Policy No. 7.1.1 – Built Form.	No modification
18. Support in part – The proposed second storey setback should apply only for second storey additions when the original character home is being retained. New two storey development should not be subject to the same setback requirements as it is costly and causes buildability issues.	Consistent setbacks for additions and new buildings is important to ensure that the scale and bulk of new development responds appropriately to the original dwellings and prevailing streetscape.	No modification
19. Support - There are many examples where second storey setbacks similar to those proposed in the draft Guidelines have worked well.	Noted.	Modification 5
20. Support in part - Second storey setbacks are supported but unobtrusive modernist additions at rear of house would be preferred to "box on top" faux heritage additions.	Noted – The guidelines do not require that new development mimic the original dwelling, but rather that they draw influence from the traditional materiality and streetscape character. New development may be more contemporary in nature outside of the area which is visible from the street.	No modification

Summary of Submissions – Amendment 4 to Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas

Issue/Comment Summary	Administration Response	Proposed modification (Attachment 4)
21. Object - There is has already been a precedence set with a mix of second storey setbacks within these streets in Kalgoorlie and Buxton Streets where reduced second storey setbacks do not impact the streetscape.	Noted – There is development with reduced second storey setbacks in the portion of Kalgoorlie Street included in the Guideline area, however the prevailing character of the street is consistent with original pattern of development comprising a single storey presentation. Buxton Street has a mix of setbacks as a result of significant new development.	Modification 1
22. Object - It should be left to the owners choice to build with reduced setbacks within the City's standard guidelines.	In recognising the community sentiment to maintain the bulk and scale of character dwellings, the Guidelines include provisions relating to second storey setbacks. The prevailing character of the Guideline Area have generally consistent setbacks that retain the low scale, single storey presentation to the street. In this regard, the Guidelines seek to maintain the prevailing street setbacks. The Guidelines provide an opportunity for a proposal to be assessed on a performance basis against local housing objectives that ensure the prevailing character is respected, even where 'deemed-to-comply' outcomes are not met.	Modification 3 and 5

Summary of Submissions – Amendment 4 to Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas

THEME : ROOF PITCH	
Survey question – Do you support the proposed roof pitch requirements?	
Support	20
Object	13
Unsure	3

Issue/Comment Summary	Administration Response	Proposed modification (Attachment 4)
23. Support - Pitched roofs to match the existing homes are an important element to protecting the character of the area.	Noted - Roof form and pitch are built form elements that can significantly alter the appearance and continuity of a streetscape. The predominant roof form in the Guideline Area is traditional pitched roofs.	No modification
24. Object - Choice should be left to the owners discretion of architectural style within standard guidelines.	The prevailing community sentiment from the workshop and submissio supports roof pitches that match the existing form. The draft Guidelines seek to avoid inconsistent roof pitches for development viewed from the street by requiring that they respect the predominant form. Outside the area visible from the street, roof form and pitch requirements of the Guidelines will not apply.	Modification 2 and modification 10
25. Object - There is has already been a precedence set with a mix of roof pitches within these streets.	The prevailing character of the Guideline Area is traditional hipped or gabled pitched roof forms.	No modification
26. The roof pitch requirements limit the space available for solar power generation.	New development can incorporate solar design while meeting the roof pitch requirements.	No modification
27. Object – A mix of architectural styles add appeal to the street.	The Guidelines maintain roof pitches that are consistent with the prevailing development of the street which is traditional pitched roof forms. Areas outside those visible from the can develop outside the roof pitch requirements.	Modification 2
28. Low profile roof pitches to rear additions will maximise solar access for neighbours.	Rear additions outside the area that contribute to the established character when viewed from the street can develop outside the roof pitch requirements.	Modification 2

Summary of Submissions – Amendment 4 to Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas

THEME : BUILDING DESIGN	
Survey question - Do you support the inclusion of building design advice in the guidelines?	
Support	21
Object	15

Issue/Comment Summary	Administration Response	Proposed modification (Attachment 4)
29. Support - Context and site analysis can help to ensure the character of the area is continued through details such as window design, materials/colours and finished floor levels.	Noted. The Guidelines seek to ensure important character elements that contribute to a streetscape are considered in the context of new development.	No modification
30. Object - Outdated building design and the use of old style materials are not eco friendly. We should be able to build using materials that are suited to our climate.	Outside of the area visible from the street, building design controls in accordance with the Guidelines are not applicable and sustainable building materials and design is encouraged.	Modification 2
31. Object - The focus should be on quality architecture contemporary or otherwise and the consideration of setbacks.	Noted – The Guidelines seek to ensure a high standard of architectural and sustainable design solutions for new development and additions to existing development.	No modification
32. Object - Great design can be achieved through the use of different materials and colours. New development should not match the original house but should reflect the original houses in the area.	The guidelines take a flexible approach to new development and seek to avoid mimicking traditional character features. New dwellings can be more contemporary in nature, giving due consideration to traditional building forms and materials. The guidelines are considered to address the communities' feedback to allow for contemporary works whilst striking a balance to ensure that development still respects the existing character of an area.	No modification
33. Object - Original architectural styles built 100 years ago should not dictate todays guidelines.	Noted. As above.	No modification
34. Some of the existing character home's in Kalgoorlie Street are not good examples to model off.	Noted. It is not the intention of the Guidelines to stipulate that new development be modelled off poor design examples, but rather that they respond appropriately to the surrounding streetscapes built form elements.	No modification
35. The gradient of the streets means that the floor levels will not be consistent in the street.	The requirement that the finished floor level of new buildings to match or mediate between the dwelling on either side will ensure that continuity of the street in maintained.	No modification

Summary of Submissions – Amendment 4 to Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas

Issue/Comment Summary	Administration Response	Proposed modification (Attachment 4)
36. It should be left to the owners choice of architectural style within standard guidelines.	During the initial phase of consultation, the community identified the importance of maintaining the original character of the nominated streets. This sentiment has also been expressed during the formal consultation phase. The proposed Guidelines replace or augment already existing planning provisions that ensure new development that is visible from the street has a positive regard to the bulk and scale of existing character homes and the prevailing pattern of development. The provisions extend only to the matters that were identified to be valuable to the community through the initial community workshop. All development not visible from the street will not be subject to the Guideline provisions. The Guidelines provide an opportunity for a proposal to be assessed on a performance basis against local housing objectives that ensure the prevailing character is respected, even where 'deemed-to-comply' outcomes are not met.	Modification 2

Summary of Submissions – Amendment 4 to Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas

THEME : CARPORT AND GARAGES	
Survey question - Do you support the proposed provisions relating to carports and garages?	
Support	18
Object	15
Unsure	2

Issue/Comment Summary	Administration Response	Proposed modification (Attachment 4)
37. Support – The carport and garage provision will ensure that the open streetscape can be maintained.	Noted	No modification
38. Object – Small blocks and large setbacks make it difficult to include parking at the rear of the property. Parking should be allowed at the front even with a ROW or side access, owners should have the choice.	Deemed to comply provisions for carparking structures at the rear of the dwelling where a ROW is available is already a requirement of the R-Codes and City's Built Form Policy. Should an alternative location be considered apreferred alternative, the proposal can be assessed on a performance basis against the local housing objectives.	No modification
39. Object – Owners should be able to have a carport design that compliments the house.	Carparking structures in the front setback area can significantly alters the appearance of a streetscape. Structures in the front setback area that are of a complementary scale, colour and materials to the subservient dwelling will help to maintain the character of the street.	No modification
40. Object – The lots sizes do not allow for this provision (C4.7) with the retention of the original house. 6m carports should be allowed for 2/3 car family.	The intention of provision C4.7 is to ensure that car parking structures located within front setback areas do not obscure or detract from the predominant character elements of the dwelling or the street. A proposed carport that is greater than one third of the frontage (or 5.5m), may be permitted on a performance based merit, where it can be demonstrated that structure will not unduly impact view lines of the dwelling or the presentation of the dwelling to the streetscape.	No modification
41. Object – Parking in the street is dangerous and not practical, the City should be encouraging parking within the lot not on the street.	Noted.	No modification
42. Retention of the original character is inconsistent with front or side garage as there is simply not the space to practically build a carport at the front and comply with your guidelines unless you demolish the original house as not all houses have a ROW.	Retention of original character dwellings is an option that is encouraged and should be considered in the context of any new development. Carparking structures may be permitted on a performance based merit, where it can be demonstrated that structure can meet the objectives of the Guidelines and other development requirements beyond the scope of this policy.	No modification
43. The removal of the Queensland box trees and replacement with a more suitable species and undergrounding power will allow more space in the streetscape for parking.	The removal of street trees and underground power is a matter beyond the scope of this Amendment.	No modification

Summary of Submissions – Amendment 4 to Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas

GENERAL COMMENTS		
Survey question - Do you have any further comments?		
Issue/Comment Summary	**Administration Response**	**Proposed modification (Attachment 4)**
44. Support – If residents are supportive it's a great start to retaining character and other streets should be considered.	Noted.	No modification
45. Support – This should apply to more areas within Mt Hawthorn, not just the designated streets.	Noted. Policy No. 7.5.15 – Character Retention Areas sets out a community led process that provides opportunity for owners within all areas to nominate their streets to be considered for character retention. At this time, nominations have been received from the subject streets. The City's Administration undertook consultation with a broader area of Mt Hawthorn, however due to lack of community 'buy-in' at that time it was decided to proceed with character retention in the nominated areas in the current amendment.	No modification
46. Object – I do not support such a ridiculous scheme, it cannot be isolated to individual streets, it is not legal and should be voted on by the entire Vincent area and apply to all streets or none.	As above.	No modification
47. Object in part – This small portion of Buxton Street should not be include in the guidelines as there is already significant development that has altered the character of the area.	The portion of Buxton Street included in the Guidelines does represent a street in transition, with the recent development having moved away from the bulk, scale and form of the original character houses. On further review, it is considered that the City's Built Form Policy is adequate to address any proposals for development in this area.	Modification 1
48. Object – Why are only a small number of streets included.	As above.	
49. Object in part – Modern dwelling and extensions should be allowed. More focus should be on maintaining privacy and preventing overshadowing.	New dwellings can be more contemporary in nature, giving due consideration to traditional building forms and materials. Any proposed development will be required to comply with relevant overshadowing and visual privacy requirements of the R-Codes and the City's Planning Policy No. 7.1.1 - Built Form.	No modification
50. Object – Owners should have the choice to build in their preferred style and not be dictated to by restrictive guidelines.	In recognising the community sentiment and the intent to retain the original character of the area, the draft Guidelines provide a flexible approach to character retention, which do not restrict the ability to demolish an original dwelling. The Guidelines allow for redevelop in line with modern standards, while being respectful and complimentary to the prevailing character of the street. All development not visible from the street will not be subject to the Guideline provisions.	Modification 2

Summary of Submissions – Amendment 4 to Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas

51. It's unclear what percentage of actual residents in the street requested the inclusion of these streets.	The following support was received from landowners in the initial nomination: The Boulevarde – 51% Kalgoorlie Street – 47% Matlock Street – 54% Buxton Street – 50%	No modification

ADMINISTRATION MODIFICATIONS		
The following modifications are proposed by Administration to add further clarity to the Guidelines.		
Clause	**Issue/Comment Summary**	**Proposed modification (Attachment 4)**
52. Development objectives	1. Reference to California Bungalows should be removed as there are different styles of architecture within the Inter-War period of architecture. 2. The objectives should reinforce that the guidelines are focussed on development when viewed from the street. 3. Further clarification that contemporary development may be included at the rear of an original dwelling should be included in the Development Objectives.	Modification 4
53. Clause 6 - Street Walls and Fences	1. Clause C6.1 should also apply to any fence within the front setback area, which may also include the side boundary fence. 2. Further clarification is required that 'predominant style' refers to the original street fences not new fence styles. 3. There is no guidance within the Policy that includes suitable materials for fences that are visible from the street. The inclusion of materials that reflect the predominant fences will provide greater clarity and seek cohesive design outcomes.	Modification 8
54. Clause 7 – General Building design (prevailing character)	1. The Guidelines fail to state that the prevailing character of the street is that of the original dwellings. 2. It is unclear that 'existing dwellings' refers to the original character dwellings and not new dwellings.	Modification 9
55. Clause 7.5 – General Building design (roof pitch)	1. Stating roof pitch to be between 30 – 40 could be challenged as it is noted that some Interwar period dwellings do have a lower roof pitch. This would be better expressed by referencing the existing dwellings roof pitch. 2. The Guidelines fail to address roof pitch for carparking structures. 3. The Guidelines do not clearly state that they apply to roof structures that are visible from the street.	Modification 10
56. Clause 4 – Setbacks of Garages and Carports	1. Clause C4.5 would be better expressed as must **respect** the existing dwellings predominant colour, scale and materials as direct matching may limit a considered design response. 2. Reference to garages in the front setback area in C4.7 should be removed as garages are not permitted in the front setback area.	Modification 6

Summary of Submissions – Amendment 4 to Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas

57. Clause 3 – Building heights	The inclusion of 'concealed roof height' conflicts with clause C7.5 which requires new development to have a roof pitch consistent with the prevailing character dwellings.	Modification 7
58. Landscaping	The quality of the area is strengthened by the landscaping. The inclusion of objectives pertaining to landscaping would provide guidance to the owners in the area.	Modification 11
59. General terminology	Where the term **complement** is used throughout the Guidelines it is recommended that the term **respect** is also used. To complement the existing dwelling and to respect the existing dwelling will ultimately be assessed by an informed and professional opinion and both terms strengthens the development objectives of the character retention guidelines.	Modification 12

THEME : HERITAGE AREAS		
Survey question - Do you support investigation into heritage areas for your street?		
	Support	Object
The Boulevarde – (Scarborough Beach Rd – Anzac Rd)	5	6
Kalgoorlie Street – (Ashby Street and Anzac Rd)	0	8
Buxton Street – (Anzac Rd - Britannia Rd)	0	1
Matlock Street – (Anzac Rd and Britannia Rd)	1	1
Outside the Guideline Area	11	2
TOTAL	19	18

POLICY NO: 7.5.15

CHARACTER RETENTION AREAS AND HERITAGE AREAS

PART 1 – PRELIMINARY

POLICY DEVELOPMENT

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

PURPOSE & APPLICATION

The purpose of this Policy is to:

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

This Policy applies to:

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

POLICY OBJECTIVES

1. To identify areas within the City that contain characteristics valued by the community to be known as Character Retention Areas and/or Heritage Areas;
2. To establish a planning and design framework to protect the streetscapes located within Character Retention Areas and/or Heritage Areas;

3. To ensure that new buildings and additions to existing buildings will be sympathetic to the unique character of the streetscape; and

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

RELATIONSHIP TO OTHER DOCUMENTS

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

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

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

PART 2 – POLICY PROVISIONS

1. Development Standards

1.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions and 'Local Housing Objectives' are considered to meet the Policy Objectives.

1.2 Applications for development that seek departure from the 'Deemed to Comply' policy provisions may be deemed to be acceptable where:

1.2.1 The applicant applies for assessment, and provides adequate justification, against the relevant Design Principles of the R-Codes, Design Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and

1.2.2 The application obtains the support of the City's Design Advisory Committee where the City determines it to be necessary.

1.3 The City will assess and determine at its discretion that the same or better outcome will be achieved than would have been provided by the 'Deemed to Comply' criteria.

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

2. Character Retention Area Nomination

2.1 A Character Retention Area may include the following:

2.1.1 A collection of no less than five adjoining buildings;
2.1.2 A street block; or
2.1.3 A part of, or whole suburb.

2.2 A Character Retention Area may be nominated in writing by a member of the public or by the City.

2.3 The City will only proceed with the nomination of the Character Retention Area where it is demonstrated by the nominee that owners of at least 40% of affected properties support proceeding with the nomination.

3. Consultation and Preparation of Guidelines

3.1 Following the successful nomination of a Character Retention Area, all owners of the affected properties will be notified of the intention to proceed with the nomination.

3.2 The City will invite all owners of the affected properties to attend a facilitated workshop to:

3.2.1 Discuss what the prevailing character of the area is and how it can best be protected;

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

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

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

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

4. Approval of the Guidelines

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

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

5. Amendments to the Guidelines

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

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

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

6. Rescission of a Character Retention Area

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

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

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

7. Heritage Areas

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

7.1.1 Where a nomination has been received for a Character Retention Area in accordance with (1) of this policy and the City is satisfied the area is suitably qualified to be designated as a Heritage Area following a Heritage Assessment;

7.1.2 Where the City has undertaken a Heritage Assessment of any area and is satisfied it is suitably qualified to be designated as a Heritage Area following a Heritage Assessment.

7.2 If an area qualifies as a Heritage Area, the City will consult with affected landowners on the designation prior to making a recommendation to Council on whether to proceed in accordance with Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015.*

APPENDIX 1: ST ALBANS AVENUE GUIDELINES

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

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

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

KEY CHARACTERISTICS

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

DESIRED DEVELOPMENT OUTCOMES

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

1. DEVELOPMENT GUIDELINES FOR CONTRIBUTING BUILDINGS

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

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

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

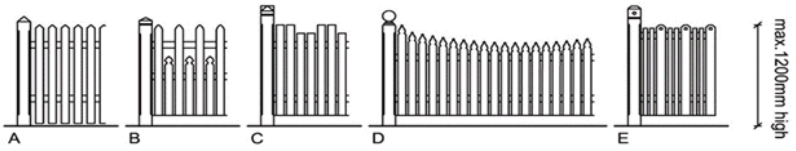
2. DEVELOPMENT GUIDELINES FOR NON-CONTRIBUTING BUILDINGS

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

3. APPROPRIATE FENCING TYPES FOR CHARACTER RETENTION AREAS

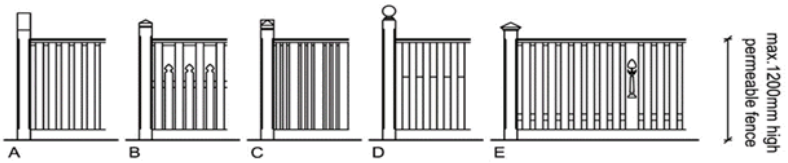
Open Picket Fencing Examples

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



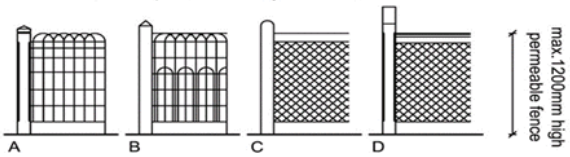
Closed Picket Fencing Examples

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

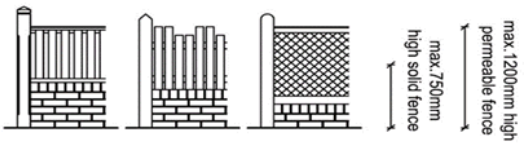


Wire Fencing Examples

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



Masonry and Timber Fencing Examples



APPENDIX 2: HARLEY STREET HERITAGE AREA GUIDELINES

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

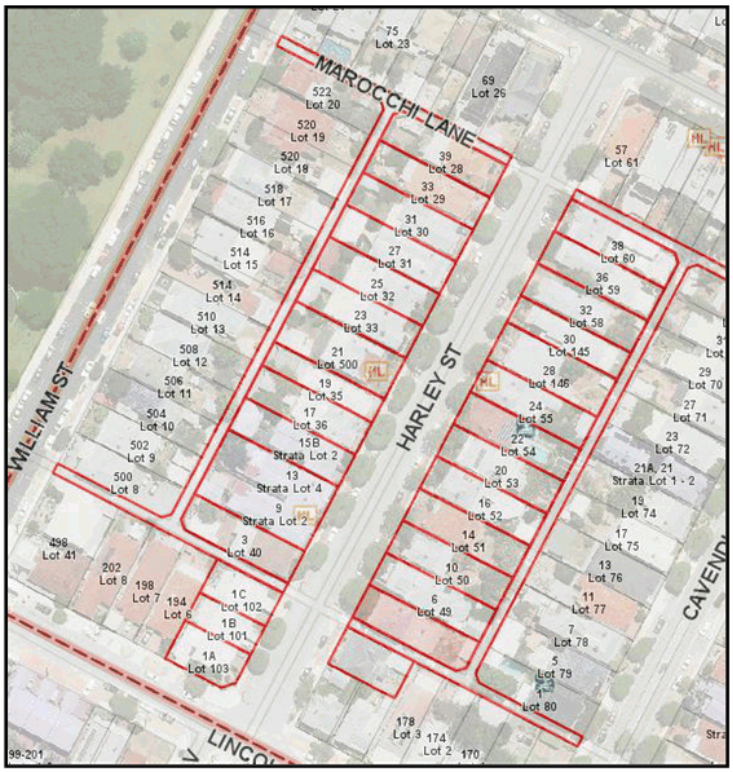


Figure 1: Harley Street Heritage Area

1. PURPOSE

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

The guidelines:

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

2. STATEMENT OF HERITAGE SIGNIFICANCE

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

Harley Street has moderate historic value as an almost complete example of a 19th century streetscape, with the residences that were predominantly built in the late1890s -1910s. It provides a good and rare historic record of the accommodation of people in this period.

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

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

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

3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

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

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

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

4. HARLEY STREET LOCAL HOUSING OBJECTIVES

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

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

5. DEVELOPMENT GUIDELINES FOR ALL DEVELOPMENT

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties and the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. First floor development shall not be located within 10 meters of the primary street boundary; or First floor development shall not be visible from Harley Street when measured in accordance with 'Figure 2 – Line of Sight'.
New 5.1.2 P2.3	New 6.1.3 P3.1	First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.			
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.			
Building Height					

<table>
<tr><th colspan="3">Local Housing Objectives
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</th><th colspan="3">Deemed to Comply
Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</th></tr>
<tr><td>Augment 5.1.6 P6</td><td>Augment 6.1.2 P2</td><td>Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions.

The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.

Note: The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level.</td><td>Replace 5.1.6 C6</td><td>Replace 6.1.2 C2</td><td>The maximum height of a dwelling is to be 2 storeys and comply with the following measurements:

<table><tr><th>Element</th><th>Max allowable Heights for Two Storey Dwellings</th></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 meters</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table></td></tr>
<tr><td></td><td></td><td></td><td>New 5.1.6 C6.1</td><td>New 6.1.2 C2.1</td><td>Loft additions will be contained wholly within the roof space and where no visible change is made to the dwelling's appearance from the street.

The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.</td></tr>
<tr><td colspan="6">Vehicular Access</td></tr>
<tr><td>Augment 5.3.5 P5.1</td><td>Augment 6.3.5 P5</td><td>No crossovers to Harley Street unless the property has no other vehicular access opportunities.</td><td></td><td></td><td></td></tr>
<tr><td colspan="6">Setback of Garages and Carports</td></tr>
<tr><td>Augment 5.2.1</td><td>Augment 6.3.4</td><td>Maintain the absence of visually intrusive car storage facilities within the streetscape.</td><td>Replace 5.2.1 C1.1, C1.2 and C1.5</td><td></td><td>Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.</td></tr>
<tr><td colspan="6">Street Surveillance</td></tr>
</table>

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	Ensure a front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable minimum depth of 1.8 metres.
			Replace 5.2.3 C3.2	Replace 6.2.1 C1.2	Incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street.
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level; b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable; c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and d) Maximum width of piers to be 470mm; or e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level; f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level; or

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
					h) Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. *Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.*
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the existing dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original facade and set back so that the existing front building and roof form remains the dominant feature to the street.
Demolition					
Applications for development approval should maintain the front façade of a contributing dwelling.			Applications for development approval that retain the original dwelling are considered acceptable.		

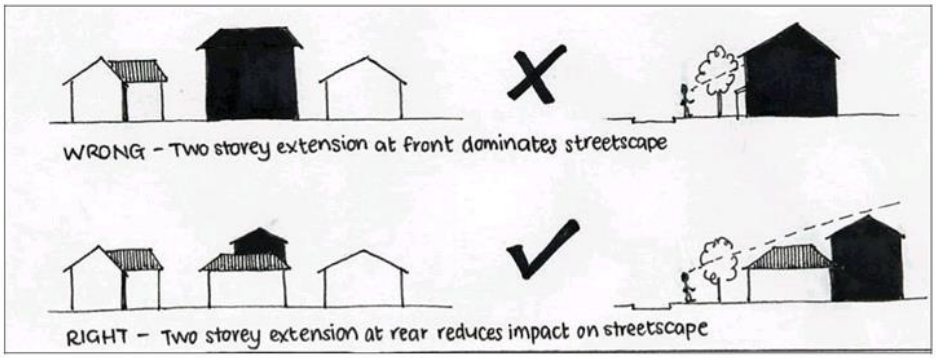
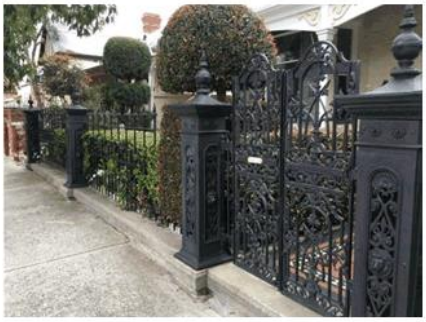


Figure 2 – Line of Sight

6. RECOMMENDED FENCING STYLES FOR HARLEY STREET



APPENDIX 3: CARR STREET GUIDELINES

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

Figure 1 – Carr Street Character Retention Area

1. PURPOSE

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

The guidelines:

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

2. CARR STREET LOCAL HOUSING OBJECTIVES

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

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

3. DEVELOPMENT GUIDELINES FOR ALL BUILDINGS

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			**Deemed to Comply** *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. First floor development shall not be located within 4 meters of the ground floor primary street setback; or First floor development shall not be visible from Carr Street when measured in accordance with 'Figure 2 – Line of Sight'.
New 5.1.2 P2.3	New 6.1.3 P3.1	First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.			
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.			

<table>
<tr><th colspan="6">Building Height</th></tr>
<tr><td>Augment 5.1.6 P6</td><td>Augment 6.1.2 P2</td><td>Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions.

The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.</td><td>Replace 5.1.6 C6</td><td>Replace 6.1.2 C2</td><td>Minimum building height fronting primary street: 3m

Maximum building height:
<table><tr><th>Element</th><th>Max allowable Heights for Two Storey Dwellings</th></tr><tr><td>Top of external wall (roof above)</td><td>7 metres</td></tr><tr><td>Top of external wall (concealed roof)</td><td>8 metres</td></tr><tr><td>Top of pitched roof</td><td>10 metres</td></tr></table></td></tr>
<tr><td>New 5.1.6 P6.1</td><td></td><td>Windows and gables are consistent with the existing dwellings in the street.</td><td>New 5.1.6 C6.1</td><td>New 6.1.2 C2.1</td><td>Loft additions where the development is contained wholly within the roof space and where there is no visible change to the dwellings appearance from the street.</td></tr>
<tr><th colspan="6">Setback of Garages and Carports</th></tr>
<tr><td>Augment 5.2.1 P5.1</td><td>Augment 6.3.4</td><td>Maintaining an absence of car parking facilities within the streetscape.</td><td>Replace 5.2.1 C1.1, C1.2 and C1.5</td><td></td><td>Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.

Carports setback 500mm behind the front setback line where access is from the Primary Street.</td></tr>
<tr><th colspan="6">Street Surveillance</th></tr>
<tr><td>Augment 5.2.3 P3</td><td>Augment 6.2.1 P1.1</td><td>Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.</td><td>Replace 5.2.3 C3.1</td><td>Replace 6.2.1 C1.1</td><td>A front verandah is incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8 metres.</td></tr>
</table>

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

Demolition	
Application for development approval should maintain the front façade of the original dwelling.	Applications for development approval retain the original dwelling.[2]

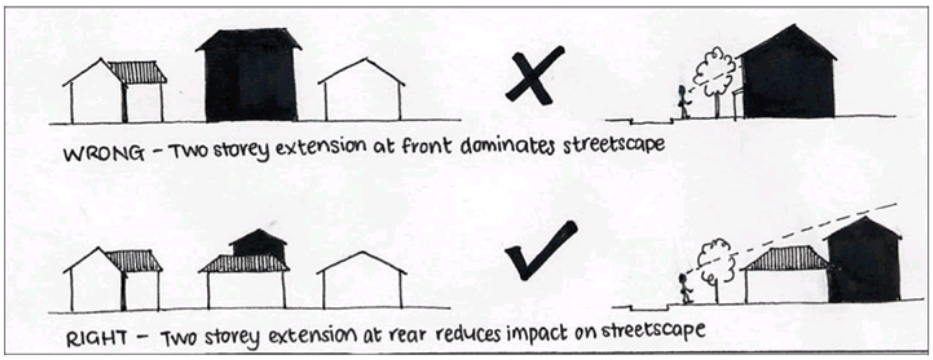


Figure 2 – Line of sight

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

APPENDIX 4: JANET STREET HERITAGE AREA GUIDELINES

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

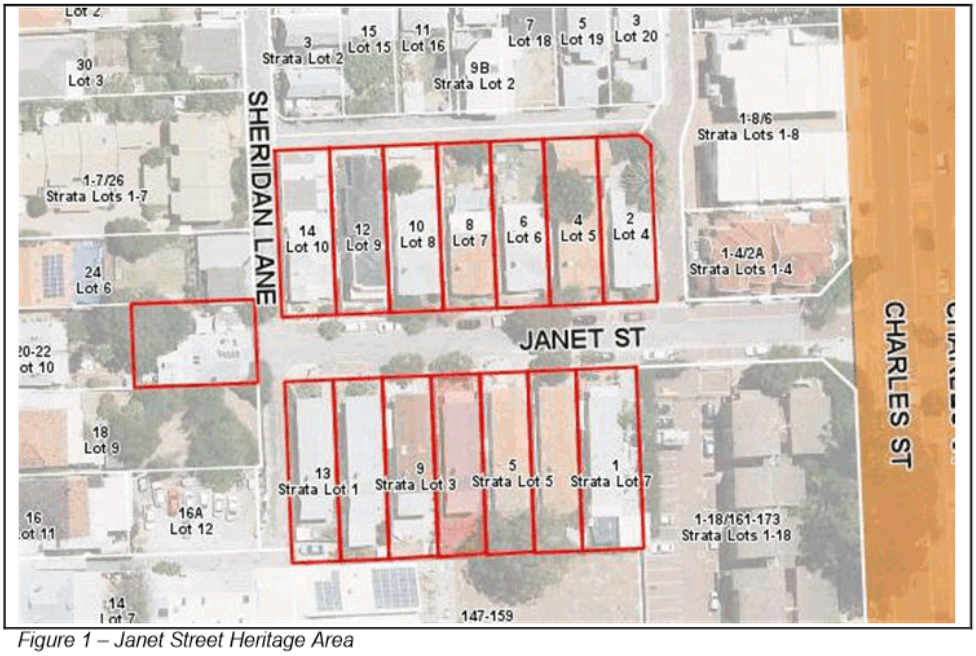


Figure 1 – Janet Street Heritage Area

1. PURPOSE

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

The guidelines:

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

2. STATEMENT OF HERITAGE SIGNIFICANCE

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

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

Janet Street demonstrates a cohesive physical form in the public realm. The overall

form, style, height, setback and selecon of materials of the historic dwellings contribute to the uniformity of the streetscapes, providing a coherent character with varied levels of intactness.

3. RECORD OF PLACES

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

4. JANET STREET LOCAL HOUSING OBJECTIVES

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

5. DEVELOPMENT GUIDELINES FOR ALL BUILDINGS

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. First floor development shall not be located within 4 meters of the ground floor primary street setback; or First floor development shall not be visible from Janet Street when measured in accordance with 'Figure 2 – Line of Sight'.
New 5.1.2 P2.3	New 6.1.3 P3.1	First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.			
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.			
Building Height					
Augment 5.1.6 P6.1	Augment 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions. The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.	Replace 5.1.6 C6	Replace 6.1.2 C2	Minimum building height fronting primary street: 3m Maximum building height: Element / Max allowable Heights for Two Storey Dwellings Top of external wall (roof above) – 7 metres Top of external wall (concealed roof) – 8 metres Top of pitched roof – 10 metres

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
New 5.1.6 P6.1		Windows and gables are consistent with the existing dwellings in the street.	New C6.1	New 6.1.2 C2.1	Loft additions where the development is contained wholly within the roof space and where there is no visible change to the dwellings appearance from the street.
Setback of Garages and Carports					
Augment 5.2.1 P5.1		Maintaining an absence of car parking facilities within the streetscape.	Replace 5.2.1 C1.1, C1.2 and C1.5		Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available. Carports setback 500mm behind the front setback line where access is from the Primary Street.
Street Surveillance					
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	A front verandah is incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8 metres.
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level; b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable; c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and d) Maximum width of piers to be 470mm or e) The maximum height of new fences facing the

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
					street is to be 1.8 metres above the adjacent footpath level; f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level.
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch between 30 and 40 degrees, with 35 - 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. *Note: Floor levels of the original dwellings in Janet Street are raised approximately 300mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.*
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original façade and set back so that the original building and roof form remains the dominant feature to the street.
Demolition					
Applications for development approval should maintain the front façade of a contributing dwelling.			Applications for development approval that retain the original dwelling are considered acceptable.		

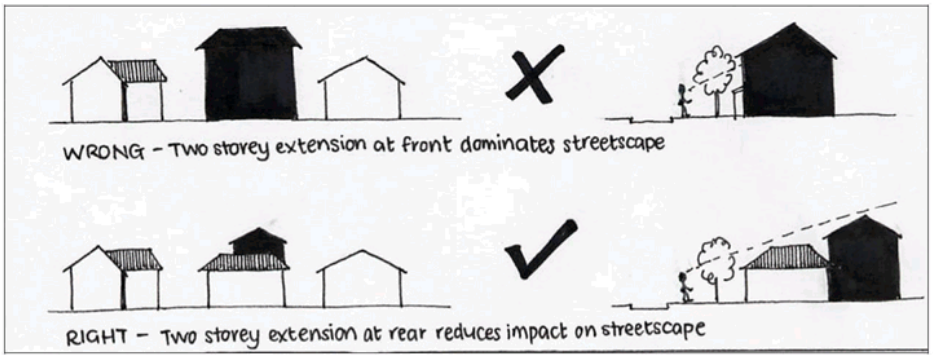


Figure 2 – Line of sight

APPENDIX 5 –THE BOULEVARDE, KALGOORLIE STREET AND, MATLOCK STREET ~~AND BUXTON STREET~~ CHARACTER RETENTION GUIDELINES

These guidelines are to be applied to all development within the following areas:

	Guideline Area
1.	The Boulevarde – between Scarborough Beach Road and Anzac Road
2.	Kalgoorlie Street – between Ashby Street and Anzac Road
~~3.~~	~~Buxton Street – between Anzac Road and Britannia Road~~
34.	Matlock Street – between Anzac Road and Britannia Road

Table 1: Properties included in The Boulevarde, Kalgoorlie Street and, Matlock Street ~~and Buxton Street~~ Character Retention Area

Application of the Guidelines

The Guidelines apply to development:

1. Where the dwelling is fronting the primary street within the guideline area; and
2. Is within the area that is visible from the primary street.

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas, the City's Local Planning Scheme No. 2, the Residential Design Codes and Policy 7.1.1 – Built Form.

Statement of Character

The Guideline Area's prevailing character is summarised as follows:

- Significantly intact examples of early twentieth century residential development comprising modest, single storey dwellings constructed during the Interwar period;
- Development comprising predominately original dwelling form and style with consistent height and selection of materials;
- A high level of retained traditional details including street facing verandas, traditional pitched roof form, chimneys, vertical window articulation and traditional building materials;
- Front setbacks that are generally consistent, reinforcing the building edge and maintaining a consistent pattern of development, allowing view lines along the fronts of dwellings;
- Front gardens are generally low and open and would traditionally have been planted with shrubs and roses, with flowerbeds or low ground cover;
- Front fences are low and or visually permeable, generally with an absence of solid, obtrusive front fences; and
- New development is generally sympathetic to the form, bulk and scale of the original dwellings.

Development Objectives:

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

- Retention of the visual character of the early twentieth century Interwar ~~and California Bungalow~~ styles of architecture;
- Encourage a high standard of architectural and sustainable design solutions for new development and additions to existing development;
- New development that is visible from the street responds appropriately and complements and complements the surrounding streetscape through:
  - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns; and
  - built form that incorporates consistent physical built form elements of the ~~original character dwellings~~prevailing character without the requirement to mimic the style of the original character dwellings.
- Development to the rear of a dwelling where not visible from the street may be contemporary in style, respecting the scale and bulk of the prevailing character;
- Maintain the absence of and promote the removal of visually intrusive car parking structures and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

Local Housing Objectives *Pursuant to Clause 7.3.1(b) of the Residential Design Codes, the following Local Housing Objectives augment the Design Principles of the Residential Design Codes as specified.*	***Deemed to Comply*** *Pursuant to Clause 7.3.1(a) of the Residential Design Codes, the following provisions replace the Deemed to Comply requirements of the Residential Design Codes as specified.*
1. Street Setbacks	
Augments Clause 5.1.2 P2.1 and P2.2	*Replaces Clause 5.1.2 C2.1 i and ii and Clause 6.1.3*
O1.1 The setbacks of dwellings should reflect the predominant streetscape pattern and be consistent with adjacent properties. O1.2 First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.	C1.1 Ground floor primary street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. C1.2 Two storey development is to be ~~located~~ setback a minimum of 4m behind the predominant ground floor building line ~~in the middle or rear third of the lot~~.
2. Lot Boundary Setbacks	
Augments Clause 5.1.3 P3.1	
O2.1 Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.	
3. Building Height	
Augments Clause 5.1.6 P6	*Replaces Clause 5.1.6 C6*
O3.1 Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by upholding similar	C3.1 Dwellings shall be a maximum of two storeys and comply with the following heights:

features in terms of the prevailing bulk, scale and proportions of the existing streetscape. O3.2 The wall height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall height to avoid an under scaled squat appearance.	• Top of external wall: 7 metres • ~~Top of concealed wall: 8 metres~~ • Top of pitched roof: 10 metres C3.2 Loft additions must be contained wholly within the roof space and shall not result in a visible change to the dwelling's appearance from the street.
4. ~~Setbacks of~~ Garages and Carports	
Augments Clause 5.2.1 P1	*Replaces Clause 5.2.1 C1.1, C1.2 and C1.5*
O4.1 Carports and garages should be located so as to maintain the absence of car parking facilities within the streetscape. O4.2 Car parking facilities located within front setback areas should ensure that the predominant character elements of the dwelling are visible and unobstructed. O4.3 Car parking facilities that do not unduly impact the presentation of the dwelling to the streetscape.	C4.1 Carports, garages or hardstand car parking bays are to be located at the rear of the property where right of way access is available. C4.2 Garages shall be setback a minimum of 500mm behind the front building line where access is from the primary street. C4.3 Carports may be considered in front setback areas but only where no alternative location exists and a minimum setback of 1.5m from the primary street is maintained. Such carports shall not be fitted with any style of roller or tilt up panel door. C4.4 Where carports are considered appropriate in front setback areas, carports shall be open in style and allow an unobstructed view of the dwelling from the street. C4.5 Garages and carports must ~~match~~ respect the existing dwellings' predominant colour, scale and materials and must be complementary and subservient to the dwelling. C4.6 Carports and garages shall have a maximum wall height of 2.7 ~~metres~~m. C4.7 Carports ~~and garages~~ located within front setback areas shall have a maximum width of 5.5 metres (internal) or one-third the frontage of the lot, whichever is the lesser.
5. Street Surveillance	
Augments Clause 5.2.3 P3	*Replaces Clause 5.2.3 C3.2*
O5.1 Buildings to be designed to encourage active use and actual surveillance of the front yard	C5.1

by including verandahs, porches or outdoor living areas and by including habitable rooms at the front of the dwelling.	There must be at least one habitable room incorporated into the front elevation of the dwelling. C5.2 Each habitable room facing the primary street must have at least one major opening with clear glazing and a clear view of the street and approach to the dwelling.
6. Street Walls and Fences	
Augments Clause 5.2.4 P4	*Replaces Clause 5.2.4 C4*
O6.1 New fences within the front setback area shall enhance the streetscape by being consistent in materials, style and colour of the original fences within the street. ~~Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street.~~ O6.2 Front fences that are low and visually permeable in order to retain views to dwellings and front gardens.	C6.1 The maximum height of new fences ~~facing the street~~ within the front setback area is to be 1.2m ~~metres~~ above the adjacent footpath level; C6.2 The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum 40% visually permeable; C6.3 The maximum height of fence piers with decorative capping is to be 1.8m above the adjacent footpath level; and C6.4 The maximum width of piers is to be 470mm. C6.5 The material(s) proposed include one or more of the following selected to reflect the predominate materials of fences within the Guideline Area: i. Timber pickets; or ii. Brick; or iii. Rendered masonry. OR C6.6 The maximum height of new fences ~~facing the street~~ within the front setback area is to be 1.8 metres above the adjacent footpath level; C6.7 The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable;

	C6.8 The maximum height of fence piers with decorative capping is to be 2m ~~metres~~ above the adjacent footpath level; and C6.9 The maximum width of piers is to be 470mm. C6.10 The material(s) proposed include one or more of the following selected to reflect the predominate materials of fences within the Guideline Area: i. Timber pickets; or ii. Brick; or iii. Rendered masonry.
7. General Building Design	
New Local Housing Objectives as per Clause 7.3.1(b) of the Residential Design Codes	~~*Criteria deemed to satisfy Local Housing Objectives O7.1-O7.5*~~
O7.1 New development is sympathetic to, and complements and respects, the prevailing character ~~of the existing dwellings within the streetscape~~, avoiding unsympathetic scale, mass and materials. ~~O7.2~~ ~~New development shall ensure that unsympathetic contrasts in scale, mass and materials are avoided.~~ O7.23 Additions visible from the street shall be compatible with and respectful of the existing dwelling and the predominant character of the existing streetscape. ~~O7.4~~ ~~The roof of new dwellings is to be consistent with the predominant roof form in the existing streetscape in terms of scale and pitch.~~ O7.35 Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	~~C7.1~~ ~~The built form of any new dwellings shall complement the style, scale and form of the dwellings within the existing streetscape.~~ C7.42 The materials of any new dwellings as viewed from the street shall be consistent with the prevailing ~~materials of the streetscape~~ character. ~~C7.3~~ ~~Additions to an existing dwelling when viewed from the street shall complement and respect the architectural style, form, colour and materials of the existing dwelling. In the case that the existing dwelling is not an original dwelling, additions shall complement the architectural style, form, colour and materials of the prevailing streetscape.~~ OC7.45 The floor levels of new dwellings shall match or ~~mediate average~~between the floor levels of dwellings on either side of the proposed dwelling. OC7.56 The roof pitch for new carports and additions visible from the street ~~The roof pitch of new dwellings or upper storey additions is to be between 30 degrees and 40 degrees.~~ is to be consistent and respectful of the existing dwelling's roof pitch and, for new buildings, consistent and respectful of the prevailing character.

	~~C7.6~~ ~~Street facing windows shall have a height of at least 1.6 times their width.~~ O~~C~~7.7 Windows to the front façade of an upper storey addition shall reflect the shape and configuration of the original dwellings' windows when viewed from the primary street.
8. Landscaping	
New Local Housing Objectives as per Clause 7.3.1(b) of the Residential Design Codes	
O8.1 Existing trees on a site, especially mature trees, to be preserved wherever possible. O8.2 The front setback area should be developed as a predominantly soft landscaped garden. The planting of low shrubbery and traditional open garden styles is encouraged.	

Date Adopted: ~~22 September 2015~~ **Date Amended:** ~~12 December 2017, 1 May 2018~~ ~~**Date Reviewed:** NA~~ **Date of Next Review:** ~~September 2020~~	22 September 2015 12 December 2017, 1 May 2018 16 February 2021 July 2022

Table of proposed modifications – Amendment 4 to Local Planning Policy 7.5.15 – Character Retention and Heritage Areas

	Theme	Advertised Provision	Comment (Attachment 3)	Administration Comment	Proposed Modification
1.	Guideline Area	Guideline Area The Boulevarde – between Scarborough Beach Road and Anzac Road Kalgoorlie Street – between Ashby Street and Anzac Road Buxton Street – between Anzac Road and Britannia Road Matlock Street – between Anzac Road and Britannia Road	Comments 5, 14, 21 and 47	The portion of Buxton Street included in the Guideline area represents a street in transition, with the recent development having significantly moved away from the scale and form of the original character houses. On further review, it is considered that the City's Built Form Policy is adequate to address any proposals for development in this area.	Amend the Guideline Area as follows: Guideline Area The Boulevarde – between Scarborough Beach Road and Anzac Road Kalgoorlie Street – between Ashby Street and Anzac Road ~~Buxton Street – between Anzac Road and Britannia Road~~ Matlock Street – between Anzac Road and Britannia Road
2.	Application of the Guidelines	Includes a table of the streets included in the Guideline Area.	Comments 22, 24, 27 and 28	1. It is unclear that the Guidelines apply to development that is fronting the primary streets within the Guideline areas and does not apply to corner lots that front secondary streets. 2. The Guidelines do not clearly state that they apply to development that is visible from the street.	Add a new heading 'Application of the Guidelines' and include a new clause as follows: The Guidelines apply to development on a lot: 1. Where the dwelling is fronting the primary street within the guideline area; and 2. Is within the area that is visible from the primary street.
3.	Statement of Streetscape Character		Comments 3 and 22	There is no clear Statement of Streetscape Character that clearly defining the prevailing character of the area. This would assist in the application of the Guidelines to achieve desirable development outcomes.	A Statement of Character has been included in the Guidelines.

Table of proposed modifications – Amendment 4 to Local Planning Policy 7.5.15 – Character Retention and Heritage Areas

	Theme	Advertised Provision	Comment (Attachment 3)	Administration Comment	Proposed Modification
4.	Development Objectives	The advertised version of the Guidelines includes the following objectives: • Retention of the visual character of the early twentieth century Interwar and California Bungalow style of architecture. • New development that responds appropriately and complements the surrounding streetscape through:	Comment 52	1. Reference to California Bungalows should be removed as there are different styles of architecture within the Inter-War period of architecture. 2. The objectives should reinforce that the guidelines are focussed on development when viewed from the street. 3. Further clarification that contemporary development may be included at the rear of an original dwelling should be included in the Development Objectives.	Amend the Development Objectives as follows: • Retention of the visual character of the early twentieth century Interwar ~~and California Bungalow~~ styles of architecture. • New development that is visible from the street responds appropriately and complements the surrounding streetscape through:... Add a new objective as follows: • Development to the rear of an original dwelling where not visible from the street may be contemporary in style while respecting the scale and bulk of the original dwellings;
5.	Street setbacks - C1.2 and C1.3	C1.2 Two storey development is to be located in the middle or rear third of the lot.	Comment 15, 16 and 19	1. The blanket approach proposing a second storey is setback 'in the middle and rear third of the lot' may not produce the best development outcome as it does not allow for a tailored design approach where the original dwelling is retained. There are some good examples within the Guidelines Area where second storey additions are just behind the main ridgeline of the original dwelling. 2. For new second storey development, a 4 metre setback is considered to be more appropriate to reduce the visual impact on the existing single storey streetscape.	Amend C1.2 and include a new clause C1.3 as follows: C1.2 Two storey development is to be located behind the main ridgeline where the original dwelling is maintained ~~in the middle or rear third of the lot~~. C1.3 The second storey of any new dwelling is to be setback a minimum of 4 metres behind the predominant ground floor building line.

Table of proposed modifications – Amendment 4 to Local Planning Policy 7.5.15 – Character Retention and Heritage Areas

	Theme	Advertised Provision	Comment (Attachment 3)	Administration Comment	Proposed Modification
6.	Setbacks of Garages and Carports – C4.5 and C4.7	C4.5 Garages and carports must match the existing dwellings' predominant colour, scale and materials and must be complementary and subservient to the dwelling. C4.7 Carports and garages located within front setback areas shall have a maximum width of 5.5 metres (internal) or one-third the frontage of the lot, whichever is the lesser.	Comment 56	1. Clause C4.5 would be better expressed as must **respect** the existing dwellings predominant colour, scale and materials as direct matching may limit a considered design response. 2. Reference to garages in the front setback area in C4.7 should be removed as garages are not permitted in the front setback area.	C4.5 Garages and carports must ~~match~~ respect the existing dwellings' predominant colour, scale and materials and must be complementary and subservient to the dwelling. C4.7 Carports ~~and garages~~ located within front setback areas shall have a maximum width of 5.5 metres (internal) or one-third the frontage of the lot, whichever is the lesser.
7.	Building height – C3.1	C3.1 Dwellings shall be a maximum of two storeys and comply with the following heights: • Top of external wall: 7 metres • Top of concealed wall: 8 metres • Top of pitched roof: 10 metres	Comment 57	The inclusion of 'concealed roof height' conflicts with clause C7.5 which requires new development to have a roof pitch consistent with the prevailing character dwellings.	Amend C3.1 as follows: C3.1 Dwellings shall be a maximum of two storeys and comply with the following heights: • Top of external wall: 7 metres • ~~Top of concealed wall: 8 metres~~ • Top of pitched roof: 10 metres

Table of proposed modifications – Amendment 4 to Local Planning Policy 7.5.15 – Character Retention and Heritage Areas

	Theme	Advertised Provision	Comment (Attachment 3)	Administration Comment	Proposed Modification
8.	Street Walls and Fences - C6.1, O6.1 and C6.9	C6.1 The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level; C6.5 The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level; O6.1 Ensure front boundary fences enhance the streetscape by being designed in the predominant style, of the street.	Comment 53	1. Clause C6.1 should also apply to any fence within the front setback area, which may also include the side boundary fence. 2. Further clarification is required that 'predominant style' refers to the original street fences not new fence styles. 3. There is no guidance within the Policy that includes suitable materials for fences that are visible from the street. The inclusion of materials that reflect the predominant fences will provide greater clarity and seek cohesive design outcomes.	Amend clause C6.1 as follows: C6.1 The maximum height of new fences ~~facing the street~~ within the front setback area is to be 1.2 metres above the adjacent footpath level; Amend clause O6.1 as follows: O6.1 ~~Ensure front boundary fences enhance the streetscape by being designed in the predominant style, of the street.~~ New fences within the front setback area shall enhance the streetscape by being consistent in materials, style and colour of the original fences within the street. Include a new clause C6.9 as follows: C6.9 The material(s) proposed include one or more of the following selected to reflect the predominate materials of fences to original dwellings in the street: i. Timber pickets; or ii. Brick; or iii. Rendered masonry.

Table of proposed modifications – Amendment 4 to Local Planning Policy 7.5.15 – Character Retention and Heritage Areas

	Theme	Advertised Provision	Comment (Attachment 3)	Administration Comment	Proposed Modification
9.	General Building Design – O7.1, O7.2, C7.2 and C7.3 (prevailing character)	O7.1 New development is sympathetic to and complements the character of the existing dwellings within the streetscape. O7.2 New development shall ensure that unsympathetic contrasts in scale, mass and materials are avoided. C7.2 The materials of any new dwellings as viewed from the street shall be consistent with the prevailing materials of the streetscape. C7.3 Additions to an existing dwelling when viewed from the street shall complement the architectural style, form, colour and materials of the existing dwelling. In the case that the existing dwelling is not an original dwelling, additions shall complement the architectural style, form, colour and materials of the prevailing streetscape.	Comment 54	1. It is unclear that 'existing dwellings' refers to the original character dwellings and not new dwellings. 2. The Guidelines are not clear that the prevailing character to be retained is that of the 'original' dwellings.	Amend clause O7.1 and remove clause O7.2 as follows: O7.1 New development is sympathetic to and complements the character of the existing original dwellings within the streetscape, avoiding unsympathetic scale, mass and materials. ~~O7.2~~ ~~New development shall ensure that unsympathetic contrasts in scale, mass and materials are avoided.~~ Amend clauses C7.2 and C7.3 as follows: C7.2 The materials of any new dwellings as viewed from the street shall be consistent with the prevailing materials of the original dwellings of the streetscape. C7.3 Additions to an existing character dwelling when viewed from the street shall complement the architectural style, form, colour and materials of the existing dwelling. In the case that the existing dwelling is not an original dwelling, additions shall complement the architectural style, form, colour and materials of the prevailing original dwellings in the streetscape.

Table of proposed modifications – Amendment 4 to Local Planning Policy 7.5.15 – Character Retention and Heritage Areas

	Theme	Advertised Provision	Comment (Attachment 3)	Administration Comment	Proposed Modification
10.	General Building – C7.5 (roof pitch)	C7.5 The roof pitch of new dwellings or upper storey additions is to be between 30 degrees and 40 degrees.	Comment 55	1. Stating roof pitch to be between 30 – 40 could be challenged as it is noted that some Interwar period dwellings do have a lower roof pitch. This would be better expressed by referencing the existing dwellings roof pitch. 2. The Guidelines fail to address roof pitch for carparking structures. 3. The Guidelines do not clearly state that they apply to roof structures that are visible from the street.	Amend clause C7.5 as follows: C7.5 The roof pitch for new carports, new dwellings and additions to upper storeys visible from the street ~~is to be between 30 degrees and 40 degrees~~ is to be consistent and respectful of the existing dwellings roof pitch and for new buildings respectful and consistent with the predominant roof pitches of character dwellings in the street.
11.	Landscaping		Comment 58	The quality of the area is strengthened by the landscaping. The inclusion of a statement of the landscaping would provide guidance to the owners in the area.	Include new clause O8.1 and O8.2 as follows: O8.1 Existing trees on a site, especially mature trees, to be preserved wherever possible. O8.2 The front setback area should be developed as a predominantly soft landscaped garden. The planting of low shrubbery and traditional open garden styles I encouraged.
12.	General terminology.		Comment 59	Where the term **complement** is used throughout the Guidelines it is recommended that the term **respect** is also used. To complement the existing dwelling and to respect the existing dwelling will ultimately be assessed by an informed and professional opinion and both terms strengthens the development objectives of the character retention guidelines.	The Guidelines be amended throughout to include reference to new development respecting the existing dwelling.

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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Legislation / local law requirements	This Policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme
Related policies, procedures and supporting documentation	Nil

PART 1 – PRELIMINARY

PURPOSE

The purpose of this Policy is to:

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

OBJECTIVE

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

SCOPE

This Policy applies to:

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

5. Appendix 3 of this Policy applies to applications for development in the Carr Street Character Retention Area identified on Figure 1 in Appendix 3;
6. Appendix 4 of this Policy applies to applications for development in the Janet Street Character Retention Area identified on Figure 1 in Appendix 4; and
7. Appendix 5 of this Policy applies to applications for development in The Boulevarde, Kalgoorlie Street and Matlock Street Character Retention Area identified in Table 1 in Appendix 5.

RELATIONSHIP TO OTHER DOCUMENTS

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

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

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

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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PART 2 – POLICY PROVISIONS

1. Development Standards

1.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions and 'Local Housing Objectives' are considered to meet the Policy Objectives.

1.2 Applications for development that seek departure from the 'Deemed to Comply' policy provisions may be deemed to be acceptable where:

1.2.1 The applicant applies for assessment, and provides adequate justification, against the relevant Design Principles of the R-Codes, Design Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and

1.2.2 The application obtains the support of the City's Design Advisory Committee where the City determines it to be necessary.

1.3 The City will assess and determine at its discretion that the same or better outcome will be achieved than would have been provided by the 'Deemed to Comply' criteria.

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

2. Character Retention Area Nomination

2.1 A Character Retention Area may include the following:

2.1.1 A collection of no less than five adjoining buildings;
2.1.2 A street block; or
2.1.3 A part of, or whole suburb.

2.2 A Character Retention Area may be nominated in writing by a member of the public or by the City.

2.3 The City will only proceed with the nomination of the Character Retention Area where it is demonstrated by the nominee that owners of at least 40% of affected properties support proceeding with the nomination.

3. Consultation and Preparation of Guidelines

3.1 Following the successful nomination of a Character Retention Area, all owners of the affected properties will be notified of the intention to proceed with the nomination.

3.2 The City will invite all owners of the affected properties to attend a facilitated workshop to:

3.2.1 Discuss what the prevailing character of the area is and how it can best be protected;
3.2.2 Agree which buildings contribute to the character of the area and which do not; and
3.2.3 Prepare a policy framework (the Guidelines) and draft provisions to protect the identified character of the area.

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

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

4. Approval of the Guidelines

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

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

5. Amendments to the Guidelines

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

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

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

6. Rescission of a Character Retention Area

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

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

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

7. Heritage Areas

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

7.1.1 Where a nomination has been received for a Character Retention Area in accordance with (1) of this policy and the City is satisfied the area is suitably qualified to be designated as a Heritage Area following a Heritage Assessment;

7.1.2 Where the City has undertaken a Heritage Assessment of any area and is satisfied it is suitably qualified to be designated as a Heritage Area following a Heritage Assessment.

7.2 If an area qualifies as a Heritage Area, the City will consult with affected landowners on the designation prior to making a recommendation to Council on whether to proceed in accordance with Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015.*

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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APPENDIX 1: ST ALBANS AVENUE GUIDELINES

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

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

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

KEY CHARACTERISTICS

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

DESIRED DEVELOPMENT OUTCOMES

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

1. DEVELOPMENT GUIDELINES FOR CONTRIBUTING BUILDINGS

Design Objectives
1.1 Demolition
1.1.1 Applications for the full demolition of the façade of dwellings will not be supported. **1.1.2** The removal of original character features from a contributing dwelling which, are visible from the street will not be supported. Where original character features have been removed from dwellings, they should be reinstated where possible.
1.2 Building Setbacks
1.2.1 Additions to the building, will only be supported where they are located behind the building. **1.2.2** Additions to the side of the original dwelling maybe supported where the applicant can demonstrate to the satisfaction of the Council that there are no adverse impacts on the original building façade and the character of the streetscape.

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Design Objectives
1.2.3 Side setbacks variations may be supported where they are in line with the existing dwelling and is in keeping with the rhythm of the existing streetscape.
1.3 Building Walls
1.3.1 Variations to the building wall height may be supported if the proposed height is a continuation of the existing dwelling, and is in keeping with the rhythm of the existing streetscape.
1.4 Building Height
1.4.1 Where an addition proposes an additional storey, it must not exceed 1 storey above the number of storeys of the original dwelling. **1.4.2** Any additional storey must be setback sufficiently to be in keeping with the rhythm of the streetscape.
1.5 Car Parking, Garages and Car Ports
1.5.1 Carports or garages are not to be located within the front setback area. Hardstand car parking bays may be supported where it can be demonstrated that there are no visual impacts on the streetscape. **1.5.2** Car ports and garages may be supported where they are located to the side or rear of a dwelling and are set back a minimum of 500mm behind the main building line. The structure must be open or a minimum of 50% visually permeable.
1.6 Street Walls and Fences
1.6.1 Traditional fencing types as illustrated in Figure 1 (Appendix 1) are encouraged. Minor variations to the examples indicated in Figure 1 may be supported. **1.6.2** The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level. **1.6.3** The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
1.7 External Features and Decorative Treatments
1.7.1 Original and intact unpainted surfaces are not permitted to be rendered or painted. **1.7.2** Removal of paint/render from originally unpainted/non-rendered masonry is supported. **1.7.3** Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.

Design Objectives
1.8 Roof Works
1.8.1 New roofing additions must be sympathetic to the existing roof form.

2. DEVELOPMENT GUIDELINES FOR NON-CONTRIBUTING BUILDINGS

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

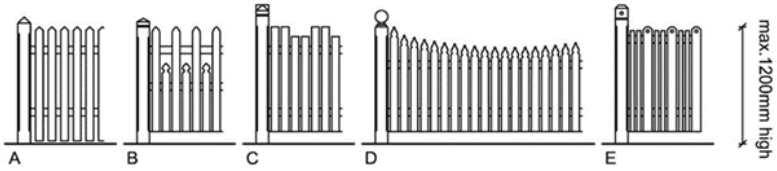
LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

3. APPROPRIATE FENCING TYPES FOR CHARACTER RETENTION AREAS

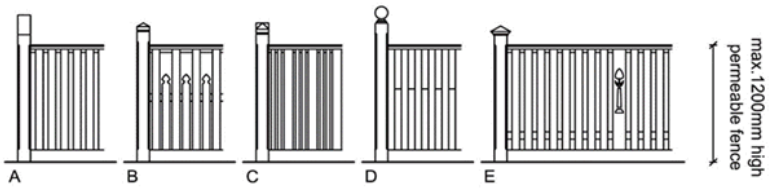
Open Picket Fencing Examples

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



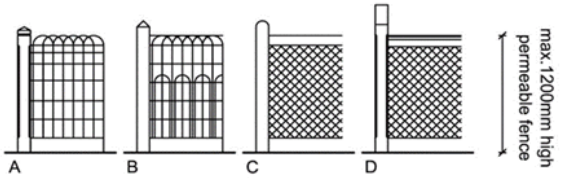
Closed Picket Fencing Examples

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

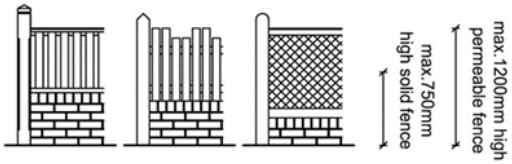


Wire Fencing Examples

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



Masonry and Timber Fencing Examples



LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

APPENDIX 2: HARLEY STREET HERITAGE AREA GUIDELINES

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

Figure 1: Harley Street Heritage Area

1. PURPOSE

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

The guidelines:

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

2. STATEMENT OF HERITAGE SIGNIFICANCE

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

Harley Street has moderate historic value as an almost complete example of a 19th century streetscape, with the residences that were predominantly built in the late1890s -1910s. It provides a good and rare historic record of the accommodation of people in this period.

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

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

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

3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

Property Address	Constructed (circa)	Architectural style[1]	Level of Significance
1A-1C Harley	c.1988	Post-war Conventional Suburban Style	No contribution
2 Harley	c.2017	Contemporary	No contribution
3 Harley	c.1898	Federation Bungalow	Moderate contribution
4 Harley	c.1914	Federation Bungalow	Moderate contribution
6 Harley	c.1900	Federation Queen Anne	Moderate contribution
7, 9, 11 & 13 Harley	c.1898	Federation Italianate	Moderate contribution
10 Harley	c.1905	Federation Queen Anne	Moderate contribution
14 Harley	c.2017	Contemporary	No contribution
15A & 15B Harley	c.1982	Reproduction of Federation Terrace	No contribution
16 Harley	c.1908	Federation Queen Anne	Moderate contribution
17 Harley	c.1900	Federation Bungalow	Moderate contribution
19 Harley	c.1900	Federation Bungalow	Moderate contribution
20 Harley	c.1898	Federation Bungalow	Moderate contribution
21 Harley	c.1898	Federation Queen Anne	Moderate contribution
22 Harley	c.1899	Federation Bungalow	Moderate contribution
23 Harley	c.1910	Federation Queen Anne	Moderate contribution
24 Harley	c.1898	Federation Bungalow	Moderate contribution
25 Harley	c.1903	Federation Queen Anne	Moderate contribution
27 Harley	c.1905	Federation Bungalow	Moderate contribution
28 Harley	c.1898	Federation Queen Anne	Moderate contribution
30 Harley	c.1988	Post-war Conventional Suburban Style	No contribution
31 Harley	c.1908	Federation Bungalow	Moderate contribution
32 Harley	c.1900	Federation Bungalow	Moderate contribution
33 Harley	c.1920	Federation Bungalow with Inter War California Bungalow elements	Moderate contribution
36 Harley	c.1905	Federation Bungalow	Moderate contribution
38 Harley	c.1905	Federation Bungalow	Moderate contribution
39 Harley	c.1898	Federation Bungalow	Moderate contribution

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

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

4. HARLEY STREET LOCAL HOUSING OBJECTIVES

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

5. DEVELOPMENT GUIDELINES FOR ALL DEVELOPMENT

<table>
<tr><th colspan="3">Local Housing Objectives
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</th><th colspan="3">Deemed to Comply
Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</th></tr>
<tr><td colspan="6">Street Setbacks</td></tr>
<tr><td>Augment 5.1.2 P2.1</td><td>Augment 6.1.3 P3</td><td>Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties and the predominant streetscape character.</td><td>Replace 5.1.2 C2.1</td><td>Replace 6.1.3 C3.1</td><td rowspan="2">Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.

First floor development shall not be located within 10 meters of the primary street boundary; or

First floor development shall not be visible from Harley Street when measured in accordance with ‘Figure 2 – Line of Sight’.</td></tr>
<tr><td>New 5.1.2 P2.3</td><td>New 6.1.3 P3.1</td><td>First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.</td></tr>
</table>

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.			
Building Height					
Augment 5.1.6 P6	Augment 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions. The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance. *Note: The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level.*	Replace 5.1.6 C6	Replace 6.1.2 C2	The maximum height of a dwelling is to be 2 storeys and comply with the following measurements: Element / Max allowable Heights for Two Storey Dwellings Top of external wall (roof above) – 7 metres Top of external wall (concealed roof) – 8 meters Top of pitched roof – 10 metres
			New 5.1.6 C6.1	New 6.1.2 C2.1	Loft additions will be contained wholly within the roof space and where no visible change is made to the dwelling's appearance from the street. The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Vehicular Access					
Augment 5.3.5 P5.1	Augment 6.3.5 P5	No crossovers to Harley Street unless the property has no other vehicular access opportunities.			
Setback of Garages and Carports					
Augment 5.2.1	Augment 6.3.4	Maintain the absence of visually intrusive car storage facilities within the streetscape.	Replace 5.2.1 C1.1, C1.2 and C1.5		Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.
Street Surveillance					
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	Ensure a front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable minimum depth of 1.8 metres.
			Replace 5.2.3 C3.2	Replace 6.2.1 C1.2	Incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street.
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level; b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable; c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and d) Maximum width of piers to be 470mm; or e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level;

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
					f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level; or h) Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. *Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.*
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the existing dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original facade and set back so that the existing front building and roof form remains the dominant feature to the street.

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*	Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*
Demolition	
Applications for development approval should maintain the front façade of a contributing dwelling.	Applications for development approval that retain the original dwelling are considered acceptable.

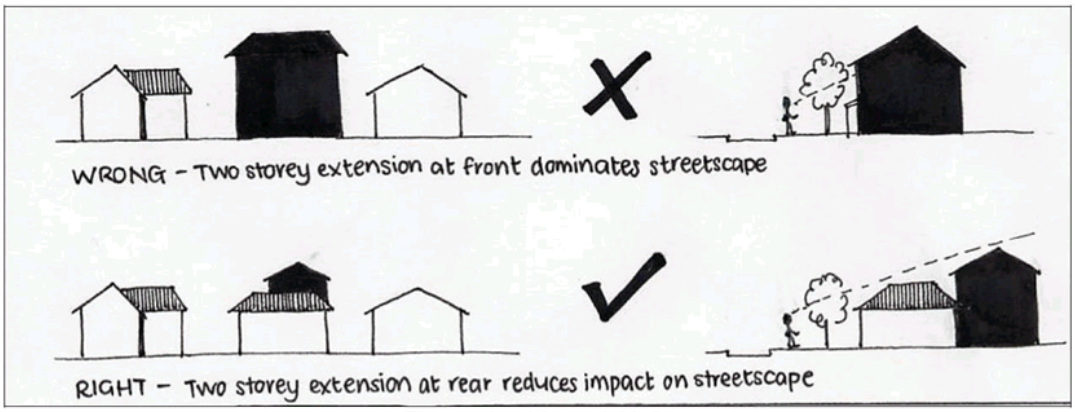

Figure 2 – Line of Sight

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

6. RECOMMENDED FENCING STYLES FOR HARLEY STREET






LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

APPENDIX 3: CARR STREET GUIDELINES

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

Figure 1 – Carr Street Character Retention Area

1. PURPOSE

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

The guidelines:

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

2. CARR STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation the original Federation and Interwar Bungalow style dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing buildings and the development of new buildings;
- Additions to existing buildings and new dwellings are appropriately setback so as to maintain the visual prominence of the single storey streetscape when viewed from Carr Street;
- New development is to respond appropriately to the surrounding street context through:
  - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;

- built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such a timber verandah, decorative timber gables and the removal of paint and render from original brickwork;
- Maintain the absence of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and
- Maintain an open street frontage by ensuring front boundary fences are low and/or visually permeable.

3. DEVELOPMENT GUIDELINES FOR ALL BUILDINGS

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. First floor development shall not be located within 4 meters of the ground floor primary street setback; or First floor development shall not be visible from Carr Street when measured in accordance with 'Figure 2 – Line of Sight'.
New 5.1.2 P2.3	New 6.1.3 P3.1	First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.			
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.			

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CITY OF VINCENT

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Building Height					
Augment 5.1.6 P6	Augment 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions. The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.	Replace 5.1.6 C6	Replace 6.1.2 C2	Minimum building height fronting primary street: 3m Maximum building height: Element / Max allowable Heights for Two Storey Dwellings Top of external wall (roof above): 7 metres Top of external wall (concealed roof): 8 metres Top of pitched roof: 10 metres
New 5.1.6 P6.1		Windows and gables are consistent with the existing dwellings in the street.	New 5.1.6 C6.1	New 6.1.2 C2.1	Loft additions where the development is contained wholly within the roof space and where there is no visible change to the dwellings appearance from the street.
Setback of Garages and Carports					
Augment 5.2.1 P5.1	Augment 6.3.4	Maintaining an absence of car parking facilities within the streetscape.	Replace 5.2.1 C1.1, C1.2 and C1.5		Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available. Carports setback 500mm behind the front setback line where access is from the Primary Street.
Street Surveillance					
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	A front verandah is incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8 metres.

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	a) The maximum height of new fences facing the street is to be 1.8 metres above natural ground level; b) The maximum height of any solid portion of a new fence is to be 750mm above natural ground level. The remaining portion is to be a minimum of 80% visually permeable; and c) The maximum height of fence piers with decorative capping to be 2.0 metres above natural ground level.
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 - 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. *Note: Floor levels of the original dwellings in Carr Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.*
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original façade and set back so that the original building and roof form remains the dominant feature to the street.

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*	Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*
Demolition	
Application for development approval should maintain the front façade of the original dwelling.	Applications for development approval retain the original dwelling.[2]

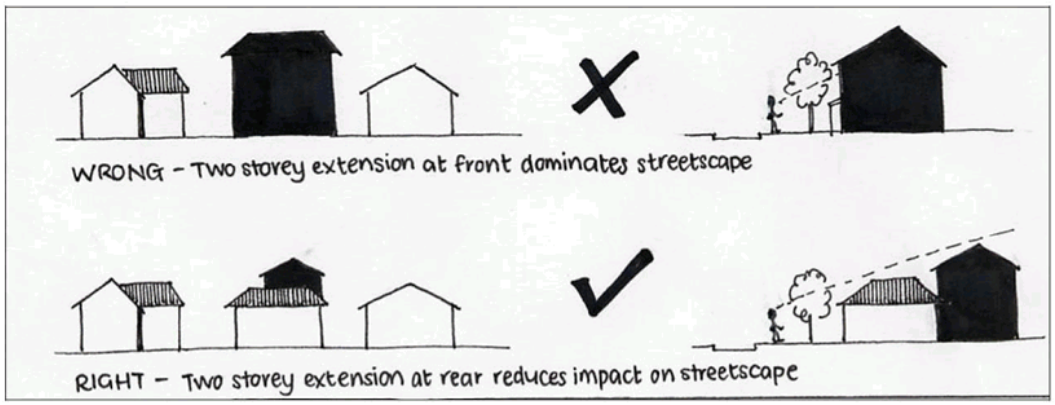

Figure 2 – Line of sight

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

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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APPENDIX 4: JANET STREET HERITAGE AREA GUIDELINES

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

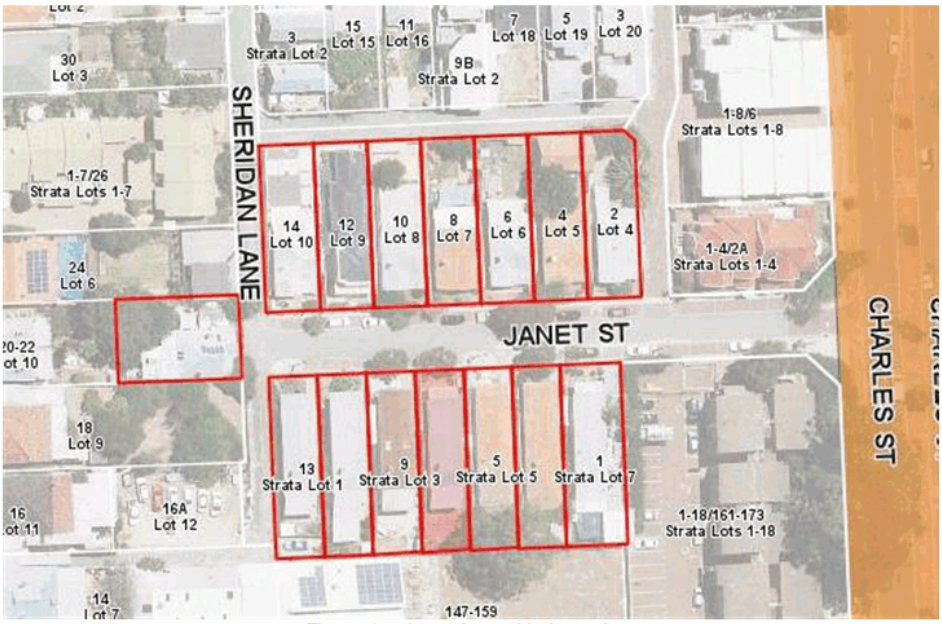

Figure 1 – Janet Street Heritage Area

1. PURPOSE

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

The guidelines:

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

2. STATEMENT OF HERITAGE SIGNIFICANCE

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

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

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

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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3. RECORD OF PLACES

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

4. JANET STREET LOCAL HOUSING OBJECTIVES

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

5. DEVELOPMENT GUIDELINES FOR ALL BUILDINGS

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. First floor development shall not be located within 4 meters of the ground floor primary street setback; or

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Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
New 5.1.2 P2.3	New 6.1.3 P3.1	First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.			First floor development shall not be visible from Janet Street when measured in accordance with 'Figure 2 – Line of Sight'.
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.			
Building Height					
Augment 5.1.6 P6.1	Augment 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions. The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.	Replace 5.1.6 C6	Replace 6.1.2 C2	Minimum building height fronting primary street: 3m Maximum building height: Element / Max allowable Heights for Two Storey Dwellings Top of external wall (roof above) – 7 metres Top of external wall (concealed roof) – 8 metres Top of pitched roof – 10 metres
New 5.1.6 P6.1		Windows and gables are consistent with the existing dwellings in the street.	New C6.1	New 6.1.2 C2.1	Loft additions where the development is contained wholly within the roof space and where there is no visible change to the dwellings appearance from the street.
Setback of Garages and Carports					
Augment 5.2.1 P5.1		Maintaining an absence of car parking facilities within the streetscape.	Replace 5.2.1 C1.1, C1.2 and C1.5		Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
					Carports setback 500mm behind the front setback line where access is from the Primary Street.
Street Surveillance					
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	A front verandah is incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8 metres.
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level; b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable; c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and d) Maximum width of piers to be 470mm or e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level; f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level.

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Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch between 30 and 40 degrees, with 35 - 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. *Note: Floor levels of the original dwellings in Janet Street are raised approximately 300mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.*
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original façade and set back so that the original building and roof form remains the dominant feature to the street.
Demolition					
Applications for development approval should maintain the front façade of a contributing dwelling.			Applications for development approval that retain the original dwelling are considered acceptable.		

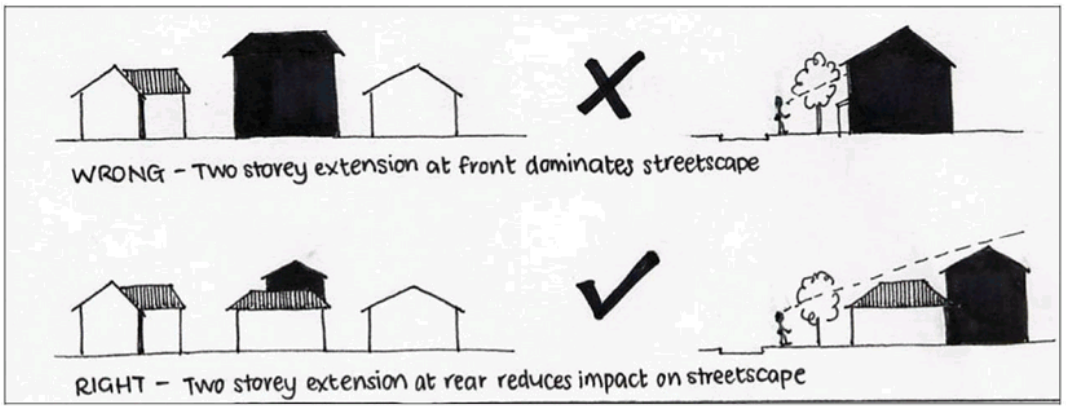

Figure 2 – Line of sight

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

APPENDIX 5 –THE BOULEVARDE, KALGOORLIE STREET AND MATLOCK STREET CHARACTER RETENTION GUIDELINES

These guidelines are to be applied to all development within the following areas:

Guideline Area	
1.	The Boulevarde – between Scarborough Beach Road and Anzac Road
2.	Kalgoorlie Street – between Ashby Street and Anzac Road
3.	Matlock Street – between Anzac Road and Britannia Road

Table 1: Properties included in The Boulevarde, Kalgoorlie Street and Matlock Street Character Retention Area

Application of the Guidelines

The Guidelines apply to development:

1. Where the dwelling is fronting the primary street within the guideline area; and
2. Is within the area that is visible from the primary street.

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas, the City's Local Planning Scheme No. 2, the Residential Design Codes and Policy 7.1.1 – Built Form.

Statement of Character

The Guideline Area's prevailing character is summarised as follows:

- Significantly intact examples of early twentieth century residential development comprising modest, single storey dwellings constructed during the Interwar period;
- Development comprising predominately original dwelling form and style with consistent height and selection of materials;
- A high level of retained traditional details including street facing verandas, traditional pitched roof form, chimneys, vertical window articulation and traditional building materials;
- Front setbacks that are generally consistent, reinforcing the building edge and maintaining a consistent pattern of development, allowing view lines along the fronts of dwellings;
- Front gardens are generally low and open and would traditionally have been planted with shrubs and roses, with flowerbeds or low ground cover;
- Front fences are low and or visually permeable, generally with an absence of solid, obtrusive front fences; and
- New development is generally sympathetic to the form, bulk and scale of the original dwellings.

Development Objectives:

- Retention and conservation of original dwellings;
- Protection and enhancement of the original streetscape character;
- Retention of the visual character of the early twentieth century Interwar styles of architecture;
- Encourage a high standard of architectural and sustainable design solutions for new development and additions to existing development;
- New development that is visible from the street responds appropriately and complements and complements the surrounding streetscape through:
  - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns; and

- built form that incorporates consistent physical built form elements of the prevailing character without the requirement to mimic the style of the original character dwellings.
- Development to the rear of a dwelling where not visible from the street may be contemporary in style, respecting the scale and bulk of the prevailing character;
- Maintain the absence of and promote the removal of visually intrusive car parking structures and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

Local Housing Objectives *Pursuant to Clause 7.3.1(b) of the Residential Design Codes, the following Local Housing Objectives augment the Design Principles of the Residential Design Codes as specified.*	***Deemed to Comply*** *Pursuant to Clause 7.3.1(a) of the Residential Design Codes, the following provisions replace the Deemed to Comply requirements of the Residential Design Codes as specified.*
1. Street Setbacks	
Augments Clause 5.1.2 P2.1 and P2.2	*Replaces Clause 5.1.2 C2.1 i and ii and Clause 6.1.3*
O1.1 The setbacks of dwellings should reflect the predominant streetscape pattern and be consistent with adjacent properties. O1.2 First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.	C1.1 Ground floor primary street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. C1.2 Two storey development is to be setback a minimum of 4m behind the predominant ground floor building line.
2. Lot Boundary Setbacks	
Augments Clause 5.1.3 P3.1	
O2.1 Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.	
3. Building Height	
Augments Clause 5.1.6 P6	*Replaces Clause 5.1.6 C6*
O3.1 Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by upholding similar features in terms of the prevailing bulk, scale and proportions of the existing streetscape. O3.2 The wall height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall height to avoid an under scaled squat appearance.	C3.1 Dwellings shall be a maximum of two storeys and comply with the following heights: • Top of external wall: 7 metres • Top of pitched roof: 10 metres C3.2 Loft additions must be contained wholly within the roof space and shall not result in a visible change to the dwelling's appearance from the street.
4. Garages and Carports	
Augments Clause 5.2.1 P1	*Replaces Clause 5.2.1 C1.1, C1.2 and C1.5*
O4.1 Carports and garages should be located so as to maintain the absence of car parking facilities within the streetscape.	C4.1 Carports, garages or hardstand car parking bays are to be located at the rear of the property where right of way access is available.

O4.2 Car parking facilities located within front setback areas should ensure that the predominant character elements of the dwelling are visible and unobstructed. O4.3 Car parking facilities that do not unduly impact the presentation of the dwelling to the streetscape.	C4.2 Garages shall be setback a minimum of 500mm behind the front building line where access is from the primary street. C4.3 Carports may be considered in front setback areas but only where no alternative location exists and a minimum setback of 1.5m from the primary street is maintained. Such carports shall not be fitted with any style of roller or tilt up panel door. C4.4 Where carports are considered appropriate in front setback areas, carports shall be open in style and allow an unobstructed view of the dwelling from the street. C4.5 Garages and carports must respect the existing dwellings' predominant colour, scale and materials and must be complementary and subservient to the dwelling. C4.6 Carports and garages shall have a maximum wall height of 2.7m. C4.7 Carports located within front setback areas shall have a maximum width of 5.5 metres (internal) or one-third the frontage of the lot, whichever is the lesser.
5. Street Surveillance	
Augments Clause 5.2.3 P3	*Replaces Clause 5.2.3 C3.2*
O5.1 Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or outdoor living areas and by including habitable rooms at the front of the dwelling.	C5.1 There must be at least one habitable room incorporated into the front elevation of the dwelling. C5.2 Each habitable room facing the primary street must have at least one major opening with clear glazing and a clear view of the street and approach to the dwelling.
6. Street Walls and Fences	
Augments Clause 5.2.4 P4	*Replaces Clause 5.2.4 C4*
O6.1 New fences within the front setback area shall enhance the streetscape by being consistent in materials, style and colour of the original fences within the street. O6.2 Front fences that are low and visually permeable in order to retain views to dwellings and front gardens.	C6.1 The maximum height of new fences within the front setback area is to be 1.2m above the adjacent footpath level; C6.2 The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum 40% visually permeable; C6.3 The maximum height of fence piers with decorative capping is to be 1.8m above the adjacent footpath level; and

	C6.4 The maximum width of piers is to be 470mm. C6.5 The material(s) proposed include one or more of the following selected to reflect the predominate materials of fences within the Guideline Area: i. Timber pickets; or ii. Brick; or iii. Rendered masonry. OR C6.6 The maximum height of new fences within the front setback area is to be 1.8 metres above the adjacent footpath level; C6.7 The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; C6.8 The maximum height of fence piers with decorative capping is to be 2m above the adjacent footpath level; and C6.9 The maximum width of piers is to be 470mm. C6.10 The material(s) proposed include one or more of the following selected to reflect the predominate materials of fences within the Guideline Area: i. Timber pickets; or ii. Brick; or iii. Rendered masonry.
7. General Building Design	
New Local Housing Objectives as per Clause 7.3.1(b) of the Residential Design Codes	
O7.1 New development is sympathetic to and complements the prevailing character, avoiding unsympathetic scale, mass and materials. O7.2 Additions visible from the street shall be compatible with and respectful of the existing dwelling and the predominant character of the existing streetscape. O7.3 Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling. O7.4 The materials of any new dwellings as viewed from the street shall be consistent with the prevailing character.	

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O7.5 The floor levels of new dwellings shall match or average the floor levels of dwellings on either side of the proposed dwelling. O7.6 The roof pitch for new carports and additions visible from the street is to be consistent and respectful of the existing dwelling's roof pitch and, for new buildings, consistent and respectful of the prevailing character. O7.7 Windows to the front façade of an upper storey addition shall reflect the shape and configuration of the original dwellings' windows when viewed from the primary street.
8. Landscaping
New Local Housing Objectives as per Clause 7.3.1(b) of the Residential Design Codes
O8.1 Existing trees on a site, especially mature trees, to be preserved wherever possible. O8.2 The front setback area should be developed as a predominantly soft landscaped garden. The planting of low shrubbery and traditional open garden styles is encouraged.

OFFICE USE ONLY	
Responsible Officer	Manager Policy & Place
Initial Council Adoption	22/09/2015
Previous Title	Local Planning Policy 7.5.15 – Character Retention Areas and Heritage Areas
Reviewed / Amended	12/12/2017, 1/05/2018, 16/02/2021
Next Review Date	July 2022

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Legislation / local law requirements	This Policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme
Related policies, procedures and supporting documentation	Nil

PART 1 – PRELIMINARY

PURPOSE

The purpose of this Policy is to:

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

OBJECTIVE

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

SCOPE

This Policy applies to:

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

5. Appendix 3 of this Policy applies to applications for development in the Carr Street Character Retention Area identified on Figure 1 in Appendix 3;

6. Appendix 4 of this Policy applies to applications for development in the Janet Street Character Retention Area identified on Figure 1 in Appendix 4; and

7. Appendix 5 of this Policy applies to applications for development in The Boulevarde~~, Kalgoorlie Street~~ and Matlock Street Character Retention Area identified in Table 1 in Appendix 5.

RELATIONSHIP TO OTHER DOCUMENTS

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

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

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

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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PART 2 – POLICY PROVISIONS

1. Development Standards

1.1. Applications for development that comply with the relevant 'Deemed to Comply' policy provisions and 'Local Housing Objectives' are considered to meet the Policy Objectives.

1.2 Applications for development that seek departure from the 'Deemed to Comply' policy provisions may be deemed to be acceptable where:

1.2.1 The applicant applies for assessment, and provides adequate justification, against the relevant Design Principles of the R-Codes, Design Objectives, Local Housing Objectives, Policy Objectives and Objectives of the local planning scheme; and

1.2.2 The application obtains the support of the City's Design Advisory Committee where the City determines it to be necessary.

1.3 The City will assess and determine at its discretion that the same or better outcome will be achieved than would have been provided by the 'Deemed to Comply' criteria.

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

2. Character Retention Area Nomination

2.1 A Character Retention Area may include the following:

2.1.1 A collection of no less than five adjoining buildings;
2.1.2 A street block; or
2.1.3 A part of, or whole suburb.

2.2 A Character Retention Area may be nominated in writing by a member of the public or by the City.

2.3 The City will only proceed with the nomination of the Character Retention Area where it is demonstrated by the nominee that owners of at least 40% of affected properties support proceeding with the nomination.

3. Consultation and Preparation of Guidelines

3.1 Following the successful nomination of a Character Retention Area, all owners of the affected properties will be notified of the intention to proceed with the nomination.

3.2 The City will invite all owners of the affected properties to attend a facilitated workshop to:

3.2.1 Discuss what the prevailing character of the area is and how it can best be protected;
3.2.2 Agree which buildings contribute to the character of the area and which do not; and
3.2.3 Prepare a policy framework (the Guidelines) and draft provisions to protect the identified character of the area.

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

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

4. Approval of the Guidelines

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

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

5. Amendments to the Guidelines

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

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

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

6. Rescission of a Character Retention Area

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

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

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

7. Heritage Areas

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

7.1.1 Where a nomination has been received for a Character Retention Area in accordance with (1) of this policy and the City is satisfied the area is suitably qualified to be designated as a Heritage Area following a Heritage Assessment;

7.1.2 Where the City has undertaken a Heritage Assessment of any area and is satisfied it is suitably qualified to be designated as a Heritage Area following a Heritage Assessment.

7.2 If an area qualifies as a Heritage Area, the City will consult with affected landowners on the designation prior to making a recommendation to Council on whether to proceed in accordance with Part 3 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015.*

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

APPENDIX 1: ST ALBANS AVENUE GUIDELINES

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

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

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

KEY CHARACTERISTICS

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

DESIRED DEVELOPMENT OUTCOMES

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

1. DEVELOPMENT GUIDELINES FOR CONTRIBUTING BUILDINGS

Design Objectives
1.1 Demolition
1.1.1 Applications for the full demolition of the façade of dwellings will not be supported.
1.1.2 The removal of original character features from a contributing dwelling which, are visible from the street will not be supported. Where original character features have been removed from dwellings, they should be reinstated where possible.
1.2 Building Setbacks
1.2.1 Additions to the building, will only be supported where they are located behind the building.
1.2.2 Additions to the side of the original dwelling maybe supported where the applicant can demonstrate to the satisfaction of the Council that there are no adverse impacts on the original building façade and the character of the streetscape.

Design Objectives
1.2.3 Side setbacks variations may be supported where they are in line with the existing dwelling and is in keeping with the rhythm of the existing streetscape.
1.3 Building Walls
1.3.1 Variations to the building wall height may be supported if the proposed height is a continuation of the existing dwelling, and is in keeping with the rhythm of the existing streetscape.
1.4 Building Height
1.4.1 Where an addition proposes an additional storey, it must not exceed 1 storey above the number of storeys of the original dwelling. **1.4.2** Any additional storey must be setback sufficiently to be in keeping with the rhythm of the streetscape.
1.5 Car Parking, Garages and Car Ports
1.5.1 Carports or garages are not to be located within the front setback area. Hardstand car parking bays may be supported where it can be demonstrated that there are no visual impacts on the streetscape. **1.5.2** Car ports and garages may be supported where they are located to the side or rear of a dwelling and are set back a minimum of 500mm behind the main building line. The structure must be open or a minimum of 50% visually permeable.
1.6 Street Walls and Fences
1.6.1 Traditional fencing types as illustrated in Figure 1 (Appendix 1) are encouraged. Minor variations to the examples indicated in Figure 1 may be supported. **1.6.2** The maximum height of new fences facing the street is to be 1200mm above the adjacent footpath level. **1.6.3** The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion (up to 1200mm total height) is to be a minimum of 50% visually permeable.
1.7 External Features and Decorative Treatments
1.7.1 Original and intact unpainted surfaces are not permitted to be rendered or painted. **1.7.2** Removal of paint/render from originally unpainted/non-rendered masonry is supported. **1.7.3** Loft additions may be supported where the development is contained wholly within the roof space and where no visible change to the dwellings appearance from the street is made.

Design Objectives
1.8 Roof Works
1.8.1 New roofing additions must be sympathetic to the existing roof form.

2. DEVELOPMENT GUIDELINES FOR NON-CONTRIBUTING BUILDINGS

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

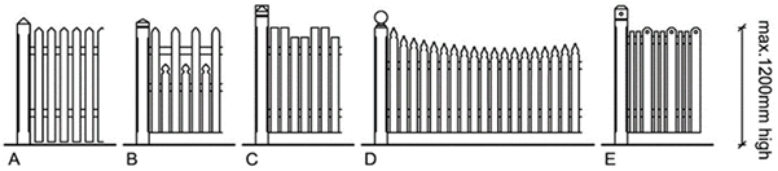
LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

3. APPROPRIATE FENCING TYPES FOR CHARACTER RETENTION AREAS

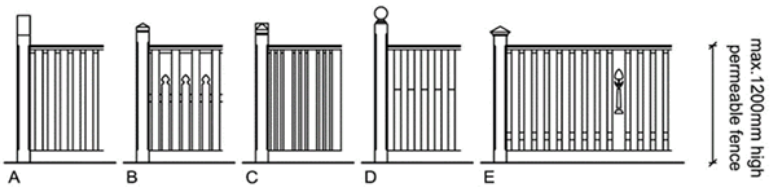
Open Picket Fencing Examples

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



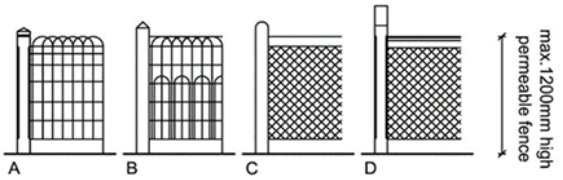
Closed Picket Fencing Examples

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

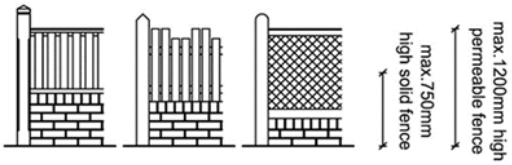


Wire Fencing Examples

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



Masonry and Timber Fencing Examples



LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

APPENDIX 2: HARLEY STREET HERITAGE AREA GUIDELINES

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

Figure 1: Harley Street Heritage Area

1. PURPOSE

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

The guidelines:

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

2. STATEMENT OF HERITAGE SIGNIFICANCE

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

Harley Street has moderate historic value as an almost complete example of a 19th century streetscape, with the residences that were predominantly built in the late1890s -1910s. It provides a good and rare historic record of the accommodation of people in this period.

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

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

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

3. RECORD OF PLACES OF HERITAGE SIGNIFICANCE

Property Address	Constructed (circa)	Architectural style[1]	Level of Significance
1A-1C Harley	c.1988	Post-war Conventional Suburban Style	No contribution
2 Harley	c.2017	Contemporary	No contribution
3 Harley	c.1898	Federation Bungalow	Moderate contribution
4 Harley	c.1914	Federation Bungalow	Moderate contribution
6 Harley	c.1900	Federation Queen Anne	Moderate contribution
7, 9, 11 & 13 Harley	c.1898	Federation Italianate	Moderate contribution
10 Harley	c.1905	Federation Queen Anne	Moderate contribution
14 Harley	c.2017	Contemporary	No contribution
15A & 15B Harley	c.1982	Reproduction of Federation Terrace	No contribution
16 Harley	c.1908	Federation Queen Anne	Moderate contribution
17 Harley	c.1900	Federation Bungalow	Moderate contribution
19 Harley	c.1900	Federation Bungalow	Moderate contribution
20 Harley	c.1898	Federation Bungalow	Moderate contribution
21 Harley	c.1898	Federation Queen Anne	Moderate contribution
22 Harley	c.1899	Federation Bungalow	Moderate contribution
23 Harley	c.1910	Federation Queen Anne	Moderate contribution
24 Harley	c.1898	Federation Bungalow	Moderate contribution
25 Harley	c.1903	Federation Queen Anne	Moderate contribution
27 Harley	c.1905	Federation Bungalow	Moderate contribution
28 Harley	c.1898	Federation Queen Anne	Moderate contribution
30 Harley	c.1988	Post-war Conventional Suburban Style	No contribution
31 Harley	c.1908	Federation Bungalow	Moderate contribution
32 Harley	c.1900	Federation Bungalow	Moderate contribution
33 Harley	c.1920	Federation Bungalow with Inter War California Bungalow elements	Moderate contribution
36 Harley	c.1905	Federation Bungalow	Moderate contribution
38 Harley	c.1905	Federation Bungalow	Moderate contribution
39 Harley	c.1898	Federation Bungalow	Moderate contribution

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

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

4. HARLEY STREET LOCAL HOUSING OBJECTIVES

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

5. DEVELOPMENT GUIDELINES FOR ALL DEVELOPMENT

<table>
<tr><th colspan="3">Local Housing Objectives
Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.</th><th colspan="3">Deemed to Comply
Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.</th></tr>
<tr><td colspan="6">Street Setbacks</td></tr>
<tr><td>Augment
5.1.2
P2.1</td><td>Augment
6.1.3 P3</td><td>Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties and the predominant streetscape character.</td><td rowspan="2">Replace
5.1.2
C2.1</td><td rowspan="2">Replace
6.1.3
C3.1</td><td rowspan="2">Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development.

First floor development shall not be located within 10 meters of the primary street boundary; or

First floor development shall not be visible from Harley Street when measured in accordance with ‘Figure 2 – Line of Sight’.</td></tr>
<tr><td>New
5.1.2
P2.3</td><td>New
6.1.3
P3.1</td><td>First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.</td></tr>
</table>

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.			
Building Height					
Augment 5.1.6 P6	Augment 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions. The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance. *Note: The plate heights on Harley Street are typically around 40 courses, usually starting above limestone footings equal to the internal floor level.*	Replace 5.1.6 C6	Replace 6.1.2 C2	The maximum height of a dwelling is to be 2 storeys and comply with the following measurements: Element / Max allowable Heights for Two Storey Dwellings Top of external wall (roof above) – 7 metres Top of external wall (concealed roof) – 8 meters Top of pitched roof – 10 metres
			New 5.1.6 C6.1	New 6.1.2 C2.1	Loft additions will be contained wholly within the roof space and where no visible change is made to the dwelling's appearance from the street. The addition of front facing dormer windows and gables to lofts will cause lofts to be assessed as a storey for the purpose of this policy.

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Vehicular Access					
Augment 5.3.5 P5.1	Augment 6.3.5 P5	No crossovers to Harley Street unless the property has no other vehicular access opportunities.			
Setback of Garages and Carports					
Augment 5.2.1	Augment 6.3.4	Maintain the absence of visually intrusive car storage facilities within the streetscape.	Replace 5.2.1 C1.1, C1.2 and C1.5		Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.
Street Surveillance					
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	Ensure a front verandah is incorporated into the façade of new dwellings (at a minimum of 50% of the width of the front facade) with a useable minimum depth of 1.8 metres.
			Replace 5.2.3 C3.2	Replace 6.2.1 C1.2	Incorporate habitable rooms to the front of the development with generous openings to provide street engagement and passive surveillance to the street.
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level; b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable; c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and d) Maximum width of piers to be 470mm; or e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level;

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
					f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level; or h) Fencing types as illustrated in the diagrams below are permitted. Variations to the examples indicated below may be supported where it can be demonstrated that they are compatible with the existing fence styles in the street.
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 to 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale, mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. *Floor levels of the original dwellings in Harley Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.*
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the existing dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original facade and set back so that the existing front building and roof form remains the dominant feature to the street.

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*	Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*
Demolition	
Applications for development approval should maintain the front façade of a contributing dwelling.	Applications for development approval that retain the original dwelling are considered acceptable.

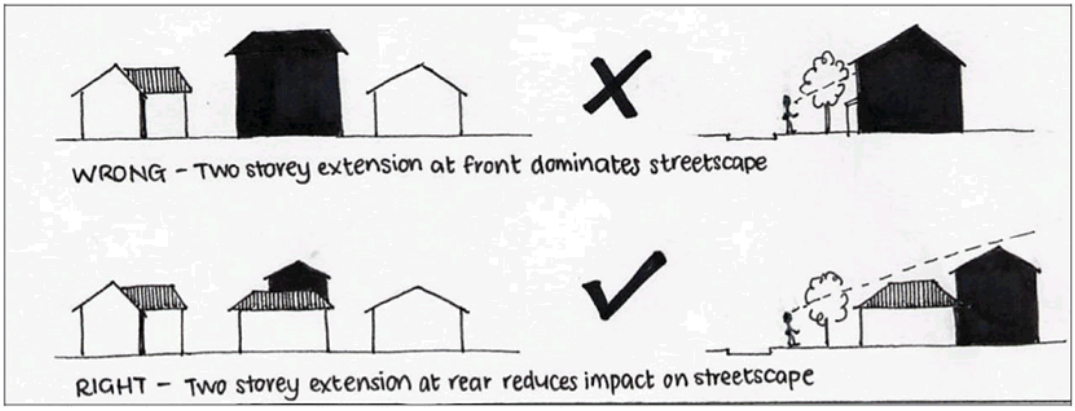

Figure 2 – Line of Sight

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

6. RECOMMENDED FENCING STYLES FOR HARLEY STREET






LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

APPENDIX 3: CARR STREET GUIDELINES

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

Figure 1 – Carr Street Character Retention Area

1. PURPOSE

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

The guidelines:

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

2. CARR STREET LOCAL HOUSING OBJECTIVES

- Retention and conservation the original Federation and Interwar Bungalow style dwellings;
- Protection and enhancement of existing streetscape character;
- Retention of the visual character of late nineteenth to early twentieth century residential development;
- Encourage a high standard of architectural and sustainable design solutions for additions to existing buildings and the development of new buildings;
- Additions to existing buildings and new dwellings are appropriately setback so as to maintain the visual prominence of the single storey streetscape when viewed from Carr Street;
- New development is to respond appropriately to the surrounding street context through:
  - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns;

- built form that incorporates consistent physical built form elements without the requirement to mimic the style of the original character dwellings;
- The reinstatement and reconstruction of missing design elements to original building facades such a timber verandah, decorative timber gables and the removal of paint and render from original brickwork;
- Maintain the absence of visually intrusive car storage structures and spaces and vehicular crossovers to the primary streetscape; and
- Maintain an open street frontage by ensuring front boundary fences are low and/or visually permeable.

3. DEVELOPMENT GUIDELINES FOR ALL BUILDINGS

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. First floor development shall not be located within 4 meters of the ground floor primary street setback; or First floor development shall not be visible from Carr Street when measured in accordance with 'Figure 2 – Line of Sight'.
New 5.1.2 P2.3	New 6.1.3 P3.1	First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.			
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.			

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Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Building Height					
Augment 5.1.6 P6	Augment 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions. The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.	Replace 5.1.6 C6	Replace 6.1.2 C2	Minimum building height fronting primary street: 3m Maximum building height: Element / Max allowable Heights for Two Storey Dwellings Top of external wall (roof above): 7 metres Top of external wall (concealed roof): 8 metres Top of pitched roof: 10 metres
New 5.1.6 P6.1		Windows and gables are consistent with the existing dwellings in the street.	New 5.1.6 C6.1	New 6.1.2 C2.1	Loft additions where the development is contained wholly within the roof space and where there is no visible change to the dwellings appearance from the street.
Setback of Garages and Carports					
Augment 5.2.1 P5.1	Augment 6.3.4	Maintaining an absence of car parking facilities within the streetscape.	Replace 5.2.1 C1.1, C1.2 and C1.5		Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available. Carports setback 500mm behind the front setback line where access is from the Primary Street.
Street Surveillance					
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	A front verandah is incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8 metres.

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Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	a) The maximum height of new fences facing the street is to be 1.8 metres above natural ground level; b) The maximum height of any solid portion of a new fence is to be 750mm above natural ground level. The remaining portion is to be a minimum of 80% visually permeable; and c) The maximum height of fence piers with decorative capping to be 2.0 metres above natural ground level.
General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch of ground and upper storeys of between 30 and 40 degrees, with 35 - 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. *Note: Floor levels of the original dwellings in Carr Street are raised approximately 300 - 500mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.*
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original façade and set back so that the original building and roof form remains the dominant feature to the street.

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*	Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*
Demolition	
Application for development approval should maintain the front façade of the original dwelling.	Applications for development approval retain the original dwelling.[2]

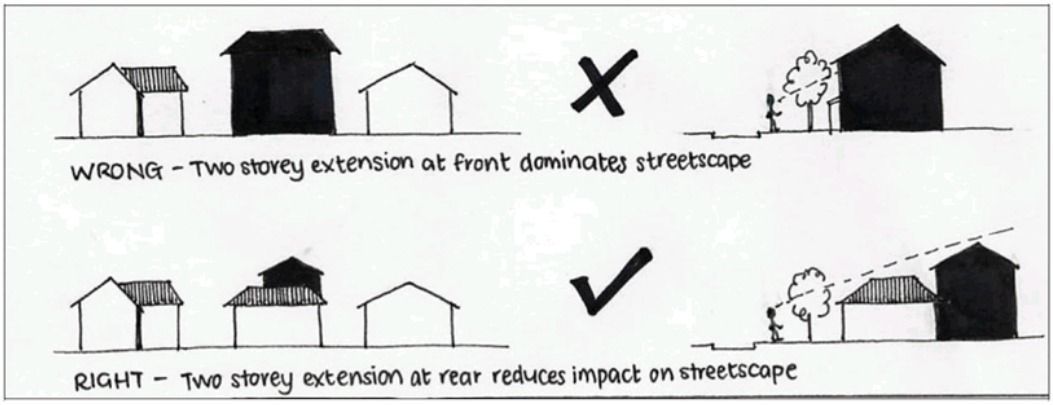

Figure 2 – Line of sight

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

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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APPENDIX 4: JANET STREET HERITAGE AREA GUIDELINES

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

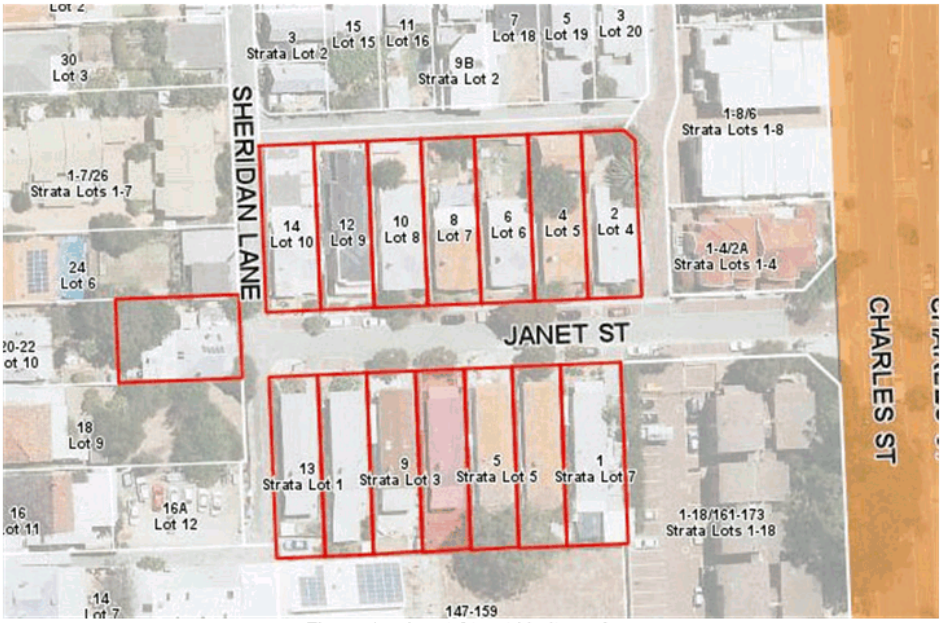

Figure 1 – Janet Street Heritage Area

1. PURPOSE

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

The guidelines:

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

2. STATEMENT OF HERITAGE SIGNIFICANCE

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

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

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

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

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3. RECORD OF PLACES

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

4. JANET STREET LOCAL HOUSING OBJECTIVES

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

5. DEVELOPMENT GUIDELINES FOR ALL BUILDINGS

Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
Street Setbacks					
Augment 5.1.2 P2.1	Augment 6.1.3 P3	Dwellings should not detract from the streetscape by being set back too close or too far from the front boundary when compared with adjacent properties or the predominant streetscape character.	Replace 5.1.2 C2.1	Replace 6.1.3 C3.1	Ground floor street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. First floor development shall not be located within 4 meters of the ground floor primary street setback; or

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Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
New 5.1.2 P2.3	New 6.1.3 P3.1	First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.			First floor development shall not be visible from Janet Street when measured in accordance with 'Figure 2 – Line of Sight'.
Lot Boundary Setbacks					
Augment 5.1.3 P3.1	Augment 6.1.4 P4.1	Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.			
Building Height					
Augment 5.1.6 P6.1	Augment 6.1.2 P2	Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by maintaining similar features of adjoining properties or the streetscape in terms of scale and proportions. The plate height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall plate height to avoid an under scaled squat appearance.	Replace 5.1.6 C6	Replace 6.1.2 C2	Minimum building height fronting primary street: 3m Maximum building height: Element / Max allowable Heights for Two Storey Dwellings Top of external wall (roof above) – 7 metres Top of external wall (concealed roof) – 8 metres Top of pitched roof – 10 metres
New 5.1.6 P6.1		Windows and gables are consistent with the existing dwellings in the street.	New C6.1	New 6.1.2 C2.1	Loft additions where the development is contained wholly within the roof space and where there is no visible change to the dwellings appearance from the street.
Setback of Garages and Carports					
Augment 5.2.1 P5.1		Maintaining an absence of car parking facilities within the streetscape.	Replace 5.2.1 C1.1, C1.2 and C1.5		Carports, garages or hardstand car bays are to be located at the rear of the property where ROW access is available.

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Local Housing Objectives *Pursuant to clause 7.3.1 (b) of the R-Codes, the following Local Housing Objectives augment or add to the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Design Principles.*			Deemed to Comply *Pursuant to clause 7.3.1 (a) of the R-Codes, the following provisions replace the Deemed to Comply requirements in the listed sections of the R-Codes. For all development that is not subject to the R-Codes, the following apply as Deemed-to-Comply provisions.*		
					Carports setback 500mm behind the front setback line where access is from the Primary Street.
Street Surveillance					
Augment 5.2.3 P3	Augment 6.2.1 P1.1	Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or Outdoor Living Areas and by including habitable rooms at the front of the dwelling.	Replace 5.2.3 C3.1	Replace 6.2.1 C1.1	A front verandah is incorporated into the façade of new dwellings (at a minimum 50% of the width of the front façade) with a useable minimum depth of 1.8 metres.
Street Walls and Fences					
Augment 5.2.4 P4	Augment 6.2.2 P2	Ensure front boundary fences enhance the streetscape by being designed in the predominant style of the street and are low enough to retain views to dwellings and front gardens.	Replace 5.2.4 C4	Replace 6.2.2 C2	a) The maximum height of new fences facing the street is to be 1.2 metres above the adjacent footpath level; b) The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum of 40% visually permeable; c) The maximum height of fence piers with decorative capping to be 1.8 metres above the adjacent footpath level; and d) Maximum width of piers to be 470mm or e) The maximum height of new fences facing the street is to be 1.8 metres above the adjacent footpath level; f) The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; and g) The maximum height of fence piers with decorative capping to be 2.0 metres above the adjacent footpath level.

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General Building Design					
New 5.4.6 P6.1	New 6.2.4 P4.3	The roof of a building is to be designed so that it is similar to the existing streetscape character.	New 5.4.6 C6.1	Pursuant to 6.2.4 C4	Roof pitch between 30 and 40 degrees, with 35 - 45 degree pitches to gables where it can be viewed from the street.
New 5.4.6 P6.2	New 6.2.4 P4.4	New buildings must respond to the prevailing surrounding character and ensure unsympathetic contrasts in scale mass and materials are avoided.	New 5.4.6 C6.2	Pursuant to 6.2.4 C4	New dwellings' floor levels match, or mediate between, properties on both sides of the proposed dwelling. *Note: Floor levels of the original dwellings in Janet Street are raised approximately 300mm above footpath level, which assists to define the verandah area and provide additional privacy as views into front rooms are obscured.*
New 5.4.6 P6.3	New 6.2.4 P4.5	Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling.	New 5.4.6 C6.3	Pursuant to 6.2.4 C4	Street facing windows have a height of at least 1.6 times their width.
New 5.4.6 P6.4	New 6.2.4 P4.6	Additions visible from the street should be compatible with and respectful of the existing dwelling and the predominant character of the original dwellings within the street.	New 5.4.6 C6.4	Pursuant to 6.2.4 C4	Additions to existing buildings will only be supported where they are located behind the original façade and set back so that the original building and roof form remains the dominant feature to the street.
Demolition					
Applications for development approval should maintain the front façade of a contributing dwelling.			Applications for development approval that retain the original dwelling are considered acceptable.		

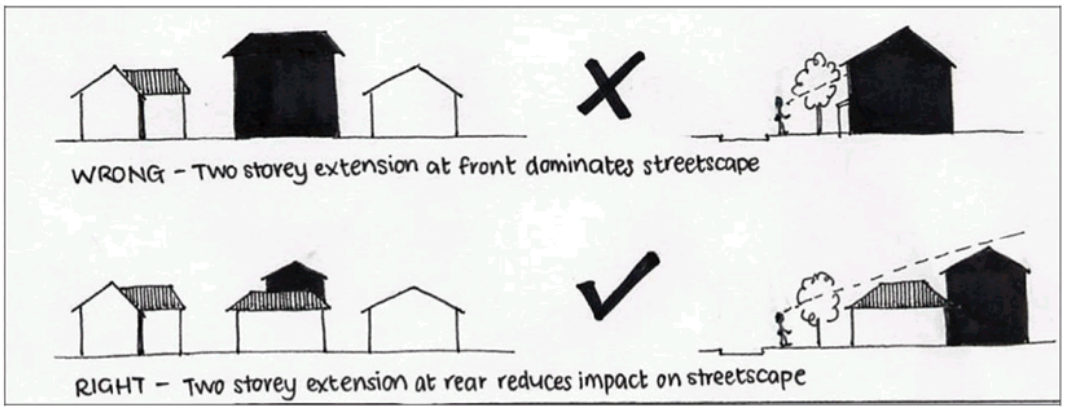

Figure 2 – Line of sight

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APPENDIX 5 –THE BOULEVARDE~~, KALGOORLIE STREET~~ AND MATLOCK STREET CHARACTER RETENTION GUIDELINES

These guidelines are to be applied to all development within the following areas:

	Guideline Area
1.	The Boulevarde – between Scarborough Beach Road and Anzac Road
~~2.~~	~~Kalgoorlie Street – between Ashby Street and Anzac Road~~
~~3.~~2.	Matlock Street – between Anzac Road and Britannia Road

Table 1: Properties included in The Boulevarde~~, Kalgoorlie Street~~ and Matlock Street Character Retention Area

Application of the Guidelines

The Guidelines apply to development:

1. Where the dwelling is fronting the primary street within the guideline area; and
2. Is within the area that is visible from the primary street.

These guidelines are to be read in conjunction with the City's Policy 7.5.15 – Character Retention Areas and Heritage Areas, the City's Local Planning Scheme No. 2, the Residential Design Codes and Policy 7.1.1 – Built Form.

Statement of Character

The Guideline Area's prevailing character is summarised as follows:

- Significantly intact examples of early twentieth century residential development comprising modest, single storey dwellings constructed during the Interwar period;
- Development comprising predominately original dwelling form and style with consistent height and selection of materials;
- A high level of retained traditional details including street facing verandas, traditional pitched roof form, chimneys, vertical window articulation and traditional building materials;
- Front setbacks that are generally consistent, reinforcing the building edge and maintaining a consistent pattern of development, allowing view lines along the fronts of dwellings;
- Front gardens are generally low and open and would traditionally have been planted with shrubs and roses, with flowerbeds or low ground cover;
- Front fences are low and or visually permeable, generally with an absence of solid, obtrusive front fences; and
- New development is generally sympathetic to the form, bulk and scale of the original dwellings.

Development Objectives:

- Retention and conservation of original dwellings;
- Protection and enhancement of the original streetscape character;
- Retention of the visual character of the early twentieth century Interwar styles of architecture;
- Encourage a high standard of architectural and sustainable design solutions for new development and additions to existing development;
- New development that is visible from the street responds appropriately and complements and complements the surrounding streetscape through:
  - consistent scale and bulk in relation to the original street pattern, maintaining front and side setback patterns; and

- built form that incorporates consistent physical built form elements of the prevailing character without the requirement to mimic the style of the original character dwellings.
- Development to the rear of a dwelling where not visible from the street may be contemporary in style, respecting the scale and bulk of the prevailing character;
- Maintain the absence of and promote the removal of visually intrusive car parking structures and vehicular crossovers to the primary streetscape; and
- Maintain an open atmosphere of street frontage by ensuring front boundary fences are low and/or visually permeable.

Local Housing Objectives *Pursuant to Clause 7.3.1(b) of the Residential Design Codes, the following Local Housing Objectives augment the Design Principles of the Residential Design Codes as specified.*	***Deemed to Comply*** *Pursuant to Clause 7.3.1(a) of the Residential Design Codes, the following provisions replace the Deemed to Comply requirements of the Residential Design Codes as specified.*
1. Street Setbacks	
Augments Clause 5.1.2 P2.1 and P2.2	*Replaces Clause 5.1.2 C2.1 i and ii and Clause 6.1.3*
O1.1 The setbacks of dwellings should reflect the predominant streetscape pattern and be consistent with adjacent properties. O1.2 First floor development is to be adequately setback to maintain the predominant single storey appearance of the streetscape.	C1.1 Ground floor primary street setbacks to be an average of the two directly adjoining properties on either side of the proposed development. C1.2 Two storey development is to be setback a minimum of 4m behind the predominant ground floor building line.
2. Lot Boundary Setbacks	
Augments Clause 5.1.3 P3.1	
O2.1 Reduce impacts of building bulk on adjoining properties by maintaining a setback similar to any adjoining properties or the predominant development context while also complying with relevant overshadowing and visual privacy requirements.	
3. Building Height	
Augments Clause 5.1.6 P6	*Replaces Clause 5.1.6 C6*
O3.1 Building height that creates no adverse impact on the amenity of adjoining properties or the streetscape by upholding similar features in terms of the prevailing bulk, scale and proportions of the existing streetscape. O3.2 The wall height of new dwellings, particularly the portions in view from the street, should approximate the street's typical wall height to avoid an under scaled squat appearance.	C3.1 Dwellings shall be a maximum of two storeys and comply with the following heights: • Top of external wall: 7 metres • Top of pitched roof: 10 metres C3.2 Loft additions must be contained wholly within the roof space and shall not result in a visible change to the dwelling's appearance from the street.
4. Garages and Carports	
Augments Clause 5.2.1 P1	*Replaces Clause 5.2.1 C1.1, C1.2 and C1.5*
O4.1 Carports and garages should be located so as to maintain the absence of car parking facilities within the streetscape.	C4.1 Carports, garages or hardstand car parking bays are to be located at the rear of the property where right of way access is available.

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O4.2 Car parking facilities located within front setback areas should ensure that the predominant character elements of the dwelling are visible and unobstructed. O4.3 Car parking facilities that do not unduly impact the presentation of the dwelling to the streetscape.	C4.2 Garages shall be setback a minimum of 500mm behind the front building line where access is from the primary street. C4.3 Carports may be considered in front setback areas but only where no alternative location exists and a minimum setback of 1.5m from the primary street is maintained. Such carports shall not be fitted with any style of roller or tilt up panel door. C4.4 Where carports are considered appropriate in front setback areas, carports shall be open in style and allow an unobstructed view of the dwelling from the street. C4.5 Garages and carports must respect the existing dwellings' predominant colour, scale and materials and must be complementary and subservient to the dwelling. C4.6 Carports and garages shall have a maximum wall height of 2.7m. C4.7 Carports located within front setback areas shall have a maximum width of 5.5 metres (internal) or one-third the frontage of the lot, whichever is the lesser.
5. Street Surveillance	
Augments Clause 5.2.3 P3	*Replaces Clause 5.2.3 C3.2*
O5.1 Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or outdoor living areas and by including habitable rooms at the front of the dwelling.	C5.1 There must be at least one habitable room incorporated into the front elevation of the dwelling. C5.2 Each habitable room facing the primary street must have at least one major opening with clear glazing and a clear view of the street and approach to the dwelling.
6. Street Walls and Fences	
Augments Clause 5.2.4 P4	*Replaces Clause 5.2.4 C4*
O6.1 New fences within the front setback area shall enhance the streetscape by being consistent in materials, style and colour of the original fences within the street. O6.2 Front fences that are low and visually permeable in order to retain views to dwellings and front gardens.	C6.1 The maximum height of new fences within the front setback area is to be 1.2m above the adjacent footpath level; C6.2 The maximum height of any solid portion of a new fence is to be 500mm above the adjacent footpath level. The remaining portion is to be a minimum 40% visually permeable; C6.3 The maximum height of fence piers with decorative capping is to be 1.8m above the adjacent footpath level; and

	C6.4 The maximum width of piers is to be 470mm. C6.5 The material(s) proposed include one or more of the following selected to reflect the predominate materials of fences within the Guideline Area: i. Timber pickets; or ii. Brick; or iii. Rendered masonry. OR C6.6 The maximum height of new fences within the front setback area is to be 1.8 metres above the adjacent footpath level; C6.7 The maximum height of any solid portion of a new fence is to be 750mm above the adjacent footpath level. The remaining portion is to be a minimum of 80% visually permeable; C6.8 The maximum height of fence piers with decorative capping is to be 2m above the adjacent footpath level; and C6.9 The maximum width of piers is to be 470mm. C6.10 The material(s) proposed include one or more of the following selected to reflect the predominate materials of fences within the Guideline Area: i. Timber pickets; or ii. Brick; or iii. Rendered masonry.
7. General Building Design	
New Local Housing Objectives as per Clause 7.3.1(b) of the Residential Design Codes	
O7.1 New development is sympathetic to and complements the prevailing character, avoiding unsympathetic scale, mass and materials. O7.2 Additions visible from the street shall be compatible with and respectful of the existing dwelling and the predominant character of the existing streetscape. O7.3 Each street facing window should have a style that suits the predominant character of the street and the architectural style of the proposed dwelling. O7.4 The materials of any new dwellings as viewed from the street shall be consistent with the prevailing character.	

LOCAL PLANNING POLICY: CHARACTER RETENTION AREAS AND HERITAGE AREAS

CITY OF VINCENT

O7.5 The floor levels of new dwellings shall match or average the floor levels of dwellings on either side of the proposed dwelling. O7.6 The roof pitch for new carports and additions visible from the street is to be consistent and respectful of the existing dwelling's roof pitch and, for new buildings, consistent and respectful of the prevailing character. O7.7 Windows to the front façade of an upper storey addition shall reflect the shape and configuration of the original dwellings' windows when viewed from the primary street.
8. Landscaping
New Local Housing Objectives as per Clause 7.3.1(b) of the Residential Design Codes
O8.1 Existing trees on a site, especially mature trees, to be preserved wherever possible. O8.2 The front setback area should be developed as a predominantly soft landscaped garden. The planting of low shrubbery and traditional open garden styles is encouraged.

OFFICE USE ONLY	
Responsible Officer	Manager Policy & Place
Initial Council Adoption	22/09/2015
Previous Title	Local Planning Policy 7.5.15 – Character Retention Areas and Heritage Areas
Reviewed / Amended	12/12/2017, 1/05/2018, ~~16/02/2021~~23/03/2021
Next Review Date	July 2022

9.8 CITY OF VINCENT REBOUND PLAN - QUARTERLY UPDATE

Attachments:
1. **Vincent Rebound Plan - Implementation Framework**
2. **Rebound Roundtable Forward Agenda**

RECOMMENDATION:

That Council NOTES the quarterly update on the City of Vincent Rebound Plan implementation included as Attachment 1, and the monthly reporting to the Rebound Roundtable.

PURPOSE OF REPORT:

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

BACKGROUND:

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

On 8 December 2020 at its Ordinary Meeting, Council noted the quarterly update on the implementation of the Rebound Plan and that implementation would continue to be reported monthly to the Rebound Roundtable 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 Covid-19 relief and recovery measures.

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

COVID-19 State of Emergency Directions

At 6pm on Sunday 31 January 2021 the Perth metropolitan, Peel and South West regions went into a five day lockdown with COVID-19 Closure and Restriction (Limit the Spread) Directions (No. 12) issued by the State of Emergency Coordinator. Lockdown restrictions included the requirement for all people to stay at home unless working as an essential worker, obtaining essential goods, providing care or support for a relative or exercising under certain conditions. On 5 February 2021 Safe Transition for Western Australia Directions were issued with post lockdown transition restrictions in place until Sunday 14 February 2021. During this time, masks were mandatory when leaving the home, requiring businesses and the community to quickly adapt. Following this time, Western Australia reverted back to pre-lockdown conditions as experienced prior to 6pm on Sunday 31 January.

On 2 February and 6 February 2021, in response to the changing restrictions, the Western Australian Local Government Association (WALGA) distributed information to assist Local Governments to support businesses during lockdown and through the post lockdown transition period. The City distributed this information via the City's business email database and COVID-19 portal.

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 regularly, 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 second quarterly update to Council is outlined through the Implementation Framework included as **Attachment 1.** The highlights from this are summarised below:

- To encourage and support events and activations (Action 1.2), a special events funding round was opened in December 2020 for events being held before 1 July 2021.
- To enhance the presentation of town centres and main streets (Action 1.3), a deep pressure clean of Leederville Town Centre was completed and planter boxes were installed.
- To make it easier for business to start-up, pivot and co-locate (Action 2.2), a review of the City's Minor Nature Development Policy has commenced and additional Health and Building Approval guidance for individuals and businesses has been included on the City's website.
- To support small business and attract visitors and tourism (Action 2.3), the Visit Perth website has been updated to include additional Vincent businesses and joint blogs were created with the City of Perth to celebrate and promote Christmas and Lunar New Year.
- To improve engagement and communication with local and small business (Action 2.4), the fifth and sixth editions of the Business E-Newsletter have been distributed to 590 local businesses.
- To improve the customer service experience for businesses (Action 2.6), the 'Start Your Business' page was launched on the City's website in December 2020. The page is a hub for all business approval requirements including Planning, Building, Health and Parklets.
- To celebrate community resilience and build awareness of local community groups, volunteers and sporting clubs to increase participation and membership (Action 3.1), the development of a website based regular hirer events calendar has commenced.
- To support community groups and sporting clubs to become more sustainable (Action 3.3), the City has been successful in obtaining $45,000, in grant funding, for club development from the Department of Local Government, Sport and Cultural Industries.
- To provide opportunities to celebrate an inclusive and socially connected community (Action 3.5), the City completed the Kindness Project during Random Acts of Kindness Week 14-20 February 2021. The project involved teams across the City and included distributing kindness cards and messaging, flowers, Beatty Park passes, dog bag dispensers, Greening Vincent seed packs, cycle lights and reusable hampers to community members and undertaking planter box planting.
- To provide economic stimulus and sustainably manage resources and assets (Action 4.3), the Beatty Park Leisure Centre filter plant replacement and tiling demolition works commenced 27 January 2021.

CONSULTATION/ADVERTISING:

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

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS

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

STRATEGIC IMPLICATIONS:

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

Connected Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.
Our community facilities and spaces are well known and well used.

Thriving Places

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

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

We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.

Innovative and Accountable

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

Our community is aware of what we are doing and how we are meeting our goals.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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 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.

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.

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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 – 2 December 2020	Quarterly Update – 15 February 2021
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		Marketing & Partnerships/ Policy & Place	•	•			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.	**Completed** - SpacetoCO booking options have been updated. Free spaces have been promoted and will continue to be promoted on the City's website and in the Use Public Space to Grow Your Business flipbook.
	• explore opportunities to create pre-approved event spaces			•	•				Pre-approved event space project working group to be established in mid March.
	• streamline events approval processes in consultation with Town Teams to ensure processes are fit for purpose	$5,000	Built Environment & Wellbeing	•	•			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.	The City's Health Services team has remained agile and responsive to changing requirements around Events, as WA continues to adjust to the impacts of COVID-19. This has been a primary focus of the team for the 20/21 'event season' and will continue to be as we move through the summer/spring months. The WA Department of Health is undertaking another review into Event management and requirements relating to COVID-19. The City's Environmental Health Officers are working closely with Event organisers to ensure they are well informed and are providing advice and guidance where necessary. The Team is responsible for approving low and medium (COVID) risk events.
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.	Special funding round opened in December 2020, for events being held before 1 July 2021. Major event sponsorship to open March 2021 to support events in the new financial year. Free hire and road closures available for town squares. Free yoga held at Mary Street Piazza in January 2021.
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	•	•			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.	Leederville Town Centre planter boxes were installed and planted the week of 4 January 2021. The Lotterywest (COVID-19 Relief Fund) EOI for the Cleaver Main Street project was accepted and the City was invited to complete a grant application, which was submitted December 2020. The City is awaiting response from RAC regarding the Transforming Streets and Spaces Trial EOIs submitted November 2020. RAC confirmed the successful application will be confirmed in March 2021.
	• review town centre street cleaning services including street furniture and pavement cleaning, and graffiti maintenance	TBC ($24,000)	Waste & Recycling/ Parks	•	•			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).	The Leederville Town Centre "deep clean" was completed 9-10 February 2021. The William Street Precinct is scheduled for 22-23 February (notices have been delivered to affected businesses/residents). The Waste team are liaising with Place Managers to schedule a further two precincts. A budget increase has been proposed at mid-year, to enable completion of the final 2 precincts.

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 – 2 December 2020	Quarterly Update – 15 February 2021
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. Currently considering a parking sensor pilot project to be located within a town centre.
	• prepare the Vincent Wayfinding Strategy and implement cycle, signage and car parking improvements	$208,000	Policy & Place/ Engineering	•	•	•		Internal scoping meetings are currently taking place.	The draft project scope and procurement documents have been prepared. The scope will be finalised and an RFQ advertised following feedback on project objectives. It is anticipated a consultant will be appointed in April 2021.
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.	The cycling courses will be held again in March/April 2021. A second-hand Cycle Market community event will be held in March 2021.
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 reported to 24 November Council Workshop.	Investigation complete. Development incentives for community benefit being considered for inclusion in the draft Leederville Precinct Structure Plan for public advertising.
	• complete phase 1 of the COVID-19 Arts Relief Grant funding	$151,000	Marketing & Partnerships	•	•			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.	Sarah Chopra's face mask installed on Ken Sealey's Beseech sculpture. Poetry workshops were fully booked and huge success, posters currently being designed to be installed in Lightbox Laneway in March. Locations being confirmed for two sculpture projects. Paula Hart's canopy artwork resulting from community workshops currently in design development, working towards construction documentation for install in Mount Hawthorn parklet.
	• launch phase 2 (Medium Scale Town Centre Artworks) of the COVID-19 Arts Relief Grant Funding	TBC	Marketing & Partnerships	•	•			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.	Draft EOI for Medium Scale Town Centre Artworks and benchmarking document currently being worked up. Draft EOI will be taken to the next Rebound Roundtable and Arts Advisory Group meetings, both scheduled 24 February, for advice and input. Any changes will then be made before presentation at 13 April 2021 Council Workshop.

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 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 – 2 December 2020	Quarterly Update – 15 February 2021
2.1 Support businesses to innovatively use public space to grow, expand and diversify	• implement a Parklet Fee Free 24-month Trial as part of the quarterly budget review	$3,000	Policy & Place	•				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.	**Completed** - Parklet Fee Free Trial commenced and promoted. Trial will continue to be promoted on the City's website and in the Use Public Space to Grow Your Business flipbook.
	• create a 'Use Public Space to Grow Your Business' flipbook • transition COVID-19 Temporary Parklets to permanent Parklets			•	•				Draft Use Public Space to Grow Your Business flipbook to be presented at 24 February Rebound Roundtable. Temporary parklets on Oxford Street will remain as temporary due to scheduled road maintenance early in the 2021/22 FY requiring all parklets to be removed. The City will continue to liaise with business owners to prepare for the transition after road maintenance complete.
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.	State Government has finalised change of use exemptions that apply to all local governments as of 14 February 2021. The City is now preparing an updated Local Planning Policy: Minor Nature Development to respond to the new regulations for the benefit of our community.
	• 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*.	The WAPC has now approved changes to the *Planning and Development (Local Planning Scheme) Regulations 2015* which will come into effect 15 February 2021. These changes introduce exemptions for change of use application with many uses now exempt from planning and development approval. The City's website has been updated with guidance for individuals/businesses on Health and Building Approvals that are still necessary, where a Development Approval may now not be required.
	• 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 early 2021.
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	•	•	•	•	Content strategy developed with the Inner Perth Collective. Blogs developed for Vincent centric content which will be launched over the Christmas period.	Visit Perth website content updated with Vincent businesses, events and joint blogs created (Christmas, Lunar New Year, picnic places). Visit your Neighbourhood videos coming mid 2021.
	• 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	•	•	•	•	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.	Preferred platform options including Streets of OurTowns and Visit Perth continuing to be explored. The City was unsuccessful in the EOI to participate in the SBDC Small Business Friendly Approvals Program. Another round will be open later this year for which the City will lodge another application.
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 expanded from 448 to 537.	Business E-News database expanded from 537 to 590. The fifth edition of the Business E-News, distributed 4 December 2020, included promotion of SafeWA App, Visit Perth, parklet fee free trial, free public spaces, Accessible City Strategy consultation and VendorPanel Marketplace. Sixth edition, distributed 5 February 2021, focused on transition out of lockdown and SafeWA App. In response to the finalisation of the State Government change of use exemptions, information distributed to businesses via postcards and E-News commencing 15 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 – 2 December 2020	Quarterly Update – 15 February 2021
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	•	•	•	•	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.	Procurement training was rolled out to staff in December 2020 and is continuing to be delivered this year. The training includes how to identify and purchase from local suppliers through VendorPanel Marketplace. Further information on buying local has been distributed to staff through the Vintranet and a Vintranet page has been created which highlights the importance of purchasing from local suppliers.
	• 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	•				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.	Visit Perth Christmas shop local campaign developed and delivered in partnership with City of Perth. Additional Christmas blogs developed for City of Vincent website/social media.
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	•	•			Website content has been prepared and is now being internally reviewed and page structure developed.	**Completed** - December 2020 saw the launch of 'Start Your Business' page on the City's website, a hub for all approval requirements form planning, building, health to parklets and parking. The page has common business types and all the associated required information.
	• 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. The preparation of the Business Welcome Pack will commence in mid 2021.

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

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

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing 2020/21 Jul-Dec	Timing 2020/21 Jan-Jun	Timing 2021/22 Jul-Dec	Timing 2021/22 Jan-Jun	Status – 2 December 2020	Quarterly Update – 15 February 2021
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	•	•			People of North Perth Video project complete and launched 22 November 2020 at North Perth Bowls Club. Assistance provided to CentreStage Promotions Pty Ltd. 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.	Community stories and personal experiences are now being edited and crafted into an audio-visual collage. The interview transcripts will be deposited with the Local History Centre and the final edited product will be presented in the form of a music video/documentary.
	• 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	•	•			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.	The development of a regular hirer events calendar for the website has commenced. Once complete, this will be regularly updated to align with the changeover of the sporting season. It will also include regular hirers of the City's community facilities. A review of the Vincent Community Support Network has commenced.
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	•	•			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.	Consultation on Edinboro Street Reserve (Mount Hawthorn) Pop Up Play will commence Wednesday 17 February 2021. Children, Youth, Parents Advisory Group have had input. Consultation for Pop Up Play at Leake/Alma Street Reserve and Redfern/Norham Street Reserve will follow.

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 – 2 December 2020	Quarterly Update – 15 February 2021
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.	The City has been successful in obtaining a grant from the Department of Local Government, Sport & Cultural Industries in the amount of $45,000 spread over 2 years for Club Development. As part of this funding, tools, templates and workshops will be developed and delivered to local sporting clubs and community groups. This project is in the process of being scoped.
	• advocate for the continuance of community-based initiatives funded by the Leederville Gardens Trust	$3,000	Marketing & Partnerships		•			Due to commence January 2021.	A review of the funding provided to date, along with the measurable outcomes and deliverables required from each funded organisation, is currently being undertaken to gain an understanding of the benefits to the community.
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	•	•	•	•	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.	Relationships with Headspace have been developed and the City has arranged for Headspace to deliver mental health education workshops in local high schools throughout the first semester.
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	$85,600	Marketing & Partnerships/ Built Environment & Wellbeing	•	•	•		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.	Christmas decorations were installed in town centres and activities held in town squares, including the Young Peoples Christmas Markets at North Perth Common. Lanterns were installed along William Street to celebrate Lunar New Year. Planning is underway for Youth Week including workshops and a campaign to celebrate local youth heroes In response to COVID-19 and in line with the City's Public Health Plan, the City participated in Random Acts of Kindness Week 14-20 February 2021. The project has involved teams across the City and included the distributing of kindness cards and messaging, flowers, Beatty Park passes, dog bag dispensers, Greening Vincent seed packs, cycle lights, reusable hampers and undertaking planter box planting.
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 the budget review in early 2021.	The City has facilitated the development of relationships between local schools and YMCA HQ to promote access to youth workers and case management services. Upskilling workshops for youth, including finances and budgeting, job skills and life skills, are currently being planned.

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

VINCENT REBOUND PLAN – IMPLEMENTATION FRAMEWORK

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

Action - what we'll do	Deliverable - how we'll do it	Funding Allocation	Responsible Team(s)	Timing 2020/21 Jul-Dec	Timing 2020/21 Jan-Jun	Timing 2021/22 Jul-Dec	Timing 2021/22 Jan-Jun	Status – 2 December 2020	Quarterly Update – 15 February 2021
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	•	•	•	•	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.	Rebound Roundtable held 9 December 2020. Next Rebound Roundtable scheduled 24 February 2021. Forward agenda items include: draft Use Public Space To Grow Your Business flipbook; Vibrant Spaces Policy (previously Development on City Owned and Managed Land Policy); and phase 2 COVID-19 Arts Relief Grant Funding (Medium Scale Town Centre Artworks) locations and EOI.
	• 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.	Website and COVID-19 portal have been well maintained, including fast and accurate communications during the January/February 2021 lockdown period.
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 presented at 24 November 2020 Council Workshop.	Advocacy Agenda update to be presented at Council Workshop in mid 2021.
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	•	•			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.	Tender for tiling and filtration work awarded at 15 December 2020 OMC and work commenced on demolition works 27 January 2021. City froze Beatty Park memberships during COVID-19 lockdown and maintained employment of casuals. Proposal to upgrade indoor children's slide was approved by Council in February 2021. Aboriginal artist will be commissioned for artwork on indoor pool tiles. RFQ is being prepared.

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

CITY OF VINCENT

Rebound Roundtable Forward Agenda

City of Vincent, 244 Vincent Street Leederville + Zoom

January - July 2021

Date	Action/Agenda Item	Topic	Participation
January – March 2021 *Note:* *Via Email/ Survey*	2.5 Support local business and drive Support Local and Buy Local campaigns • consider Christmas shop local campaign, in consultation with Town Teams and in partnership with the City of Stirling and City of Perth 3.5 Provide opportunities to celebrate an inclusive and socially connected community • recognise key Days of Importance	Christmas Debrief	Town Team Business/Event/Activation Representative(s) CoV Council Members/ Marketing & Partnerships/ Policy & Place
24 February 2021	2.1 Support businesses to innovatively use public space to grow, expand and diversify • create a 'Use Public Space to Grow Your Business' flipbook 1.6 Enhance the public realm through improved development outcomes and incorporation of cultural infrastructure and activation launch phase 2 (Medium Scale Town Centre Artworks) of the COVID-19 Arts Relief Grant Funding	Draft Flipbook, Development on City Owned and Managed Land Policy, Draft EOI and Locations for Medium Scale Town Centre Artworks	Town Team Streetscape/Design Representative(s) CoV Council Members/ Marketing & Partnerships/ Policy & Place/
24 March 2021	1.2 Encourage and support events and activations • collaborate with Town Teams and community event providers to activate our spaces and places 3.5 Provide opportunities to celebrate an inclusive and socially connected community • recognise key Days of Importance by supporting innovative delivery models that align with economic and social outcomes, including celebrating NAIDOC and Youth Week	External Funding Opportunities and City of Vincent Grant Funding Overview	Town Team Movement/Town Team Business/ Streetscape/Design Representative(s) CoV Council Members/ Marketing & Partnerships/ Policy & Place
28 April 2021	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 • review town centre street cleaning services including street furniture and pavement cleaning, and graffiti maintenance	Streetscape Improvements and Maintenance	Town Team Business/ Streetscape/Design Representative(s) CoV Council Members/ Policy & Place/Engineering/ Waste/Parks
26 May 2021	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 • prepare the Vincent Wayfinding Strategy and implement cycle, signage and car parking improvements 1.5 Encourage and promote active transport to visit and shop local • launch active transport campaign	Vincent Wayfinding Strategy and Accessibility	Town Team Business/ Streetscape/Design Representative(s) CoV Council Members/ Policy & Place/ Ranger Services/ Engineering (Active Transport)
30 June 2021	1.1 Make it easy to use town centre public spaces and simplify the process to host events and activations • explore opportunities to create pre-approved event spaces • streamline events approval processes in consultation with Town Teams to ensure processes are fit for purpose	Pre-approved Events Spaces and Streamlined Approvals Processes	Town Team Event/Activation Representative(s) CoV Council Members/ Policy & Place/ Marketing & Partnerships/ Built Environment & Wellbeing
28 July 2021	2.5 Support local business and drive Support Local and Buy Local campaigns • consider Christmas shop local campaign, in consultation with Town Teams and in partnership with the City of Stirling and City of Perth 3.5 Provide opportunities to celebrate an inclusive and socially connected community recognise key Days of Importance	Christmas Planning	Town Team Business/Event/Activation Representative(s) CoV Council Members/ Marketing & Partnerships/ Policy & Place

10 INFRASTRUCTURE & ENVIRONMENT

10.1 TENDER NO IE105/2020 DESIGN, SUPPLY AND INSTALL SOLAR PHOTOVOLTAIC SYSTEMS AT CITY OF VINCENT SITES

Attachments: **1. Confidential Attachment 1 Evaluation Worksheet - RFT IE105-2020 - Solar Panel RFT - Confidential**

RECOMMENDATION:

That Council ACCEPTS the tender submitted by DNX Energy Pty Ltd for Tender No. IE105/2020 for the Design, Supply & Installation of Solar Photovoltaic Systems at various City of Vincent sites.

PURPOSE OF REPORT:

To consider the awarding of Tender No. IE105/2020 – Design, Supply and Install Solar Photovoltaic Systems at various City of Vincent facilities.

The contract between the successful Tenderer and the City will reserve the right for the City not to proceed with any individual installation if either budget approval is not obtained for the installation costs, or due to failure to reach agreement with the lessee in respect to the recouping of solar costs.

BACKGROUND:

The City developed an Energy Management Plan in 2012 for the highest energy use sites owned and managed by the City. The Plan included recommendations for large-scale solar photovoltaic (PV) installations at the Library and Local History Centre, Beatty Park Leisure Centre, Administration and Civic Centre and the Works Depot. These four installations were completed between 2019 and 2020 under phase 1 of the City's Solar Program.

The primary objective of the solar program is to improve the environmental performance of the City's buildings and facilities via onsite generation of renewable energy (in line with the City's Sustainable Environment Strategy 2019-2024).

A secondary objective of the program is to generate direct energy cost savings at City-operated sites, which can be reinvested in future projects.

For leased facilities at which energy savings from solar are realised by the tenant, Administration proposes to recoup the cost of solar installations through the lease mechanism in the first instance. For this reason lease renewal date was one of the factors considered in prioritising the order of installations presented in this report. Where the leaseholder prefers to take responsibility for procurement and installation, a self-supporting loan mechanism may be offered as an alternative. Administration is currently developing a procedure to govern community funding requests via a self-supporting loan mechanism.

The phase 2 solar feasibility study completed in 2019/20 involved a first-pass screening of the City's remaining 114 sites, some City-operated, others tenanted. This produced a shortlist of twelve (12) sites based on solar orientation (energy generation potential), annual electricity consumption and time of electricity use.

Only two City operated sites made it on the shortlist. The remainder did not meet the basic criteria for financial viability. Battery storage systems were considered as a means of improving these sites' viability but were ultimately discarded as an option due to lengthy payback periods ranging from 14 to 23 years. With expected battery life being around 10 years, the addition of a battery would be counterproductive in terms of cost savings.

The shortlist of sites and solar feasibility study was presented to Council as part of the 2020/21 Budget process. As an outcome of the 2020/21 budget process, budget was approved for the installation of solar PV at the four sites listed for 2020/21 as set out in the table below. These sites are Mt Hawthorn Community Centre, North Perth Town Hall, Britannia Reserve Pavilion and Vincent Community Centre.

There is flexibility to review the order and priority of installations at sites scheduled for 2021/22 through the 2021/22 budget process.

Installation of solar PV in 2022/23 at the Department of Local Government, Sport and Cultural Industries building located at 246 Vincent Street, Leederville is a condition of the new lease with the state government, which was negotiated and agreed on in 2020.

The table below shows the twelve shortlisted sites, along with additional details including lease renewal dates, cost of PV systems, who benefits from electricity cost savings and planned installation year:

Site	Estimated electricity cost saving ($/year)	Who saves $	Dates for lease renewal	Estimate Simple Payback period (years)	Cost ($)	Planned year to install
Mt Hawthorn Community Centre	1,300	City of Vincent	N/A	5.2	6,800	2020/21
North Perth Town Hall	1,230	City of Vincent	N/A	5.5	6,800	2020/21
Britannia Reserve Pavilion (Leederville Cricket Club)	1,360	City of Vincent (90%) Leederville Cricket Club (10%)	March 2022	5.0	6,800	2020/21
Vincent Community Centre (Bethanie)*	2,750	Bethanie	August 2025	5.7	15,500	2020/21
Loftus Recreation Centre (Belgravia Leisure)	22,427	Belgravia Leisure	December 2021	3.5	78,000	2021/22
ASeTTS Centre	3,420	ASeTTS	February 2023	4.7	16,000	2021/22
Robertson Park (Including Tennis Centre)	4,588	Tennis West (60%) City of Vincent (40%)	September 2021	5	23,000	2021/22
YMCA Building	5,166	YMCA	December 2024	4.5	23,000	2021/22
Leederville Childcare Centre	2,800	Leederville Childcare Centre	June 2024	5.5	15,500	2021/22
Forrest Park Croquet Club	1,300	Forrest Park Croquet Club	November 2021	5.2	6,800	2021/22
DLGSC Building	46,055	DLGSC	December 2029	2.4	112,000	2022/23
Dorrien Gardens (Perth Soccer Club)**	8,775	Perth Soccer Club	December 2027	2.6	23,000	TBC*

*The Vincent Community Centre (Bethanie) is the only site proposed for installation of solar PV in 2020/21 which the City does not receive the direct benefit of the electricity savings. Administration will discuss the proposed installation with Bethanie and negotiate whether solar repayments can be made to compensate for the reduced utility costs payable by Bethanie following the installation. If an agreement with Bethanie is not reached the installation at this site will not proceed.

** Dorrien Gardens (Perth Soccer Club) was excluded from the scope of the phase 2 Solar Tender as the Club requested to procure and install its own PV system using a self-supporting loan to be provided by the

City. The funds for the installation were approved by Council at its 17 November 2020 Meeting, as part of the mid year budget review.

DETAILS:

Tender Advertising

The approved budget for the project in the 2020/2021 financial year is $110,000. As the proposed total budget for the three-year program of $481,000 exceeds $250,000, *Policy No. 1.2.3 – Purchasing* requires an open public Tender process.

Under CEO Delegation 1.19, the Director Infrastructure and Environment approved the Procurement Plan, which included the following Evaluation Criteria:

Qualitative Criteria	**Weighting**
1. Relevant Experience of the contractor a. Provide details of similar projects undertaken including scope of the Tenderer's involvement and confirming successful completion of the project; and b. Provide details of issues, if any that arose during the projects and how those issues were managed or resolved.	**25%**
2. Key Personnel Skills and Experience Tenderers to provide as a minimum information of the proposed personnel to be allocated to this project such as: a. Their role in the performance of the Contract; b. Resumes of key staff (including Subcontractors) inclusive of memberships of any professional or business associations, qualifications etc.	**25%**
3. Demonstrated understanding of the Project & Project Methodology *a)* A project delivery plan including key stages and timelines; *b)* Proposed methodology for this project to be completed on time and within budget. *c)* Evidence of successful results. *d)* Understanding of the required service by identifying the key issues and risk associated with delivering the project.	**50%**

The Request for Tender IE105/2020 was publicly advertised on 28 November 2020 and invited submissions until 22 December 2020.

At the close of the advertising period, 8 Tender responses were received from the following companies:

- DNX Energy Pty Ltd;
- Perdaman Advanced Energy Pty Ltd;
- Eco-White Pty Ltd;
- Future Bus (non-compliant);
- Fos Electrical Pty Ltd;
- Quality Engineering and Construction Pty Ltd;
- Solargain PV Pty Ltd (conforming); and
- Solargain PV Pty Ltd (alternative).

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
Co-ordinator City Buildings	Voting
Sustainability & Innovation Advisor	Voting
Eco Advance Consultants	Technical Advice (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
DNX Energy Pty Ltd	85	1
Eco-White Pty Ltd	71.25	2
Fos Electrical Pty Ltd	70	3
Solargain PV Pty Ltd (alternative)	67.5	4
Perdaman Advanced Energy Pty Ltd	67.5	4
Solargain PV Pty Ltd (conforming)	65	5
Quality Engineering and Construction Pty Ltd	20	6

Based on the evaluation panel discussion, the submission from DNX Energy Pty Ltd was the highest ranked submission against the Qualitative Evaluation Criteria.

Once the Tenders were ranked on the Qualitative Evaluation Criteria, the evaluation panel made a value judgement as to the cost affordability, qualitative ranking and risk of each Tender, in order to determine which Tender presented the best value for money to the City.

CONSULTATION/ADVERTISING:

The Request for Tender IE105/2020 was advertised in the West Australian on 28 November 2020 and on both the City's website and Tenderlink portal between 28 November and 22 December 2020.

LEGAL/POLICY:

- Section 3.57 of the *Local Government Act 1995*;
- Part 4 of the *Local Government (Functions and General) Regulations 1996*; and
- City of Vincent Policy No. 1.2.3 – Purchasing.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve a qualified contractor to undergo the specified works.

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.

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

The City's *Corporate Business Plan 2018/19 – 2021/22* states:

"*1.3 Solar Photovoltaic Panel System Installation: Installation of large-scale solar photovoltaic panels at various sites*."

SUSTAINABILITY IMPLICATIONS:

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

Sustainable Energy Use/Greenhouse Gas Emission Reduction

PUBLIC HEALTH IMPLICATIONS

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

FINANCIAL/BUDGET IMPLICATIONS:

The costs associated with this contract for the first year of the program would be met from the City's 2020/2021 Annual Budget, which has an approved allocation of $110,000 to complete the project. The price of the recommended contractor was within the allocated budget for 2020/21 and well within the overall project budget of $481,000. All tender applicants were advised that future year installations are subject to budget approval and are therefore not guaranteed.

The Tenderer may request a reasonable variation to the fixed price for systems to be installed in the financial years 2021-22 and 2022-23 should there be a marked difference from the current Australian to US dollar exchange rate and/or STC price. The Tenderer must provide evidence, such as historical price charts, to substantiate this claim.

COMMENTS:

The submission from DNX Energy Pty Ltd complies with all the Tender requirements, including demonstrated understanding of the project and project methodology, as well as demonstrating relevant experience, expertise and a qualified project team. The response included a well thought out project plan that included reasonable timeframes. The products chosen for the installations are fit for purpose.

Reference checks were conducted for DNX Energy Pty Ltd in relation to recent solar photovoltaic panel system installations and no issues were raised.

The Evaluation Panel recommends that DNX Energy Pty Ltd be accepted for Tender No. IE105/2020 as they presented the best overall value for money to the City.

10.2 WASTE STRATEGY PROJECT - 2 BULK HARD WASTE OPTIONS APPRAISAL

Attachments:
1. **Community Consultation Survey Results**
2. **WMRC Verge Valet Presentation**

RECOMMENDATION:

That Council:

1. **NOTES the feeback from the Community Consultation; and**

2. **APPROVES:**

   2.1 the adoption of an 18 month trial of an on-request collection service (uncontained with a limited volume) from January 2022; and

   2.2 one final scheduled collection in July 2021,

3. **NOTES that the costs of the final collection and the trial will be included in the annual budget for 2021/22 and the Long Term Financial Plan.**

4. **NOTES that Administration will prepare a further report on the progress and the community feedback on the trial to be presented to Council in March 2023.**

PURPOSE OF REPORT:

The purpose of this report is to:

- provide results from the Community Consultation carried out in August 2020; and
- present Administration's recommendation for Council endorsement.

BACKGROUND:

The City's Waste Strategy 2018 – 2023 has a Vision of "Zero waste to landfill by 2028". The Strategy recognises the current collection methodology for bulk hard waste is very out dated and encourages the generation of waste.

During the bulk hard waste collection in February 2019, Council and City Administration received numerous complaints from the community, with concerns including:

- thoughtless scavenging (often overnight), creating amenity and safety issues/concerns;
- adverse impact on visual amenity – including ransacked piles and litter;
- presentation time too long, leading to further illegal dumping on existing piles; and
- verge access/obstruction issues.

At the Ordinary Council Meeting held on 2 April 2019, Council approved a Notice of Motion for Administration to provide alternative options, including financial modelling. Initial options and modelling was provided at the 25 June 2019 Ordinary Council Meeting. The decision was that Council:

"1. NOTES options presented for future hard waste (junk) services, resulting from a service review undertaken as part of Waste Strategy Project 2; and

2. DOES NOT support Option One - Cease to Provide the Service;

3. REQUESTS further investigation of options that may be more tailored to suit the City of Vincent community, including but not limited to:

3.1 maintenance of an annual service with inclusion of meaningful ways to achieve higher diversion from landfill and reduce amenity and verge obstruction issues;

3.2 more detailed free on-demand (on-request) services options, including consideration of neighbourhood or street based collection services; and

3.3 opportunities for recyclable and reusable goods to be offered for free on verges and/or timed to coincide with events linked to recycling, such as the Garage Sale Trail weekend;

4. REQUESTS

4.1 that further refined options are presented to the Community Engagement Panel for feedback prior to community consultation and to inform development of the Public Engagement and Communications Strategy;

4.2 that the proposed detailed Public Engagement and Communications Strategy includes objectives and rationale for any change in service and is presented to Council with the refined options for bulk hard waste collection prior to community consultation; and

4.3 that procurement of a bulk hard waste service in February 2020 be undertaken, with a shorter bulk waste presentation period to minimise dumping, visual amenity and verge access issues."

The postponed Bulk Hard Waste (Junk) Collection service completed in July 2020 incorporated the shorter presentation period in accordance with request item 4.3.

City Administration engaged the services of Talis Consultants, to assist with the provision of further refined options, including financial modelling. As part of this modelling, various scheduled and on-request collection scenarios were considered.

An outline of the advantages and disadvantages of each of the considered bulk waste options is summarised below.

Bulk Waste Collection Options - Summary of Advantages and Disadvantages

Type of collection – Scheduled A scheduled collection, the existing service, involves the council and contractor working together to set dates for waste collection in each area. The households are informed of their collection date. Any compliant material placed on the verge prior to the scheduled date is collected. The existing service has minimal recovery of recyclables. Materials are uncontained and have, historically, been permitted to be presented up to two weeks prior to collection.	
Advantages	Operational efficiencies – i.e. no booking system required, optimising collection runs. Equal service for all residents. Administration reduced through no booking system being required. Residents can plan for it.
Disadvantages	Generates more waste and therefore generally higher cost and reduced landfill diversion. Set schedule/dates means that residents who are travelling/away will not be able to partake in the service. Visual amenity affected by numerous properties presenting material at the verge over a number of weeks. Issues near council boundary due to different approaches to bulk waste collections, has resulted in illegal dumping near boundary and properties outside of the City putting bulk waste on their verges. Lack of space (verge) for some residents.

<table>
<tr><td colspan="2">Type of collection – On-Request

On-request collections provide a convenient service, especially where there is a high renting population such as the City (where more than 1 in 3 households are renters - Profile id, 2016). This service involves the process of residents calling the council's/contractor's customer service unit (CSU) or requesting the service through an online portal. The anticipated wait time for residents may vary depending on a number of factors such as number of services available and seasonal demand variables (i.e. busy summers and quiet winters).</td></tr>
<tr><td>Advantages</td><td> Reduces waste collected – moving towards the City's zero waste Vision.
 Provides convenient timing for residents.
 Generates less waste and therefore less cost incurred by the City for management of waste materials.
 Provides interaction with the resident during booking to provide alternatives for reusable, repairable or recyclable items.</td></tr>
<tr><td>Disadvantages</td><td> Additional administration for booking and database management.
 Can generate too many bookings for particular weeks and therefore not meet customer expectations of collection timing.</td></tr>
<tr><td colspan="2">Scheduled – limit time material is presented

The service is scheduled, as with the existing service, however materials can be presented by residents on the verge no earlier than the weekend prior to collection to maintain the street front amenity and prevent illegal dumping. The City could enforce this by sending rangers to the scheduled areas prior to the collection week and issue notices/non-conformances to properties who have not complied with the time limit.</td></tr>
<tr><td>Advantages</td><td> Improve street presentation.
 Reduces likelihood of illegal dumping.</td></tr>
<tr><td>Disadvantages</td><td> Residents may not be home the weekend prior to their collection to place material out (within timeframe).
 Additional council resources required to enforce time limit for material presentation.</td></tr>
<tr><td colspan="2">Scheduled – limit volume and time materials are presented

The WALGA Better Practice Vergeside Collection Guidelines encourage councils to move towards a 2m^3 volume allowance. Introducing a limit by number of items could also be considered, whilst still maintaining a scheduled service. The City could enforce this by sending rangers to the scheduled areas prior to the collection days and examine the presented waste. Notices / non-conformances could then be issued to properties who have not complied with the volume/number of items requirements. Alternatively, upon collection, the council/contractor can make a "judgement call" as to whether the property has exceeded the volumetric requirements and collect the allotted amount, leaving excess waste and leaving notice for the property.</td></tr>
<tr><td>Advantages</td><td> Reduces waste tonnage.
 Improves street presentation.
 Provides more equity in the service.</td></tr>
<tr><td>Disadvantages</td><td> Likelihood that households will still exceed the collection volume and the enforcement, clean up following the service will increase.
 Residents may not be able to present large bulky items out within timeframe.
 Additional council resources required to enforce volume limits.</td></tr>
<tr><td colspan="2">Scheduled – maintain limit of 1 collection
Many councils currently offer one scheduled collection per year including:

 Town of Bassendean;
 City of Fremantle;
 City of Melville; and
 City of South Perth.</td></tr>
</table>

This has been reduced from two services per year in some cases.	
Advantages	• One collection provides an affordable, fair service for all residents without generating excess waste. • Operational efficiencies i.e. no booking system required, optimising collection runs.
Disadvantages	• More services (i.e. higher participation) result in more waste therefore not consistent with the City's vision of zero waste to landfill. • If residents are away or move into a property after the annual service date, they effectively do not get a collection for the year.
On-request Skip Bin – limit volume and time materials are presented The WALGA Better Practice Vergeside Collection Guidelines encourage councils to move towards a $2m^3$ volume allowance. A limit by number of items or containing the material within a skip bin could also be considered. Most on-request skip bin services limit the time that the skip bin is on a property to 2 business days.	
Advantages	• Reduce waste tonnages with lower participation rate. • Provide more equity in the service.
Disadvantages	• Likelihood that households will still overflow skip bins, which will result in an increase in administration to contact residents. • Potential for other residents to dispose of waste, including non-compliant waste, in skip bins not allocated to them. However, this risk could be reduced by also limiting the time the skip bin is left with a resident. • Lack of street frontage to place skip bins, affecting footpaths, parking and placement of other bins.
On-request Skip Bin – charge per service There is an option to move towards a user pays system, particularly for on-request services.	
Advantages	• Discourages use of the service, therefore reduces waste tonnages and increases waste diversion rates. • User pays service, only residents that use the service pay for it.
Disadvantages	• Increases administration. • True cost of service may be difficult to project as uptake would be unknown. • Potential for increase in incidence of illegally dumped waste. • Not enough verge space at some residences, or clearance for collection vehicles for truck to safely deliver and service the vehicle via hook lift truck.
On-request Skip Bin – include in rates ('no charge') Most councils include the bulk waste service within their rates charge.	
Advantages	• Only motivated residents book ahead, therefore reduces waste tonnages and increases waste diversion rates. • Ease of administration without needing to collect a payment. • Equal charge for all households.
Disadvantages	• Not a user pays system, therefore, ratepayers that don't use the service are subsidising others. • Not enough verge space at some residences, or clearance for collection vehicles for truck to safely deliver and service the vehicle via hook lift truck.
On-request – Uncontained ($2m^3$) – charge per service Some councils have moved away from skip bins and returned to uncontained services but as an on-request collection service. This type of service usually limits the volume of materials able to be presented and the time materials are allowed to be presented prior to collection.	
Advantages	• Only motivated residents book ahead, therefore reduces waste tonnages and increases waste diversion rates. • User pays service, only residents that use the service pay for it. • Less street frontage and overhead lift/parking clearance required than skip bins.

	• Fewer vehicle movements required to deliver and service the material
Disadvantages	• Increases administration. • True cost of service may be difficult to project as uptake would be unknown. • Potential for increase in incidence of illegally dumped waste.
On-request – Uncontained ($2m^3$) – included in rates ('no charge') Whilst the WALGA guidelines encourage a move towards 2m3, where volumes have previously been unlimited, a more conservative 3m3 restriction would be the best initial option, and easier to implement and enforce. Many other WA local governments who have implemented an on request systems (loose or contained) have enforced a 3m3 restriction.	
Advantages	• Only motivated residents book ahead, therefore reduces waste tonnages and increases waste diversion rates. • Reduced administration in fee collection. • Equal charge for all households. • Less street frontage and overhead/parking clearance required than skip bins. • Fewer vehicle movements required to deliver and service the material.
Disadvantages	• Not a user pays system, therefore, ratepayers that don't use the service are subsidising others.
On-request – Flexible service Optional Skip Bin/Uncontained and Waste voucher included in rates A handful of councils offer residents the option of an on-request skip bin or waste voucher to self-haul their waste.	
Advantages	• Provides flexibility in service offering for residents who are unable to self-haul their waste. • Discourages use of the service, therefore reduces waste tonnages and increases waste diversion rates. • Increased administration.
Disadvantages	• Not a user pays system, therefore, ratepayers that don't use the service are subsidising others. • Likely to be significantly more costly than other options due to requirement to subsidise waste vouchers.
On-request – Uncontained, charity partnership The City could look to engage in a partnership arrangement with a charity, or charities, to collect suitable, resalable items put out for collection prior to the contractor undertaking collections. This type of service would work best with an uncontained, rather than skip bin, on-request service – facilitating charities to easily view what has been presented when they arrive at properties and collect suitable items. There would be benefits in including limits of time items can be presented to reduce the time items are left on the verge.	
Advantages	• Provides flexibility in service offering for residents who are unable to self-haul their waste. • Encourage additional diversion of waste from landfill with charity involvement.
Disadvantages	• Cost prohibitive. • Increased administration for bookings and collections. • Uncertainty of degree of waste diversion from this type of service. • Historically charity take up of this option is low as shopfront charities require quality goods. • Time consuming engaging with charities to find the right fit. • Contractually challenging.
On-request – Street or neighbourhood based collections (1) Everyone in the street/neighbourhood coordinated their collection at the same time so that all material is placed out at once.	
Advantages	• Optimise opportunities for reuse / swapping within the area; • Collection efficiencies for council (minimal impact).

Disadvantages	□ Potentially not enough verge space for all material to be placed out at once, reduced street amenity at that time; □ It's likely that the selected date is not optimal for all households in the area therefore lose the advantage of an on-request date that is convenient for the householder; □ Requires the neighbours to agree and negotiate and potentially create dispute if not all households agree; □ No administrative saving for council.
On-request – Street or neighbourhood based collections (2) A group of neighbours could coordinate their bookings so that effectively if 6 households rotated their bookings all neighbours could contribute a small amount of waste every 2 months, or 12 households monthly.	
Advantages	□ Potentially optimising the service availability for the neighbourhood.
Disadvantages	This only works if all neighbours involved in the agreement act equitably. There are a large number of things that could go wrong with this model including: □ Its highly likely that the size of the collection pile would exceed the permitted limit for some collections, in which case it is unclear who is responsible but the resident that makes the booking could be penalised □ Not all of the neighbours may make their booking at the required time leading to a shortfall in the agreement. □ Non-complying material may be placed out and it may be difficult to identify the waste owner. Any of these issues could result in a neighbourhood dispute or dispute with council that could be avoided if only the resident that makes the booking is permitted by council to place waste on the pile.

Six refined options were subsequently taken to the Community Engagement Panel on 7 March 2020 (as per request items 4.1 & 4.2 above).

Options considered:

1a - Scheduled – limit time material is presented 48 hours prior
1b - Scheduled – limit time material is presented and limit volume 2m^3
2a – On-request skip bin – charged/service
2b – On-request skip bin – no charge
3a – On-request – uncontained 2m^3, 48 hours prior, charged
3b – On-request – uncontained 2m^3, 48 hours prior, no charge

The two Street/Neighbourhood based collection options, although considered and discussed, were not specifically included in the ranking, as they cannot operate as core "stand-alone" service options and as such were considered complimentary measures to the on-request service options.

Thirteen Community Panel residents participated. Feedback was sought through small group discussions and individual participant surveys.

Three breakout groups provided feedback and reached broad consensus that the City should adopt:

- an on-request, uncontained bulk waste collection service;
- limit volume to 2m3 per collection;
- costs for the service included within the City's annual rates (rather than a user pays service).

This outcome was also reflected as the preferred option in the individual survey responses.

Respondents also indicated that they would like the option of a second, on-request collection to be available at cost to the resident (i.e. a user pays additional service).

At the Ordinary Council Meeting held on 21 July 2020, Council received and noted the Community Engagement Panel Outcomes Report and approved the Public Engagement and Communications Strategy.

In delivering this Public Engagement and Communications Strategy, the City engaged the specialist services of CATALYSE Pty Ltd to undertake the community perception survey, which was undertaken between 7 August and 22 August 2020. The main objective of the consultation was to seek feedback and gauge community support on the various verge collection service options presented and provide opportunity for resident concerns to be heard and responded to; the results enabling the City to gain a clearer community wide view and help inform next steps.

The baseline data was demographically weighted and will assist in tailoring marketing materials and strategies to reach the unengaged segments of our community.

CATALYSE Pty presented the findings of the community perception survey at 22 September 2020 Council Workshop.

Survey Details

To ensure a consistent approach, the community consultation was aligned with the options discussed at the Community Engagement Panel Session held on 7 March 2020.

The following six refined options were included:

1a – Scheduled – limit time material is presented 48 hours prior
1b – Scheduled – limit time material is presented & limit volume 2m3
2a – On-request skip bin – charged/service
2b – On-request skip bin – no charge
3a – On-request – uncontained 2m3, 48 hours prior, charged
3b – On-request – uncontained 2m3, 48 hours prior, no charge.

Additionally, the consultation was also aligned with the consultation run by CATALYSE on FOGO in 2019, in that it also captured baseline information on community environmental sentiment, current waste behaviours and understanding and satisfaction with the City's core waste collection services. As such, this enables the City to directly measure and compare survey findings on waste service performance and customer satisfaction.

Survey Distribution

The survey was emailed to 3,000 randomly selected residents and 1,000 copies were posted out to randomly selected households. Residents also had the opportunity to "Opt in" to complete the Questionnaire, which was available via the City's Engagement.HQ.com Site and customer services.

Survey Results

1,004 respondents completed a scorecard. 601 randomly selected residents completed a scorecard reducing the sampling error to ±3.96% at the 95% confidence interval. A further 360 residents and 43 out of area respondents opted in. As responses were similar between randomly selected and opt-in residents, these responses have been analysed together. Out of area respondents have been analysed separately.
The final dataset was weighted by age and gender to match the ABS Census population profile.

Key Findings

The survey shows that there is a strong environmental sentiment as 91% of respondents believe reducing waste helps to reduce the impact of climate change and global warming, which is a 6% increase from the last survey carried out 2019.

The preference between scheduled and on-request services is marginal – with 42% preferring on-request and 8% undecided. It is envisaged that with further education and explanation, community views would align more closely with those of the Community Engagement Panel Workshop on 7 March, who were afforded this additional information and whose preference was for an on-request service.

Please refer to **Attachment 1** for a full breakdown of the survey results.

Administration is recommends a trial of an uncontained on-request verge side collection. This trial would offer the best environment outcome, aligned to the City's Waste Strategy and waste targets, and would address the on-going illegal dumping, public amenity and safety concerns and complaints regarding the current system. The recommendation that the new service is offered as a trial is to allow time for residents to understand the environmental rationale for change and give them an opportunity to experience the convenience of the new collection system. The trial could then be evaluated to include resident surveys before a final decision on a new service is made.

As part of the options appraisal, Administration looked at recent best-practice examples of on-request services and invited Western Metropolitan Regional Council (WMRC) to present Council details of their on-request collection system "*Verge Valet*" at the Council Workshop held 23 February 2021.

The program commenced in January 2020 and was rolled out to WMRC member councils Mosman Park and Cottesloe, as well as to Town of Cambridge. It replaces the traditional scheduled bulk waste service which had been in place prior.

Parameters of the system (such as set out time and permitted waste streams) can be adjusted by the participating councils. For example, set out times for the existing participating Councils typically range from 1-3 days. The City would propose a maximum 48 hour set out time ahead of the confirmed collection date, and would work closely with our Rangers Team to enforce this. While some of the existing participating Councils currently combine bulk hard (junk) and green waste collections, the City's green waste scheduled collection would be excluded from this collection system and remain unchanged.

Since implementation twelve months ago, the system has received very positive feedback from participating residents. Less than one in ten prefer the traditional system, citing their ability to choose their collection date, its flexibility, ease of use and speed of service, as some of the key benefits/highlights. The overall recovery rate for its bulk hard waste material is high currently sitting at around 65%. The online booking system also incorporates waste education information about reuse, reminding residents to explore alternative avenues (i.e. Charities or Buy Nothing Groups) prior to booking a collection; it ensures consistent communication and further guidance around waste avoidance behaviours whilst offering easy access to the service.

The service migration to trial an 18 months "free" (included in rates), uncontained, on-request verge side collection would occur as follows:

- One final 'traditional' bulk verge service in July/August 2021, (with time limited presentation) as per the July 2020 collection. This is intended to ensure that the trial can absorb initial demand when starting in January 2022.
- The commencement of an 18 month verge side service trial delivered by WMRC "Verge Valet" to commence from January 2022 (with an associated Community Communication and Education Campaign, inclusive of community feedback), Trial data and community feedback to be presented to Council to inform future service offering in March 2023.

CONSULTATION/ADVERTISING:

A promotional and marketing program would be required. This would involve a campaign delivered through the usual media channels to meet all sections of the community.

A benefit of trialling the Verge Valet system is that it is already established with excellent supporting communications material and trained customer service personnel well versed in answering FAQ's and any customer concerns.

LEGAL/POLICY:

Aligns with the City's Waste Strategy 2018-2023 and the Waste Strategy 2030.

Legislation: The *Waste Avoidance and Resource Recovery Act 2007*.

RISK MANAGEMENT IMPLICATIONS

Medium: Community acceptance of proposed changes. It is essential that the City undertakes an effective communications campaign. As part of the campaign, the City would inform and

educate residents on the rationale for change (including addressing the information gaps on environmental impacts of the current services, as highlighted during the recent community consultation) and provide opportunities for resident concerns to be heard and responded to. The City would subsequently continue to promote the service changes and encourage correct waste behaviours within the boundaries of the trial.

Medium: WMRC currently has limited availability/capacity to extend their Verge Valet System to non-member Councils and there is already some real interest from at least two other Local Governments. There is therefore the risk that this availability could disappear if this opportunity is not taken.

STRATEGIC IMPLICATIONS:

Project 2 of the City's Waste Strategy 2018-2023 will assist in the delivery of: the City's Waste Strategy, the Waste Strategy 2030 and the City's SCP objectives.

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

Enhanced Environment

We have improved resource efficiency and waste management.

Minimise our impact on the environment.

SUSTAINABILITY IMPLICATIONS:

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

Waste Reduction

Will support the City's Waste Strategy vision of sending 'Zero Waste to Landfill'.

PUBLIC HEALTH IMPLICATIONS:

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

Reduced exposure to environmental health risks

FINANCIAL/BUDGET IMPLICATIONS:

Administration proposes the following budget allocations:-

One final "traditional" Bulk Verge Collection in July/August 2021 at an estimated cost of $230,000, followed by participation in an 18-month trial of the WMRC Verge Valet system, commencing from January 2022.

The estimated cost for this trial is anticipated to be in the region of $245,000 per annum. This figure is based on implementation/uptake data from the existing three participating councils (i.e. Towns of Mosman Park, Cottesloe and Cambridge). Administration has assumed a pro-rata 50% budget spend over the initial 6 months (January to June 2022) and would therefore include an additional $122,500 in the draft budget for 2021/22. ~~and~~ $245,000 would be included in the LTFP for 2022/23 to cover the anticipated costs of the trial. This is effectively only an additional cost of $15,000 per annum, as $230,000 for the existing system is already included in the LTFP. This is considered to be good value for money and is inclusive of the established customer service (inclusive of booking service and customer support) and all communications materials.

Regulation 11(2)(e) of the Local Government (Functions and General) Regulations states that tenders do not have to be publicly invited if the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government. It should be noted that WMRC have already completed a formal tender process for these contracted collection services on behalf of their member councils, which ensures that the proposed trial rates are market tested and competitive.

Uptake and tonnage data will be monitored closely during the trial and any major variances reported via the City's budget review process.

COMMENTS:

The existing bulk hard waste verge collection methodology is out dated and encourages the generation of waste. This was identified in the Waste Strategy 2018-2013 and reconfirmed in the report presented to Council in July 2020.

Whilst current community sentiment still appears to be slightly biased towards a scheduled system (52%) there is clearly a need to change. To achieve the best environmental outcome aligned to the City's Waste Strategy targets and also to addresses the on-going illegal dumping, public amenity/safety concerns, Administration is recommending a trial of an on-request, pre-booked system.

An on request, pre-booked system:

- Reduces waste collected – moving towards the City's zero waste Vision and reducing costs;
- Provides convenient timing for residents;
- Provides interaction with the resident during booking process and the opportunity to discuss alternatives for reusable, repairable or recyclable items;
- Minimises presentation time, and so the opportunity for illegal dumping and other antisocial scavenging

It is acknowledged that there is currently an information/education gap with regards to the environmental impact of the current collection methodology and so the trial will need to be combined with an effective communications campaign.

It is therefore recommended that the City of Vincent participate in the WMRC Verge Valet System, on an 18 month trial basis, commencing from January 2022. This has a number of benefits:

- A trial, with effective communications, will help residents to understand the rationale for change and give them an opportunity to experience the benefits of the new collection system.
- A trial at this time will allow Administration to successfully implement and embed the FOGO and commercial waste changes, whilst also ensuring provision of the necessary community support during these service changes. To conduct a fully in-house trial without the support of an established booking system, customer support function and collection methodology would not be possible at this time, as resources will be at capacity to ensure that the FOGO and commercial service changes are managed (and supported) effectivity.
- The trial will allow Administration to collate sufficient City specific data and community feedback (via a formal survey process), to enable Council to make an informed decision on the most suitable approach for the City of Vincent going forward (without committing to a long term service charge or contract).
- The trial will also allow Administration sufficient time and experience to develop an appropriate service specification for any long-term, Council approved service option.

Community Review of Bulk Waste Options

Prepared for: City of Vincent

Prepared by: CATALYSE® Pty Ltd ©

22 September 2020

Contents

Introduction

Introduction and methodology

In August, the City of Vincent administered a Bulk Waste Review to evaluate community priorities and to measure Council's performance against key indicators in the Strategic Community Plan.

Scorecards invitations were sent to 4,001 randomly selected households (1,000 by mail and 3,001 by email). The City provided supporting promotions through its communication channels.

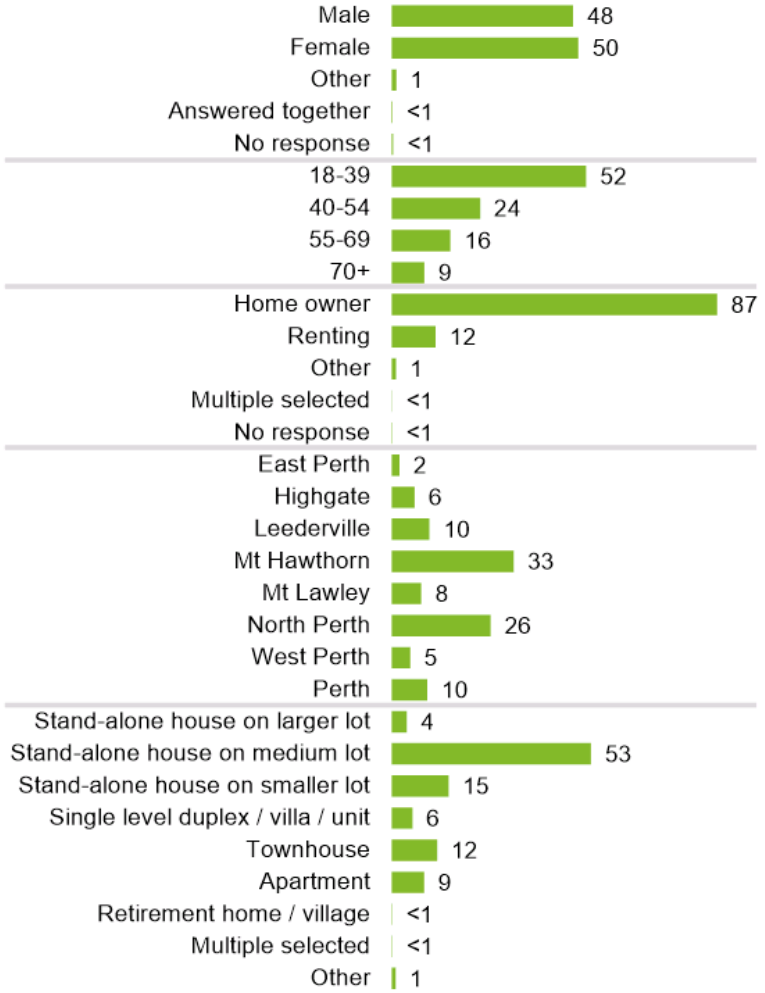
1,004 respondents completed a scorecard.

601 randomly selected residents completed a scorecard reducing the sampling error to ±3.96% at the 95% confidence interval.

A further 360 residents and 43 out of area respondents opted in.

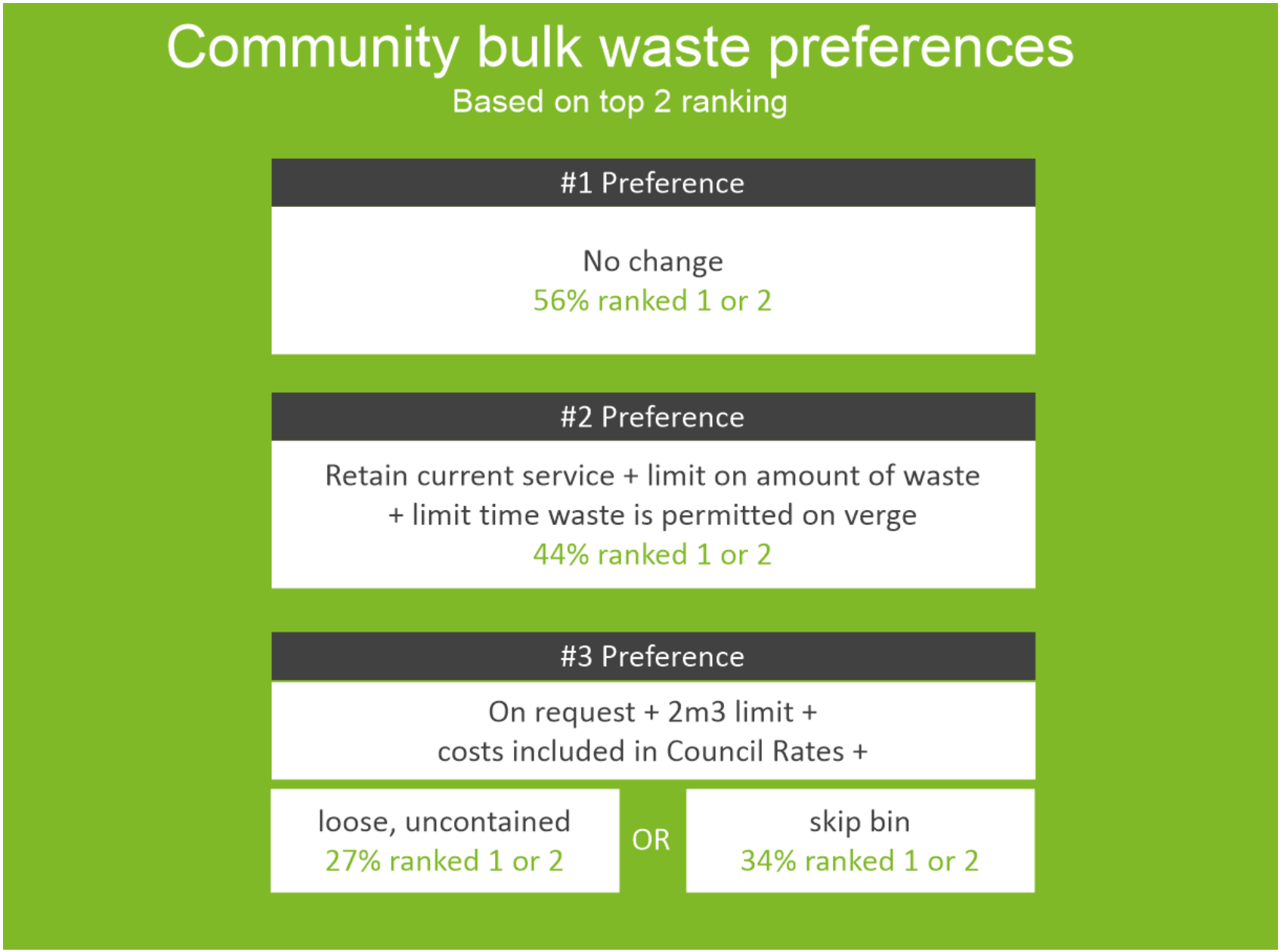
As responses were similar between randomly selected and opt-in residents, these responses have been analysed together. Out of area respondents have been analysed separately.

The final dataset was weighted by age and gender to match the ABS Census population profile. Data has been analysed using SPSS. Where sub-totals add to ±1% of the parts, this is due to rounding errors to zero decimal places.



MARKYT 4

Strategic Insights


Community bulk waste preferences
Based on top 2 ranking
#1 Preference
No change
56% ranked 1 or 2
#2 Preference
Retain current service + limit on amount of waste
+ limit time waste is permitted on verge
44% ranked 1 or 2
#3 Preference
On request + 2m3 limit +
costs included in Council Rates +
loose, uncontained
27% ranked 1 or 2
OR
skip bin
34% ranked 1 or 2


Preferences for bulk waste options
Payment options
Included in Council rates
User pays
64%
30%
7% unsure
Timing of collections
Scheduled
On-request
52%
40%
8% unsure
Volume of hard bulk waste
Unlimited
Limit of 2m3
49%
38%
13% unsure
Collection method
Skip bin
Loose, uncontained
49%
40%
12% unsure
Sufficient space for skip bin
Yes
No
61%
33%
6% unsure
Support for excess waste costs
No
Yes
47%
44%
9% unsure
Note: When the sum of the parts is 100% +/- 1% this is due to rounding errors to 0 decimal places.
MARKYT
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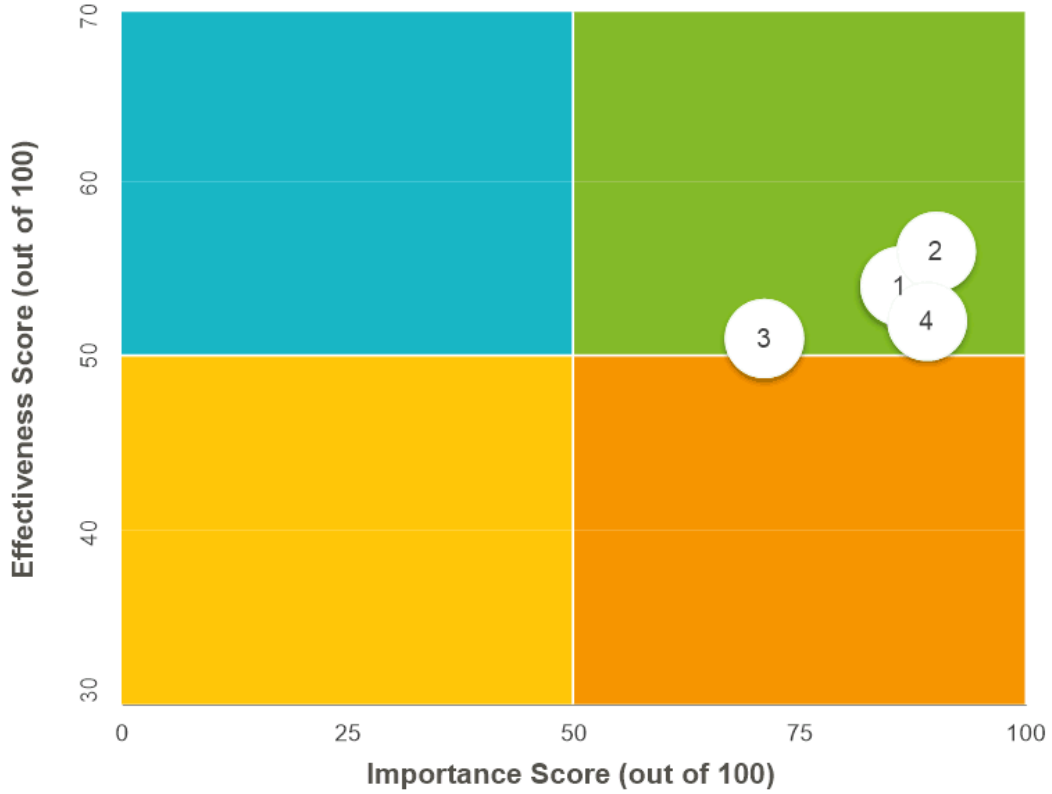
Waste Performance Scorecard
General Waste Collections
78
Performance Index Score
5 index points above the MARKYT® Industry Average and on par with 2019
Recycling Collections
75
Performance Index Score
5 index points above the MARKYT® Industry Average and on par with 2019
Verge-side General Waste
69
Performance Index Score
On par with the MARKYT® Industry Average and up 4 index points from 2019
Verge-side Green Waste
74
Performance Index Score
Up 6 index points from 2019
On demand, paid mattress and white goods collection
61
Performance Index Score
Down 6 index points from 2019
Suggested Improvements
FOGO / 3 bin system
Education / workshops
Community up-cycling and sharing
Green waste bins
Local drop-off points
More frequent recycling collections
Composting of green waste / FOGO waste
MARKYT
8

Waste management processes | Importance v Effectiveness

All waste management processes are considered to be important and the City is considered to be fairly effective with all processes receiving an effectiveness score above 50 points out of 100.

Keeping white goods, televisions, computers and mattresses separate from other bulk waste is considered to be slightly less important than recycling, removing contaminants and reducing waste to landfill.



1. Reducing the amount of waste going into landfill
2. Increasing recycling
3. Keep white goods, televisions, computers and mattresses separate from other waste during bulk waste collections
4. Remove contaminants from the waste stream, such as paint and batteries

Q. How important do you think it is to: Base: All respondents, excludes no response (n = varies) 10 point scale, low to high

Q. How effective do you think the City of Vincent has been in the following areas? Base: All respondents, excludes unsure and no response (n=varies) 10 point scale, low to high

MARKYT

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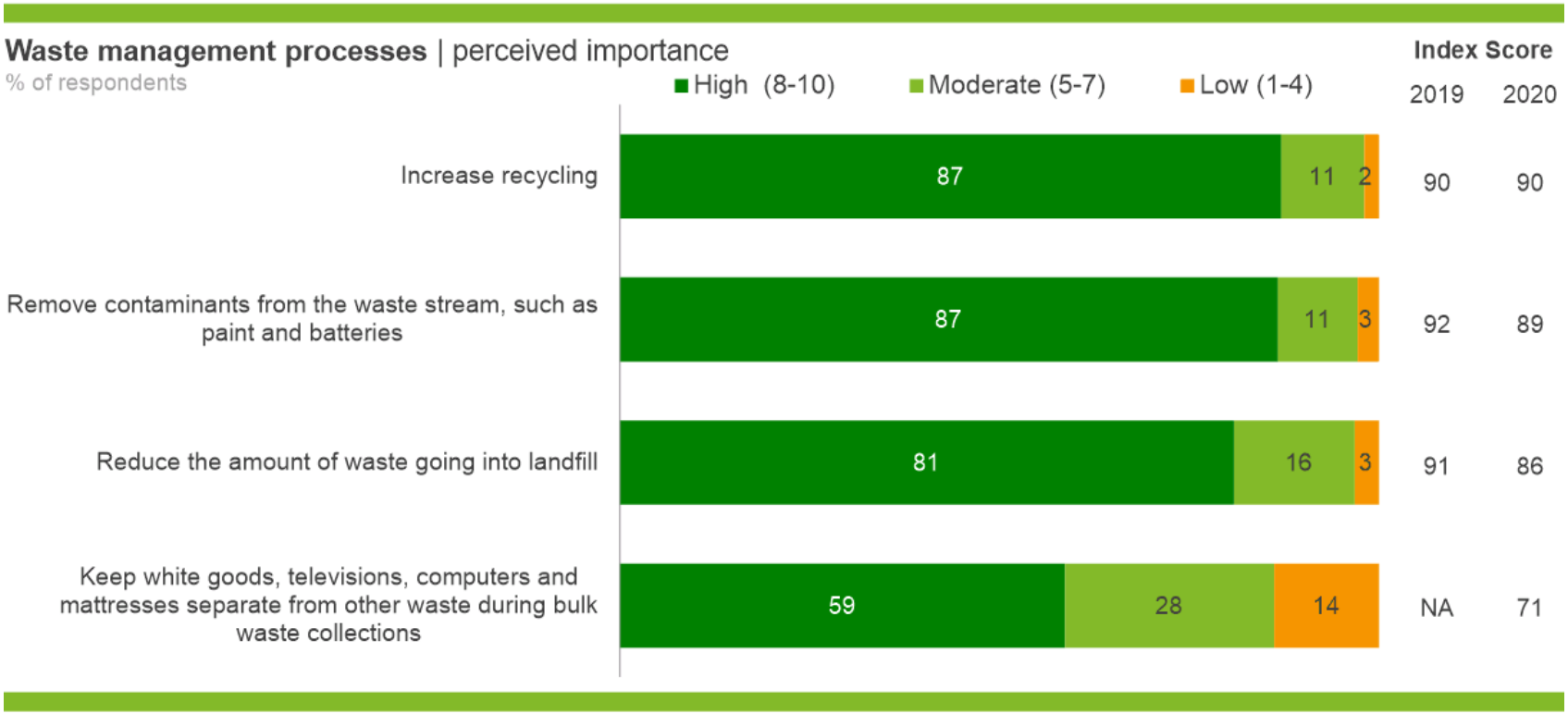
Waste management processes

Importance of waste management processes

Increasing recycling is considered to be the most important waste management process with an index score of 90 out of 100, closely followed by removing contaminants from the waste stream, with a score of 89.

Reducing the amount of waste going into landfill has dropped in importance since 2019 from 91 index points to 86.



Q. **How important do you think it is to:**
Base: All respondents, excludes 'unsure' and 'no response' (n = varies)

MARKYT 11

Importance of waste management processes

Community Variances

Views are fairly similar across the community. Some of the variances include:

- People living in West Perth are less likely to consider increasing recycling to be important.
- Removing contaminants from the waste stream is more important for people aged 70+ years and those living in a duplex, villa or unit.
- Reducing the amount of waste going into landfill is more important for people ages 70+ years.
- Keep white goods, televisions, computers and mattresses separate other bulk waste is more important to residents of Leederville, people aged 55+ years and people living in houses on large lots.

Community Variances
Importance Index Score

	Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
ncrease recycling	90	89	90	88	92	90	91	90	89	84	89	89	91	90	89	88	94	89	94	93	90	90	92	88	88
Remove contaminants from the waste stream, such as paint and batteries	89	89	89	74	88	90	90	89	89	88	87	87	91	87	90	90	94	89	90	87	89	88	94	88	88
Reduce the amount of waste going into andfill	86	85	87	85	85	88	87	86	84	88	83	82	89	86	86	84	91	85	90	88	85	86	90	87	85
Keep white goods, televisions, computers and mattresses separate from other waste during bulk waste collections	71	73	68	53	69	76	68	70	74	66	73	70	72	66	72	77	84	71	70	77	71	72	71	71	60

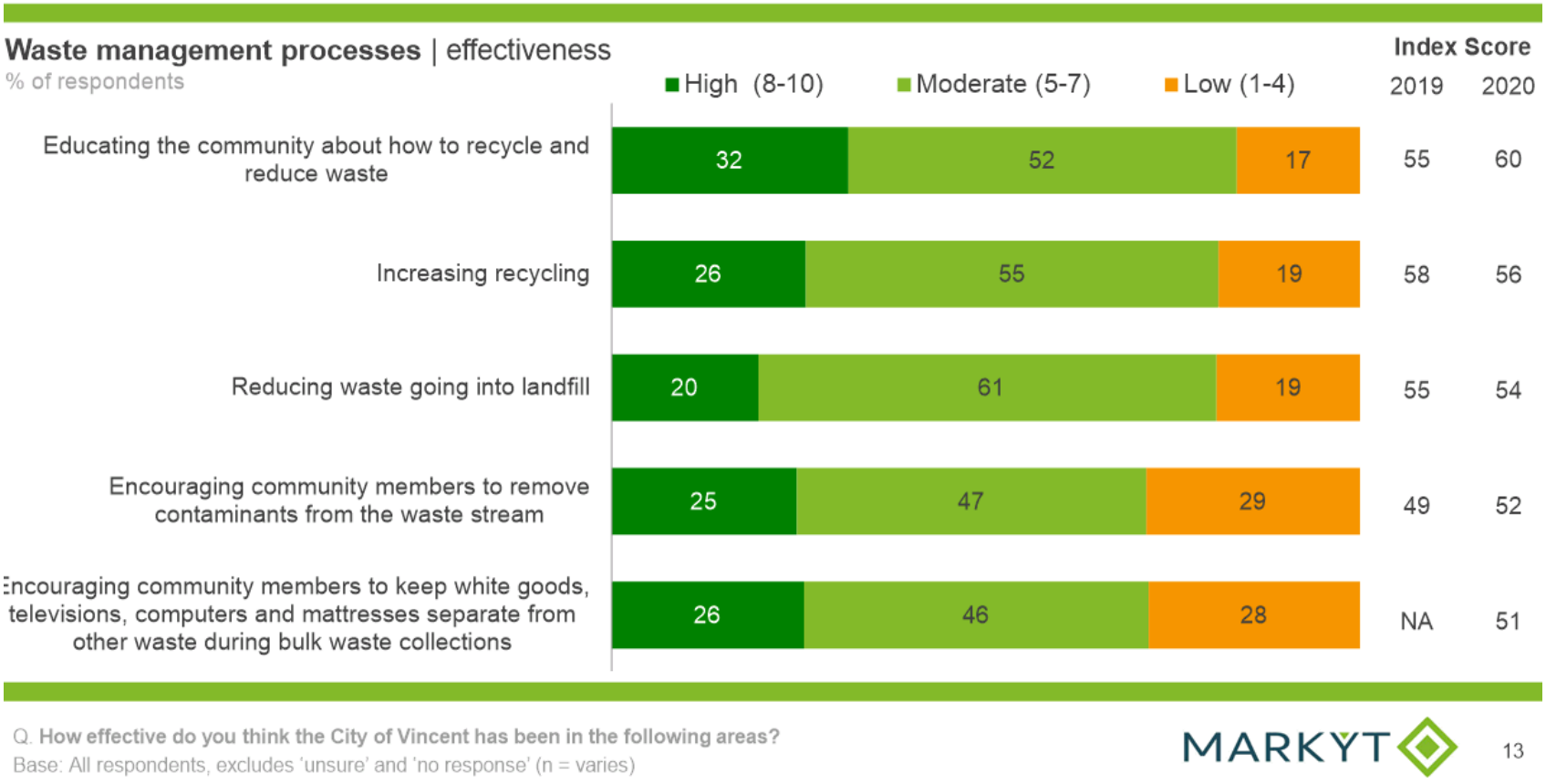
Q. **How important do you think it is to:**
Base: All respondents, excludes 'unsure' and 'no response' (n = varies)

MARKYT 12

Effectiveness of waste management processes

The City of Vincent is seen to be most effective at educating the community about how to recycle and reduce waste, with an index score of 60. This score has increased from 55 index points in 2019.

The City is seen as less effective at encouraging community members to remove contaminants from the waste stream and encouraging community members to keep white goods, televisions, computers and mattresses separate from other bulk waste.



Q. How effective do you think the City of Vincent has been in the following areas?
Base: All respondents, excludes 'unsure' and 'no response' (n = varies)

MARKYT 13

Effectiveness of waste management processes

Community variances

Effectiveness ratings are fairly similar across the community. Some notable variances include:

- Older people (70+ years) rate the City's effectiveness more highly across all waste management processes.
- People living in an apartment rate the City more highly for educating the community about how to recycle and reduce waste, increasing recycling and reducing waste going to landfill.
- West Perth residents rate the City more highly for educating the community about how to recycle and reduce waste. Perth residents rate the City more highly for increasing recycling.
- East Perth residents and people living in a duplex, villa or unit rate the City more highly for encouraging the community to keep white goods, e-waste and mattresses separate from other bulk rubbish.

Community Variances Effectiveness Index Score	Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
Educating the community about how to recycle and reduce waste	60	59	61	51	58	59	60	56	61	66	59	59	61	59	60	60	66	60	58	56	60	57	59	61	65
Increasing recycling	56	57	54	57	55	55	54	55	57	57	61	56	56	53	57	59	68	56	55	55	55	57	58	55	65
Reducing waste going into landfill	54	53	55	54	55	50	54	50	56	51	57	54	54	50	57	55	67	54	51	56	53	53	54	54	62
Encouraging community members to remove contaminants from the waste stream	52	52	53	53	56	52	52	48	54	49	49	51	54	48	53	57	66	52	50	55	53	48	56	49	53
Encouraging community members to keep white goods, televisions, computers and mattresses separate from other waste during bulk waste collections	51	51	52	59	50	51	51	50	52	47	50	51	52	49	51	53	60	52	49	53	51	51	56	51	49

Q. **How effective do you think the City of Vincent has been in the following areas?**
Base: All respondents, excludes 'unsure' and 'no response' (n = varies)

MARKYT 14

MARKYT® Performance Scorecards

Waste Management Services

MARKYT® Performance Scorecard

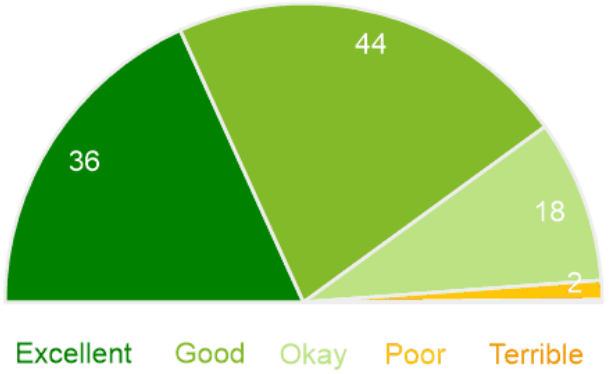
General waste collections (green lid bin)

Performance ratings

% of respondents

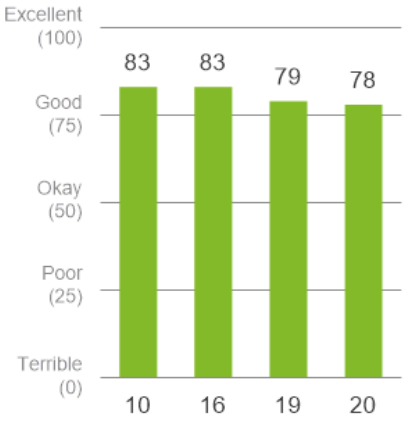
98% Positive rating*

78 Performance Index Score (out of 100)



Trend Analysis

Performance Index Score



MARKYT Industry Standards

Performance Index Score

City of Vincent	78
Industry High	86
Industry Average	73

Variances across the community

Performance Index Score

Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
78	80	76	73	80	84	78	74	78	76	79	79	78	77	80	78	81	79	76	66	79	75	78	85	76

Q. **How would you rate the following waste management services?**

Base: All respondents, excludes 'unsure' and 'no response' (n = 901). * Positive rating = excellent, good or okay

MARKYT 16

MARKYT® Performance Scorecard

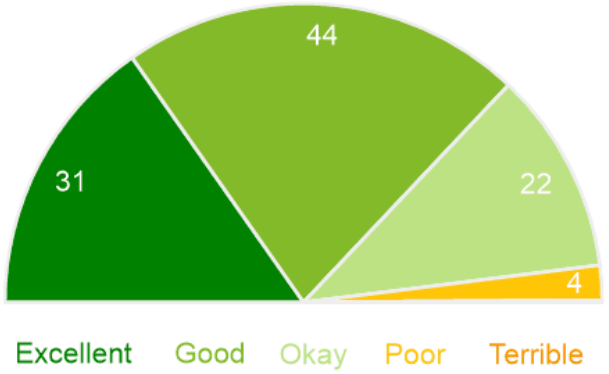
Recycling collections (yellow lid bin)

Performance ratings

% of respondents

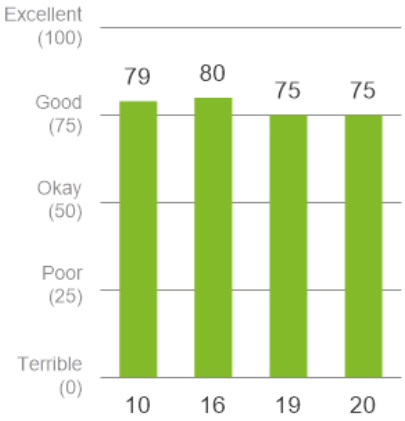
96%
Positive rating*

75
Performance Index Score
(out of 100)



Trend Analysis

Performance Index Score



MARKYT Industry Standards

Performance Index Score

City of Vincent	75
Industry High	84
Industry Average	70

Variances across the community

Performance Index Score

Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
75	76	73	72	75	80	75	73	76	70	74	76	74	75	74	76	80	75	73	70	75	75	71	81	72

Q. **How would you rate the following waste management services?**

Base: All respondents, excludes 'unsure' and 'no response' (n = 903). * Positive rating = excellent, good or okay

MARKYT 17

MARKYT® Performance Scorecard

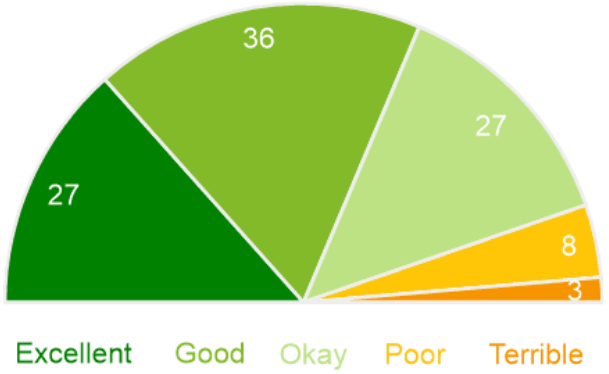
Annual bulk hard waste collections

Performance ratings

% of respondents

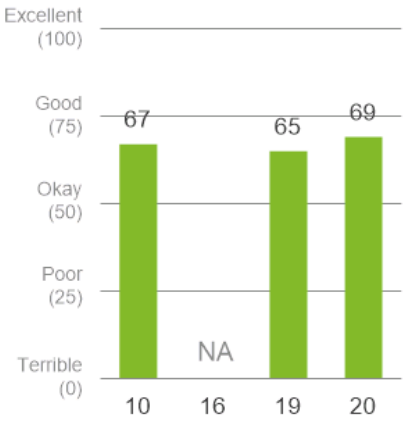
89% Positive rating*

69 Performance Index Score (out of 100)



Trend Analysis

Performance Index Score



MARKYT Industry Standards

Performance Index Score

City of Vincent	69
Industry High	86
Industry Average	71

Variances across the community

Performance Index Score

Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
69	69	69	70	67	69	71	62	69	73	68	69	69	69	67	69	76	69	69	61	69	68	72	71	71

Q. **How would you rate the following waste management services?**

Base: All respondents, excludes 'unsure' and 'no response' (n = 903). * Positive rating = excellent, good or okay

MARKYT 18

MARKYT® Performance Scorecard

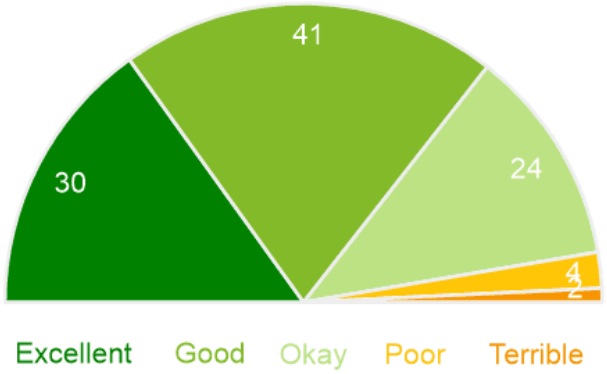
Annual bulk green waste collections

Performance ratings

% of respondents

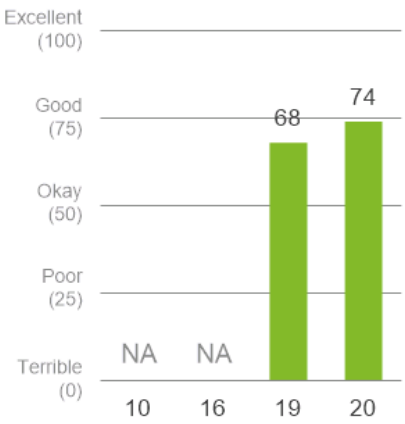
95% Positive rating*

74 Performance Index Score (out of 100)



Trend Analysis

Performance Index Score



MARKYT Industry Standards

Performance Index Score

City of Vincent	74
Industry High	NA
Industry Average	NA

Variances across the community

Performance Index Score

Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
74	73	74	74	71	76	76	65	74	72	70	74	73	74	71	74	78	74	75	68	75	71	73	74	73

Q. **How would you rate the following waste management services?**

Base: All respondents, excludes 'unsure' and 'no response' (n = 854). * Positive rating = excellent, good or okay

MARKYT 19

MARKYT® Performance Scorecard

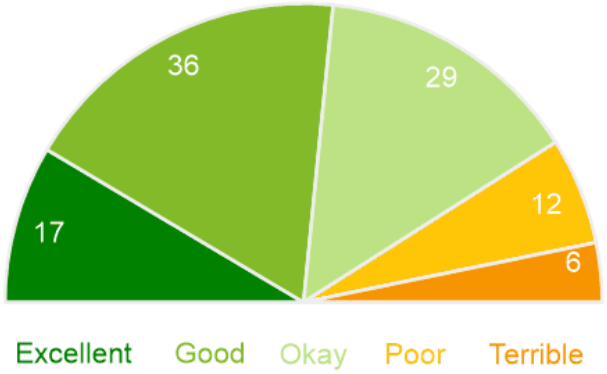
On-demand, paid collection of mattresses and white goods

Performance ratings

% of respondents

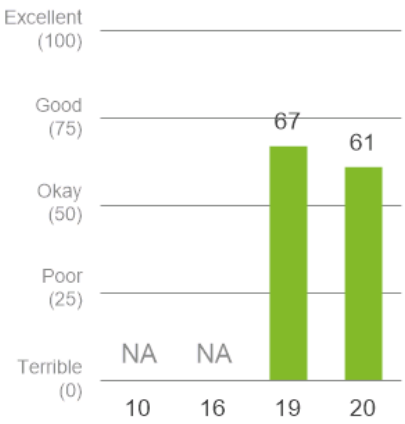
89% Positive rating*

61 Performance Index Score (out of 100)



Trend Analysis

Performance Index Score



MARKYT Industry Standards

Performance Index Score

City of Vincent	61
Industry High	NA
Industry Average	NA

Variances across the community

Performance Index Score

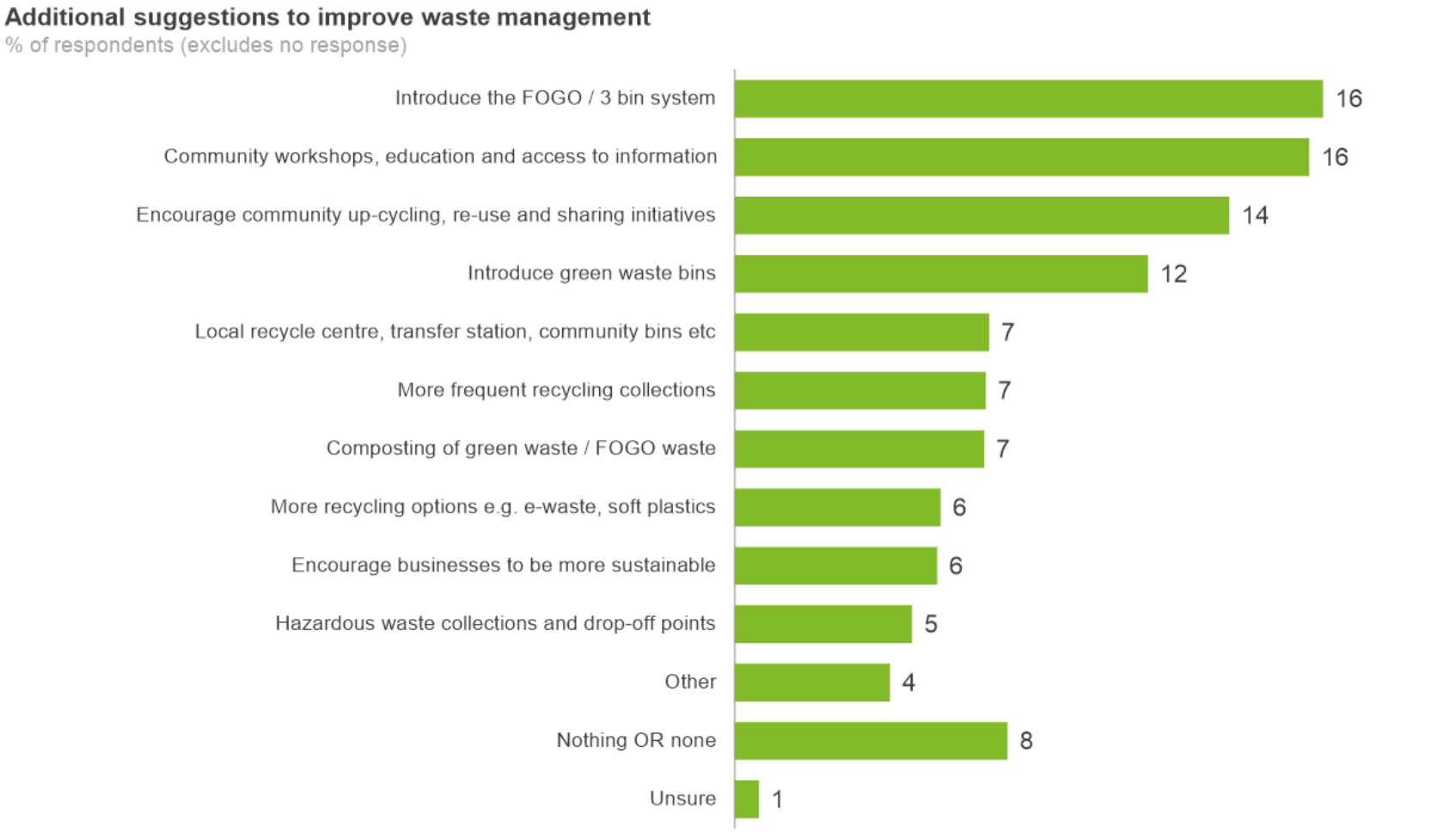
Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
61	59	64	48	63	66	61	50	67	56	58	62	60	66	58	56	58	62	60	57	61	60	65	65	65

Q. **How would you rate the following waste management services?**

Base: All respondents, excludes 'unsure' and 'no response' (n = 293). * Positive rating = excellent, good or okay

MARKYT 20

Additional suggestions to improve waste management



Q. Do you have any other suggestions about how the City of Vincent could improve waste management over the next 5 years?
Base: All respondents, excludes 'no response' (n = 625). Chart shows responses mentioned spontaneously by 5% or more respondents.

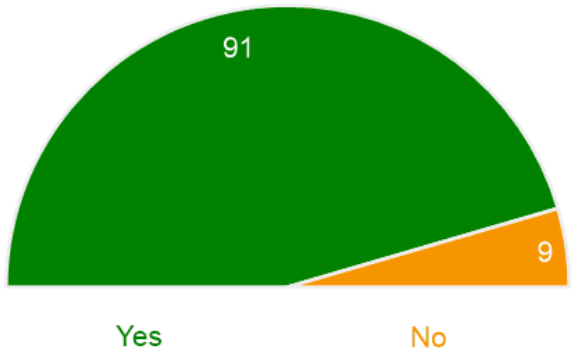
MARKYT 21

Waste Reduction

Perceived impact of waste on climate change

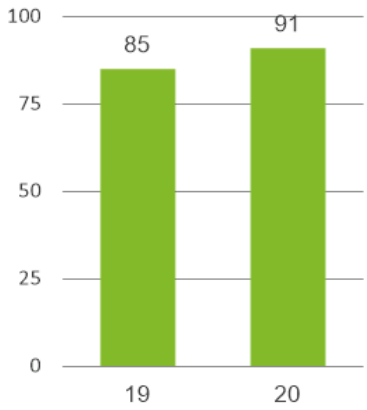
Do you believe reducing waste helps to reduce the impact of climate change and global warming?

% of respondents



Trend Analysis

% Yes



91% of respondents believe reducing waste helps to reduce the impact of climate change and global warming.

There has been an increase of 6% points since 2019.

This is higher among renters and people living in a duplex, villa or unit.

Variances across the community

% Yes

Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
91	89	93	72	91	92	94	92	90	90	86	89	93	94	89	85	89	90	96	77	91	93	96	91	88

Q. **Do you believe reducing waste helps to reduce the impact of climate change and global warming?**

Base: All respondents, excludes 'no response' (n = 852)

MARKYT

23

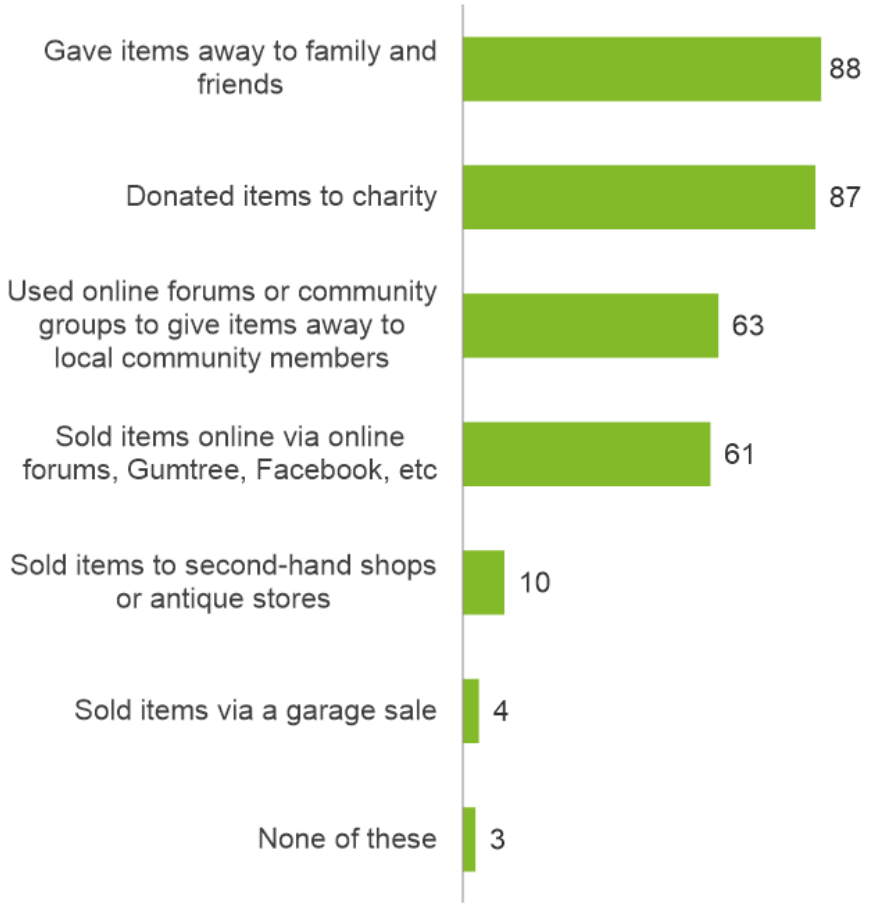
Sustainable practices to reduce hard bulk waste

Nearly everyone is taking proactive steps to reduce hard bulk waste:

- 88% gave unwanted items to friends and family and 87% donated unwanted items to charity.
- 63% gave unwanted items to local community members via online networks and 61% sold items via online market places.
- 10% sold items to second-hand shops and 4% held garage sales.
- Only 3% of respondents did not do any of the above.

Actions taken to dispose of unwanted items

% of respondents



Q. **Over the past 12 months, have you done any of the following to dispose of unwanted items?**
Base: All respondents, excludes 'no response' (n = 928)

MARKYT 24

Sustainable practices to reduce hard bulk waste

Community variances

- Older people (70+ years) and people living in a duplex, villa, unit, townhouse or apartment were less likely to give away items to family and friends.
- Opt-in respondents, Mount Hawthorn residents and younger people (18-39 years) were more likely to donate items to charity.
- Younger people (18-39 years) were more likely to have sold items to second-hand shops or antique stores.
- Mount Hawthorn residents and renters were more likely to have sold items online.
- East Perth residents and people living in houses on large lots were more likely to have sold items via a garage sale.

Community Variances % of respondents	Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
Gave items away to family and friends	88	87	89	83	83	87	89	91	90	88	83	84	94	90	90	86	76	88	89	89	91	92	80	80	80
Used online forums or community groups to give items away to local community members	87	86	88	78	88	81	89	88	89	79	81	82	92	87	90	85	83	86	91	79	88	89	79	93	79
Donated items to charity	63	56	73	43	42	60	74	58	66	45	46	58	68	73	67	45	25	62	68	60	69	66	44	57	43
Sold items to second-hand shops or antique stores	61	57	67	56	57	64	60	57	63	63	62	62	60	72	64	44	22	60	67	45	64	56	63	57	61
Sold items online via online forums, Gumtree, Facebook, etc	10	9	12	11	8	12	9	19	11	9	6	10	10	12	10	9	6	10	15	11	12	8	9	7	7
Sold items via a garage sale	4	3	6	16	4	2	4	1	5	4	2	3	5	4	5	3	2	4	6	11	4	5	0	3	0

Q. **Over the past 12 months, have you done any of the following to dispose of unwanted items?**
Base: All respondents, excludes 'no response' (n = 928)

MARKYT 25

Usage of Bulk Waste Services

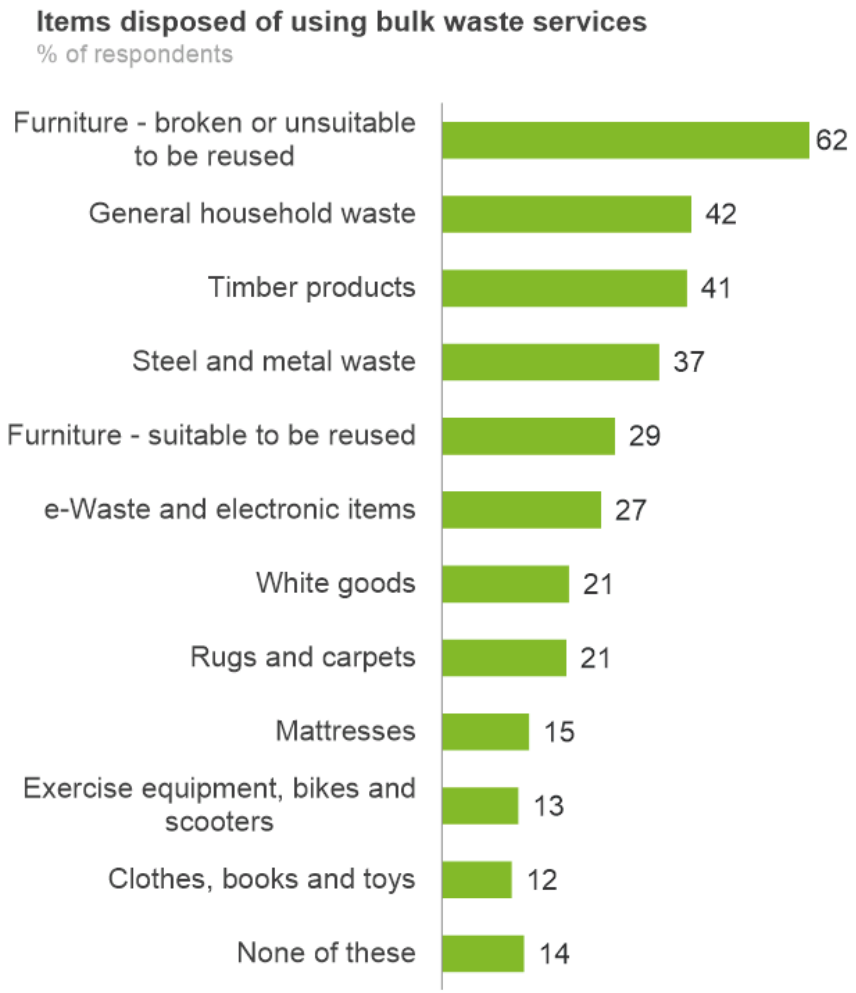
Items disposed of using bulk waste services

The most popular use for the City's bulk waste services is disposing of furniture that is broken or unsuitable to be reused, with 62% of respondents using the service for this purpose.

This is followed by 42% using bulk waste services for disposing of general household waste and 41% for timber products.

The least popular use for the City's bulk waste services is disposing of clothes, books and toys, with 12% of respondents using the services for this purpose. This is followed by disposing of exercise equipment, bikes and scooters with 13% of respondents.

14% of respondents did not use the City's bulk waste services to dispose of any of the items listed.



Q. **Over the past two years, which items have you disposed of using the City's bulk hard waste collection service?**
Base: All respondents, excludes 'no response' (n = 920)

MARKYT 27

Items disposed of using bulk waste services

Community variances

Community Variances % of respondents	Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
Furniture - broken or unsuitable to be reused	62	57	70	63	58	63	68	59	60	59	52	57	67	64	66	58	46	61	74	82	67	62	49	52	46
General household waste	42	42	42	40	34	38	48	38	43	50	25	41	43	42	44	40	40	42	41	40	49	36	39	33	28
Timber products	41	40	44	59	35	30	50	38	42	41	27	44	39	38	46	45	43	44	25	62	50	38	37	22	14
Steel and metal waste	37	37	36	51	38	29	39	36	36	48	33	42	32	35	42	35	34	37	36	58	41	33	43	29	15
Furniture - suitable to be reused	29	27	32	24	23	38	28	34	30	20	27	29	30	27	33	31	28	29	33	42	30	37	16	26	20
e-Waste and electronic items	27	27	27	22	23	30	30	23	25	31	25	30	23	21	31	37	36	26	33	37	31	20	25	27	10
White goods	21	20	23	19	23	17	25	18	22	23	13	21	21	19	23	28	18	20	32	33	26	22	26	6	5
Rugs and carpets	21	20	22	14	23	20	24	20	21	16	18	18	24	19	25	26	15	20	30	36	25	20	10	8	19
Mattresses	15	13	17	2	16	16	16	16	16	10	9	14	14	16	16	14	4	14	19	20	16	12	9	20	7
Exercise equipment, bikes and scooters	13	12	14	31	12	11	19	13	8	4	7	12	14	9	22	13	11	13	15	30	16	6	15	6	6
Clothes, books and toys	12	11	13	8	6	7	12	11	14	16	15	12	12	12	16	9	7	12	11	12	15	11	6	7	5

Q. **Over the past two years, which items have you disposed of using the City's bulk hard waste collection service?**
Base: All respondents, excludes 'no response' (n = 920)

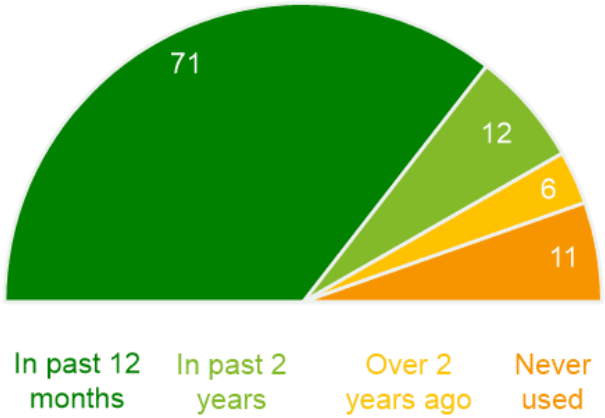
MARKYT

28

Most recent bulk waste usage

Most recent bulk waste usage

% of respondents



71% of respondents have used the City's bulk hard waste collection service in the past 12 months. 11% of respondents have never used this service.

East Perth residents are most likely to have used the service in the past 12 months.

People living in a duplex, villa, unit or apartment are less likely to have used the service in the past 12 months.

Variances across the community

% used in past 12 months

Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
71	66	78	85	62	71	70	65	76	72	64	69	72	71	74	70	65	71	71	79	78	68	54	69	50

Q. **When did you last use the City's bulk hard waste collection service?**
Base: All respondents, excludes 'no response' (n = 911)

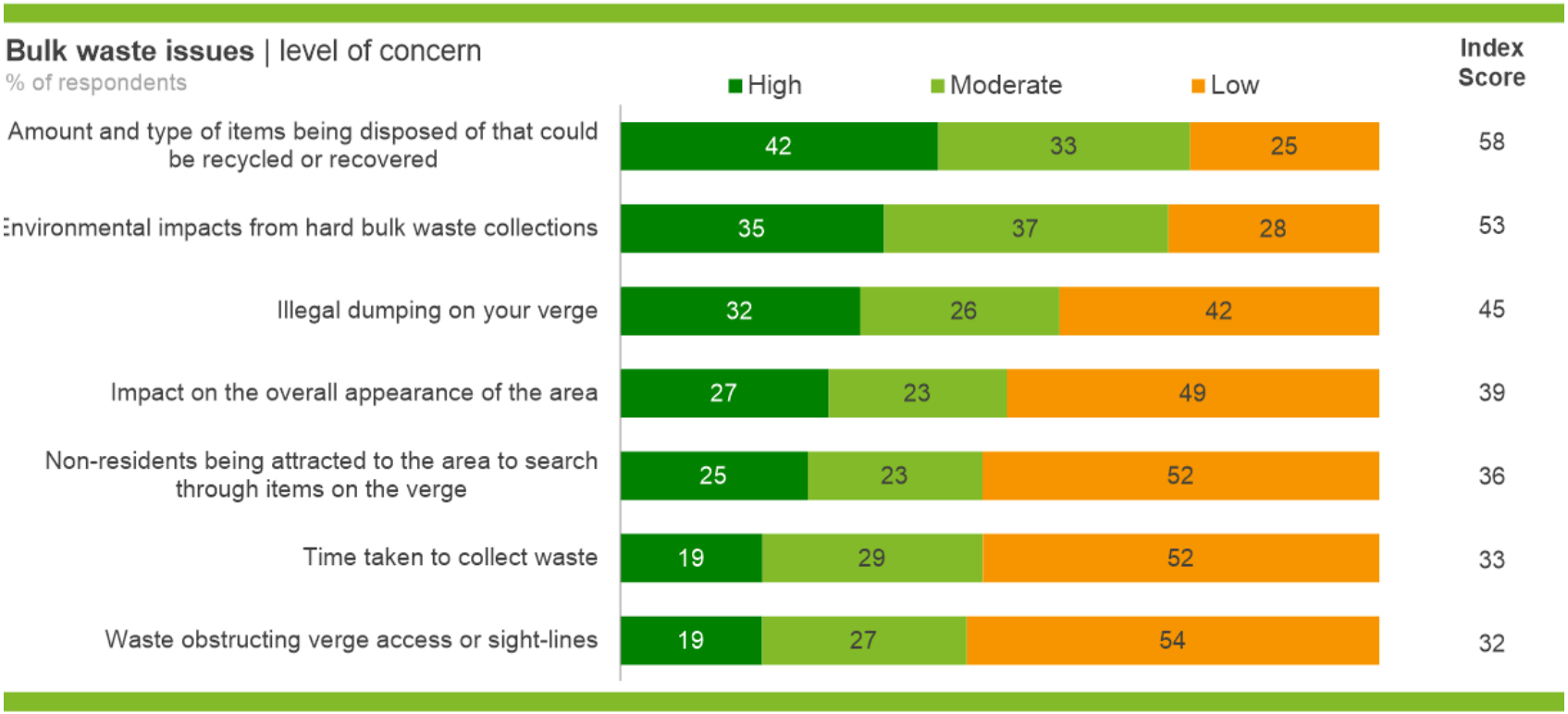
MARKYT

Bulk Waste Perceptions

Main concerns with bulk hard waste collections

The amount and type of items being disposed of through hard bulk waste collections that could be recycled or recovered is the biggest concern for respondents, with 75% of respondents being at least moderately concerned an index score of 58.

This is followed by the environmental impacts from hard bulk waste collections with an index score of 53 and illegal dumping on verges with a score of 45.



Q. **Thinking about annual bulk hard waste collections, how concerned are you with the following issues?**
Base: All respondents, excludes 'unsure' and 'no response' (n = varies)

MARKYT

31

Main concerns with bulk hard waste collections

Community variances

- West Perth residents are less concerned with the amount and type of items being disposed of that could be recycled or recovered and with illegal dumping on verges.
- People living in townhouses are more concerned with environmental impacts from hard bulk waste collections.
- East Perth residents and older people (70+ years) are more concerned with impact on the overall appearance of the area.
- East Perth and West Perth residents, renters and people living in a duplex, villar or unit are less concerned with non-residents being attracted to the area to search through items on the verge.
- Older people are more concerned with time taken to collect waste.
- People living in a duplex, villar or unit are more concerned with waste obstructing verge access or sight-lines.

Community Variances % of respondents	Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
Amount and type of items being disposed of that could be recycled or recovered	58	58	59	53	61	65	57	63	56	48	62	59	58	60	56	54	61	57	66	66	56	56	58	65	67
Environmental impacts from hard bulk waste collections	53	55	51	46	56	59	49	56	55	56	56	52	56	52	54	54	60	53	54	45	51	53	59	65	55
Illegal dumping on your verge	45	47	41	41	46	42	49	36	44	31	50	47	43	41	47	50	53	46	36	40	45	43	51	44	41
Impact on the overall appearance of the area	39	43	34	54	43	37	42	33	39	28	41	42	36	36	41	39	50	41	25	37	40	35	47	42	38
Non-residents being attracted to the area to search through items on the verge	36	37	35	18	33	33	44	35	36	16	31	39	35	34	38	36	44	39	19	36	39	37	21	32	32
Time taken to collect waste	33	34	31	32	39	25	35	31	35	22	34	35	32	29	37	34	45	34	25	34	35	30	38	26	36
Waste obstructing verge access or sight-lines	32	33	31	23	40	27	34	26	32	34	31	34	31	30	35	33	38	34	22	26	31	30	45	35	30

Q. **Thinking about annual bulk hard waste collections, how concerned are you with the following issues?**
Base: All respondents, excludes 'unsure' and 'no response' (n = varies)

MARKYT 32

Perceptions | 15% of bulk verge waste is recycled

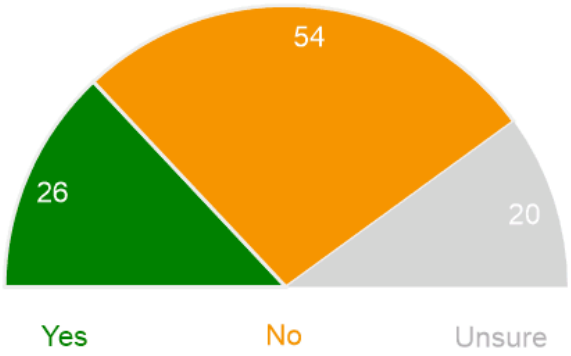
54% of respondents believe that the current rate at which bulk verge waste is recovered and recycled is not acceptable.

Only 26% consider this to be acceptable.

Responses were fairly similar across the community.

15% of bulk verge waste can be recovered and recycled. Is this acceptable?

% of respondents



Variances across the community

% Yes, it is acceptable to recover and recycle 15% of bulk verge waste.

Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
26	25	28	32	31	21	29	24	27	23	21	27	25	30	21	22	27	26	26	34	25	32	19	19	34

Q. **Currently, around 15 percent of material collected through the bulk verge collection service can be recovered and recycled. Do you think this is acceptable?**

Base: All respondents, excludes 'no response' (n = 909)

MARKYT

Perceptions | Sufficient verge space for a skip bin

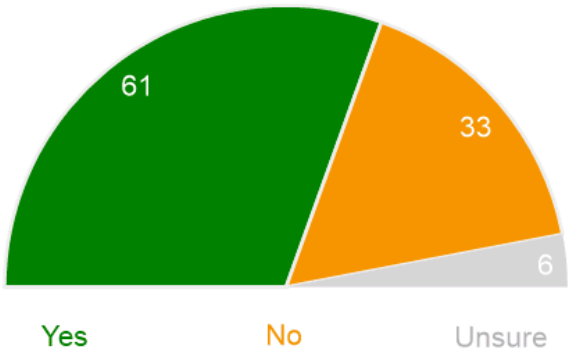
61% of respondents have sufficient verge space for a skip bin up to 3 cubic metres at their home.

East Perth and Mount Hawthorn residents are most likely to have enough room for a skip bin, while Highgate and Perth residents are least likely.

People living in a duplex, villa, unit, townhouse or apartment are less likely to have room for a skip bin on their verge.

Do you have sufficient verge space for a skip bin that is up to 3 cubic metres where you live?

% of respondents



Variances across the community

% Yes I have sufficient verge space for a skip bin that is up to 3 cubic metres

Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
61	58	64	79	26	53	74	63	62	57	37	65	57	62	60	60	57	61	55	70	70	53	43	46	47

Q. **Do you have sufficient verge space for a skip bin that is up to 3 cubic metres where you live?**

Base: All respondents, excludes 'no response' (n = 910)

MARKYT

34

Perceptions | Additional charges for excess bulk waste

47% of respondents believe that residents should not have to pay an additional cost if they exceed a limit of 2 cubic metres of hard bulk waste.

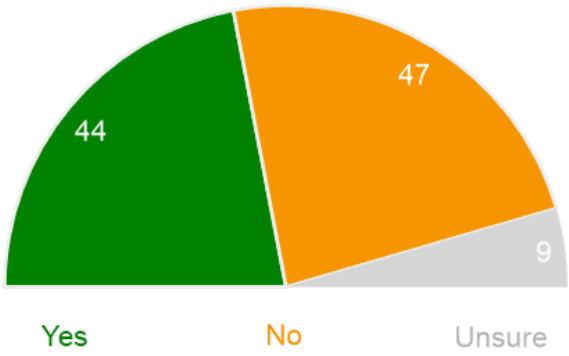
44% of respondents believe that residents should pay an additional cost for excess bulk waste.

East Perth residents and people living in houses on large lots are most likely to oppose additional costs for excess bulk waste.

Leederville residents are most likely to support additional costs for excess bulk waste.

Should residents be required to pay additional costs if they exceed a limit of 2 cubic metres of hard bulk waste per household?

% of respondents



Variances across the community

% Yes, residents should be required to pay additional costs if they exceed a limit of 2 cubic metres of hard bulk waste

Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
44	46	40	4	43	55	42	37	45	39	50	46	42	46	44	37	41	44	41	18	44	44	41	50	45

Q. **Should residents be required to pay additional costs if they exceed a limit of 2 cubic metres of hard bulk waste per household?**

Base: All respondents, excludes 'no response' (n = 909)

MARKYT

Bulk Waste Preferences

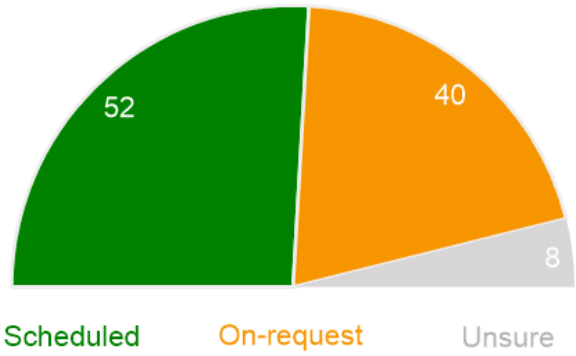
Preferences | Scheduled vs On-request

52% of respondents prefer to keep hard bulk waste collections on a scheduled basis.

West Perth residents and people living in a duplex, villa or unit are most likely to prefer the current scheduled service.

Mount Lawley residents are most likely to prefer an on-request service.

Preferences | Scheduled vs On-request
% of respondents



Community Variances
% of respondents

	Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
Scheduled	52	53	49	41	50	54	53	39	54	70	47	50	52	51	52	53	54	52	53	57	51	47	72	49	56
On-request	40	39	43	44	43	40	39	53	40	18	43	45	37	41	40	39	39	40	40	42	41	44	23	46	34

Q. **Would you prefer to keep hard bulk waste collections on a scheduled basis where they occur at the same time of year for all residents OR change to an on-request service where residents can choose to have their collection at different times of the year?**
Base: All respondents, excludes 'no response' (n = 910)

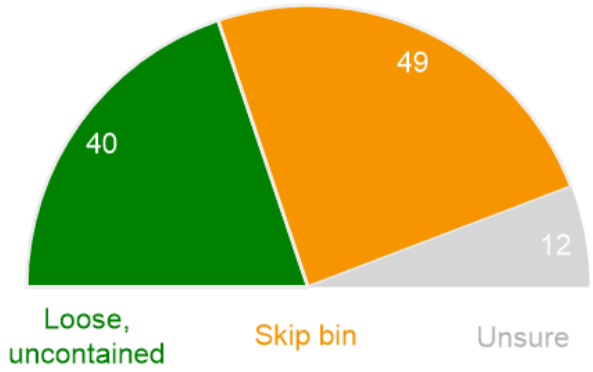
MARKYT 37

Preferences | Loose, uncontained vs skip bin

49% of respondents prefer a skip bin versus 40% preferring loose, uncontained hard bulk waste collections.

Renters, people living in houses on larger lots and people living in a duplex, villa or unit are most likely to prefer loose, uncontained hard bulk waste collection.

Preferences | Loose, uncontained vs Skip bin
% of respondents



Community Variances
% of respondents

	Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
Loose, uncontained	40	39	41	31	45	40	39	42	38	48	40	38	40	41	39	42	31	37	57	53	39	33	56	39	39
Skip bin	49	49	48	56	39	47	53	40	47	50	52	56	43	50	48	44	51	52	29	44	48	54	34	51	49

Q. If the City of Vincent changed to an on-request hard bulk waste collection service, would you prefer that residents continue to put waste out on the verge loose and uncontained OR used skip bins (when there is sufficient space to use this option)?
Base: All respondents, excludes 'no response' (n = 910)

MARKYT 38

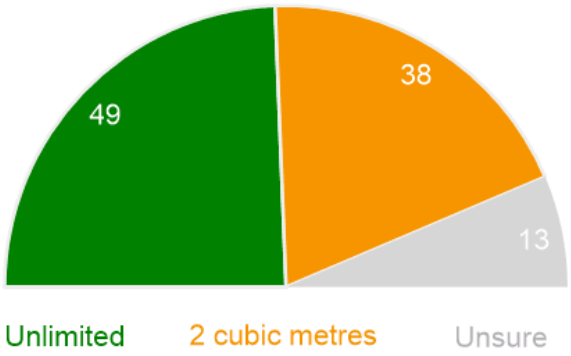
Preferences | Unlimited volumes vs Limit of 2 cubic metres

49% of respondents prefer no limit on volume of hard bulk waste collection versus 38% who prefer a limit of two cubic metres to be imposed.

East Perth residents and people living in houses on larger lots are most likely to prefer unlimited bulk waste.

Leederville residents are most likely to prefer a limit of two cubic metres for hard bulk waste collections.

Preferences | Unlimited volumes vs Limit of 2 cubic metres
% of respondents



Community Variances % of respondents	Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
Unlimited volumes	49	47	51	71	45	34	54	50	49	42	42	47	49	47	49	53	51	48	55	69	50	46	56	42	45
Limit of 2 cubic metres	38	39	37	17	41	50	35	41	38	37	46	42	36	40	40	31	37	39	36	26	37	46	39	40	35

Q. **Should the City of Vincent continue to collect unlimited volumes of waste OR introduce a limit of 2 cubic metres per household to help achieve the City's waste target of zero waste to landfill by 2028?**
Base: All respondents, excludes 'no response' (n = 910)

MARKYT 39

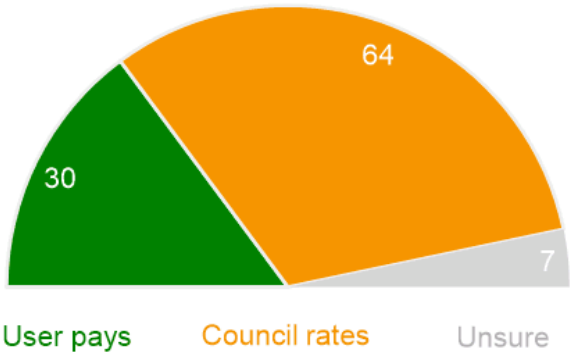
Preferences | User pays vs Council rates

64% of respondents prefer the cost of hard bulk waste collections to be included in Council rates versus 30% who prefer a user pays system.

East Perth residents and people living in houses on larger lots are most likely to prefer the cost be included in Council rates.

People living in townhouses are most likely to prefer a user pays system.

Preferences | User pays vs Council rates
% of respondents



Community Variances
% of respondents

	Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
User pays	30	36	21	8	29	30	26	25	33	28	37	32	27	32	28	26	30	31	19	14	26	30	34	40	39
Council rates	64	58	72	81	67	66	68	65	59	61	55	62	66	64	64	62	62	63	73	79	67	63	61	55	55

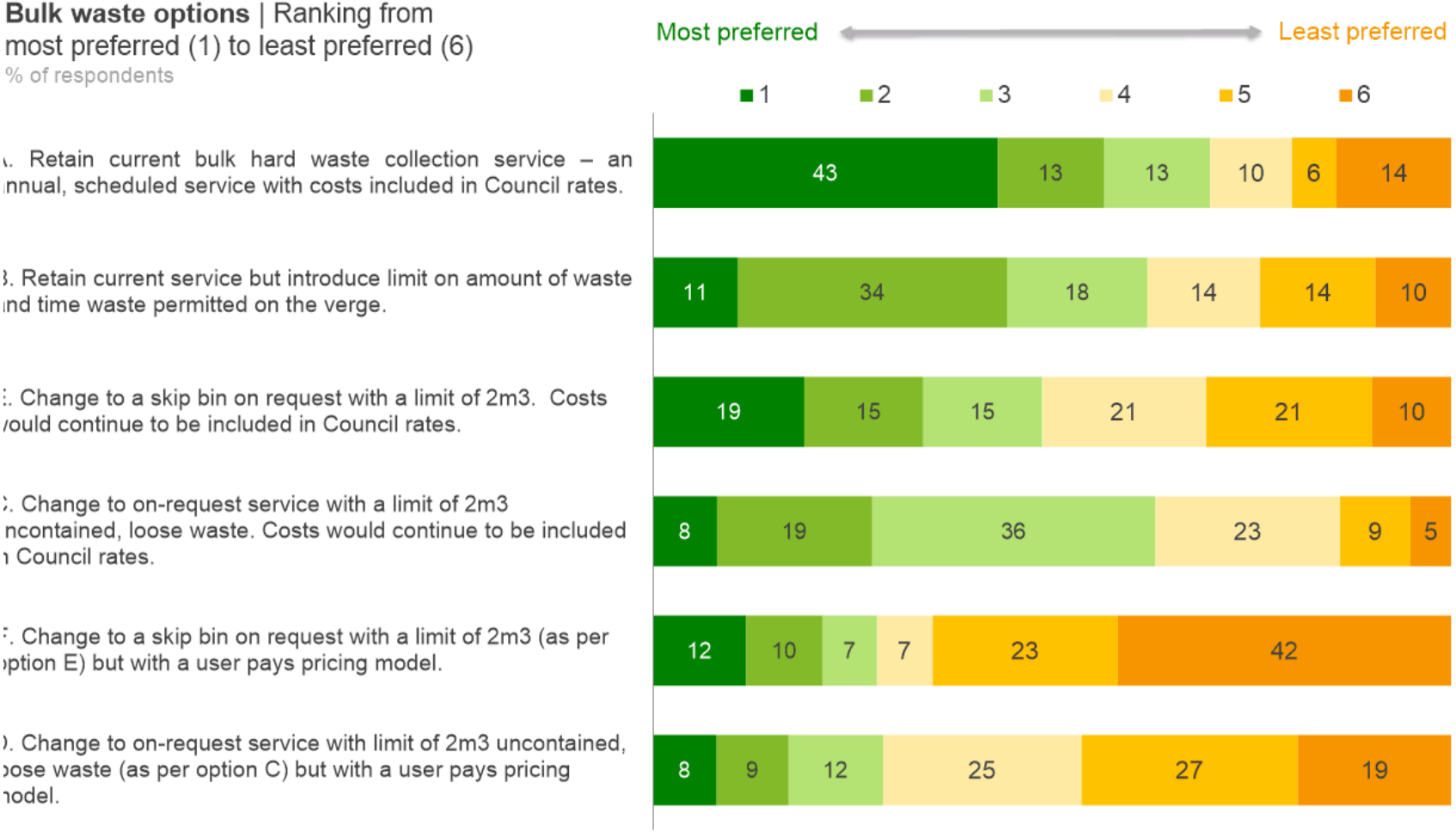
Q. In principle, do you think that only residents who use the hard bulk waste service should pay for the service when they use it (a user pays model) or do you think that the cost of the service should be included in Council rates?
Base: All respondents, excludes 'no response' (n = 909)

MARKYT 40

Ranking of Bulk waste options

Bulk waste options | Ranking from most preferred (1) to least preferred (6)

% of respondents



Q. The City held a Community Panel Session to discuss in detail different service options and to refine the options for wider community consultation. This discussion resulted in six options for hard bulk waste collections. We would like to understand which options you prefer. Please RANK your preferred choices by placing a number from 1 to 6 in each box. 1 = most preferred and 6 = least preferred.

Base: All respondents, excludes 'no response' (n = varies)

MARKYT

41

Ranking of bulk waste options | Most preferred

Community variances

Community Variances % Most preferred	Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
A. Retain current bulk hard waste collection service – an annual, scheduled service with costs included in Council rates.	43	41	46	62	46	40	43	49	41	54	39	39	47	39	43	51	51	41	56	75	45	37	47	39	28
B. Retain current service but introduce limit on amount of waste and time waste permitted on the verge.	11	11	10	4	17	11	13	13	8	7	7	10	12	10	10	14	12	11	8	6	9	13	22	4	21
C. Change to on-request service with a limit of 2m3 uncontained, loose waste. Costs would continue to be included in Council rates.	8	6	11	9	12	6	8	11	8	5	4	7	9	8	9	8	9	8	11	7	9	8	2	12	1
D. Change to on-request service with limit of 2m3 uncontained, loose waste (as per option C) but with a user pays pricing model.	8	11	4	4	5	7	4	6	11	7	18	8	7	10	6	4	7	8	5	3	7	8	11	12	10
E. Change to a skip bin on request with a limit of 2m3. Costs would continue to be included in Council rates.	19	17	21	22	6	20	25	14	17	8	19	22	16	20	22	12	12	19	19	10	20	23	9	13	21
F. Change to a skip bin on request with a limit of 2m3 (as per option E) but with a user pays pricing model.	12	14	9	0	14	17	8	9	14	18	14	15	9	13	10	12	10	13	2	0	10	11	11	20	20

Q. The City held a Community Panel Session to discuss in detail different service options and to refine the options for wider community consultation. This discussion resulted in six options for hard bulk waste collections. We would like to understand which options you prefer. Please RANK your preferred choices by placing a number from 1 to 6 in each box. 1 = most preferred and 6 = least preferred.

Base: All respondents, excludes 'no response' (n = varies)

MARKYT

42

Ranking of Bulk waste options | Least preferred

Community variances

Community Variances % Least preferred	Total	Random	Opt in	East Perth	Highgate	Leederville	Mt Hawthorn	Mt Lawley	North Perth	West Perth	Perth	Male	Female	18-39 years	40-54 years	55-69 years	70+ years	Home owner	Renting / other	House, large lot	House, medium lot	House, small lot	Duplex / villa / unit	Townhouse	Apartment
A. Retain current bulk hard waste collection service – an annual, scheduled service with costs included in Council rates.	14	17	11	18	12	23	12	15	14	5	18	15	14	16	14	12	11	15	8	2	14	18	4	19	16
B. Retain current service but introduce limit on amount of waste and time waste permitted on the verge.	10	8	11	4	5	8	8	11	15	7	5	12	7	10	10	7	8	10	6	16	10	9	6	10	5
C. Change to on-request service with a limit of 2m3 uncontained, loose waste. Costs would continue to be included in Council rates.	5	6	3	0	17	2	4	3	5	4	9	5	5	5	4	5	6	6	2	2	4	3	2	9	16
D. Change to on-request service with limit of 2m3 uncontained, loose waste (as per option C) but with a user pays pricing model.	19	16	23	18	8	17	22	23	21	21	13	21	18	22	20	14	10	19	18	10	20	21	14	19	24
E. Change to a skip bin on request with a limit of 2m3. Costs would continue to be included in Council rates.	10	12	7	0	3	2	13	4	8	27	16	10	10	10	10	11	11	10	7	17	9	9	18	9	11
F. Change to a skip bin on request with a limit of 2m3 (as per option E) but with a user pays pricing model.	42	40	44	61	55	48	41	45	38	36	40	36	46	37	41	52	53	39	60	54	43	41	57	35	29

Q. The City held a Community Panel Session to discuss in detail different service options and to refine the options for wider community consultation. This discussion resulted in six options for hard bulk waste collections. We would like to understand which options you prefer. Please RANK your preferred choices by placing a number from 1 to 6 in each box. 1 = most preferred and 6 = least preferred.

Base: All respondents, excludes 'no response' (n = varies)

MARKYT

43

Reasons for ranking | Most preferred

A. Retain current bulk hard waste collection service – an annual, scheduled service with costs included in Council rates.	• Allows waste to be repurposed • Scheduled service, same time for everyone, can plan around it • Skip bins are unsuitable (take up too much space, discourage recycling, encourage fly tipping) • Is effective / efficient / has been shown to work / works in other places
B. Retain current service but introduce limit on amount of waste and time waste permitted on the verge.	• Encourages people to reduce their waste (sell / give items away, recycle etc) • Allows waste to be repurposed • Scheduled service, same time for everyone, can plan around it
C. Change to on-request service with a limit of 2m3 uncontained, loose waste. Costs would continue to be included in Council rates.	• Flexibility, can be arranged when it suits the individual • Encourages people to reduce their waste (sell / give items away, recycle etc) • Convenience / accessibility
D. Change to on-request service with limit of 2m3 uncontained, loose waste (as per option C) but with a user pays pricing model.	• Prefer user pays option (will reduce rates, better for people with less waste) • Encourages people to reduce their waste (sell / give items away, recycle etc) • Flexibility, can be arranged when it suits the individual • I don't use the service (often), don't create a lot of waste
E. Change to a skip bin on request with a limit of 2m3. Costs would continue to be included in Council rates.	• Limits amount of waste out on verge (unsightly, messy, disruptive, damage to verges) • Flexibility, can be arranged when it suits the individual • No additional cost / included in rates
F. Change to a skip bin on request with a limit of 2m3 (as per option E) but with a user pays pricing model.	• Prefer user pays option (will reduce rates, better for people with less waste) • Encourages people to reduce their waste (sell / give items away, recycle etc) • Limits amount of waste out on verge (unsightly, messy, disruptive, damage to verges)

Q. **Thinking about the option you ranked #1, why is this your most preferred option?**
Base: All respondents, excludes 'no response' (n = varies)

MARKYT 44

Reasons for ranking | Least preferred

A. Retain current bulk hard waste collection service – an annual, scheduled service with costs included in Council rates.	• Uncontained waste creates mess, makes the streetscape look bad • Creates waste, encourages people just to throw things out • Don't want to pay for others' waste, prefer user pays system
B. Retain current service but introduce limit on amount of waste and time waste permitted on the verge.	• No accountability, control of what people put out • There shouldn't be limits on amount of bulk rubbish • Uncontained waste creates mess, makes the streetscape look bad
C. Change to on-request service with a limit of 2m3 uncontained, loose waste. Costs would continue to be included in Council rates.	• Don't want to pay for others' waste, prefer user pays system • On demand will lead to mess year round • No accountability, control of what people put out
D. Change to on-request service with limit of 2m3 uncontained, loose waste (as per option C) but with a user pays pricing model.	• Disagree with user pays - will be too expensive, inequitable • Cost should be included in rates, rates are already high • Encourages illegal dumping and "fly tipping" (unfair if user pays)
E. Change to a skip bin on request with a limit of 2m3. Costs would continue to be included in Council rates.	• Don't want to pay for others' waste, prefer user pays system • I never / rarely use it, differences in levels of use • Creates waste, encourages people just to throw things out
F. Change to a skip bin on request with a limit of 2m3 (as per option E) but with a user pays pricing model.	• Encourages illegal dumping and "fly tipping" (unfair if user pays) • Disagree with user pays - will be too expensive, inequitable • Cost should be included in rates, rates are already high

Q. **Thinking about the option you ranked #6, why is this your least preferred option?**
Base: All respondents, excludes 'no response' (n = varies)

MARKYT 45

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PO Box 8007, Cloisters Square WA 6850
Phone +618 9226 5674
Email: info@catalyse.com.au
ABN 20 108 620 855

MARKYT

Western Metropolitan Regional Council

Managing waste wisely

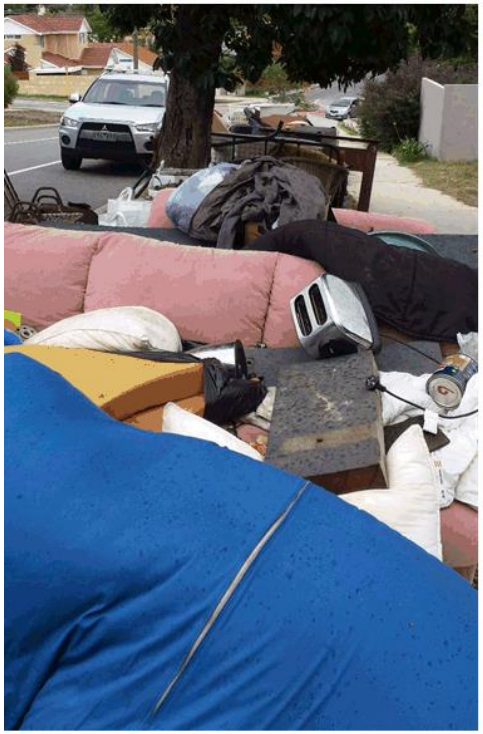
Verge Valet™ – cutting waste, cutting cost, and improving customer satisfaction

Libby Eustance

Manager Communications and Education

WMRC

The Challenge



Verge Valet

- A pre-booked bulk and green waste vergeside household waste collection service.
- It replaces the traditional scheduled bulk and green waste service.
- It does not use delivered vergeside skips.
- Developed and managed by WMRC. Councils set some parameters.

Comparison with traditional system

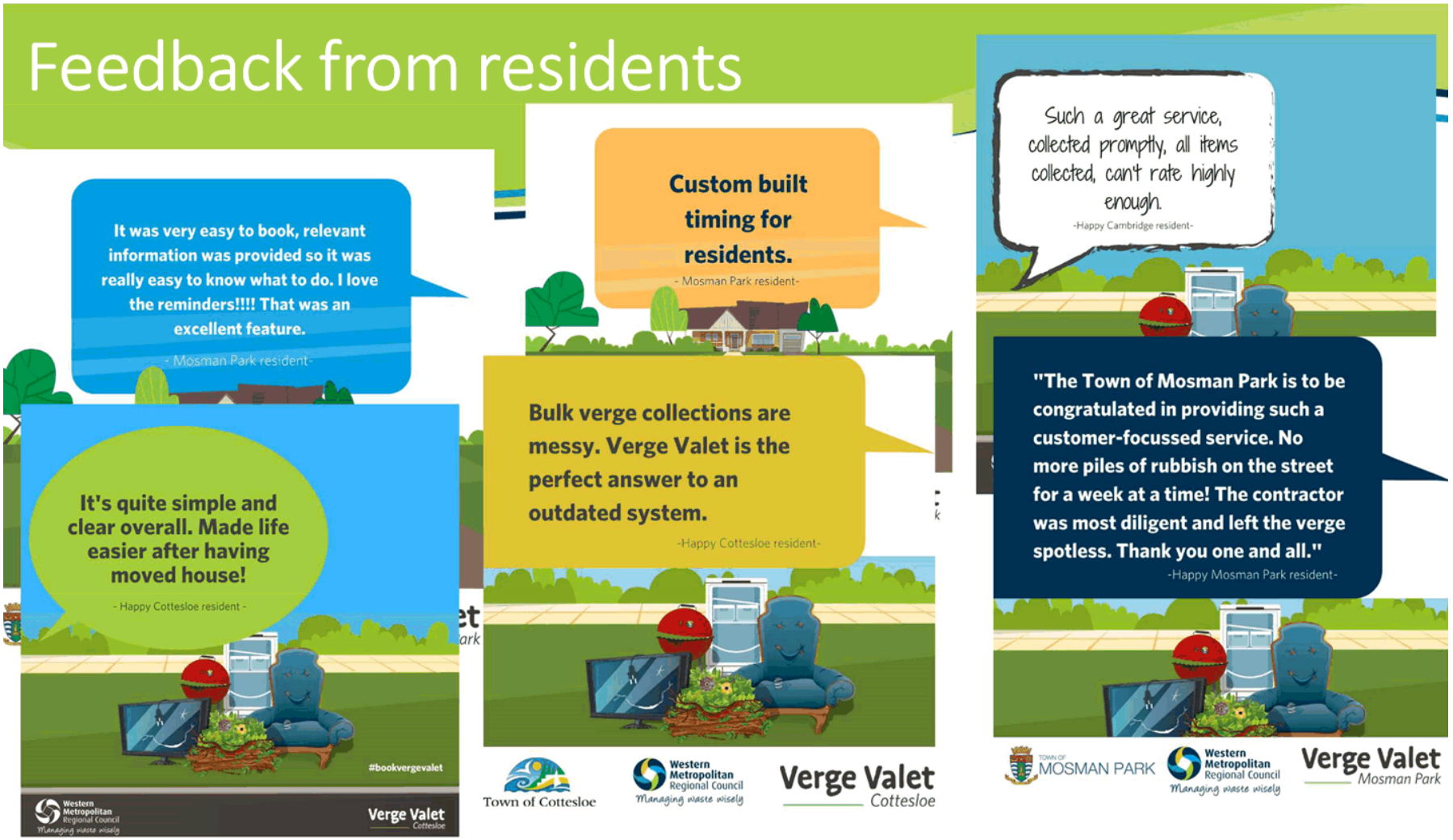
Factor	Verge Valet™	Bring out your dead
Frequency	Year round – weekly service	One, two or three times a year
Process	Book online – wait – place out	Place out
Scheduling	At residents' convenience	At LG's convenience
Time waste is on verge	1-3 days	Up to 3 weeks
Allocation – no. of services	Set by LG	Set by LG
Waste quantity	$3m^3$/collection	Effectively unlimited
Participants	Eligible residents Commercial/clubs - LG choice	Residents + other properties
Procurement / contract m'gmt	By WMRC	By individual councils
Scavengers	Few	Plenty
Illegal dumping	Decrease	Steady

Feedback from residents

How would you rate the booking system?	★★★★★ 4.78 Average Rating
How would you rate the collection service? This includes the removal of items and cleanup of the verge afterwards.	★★★★½ 4.62 Average Rating
How would you rate the Verge Valet service as a whole?	★★★★½ 4.66 Average Rating

Do you prefer the Verge Valet™ service over a traditional bulk verge collection?

Mosman Park 12 months of data


Feedback from residents
It was very easy to book, relevant information was provided so it was really easy to know what to do. I love the reminders!!!! That was an excellent feature.
- Mosman Park resident-
It's quite simple and clear overall. Made life easier after having moved house!
- Happy Cottesloe resident -
#bookvergevalet
Western Metropolitan Regional Council
Managing waste wisely
Verge Valet Cottesloe
Custom built timing for residents.
- Mosman Park resident-
Bulk verge collections are messy. Verge Valet is the perfect answer to an outdated system.
-Happy Cottesloe resident-
Town of Cottesloe
Western Metropolitan Regional Council
Managing waste wisely
Verge Valet Cottesloe
Such a great service, collected promptly, all items collected, can't rate highly enough.
-Happy Cambridge resident-
"The Town of Mosman Park is to be congratulated in providing such a customer-focussed service. No more piles of rubbish on the street for a week at a time! The contractor was most diligent and left the verge spotless. Thank you one and all."
-Happy Mosman Park resident-
TOWN OF MOSMAN PARK
Western Metropolitan Regional Council
Managing waste wisely
Verge Valet Mosman Park

Objections & responses

Resident objection	Suggested Response
Liked other people being able to take items from verges & reuse them	• Stress that Verge Valet is for rubbish • Encourage residents to use other responsible avenues to dispose of excess goods (eg charity collections, Gumtree, Buy Nothing etc) • Promote repair (eg Men's Sheds, Repair Café)
Liked the old system better	• Security, health & amenity issues • This is planned around residents' convenience not the LGs
Not allocated enough services	• Can swap bulk waste allowance into extra green waste collection • *Verge Valet Extra* service (resident pays direct)
This must cost me more in rates	• It doesn't – it's most likely cheaper than the traditional system

10.3 E-PERMITS IMPLEMENTATION UPDATE

Attachments: **Nil**

RECOMMENDATION:

That Council NOTES the progress in the implementation of the E-Permit system.

PURPOSE OF REPORT:

To provide an update to Council on the progress if the implementation of the e-permits system.

BACKGROUND:

At the Ordinary Council Meeting of 16 February 2021, Council requested Administration to:

- establish transparent alternative permit requirements in approved circumstances where access and inclusion barriers remain;
- establish a provision for e-permits for home-based support services, such as Silver Chain and Meals on Wheels, where they are providing services to City of Vincent residents in permit parking areas; and
- provide a further update on progress towards the implementation of the e-permits system and the above requirements and report back to Council by 23 March 2021.

This report has been prepared to address that request.

DETAILS:

Since the e-permit system went live on 2 November 2020, there has been a total of 3,175 residents who have created an account and are utilising the new system. This number consists of current permit holders and also new residents. Of the current permit holders who were notified of the new system, approximately 71% have created an e-permits account.

1,203 current permit holders have not yet created an account despite two letters and an email being sent to these permit holders. Some have also been contacted by telephone and 194 of these residents have informed us that they no longer reside at that address. These residents have not made any contact with the City and so it appears that many of these existing permit holders either no longer live in Vincent or no longer require permits (e.g. have sufficient off street parking).

Telephone calls to current permit holders who have not yet registered will continue until the end of the extension period (31 March). At the end of this period Administration will begin informal enforcement by issuing a caution to residents displaying paper permits. This approach does not attract a parking fine and intended to encourage eligible residents to make contact with the City or to register. A caution will not be issued to any residents where an active conversation about registration is taking place.

Administration has also reached out to various service providers to ascertain their needs with regards to parking permits, and have enabled the system to cater for all service providers. This work is ongoing.

In terms of situations where there are access and inclusion barriers Administration has implemented alternative approaches and have assisted residents as outlined below:

ISSUE	RESOLUTION
No internet access at home	The resident can attend the Library and the account can be created by Administration with the resident.
	The account can be created by Administration with the resident over the telephone.
	The account can be created by Administration with the resident at their residence.
	The account can be created by a relative/or friend with the resident.

	Any changes to the account can be managed by the resident contacting Administration, who in turn add the information to the system.
No email address	Administration can assist the resident in creating a free email account of their choice.
No compatible device	Administration can, with the resident, create an account. Ongoing alterations to the account can be done with the resident contacting Administration who can input the information onto the system. (The system can be accessed by both Apple or Android devices).
Resident unable to speak on the phone and unable to email	Administration will shortly be introducing a text/sms option for this very specific situation

Further information on these options will be added to the City's E permit information going forward, for example in the *Frequently Asked Questions* on the City's website.

CONSULTATION/ADVERTISING:

Two letters and an email have been sent to all current paper permit holders who have not registered for e-permits. Phone calls have been made to some of these have also been made and will continue until the end of March.

LEGAL/POLICY:

The City has run a security assessment against the e-permits system based on the Australian Cyber Security Centre framework, including confirmation of various security arrangements by the software vendor. The City is satisfied with data security controls that are in place for the e-permits system. The City also reviewed the e-permits system against the Australian Privacy Principles. The Principles helped the City review how it intended to collect and use personally identifiable information for e-permits. The City is satisfied with privacy controls in place for e-permits.

The City's *Register of delegations, authorisations and appointments'* identifies which users within Administrationl have access to the e-permits database. Any additional requests for access to this information must be authorised by the CEO directly. No other external authorities have access to the e-permits database, nor is there any intention to make this data available to any external authority.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to have the e-permits system implemented. There are a small number of residents who have ongoing concerns about the use of this technology for the City's residential parking permit system. Administration is working with these residents to address these concerns.

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.

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.*

Waste Reduction
The replacement of approximately 10,000 paper permits with e-permits is a more sustainable option.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

The e-permits system will result in an estimated saving of $6,200 per annum.

COMMENTS:

Administration staff have continued to assist residents, whether in person at the Library, on the phone, by email or by visiting the resident at their home, to create and manage their e-permit account.

Staff will continue to offer ongoing support for the small number of residents experiencing ongoing difficulties with their account management. Further advice and support will be updated to the FAQ's on the City website. Home based service providers have been contacted and can be accommodated in the e-permit system.

11 COMMUNITY & BUSINESS SERVICES

11.1 MANAGEMENT AGREEMENT - LEEDERVILLE TOY LIBRARY - PORTION OF THE LOFTUS COMMUNITY CENTRE, 99 LOFTUS STREET, LEEDERVILLE.

Attachments: **1. Community Centre Floor Plan** ⇩

RECOMMENDATION:

That Council:

1. APPROVES a Management Agreement for the use of a portion of the Loftus Community Centre, 99 Loftus Street, Leederville to the Leederville Toy Library (LTL) on the following key terms, which align with the terms for a Category One (1) tenant under the City's Property Management Framework:

1.1	**Term:**	**five years;**
1.2	**Option term:**	**2 x five-year options at City's sole discretion;**
1.3	**Lease fee:**	**$104 (excluding GST), which includes a 50% community benefit rebate, indexed at CPI (if option exercised);**
1.4	**Outgoings:**	**payable by the City;**
1.5	**Public liability:**	**LTL to effect and maintain current public liability insurance of not less than $20,000,000 (per claim);**
1.6	**Building insurance:**	**payable by the City, with excess on any claim payable by LTL;**
1.7	**Maintenance/repairs:**	**a) the City will be responsible for maintenance of roofing, mechanical services and the main structure (unless damage caused by tenant) as well as capital renewal of existing assets and re-painting of premises as required; and** **b) LTL to maintain the property in good repair, as detailed in the property condition report. LTL is also responsible for general minor maintenance such as replacement of fittings (e.g. globes) and for cleaning;**
1.8	**Capital upgrades:**	**capital upgrade and capital expansion of all assets within the leased area at the City's discretion;**
1.9	**Inspections:**	**the City will inspect the premises annually (or as required);**
1.10	**Pest Control:**	**payable by the City;**
1.11	**Bins:**	**payable by the City;**
1.12	**ESL:**	**payable by LTL; and**
1.13	**Statutory Compliance:**	**payable by the City; and**
1.14	**Termination:**	**by mutual agreement in writing; and**

2. Subject to final satisfactory negotiations being carried out between Leederville Toy Library and the Chief Executive Officer, AUTHORISES the Mayor and Chief Executive Officer to affix the common seal and execute the management agreement in recommendation 1. above.

PURPOSE OF REPORT:

For Council to consider entering into a Management Agreement with the Leederville Toy Library for a portion of the Community Centre as indicated in **Attachment 1**.

BACKGROUND:

The Leederville Toy Library exclusively hires a small area in the City's Community Centre and has had a long-standing presence in the centre for numerous years.

The Toy Library is a registered incorporated community group that provides local families with a low cost, sustainable option to access a wide range of educational toys for children year-round. They aim to reduce household waste by sharing resources across the community.

Historically, the Toy Library has operated under a hire agreement that provided for the exclusive use of the area where they are charged at an hourly rate, based on their opening hours. Following the City assuming responsibility for the Management of the Community Centre, it has been recognised that the Toy Library's use of the Premises is more consistent with a Category One (1) Management Agreement under the City's Property Management Framework.

Administration has held ongoing discussions with representatives from the Toy Library following concerns raised by the group about the costs incurred with the current hire arrangements. Administration has provided information on the Property Management Framework to the Toy Library who have subsequently requested that they transition into a Management Agreement.

DETAILS:

The Leederville Toy Library is a volunteer run organisation that currently has 63 member families (including seven {7} committee members and one {1} paid staff member) of which 46% reside within the City of Vincent, 37% in surrounding local government areas and the remaining 17% of undisclosed address.

Members pay an annual fee of $100 plus $50 bond in return for access to borrow up to six (6) toys every four (4) weeks, year-round. In addition to the membership fee, each member is required to assist with staffing shifts and fundraising activities each year. A short-term 'casual' membership option is also available for $30.00 plus a $50.00 bond.

The Toy Library experiences difficulties with members committing to staffing the toy library on a regular basis. This has resulted in them having to employ a paid shift supervisor to assist during operational hours on Saturdays. The total cost of wages last financial year was $2355. The organisation currently pay $13 per hour for hire of the Premises, with a total of $1209 being paid last year. These costs are in addition to the purchase of toys and represent a major ongoing expenses.

In addition to revenue raised annually through membership fees, the Toy Library have received grants and donations from various organisations (including the City). They also engage in fundraising activities throughout the year.

Administration has reviewed the Toy Library's financial position along with previous year's financial statements and believes their records demonstrate that they are financially viable and able to meet the obligations of the proposed Management Agreement.

The toy library is open for 2 hours every Saturday and one hour on the first Tuesday of each month. Despite the limited opening hours, the nature of the toy library requires that they have exclusive usage of a secure area. The Premises within the Community Centre meets this need whilst also activating a space that has limited usage options.

CONSULTATION/ADVERTISING:

The proposed Management Agreement does not require public notice, in accordance with section 3.58 (Disposal of property) of the *Local Government Act 1995*, as the Toy Library has cultural and recreational purposes and members do not receive any pecuniary profit. As a result, the exemption under Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* applies.

LEGAL/POLICY:

Regulations 30(2)(b) of the *Local Government (Functions and General) Regulations 1996*:

'(2) A disposition of land is an exempt disposition if —

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions…'

The proposed lease terms align with the City's *Property Management Framework* for a Category 1 tenant.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to enter into a Management agreement with Leederville Toy Library.

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:

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

Waste Reduction

PUBLIC HEALTH IMPLICATIONS:

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

Increased mental health and wellbeing

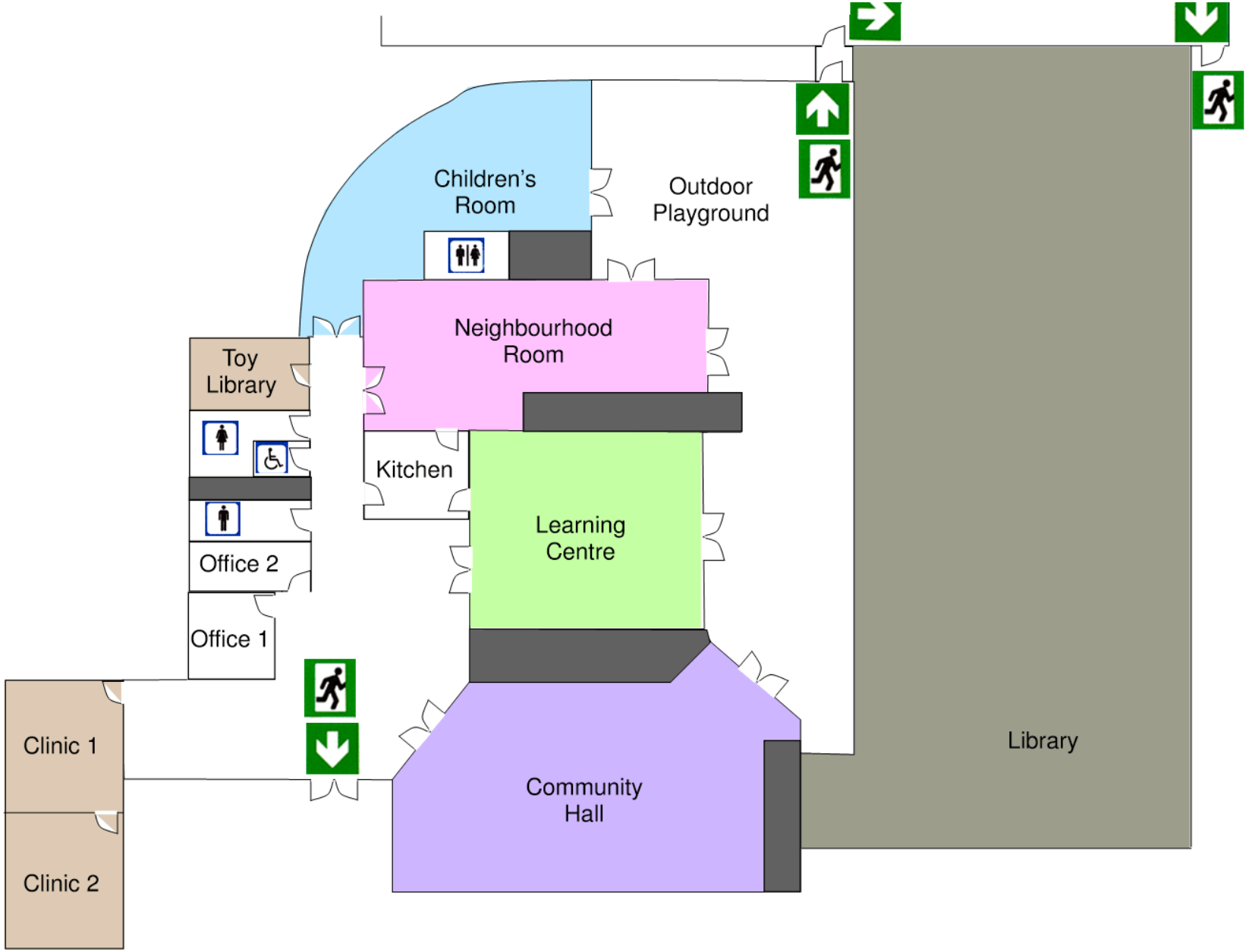
FINANCIAL/BUDGET IMPLICATIONS:

Under the current hire arrangement Leederville Toy Library paid $1209 for use of the Premises last financial year. The proposed Management Agreement fee is $208 per annum excluding GST. The Toy Library are eligible for the community benefit rebate of 50% which means the annual rent payable would be $104 per annum excluding GST.

The financial implication to the City is $1,105 annually by transitioning from the current hire agreement to a Management Agreement.

COMMENTS:

Transitioning the Leederville Toy Library away from the current hire arrangement to a Management Agreement is recommended to ensure their use of the Premises is consistent with the City's Property Management Framework.


Children's Room
Outdoor Playground
Neighbourhood Room
Toy Library
Kitchen
Learning Centre
Office 2
Office 1
Clinic 1
Clinic 2
Community Hall
Library

11.2 ADOPTION OF COMMUNITY FUNDING POLICY - STUDENT CITIZENSHIP AWARDS

Attachments:
1. **Community Funding Policy - Updated Version**
2. **Community Funding Policy - New Version**
3. **City of Vincent Student Citizenship Award Policy 4.1.2**

RECOMMENDATION:

That Council:

1. **NOTES that no submissions were received during the advertising of the draft Community Funding Policy comment period;**

2. **ADOPTS the Community Funding Policy at Attachment 2; and**

3. **REPEALS the City's Policy 4.1.2 - City of Vincent Student Citizenship Award, at Attachment 3.**

PURPOSE OF REPORT:

To advise Council that no submissions were received as a result of the public consultation and seek approval of the proposed amendments to the Community Funding Policy (**Attachment 1**) to specifically include a funding category for Student Citizenship Awards.

BACKGROUND:

The Community Funding Policy (**Attachment 2**) was reviewed and adopted in June 2017, with further amendments approved in September 2018 and October 2020, to include the youth development grant, female sports participation grant and emergency relief donations.

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.

DETAILS:

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 recognises local young people who are active citizens.

Administration is not seeking to significantly alter the current program, rather incorporate it within the existing Community Funding Policy.

Following the adoption and inclusion of the Student Citizenship Awards into the Community Funding Policy, participating schools will receive $250.00 annually, with students receiving $100 comprising of a book voucher and framed certificate. Participating schools will be eligible to up to a maximum of $550.00 annually depending on the number of classes in a graduating year. In the event that the graduating year has three (3) classes, this will now be accommodated along with the removal of gender specific awards.

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.

At the Ordinary Meeting of Council on 8 December 2020, it was resolved 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."

Public advertising of the amendments to the Community Funding Policy for Student Citizenship Awards has now been undertaken.

In accordance with the City's Community Consultation Policy (Appendix 2), public notice was provided from 14 January 2021 to 5 February 2021, which is in excess of the 21 days required due to the public holiday on 26 January 2021, in the following ways:

- on the City's website – 14 January 2021;
- on the notice board at the City's Library and Local History Centre – 14 January 2021;
- Social media post – 14 January 2021; and
- Perth Voice – 14 January 2021.

No public submissions were received.

CONSULTATION/ADVERTISING:

No further consultation is required.

LEGAL/POLICY:

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

The City's Policy Development and Review Policy sets out the process for repealing and adopting policies.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to adopt the amended Community Funding Policy to include Student Citizenship Awards.

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:

This does not contribute to any environmental sustainability outcomes. While the Community Funding Policy also addresses funding for environmental projects/initiatives, the amendment to include Student Citizenship Awards in the Policy is environmentally neutral.

PUBLIC HEALTH IMPLICATIONS:

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

Increased mental health and wellbeing

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.

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.

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 **$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*.

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*.

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 **$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.

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)
- 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.

Community Funding Policy

CITY OF VINCENT

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 **$550.00** is provided to each school participating in the Awards, with **$250** being allocated to the school and up to **$100** worth of gifts being provided to each student in the form of a **$50.00** book voucher and framed 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 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	Up to $550	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.

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.

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.

Community Funding Policy

CITY OF VINCENT

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.

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

Community Funding Policy

CITY OF VINCENT

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*.

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*.

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 **$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.

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)
- 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.

Community Funding Policy

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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 **$550.00** is provided to each school participating in the Awards, with **$250** being allocated to the school and up to **$100** worth of gifts being provided to each student in the form of a ~~**$50.00**~~ book voucher and framed 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 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	Up to $550	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.

TRIM Reference: D21/13714

POLICY NO: 4.1.2

CITY OF VINCENT STUDENT CITIZENSHIP AWARD

OBJECTIVES

To support annual school awards and acknowledge/s the contributions made by our youth to the City of Vincent.

POLICY STATEMENT

As part of a programme to raise the awareness of the City and local government in general, an annual "student Citizenship Award" be made to one male and one female student 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.

The award being a **$293*** cheque to the school and a **$88*** book voucher for a male and female student together with a certificate. Associated costs to be charged to "Public Relations".

The amount will be increased by CPI each year.
(* Indexed by CPI on 1 July of each year – includes 2015 increase)

The prize and certificate are to be presented by either the Mayor, a Ward Councillor or the Chief Executive Officer, if Council Members are unavailable, at the end of year function.

CRITERIA

The School Principal and teaching staff would have responsibility for selecting worthy recipients based on the following;

- 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 the City of Vincent.

Date Adopted:	**November 1997**
Date Amended:	**22 April 2008**
Date Reviewed:	**22 July 2003, 22 April 2008, 26 February 2013**
Date of Next Review:	**February 2018**

CITY OF VINCENT STUDENT CITIZENSHIP AWARD
POLICY NO: 4.1.2

CPI INCREASES FROM JULY 2009
(Perth Based CPI)

Year	CPI	Clause 1(ii)(a)	Rounding	Clause 1(ii)(b)	Rounding
July 2008		$250		$75	
July 2009	1.4%	$253.50	**$253**	$76.05	**$76**
July 2010	3.5%	$262.37	**$262**	$78.71	**$79**
July 2011	3.0%	$270.24	**$270**	$81.07	**$81**
July 2012	1.0%	$272.94	**$273**	$81.88	**$82**
July 2013	2.5%	279.76	**$280**	$83.92	**$84**
July 2014	3.3%	288.99	**$289**	$86.68	**$87**
July 2015	1.2%	292.45	**$293**	$87.72	**$88**

11.3 INVESTMENT REPORT AS AT 31 JANUARY 2021

Attachments: **1. Investment Statistics as at 31 January 2021**

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 31 January 2021 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 31 January 2021 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 in this reporting period

3 new investments were undertaken in January as follows:

- $3,000,000 relating to Municipal funds; and
- $1,500,000 relating to Reserves.

The City's non-fossil fuel exposure is the same as December due to the following reasons:

- Record low interest rates offered by banks divested in fossil fuel activities; and
- Smaller divested banks have capped the number of term deposits they can undertake due to surplus cash positions primarily fuelled by low borrowing costs in the market.

Investment Status

As at 31 January 2021, the total funds held in the City's operating account (including on call) is $38,678,150. Interest bearing term deposits account for $33,457,047 and the remaining $5,221,103 is held in a non-interest bearing account.

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	$39,183,018	$35,651,552
December	$38,557,295	$34,633,796	$38,061,941	$33,065,398
January	$37,915,806	$33,773,707	$38,678,150	$33,457,047
February	$35,377,640	$33,681,961		

Month Ended	2019/20		2020/21	
	Total funds held	Total term deposits	Total funds held	Total term deposits
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 January 2021 is:

Total Accrued Interest Earned on Investment	Original Budget	Revised Budget	Budget YTD	Actual YTD	% of FY Budget
Municipal	$230,000	$100,000	$39,730	$45,892	115.5%
Reserve	$180,205	$130,205	$69,443	$59,045	85.0%
Subtotal	**$410,205**	**$230,205**	**$109,173**	**$104,937**	**96.1%**
Leederville Gardens Inc. Surplus Trust*	$0	$0	$0	$37,761	0.00%
Total	**$410,205**	**$230,205**	**$109,173**	**$142,698**	**130.7%**

**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 0.5% for current investments whereas the Reserve Bank 90 days accepted bill rate for January 2021 is 0.01%.

Sustainable Investments

The City's investment policy requires that in the first instance, the City considers rate of return of the fund. All things being equal, the City then prioritises funds with no current record of funding fossil fuels. The City can increase the number of non-fossil fuel lenders but this would likely result in a lower rate of return.

Administration utilises 'Market Forces' to ascertain the level of exposure banks have in fossil fuel activities and utilises a platform called 'Yield Hub' to determine daily interest rates published by banks.

As at 31 January 2021, $2,000,000 (5%) of the City's investments are held in Members Equity Bank (ME Bank) considered to be divested in 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%	26.5%	30%	Nil	90%	64.5%
A-1	25%	0%	30%	Nil	80%	0%
A-2	20%	16.1%	N/A	Nil	60%	35.5%

In February 2021 Administration prepared a discussion paper for Elected Members that considered different ways to modify the investment policy to increase the proportion of non-fossil fuel investment. This work is continuing.

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

Hklhjjkl

SUSTAINABILITY IMPLICATIONS:

Nil.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

The financial implications of this report are as noted in the details section of the report. Administration is satisfied that appropriate and responsible measures are in place to protect the City's financial assets.

CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 31 JANUARY 2021

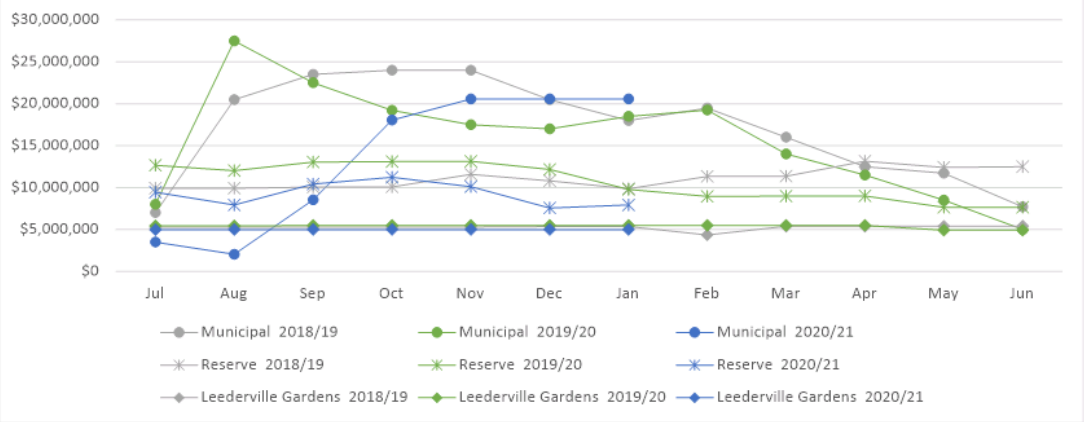
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	$	$	$	$	%
BY INVESTMENT HOLDINGS					
Municipal Account	1,804,166	3,416,937	0	5,221,103	13.5%
Online Saver	5,065,325	0	0	5,065,325	13.1%
Term Deposits	15,500,000	7,911,576	4,980,146	28,391,722	73.4%
	22,369,491	**11,328,513**	**4,980,146**	**38,678,150**	**100.0%**
BY INSTITUTION					
Bank of Queensland	3,500,000	1,100,396	892,499	5,492,895	14.2%
Commonwealth Bank of Australia	6,869,491	3,416,937	0	10,286,428	26.5%
Members Equity Bank Ltd.	2,000,000	0	0	2,000,000	5.2%
National Australia Bank	7,500,000	1,500,000	0	9,000,000	23.3%
Westpac Banking Corp	0	1,585,451	4,087,647	5,673,098	14.7%
AMP Bank	2,500,000	3,725,729	0	6,225,729	16.1%
	22,369,491	**11,328,513**	**4,980,146**	**38,678,150**	**100.0%**
BY CREDIT RATINGS (SHORT-TERM ISSUE)					
A-1+	14,369,491	6,502,388	4,087,647	24,959,526	64.5%
A-1	0	0	0	0	0.0%
A-2	8,000,000	4,826,125	892,499	13,718,624	35.5%
	22,369,491	**11,328,513**	**4,980,146**	**38,678,150**	**100.0%**
BY TERMS					
0-30 days	6,869,491	3,416,937	0	10,286,428	26.6%
31-90 days	0	0	0	0	0.0%
91-180 days	13,500,000	0	0	13,500,000	34.9%
181-270 days	2,000,000	4,185,847	892,499	7,078,346	18.3%
270-365 days	0	3,725,729	4,087,647	7,813,376	20.2%
	22,369,491	**11,328,513**	**4,980,146**	**38,678,150**	**100.0%**
BY MATURITY					
0-30 days	12,869,491	3,416,937	0	16,286,428	42.1%
31-90 days	4,000,000	2,685,847	892,499	7,578,346	19.6%
91-180 days	5,500,000	3,725,729	2,147,499	11,373,228	29.4%
181-270 days	0	1,500,000	1,940,148	3,440,148	8.9%
	22,369,491	**11,328,513**	**4,980,146**	**38,678,150**	**100.0%**
BY FOSSIL FUEL EXPOSURE *(as determined by www.marketforces.org.au)*					
Fossil Fuel Lending	20,369,491	11,328,513	4,980,146	36,678,150	94.8%
Non Fossil Fuel Lending	2,000,000	0	0	2,000,000	5.2%
	22,369,491	**11,328,513**	**4,980,146**	**38,678,150**	**100.0%**

CITY OF VINCENT
CURRENT INVESTMENT HOLDING
AS AT 31 JANUARY 2021

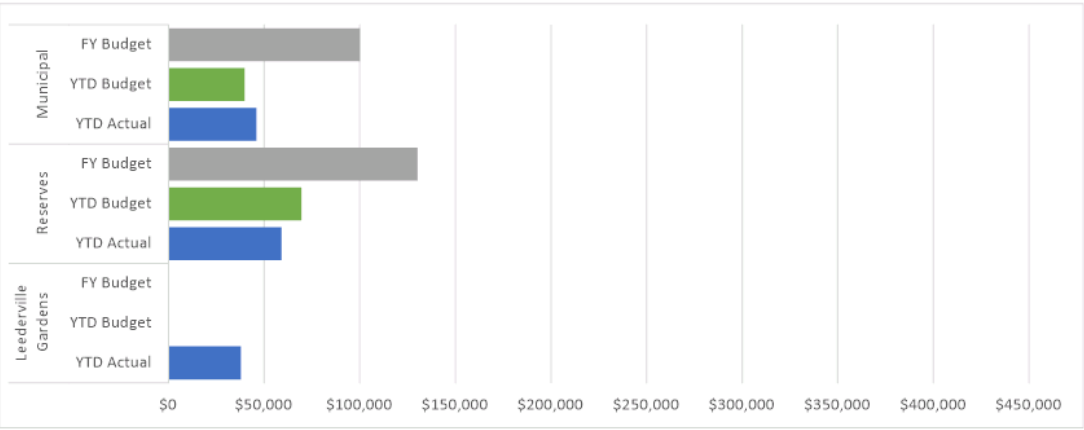
Funds	Institution	Investment Date	Maturity Date	Term	Interest Rate	Principal $
OPERATING ACCOUNTS						
Municipal	Commonwealth Bank of Australia					1,804,166
Reserve	Commonwealth Bank of Australia					3,416,937
Total Operating Funds						**5,221,103**
ONLINE SAVER						
Municipal	Commonwealth Bank of Australia	Ongoing		180	0.20%	5,065,325
Total						**5,065,325**
TERM DEPOSITS						
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
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	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
Municipal	AMP Bank	26/11/2020	24/05/2021	179	0.70%	2,500,000
Municipal	Bank of Queensland	29/01/2021	28/06/2021	150	0.30%	1,500,000
Municipal	National Australia Bank	29/01/2021	26/07/2021	178	0.30%	1,500,000
Reserve	National Australia Bank	29/01/2021	20/09/2021	234	0.30%	1,500,000
Total Term Deposits						**28,391,722**
Total Investment Including At Call						**38,678,150**

CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 31 JANUARY 2021

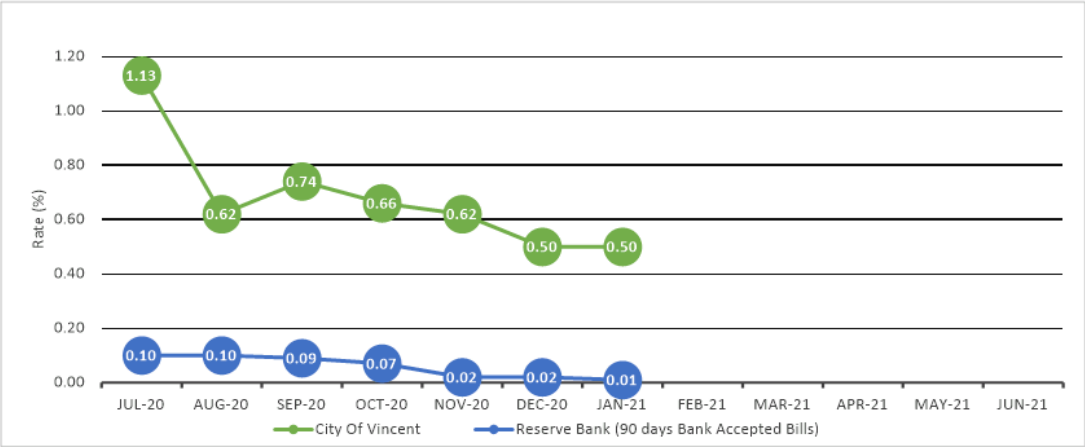
FUNDS INVESTED (ONLINE SAVER AND TERM DEPOSITS)



INTEREST EARNINGS

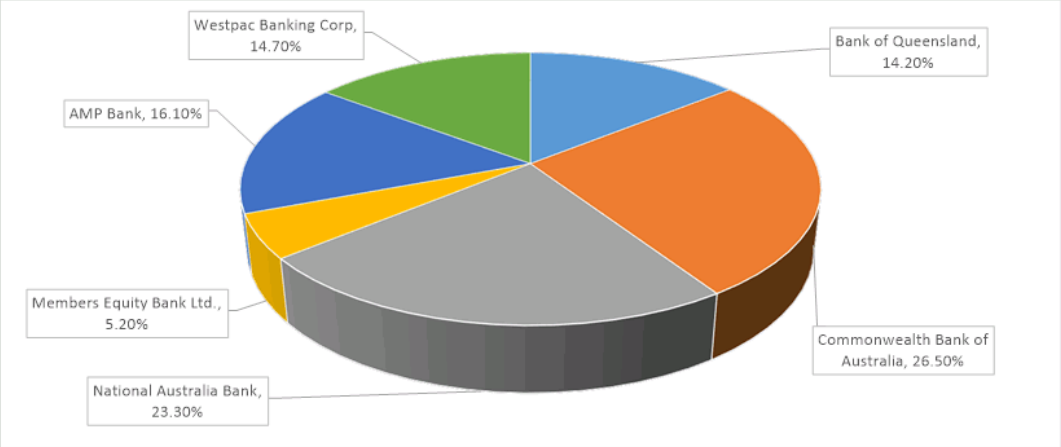


INTEREST RATE COMPARISON

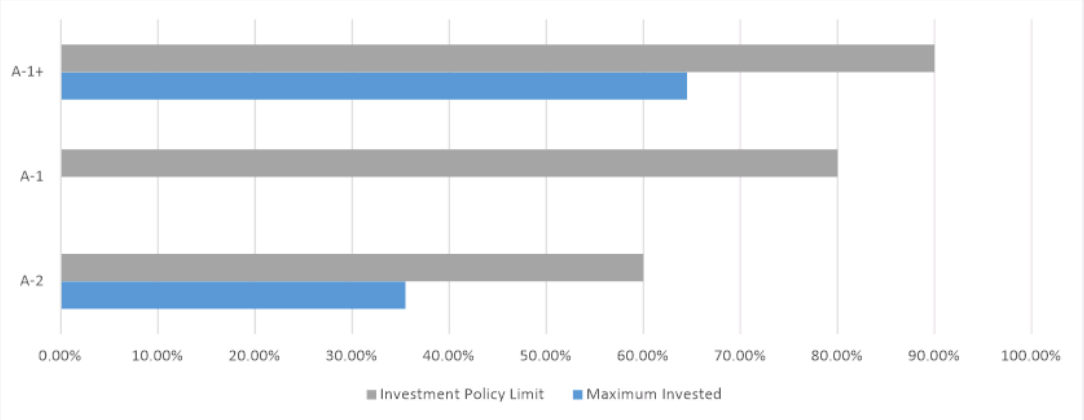


CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 31 JANUARY 2021

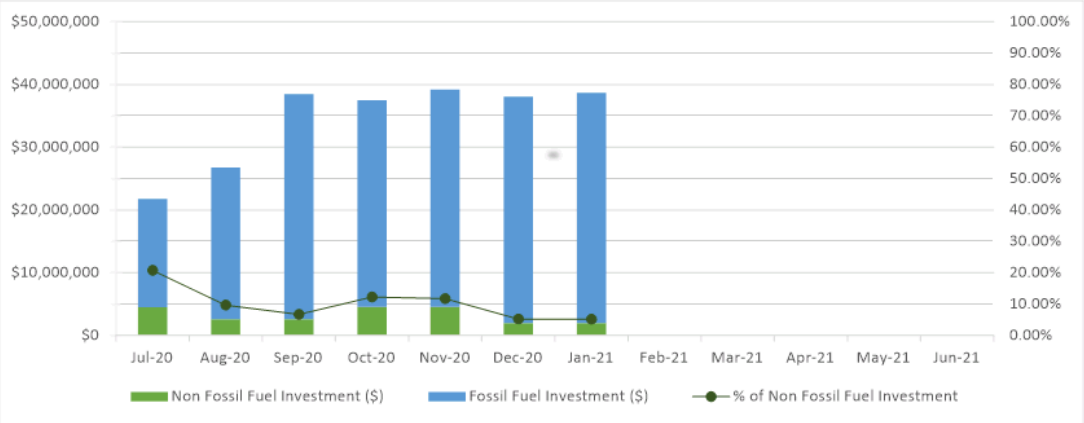
TOTAL PORTFOLIO EXPOSURE



TOTAL CREDIT EXPOSURE



FOSSIL FUEL EXPOSURE



** Selection of non fossil fuel investments is based on information provided by www.marketforces.org.au.*

CITY OF VINCENT
INVESTMENT INTEREST EARNINGS
AS AT 31 JANUARY 2021

	YTD 31/01/2021 $	YTD 31/01/2020 $	FY 2020/21 $	FY 2019/20 $
MUNICIPAL FUNDS				
Budget	39,730	245,000	100,000	250,000
Interest Earnings	45,892	203,415	45,892	297,684
% Income to Budget	115.51%	83.03%	45.89%	119.07%
RESERVE FUNDS				
Budget	69,443	162,568	130,205	200,000
Interest Earnings	59,045	163,605	59,045	223,720
% Income to Budget	85.03%	100.64%	45.35%	111.86%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	37,761	64,178	29,744	29,316
% Income to Budget	0.00%	0.00%	0.00%	0.00%
TOTAL				
Budget	109,173	407,568	230,205	450,000
Interest Earnings	142,698	431,198	134,681	550,720
% Income to Budget	130.71%	105.80%	58.50%	122.38%
Variance	33,525	23,630	(95,524)	100,720
% Variance to Budget	30.71%	5.80%	-41.50%	22.38%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	109,173	407,568	230,205	450,000
Interest Earnings	104,937	367,020	104,937	521,404
% Income to Budget	96.12%	90.05%	45.58%	115.87%
Variance	(4,236)	(40,548)	(125,268)	71,404
% Variance to Budget	-3.88%	-9.95%	-54.42%	15.87%

11.4 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 JANUARY 2021 TO 31 JANUARY 2021

Attachments:

1. **Payments by EFT and Payroll January 2021**
2. **Payments by Cheque January 2021**
3. **Payments by Direct Debit January 2021**

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 January 2021 to 31 January 2021 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	$3,508,420.87
Cheques	$274.35
Direct debits, including credit cards	$276,783.35
Total payments for January 2021	**$3,785,478.57**

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 1 January 2021 to 31 January 2021.

BACKGROUND:

Council has delegated to the Chief Executive Officer (Delegation No. 2.2.18) the power to make payments from the City's Municipal and Trust funds. In accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

DETAILS:

The Schedule of Accounts paid for the period 1 January 2021 to 31 January 2021, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	**2630 – 2640**	$2,324,550.37
Payroll by Direct Credit	**January 2021**	$1,183,870.50
Sub Total		**$3,508,420.87**
Cheques		
Cheques	**82650**	$274.35
Sub Total		**$274.35**

Direct Debits (including Credit Cards)

Lease Fees	$29,064.30
Loan Repayments	$131,207.00
Bank Charges – CBA	$111,939.84
Credit Cards	$4,572.21
Sub Total	**$276.783.35**
Total Payments	**$3,785,478.57**

Devco Payment Analysis

Council has requested from Administration an analysis of Devco payments, segregating between payments approved under the maintenance contract/tender and works that was approved outside of the contract.

The challenge in preparing this data was due to the limitations with the previous finance system's inability to separate payments based on this categorisation. Therefore this has been a manual processing involving analysis of over 880 invoices from Devco in 2019/20, with each invoice containing many line items.

This work has now been completed and the table below shows the split between works carried out under the maintenance contract and works outside of the contract. As per Tender 538/17 - Contract for the Provision of Small Maintenance Services the contract stipulates the following condition for work that is estimated to be greater than $20,000:

"For a single body of work over the value of $20,000 the City's Representative will raise a Request for Quote with a written scope and seek three quotes, one from the Contractor and two others from the open market. Work shall be awarded to the Respondent offering the best value for money and may not in every case be awarded to the Contractor".

Year	Total Spend	Total under $20K	Total over $20K (outside the contract)	Comments
2020/21	399,653	313,044	86,609	Part year up October 2020
2019/20	2,932,936	1,916,625	1,016,311	
2018/19	4,846,232	4,725,746	120,486	Higher expenditure due to an increased effort in improving all buildings driven by the 'Lycopodium' report
2017/18	1,018,488	915,520	102,968	Part year, as contract was awarded in October 2017

In September 2020 the City implemented the Contracts Management module of our Finance system. This module will assist the City in tracking payment against a contract and will also ensure contract management are more efficiently managed at the City.

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:

Expenditure covered in this report includes various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

PUBLIC HEALTH IMPLICATIONS:

Expenditure covered in this report includes various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

All municipal fund expenditure included in the list of payments is in accordance with Council's annual budget.

Creditors Report - Payments by EFT and Payroll
01/01/21 to 31/01/21

Date	Payee	Description	Amount
21/01/2021	A Austin	Fitness instructor fees	$ 56.84
21/01/2021	A Duckworth-Smith	Design advisory fees	$ 800.00
08/01/2021	A Lazarus	Fitness instructor fees	$ 56.84
21/01/2021	A M and K H Pasalich	Part refund of Beatty Park Leisure Centre fees	$ 580.11
21/01/2021	A Team Printing	Printing services - BPLC	$ 1,864.50
21/01/2021	Academy Services WA Pty Ltd	Washroom consumables	$ 5,877.24
08/01/2021	Acclaimed Catering	Catering services - Staff end of year function	$ 4,098.50
08/01/2021	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	$ 1,419.00
21/01/2021	Adelphi Apparel	Uniform supplies - Rangers	$ 220.00
21/01/2021	Advancetag Pty Ltd	Label supplies - BPLC	$ 198.00
21/01/2021	Alerton Australia	Building management system control contract - BPLC (4 months)	$ 2,131.80
22/01/2021	Alerton Australia	Calibrate geothermal flow meter - BPLC	$ 1,242.67
21/01/2021	Alinta Energy	Gas charges - various locations	$ 162.50
22/01/2021	All Class Tiling Services	Slip testing report for tiling inside BPLC pool area	$ 1,155.00
21/01/2021	Allflow Industrial	Service oil/water separator	$ 472.95
21/01/2021	Allwest Plant Hire Australia Pty Ltd	Drainage, storage and infiltration project - Loftus Centre	$ 66,000.00
21/01/2021	Alsco Pty Ltd	Air freshener and mat supplies	$ 823.27
21/01/2021	Ampol Australia Petroleum Pty Ltd	Fuel and oils	$ 24,461.65
08/01/2021	Anna Cappelletta	Fitness instructor fees	$ 770.00
08/01/2021	APARC	Sensor maintenance, credit card test transactions and Ticketor enforcement; purchase of solar powered parking meter; ticket rolls for parking machines	$ 26,178.50
21/01/2021	APARC	Central management system, software licensing, meter maintenance and credit card transactions	$ 63,905.65
21/01/2021	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	$ 4,714.95
22/01/2021	Apollo Plumbing and Gas Pty Ltd	Plumbing services - various locations	$ 9,900.00
08/01/2021	Aquawellbeing.com	Fitness instructor fees	$ 585.00
21/01/2021	ARM Security	Alarm monitoring - various locations	$ 544.54
21/01/2021	Asphaltech Pty Ltd	Asphalt supplies - various locations	$ 2,870.93
22/01/2021	Asphaltech Pty Ltd	Asphalt supplies - Sasse Avenue	$ 69,291.79
21/01/2021	ATF Services Pty Ltd	Security fence - Cheriton Street	$ 144.21
21/01/2021	Australasian Performing Right Association Ltd	Music licence fees - various halls	$ 1,013.46
08/01/2021	Australia Post (Agency Commission)	Commission charges	$ 353.12
08/01/2021	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations; supply and install air conditioning unit - Loftus Recreation Centre	$ 6,356.02
21/01/2021	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	$ 668.76

Date	Payee	Description	Amount
06/01/2021	Australian Services Union	Payroll deduction	$ 310.80
13/01/2021	Australian Services Union	Payroll deduction	$ 310.80
27/01/2021	Australian Services Union	Payroll deduction	$ 310.80
06/01/2021	Australian Taxation Office	Payroll deduction	$ 177,440.24
13/01/2021	Australian Taxation Office	Payroll deduction	$ 170,981.00
27/01/2021	Australian Taxation Office	Payroll deduction	$ 185,745.00
08/01/2021	Award Contracting	Locating services - Beatty Park	$ 726.00
21/01/2021	Award Contracting	Locating services - various locations	$ 4,702.50
21/01/2021	Baileys Fertilisers	Fertiliser supplies	$ 2,504.70
08/01/2021	Barnabas Singers	Choir performance - Seniors Christmas lunch	$ 300.00
21/01/2021	BCITF Building & Construction Industry Training	Levy collection	$ 20,246.82
21/01/2021	BikeDr Cycle Services Pty Ltd	Bike maintenance sessions	$ 2,200.00
21/01/2021	BikeMore t/a Jetlane Nominees	Charger for City E-bike	$ 85.00
21/01/2021	Bing Technologies Pty Ltd	Digital mail service	$ 473.83
21/01/2021	Blackwoods	Hardware supplies - Depot	$ 2,305.60
21/01/2021	Blyth Enterprises Pty Ltd	Supply of bins and lids	$ 459.80
21/01/2021	BOC Limited	Medical oxygen supplies and CO2 for beverage	$ 835.37
21/01/2021	Boral Construction Materials Group Limited	Concrete supplies	$ 2,049.73
21/01/2021	Boyan Electrical Services	Electrical services - West Parade	$ 1,728.10
21/01/2021	Briskleen Supplies	Toiletry and cleaning products - BPLC	$ 4,528.12
21/01/2021	Bucher Municipal Pty Ltd	Plant repairs and maintenance	$ 870.08
21/01/2021	Bunnings Trade	Hardware supplies - various locations	$ 827.27
08/01/2021	C Saffer	Fitness instructor fees	$ 65.00
22/01/2021	C Saffer	Fitness instructor fees	$ 195.00
21/01/2021	CAI Fences	Supply and install chainmesh fence - Banks Reserve	$ 4,180.00
21/01/2021	Charmaine Amanda Magness	Fitness instructor fees	$ 625.24
06/01/2021	Child Support Agency	Payroll deduction	$ 941.42
13/01/2021	Child Support Agency	Payroll deduction	$ 941.42
27/01/2021	Child Support Agency	Payroll deduction	$ 941.42
21/01/2021	Christou Nominees Pty Ltd	Design advisory fees	$ 550.00
08/01/2021	City Of Perth	BA archive retrievals	$ 73.68
21/01/2021	City of South Perth	Dog and cat impound fees	$ 539.00
08/01/2021	City of Stirling	Mixed waste tipping fees	$ 35,775.70
21/01/2021	City of Stirling	Meals on Wheels	$ 534.54
06/01/2021	City of Vincent	Payroll deduction - staff contributions to vehicles	$ 1,256.80
13/01/2021	City of Vincent	Payroll deduction - staff contributions to vehicles	$ 1,256.80
27/01/2021	City of Vincent	Payroll deduction - staff contributions to vehicles	$ 1,256.80
06/01/2021	City of Vincent Staff Social Club	Payroll deduction	$ 482.00
13/01/2021	City of Vincent Staff Social Club	Payroll deduction	$ 474.00

Date	Payee	Description	Amount
27/01/2021	City of Vincent Staff Social Club	Payroll deduction	$ 476.00
08/01/2021	Civica Pty Limited	Licence for client server tools	$ 8,042.76
08/01/2021	Cleanaway	Recycling contract and bin hire for Hyde Park event	$ 39,917.45
21/01/2021	Cleanaway	Recycling contract	$ 90.71
08/01/2021	Cleansweep WA	Hire of road sweepers - various locations	$ 1,270.50
21/01/2021	Coates Hire Operations Pty Ltd	Plant hire - Depot	$ 538.80
22/01/2021	Coates Hire Operations Pty Ltd	Plant hire - Depot	$ 400.75
21/01/2021	Cobblestone Concrete Pty Ltd	Concrete path repairs - Lake Street	$ 1,127.50
22/01/2021	Cobblestone Concrete Pty Ltd	Concrete path repairs - Ellesmere Street	$ 13,224.98
08/01/2021	Compu-Stor	Records digitisation and off-site storage	$ 832.30
21/01/2021	Corsign WA Pty Ltd	Sign supplies - various	$ 9,157.50
18/01/2021	Cr A Castle	Council meeting fee	$ 1,935.83
18/01/2021	Cr Ashley Wallace	Council meeting fee	$ 1,935.83
18/01/2021	Cr D Loden	Council meeting fee	$ 1,935.83
18/01/2021	Cr J Fotakis	Council meeting fee	$ 1,935.83
18/01/2021	Cr J Hallett	Council meeting fee	$ 1,935.83
18/01/2021	Cr J Topelberg	Council meeting fee	$ 1,935.83
18/01/2021	Cr S Gontaszewski	Council meeting fee	$ 3,255.70
18/01/2021	Cr Sally Smith	Council meeting fee	$ 1,935.83
08/01/2021	Credit Clear Pty Ltd	Debt recovery services	$ 11.00
08/01/2021	CS Legal	Debt recovery services	$ 65.76
21/01/2021	CSE Crosscom Pty Ltd	Software and network access for hand held radios	$ 6,688.00
21/01/2021	CSP Group Pty Ltd	Plant repairs and maintenance	$ 799.75
08/01/2021	D Dama	Fitness instructor fees	$ 113.68
21/01/2021	D Dama	Fitness instructor fees	$ 227.36
08/01/2021	D McGeough	Part refund of Beatty Park Leisure Centre fees	$ 255.41
21/01/2021	Danica Zuks Photography	Videography services - BPLC Christmas message	$ 920.00
21/01/2021	Daniela Toffali	Fitness instructor fees	$ 650.00
22/01/2021	Department of Mines, Industry Regulation and Safety	Building services levy collection	$ 21,341.22
21/01/2021	Department of Planning Lands and Heritage	Amended DAP fees	$ 10,727.00
21/01/2021	Department of Transport	Vehicle ownership searches	$ 13.60
06/01/2021	Depot Social Club	Payroll deduction	$ 56.00
13/01/2021	Depot Social Club	Payroll deduction	$ 56.00
27/01/2021	Depot Social Club	Payroll deduction	$ 56.00
08/01/2021	Devco Builders	Maintenance and repairs - various locations	$ 1,995.68
21/01/2021	Devco Builders	Maintenance and repairs - various locations	$ 128,841.05
08/01/2021	Diversity Cleaning Services Pty Ltd	Window cleaning services - BPLC	$ 385.00
22/01/2021	Diversus	Annual subscription - Promapp	$ 41,250.00
21/01/2021	Dominic Snellgrove	Design advisory fees	$ 800.00

Date	Payee	Description	Amount
22/01/2021	Donegan Enterprises Pty Ltd	Playground safety inspection - Braithwaite Park	$ 110.00
21/01/2021	Edison Property	Rates refund - due to overpayment	$ 2,927.34
08/01/2021	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	$ 78.10
21/01/2021	Elliotts Irrigation Pty Ltd	Reticulation repairs and maintenance - various locations	$ 1,521.15
22/01/2021	Elyse Amy Johnstone	Fitness instructor fees	$ 727.08
21/01/2021	Enviroblast Cannington	Pressure cleaning services	$ 1,719.30
21/01/2021	Environmental Industries Pty Ltd	Spraying of weedkiller - various locations	$ 2,557.50
21/01/2021	Enzed Malaga	Plant repairs and maintenance	$ 276.30
22/01/2021	Event Artillery	Hire of Christmas tree - Seniors Christmas lunch	$ 340.00
08/01/2021	Flexi Staff Pty Ltd	Temporary staff - Parks	$ 6,872.65
21/01/2021	Flexi Staff Pty Ltd	Temporary staff - various departments	$ 36,200.39
21/01/2021	Flick Anticimex Pty Ltd	Pest control services - various locations	$ 276.58
08/01/2021	Frostbland Pty Ltd	Merchandise - BPLC	$ 857.99
08/01/2021	G Edwards	Fitness instructor fees	$ 170.52
21/01/2021	G Edwards	Fitness instructor fees	$ 45.00
21/01/2021	GC Sales (WA)	Supply of bin lids	$ 363.00
21/01/2021	Giant Autos (1997) Pty Ltd	Vehicle service and repairs	$ 1,353.75
08/01/2021	Great Lakes Community Resources	Street goods collection services - various locations	$ 1,434.40
21/01/2021	Gymcare	Gym equipment supplies - BPLC	$ 5,593.83
21/01/2021	H Manus	Crossover subsidy	$ 440.00
06/01/2021	Health Insurance Fund of WA	Payroll deduction	$ 255.25
13/01/2021	Health Insurance Fund of WA	Payroll deduction	$ 255.25
27/01/2021	Health Insurance Fund of WA	Payroll deduction	$ 255.25
21/01/2021	Holcim (Australia) Pty Ltd	Concrete supplies	$ 1,524.16
21/01/2021	Inner City Newsagency	Newspaper delivery - Library	$ 16.48
08/01/2021	Innovations Catering	Catering services for City functions	$ 785.00
21/01/2021	Instant Toilets & Showers Pty Ltd t/as Instant Products Hire	Hire of portable toilets - Banks Pavilion	$ 2,022.96
21/01/2021	Instant Windscreens	Supply and fit vehicle windscreen	$ 255.00
21/01/2021	Isubscribe Pty Ltd	Library magazine subscriptions	$ 674.60
08/01/2021	J A Marwick	Reimbursement from heritage assistance fund	$ 1,230.75
22/01/2021	Jackson McDonald	Legal services - transfer rights of way to the Crown	$ 163.35
21/01/2021	Janet Verburg	Fitness instructor fees	$ 440.52
21/01/2021	Jessica Wyld Photography Pty Ltd	Photography services - various locations	$ 429.00
08/01/2021	K Clarke	Refund of parking permits	$ 360.00
08/01/2021	K Grant	Fitness instructor fees	$ 560.00
08/01/2021	K Harcus	Fitness instructor fees	$ 720.00
21/01/2021	K Harcus	Fitness instructor fees	$ 600.00
21/01/2021	K M Allen	Expense reimbursement - supplies for Citizenship awards	$ 102.00
08/01/2021	K Roach	Fitness instructor fees	$ 170.52

Date	Payee	Description	Amount
22/01/2021	K Roach	Fitness instructor fees	$ 169.52
21/01/2021	Kambarang Services Pty Ltd	Cultural awareness training	$ 2,200.00
21/01/2021	Kerbing West	Kerbing services - various locations	$ 8,170.31
21/01/2021	Kleen West Distributors	Graffiti removal supplies	$ 1,453.10
21/01/2021	Kleenheat Gas	Forklift gas supplies - Depot	$ 191.00
21/01/2021	Komatsu Australia Pty Ltd	Plant repairs and maintenance	$ 3,522.84
21/01/2021	Konica Minolta Business Solutions Australia Pty Ltd	Copy costs - various departments	$ 1,682.26
21/01/2021	KS Black Pty Ltd	Bore and pump maintenance and electrical works - various locations	$ 34,861.64
06/01/2021	L.G.R.C.E.U.	Payroll deduction	$ 20.50
13/01/2021	L.G.R.C.E.U.	Payroll deduction	$ 20.50
27/01/2021	L.G.R.C.E.U.	Payroll deduction	$ 20.50
21/01/2021	Landgate	Gross rental valuations for interims; data and aerial imagery extraction	$ 1,712.42
21/01/2021	Leeuwin Ocean Adventure Foundation Ltd	Sponsorship - Family Connect voyage 2021	$ 1,100.00
21/01/2021	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	$ 29,337.00
21/01/2021	Les Mills Asia Pacific	Licence fees for fitness classes	$ 1,638.97
21/01/2021	Line Marking Specialists	Line marking services - various locations	$ 7,865.00
08/01/2021	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - BPLC	$ 42.53
21/01/2021	Lion Dairy and Drinks (LD&D) Australia Pty Ltd	Milk supplies - BPLC	$ 18.07
21/01/2021	M A Fenwick	Rates refund - due to overpayment	$ 351.48
21/01/2021	M Bowen (nee Doust)	Crossover subsidy	$ 395.00
08/01/2021	M G Jajko	Fitness instructor fees	$ 56.84
21/01/2021	M G Jajko	Fitness instructor fees	$ 56.84
22/01/2021	M G Jajko	Fitness instructor fees	$ 56.84
21/01/2021	M L Humich	Fitness instructor fees	$ 454.72
08/01/2021	M Slater	Fitness instructor fees	$ 120.58
08/01/2021	M2M One Pty Ltd	Mobile SIMs for parks reticulation devices	$ 308.80
21/01/2021	Mackay Urban Design	Design advisory fees	$ 440.00
21/01/2021	Main Roads WA	Street and pavement marking - various locations	$ 13,080.05
21/01/2021	Major Motors Pty Ltd	Truck repairs and maintenance	$ 68.75
21/01/2021	Marketforce Pty Ltd	Advertising services - various departments	$ 432.10
08/01/2021	Massey's Herd	Milk supplies - Depot	$ 420.75
21/01/2021	Matrix Traffic and Transport Data Pty Ltd	Bicycle and pedestrian data collection	$ 847.00
08/01/2021	Mayor E Cole	Expense reimbursement - child care	$ 60.00
18/01/2021	Mayor E Cole	Council meeting fee	$ 7,875.25
21/01/2021	Maze Distribution Pty Ltd	Supply of bokashi bins	$ 2,134.00
08/01/2021	McLeods Barristers & Solicitors	Legal services - compliance matter	$ 2,339.88
22/01/2021	McLeods Barristers & Solicitors	Legal services - transfer and settlement fees	$ 1,410.10
06/01/2021	Mercer Spectrum	Superannuation	$ 5,868.84
08/01/2021	Messages on Hold	'On hold' equipment and programming	$ 434.34

Date	Payee	Description	Amount
21/01/2021	Metal Works Perth	Supply and installation of bus shelter - William Street	$ 4,427.50
08/01/2021	Mindarie Regional Council	Processable and non processable waste	$ 138,623.92
21/01/2021	Mindarie Regional Council	Processable and non processable waste	$ 57,649.11
21/01/2021	Minter Ellison	Legal services - General employment matters	$ 1,490.61
21/01/2021	My Media Intelligence Pty Ltd	Copyright charges for press articles	$ 218.99
08/01/2021	N Jopson	Refund of infrastructure bond	$ 1,000.00
21/01/2021	Natural Area Holdings Pty Ltd	Weed control - Tony Di Scerni pathway	$ 3,879.81
08/01/2021	Nightlife Music Pty Ltd	Crowd DJ and hire of audio/video equipment - BPLC	$ 518.77
22/01/2021	Nightlife Music Pty Ltd	Hire of audio/video equipment - BPLC	$ 100.83
21/01/2021	Noma Pty Ltd	Design advisory fees	$ 990.00
21/01/2021	Nordic Fitness Equipment	Cleaning wipes for gym	$ 396.00
22/01/2021	Nordic Fitness Equipment	Cleaning wipes for gym	$ 990.00
21/01/2021	Northsands Resources	Construction waste disposal services	$ 2,261.60
08/01/2021	Officeworks Ltd	Office supplies and consumables	$ 595.30
21/01/2021	Officeworks Ltd	Office supplies and consumables	$ 259.50
08/01/2021	Orbit Health & Fitness Solutions Pty Ltd	Gym equipment supplies - BPLC	$ 841.97
21/01/2021	Oshgroup Pty Ltd	Fitness for work report	$ 293.50
21/01/2021	Overwatch Traffic Services	Traffic management services - various locations	$ 1,640.10
21/01/2021	Pennant House	Supply of various flags	$ 9,102.50
21/01/2021	Penterpaper	Review, edit and draft 2019/20 annual report	$ 3,000.00
21/01/2021	PeopleSense by Altius	Counselling services	$ 3,064.60
21/01/2021	Pirtek Malaga	Plant repairs and maintenance	$ 777.81
21/01/2021	Planning Institute Australia	Registration - 2020 WA conference	$ 245.00
21/01/2021	Primavera Quality Meats	Catering services for City function	$ 300.00
08/01/2021	Print and Sign Co	Printing services - various departments	$ 1,144.00
21/01/2021	Print and Sign Co	Printing services - various departments	$ 346.50
08/01/2021	Professional Tree Surgeons	Tree pruning and removal services - various locations	$ 12,474.00
21/01/2021	Professional Tree Surgeons	Tree pruning and removal services - various locations	$ 5,929.00
08/01/2021	Proficiency Group Pty Ltd	Information management and ICT support services	$ 1,100.00
08/01/2021	Programmed Integrated Workforce Ltd	Temporary staff - Engineering	$ 2,256.60
21/01/2021	Programmed Integrated Workforce Ltd	Temporary staff - various departments	$ 8,133.85
21/01/2021	Protector Fire Services Pty Ltd	Fire equipment maintenance - BPLC	$ 2,296.25
08/01/2021	R Kahango	Refund of parking permit	$ 180.00
08/01/2021	R T Epps	Rates refund - due to overpayment	$ 97.76
21/01/2021	Rada & Neso Services	Cleaning services - BPLC	$ 9,600.00
21/01/2021	Realmark Urban	Commission on sale of 202 Vincent Street	$ 10,687.50
08/01/2021	Regal Cement & Sales Pty Ltd	Supply of soakwells	$ 534.00
21/01/2021	Richard Harrison	Bee removal services - various locations	$ 300.00
21/01/2021	RPG Auto Electrics	Plant repairs and maintenance	$ 330.44

Date	Payee	Description	Amount
22/01/2021	RPG Auto Electrics	Plant repairs and maintenance	$ 280.50
08/01/2021	Rubek Automatic Doors	Repair automatic door - BPLC	$ 242.00
21/01/2021	S Patchett	Fitness instructor fees	$ 270.00
08/01/2021	Sam's Repairs & Maintenance	Sign installation and maintenance - various locations	$ 209.00
08/01/2021	Sarah Chopra	Fitness instructor fees	$ 60.29
22/01/2021	Sarah Chopra	Fitness instructor fees	$ 180.87
21/01/2021	SAS Locksmiths	Key cutting and lock maintenance service - various locations	$ 220.50
21/01/2021	Sean Cappeau	Installation of stickers on signage - HBF Park	$ 1,209.00
21/01/2021	Securus	Security services - Loftus Recreation Centre	$ 347.45
22/01/2021	Securus	Security services - Mount Hawthorn Community Centre	$ 1,817.33
21/01/2021	Shaaron Taylor	Fitness instructor fees	$ 130.00
21/01/2021	Sigma Chemicals	Pool equipment repairs and pool chemicals - BPLC	$ 5,434.24
22/01/2021	Sigma Chemicals	Pool chemicals - BPLC	$ 255.31
21/01/2021	Simba Retail Pty Ltd	Merchandise - BPLC	$ 2,403.50
06/01/2021	Smartsalary Pty Limited	Payroll deduction	$ 675.58
13/01/2021	Smartsalary Pty Limited	Payroll deduction	$ 675.58
21/01/2021	Source Foods	Catering services for City function	$ 495.00
21/01/2021	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling	$ 660.00
21/01/2021	Speedo Australia Pty Ltd	Merchandise - BPLC	$ 4,853.75
21/01/2021	Sportsworld Of WA	Merchandise - BPLC	$ 5,569.85
08/01/2021	SPP Group WA Pty Ltd	Electrical consultancy - Leederville Oval grandstand	$ 1,349.98
21/01/2021	St John Ambulance Western Australia Ltd	Supply of first aid kits for vehicles	$ 1,823.70
08/01/2021	Stephen Carrick Architects Pty Ltd	Design advisory fees	$ 440.00
21/01/2021	Stephen Carrick Architects Pty Ltd	Heritage advice	$ 440.00
21/01/2021	StrataGreen	Garden equipment supplies - various	$ 3,211.65
21/01/2021	Suez Recycling & Recovery Pty Ltd	Waste collection - BPLC	$ 1,197.35
06/01/2021	SuperChoice Services Pty Ltd	Superannuation	$ 213,659.76
08/01/2021	Synergy	Electricity and gas charges - various locations	$ 35,374.37
21/01/2021	Synergy	Electricity and gas charges - various locations	$ 83,548.32
22/01/2021	Synergy	Electricity and gas charges - various locations	$ 1,337.89
22/01/2021	T A Denham	Open Streets grant funding - Dunedin Street Christmas party	$ 79.61
21/01/2021	T&H Wilkes Pty Ltd	Gravel supplies	$ 2,200.00
21/01/2021	Technology One Ltd	GIS consulting services	$ 4,312.00
21/01/2021	Teena Smith	Fitness instructor fees	$ 600.00
08/01/2021	Telstra Corporation Ltd	Telephone and internet charges - various locations	$ 1,151.61
21/01/2021	The BBQ Man	BBQ, outdoor artwork and pressure cleaning services - various locations	$ 6,172.64
21/01/2021	The de Mol Group of Companies Pty Ltd ATFT DGC Trust t/as TD	Electricity reimbursement for CCTV equipment usage	$ 33.00
08/01/2021	The Event Mill	Hire of fans - staff end of year function	$ 330.00
22/01/2021	The Perth Mint	Purchase of 2021 coins - Citizenship ceremonies	$ 1,501.50

Date	Payee	Description	Amount
08/01/2021	The Posy Factory	Table centre pieces - Seniors Christmas lunch	$ 495.00
21/01/2021	The Royal Life Saving Society Western Australia Inc	Servicing of AIDS memorial fountain; maintenance of Hyde Park water playground	$ 6,719.56
06/01/2021	The Trustee for Fergco Family Super Fund	Superannuation	$ 1,920.74
06/01/2021	The Trustee for Guild Retirement Fund	Superannuation	$ 567.33
21/01/2021	Tom Lawton - Bobcat Hire	Bobcat hire and tipping fees	$ 11,474.10
21/01/2021	Total Eden Pty Ltd	Reticulation supplies	$ 936.10
21/01/2021	Totally Workwear	Uniform supplies - various departments	$ 1,934.75
21/01/2021	T-Quip	Plant repairs and maintenance	$ 431.90
21/01/2021	Transoft Solutions	Software licence renewal - AutoTurn map	$ 671.00
21/01/2021	Tree Amigos	Street trees and parks pruning/removal - various locations	$ 14,377.73
21/01/2021	Trisley's Hydraulic Services Pty Ltd	Pool equipment maintenance and water treatment - BPLC	$ 1,402.50
21/01/2021	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	$ 355.36
21/01/2021	Turf Developments (WA) Pty Ltd	Turf maintenance - various locations	$ 2,428.80
21/01/2021	Tyres4U Pty Ltd	Tyre replacements and maintenance	$ 1,766.60
21/01/2021	Unicare Health	Disability hoist repairs - BPLC	$ 155.00
08/01/2021	Universal Bar	Beverages - staff end of year function	$ 2,550.50
21/01/2021	Universal Diggers	Plant hire - Depot	$ 11,871.75
08/01/2021	Vietnam Veterans Association of Australia WA Branch Inc	Community support - donation	$ 500.00
21/01/2021	Vigilant Traffic Management Group Pty Ltd	Traffic management services - various locations	$ 20,135.89
21/01/2021	Visual Inspirations Australia Pty Ltd	Installation and decoration of Street Christmas trees	$ 49,247.26
08/01/2021	W O'Shea	Rates refund - due to overpayment	$ 542.75
08/01/2021	W.A. Hino Sales & Service	Plant repairs and maintenance	$ 12,884.05
22/01/2021	WALGA	Staff training - planning for car parking	$ 70.00
21/01/2021	Water Corporation	Water charges - various locations	$ 20,887.58
22/01/2021	Water Corporation	Water charges - various locations	$ 21,301.56
21/01/2021	Way Funky Company Pty Ltd	Merchandise - BPLC	$ 3,723.72
08/01/2021	West Australian Newspapers Limited	Newspapers for resale	$ 150.07
21/01/2021	West Australian Newspapers Limited	Newspapers for resale	$ 230.73
22/01/2021	West Australian Newspapers Limited	Newspapers for resale	$ 183.02
21/01/2021	Wheelers Books	Supply of library books	$ 1,561.93
21/01/2021	Wilson Security	Security services - various locations	$ 313.50
21/01/2021	Winc Australia Pty Ltd	Office supplies and consumables	$ 3,132.86
22/01/2021	Winc Australia Pty Ltd	Office supplies and consumables	$ 611.60
21/01/2021	Work Metrics Pty Ltd	Online inductions - BPLC	$ 110.00
21/01/2021	Workwear Group Pty Ltd	Uniform supplies - various departments	$ 2,507.02
21/01/2021	Worldwide East Perth	Printing services - commercial waste flyers	$ 770.00
22/01/2021	Worldwide East Perth	Printing services - postcards	$ 99.00
22/01/2021	Worldwide Printing - QV1	Printing services - business cards	$ 99.00

Date	*Payee*	*Description*	*Amount*
08/01/2021	YogaNut	Fitness instructor fees	$ 240.00
22/01/2021	YogaNut	Fitness instructor fees	$ 360.00
08/01/2021	Yolande Gomez	Fitness instructor fees	$ 260.52
21/01/2021	Yolande Gomez	Fitness instructor fees	$ 312.36
21/01/2021	Zipform	Rates notices 2020/21 - 3rd instalment	$ 7,042.04
08/01/2021	Zoho Corporation Pty Ltd	Annual subscription - ManageEngine	$ 2,189.00
21/01/2021	Zumba Fitness Patricia Rojo	Fitness instructor fees	$ 186.00
			$2,324,550.37
Payroll			
05/01/21	Pay 14		$ 573,750.88
19/01/21	Pay 15		$ 610,119.62
Total Payroll			**$ 1,183,870.50**
Total Payments			**$ 3,508,420.87**

Creditors Report - Payments by Cheque				
01/01/21 to 31/01/21				
Creditor	***Date***	***Payee***	***Description***	***Amount***
00082650	13/01/2021	Petty Cash - Beatty Park Leisure Centre	Petty cash recoup	$ 274.35
Total Nett Cheque Payments				**$ 274.35**

Creditors Report - Payments by Direct Debit				
01/01/21 to 31/01/21				
Credit Card Transactions for the Period 8 December 2020 - 6 January 2021				
Card Holder	***Date***	***Payee***	***Description***	***Amount***
CEO	21/12/2020	West Australian Newspapers Limited	Newspaper subscription	$ 83.60
				$ 83.60
Director Community & Business Services	15/12/2020	Wembley Police Station	Road closure application - Campsie Street Christmas party	$ 84.30
	15/12/2020	Wembley Police Station	Road closure application - Dunedin Street Christmas party	$ 84.30
	15/12/2020	Wembley Police Station	Road closure application - Wesley Street Christmas party	$ 84.30
	15/12/2020	Australia the Gift	Gifts for Australia Day citizenship ceremony	$ 1,350.00
				$ 1,602.90
Director Infrastructure & Environment	10/12/2020	Woolworths	Catering services for City function	$ 83.50
	10/12/2020	Dan Murphy's	Catering services for City function	$ 491.69
	11/12/2020	Leederville Foods Pty Ltd	Handwash for function room kitchen - Seniors Christmas lunch	$ 13.98
	18/12/2020	Leederville Foods Pty Ltd	Catering services for City function	$ 291.05
				$ 880.22
Manager ICT	01/01/2021	Safety Culture	Mobile inspection application	$ 52.80
	02/01/2021	Assetsonar.com	IT asset management software	$ 260.52
	02/01/2021	International transaction fee	IT asset management software	$ 6.51
	18/12/2020	Catch.com.au	IT accessories	$ 163.85
	19/12/2020	Zoom	Video conferencing	$ 369.47
				$ 853.15
Manager Community Partnerships	08/12/2020	UWA Publishing	Book for library	$ 37.49
	15/12/2020	Woolworths	Catering for Seniors Christmas morning tea	$ 55.00
	17/12/2020	State Library of WA	Image purchase for Local History Centre	$ 25.00
	19/12/2020	JB Hifi	Refund of DVD postage charge	-$ 4.00
				$ 113.49
Procurement and Contracts Officer	08/12/2020	Facebook	Advertising	$ 23.25
	10/12/2020	Mailchimp	Email campaign	$ 381.13
	15/12/2020	Shutterstock	Image download subscription	$ 99.00
	22/12/2020	Asana.com	Subscription - work flow graphic design tool	$ 321.09

Card Holder	*Date*	*Payee*	*Description*	*Amount*
	22/12/2020	International transaction fee	Subscription - work flow graphic design tool	$ 8.03
	31/12/2020	Facebook	Advertising	$ 206.35
				$ 1,038.85
Total Corporate Credit Cards				**$ 4,572.21**
Direct Debits				
Lease Fees	04/01/2021	All Leasing 279258	Beatty Park Leisure Centre cleaning equipment	$ 2,642.54
	04/01/2021	All Leasing 279259	Upgrade kit for parking meters	$ 26,025.92
			Total All Leasing	**$ 28,668.46**
	21/01/2021	Pitney Bowes Leasing	Postal scales	$ 395.84
			Total Lease Fees	**$ 29,064.30**
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre	**$ 131,207.00**
Bank Fees and Charges		Commonwealth Bank	Bank fees	**$ 111,939.84**
Total Direct Debits including Credit Cards				**$ 276,783.35**

11.5 FINANCIAL STATEMENTS AS AT 31 JANUARY 2021

Attachments: **1. Financial Statements as at 31 January 2021**

RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 31 January 2021 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 January 2021.

BACKGROUND:

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity including the sources and applications of funds, as compared to the budget.

DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ending 31 January 2021:-

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 $2,398,294 (24%). The following items materially contributed to this position: -

- A favourable variance of $656,503 primarily due to an increase in revenue generated from activity at Beatty Park, public halls and sporting grounds **(Recreation and Culture)**; and
- A favourable variance of $1,376,024 mainly due to an increase in revenue generated from parking activities and $217,425 received as grant monies from Department of Fire and Emergency Services (DFES) for disaster recovery **(Transport)**.

Revenue by Nature or Type is tracking favourable compared to the YTD budget by $2,673,601 (5.9%). The following items materially contributed to this position: -

- A favourable variance of $352,404 relating to an increase in interim rates **(Rates)**;
- A favourable variance of $1,873,427 for revenue generated primarily from increased activity in relation to the Swim school at Beatty Park and parking facilities within the City **(Fees and charges)**; and
- A favourable variance of $332,397 for revenue primarily from the grant monies received from DFES for storm damage claims **(Other Revenue).**

Expenditure by Program reflects an over-spend of $1,018,866 (3.1%) compared to the year to date budget. The following items materially contributed to this position: -

- A favourable variance of $114,741 primarily contributed by vacant positions and timing variance of works **(Governance)**;
- An unfavourable variance of $1,172,388 primarily contributed by depreciation at HBF Park (previously NIB stadium) **(Recreation and Culture);**
- An unfavourable variance of $294,172 primarily contributed by depreciation and timing variance of works **(Transport);** and
- A favourable variance of $209,284 primarily contributed by a reduction in vehicle maintenance costs **(Other Property Services)**.

Expenditure by Nature or Type reflects a slight overspend of $1,082,892 (3.3%). The following items materially contributed to this position: -

- An unfavourable variance of $507,028 relating to a payroll payment posted to January instead of February resulting in a timing variance. However, this will normalise in February 2020. **(Employee costs)**;
- An unfavourable variance of $1,174,843 primarily as a result of depreciation at HBF Park **(Depreciation)**; and
- A favourable variance of $351,411 primarily contributed by a timing variance relating to the provision of ground maintenance and building maintenance works respectively **(Materials and Contracts)**.

The depreciation forecasts will be updated to align with actual expenditure as part second quarterly budget review in March 2021.

Surplus Position – 2020/2021

The audited surplus position brought forward to 2020/21 is $2,122,499 compared to the adopted budget amount of $1,615,763. The additional surplus of $506,736 will be updated during the March 2021 budget review and will offset the current deficit position of $405,905.

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.

	Revised Budget $	YTD Budget $	YTD Actual $	Remaining Budget %
Land and Buildings	5,267,601	2,567,601	639,349	87.9%
Infrastructure Assets	4,496,283	1,905,873	1,903,803	57.7%
Plant and Equipment	378,812	343,550	262,167	30.8%
Furniture and Equipment	1,272,100	348,750	244,431	80.8%
Total	**11,414,796**	**5,165,774**	**3,049,750**	**73.3%**

FUNDING	Revised Budget $	YTD Budget $	YTD Actual $	Remaining Budget %
Own Source Funding - Municipal	5,571,463	2,866,624	1,203,883	78.4%
Cash Backed Reserves	3,365,850	380,000	334,549	90.1%
Capital Grant and Contribution	1,704,483	1,146,150	583,886	65.7%
Other (Disposals/Trade In)	773,000	773,000	927,433	-20.0%
Total	**11,414,796**	**5,165,774**	**3,049,750**	**73.3%**

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 January 2021 is $11,328,513.

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 January 2021 is $7,859,034 excluding deferred rates of $115,535.

The outstanding rates percentage at 31 January 2021 is 19.8% compared to 15.6% for the similar period last year. This has been contributed by: -

- 336 ratepayers opting to pay their rates weekly, fortnightly or monthly (rates smoothing). This option has been offered for the first time this financial year; and
- Administration has also received 35 hardship applications and these ratepayer payments has been deferred until March 2021.

8. Receivables (Note 8 Page 56)

Total trade and other receivables as at 31 January 2021 are $2,271,358.

Below is a summary of the significant items that have been outstanding for over 90 days: -

- $1,353,840 (90%) 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).

  As some of the unpaid infringements are aged, a provisional amount of $181,310 has been calculated as doubtful debts for the current portion (within 12 months) and a corresponding provisional amount of $238,616 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).

- $140,012 (9%) relates to cash-in-lieu of car parking debtors. In accordance with the *City's Policy 7.7.1 Non-residential parking*, Administration has entered into special payment arrangements with long outstanding cash in lieu parking debtors to enable them to pay their debt over a fixed term of five years.

  However, on 8 April 2020, the Minister of Planning WA issued a provision that exempts proponents from making cash in lieu related payments for existing or new non-residential development to the City. This exemption is effective up to the earlier date of either: -

  a) 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked; or
  b) Midnight, 1 May 2023.

- Tenancy related debts 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 reminder. Thereafter, the debts will be sent to the debt collectors for further follow up.

9. Beatty Park Leisure Centre – Financial Position report (Note 9 Page 57)

   As at 31 January 2021, the Centre's operating surplus position is $243,410 (excluding depreciation) compared to the year to date surplus amount of $1,956. This is contributed primarily by the increase in activity relating to swim school, fitness initiatives at the Centre and increased sales at the retail shop.

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 January 2021 have been detailed in the variance comments report in **Attachment 1**.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Section 6.4 of the Local Government Act 1995 requires a local government to prepare an annual financial report for the preceding year and other financial reports as prescribed.

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a statement of financial activity each month, reporting on the source and application of funds as set out in the adopted annual budget.

A statement of financial activity and any accompanying documents are to be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates. *Section 6.8 of the Local Government Act 1995*, specifies that a local government is not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision of Council.

RISK MANAGEMENT IMPLICATIONS:

Low: Provision of monthly financial reports to Council fulfils relevant statutory requirements and is consistent with good financial governance.

STRATEGIC IMPLICATIONS:

Reporting on the City's financial position is aligned with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

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

Our community is aware of what we are doing and how we are meeting our goals.

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Expenditure within this report facilitates various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

PUBLIC HEALTH IMPLICATIONS:

Expenditure within this report facilitates various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

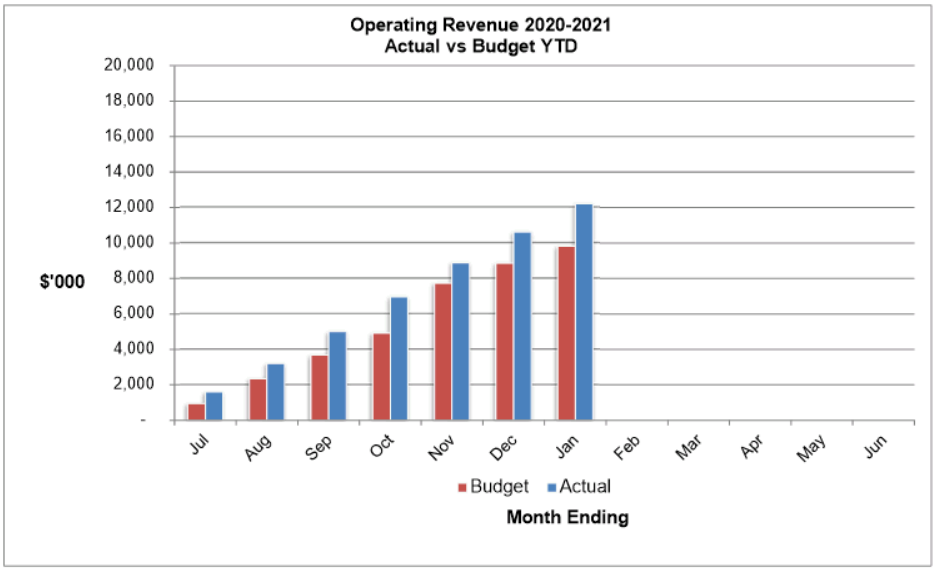
FINANCIAL/BUDGET IMPLICATIONS:

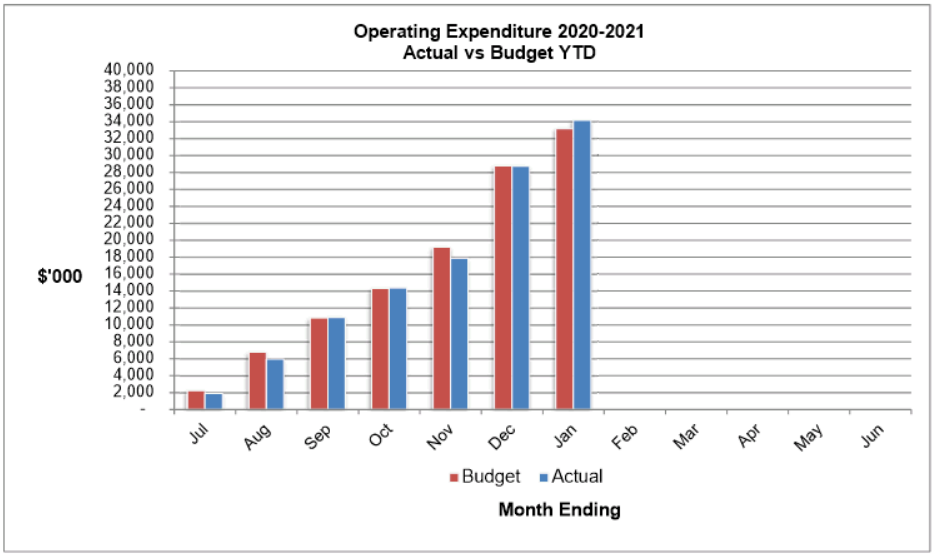
As contained in this report.

CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM
FOR THE PERIOD ENDED 31 JANUARY 2021

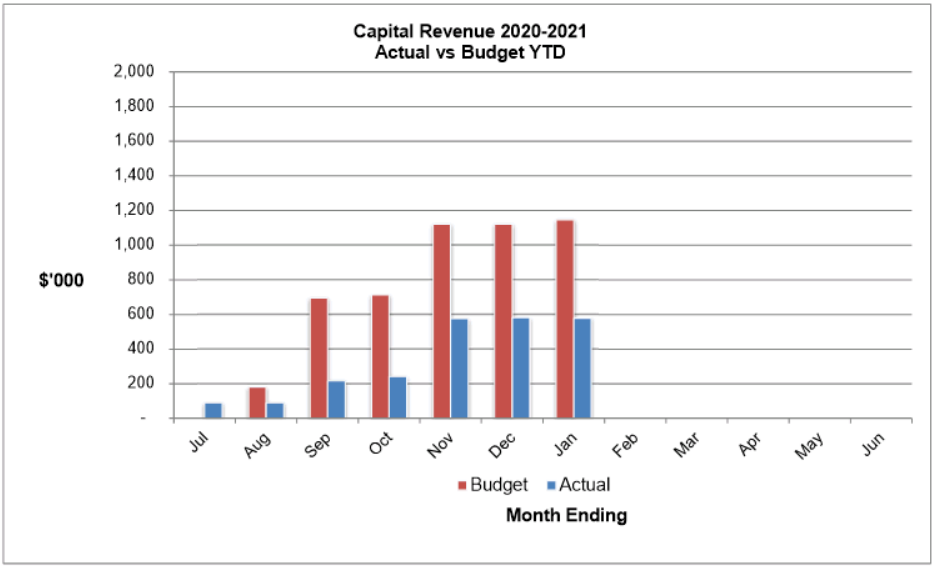
	Adopted Budget 2020/21	Revised Budget 2020/21	YTD Budget 31/01/2021	YTD Actual 31/01/2021	YTD Variance	YTD Variance
	$	$	$	$	$	%
Opening Funding Surplus/(Deficit)	**1,615,763**	**1,615,763**	**1,615,763**	**2,122,499**	**506,736**	**31.4%**
Revenue from operating activities						
Governance	43,000	43,186	35,186	43,912	8,726	24.8%
General Purpose Funding	1,566,205	1,301,757	816,198	883,333	67,135	8.2%
Law, Order and Public Safety	300,000	300,000	153,298	176,641	23,343	15.2%
Health	261,517	321,517	289,654	338,374	48,720	16.8%
Education and Welfare	98,647	119,968	73,764	78,082	4,318	5.9%
Community Amenities	777,134	910,344	681,033	746,952	65,919	9.7%
Recreation and Culture	4,911,558	6,813,961	4,253,281	4,909,784	656,503	15.4%
Transport	4,109,953	5,119,621	3,221,167	4,597,191	1,376,024	42.7%
Economic Services	199,960	249,960	135,320	161,074	25,754	19.0%
Other Property and Services	508,388	525,869	150,965	272,817	121,852	80.7%
	12,776,362	15,706,183	9,809,866	12,208,160	2,398,294	24.4%
Expenditure from operating activities						
Governance	(3,338,549)	(3,491,595)	(1,936,204)	(1,821,463)	114,741	-5.9%
General Purpose Funding	(817,358)	(835,052)	(363,234)	(359,226)	4,008	-1.1%
Law, Order and Public Safety	(1,590,766)	(1,646,620)	(940,625)	(883,836)	56,789	-6.0%
Health	(1,715,207)	(1,725,084)	(960,652)	(883,657)	76,995	-8.0%
Education and Welfare	(354,944)	(352,855)	(198,297)	(231,212)	(32,915)	16.6%
Community Amenities	(12,202,555)	(12,410,533)	(6,444,487)	(6,503,094)	(58,607)	0.9%
Recreation and Culture	(19,879,577)	(20,984,153)	(12,516,268)	(13,688,656)	(1,172,388)	9.4%
Transport	(12,978,459)	(13,340,099)	(8,100,683)	(8,394,855)	(294,172)	3.6%
Economic Services	(544,015)	(626,226)	(387,964)	(310,565)	77,399	-20.0%
Other Property and Services	(2,365,855)	(2,402,572)	(1,324,702)	(1,115,418)	209,284	-15.8%
	(55,787,285)	(57,814,789)	(33,173,116)	(34,191,982)	(1,018,866)	3.1%
Add Deferred Rates Adjustment	0	0	0	15,886	15,886	0.0%
Add Back Depreciation	11,875,779	11,857,595	6,916,948	8,091,791	1,174,843	17.0%
Adjust (Profit)/Loss on Asset Disposal	(243,199)	(79,199)	170,801	29,679	(141,122)	-82.6%
	11,632,580	11,778,396	7,087,749	8,137,356	1,049,607	14.8%
Amount attributable to operating activities	**(31,378,343)**	**(30,330,210)**	**(16,275,501)**	**(13,846,466)**	**2,429,035**	**-14.9%**
Investing Activities						
Non-operating Grants, Subsidies and Contributions	1,777,283	1,704,483	1,146,150	583,886	(562,264)	-49.1%
Purchase Land and Buildings	(4,886,398)	(5,057,601)	(2,547,601)	(639,349)	1,908,252	-74.9%
Purchase Infrastructure Assets	(4,199,844)	(4,706,283)	(1,925,873)	(1,903,803)	22,070	-1.1%
Purchase Plant and Equipment	(346,810)	(378,812)	(343,550)	(262,167)	81,383	-23.7%
Purchase Furniture and Equipment	(1,037,100)	(1,272,100)	(348,750)	(244,431)	104,319	-29.9%
Proceeds from Joint Venture Operations	250,000	250,000	0	0	0	0.0%
Proceeds from Disposal of Assets	90,000	773,000	773,000	927,433	154,433	20.0%
Amount attributable to investing activities	**(8,352,869)**	**(8,687,313)**	**(3,246,624)**	**(1,538,431)**	**1,708,193**	**-52.6%**
Financing Activities						
Proceeds from Self Supporting Loan	0	2,500	0	0	0	0.0%
Principal elements of finance lease payments	(91,377)	(91,377)	(68,532)	(68,533)	(1)	0.0%
Repayment of Debentures	(887,431)	(887,431)	(504,668)	(504,668)	0	0.0%
Proceeds from New Debentures	0	0	0	0	0	0.0%
Transfer to Reserves	(809,450)	(1,692,450)	(1,126,009)	(1,333,742)	(207,733)	18.4%
Transfer from Reserves	4,057,183	4,051,183	2,320,679	981,754	(1,338,925)	-57.7%
Amount attributable to financing activities	**2,268,925**	**1,382,425**	**621,470**	**(925,189)**	**(1,546,659)**	**-248.9%**
Surplus/(Deficit) before general rates	(35,846,524)	(36,019,335)	(17,284,892)	(14,187,587)	3,097,305	-17.9%
Total amount raised from general rates	35,664,317	35,613,430	35,533,300	35,885,704	352,404	1.0%
Closing Funding Surplus/(Deficit)	**(182,207)**	**(405,905)**	**18,248,408**	**21,698,117**	**3,449,709**	**18.9%**

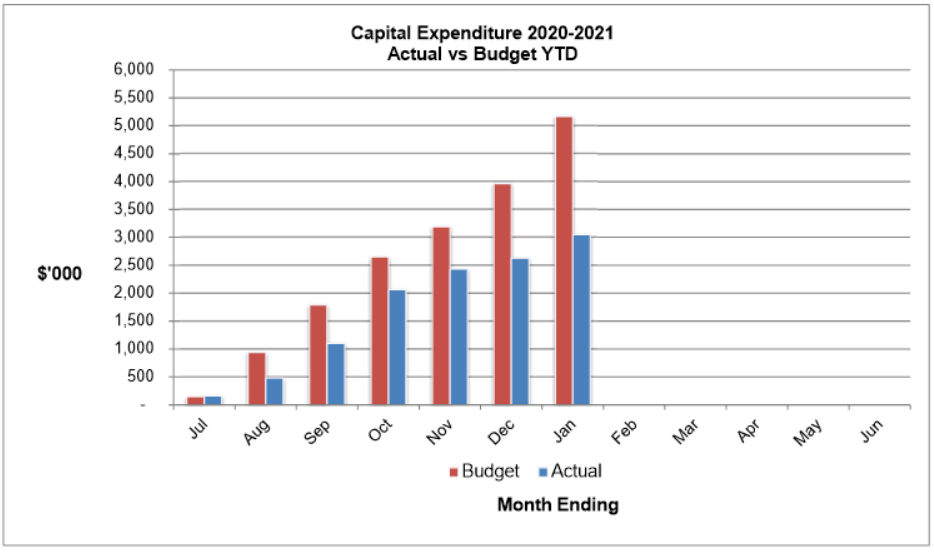
CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY PROGRAM - GRAPH
AS AT 31 JANUARY 2020





CITY OF VINCENT
NOTE 1 - CAPITAL REVENUE / EXPENDITURE PROGRAM
AS AT 31 JANUARY 2020





CITY OF VINCENT
NOTE 2 - STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE PERIOD ENDED 31 JANUARY 2021

	Revised Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	YTD Variance %
Revenue					
Rates	35,613,430	35,533,300	35,885,704	352,404	1%
Operating Grants, Subsidies and Contributions	791,934	367,236	443,919	76,683	20.9%
Fees and Charges	13,152,532	8,555,361	10,428,788	1,873,427	21.9%
Interest Earnings	483,205	316,123	359,377	43,254	13.7%
Other Revenue	1,022,010	564,644	892,477	327,833	58.1%
	51,063,111	45,336,664	48,010,265	2,673,601	5.9%
Expenses					
Employee Costs	(23,826,276)	(13,361,574)	(13,868,602)	(507,028)	3.8%
Materials and Contracts	(16,289,825)	(9,256,194)	(8,904,783)	351,411	-3.8%
Utility Charges	(1,575,540)	(874,529)	(883,597)	(9,068)	1.0%
Depreciation on Non-Current Assets	(11,857,595)	(6,916,948)	(8,091,791)	(1,174,843)	17.0%
Interest Expenses	(491,960)	(261,082)	(250,221)	10,861	-4.2%
Insurance Expenses	(512,653)	(296,089)	(296,089)	0	0.0%
Other Expenditure	(3,083,637)	(2,029,397)	(1,783,622)	245,775	-12.1%
	(57,637,486)	(32,995,813)	(34,078,705)	(1,082,892)	3.3%
	(6,574,375)	12,340,851	13,931,560	1,590,709	12.9%
Non-operating Grants, Subsidies and Contributions	1,704,483	1,146,150	583,886	(562,264)	-49.1%
Profit on Disposal of Assets	6,502	6,502	83,599	77,097	1185.7%
Loss on Disposal of Assets	(177,303)	(177,303)	(113,278)	64,025	-36.1%
Profit on Assets Held for Sale (TPRC Joint Venture)	250,000	0	0	0	0.0%
	1,783,682	975,349	554,207	(421,142)	-43.2%
Net result	**(4,790,693)**	**13,316,200**	**14,485,767**	**1,169,567**	**8.8%**
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	**(4,790,693)**	**13,316,200**	**14,485,767**	**1,169,567**	**8.8%**

CITY OF VINCENT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
NOTE 3 - NET CURRENT FUNDING POSITION
FOR THE PERIOD ENDED 31 JANUARY 2021

	Note	YTD Actual	FY Actual
		31/01/2021	30/06/2020
		$	$
Current Assets			
Cash Unrestricted		21,862,904	9,206,624
Cash Restricted		11,328,513	10,976,522
Investments		11,000	11,000
Receivables - Rates	7	7,859,034	1,066,726
Receivables - Other	8	2,271,357	2,626,729
Inventories		225,068	185,473
		43,557,876	24,073,074
Less: Current Liabilities			
Payables		(7,698,585)	(7,934,281)
Provisions - employee		(4,197,619)	(4,378,760)
		(11,896,204)	(12,313,041)
Unadjusted Net Current Assets		**31,661,672**	**11,760,033**
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(11,328,513)	(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		912,302	887,431
Add: Infringement Debtors transferred to non current asset		971,183	971,183
Add: Current portion of long term finance lease liabilities		92,473	91,377
		(9,963,555)	(9,637,534)
Adjusted Net Current Assets		**21,698,117**	**2,122,499**

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2021

	Current Budget 2020/21	YTD Budget 31/01/2021	YTD Actual 31/01/2021	YTD Variance	Variance	Variance Commentary
	$	$	$	$	%	
Chief Executive Officer						
Chief Executive Officer Expenditure						
Employee Costs	478,350	260,483	220,762	(39,721)	-15%	Favourable variance due to vacant position.
Other Employee Costs	25,566	14,135	13,224	(911)	-6%	
Other Expenses	120,700	92,710	61,734	(30,976)	-33%	Timing variance on management programmes.
Operating Projects	15,000	0	0	0		
Chief Executive Officer Expenditure Total	**639,616**	**367,328**	**295,720**	**(71,608)**	**-19%**	
Chief Executive Officer Indirect Costs						
Allocations	(639,615)	(367,328)	(295,720)	71,608	-19%	
Chief Executive Officer Indirect Costs Total	**(639,615)**	**(367,328)**	**(295,720)**	**71,608**	**-19%**	
Chief Executive Officer Total	**1**	**0**	**0**	**0**	**100%**	
Members of Council						
Members Of Council Expenditure						
Employee Costs	124,855	66,430	61,834	(4,596)	-7%	
Other Employee Costs	20,000	11,669	0	(11,669)	-100%	
Other Expenses	352,600	202,612	200,426	(2,187)	-1%	
Members Of Council Expenditure Total	**497,455**	**280,711**	**262,259**	**(18,452)**	**-7%**	
Members Of Council Indirect Costs						
Allocations	45,712	26,049	23,821	(2,228)	-9%	
Members Of Council Indirect Costs Total	**45,712**	**26,049**	**23,821**	**(2,228)**	**-9%**	
Members of Council Total	**543,167**	**306,760**	**286,081**	**(20,679)**	**-7%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2021

	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Corporate Strategy and Governance Expenditure						
Corporate Strategy and Governance Expenditure						
Employee Costs	718,502	394,288	415,973	21,685	5%	
Other Employee Costs	12,000	7,000	993	(6,007)	-86%	
Other Expenses	148,950	86,898	68,408	(18,490)	-21%	
Operating Projects	67,000	33,500	28,356	(5,144)	-15%	
Corporate Strategy and Governance Expenditure Total	**946,452**	**521,686**	**513,730**	**(7,956)**	**-2%**	
Corporate Strategy and Governance Expenditure Total	**946,452**	**521,686**	**513,730**	**(7,956)**	**-2%**	
Corporate Strategy and Governance Indirect Costs						
Corporate Strategy and Governance Indirect Costs						
Allocations	394,004	225,067	207,781	(17,286)	-8%	
Corporate Strategy and Governance Indirect Costs Total	**394,004**	**225,067**	**207,781**	**(17,286)**	**-8%**	
Corporate Strategy and Governance Indirect Costs Total	**394,004**	**225,067**	**207,781**	**(17,286)**	**-8%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2021

	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Human Resources						
Human Resources Revenue						
Revenue	(35,000)	(35,000)	(43,726)	(8,726)	25%	
Human Resources Revenue Total	**(35,000)**	**(35,000)**	**(43,726)**	**(8,726)**	**25%**	
Human Resources Expenditure						
Employee Costs	774,811	466,572	539,598	73,026	16%	Timing variance relating to paid parental leave. This will be adjusted as part of March 2021 budget review.
Other Employee Costs	144,100	85,961	19,054	(66,907)	-78%	Favourable variance - $11k external recruitment, $14k training courses and $18k agency labour cost not required yet.
Other Expenses	103,829	63,433	44,085	(19,348)	-31%	
Human Resources Expenditure Total	**1,022,740**	**615,966**	**602,737**	**(13,229)**	**-2%**	
Human Resources Indirect Costs						
Allocations	(987,740)	(580,966)	(559,011)	21,955	-4%	
Human Resources Indirect Costs Total	**(987,740)**	**(580,966)**	**(559,011)**	**21,955**	**-4%**	
Human Resources Total	**0**	**0**	**0**	**0**	**100%**	
Information Technology						
Information Technology Expenditure						
Employee Costs	476,432	259,754	250,478	(9,276)	-4%	
Other Employee Costs	6,000	3,000	527	(2,473)	-82%	
Other Expenses	1,489,900	966,606	1,030,767	64,161	7%	
Operating Projects	80,000	46,670	43,747	(2,923)	-6%	
Information Technology Expenditure Total	**2,052,332**	**1,276,030**	**1,325,519**	**49,489**	**4%**	
Information Technology Indirect Costs						
Allocations	(2,052,332)	(1,276,030)	(1,325,519)	(49,489)	4%	
Information Technology Indirect Costs Total	**(2,052,332)**	**(1,276,030)**	**(1,325,519)**	**(49,489)**	**4%**	
Information Technology Total	**0**	**0**	**0**	**(0)**	**100%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2021

	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Records Management						
Records Management Revenue						
Revenue	(186)	(186)	(186)	0	0%	
Records Management Revenue Total	**(186)**	**(186)**	**(186)**	**0**	**0%**	
Records Management Expenditure						
Employee Costs	286,399	156,244	165,943	9,699	6%	
Other Employee Costs	4,000	756	(141)	(897)	-119%	
Other Expenses	38,650	23,029	8,113	(14,916)	-65%	
Operating Projects	40,000	23,000	11,405	(11,595)	-50%	
Records Management Expenditure Total	**369,049**	**203,029**	**185,320**	**(17,709)**	**-9%**	
Records Management Indirect Costs						
Allocations	(368,863)	(202,843)	(185,134)	17,709	-9%	
Records Management Indirect Costs Total	**(368,863)**	**(202,843)**	**(185,134)**	**17,709**	**-9%**	
Records Management Total	**0**	**0**	**0**	**0**	**100%**	
Director Community and Business Services						
Director Community and Business Services						
Revenue	0	0	0	0		
Employee Costs	297,506	164,073	184,465	20,392	12%	Budget phasing variance.
Other Employee Costs	3,671	2,142	1,258	(884)	-41%	
Other Expenses	4,250	2,471	1,047	(1,424)	-58%	
Director Community and Business Services Total	**305,427**	**168,686**	**186,771**	**18,085**	**11%**	
Director Community and Business Services Total	**305,427**	**168,686**	**186,771**	**18,085**	**11%**	
Director Community and Business Ser Indirect Costs						
Director Community and Business Ser Indirect Costs						
Allocations	(305,427)	(168,686)	(186,771)	(18,085)	11%	
Director Community and Business Ser Indirect Costs Total	**(305,427)**	**(168,686)**	**(186,771)**	**(18,085)**	**11%**	
Director Community and Business Ser Indirect Costs Total	**(305,427)**	**(168,686)**	**(186,771)**	**(18,085)**	**11%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2021

	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Finance Services						
Finance Services Revenue						
Revenue	(800)	(469)	(2,960)	(2,491)	531%	
Finance Services Revenue Total	**(800)**	**(469)**	**(2,960)**	**(2,491)**	**531%**	
Finance Services Expenditure						
Employee Costs	809,097	441,496	461,291	19,795	4%	
Other Employee Costs	9,100	3,056	2,592	(464)	-15%	
Other Expenses	207,400	13,816	(31,792)	(45,608)	-330%	Accrued expense relating to Audit fees from last financial year. Invoice received, will be paid in February 2021.
Finance Services Expenditure Total	**1,025,597**	**458,368**	**432,091**	**(26,277)**	**-6%**	
Finance Services Indirect Costs						
Allocations	(1,024,797)	(457,899)	(429,131)	28,768	-6%	
Finance Services Indirect Costs Total	**(1,024,797)**	**(457,899)**	**(429,131)**	**28,768**	**-6%**	
Finance Services Total	**0**	**0**	**0**	**0**	**100%**	
Insurance Premium						
Insurance Premium Expenditure						
Other Expenses	512,653	296,089	296,089	0	0%	
Insurance Premium Expenditure Total	**512,653**	**296,089**	**296,089**	**0**	**0%**	
Insurance Premium Recovery						
Allocations	(512,653)	(296,089)	(296,089)	0	0%	
Insurance Premium Recovery Total	**(512,653)**	**(296,089)**	**(296,089)**	**0**	**0%**	
Insurance Premium Total	**0**	**0**	**0**	**0**		

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2021

	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Insurance Claim						
Insurance Claim Recoup						
Revenue	(65,000)	(55,035)	(63,077)	(8,042)	15%	
Insurance Claim Recoup Total	**(65,000)**	**(55,035)**	**(63,077)**	**(8,042)**	**15%**	
Insurance Claim Expenditure						
Other Expenses	5,000	2,812	3,955	1,143	41%	
Insurance Claim Expenditure Total	**5,000**	**2,812**	**3,955**	**1,143**	**41%**	
Insurance Claim Total	**(60,000)**	**(52,223)**	**(59,123)**	**(6,900)**	**13%**	
Mindarie Regional Council						
Mindarie Regional Council Revenue						
Revenue	(141,110)	(66,859)	(132,966)	(66,107)	99%	Land sales withholding tax higher than anticipated.
Mindarie Regional Council Revenue Total	**(141,110)**	**(66,859)**	**(132,966)**	**(66,107)**	**99%**	
Mindarie Regional Council Expenditure						
Other Expenses	32,000	32,000	28,617	(3,383)	-11%	
Land - Revaluation Decrement	0	0	0	0		
Mindarie Regional Council Expenditure Total	**32,000**	**32,000**	**28,617**	**(3,383)**	**-11%**	
Mindarie Regional Council Total	**(109,110)**	**(34,859)**	**(104,350)**	**(69,491)**	**199%**	
General Purpose Revenue						
General Purpose Revenue						
Revenue	(808,757)	(407,449)	(402,512)	4,937	-1%	
General Purpose Revenue Total	**(808,757)**	**(407,449)**	**(402,512)**	**4,937**	**-1%**	
General Purpose Revenue Total	**(808,757)**	**(407,449)**	**(402,512)**	**4,937**	**-1%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Rates Services						
Rates Services Revenue						
Revenue	(36,106,430)	(35,942,049)	(36,366,525)	(424,476)	1%	
Rates Services Revenue Total	**(36,106,430)**	**(35,942,049)**	**(36,366,525)**	**(424,476)**	**1%**	
Rates Services Expenditure						
Employee Costs	258,785	141,148	150,691	9,543	7%	
Other Employee Costs	0	0	0	0		
Other Expenses	173,950	135,287	129,132	(6,155)	-5%	
Operating Projects	250,000	0	0	0		
Rates Services Expenditure Total	**682,735**	**276,435**	**279,823**	**3,388**	**1%**	
Rates Services Indirect Costs						
Allocations	152,317	86,799	79,403	(7,396)	-9%	
Rates Services Indirect Costs Total	**152,317**	**86,799**	**79,403**	**(7,396)**	**-9%**	
Rates Services Total	**(35,271,378)**	**(35,578,815)**	**(36,007,298)**	**(428,483)**	**1%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	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	708,647	386,382	422,462	36,080	9%	
Other Employee Costs	1,000	750	68	(682)	-91%	
Other Expenses	437,643	220,659	135,141	(85,518)	-39%	Timing variance of works relating to advertising, community arts programmes, artwork maintenance and public relations.
Operating Projects	50,000	25,800	15,223	(10,577)	-41%	
Marketing and Communications Expenditure Total	**1,197,290**	**633,591**	**572,894**	**(60,697)**	**-10%**	
Marketing and Communications Indirect Costs						
Allocations	375,681	214,100	197,252	(16,848)	-8%	
Marketing and Communications Indirect Costs Total	**375,681**	**214,100**	**197,252**	**(16,848)**	**-8%**	
Marketing and Communications Total	**1,564,971**	**847,691**	**770,146**	**(77,545)**	**-9%**	
Art and Culture						
Art and Culture						
Other Expenses	46,000	8,250	14,346	6,096	74%	
Art and Culture Total	**46,000**	**8,250**	**14,346**	**6,096**	**74%**	
Art and Culture Total	**46,000**	**8,250**	**14,346**	**6,096**	**74%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Community Partnerships Revenue						
Community Partnerships Revenue						
Revenue	(1,259)	(735)	(1,149)	(414)	56%	
Community Partnerships Revenue Total	**(1,259)**	**(735)**	**(1,149)**	**(414)**	**56%**	
Community Partnerships Revenue Total	**(1,259)**	**(735)**	**(1,149)**	**(414)**	**56%**	
Community Partnership Expenditure						
Community Partnership Expenditure						
Employee Costs	419,467	229,035	247,152	18,117	8%	
Other Employee Costs	9,430	7,583	2,583	(5,000)	-66%	
Other Expenses	252,300	121,508	43,514	(77,994)	-64%	Timing variance relating to the delivery of events, recreational programmes and donations.
Community Partnership Expenditure Total	**681,197**	**358,126**	**293,249**	**(64,877)**	**-18%**	
Community Partnership Expenditure Total	**681,197**	**358,126**	**293,249**	**(64,877)**	**-18%**	
Community Partnerships Indirect Costs						
Community Partnerships Indirect Costs						
Allocations	236,384	134,748	131,479	(3,269)	-2%	
Library Occupancy Costs Allocations	0	0	0	0		
Community Partnerships Indirect Costs Total	**236,384**	**134,748**	**131,479**	**(3,269)**	**-2%**	
Community Partnerships Indirect Costs Total	**236,384**	**134,748**	**131,479**	**(3,269)**	**-2%**	
Beatty Park Leisure Centre Administration						
Beatty Park Leisure Centre Admin Revenue						
Revenue	(1,894,500)	(1,354,231)	(1,452,232)	(98,001)	7%	
Beatty Park Leisure Centre Admin Revenue Total	**(1,894,500)**	**(1,354,231)**	**(1,452,232)**	**(98,001)**	**7%**	
Beatty Park Leisure Centre Admin Indirect Revenue						
Allocations	1,894,500	1,354,231	1,452,113	97,882	7%	
Beatty Park Leisure Centre Admin Indirect Revenue Total	**1,894,500**	**1,354,231**	**1,452,113**	**97,882**	**7%**	
Beatty Park Leisure Centre Admin Expenditure						
Employee Costs	812,325	423,370	415,172	(8,198)	-2%	
Other Employee Costs	19,128	11,144	5,442	(5,702)	-51%	
Other Expenses	130,250	72,387	75,349	2,962	4%	
Beatty Park Leisure Centre Admin Expenditure Total	**961,703**	**506,901**	**495,963**	**(10,938)**	**-2%**	
Beatty Park Leisure Centre Admin Indirect Costs						
Allocations	(961,703)	(506,901)	(495,844)	11,057	-2%	
Beatty Park Leisure Centre Admin Indirect Costs Total	**(961,703)**	**(506,901)**	**(495,844)**	**11,057**	**-2%**	
Beatty Park Leisure Centre Administration Total	**0**	**0**	**(0)**	**(0)**	**100%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Beatty Park Leisure Centre Building						
Beatty Park Leisure Centre Building Revenue						
Revenue	(292,386)	(90,039)	(83,205)	6,834	-8%	
Beatty Park Leisure Centre Building Revenue Total	**(292,386)**	**(90,039)**	**(83,205)**	**6,834**	**-8%**	
Beatty Park Leisure Centre Occupancy Costs						
Building Maintenance	421,350	234,102	202,961	(31,141)	-13%	Timing variance of works.
Ground Maintenance	41,800	25,207	31,000	5,793	23%	
Other Expenses	2,102,757	1,227,774	1,148,179	(79,595)	-6%	
Beatty Park Leisure Centre Occupancy Costs Total	**2,565,907**	**1,487,083**	**1,382,141**	**(104,942)**	**-7%**	
Beatty Park Leisure Centre Indirect Costs						
Allocations	(2,273,521)	(1,423,509)	(1,298,936)	124,573	-9%	
Beatty Park Leisure Centre Indirect Costs Total	**(2,273,521)**	**(1,423,509)**	**(1,298,936)**	**124,573**	**-9%**	
Beatty Park Leisure Centre Building Total	**0**	**(26,465)**	**0**	**26,465**	**-100%**	
Swimming Pool Areas						
Swimming Pool Areas Revenue						
Revenue	(1,128,250)	(740,273)	(876,011)	(135,738)	18%	Revenue higher than budget estimates for admission fees. Budget will be adjusted during March 2021 budget review.
Swimming Pool Areas Revenue Total	**(1,128,250)**	**(740,273)**	**(876,011)**	**(135,738)**	**18%**	
Swimming Pool Areas Indirect Revenue						
Allocations	(305,589)	(218,440)	(234,371)	(15,931)	7%	
Swimming Pool Areas Indirect Revenue Total	**(305,589)**	**(218,440)**	**(234,371)**	**(15,931)**	**7%**	
Swimming Pool Areas Expenditure						
Employee Costs	882,057	504,439	583,743	79,304	16%	Salary cost to be adjusted in March 2021 budget review.
Other Employee Costs	14,500	9,250	6,212	(3,038)	-33%	
Other Expenses	140,470	83,577	113,766	30,189	36%	Unfavourable variance, $15k relates to water treatment and $8k relates to plant maintenance, to be adjusted as paer of the March 2021 budget review.
Swimming Pool Areas Expenditure Total	**1,037,027**	**597,266**	**703,721**	**106,455**	**18%**	
Swimming Pool Areas Indirect Costs						
Allocations	2,515,969	1,505,812	1,404,491	(101,321)	-7%	
Swimming Pool Areas Indirect Costs Total	**2,515,969**	**1,505,812**	**1,404,491**	**(101,321)**	**-7%**	
Swimming Pool Areas Total	**2,119,157**	**1,144,365**	**997,831**	**(146,534)**	**-13%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Swim School						
Swim School Revenue						
Revenue	(1,078,500)	(707,750)	(815,381)	(107,631)	15%	Revenue higher than anticipated.
Swim School Revenue Total	**(1,078,500)**	**(707,750)**	**(815,381)**	**(107,631)**	**15%**	
Swim School Indirect Revenue						
Allocations	(3,597)	(2,572)	(2,614)	(42)	2%	
Swim School Indirect Revenue Total	**(3,597)**	**(2,572)**	**(2,614)**	**(42)**	**2%**	
Swim School Expenditure						
Employee Costs	526,934	428,904	456,207	27,303	6%	
Other Employee Costs	6,000	3,750	1,123	(2,628)	-70%	
Other Expenses	27,750	15,254	14,718	(536)	-4%	
Swim School Expenditure Total	**560,684**	**447,908**	**472,048**	**24,140**	**5%**	
Swim School Indirect Costs						
Allocations	183,075	103,009	98,948	(4,061)	-4%	
Swim School Indirect Costs Total	**183,075**	**103,009**	**98,948**	**(4,061)**	**-4%**	
Swim School Total	**(338,338)**	**(159,405)**	**(246,999)**	**(87,594)**	**55%**	
Café						
Cafe Expenditure						
Employee Costs	34,280	34,280	34,280	0	0%	
Other Employee Costs	0	0	0	0		
Other Expenses	0	0	724	724	100%	
Cafe Expenditure Total	**34,280**	**34,280**	**35,004**	**724**	**2%**	
Café Total	**34,280**	**34,280**	**35,004**	**724**	**2%**	

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BY SERVICE AREAS
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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Retail						
Retail Revenue						
Revenue	(355,000)	(290,000)	(381,890)	(91,890)	32%	Revenue higher than anticipated.
Retail Revenue Total	**(355,000)**	**(290,000)**	**(381,890)**	**(91,890)**	**32%**	
Retail Indirect Revenue						
Allocations	(754)	(540)	(581)	(41)	8%	
Retail Indirect Revenue Total	**(754)**	**(540)**	**(581)**	**(41)**	**8%**	
Retail Expenditure						
Employee Costs	53,146	29,150	34,803	5,653	19%	
Other Employee Costs	250	125	0	(125)	-100%	
Other Expenses	147,700	110,651	166,489	55,838	50%	Timing variance relating to the purchase of stock.
Retail Expenditure Total	**201,096**	**139,926**	**201,292**	**61,366**	**44%**	
Retail Indirect Costs						
Allocations	74,954	43,352	41,130	(2,222)	-5%	
Retail Indirect Costs Total	**74,954**	**43,352**	**41,130**	**(2,222)**	**-5%**	
Retail Total	**(79,704)**	**(107,262)**	**(140,048)**	**(32,786)**	**31%**	
Health and Fitness						
Health and Fitness Revenue						
Revenue	(116,600)	(72,345)	(86,909)	(14,564)	20%	
Health and Fitness Revenue Total	**(116,600)**	**(72,345)**	**(86,909)**	**(14,564)**	**20%**	
Health and Fitness Indirect Revenue						
Allocations	(1,048,418)	(749,433)	(803,209)	(53,776)	7%	
Health and Fitness Indirect Revenue Total	**(1,048,418)**	**(749,433)**	**(803,209)**	**(53,776)**	**7%**	
Health and Fitness Expenditure						
Employee Costs	521,416	318,318	365,279	46,961	15%	Due to increased activity at the Centre, casual staff hire costs have increased. This will be adjusted as part of the March 2021 budget review.
Other Employee Costs	8,700	4,350	437	(3,913)	-90%	
Other Expenses	90,000	48,725	53,562	4,837	10%	
Health and Fitness Expenditure Total	**620,116**	**371,393**	**419,278**	**47,885**	**13%**	
Health and Fitness Indirect Costs						
Allocations	519,775	307,899	288,818	(19,081)	-6%	
Health and Fitness Indirect Costs Total	**519,775**	**307,899**	**288,818**	**(19,081)**	**-6%**	
Health and Fitness Total	**(25,127)**	**(142,486)**	**(182,022)**	**(39,536)**	**28%**	

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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Group Fitness						
Group Fitness Revenue						
Revenue	(65,000)	(40,000)	(49,616)	(9,616)	24%	
Group Fitness Revenue Total	**(65,000)**	**(40,000)**	**(49,616)**	**(9,616)**	**24%**	
Group Fitness Indirect Revenue						
Allocations	(355,977)	(254,460)	(272,852)	(18,392)	7%	
Group Fitness Indirect Revenue Total	**(355,977)**	**(254,460)**	**(272,852)**	**(18,392)**	**7%**	
Group Fitness Expenditure						
Employee Costs	165,428	107,278	129,684	22,406	21%	Due to increased activity at the Centre, casual staff hire costs have increased. This will be adjusted as part of the March 2021 budget review.
Other Employee Costs	3,500	1,750	318	(1,432)	-82%	
Other Expenses	105,245	67,413	71,679	4,266	6%	
Group Fitness Expenditure Total	**274,173**	**176,441**	**201,681**	**25,240**	**14%**	
Group Fitness Indirect Costs						
Allocations	183,213	107,081	100,833	(6,248)	-6%	
Group Fitness Indirect Costs Total	**183,213**	**107,081**	**100,833**	**(6,248)**	**-6%**	
Group Fitness Total	**36,409**	**(10,938)**	**(19,954)**	**(9,016)**	**82%**	
Aqua Fitness						
Aqua Fitness Revenue						
Revenue	(12,000)	(9,143)	(9,940)	(797)	9%	
Aqua Fitness Revenue Total	**(12,000)**	**(9,143)**	**(9,940)**	**(797)**	**9%**	
Aqua Fitness Indirect Revenue						
Allocations	(150,802)	(107,796)	(115,588)	(7,792)	7%	
Aqua Fitness Indirect Revenue Total	**(150,802)**	**(107,796)**	**(115,588)**	**(7,792)**	**7%**	
Aqua Fitness Expenditure						
Employee Costs	18,264	10,033	14,683	4,650	46%	
Other Employee Costs	450	225	0	(225)	-100%	
Other Expenses	14,100	9,650	4,859	(4,791)	-50%	
Aqua Fitness Expenditure Total	**32,814**	**19,908**	**19,541**	**(367)**	**-2%**	
Aqua Fitness Indirect Costs						
Allocations	104,463	58,187	56,057	(2,130)	-4%	
Aqua Fitness Indirect Costs Total	**104,463**	**58,187**	**56,057**	**(2,130)**	**-4%**	
Aqua Fitness Total	**(25,525)**	**(38,844)**	**(49,930)**	**(11,086)**	**29%**	

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Crèche						
Crèche Revenue						
Revenue	(13,000)	(7,581)	(11,225)	(3,644)	48%	
Crèche Revenue Total	**(13,000)**	**(7,581)**	**(11,225)**	**(3,644)**	**48%**	
Allocations	(29,363)	(20,990)	(22,508)	(1,518)	7%	
Crèche Indirect Revenue Total	**(29,363)**	**(20,990)**	**(22,508)**	**(1,518)**	**7%**	
Crèche Expenditure						
Employee Costs	145,277	79,526	95,885	16,359	21%	
Other Employee Costs	750	525	423	(102)	-19%	
Other Expenses	2,110	1,188	201	(987)	-83%	
Crèche Expenditure Total	**148,137**	**81,239**	**96,509**	**15,270**	**19%**	
Crèche Indirect Costs						
Allocations	91,546	53,191	50,253	(2,938)	-6%	
Crèche Indirect Costs Total	**91,546**	**53,191**	**50,253**	**(2,938)**	**-6%**	
Crèche Total	**197,320**	**105,859**	**113,030**	**7,171**	**7%**	

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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Customer Service Centre						
Customer Services Centre Expenditure						
Employee Costs	549,095	299,841	274,570	(25,271)	-8%	
Other Employee Costs	6,050	3,528	2,654	(874)	-25%	
Other Expenses	24,950	14,722	12,719	(2,003)	-14%	
Customer Services Centre Expenditure Total	**580,095**	**318,091**	**289,942**	**(28,149)**	**-9%**	
Customer Services Centre Indirect Costs						
Allocations	(580,095)	(318,091)	(289,942)	28,149	-9%	
Customer Service Centre Total	**0**	**0**	**(0)**	**(0)**	**100%**	
Library Services						
Library Services Revenue						
Revenue	(10,100)	(5,887)	(4,612)	1,275	-22%	
Library Services Revenue Total	**(10,100)**	**(5,887)**	**(4,612)**	**1,275**	**-22%**	
Library Services Expenditure						
Employee Costs	973,812	530,897	563,073	32,176	6%	
Other Employee Costs	7,100	4,137	4,925	788	19%	
Other Expenses	99,000	57,771	40,212	(17,559)	-30%	
Library Services Expenditure Total	**1,079,912**	**592,805**	**608,210**	**15,405**	**3%**	
Library Services Indirect Costs						
Allocations	423,638	238,966	235,718	(3,248)	-1%	
Community Partnerships Mgmt Admin Alloca	0	0	0	0		
Library Occupancy Costs Allocations	12,814	7,304	36,601	29,297	401%	
Library Services Indirect Costs Total	**436,452**	**246,270**	**272,319**	**26,049**	**11%**	
Library Services Total	**1,506,264**	**833,188**	**875,917**	**42,729**	**5%**	
Library Building						
Library Occupancy Costs						
Building Maintenance	94,700	52,512	54,990	2,478	5%	
Ground Maintenance	5,000	2,500	0	(2,500)	-100%	
Other Expenses	154,564	89,832	91,795	1,963	2%	
Library Occupancy Costs Total	**254,264**	**144,844**	**146,785**	**1,941**	**1%**	
Library Indirect Costs						
Allocations	6,185	3,605	3,605	0	0%	
Library Occupancy Costs Recovery	(52,089)	(29,689)	(148,845)	(119,156)	401%	
Library Indirect Costs Total	**(45,904)**	**(26,084)**	**(145,240)**	**(119,156)**	**457%**	
Library Building Total	**208,360**	**118,760**	**1,545**	**(117,215)**	**-99%**	

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Loftus Community Centre Revenue						
Loftus Community Centre Revenue						
Revenue	(46,000)	(26,831)	(40,100)	(13,269)	49%	
Loftus Community Centre Revenue Total	**(46,000)**	**(26,831)**	**(40,100)**	**(13,269)**	**49%**	
Loftus Community Centre Revenue Total	**(46,000)**	**(26,831)**	**(40,100)**	**(13,269)**	**49%**	
Loftus Community Centre Expenditure						
Loftus Community Centre Expenditure						
Employee Costs	89,460	68,843	80,490	11,647	17%	
Other Employee Costs	1,500	875	604	(271)	-31%	
Building Maintenance	16,272	9,492	0	(9,492)	-100%	
Other Expenses	36,160	20,561	8,053	(12,508)	-61%	
Loftus Community Centre Expenditure Total	**143,392**	**99,771**	**89,147**	**(10,624)**	**-11%**	
Loftus Community Centre Expenditure Total	**143,392**	**99,771**	**89,147**	**(10,624)**	**-11%**	
Loftus Community Centre Indirect Costs						
Loftus Community Centre Indirect Costs						
Allocations	44,359	25,028	24,562	(466)	-2%	
Loftus Community Centre Indirect Costs Total	**44,359**	**25,028**	**24,562**	**(466)**	**-2%**	
Loftus Community Centre Indirect Costs Total	**44,359**	**25,028**	**24,562**	**(466)**	**-2%**	

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Senior and Disability Services Revenue						
Senior and Disability Services Revenue						
Revenue	(13,500)	(4,750)	(1,750)	3,000	-63%	
Senior and Disability Services Revenue Total	**(13,500)**	**(4,750)**	**(1,750)**	**3,000**	**-63%**	
Senior and Disability Services Revenue Total	**(13,500)**	**(4,750)**	**(1,750)**	**3,000**	**-63%**	
Senior and Disability Services Expenditure						
Senior and Disability Services Expenditure						
Other Expenses	17,000	4,500	10,891	6,391	142%	
Senior and Disability Services Expenditure Total	**17,000**	**4,500**	**10,891**	**6,391**	**142%**	
Senior and Disability Services Expenditure Total	**17,000**	**4,500**	**10,891**	**6,391**	**142%**	
Director Strategy and Development Services						
Director Strategy and Development Services						
Employee Costs	316,345	172,603	205,101	32,498	19%	Budget phasing variance.
Other Employee Costs	1,100	644	45	(599)	-93%	
Other Expenses	1,800	1,050	364	(686)	-65%	
Director Strategy and Development Services Total	**319,245**	**174,297**	**205,510**	**31,213**	**18%**	
Director Strategy and Development Services Total	**319,245**	**174,297**	**205,510**	**31,213**	**18%**	
Director Strategy and Development Ser Indirect Co						
Director Strategy and Development Ser Indirect Co						
Allocations	(319,245)	(174,297)	(205,510)	(31,213)	18%	
Director Strategy and Development Ser Indirect Co Total	**(319,245)**	**(174,297)**	**(205,510)**	**(31,213)**	**18%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Health Administration and Inspection						
Health Administration and Inspection Revenue						
Revenue	(292,020)	(269,822)	(313,600)	(43,778)	16%	Revenue higher than anticipated as a result of operations commencing back to normal. Budget to be adjusted at March 2021 budget review.
Health Administration and Inspection Revenue Total	**(292,020)**	**(269,822)**	**(313,600)**	**(43,778)**	**16%**	
Health Administration and Inspection Expenditure						
Employee Costs	996,493	543,398	515,653	(27,745)	-5%	
Other Employee Costs	22,815	13,314	4,667	(8,647)	-65%	
Other Expenses	52,750	30,772	12,217	(18,555)	-60%	
Health Administration and Inspection Expenditure Total	**1,072,058**	**587,484**	**532,537**	**(54,947)**	**-9%**	
Health Administration and Inspection Indirect Cost						
Allocations	558,451	318,534	295,353	(23,181)	-7%	
Health Administration and Inspection Indirect Cost Total	**558,451**	**318,534**	**295,353**	**(23,181)**	**-7%**	
Health Administration and Inspection Total	**1,338,489**	**636,196**	**514,291**	**(121,905)**	**-19%**	
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	7,206	4,743	(2,463)	-34%	
Food Control Expenditure Total	**12,500**	**7,206**	**4,743**	**(2,463)**	**-34%**	
Food Control Total	**12,000**	**6,956**	**4,743**	**(2,213)**	**-32%**	
Health Clinics						
Health Clinics Revenue						
Revenue	(28,997)	(19,582)	(24,775)	(5,193)	27%	
Health Clinics Revenue Total	**(28,997)**	**(19,582)**	**(24,775)**	**(5,193)**	**27%**	
Health Clinics Expenditure						
Building Maintenance	18,600	10,102	9,150	(952)	-9%	
Ground Maintenance	0	0	1,493	1,493	100%	
Other Expenses	61,507	36,178	39,232	3,054	8%	
Health Clinics Expenditure Total	**80,107**	**46,280**	**45,875**	**3,595**	**8%**	
Health Clinics Indirect Costs						
Allocations	1,968	1,148	1,148	0	0%	
Health Clinics Indirect Costs Total	**1,968**	**1,148**	**1,148**	**0**	**0%**	
Health Clinics Total	**53,078**	**27,846**	**26,249**	**(1,597)**	**-6%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2021

	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Statutory Planning Services						
Statutory Planning Services Revenue						
Revenue	(404,684)	(239,774)	(373,091)	(133,317)	56%	Favourable variance, $49k relates to development application fees, $111k relates to percent of art.
Statutory Planning Services Revenue Total	**(404,684)**	**(239,774)**	**(373,091)**	**(133,317)**	**56%**	
Statutory Planning Services Expenditure						
Employee Costs	1,097,029	598,118	600,376	2,258	0%	
Other Employee Costs	11,074	6,461	4,839	(1,622)	-25%	
Other Expenses	184,500	73,449	55,262	(18,187)	-25%	
Statutory Planning Services Expenditure Total	**1,292,603**	**678,028**	**660,477**	**(17,551)**	**-3%**	
Statutory Planning Services Indirect Costs						
Allocations	562,940	320,878	296,769	(24,109)	-8%	
Statutory Planning Services Indirect Costs Total	**562,940**	**320,878**	**296,769**	**(24,109)**	**-8%**	
Statutory Planning Services Total	**1,450,859**	**759,132**	**584,155**	**(174,977)**	**-23%**	
Compliance Services						
Compliance Services Revenue						
Revenue	(43,313)	(32,171)	(43,531)	(11,360)	35%	
Compliance Services Revenue Total	**(43,313)**	**(32,171)**	**(43,531)**	**(11,360)**	**35%**	
Compliance Services Expenditure						
Employee Costs	443,833	242,013	249,693	7,680	3%	
Other Employee Costs	8,221	4,795	3,608	(1,187)	-25%	
Other Expenses	67,100	39,137	26,765	(12,372)	-32%	
Compliance Services Expenditure Total	**519,154**	**285,945**	**280,065**	**(5,880)**	**-2%**	
Compliance Services Indirect Costs						
Allocations	260,865	148,763	143,239	(5,524)	-4%	
Compliance Services Indirect Costs Total	**260,865**	**148,763**	**143,239**	**(5,524)**	**-4%**	
Compliance Services Total	**736,706**	**402,537**	**379,773**	**(22,764)**	**-6%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Policy and Place Services						
Policy and Place Services Revenue						
Revenue	(1,800)	(1,050)	(922)	128	-12%	
Policy and Place Services Revenue Total	**(1,800)**	**(1,050)**	**(922)**	**128**	**-12%**	
Policy and Place Serv Expenditure						
Employee Costs	1,229,521	670,713	713,261	42,548	6%	
Other Employee Costs	13,600	7,931	6,007	(1,924)	-24%	
Other Expenses	726,346	208,008	80,262	(127,746)	-61%	Timing variance of works relating to leisure and strategic planning programmes.
Operating Projects	0	0	0	0		
Policy and Place Serv Expenditure Total	**1,969,467**	**886,652**	**799,530**	**(87,122)**	**-10%**	
Policy and Place Services Indirect Cost						
Allocations	686,210	391,148	363,309	(27,839)	-7%	
Policy and Place Services Indirect Cost Total	**686,210**	**391,148**	**363,309**	**(27,839)**	**-7%**	
Policy and Place Services Total	**2,653,877**	**1,276,750**	**1,161,917**	**(114,833)**	**-9%**	
Building Control						
Building Control Revenue						
Revenue	(246,050)	(131,410)	(161,074)	(29,664)	23%	Building licenses revenue higher than anticipated.
Building Control Revenue Total	**(246,050)**	**(131,410)**	**(161,074)**	**(29,664)**	**23%**	
Building Control Expenditure						
Employee Costs	317,088	172,997	190,969	17,972	10%	
Other Employee Costs	9,282	5,418	6,427	1,009	19%	
Other Expenses	10,850	6,335	1,892	(4,443)	-70%	
Building Control Expenditure Total	**337,220**	**184,750**	**199,288**	**14,538**	**8%**	
Building Control Indirect Costs						
Allocations	188,006	107,214	110,015	2,801	3%	
Building Control Indirect Costs Total	**188,006**	**107,214**	**110,015**	**2,801**	**3%**	
Building Control Total	**279,176**	**160,554**	**148,230**	**(12,324)**	**-8%**	

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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Director Infrastructure and Environment Expe						
Director Infrastructure and Environment Expe						
Employee Costs	394,112	215,067	233,896	18,829	9%	
Other Employee Costs	7,518	4,382	5,529	1,147	26%	
Other Expenses	48,450	16,311	21,415	5,104	31%	
Director Infrastructure and Environment Expe Total	**450,080**	**235,760**	**260,839**	**25,079**	**11%**	
Director Infrastructure and Environment Expe Total	**450,080**	**235,760**	**260,839**	**25,079**	**11%**	
Director Infrastructure and Environment Indirect						
Director Infrastructure and Environment Indirect						
Allocations	(450,080)	(235,760)	(260,839)	(25,079)	11%	
Director Infrastructure and Environment Indirect Total	**(450,080)**	**(235,760)**	**(260,839)**	**(25,079)**	**11%**	
Director Infrastructure and Environment Indirect Total	**(450,080)**	**(235,760)**	**(260,839)**	**(25,079)**	**11%**	
Ranger Services Administration						
Ranger Services Administration Revenue						
Revenue	(3,000)	(1,809)	(1,719)	90	-5%	
Ranger Services Administration Revenue Total	**(3,000)**	**(1,809)**	**(1,719)**	**90**	**-5%**	
Ranger Services Administration Expenditure						
Employee Costs	2,298,535	1,265,631	1,335,548	69,917	6%	
Other Employee Costs	51,034	31,199	19,085	(12,114)	-39%	
Other Expenses	196,000	114,198	84,342	(29,856)	-26%	Favourable variance however individually immaterial.
Lease Expenses	3,263	2,448	2,447	(1)	0%	
Ranger Services Administration Expenditure Total	**2,548,832**	**1,413,476**	**1,441,422**	**27,946**	**2%**	
Ranger Services Administration Indirect Costs						
Allocations	(2,545,832)	(1,411,667)	(1,439,703)	(28,036)	2%	
Ranger Services Administration Indirect Costs Total	**(2,545,832)**	**(1,411,667)**	**(1,439,703)**	**(28,036)**	**2%**	
Ranger Services Administration Total	**0**	**0**	**0**	**0**	**100%**	

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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Fire Prevention						
Fire Prevention Revenue						
Revenue	(1,500)	0	(2,309)	(2,309)	100%	
Fire Prevention Revenue Total	**(1,500)**	**0**	**(2,309)**	**(2,309)**	**100%**	
Fire Prevention Expenditure						
Other Expenses	100	0	0	0		
Fire Prevention Expenditure Total	**100**	**0**	**0**	**0**		
Fire Prevention Indirect Costs						
Allocations	35,148	19,609	21,911	2,302	12%	
Fire Prevention Indirect Costs Total	**35,148**	**19,609**	**21,911**	**2,302**	**12%**	
Fire Prevention Total	**33,748**	**19,609**	**19,603**	**(6)**	**0%**	
Animal Control						
Animal Control Revenue						
Revenue	(92,150)	(67,168)	(70,125)	(2,957)	4%	
Animal Control Revenue Total	**(92,150)**	**(67,168)**	**(70,125)**	**(2,957)**	**4%**	
Animal Control Expenditure						
Other Expenses	14,500	8,449	13,509	5,060	60%	
Animal Control Expenditure Total	**14,500**	**8,449**	**13,509**	**5,060**	**60%**	
Animal Control Indirect Costs						
Allocations	281,290	156,927	164,040	7,113	5%	
Animal Control Indirect Costs Total	**281,290**	**156,927**	**164,040**	**7,113**	**5%**	
Animal Control Total	**203,640**	**98,208**	**107,424**	**9,216**	**9%**	

CITY OF VINCENT
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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Local Laws (Law and Order)						
Local Laws (Law and Order) Revenue						
Revenue	(153,350)	(84,321)	(90,548)	(6,227)	7%	
Local Laws (Law and Order) Revenue Total	**(153,350)**	**(84,321)**	**(90,548)**	**(6,227)**	**7%**	
Local Laws (Law and Order) Indirect Costs						
Allocations	450,064	251,084	262,464	11,380	5%	
Local Laws (Law and Order) Indirect Costs Total	**450,064**	**251,084**	**262,464**	**11,380**	**5%**	
Local Laws (Law and Order) Total	**296,714**	**166,763**	**171,917**	**5,154**	**3%**	
Abandoned Vehicles						
Abandoned Vehicles Revenue						
Revenue	(9,500)	(3,947)	(6,411)	(2,464)	62%	
Abandoned Vehicles Revenue Total	**(9,500)**	**(3,947)**	**(6,411)**	**(2,464)**	**62%**	
Abandoned Vehicles Expenditure						
Other Expenses	6,000	2,567	755	(1,812)	-71%	
Abandoned Vehicles Expenditure Total	**6,000**	**2,567**	**755**	**(1,812)**	**-71%**	
Abandoned Vehicles Indirect Costs						
Allocations	393,803	219,696	229,656	9,960	5%	
Abandoned Vehicles Indirect Costs Total	**393,803**	**219,696**	**229,656**	**9,960**	**5%**	
Abandoned Vehicles Total	**390,303**	**218,316**	**224,001**	**5,685**	**3%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Inspectorial Control						
Inspectorial Control Revenue						
Revenue	(1,528,250)	(1,149,064)	(1,122,635)	26,429	-2%	
Inspectorial Control Revenue Total	**(1,528,250)**	**(1,149,064)**	**(1,122,635)**	**26,429**	**-2%**	
Inspectorial Control Expenditure						
Other Expenses	868,423	678,636	844,853	166,217	24%	Unfavourable variance due to higher than forecasted depreciation. To be adjusted as part of the March 2021 budget review.
Inspectorial Control Expenditure Total	**868,423**	**678,636**	**844,853**	**166,217**	**24%**	
Inspectorial Control Indirect Costs						
Allocations	2,531,601	1,412,335	1,476,362	64,027	5%	
Inspectorial Control Indirect Costs Total	**2,531,601**	**1,412,335**	**1,476,362**	**64,027**	**5%**	
Inspectorial Control Total	**1,871,774**	**941,907**	**1,198,579**	**256,672**	**27%**	
Car Park Control						
Car Park Control Revenue						
Revenue	(1,818,854)	(1,062,946)	(1,581,853)	(518,907)	49%	Revenue higher than anticipated as a result of increased visitor activity within the City.
Car Park Control Revenue Total	**(1,818,854)**	**(1,062,946)**	**(1,581,853)**	**(518,907)**	**49%**	
Car Park Control Expenditure						
Ground Maintenance	149,000	77,097	65,113	(11,984)	-16%	
Other Expenses	637,730	386,913	444,526	57,613	15%	Unfavourable variance, $50k timing variance on parking revenue reimbursement due to the 5 day COVID lockdown.
Car Park Control Expenditure Total	**786,730**	**464,010**	**509,638**	**45,628**	**10%**	
Car Park Control Total	**(1,032,124)**	**(598,936)**	**(1,072,214)**	**(473,278)**	**79%**	
Kerbside Parking Control						
Kerbside Parking Control Revenue						
Revenue	(1,627,608)	(940,125)	(1,607,362)	(667,237)	71%	Revenue higher than anticipated as a result of increased visitor activity within the City.
Kerbside Parking Control Revenue Total	**(1,627,608)**	**(940,125)**	**(1,607,362)**	**(667,237)**	**71%**	
Kerbside Parking Control Expenditure						
Other Expenses	490,252	261,367	294,239	32,872	13%	Unfavourable variance of $18k relating to collection fees associated with the increase in revenue.
Kerbside Parking Control Expenditure Total	**490,252**	**261,367**	**294,239**	**32,872**	**13%**	
Kerbside Parking Control Total	**(1,137,356)**	**(678,758)**	**(1,313,123)**	**(634,365)**	**93%**	

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	Current Budget 2020/21	YTD Budget 31/01/2021	YTD Actual 31/01/2021	YTD Variance	Variance	Variance Commentary
	$	$	$	$	%	
Dog Pound Expenditure						
Dog Pound Expenditure						
Building Maintenance	1,500	750	1,030	280	37%	
Ground Maintenance	0	0	653	653	100%	
Dog Pound Expenditure Total	**1,500**	**750**	**1,683**	**933**	**124%**	
Dog Pound Expenditure Total	**1,500**	**750**	**1,683**	**933**	**124%**	
Community Connections Revenue						
Community Connections Revenue						
Revenue	(50,000)	0	0	0		
Community Connections Revenue Total	**(50,000)**	**0**	**0**	**0**		
Community Connections Revenue Total	**(50,000)**	**0**	**0**	**0**		
Community Connections						
Community Connections Expenditure						
Employee Costs	50,456	27,555	28,956	1,401	5%	
Other Employee Costs	0	0	0	0		
Other Expenses	98,880	66,311	31,085	(35,226)	-53%	Timing variance of works relating to community safety programmes.
Operating Projects	50,000	5,000	4,761	(239)	-5%	
Community Connections Expenditure Total	**199,348**	**98,866**	**64,801**	**(34,065)**	**-34%**	
Community Connections Indirect Costs						
Allocations	23,847	13,451	17,371	3,920	29%	
Community Partnerships Mgmt Admin Alloca	0	0	0	0		
Library Occupancy Costs Allocations	721	411	2,054	1,643	400%	
Community Connections Indirect Costs Total	**24,568**	**13,862**	**19,425**	**5,563**	**40%**	
Community Connections Total	**223,916**	**112,728**	**84,227**	**(28,501)**	**-25%**	

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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Engineering Design Services						
Engineering Design Services Revenue						
Revenue	(6,000)	(1,675)	(1,771)	104	-6%	
Engineering Design Services Revenue Total	**(6,000)**	**(1,675)**	**(1,771)**	**104**	**-6%**	
Engineering Design Services Expenditure						
Employee Costs	556,612	303,406	332,710	29,304	10%	
Other Employee Costs	37,713	21,700	40,441	18,741	86%	
Other Expenses	124,950	73,379	57,718	(15,661)	-21%	
Engineering Design Services Expenditure Total	**719,275**	**398,485**	**430,869**	**32,384**	**8%**	
Engineering Design Services Indirect Costs						
Allocations	299,957	170,924	172,903	1,979	1%	
Engineering Design Services Indirect Costs Total	**299,957**	**170,924**	**172,903**	**1,979**	**1%**	
Engineering Design Services Total	**1,013,232**	**567,534**	**602,001**	**34,467**	**6%**	
Bike Station Expenditure						
Bike Station Expenditure						
Other Expenses	6,000	3,000	420	(2,580)	-86%	
Bike Station Expenditure Total	**6,000**	**3,000**	**420**	**(2,580)**	**-86%**	
Bike Station Expenditure Total	**6,000**	**3,000**	**420**	**(2,580)**	**-86%**	
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	377,998	361,018	(16,980)	-4%	
Street Lighting Expenditure Total	**756,000**	**377,998**	**361,018**	**(16,980)**	**-4%**	
Street Lighting Total	**731,500**	**377,998**	**361,018**	**(16,980)**	**-4%**	

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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Bus Shelter						
Bus Shelter Revenue						
Revenue	(64,000)	(27,500)	(14,446)	13,054	-47%	
Bus Shelter Revenue Total	**(64,000)**	**(27,500)**	**(14,446)**	**13,054**	**-47%**	
Bus Shelter Expenditure						
Other Expenses	97,005	56,587	82,536	25,949	46%	Unfavourable variance due to higher than forecasted depreciation. To be adjusted as part of the March 2021 budget review.
Street Furniture - Revaluation Decrement	0	0	0	0		
Bus Shelter Expenditure Total	**97,005**	**56,587**	**82,536**	**25,949**	**46%**	
Bus Shelter Total	**33,005**	**29,087**	**68,091**	**39,004**	**134%**	
Parking and Street Name Signs Expenditure						
Parking and Street Name Signs Expenditure						
Other Expenses	90,000	42,250	30,832	(11,418)	-27%	
Parking and Street Name Signs Expenditure Total	**90,000**	**42,250**	**30,832**	**(11,418)**	**-27%**	
Parking and Street Name Signs Expenditure Total	**90,000**	**42,250**	**30,832**	**(11,418)**	**-27%**	
Crossovers						
Crossovers Revenue						
Revenue	(500)	(250)	0	250	-100%	
Crossovers Revenue Total	**(500)**	**(250)**	**0**	**250**	**-100%**	
Crossovers Expenditure						
Other Expenses	15,000	8,750	8,479	(271)	-3%	
Crossovers Expenditure Total	**15,000**	**8,750**	**8,479**	**(271)**	**-3%**	
Crossovers Total	**14,500**	**8,500**	**8,479**	**(21)**	**0%**	

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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Roads Linemarking Expenditure						
Roads Linemarking Expenditure						
Other Expenses	68,000	39,669	31,203	(8,466)	-21%	
Roads Linemarking Expenditure Total	**68,000**	**39,669**	**31,203**	**(8,466)**	**-21%**	
Roads Linemarking Expenditure Total	**68,000**	**39,669**	**31,203**	**(8,466)**	**-21%**	
Tree Lighting Leederville Expenditure						
Tree Lighting Leederville Expenditure						
Other Expenses	70,000	70,000	67,364	(2,636)	-4%	
Tree Lighting Leederville Expenditure Total	**70,000**	**70,000**	**67,364**	**(2,636)**	**-4%**	
Tree Lighting Leederville Expenditure Total	**70,000**	**70,000**	**67,364**	**(2,636)**	**-4%**	
Parklets Expenditure						
Parklets Expenditure						
Other Expenses	3,500	1,750	518	(1,232)	-70%	
Parklets Expenditure Total	**3,500**	**1,750**	**518**	**(1,232)**	**-70%**	
Parklets Expenditure Total	**3,500**	**1,750**	**518**	**(1,232)**	**-70%**	
Environmental Services						
Environmental Services Revenue						
Revenue	(14,000)	(7,000)	(5,262)	1,738	-25%	
Environmental Services Revenue Total	**(14,000)**	**(7,000)**	**(5,262)**	**1,738**	**-25%**	
Environmental Services Expenditure						
Employee Costs	90,170	49,092	49,802	710	1%	
Other Employee Costs	0	0	0	0		
Other Expenses	202,290	83,499	86,695	3,196	4%	
Environmental Services Expenditure Total	**292,460**	**132,591**	**136,498**	**3,907**	**3%**	
Environmental Services Indirect Costs						
Allocations	45,132	25,664	25,654	(10)	0%	
Environmental Services Indirect Costs Total	**45,132**	**25,664**	**25,654**	**(10)**	**0%**	
Environmental Services Total	**323,592**	**151,255**	**156,890**	**5,635**	**4%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2021

	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Property Management Administration						
Property Management Administration Revenue						
Revenue	(2,000)	(1,169)	(1,453)	(284)	24%	
Property Management Administration Revenue Total	**(2,000)**	**(1,169)**	**(1,453)**	**(284)**	**24%**	
Property Management Administration Expenditure						
Employee Costs	305,942	166,718	173,431	6,713	4%	
Other Employee Costs	5,100	2,975	2,975	0	0%	
Other Expenses	0	0	17,020	17,020	100%	
Property Management Administration Expenditure Total	**311,042**	**169,693**	**193,426**	**23,733**	**14%**	
Property Management Administration Indirect Costs						
Allocations	150,269	85,675	85,268	(407)	0%	
Property Management Administration Indirect Costs Total	**150,269**	**85,675**	**85,268**	**(407)**	**0%**	
Property Management Administration Total	**459,311**	**254,199**	**277,241**	**23,042**	**9%**	
Civic Centre Building						
Civic Centre Building Expenditure						
Building Maintenance	182,000	111,706	111,515	(191)	0%	
Ground Maintenance	52,050	29,940	10,375	(19,565)	-65%	
Other Expenses	895,891	526,075	334,661	(191,414)	-36%	Timing variance relating to utilities.
Civic Centre Building Expenditure Total	**1,129,941**	**667,721**	**456,550**	**(211,171)**	**-32%**	
Civic Centre Building Indirect Costs						
Allocations	(1,129,941)	(667,721)	(456,550)	211,171	-32%	
Civic Centre Building Indirect Costs Total	**(1,129,941)**	**(667,721)**	**(456,550)**	**211,171**	**-32%**	
Civic Centre Building Total	**0**	**0**	**0**	**(0)**	**100%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Child Care Centres and Play Groups						
Child Care Centres and Play Groups Revenue						
Revenue	(9,474)	(4,283)	(6,192)	(1,909)	45%	
Child Care Centres and Play Groups Revenue Total	**(9,474)**	**(4,283)**	**(6,192)**	**(1,909)**	**45%**	
Child Care Centres and Play Groups Expenditure						
Building Maintenance	7,150	3,575	27,470	23,895	668%	Storm damage works required at Early birds playgroup and general maintenance works at Mount Hawthorn playgroup. Budget will be adjusted at March 2021 budget review.
Ground Maintenance	500	294	218	(76)	-26%	
Other Expenses	47,359	27,629	27,557	(72)	0%	
Child Care Centres and Play Groups Expenditure Total	**55,009**	**31,498**	**55,245**	**23,747**	**75%**	
Child Care Centres and Play Groups Indirect Costs						
Allocations	2,441	1,428	1,428	0	0%	
Child Care Centres and Play Groups Indirect Costs Total	**2,441**	**1,428**	**1,428**	**0**	**0%**	
Child Care Centres and Play Groups Total	**47,576**	**28,643**	**50,481**	**21,838**	**76%**	
Pre Schools and Kindergartens						
Pre Schools and Kindergartens Revenue						
Revenue	(61,849)	(44,034)	(40,886)	3,148	-7%	
Pre Schools and Kindergartens Revenue Total	**(61,849)**	**(44,034)**	**(40,886)**	**3,148**	**-7%**	
Pre Schools and Kindergartens Expenditure						
Building Maintenance	2,725	1,367	2,387	1,020	75%	
Other Expenses	50,577	29,505	31,215	1,710	6%	
Pre Schools and Kindergartens Expenditure Total	**53,302**	**30,872**	**33,602**	**2,730**	**9%**	
Pre Schools and Kindergartens Indirect Costs						
Allocations	1,749	1,022	1,022	0	0%	
Pre Schools and Kindergartens Indirect Costs Total	**1,749**	**1,022**	**1,022**	**0**	**0%**	
Pre Schools and Kindergartens Total	**(6,798)**	**(12,140)**	**(6,261)**	**5,879**	**-48%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Community and Welfare Centres						
Community and Welfare Centres Revenue						
Revenue	(35,145)	(20,697)	(29,254)	(8,557)	41%	
Community and Welfare Centres Revenue Total	**(35,145)**	**(20,697)**	**(29,254)**	**(8,557)**	**41%**	
Community and Welfare Centres Expenditure						
Building Maintenance	31,050	16,029	22,169	6,140	38%	
Ground Maintenance	8,350	4,872	619	(4,253)	-87%	
Other Expenses	176,277	103,596	101,756	(1,840)	-2%	
Community and Welfare Centres Expenditure Total	**215,677**	**124,497**	**124,544**	**47**	**0%**	
Community and Welfare Centres Indirect Costs						
Allocations	7,677	4,480	4,480	0	0%	
Community and Welfare Centres Indirect Costs Total	**7,677**	**4,480**	**4,480**	**0**	**0%**	
Community and Welfare Centres Total	**188,209**	**108,280**	**99,770**	**(8,510)**	**-8%**	
Department of Sports and Recreation Building						
Dept of Sports and Recreation Building Revenue						
Revenue	(965,500)	(470,306)	(474,402)	(4,096)	1%	
Dept of Sports and Recreation Building Revenue Total	**(965,500)**	**(470,306)**	**(474,402)**	**(4,096)**	**1%**	
Dept of Sports and Recreation Building Expenditure						
Building Maintenance	97,000	50,169	41,035	(9,134)	-18%	
Ground Maintenance	8,250	4,809	146	(4,663)	-97%	
Other Expenses	863,005	741,329	747,098	5,769	1%	
Dept of Sports and Recreation Building Expenditure Total	**968,255**	**796,307**	**788,280**	**(8,027)**	**-1%**	
Dept of Sports and Recreation Building Indirect Costs						
Allocations	12,811	7,476	7,476	0	0%	
Dept of Sports and Recreation Building Indirect Costs Total	**12,811**	**7,476**	**7,476**	**0**	**0%**	
Department of Sports and Recreation Building Total	**15,566**	**333,477**	**321,354**	**(12,123)**	**-4%**	

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NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2021

	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
nib Stadium						
nib Stadium Revenue						
Revenue	(27,647)	(27,647)	(27,647)	(0)	0%	
nib Stadium Revenue Total	**(27,647)**	**(27,647)**	**(27,647)**	**(0)**	**0%**	
nib Stadium Expenditure						
Other Expenses	17,786	10,375	1,183,473	1,173,098	11307%	Unfavourable variance due to higher than forecasted depreciation. To be adjusted as part of the March 2021 budget review.
nib Stadium Expenditure Total	**17,786**	**10,375**	**1,183,473**	**1,173,098**	**11307%**	
nib Stadium Total	**(10,061)**	**(17,472)**	**1,155,625**	**1,173,097**	**-6714%**	
Leederville Oval						
Leederville Oval Revenue						
Revenue	(156,639)	(93,265)	(92,718)	547	-1%	
Leederville Oval Revenue Total	**(156,639)**	**(93,265)**	**(92,718)**	**547**	**-1%**	
Leederville Oval Expenditure						
Building Maintenance	19,700	9,650	12,143	2,493	26%	
Ground Maintenance	100,000	58,331	43,421	(14,910)	-26%	
Other Expenses	453,697	272,009	273,508	1,499	1%	
Leederville Oval Expenditure Total	**573,397**	**339,990**	**329,071**	**(10,919)**	**-3%**	
Leederville Oval Indirect Costs						
Allocations	13,365	7,798	7,798	0	0%	
Leederville Oval Indirect Costs Total	**13,365**	**7,798**	**7,798**	**0**	**0%**	
Leederville Oval Total	**430,123**	**254,523**	**244,152**	**(10,371)**	**-4%**	

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BY SERVICE AREAS
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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Loftus Centre						
Loftus Centre Revenue						
Revenue	(553,288)	(238,639)	(278,278)	(39,639)	17%	Favourable variance as payment of deferred loan repayments have commenced.
Loftus Centre Revenue Total	**(553,288)**	**(238,639)**	**(278,278)**	**(39,639)**	**17%**	
Loftus Centre Expenditure						
Building Maintenance	227,500	126,956	93,211	(33,745)	-27%	Timing variance of works.
Ground Maintenance	41,450	25,340	3,699	(21,641)	-85%	Timing variance of works.
Other Expenses	787,850	469,171	405,305	(63,866)	-14%	Favourable variance, $46k relates to depreciation, to be adjusted during MYBR, other variances are individually immaterial.
Loftus Centre Expenditure Total	**1,056,800**	**621,467**	**502,215**	**(119,252)**	**-19%**	
Loftus Centre Indirect Costs						
Allocations	24,424	14,252	14,252	0	0%	
Loftus Centre Indirect Costs Total	**24,424**	**14,252**	**14,252**	**0**	**0%**	
Loftus Centre Total	**527,936**	**397,080**	**238,189**	**(158,891)**	**-40%**	
Public Halls						
Public Halls Revenue						
Revenue	(42,659)	(39,523)	(106,247)	(66,724)	169%	Revenue higher than anticipated. Budget to be adjusted at March 2021 budget review.
Public Halls Revenue Total	**(42,659)**	**(39,523)**	**(106,247)**	**(66,724)**	**169%**	
Public Halls Expenditure						
Building Maintenance	192,000	127,187	124,493	(2,694)	-2%	
Ground Maintenance	22,500	19,500	17,604	(1,896)	-10%	
Other Expenses	268,352	157,188	167,420	10,232	7%	
Public Halls Expenditure Total	**482,852**	**303,875**	**309,518**	**5,643**	**2%**	
Public Halls Indirect Costs						
Allocations	6,438	3,752	3,752	0	0%	
Public Halls Indirect Costs Total	**6,438**	**3,752**	**3,752**	**0**	**0%**	
Public Halls Total	**446,631**	**268,104**	**207,022**	**(61,082)**	**-23%**	

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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Reserves Pavilions and Facilities						
Reserves Pavilions and Facilities Revenue						
Revenue	(10,415)	(7,773)	(11,749)	(3,976)	51%	
Reserves Pavilions and Facilities Revenue Total	**(10,415)**	**(7,773)**	**(11,745)**	**(3,976)**	**51%**	
Reserves Pavilions and Facilities Expenditure						
Building Maintenance	390,901	216,726	186,371	(30,355)	-14%	Favourable variance, no major maintenance yet required.
Ground Maintenance	3,500	1,750	0	(1,750)	-100%	
Other Expenses	280,527	165,767	178,383	12,616	8%	
Reserves Pavilions and Facilities Expenditure Total	**674,928**	**384,243**	**364,754**	**(19,489)**	**-5%**	
Reserves Pavilions and Facilities Indirect Costs						
Allocations	6,501	3,787	3,787	0	0%	
Reserves Pavilions and Facilities Indirect Costs Total	**6,501**	**3,787**	**3,787**	**0**	**0%**	
Reserves Pavilions and Facilities Total	**671,014**	**380,257**	**356,792**	**(23,465)**	**-6%**	
Sporting Clubs Buildings						
Sporting Clubs Buildings Revenue						
Revenue	(119,720)	(69,544)	(74,139)	(4,595)	7%	
Sporting Clubs Buildings Revenue Total	**(119,720)**	**(69,544)**	**(74,139)**	**(4,595)**	**7%**	
Sporting Clubs Buildings Expenditure						
Building Maintenance	172,200	97,385	92,086	(5,299)	-5%	
Ground Maintenance	2,000	1,000	0	(1,000)	-100%	
Other Expenses	739,965	431,629	428,587	(3,042)	-1%	
Sporting Clubs Buildings Expenditure Total	**914,165**	**530,014**	**520,673**	**(9,341)**	**-2%**	
Sporting Clubs Buildings Indirect Costs						
Allocations	31,149	18,165	18,165	0	0%	
Sporting Clubs Buildings Indirect Costs Total	**31,149**	**18,165**	**18,165**	**0**	**0%**	
Sporting Clubs Buildings Total	**825,594**	**478,635**	**464,699**	**(13,936)**	**-3%**	

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BY SERVICE AREAS
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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Parks and Reserves Administration						
Parks and Reserves Administration Revenue						
Revenue	(3,200)	(1,869)	(1,997)	(128)	7%	
Parks and Reserves Administration Revenue Total	**(3,200)**	**(1,869)**	**(1,997)**	**(128)**	**7%**	
Parks and Reserves Administration Expenditure						
Employee Costs	1,044,500	550,659	614,234	63,575	12%	Budget phasing variance.
Other Employee Costs	72,825	42,490	44,520	2,030	5%	
Other Expenses	151,758	88,520	98,904	10,384	12%	
Parks and Reserves Administration Expenditure Total	**1,269,083**	**681,669**	**757,657**	**75,988**	**11%**	
Parks and Reserves Administration Indirect Costs						
Allocations	1,470,046	834,384	844,876	10,492	1%	
On Costs Recovery	(1,497,018)	(873,257)	(708,177)	165,080	-19%	
Parks and Reserves Administration Indirect Costs Total	**(26,972)**	**(38,873)**	**136,699**	**175,572**	**-452%**	
Parks and Reserves Administration Total	**1,238,911**	**640,927**	**892,358**	**251,431**	**39%**	
Parks and Reserves						
Parks and Reserves Revenue						
Revenue	(9,300)	(9,301)	(35,024)	(25,723)	277%	Favourable variance, ground hire revenue higher than anticipated. .
Parks and Reserves Revenue Total	**(9,300)**	**(9,301)**	**(35,024)**	**(25,723)**	**277%**	
Parks and Reserves Expenditure						
Ground Maintenance	2,199,350	1,327,237	1,274,100	(53,137)	-4%	
Other Expenses	545,581	318,260	339,159	20,899	7%	
Parks and Reserves Expenditure Total	**2,744,931**	**1,645,497**	**1,613,259**	**(32,238)**	**-2%**	
Parks and Reserves Indirect Costs						
Allocations	364	210	210	0	0%	
Parks and Reserves Indirect Costs Total	**364**	**210**	**210**	**0**	**0%**	
Parks and Reserves Total	**2,735,995**	**1,636,406**	**1,578,445**	**(57,961)**	**-4%**	

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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Sporting Grounds						
Sporting Grounds Revenue						
Revenue	(1,134)	(566)	(22,071)	(21,505)	3799%	Favourable variance, reserves and ground hire revenue higher than anticipated.
Sporting Grounds Revenue Total	**(1,134)**	**(566)**	**(22,071)**	**(21,505)**	**3799%**	
Sporting Grounds Expenditure						
Ground Maintenance	1,234,850	738,231	719,003	(19,228)	-3%	
Other Expenses	564,444	329,256	279,764	(49,493)	-15%	Favourable variance due to lower than forecasted depreciation. To be adjusted as part of the March 2021 budget review.
Sporting Grounds Expenditure Total	**1,799,294**	**1,067,487**	**998,766**	**(68,721)**	**-6%**	
Sporting Grounds Total	**1,798,160**	**1,066,921**	**976,695**	**(90,226)**	**-8%**	
Road Reserves Expenditure						
Road Reserves Expenditure						
Ground Maintenance	328,005	192,797	201,465	8,668	4%	
Other Expenses	0	0	8,467	8,467	100%	
Road Reserves Expenditure Total	**328,005**	**192,797**	**209,933**	**17,136**	**9%**	
Road Reserves Expenditure Total	**328,005**	**192,797**	**209,933**	**17,136**	**9%**	
Parks Other						
Parks Other Revenue						
Revenue	(2,000)	(2,000)	(217,425)	(215,425)	10771%	Funding received from DFES for disaster recovery. Budget will be adjusted as part of March 2021 budget review.
Parks Other Revenue Total	**(2,000)**	**(2,000)**	**(217,425)**	**(215,425)**	**10771%**	
Parks Other Expenditure						
Other Expenses	1,456,300	1,199,770	1,174,378	(25,392)	-2%	
Money/Monger Street Trees Surgery	22,000	22,000	0	(22,000)	-100%	Timing variance of works.
Parks Other Expenditure Total	**1,478,300**	**1,221,770**	**1,174,378**	**(47,392)**	**-4%**	
Parks Other Total	**1,476,300**	**1,219,770**	**956,953**	**(262,817)**	**-22%**	

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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Processable Waste Collection						
Processable Waste Collection Revenue						
Revenue	(375,654)	(369,397)	(292,135)	77,262	-21%	Unfavourable variance due to a reduction in revenue for additional rubbish bins. This will be reviewed on an on-going basis.
Processable Waste Collection Revenue Total	**(375,654)**	**(369,397)**	**(292,135)**	**77,262**	**-21%**	
Processable Waste Collection Expenditure						
Employee Costs	989,983	534,980	590,849	55,869	10%	Budget phasing variance.
Other Employee Costs	57,428	33,502	20,875	(12,627)	-38%	
Other Expenses	3,864,811	2,119,460	2,210,725	91,265	4%	Timing variance relating to tipping costs.
Operating Projects	80,000	46,000	751	(45,249)	-98%	Timing variance relating to FOGO marketing campaign.
Processable Waste Collection Expenditure Total	**4,992,222**	**2,733,942**	**2,823,200**	**89,258**	**3%**	
Processable Waste Collection Indirect Costs						
Allocations	868,436	492,867	489,520	(3,347)	-1%	
On Costs Recovery	(876,250)	(511,147)	(417,675)	93,472	-18%	
Processable Waste Collection Indirect Costs Total	**(7,812)**	**(18,280)**	**71,845**	**90,125**	**-493%**	
Processable Waste Collection Total	**4,608,756**	**2,346,265**	**2,602,909**	**256,644**	**11%**	
Other Waste Services						
Other Waste Services Revenue						
Revenue	(10,065)	(5,866)	(8,396)	(2,530)	43%	
Other Waste Services Revenue Total	**(10,065)**	**(5,866)**	**(8,396)**	**(2,530)**	**43%**	
Other Waste Services Expenditure						
Other Expenses	580,192	322,681	309,533	(13,148)	-4%	
Household Hazardous Waste Collection Day	2,200	2,200	0	(2,200)	-100%	
Other Waste Services Expenditure Total	**582,392**	**324,881**	**309,533**	**(15,348)**	**-5%**	
Other Waste Services Total	**572,327**	**319,015**	**301,137**	**(17,878)**	**-6%**	
Recycling Expenditure						
Recycling Expenditure	1,051,725	411,471	421,108	9,637	2%	
Recycling Expenditure Total	**1,051,725**	**411,471**	**421,108**	**9,637**	**2%**	

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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Public Works Overhead						
Public Works Overhead Revenue						
Revenue	(61,700)	(25,992)	(34,693)	(8,701)	33%	
Public Works Overhead Revenue Total	**(61,700)**	**(25,992)**	**(34,693)**	**(8,701)**	**33%**	
Public Works Overhead Expenditure						
Employee Costs	436,713	235,134	239,426	4,292	2%	
Other Employee Costs	45,059	26,285	15,996	(10,289)	-39%	
Other Expenses	58,850	35,828	19,386	(16,442)	-46%	
Public Works Overhead Expenditure Total	**540,622**	**297,247**	**274,809**	**(22,438)**	**-8%**	
Public Works Overhead Indirect Costs						
Allocations	636,045	361,336	360,047	(1,289)	0%	
On Costs Recovery	(191,782)	(111,874)	(279,053)	(167,179)	149%	
Public Works Overhead Indirect Costs Total	**444,263**	**249,462**	**80,993**	**(168,469)**	**-68%**	
Public Works Overhead Total	**923,185**	**520,717**	**321,110**	**(199,607)**	**-38%**	
Plant Operating						
Plant Operating Expenditure						
Other Expenses	1,491,587	870,087	1,007,992	137,905	16%	Unfavourable variance due to higher than forecasted depreciation. To be adjusted in mid year budget review.
Plant Operating Expenditure Total	**1,491,587**	**870,087**	**1,007,992**	**137,905**	**16%**	
Plant Operating Indirect Costs						
Allocations	(1,102,377)	(681,036)	(868,404)	(187,368)	28%	
Plant Operating Indirect Costs Total	**(1,102,377)**	**(681,036)**	**(868,404)**	**(187,368)**	**28%**	
Plant Operating Total	**389,210**	**189,051**	**139,588**	**(49,463)**	**-26%**	
Recoverable Works						
Recoverable Works Revenue						
Revenue	(12,309)	(7,182)	(7,767)	(585)	8%	
Recoverable Works Revenue Total	**(12,309)**	**(7,182)**	**(7,767)**	**(585)**	**8%**	
Recoverable Works Expenditure						
Other Expenses	12,309	7,182	13,217	6,035	84%	
Recoverable Works Expenditure Total	**12,309**	**7,182**	**13,217**	**6,035**	**84%**	
Recoverable Works Total	**0**	**0**	**5,450**	**5,450**	**100%**	

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	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Drainage Expenditure						
Drainage Expenditure						
Other Expenses	374,547	197,815	219,722	21,907	11%	Timing variance relating to maintenance works.
Drainage Expenditure Total	**374,547**	**197,815**	**219,722**	**21,907**	**11%**	
Drainage Expenditure Total	**374,547**	**197,815**	**219,722**	**21,907**	**11%**	
Footpaths/Cycleways Expenditure						
Footpaths/Cycleways Expenditure						
Other Expenses	1,041,319	608,865	679,479	70,614	12%	Timing variance relating to maintenance works.
Footpaths/Cycleways Expenditure Total	**1,041,319**	**608,865**	**679,479**	**70,614**	**12%**	
Footpaths/Cycleways Expenditure Total	**1,041,319**	**608,865**	**679,479**	**70,614**	**12%**	
Rights of Way Expenditure						
Rights of Way Expenditure						
Other Expenses	281,467	164,193	158,818	(5,375)	-3%	
Rights of Way Expenditure Total	**281,467**	**164,193**	**158,818**	**(5,375)**	**-3%**	
Rights of Way Expenditure Total	**281,467**	**164,193**	**158,818**	**(5,375)**	**-3%**	
Roads Expenditure						
Roads Expenditure						
Other Expenses	3,091,204	1,804,717	1,823,764	19,047	1%	
Roads Expenditure Total	**3,091,204**	**1,804,717**	**1,823,764**	**19,047**	**1%**	
Roads Expenditure Total	**3,091,204**	**1,804,717**	**1,823,764**	**19,047**	**1%**	
Street Cleaning Expenditure						
Street Cleaning Expenditure						
Other Expenses	1,360,615	793,702	629,837	(163,865)	-21%	Timing variance relating to maintenance works.
Street Cleaning Expenditure Total	**1,360,615**	**793,702**	**629,837**	**(163,865)**	**-21%**	
Street Cleaning Expenditure Total	**1,360,615**	**793,702**	**629,837**	**(163,865)**	**-21%**	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2021

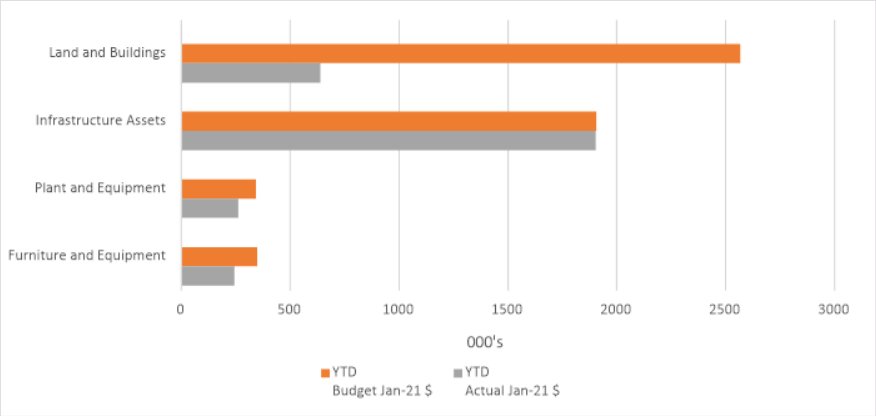
	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Traffic Control for Roadworks Expenditure						
Traffic Control for Roadworks Expenditure						
Other Expenses	85,000	53,888	63,265	9,377	17%	
Traffic Control for Roadworks Expenditure Total	85,000	53,888	63,265	9,377	17%	
Traffic Control for Roadworks Expenditure Total	85,000	53,888	63,265	9,377	17%	
Sump Expenditure						
Sump Expenditure						
Other Expenses	500	91	325	234	258%	
Sump Expenditure Total	500	91	325	234	258%	
Sump Expenditure Total	500	91	325	234	258%	
Works Depot Revenue						
Works Depot Revenue						
Revenue	(1,259)	(735)	(581)	154	-21%	
Works Depot Revenue Total	(1,259)	(735)	(581)	154	-21%	
Works Depot Revenue Total	(1,259)	(735)	(581)	154	-21%	

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
BY SERVICE AREAS
AS AT 31 JANUARY 2021

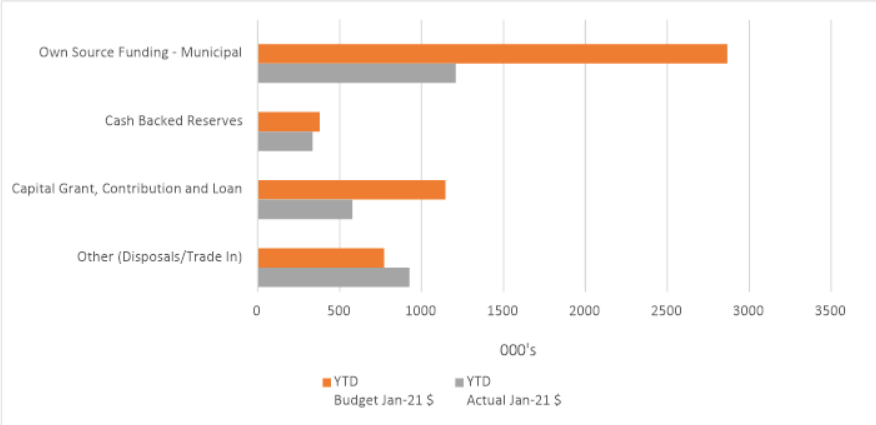
	Current Budget 2020/21 $	YTD Budget 31/01/2021 $	YTD Actual 31/01/2021 $	YTD Variance $	Variance %	Variance Commentary
Works Depot						
Works Depot Expenditure						
Employee Costs	183,767	100,123	100,916	793	1%	
Other Employee Costs	2,500	1,456	872	(585)	-40%	
Other Expenses	9,750	5,691	(1,096)	(6,787)	-119%	
Works Depot Expenditure Total	**196,017**	**107,270**	**100,692**	**(6,578)**	**-6%**	
Works Depot Indirect Costs						
Allocations	(194,758)	(106,535)	(100,111)	6,424	-6%	
Works Depot Indirect Costs Total	**(194,758)**	**(106,535)**	**(100,111)**	**6,424**	**-6%**	
Works Depot Total	**1,259**	**735**	**581**	**(154)**	**-21%**	
Depot Building						
Depot Occupancy Costs						
Building Maintenance	90,000	48,375	79,694	31,319	65%	Timing variance relating to maintenance works.
Ground Maintenance	0	0	186	186	100%	
Other Expenses	251,052	157,403	149,632	(7,771)	-5%	
Depot Occupancy Costs Total	**341,052**	**205,778**	**229,512**	**23,734**	**12%**	
Depot Indirect Costs						
Allocations	(341,052)	(205,778)	(229,512)	(23,734)	12%	
Depot Indirect Costs Total	**(341,052)**	**(205,778)**	**(229,512)**	**(23,734)**	**12%**	
Depot Building Total	**0**	**0**	**0**	**0**		
Net Operating	**6,574,375**	**(12,340,851)**	**(13,931,560)**	**(1,590,709)**	**13%**	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 JANUARY 2021

CAPITAL EXPENDITURE	Revised Budget 2020/21	YTD Budget Jan-21	YTD Actual Jan-21	YTD Variance	Variance
	$	$	$	$	%
Land and Buildings	5,267,601	2,567,601	639,349	(1,928,252)	-75%
Infrastructure Assets	4,496,283	1,905,873	1,903,803	(2,070)	0%
Plant and Equipment	378,812	343,550	262,167	(81,383)	-24%
Furniture and Equipment	1,272,100	348,750	244,431	(104,319)	-30%
Total	**11,414,796**	**5,165,774**	**3,049,750**	**(2,116,024)**	**-41%**



FUNDING	Revised Budget 2020/21	YTD Budget Jan-21	YTD Actual Jan-21	YTD Variance	Variance
	$	$	$	$	%
Own Source Funding - Municipal	5,571,463	2,866,624	1,209,195	(1,657,429)	-58%
Cash Backed Reserves	3,365,850	380,000	334,549	(45,451)	-12%
Capital Grant, Contribution and Loan	1,704,483	1,146,150	578,574	(567,576)	-50%
Other (Disposals/Trade In)	773,000	773,000	927,433	154,433	20%
Total	**11,414,796**	**5,165,774**	**3,049,750**	**(2,116,024)**	**-41%**



CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 JANUARY 2021

Description	Revised 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	0	(20,000)	-100%	0	Quotes being sought in the market.
BEATTY PARK LEISURE CENTRE							
Beatty Park Leisure Centre - Facilities Infrastructure Renewal	3,230,000	1,200,000	128,529	(1,071,471)	-89%	2,012,314	Works in progress.
Beatty Park - Replacement of gym carpet	9,851	9,851	9,345	(506)	-5%	506	Works completed.
LIBRARY							
Upgrade Library counter to enhance customer service delivery	50,000	30,000	1,500	(28,500)	-95%	0	Quotes being sought in the market.
LOFTUS CENTRE							
Loftus Community Centre – ceiling fabric, lighting and bathroom renewal	170,000	170,000	81,370	(88,630)	-52%	500	Works in progress.
Loftus Centre - Stormwater Retention tank	120,000	120,000	70,232	(49,769)	-41%	51,075	Works in progress.
Loftus Recreation Centre - Change room upgrade	131,367	131,367	141,689	10,322	8%	0	Works completed. Budget to be adjusted in MYBR to align with actuals.
DEPARTMENT OF SPORTS AND RECREATION							
DLGSC renewal/upgrade-Lease obligation	196,000	196,000	1,738	(194,262)	-99%	92,858	Works in progress.
MISCELLANEOUS							
Solar Photovoltaic Panel System Installation - Mt Hawthorn Community Centre	8,900	8,900	0	(8,900)	-100%	0	Quotes being evaluated.
Solar Photovoltaic Panel System Installation - North Perth Town Hall	8,900	8,900	0	(8,900)	-100%	0	Quotes being evaluated.
Solar Photovoltaic Panel System Installation - Vincent Community Centre	20,150	20,150	0	(20,150)	-100%	0	Quotes being evaluated.
Solar Photovoltaic Panel System Installation - Britannia Reserve Pavilion	8,900	8,900	0	(8,900)	-100%	0	Quotes being evaluated.
Solar Photovoltaic Panel System Installation - Perth Soccer Club	30,000	30,000	1,100	(28,900)	-96%	0	Self supporting loan procedure is being developed for this piece of work.
LED floodlight upgrade - Leederville Tennis Club	21,548	21,548	21,548	0	0%	0	Works completed.
Royal Park Hall - Kitchen and amenities renewal	190,000	190,000	143,647	(46,353)	-24%	40,245	Works completed - awaiting invoices.
Roofing Renewal-Loton Park Tennis Club Room	180,000	50,000	1,600	(48,401)	-97%	0	Project at conceptual design stage.
Air Conditioning & HVAC Renewal - Belgravia Leisure Centre	50,000	0	3,323	3,323	100%	0	Works in progress.
Leederville Oval Stadium - Electrical renewal - 3 boards	300,000	300,000	1,744	(298,256)	-99%	0	Tender submissions at evaluation stage.
Public Toilet - Hyde park east - renewal	31,985	31,985	31,985	0	0%	0	Works completed.
Forrest Park Floodlight Renewal	130,000	0	0	0	0%	125,699	Project delayed expected to commence April 2021.
Birdwood Square Floodlight Renewal	20,000	0	0	0	0%	18,770	Project delayed expected to commence April 2021.
Minor infrastructure improvements	20,000	10,000	0	(10,000)	-100%	6,088	Works scheduled.
Litis Stadium & Britannia Res End of Le	40,000	10,000	0	(10,000)	-100%	7,409	Project at planning stage.
FOR LAND & BUILDING ASSETS	**5,267,601**	**2,567,601**	**639,349**	**(1,928,252)**	**-75%**	**2,355,465**	

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 JANUARY 2021

Description	Revised Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
INFRASTRUCTURE ASSETS							
LOCAL ROADS PROGRAM							
Newcastle, Loftus - Charles St Rd Rehabilitation	0	0	10,659	10,659	100%	0	Expense relating to Main Roads line marking works for project completed in FY2018-19. To be adjusted at MYBR.
Eton St - Gill St to Hobart St	61,029	61,029	58,484	(2,545)	-4%	0	Works completed.
Coronation St - Chamberlain St to Scarborough Beach Rd	111,500	50,000	68,390	18,390	37%	46,972	Works in progress.
Edinboro St-Hobart St to Scarborough Beach Rd	42,000	17,000	55,588	38,588	227%	0	Works completed. Budget amount to be adjusted in MYBR.
Edinboro St-Hobart St to Edinboro St Reserve	108,000	88,000	111,659	23,659	27%	0	Works completed.
Seabrook St-Anzac Rd to Brentham St	27,238	27,238	26,318	(920)	-3%	0	Works completed.
Lake St-Glendower St to Bulwer St	69,500	25,000	18,037	(6,963)	-28%	24,583	Works in progress.
Lake St-Stuart St to Brisbane St	94,500	25,000	55,483	30,483	122%	55,300	Works in progress.
Cantle St-Lord St to West Parade	74,500	60,000	55,900	(4,100)	-7%	489	Works in progress.
Chapman St-Lord St to West Parade	89,000	30,000	35,304	5,304	18%	29,079	Works in progress.
Thorley St-Brewer St to Edward St	52,000	42,000	31,328	(10,672)	-25%	140	Works in progress.
Blackford St-Egina St to Cul-dee-sac	43,212	37,000	42,027	5,027	14%	1,185	Works completed.
The Boulevard-Scarborough Beach Rd to Berryman St	52,000	25,000	325	(24,675)	-99%	34,737	Works in progress.
Kalgoorlie St-Berryman St too Scarborough Beach Rd	69,259	69,259	69,259	0	0%	0	Works completed.
Ellesmere St-Matlock St to Flinders St	69,000	25,000	27,845	2,845	11%	38,538	Works in progress.
Laneway Rear of Leederville Hotel-Oxford Street to rear of 226 Carr Place	155,808	0	0	0	0%	0	Project delayed as some works need to be undertaken by developer.
Norfolk St-Burt St to Forrest St	88,000	25,000	1,845	(23,155)	-93%	0	Project at surveying stage.
Kadina St-Pennant St to Bourke St	5,000	0	0	0	0%	535	Project at planning stage.
Howlett St-Pennant St to Hardy St	2,500	0	0	0	0%	645	Project at planning stage.
Chamberlain St-Coronation St to Pennant St	1,250	0	0	0	0%	530	Project at planning stage.
Eton St-Hobart St to Haynes St	2,500	0	0	0	0%	825	Project at planning stage.
Emmerson St-Morriston St to Loftus St	1,800	0	0	0	0%	840	Project at planning stage.
Cleaver St-Newcastle St to Old Aberdeen Place	88,950	0	2,613	2,613	100%	0	Traffic management plans completed. Works to be scheduled hereon.
ROAD TO RECOVERY							
Sasse Avenue-Purslowe St to Anzac Rd	212,190	135,000	206,311	71,311	53%	320	Works in progress.
The Avenue-Vincent Street to Car Park	44,277	44,277	47,689	3,412	8%	0	Works completed.
Vincent St - Mitchell FW overpass to Leederville P	2,762	2,762	1,847	(915)	-33%	0	Works scheduled.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 JANUARY 2021

Description	Revised Budget 2020/21	YTD Budget 2020/21	YTD Actual 2020/21	YTD Variance	Variance	Commitment (PO) Balance	Variance Commentary
TRAFFIC MANAGEMENT							
Improved pedestrian crossings at signalised intersections (Walcott St. & Wiliam St. , Bulwer St. Fitzgerald St.)	24,100	24,100	24,100	0	0%	0	Works completed.
Alma/Claverton Local Area Traffic Management	50,000	0	0	0	0%	950	Project at planning stage.
Harold and Lord St Intersection	26,000	0	0	0	0%	0	Project at planning stage.
BLACK SPOT PROGRAM							
Vincent - Fitzgerald St to Chelmsford Rd	72,800	0	56,453	56,453	100%	5,979	Works completed.
Intersection of Brady and Milton St, Mt Hawthorn	30,000	5,000	46,789	41,789	836%	845	Works complete, additional funds allocated during MYBR.
Intersection of Bulwer and Stirling St, Perth	100,000	5,000	4,040	(960)	-19%	0	Works at design stage.
Intersection of Green, Tyler & Merredin St, Mt Hawthorn/Joondanna	30,000	5,000	3,620	(1,380)	-28%	0	Works at design stage.
Intersection of Beaufort and Harold Streets, Highgate	100,000	5,000	2,820	(2,180)	-44%	0	Works at design stage.
Intersection of Loftus and Vincent Streets, West Perth/Leederville	250,000	10,000	4,730	(5,270)	-53%	0	Works at design stage.
Intersection of Fitzgerald Street & Raglan Road, North Perth	80,000	5,000	6,620	1,620	32%	0	Works at design stage.
Minor Traffic Management Improvement Program	80,000	32,500	31,563	(937)	-3%	3,931	Works in progress.
STREETSCAPE IMPROVEMENTS							
Minor streetscape improvements	30,000	17,500	16,334	(1,166)	-7%	550	Works in progress.
Streetscape Improvements-Cleaver St	50,000	0	0	0	0%	0	Project delayed - subject to grant application.
Streetscape Improvements-Angove St and Fitzgerald St	13,000	0	0	0	0%	0	Project at planning stage.
ROADWORKS - REHABILITATION (MRRG PROGRAM)							
Bulwer St - Beaufort St to Williams St	68,154	68,154	30,747	(37,407)	-55%	12,677	Works complete - savings transferred to other projects during MYBR.
Loftus St - Bourke St to Scarborough Beach Rd	50,000	50,000	10,044	(39,956)	-80%	-	Works complete - savings transferred to other project during MYBR.
Newcastle St-Beaufort St to Lord St - Eastbound	143,800	143,800	141,606	(2,194)	-2%	11,288	Works complete - awaiting Main roads confirmation for final line marking invoices.
Smith St-Bulwer to Lincoln St	127,500	127,500	67,821	(59,679)	-47%	5,437	Works in progress.
Brisbane St-Bulwer St to Stirling St	130,900	130,900	93,721	(37,179)	-28%	0	Works in progress.
RIGHTS OF WAY							
Annual review based upon the most recent condition assessment survey	75,000	0	3,479	3,479	100%	0	Works in progress.
SLAB FOOTPATH PROGRAMME							
Golding St-Newcastle St to Old Aberdeen St	38,180	18,000	0	(18,000)	-100%	0	Works to be scheduled.
Brisbane Trc (North)-Lake St to Brisbane Plc	27,920	10,000	476	(9,524)	-95%	428	Works to be scheduled.
Brisbane Trc (South)-Lake St to Brisbane Plc	26,761	10,000	0	(10,000)	-100%	0	Works to be scheduled.
Lake St-Brisbane Trc to Robinson Avenue	5,603	0	2,811	2,811	100%	0	Works completed.
Lake St-Newcastle St to Forbes Rd	2,310	0	2,262	2,262	100%	0	Works completed.
Leeder St-Jugan St to Cul-de-sac	3,353	0	0	0	0%	0	Works to be scheduled.
Caversham St-Claisebrook Rd to Cul-de-sac	12,669	0	0	0	0%	0	Works to be scheduled.
Mary St (North)-William St to Mereny Lane	8,800	8,800	0	(8,800)	-100%	0	Works to be scheduled.
Mary St (South)-William St to Mereny Lane	8,800	8,800	0	(8,800)	-100%	0	Works to be scheduled.
Broome St-Smith St to Brigatti Gardens	5,500	0	0	0	0%	0	Works to be scheduled.
London St-Intersection of Scarborough Beach Road	60,104	0	0	0	0%	0	Works to be scheduled.

CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 JANUARY 2021

Description	Revised 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	0	22,133	22,133	100%	0	Works in progress.
Design for Norfolk St N/S Route	50,000	0	15,335	15,335	100%	22,460	Works in progress.
Design for Glendalough to Brady	15,000	0	5,470	5,470	100%	0	Works in progress.
DRAINAGE							
Britannia Reserve Main Drain Renewal stage 1&2	80,000	0	0	0	0%	16,364	Works to be scheduled.
Minor drainage improvement program	50,000	0	0	0	0%	0	Works to be scheduled.
Gully Soak-well program	60,000	0	21,882	21,882	100%	0	Works in progress.
CAR PARK DEVELOPMENT							
Car Parking Upgrade-Melrose St angled parking	55,000	0	44,947	44,947	100%	41,989	Works in progress, scope increased. Additional funds transferred from other projects during MYBR.
Car Parking Upgrade-Strathcona St angled parking	20,000	0	0	0	0%	0	Project at design stage.
Car Parking Upgrade-Albert St angled parking Stage 3	55,000	0	4,040	4,040	100%	0	Project at design stage.
Depot - Car park lighting Renewal	60,000	60,000	32,979	(27,021)	-45%	32,356	Works in progress.
PARKS AND RESERVES							
Banks Reserve Master Plan Implementation - Stage 1	239,109	239,109	208,890	(30,219)	-13%	2,200	Works in progress.
Greening Plan-Pansy Street carpark	25,000	25,000	0	(25,000)	-100%	1,008	Works scheduled for April 2021.
Greening Plan-Pansy Street	5,000	5,000	0	(5,000)	-100%	0	Works scheduled for April 2021.
Greening Plan-West End Arts Precinct	30,000	30,000	12,101	(17,899)	-60%	0	Works in progress.
Greening Plan-Norham Street	15,000	15,000	0	(15,000)	-100%	500	Project at design stage.
Greening Plan-Highlands Road	10,000	10,000	0	(10,000)	-100%	0	Project at design stage.
Greening Plan-Hawthorn Street	10,000	10,000	0	(10,000)	-100%	0	Project at design stage.
Greening Plan-Little Walcott Street	5,000	5,000	0	(5,000)	-100%	0	Project at design stage.
Lynton Street Park Upgrade	18,145	18,145	14,235	(3,910)	-22%	3,910	Works completed.
RETICULATION							
Britannia Reserve - renew groundwater bore (south) No,40	45,000	0	40,381	40,381	100%	0	Works completed.
Kyilla Park - replace irrigation cubicle	15,000	15,000	0	(15,000)	-100%	0	Works to be scheduled.
STREET FURNITURE							
Bus Shelter Replacement	20,000	0	0	0	0%	235	Works to be scheduled.
Bus Shelter-William St	15,000	0	4,465	4,465	100%	2,325	Works scheduled.
FOR INFRASTRUCTURE ASSETS	**4,496,283**	**1,905,873**	**1,903,803**	**-** **2,070**	**8**	**398,533**	

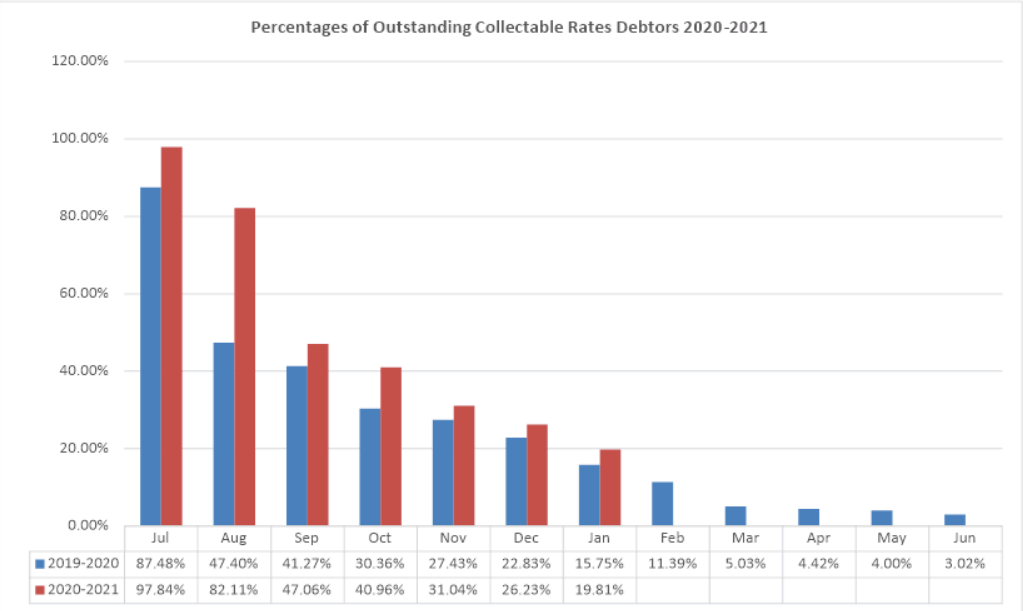
CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2020/21
AS AT 31 JANUARY 2021

Description	Revised 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	123,618	(66,382)	-35%	76,800	Fleet replacement programme progressing as planned.
MAJOR PLANT REPLACEMENT PROGRAMME							
Single Axle Tipper Truck	138,550	138,550	138,550	(0)	0%	0	Truck delivered in July 2020.
MISCELLANEOUS							
Parking Sensors Pilot Project	11,810	0	0	0	0%	0	Installation to commence in latter half of FY2020-21.
Water and Energy Efficiency Initiatives	38,452	15,000	0	(15,000)	-100%	0	Associated projects not commenced as yet.
TOTAL EXPENDITURE FOR PLANT & EQUIPMENT ASSETS	**378,812**	**343,550**	**262,167**	**(81,383)**	**-24%**	**76,800**	
FURNITURE & EQUIPMENT ASSETS							
INFORMATION TECHNOLOGY							
Enterprise Applications upgrade	440,000	90,000	63,135	(26,865)	-30%	65,569	Implementation & training of Contracts management module completed. Upgrade of Authority in progress.
Building Management System software-Admin	120,000	10,000	0	(10,000)	-100%	0	Project not commenced as yet.
MARKETING & COMMUNICATIONS							
COVID-19 Artwork relief project	525,600	120,000	131,373	11,373	9%	20,000	Monies have started being distributed to the successful applicants.
Beatty Park Leisure Centre							
Beatty Park Leisure Centre - Non Fixed Assets Renewal	71,500	45,000	3,195	(41,805)	-93%	0	Works being completed on a needs basis.
MISCALLENEOUS							
Miscellaneous Assets Renewal	75,000	43,750	46,728	2,978	7%	0	Works in progress at various locations.
CCTV Renewal Civic and Loftus Precinct	40,000	40,000	0	(40,000)	-100%	31,364	Works scheduled.
TOTAL EXPENDITURE FOR FURNITURE & EQUIPMENT ASSETS	**1,272,100**	**348,750**	**244,431**	**(104,319)**	**-30%**	**233,693**	
TOTAL CAPITAL EXPENDITURE	**11,414,796**	**5,165,774**	**3,049,750**	**(2,116,024)**	**-41%**	**3,064,490**	

CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 31 JANUARY 2021

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 31/01/2021	Budget Interest Earned 30/06/2021	YTD Actual Interest Earned 31/01/2021	Budget Transfers from Reserve 30/06/2021	YTD Actual Transfers from Reserve 31/01/2021	Budget Closing Balance 30/06/2021	Actual Closing Balance 31/01/2021
	$	$	$	$	$	$	$	$	$	$
Asset Sustainability Reserve	5,293,197	5,293,197	1,093,000	1,093,000	61,887	27,998	(2,819,583)	(751,741)	3,628,501	5,662,454
Beatty Park Leisure Centre Reserve	101,218	101,218	(0)	0	1,183	536	0	0	102,401	101,754
Cash in Lieu Parking Reserve	1,926,192	1,926,192	0	3,100	22,521	10,188	(510,000)	(96,902)	1,438,713	1,842,578
Hyde Park Lake Reserve	159,269	159,269	(0)	0	1,862	842	0	0	161,131	160,111
Land and Building Acquisition Reserve	297,471	297,471	0	0	3,478	1,573	0	0	300,949	299,044
Leederville Oval Reserve	94,069	94,069	0	0	1,100	499	0	0	95,169	94,568
Loftus Community Centre Reserve	36,901	36,901	(0)	0	431	194	0	0	37,332	37,095
Loftus Recreation Centre Reserve	171,525	171,525	51,664	17,959	2,005	911	0	0	225,194	190,395
Office Building Reserve - 246 Vincent Street	401,156	401,156	(0)	0	4,690	2,122	(196,000)	(1,738)	209,846	401,540
Parking Facility Reserve	105,607	105,607	0	0	1,235	558	0	0	106,842	106,165
Percentage For Public Art Reserve	488,867	488,867	0	0	5,716	2,726	(525,600)	(131,373)	(31,017)	360,220
Plant and Equipment Reserve	22,483	22,483	0	0	263	119	0	0	22,746	22,602
State Gymnastics Centre Reserve	110,197	110,197	9,682	2,739	1,288	582	0	0	121,167	113,518
Strategic Waste Management Reserve	997,471	997,471	(0)	0	11,662	5,275	0	0	1,009,133	1,002,746
Tamala Park Land Sales Reserve	340,902	340,902	250,000	0	3,986	1,817	0	0	594,888	342,719
Underground Power Reserve	210,051	210,051	0	0	2,456	1,111	0	0	212,507	211,162
Waste Management Plant and Equipment Reserve	219,949	219,949	0	0	2,572	1,164	0	0	222,521	221,113
POS reserve - Haynes Street	0	0	157,899	157,899	1,870	830	0	0	159,769	158,729
	10,976,525	**10,976,525**	**1,562,245**	**1,274,697**	**130,205**	**59,045**	**(4,051,183)**	**(981,754)**	**8,617,792**	**11,328,513**

CITY OF VINCENT
NOTE 7 - RATING INFORMATION
AS AT 31 JANUARY 2021



	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%	31.04%	26.23%	19.81%					

CITY OF VINCENT
NOTE 7 - RATING INFORMATION
FOR THE MONTH ENDED 31 JANUARY 2021

	Rateable Value	Rate in Dollar	Budget	Actual	Rates Levied to Budget
	$	Cents	$	$	%
Rate Revenue					
General Rate					
10726 Residential	240,742,009	0.0779	18,744,512	18,744,512	100.0%
168 Vacant Residential	4,110,000	0.0725	297,975	297,975	100.0%
1610 Other	122,800,566	0.0672	8,249,742	8,249,742	100.0%
46 Vacant Commercial	2,355,370	0.1282	301,888	301,888	100.0%
Minimum Rate					
6184 Residential @ $1,211.9	78,526,492		7,494,390	7,494,390	100.0%
157 Vacant Residential @ $1,211.9	1,926,000		190,268	190,268	100.0%
150 Other @ $1,197.7	1,873,844		179,655	179,655	100.0%
0 Vacant Commercial			0	0	
Interim Rates	0		300,000	555,135	185.0%
Rates Waiver	0		(145,000)	(127,860)	88.2%
Total Amount Made up from Rates	452,334,281		35,613,430	35,885,704	
Non Payment Penalties					
Instalment Interest @ 5.5%			160,000	161,057	100.7%
Penalty Interest @ 8%			90,000	93,390	103.8%
Administration Charge - $8 per instalment			160,000	141,786	88.6%
Legal Costs Recovered			0	116	100.0%
			36,023,430	36,282,053	
Other Revenue					
Exempt Bins - Non Rated Properties			185,420	159,063	85.8%
Commercial / Residential Additional Bins			174,534	124,821	71.5%
Swimming Pools Inspection Fees			18,800	14,405	76.6%
			36,402,184	36,580,342	
Opening Balance				**978,892**	
Total Collectable			**36,402,184**	**37,559,234**	**103.18%**
Less					
Cash Received				29,246,024	
Rebates Allowed				1,102,573	
Rates Balance To Be Collected			**36,402,184**	**7,210,561**	**19.81%**
Add					
ESL Debtors				384,834	
Pensioner Rebates Not Yet Claimed				368,089	
ESL Rebates Not Yet Claimed				11,084	
Less					
Deferred Rates Debtors				(115,535)	
Current Rates Debtors Balance				**7,859,034**	

CITY OF VINCENT
NOTE 8 - DEBTOR REPORT
FOR THE MONTH ENDED 31 JANUARY 2020

DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	$	$	$	$	$
DEBTOR CONTROL - HEALTH LICENCES	(383)	228	779	200,648	201,272
DEBTOR CONTROL - RUBBISH CHARGES	0	0	0	0	0
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	0	0	0	140,012	140,012
DEBTOR CONTROL - PROPERTY INCOME	40,301	23,330	9,836	51,578	125,045
DEBTOR CONTROL - RECOVERABLE WORKS	4,232	0	0	0	4,232
DEBTOR CONTROL - BEATTY PARK LEISURE CENTRE	0	0	0	0	0
DEBTOR CONTROL - OTHER	13,702	0	4,680	128,555	146,937
DEBTOR CONTROL - % ART CONTRIBUTIONS	119,000	0	0	0	119,000
DEBTOR CONTROL - PLANNING SERVICES FEES	200	(100)	1,410	350	1,860
DEBTOR CONTROL - GST	39,584.30	0.00	0.00	0.00	39,584
DEBTOR CONTROL - INFRINGEMENT	71,315	30,252	52,097	1,353,840	1,507,504
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(181,310)	(181,310)
IMPAIRMENT OF RECEIVABLES	0	0	0	(194,671)	(194,671)
TOTAL DEBTORS OUTSTANDING AS AT 31/01/2021	**287,951**	**53,710**	**68,802**	**1,499,002**	**1,909,465**

ACCRUED INCOME	44,294
ACCRUED INTEREST	38,537
PREPAYMENTS	279,061
TOTAL TRADE AND OTHER RECEIVABLES	**2,271,358**

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 to debt collection.
12/08/2020	Belgravia Health & Leisure Group	46,664.00	Loan Servicing July & August	Loan has been deferred as part of COVID-19 relief provided.
04/11/2016	C Caferelli	28,600.00	Breaches of Planning Development Act	On-going discussion to ascertain if the Club qualifies for COVID-19 relief.
08/10/2020	LGIS Workcare	11,719.20	Workers Comp Claim	Payment will be made in February.
22/08/2018	C D Hunter	14,655.25	Cost for court case	$100 Monthly Repayment in progress from 27/10/20
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	Outstanding court costs awarded to COV	Have been handed over to FER.
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 collection agency.
13/10/2020	D Bianchi	16,149.00	Court fines and costs re: 193-195 Scarborough	$200 Monthly Repayment in progress from Dec 20
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		**175,533.18**		

CITY OF VINCENT
NOTE 9 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 31 JANUARY 2021

	Revised Budget 2020/21 $	YTD Budget Jan-21 $	YTD Actuals Jan-21 $	YTD Actuals Jan-20 $	Month Actuals Jan-21 $	Month Actuals Jan-20 $
ADMINISTRATION						
Revenue	0	0	119	(2,295)	0	0
Expenditure	0	26,465	(119)	1,770	(174)	(80,092)
Surplus/(Deficit)	**0**	**26,465**	**0**	**(524)**	**(174)**	**(80,092)**
SWIMMING POOLS AREA						
Revenue	1,433,839	958,713	1,110,382	1,388,596	237,322	295,586
Expenditure	(3,552,996)	(2,103,078)	(2,108,212)	(2,367,818)	(391,489)	(360,310)
Surplus/(Deficit)	**(2,119,157)**	**(1,144,365)**	**(997,831)**	**(979,222)**	**(154,167)**	**(64,724)**
SWIM SCHOOL						
Revenue	1,082,097	710,322	817,995	959,476	(3,123)	115,191
Expenditure	(743,759)	(550,917)	(570,996)	(644,472)	(45,652)	(38,757)
Surplus/(Deficit)	**338,338**	**159,405**	**246,999**	**315,004**	**(48,776)**	**76,433**
CAFÉ						
Revenue	0	0	0	445,434	0	87,022
Expenditure	(34,280)	(34,280)	(35,004)	(464,519)	(2)	(76,674)
Surplus/(Deficit)	**(34,280)**	**(34,280)**	**(35,004)**	**(19,085)**	**(2)**	**10,348**
RETAIL SHOP						
Revenue	355,754	290,540	382,471	324,077	72,263	63,736
Expenditure	(276,050)	(183,278)	(242,423)	(227,336)	(32,181)	(48,268)
Surplus/(Deficit)	**79,704**	**107,262**	**140,048**	**96,741**	**40,082**	**15,468**
HEALTH & FITNESS						
Revenue	1,165,018	821,778	890,118	995,610	134,098	232,348
Expenditure	(1,139,891)	(679,292)	(708,096)	(764,849)	(125,857)	(136,751)
Surplus/(Deficit)	**25,127**	**142,486**	**182,022**	**230,761**	**8,241**	**95,597**
GROUP FITNESS						
Revenue	420,977	294,460	322,468	382,440	49,118	84,419
Expenditure	(457,386)	(283,522)	(302,514)	(335,079)	(55,491)	(52,937)
Surplus/(Deficit)	**(36,409)**	**10,938**	**19,954**	**47,361**	**(6,372)**	**31,482**
AQUAROBICS						
Revenue	162,802	116,939	125,528	146,808	19,316	34,157
Expenditure	(137,277)	(78,095)	(75,598)	(89,684)	(14,799)	(10,025)
Surplus/(Deficit)	**25,525**	**38,844**	**49,930**	**57,124**	**4,517**	**24,132**
CRECHE						
Revenue	42,363	28,571	33,732	41,428	5,311	9,177
Expenditure	(239,683)	(134,430)	(146,762)	(183,389)	(24,904)	(21,977)
Surplus/(Deficit)	**(197,320)**	**(105,859)**	**(113,030)**	**(141,961)**	**(19,593)**	**(12,800)**
Net Surplus/(Deficit)	**(1,918,472)**	**(799,104)**	**(506,912)**	**(393,800)**	**(176,244)**	**95,846**
Less: Depreciation	(1,373,247)	(801,060)	(750,322)	(797,589)	(106,934)	(113,614)
Cash Surplus/(Deficit)	**(545,225)**	**1,956**	**243,410**	**403,789**	**(69,311)**	**209,460**

11.6 MID YEAR BUDGET REVIEW

Attachments:

1. **Statement of Comprehensive Income by Nature and Type**
2. **Statement of Comprehensive Income by Program**
3. **Rate Setting Statement**
4. **Cash backed reserves**
5. **Capital Budget excluding additional Capex**
6. **Additional Capital Expenditure**
7. **Operating Budget Analysis**

RECOMMENDATION:

That Council BY ABSOUTE MAJORITY APPROVES the following amendments to the 2020/2021 Annual Budget:

a) A net increase in the Operating Budget of $1,065,454 as per Attachments 1 and 2;

b) A net increase in Special Purpose Reserves totalling $43,000 as per Attachments 3 and 4;

c) A net increase in the Capital Expenditure Budget of $174,406 as per Attachment 5;

d) A net increase in the closing surplus of $2,254,930, resulting in a forecast year end surplus at 30 June 2021 of $1,687,205, as per Attachment 3;

e) Further amendments to the 2020/2021 budget, totalling $1,665,990, as detailed in Tables 6.1, 6.2, 6.3, 6.4 and 6.5 in Attachment 6 resulting in a net forecasted surplus of $21,215.

PURPOSE OF REPORT:

The purpose of this report is to consider and authorise the proposed mid-year budget review for 2020/2021.

BACKGROUND:

The review period covered for this quarterly budget is October 2020 to January 2021. The first budget review maintained a conservative budget approach but at the same time had increased budgeted revenue and expenditure to a more realistic estimate. The City of Vincent has experienced a minimal financial impact from the COVID-19 pandemic since the first budget review. As a result Administration has increased its budget estimate upwardly. The income estimates have been increased to 85% of the actual revenue in 2018/2019.

DETAILS:

This financial year Administration will be performing quarterly budget reviews to ensure budget estimates are realistic and allowed for agile decision making in an ever changing external environment. The third quarter budget review is planned to commence in March and will cover the period January to March 2021 and will be presented at the May 2021 OMC meeting.

The budget amendments from this review incorporates the following adjustments:

- A net increase in the operating budget of $1,065,454 as per **Attachments 1 and 2;**
- A net movement in Special Purpose Reserves of $43,000 as per **Attachments 3 and 4**;
- A net increase in the capital budget of $174,406 as per **Attachment 5**;
- A net increase in the opening surplus of $2,254,930, and a forecast year end surplus at 30 June 2021 of $1,687,205, as per **Attachment 3**; and
- Further budget amendments of $1,665,990 as detailed in **Attachment 6**.

Capital Expenditure

The 2020/2021 current budget include a capital expenditure program totalling $11,562,366, with a further increase of $174,406.

The City's major capital expenditure for this financial year is the Infrastructure Renewal works at Beatty Park totalling $3,377,570. The filtration and tiling component of this project have commenced and scheduled to completed by June 2021.

Further, additional capital amendments of $174,406 to capital expenditure is proposed for this budget review. The details of capital amendments are at **Attachment 5.**

Some of the key capital budget amendments are summarised in the table below:

Description	Current Budget	Proposed Revised Budget	Difference	Comments
Loftus Recreation Centre - Change room upgrade	131,367	141,700	10,333	Project complete. Budget adjusted as per actual.
Litis Stadium & Britannia Res End of Lease	40,000	120,000	80,000	Additional funds required for main switch board renewal.
Auckland/Hobart St Res Renew Inground irrigation	-	50,000	50,000	Due to existing irrigation system in poor condition.
Parking Machines Asset Replacement Program	-	20,000	20,000	Refurbishment program for ticket machines.
TOTAL EXPENDITURE	**171,367**	**331,700**	**160,333**	

Operating expense budget increase

Detail on all operating expense budget amendments are included in **Attachments 1 and 2.** Operating expenses have increased by $3,276,521 and some of the key budget amendments include:

- **Employee Costs** increase of $437,078 is mainly due to:
  - Beatty Park Casuals and labour increased by $294,000 to accommodate for the resumption of normal operations at the leisure facility;
  - Workers Compensation increase of $26,000 due to an increase in workers compensation claims; and
  - Parental leave and Centre link increase of $73,000, increase in parental leave not budgeted for.

- An increase of **materials and contracts** of $331,319 mainly due to:
  - Reimbursement to Main Roads of grant funds received in 2017 for pedestrian crossing for Fitzgerald Street ($150,000) and Vincent Street ($30,000). These works were completed by Main Roads;
  - Additional funds required for GIS contractor, $50,000;
  - Rates Financial Hardship allowance has been decreased from $250,000 to $150,000 due to the reduced volume of hardship application. To date we have received 35 hardship applications but anticipate this number to increase as debt recovery work has commenced;
  - Bank charges for infringement and carpark operating costs have increased by $130,000 due to the higher volumes of transactions than anticipated;
  - Marketing costs have increased by $30,000 to reinstate events within the City; and
  - Community grants of $60,000 for Forrest Park Croquet Club and North Perth Bowling Club, the City has been successful in its grant application for this amount.

- An increase of $210,396 for other **operating expenditure** due to:
  - Increase in fine lodgement and car park equipment costs ($81,000) due to normalisation of operations;
  - Increase in CCTV maintenance costs, $10,000;
  - Gym equipment maintenance costs and stock purchase at Beatty Park leisure Centre increased by $56,000 due to activities normalising at BPLC; and
  - DLGSC property management costs of $25,000 was under budgeted.

A summary of Operating expenditure over $10,000 is included at **Attachment 7.**

Non Cash Items

- **Depreciation** has increased by $2,211,328, this is mainly due to reinstatement of depreciation of HBF stadium as a consequence of Office of the Auditor General 2019/2020 audit of the City.

- **Restricted unspent grant** of $600,000 received from Main Roads in 2017 for 3 separate pedestrian crossing projects, these funds were subsequently restricted. The funds were used for the following three projects:
    - Vincent Street $200,000, Administration completed this work in 2018/19 however the funds were not unrestricted in 2018/19;
    - Charles Street $250,000, Main Roads was reimbursed for these funds in 2019/20 as they performed the works, however the funds were not unrestricted in 2019/20; and
    - Fitzgerald Street $150,000, this payment is being included in the current budget review and the restricted grant will be utilised for this payment. This pedestrian crossing has been completed by Main Roads.
- **Proceeds from disposal of assets** increased by $177,733 because of sale of additional vehicles and also due to proceeds were greater than anticipated.

Revenue budget amendments

Detail on all operating revenue budget amendments are included in **Attachments 1 and 2.** Operating revenue has increased by $2,878,934 and some of the key amendments include the following:

- **Rates** increase of $220,878 due to interim rates for significant developments being finalised; 238 Oxford Street ($134,000) and 269 Vincent Street ($69,000)

- **Other Revenue,** increased by $285,825 mainly due to reimbursement from DFES of $217,000 for storm damage and an increase in GST refund ($50,000) from improved volume of sales at Tamala Park.

- **Fees and charges** increased by $1,641,350. Fees and charges were adjusted conservatively at the last budget review providing a buffer for any adverse impact of COVID-19. Fortunately, thus far WA has had a minimum impact of the pandemic therefore the fees and charges have been revised to 85% volumes of 2018/2019. This will be further review during the third quarter budget review commencing middle of March 2021. The breakdown of the key fees and charges amendments are as follows:

Details	Amount of fees
Beatty Park fees for all services	221,900
Infringement income	455,397
Carpark fees	924,565
	1,601,862

Special Purpose Reserves

Detail on special purpose reserve amendments are included in **Attachment 3.** The net proposed amendments for reserves is $43,000 and the breakdown is:

Transfer to reserves increased by $24,000 due to:
- $18,000 for Percentage of Art Reserve as a result of new monies received; and
- Additional $6,000 for Cash in Lieu Reserve for payment arrangements.

Transfer from reserve has increased $67,000, broken down as follows:
- $50,000 from Asset Sustainability Reserve for Auckland/Hobart street reserve upgrade of irrigation system, this project was deferred due to COVID-19; and
- Net increase of $17,000 from Cash in Lieu Reserve; $20,000 increase for Melrose Street angle parking and decrease of $3,000 for Streetscape Improvements at Angove St and Fitzgerald Street.

Opening operating surplus

The estimated opening surplus for the 2020/2021 budget was $1,615,763. The 2019/2020 audit has been finalised and as a result the opening surplus has been updated to $2,122,499, a net increase of $ 506,736.

As detailed in the Rate Setting Statement at **Attachment 3**, the revised budget forecast at 30 June 2021 is a surplus of $1,687,205. This additional surplus has been set aside, this is further expanded under 'further budget amendments', below.

Further budget amendments

Administration proposes the schedule of budget amendments set out in **Attachment 6,** totalling $1,665,990, to support operating activities and replenish reserves. Due to COVID-19 some of these projects have been deferred and have now been brought forward. The additional spend for Road to Recovery is required for the City to meet their grant funding conditions.

The amendments can be summarised as:

Table-Ref	Budget Amendments	Value	Percent
6.1	Capital Expenditure –Parks	$ 240,000	14%
6.2	Capital Expenditure – Roads	$ 500,990	30%
6.3	Transfer to Reserve	$ 675,000	40%
6.4	LRCI funding (additional Brittania Reserve)	$ 250,000	15%
6.5	Operating Expenditure	$ 25,000	1%
Total		$ 1,665,990	100%

CONSULTATION/ADVERTISING:

Not applicable

LEGAL/POLICY:

The *Local Government Act 1995* requires that a budget review be undertaken each financial year, in the period between January and March of a financial year.

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must –

(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government's financial position as at the date of the review; and

(c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

RISK MANAGEMENT IMPLICATIONS

Low: Conducting this budget review ensures the City is properly managing its finances to meet current priorities and commitments.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

Our community is satisfied with the service we provide.

Our community is aware of what we are doing and how we are meeting our goals.

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

SUSTAINABILITY IMPLICATIONS:

Expenditure within this report facilitates various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

PUBLIC HEALTH IMPLICATIONS:

Expenditure within this report facilitates various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

The various budget amendments set out in Attachment 6 reduce the budget surplus at 30 June 2021 from $1,687,205 to $21,215.

CITY OF VINCENT
MID YEAR BUDGET REVIEW 2020/21

Attachment - 1

STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE

	Adopted Budget	First Quarter Revised Budget	Proposed Revised Budget	Budget Increase/ (Decrease)	YTD Actual
	2020/21	2020/21	2020/21	2020/21	31-Jan-21
	$	$	$	$	$
Revenue					
Rates	35,664,317	35,613,430	35,834,308	220,878	35,885,704
Operating grants, subsidies and contributions	794,656	791,934	773,567	(18,367)	443,919
Fees and charges	10,094,536	13,152,532	14,793,882	1,641,350	10,428,788
Interest earnings	663,205	483,205	495,705	12,500	359,377
Other revenue	967,463	1,022,010	1,307,835	285,825	892,477
	48,184,177	51,063,111	53,205,297	2,142,186	48,010,265
Expenses					
Employee costs	(22,859,760)	(23,826,276)	(24,263,354)	(437,078)	(13,868,602)
Materials and contracts	(15,922,056)	(16,289,825)	(16,621,144)	(331,319)	(8,904,783)
Utility charges	(1,501,040)	(1,575,540)	(1,661,940)	(86,400)	(883,597)
Depreciation on non-current assets	(11,875,779)	(11,857,595)	(14,068,923)	(2,211,328)	(8,091,791)
Interest expenses	(491,960)	(491,960)	(491,960)	0	(250,221)
Insurance expenses	(510,179)	(512,653)	(512,653)	0	(296,089)
Other expenditure	(2,613,208)	(3,083,637)	(3,294,033)	(210,396)	(1,783,622)
	(55,773,982)	(57,637,486)	(60,914,007)	(3,276,521)	(34,078,705)
Gross result	(7,589,805)	(6,574,375)	(7,708,710)	(1,134,335)	13,931,560
Non-operating grants, subsidies and contributions	1,777,283	1,704,483	1,709,795	5,312	583,886
Profit on asset disposals	6,502	6,502	85,505	79,003	83,599
(Loss) on asset disposals	(13,303)	(177,303)	(192,737)	(15,434)	(113,278)
Profit on Assets Held for Sale (TPRC Joint Venture)	250,000	250,000	250,000	0	0
Net result	**(5,569,323)**	**(4,790,693)**	**(5,856,147)**	**(1,065,454)**	**14,485,767**
Other comprehensive income					
Items that will not be reclassified subsequently to profit or loss					
Changes on revaluation of non-current assets	0	0	0	0	0
Total other comprehensive income	**0**	**0**	**0**	**0**	**0**
Total comprehensive income	**(5,569,323)**	**(4,790,693)**	**(5,856,147)**	**(1,065,454)**	**14,485,767**

CITY OF VINCENT
MID YEAR BUDGET REVIEW 2020/21

Attachment - 2

STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM

	Adopted Budget 2020/21 $	First Quarter Revised Budget 2020/21 $	Proposed Revised Budget 2020/21 $	Proposed Budget Amendments 2020/21 $
Revenue				
Governance	43,000	43,186	58,186	15,000
General purpose funding	37,230,522	36,915,187	37,143,765	228,578
Law, order, public safety	300,000	300,000	282,600	(17,400)
Health	261,517	321,517	356,217	34,700
Education and welfare	98,647	119,968	121,781	1,813
Community amenities	775,806	909,016	827,908	(81,108)
Recreation and culture	4,908,294	6,810,697	7,121,213	310,516
Transport	4,109,953	5,119,621	6,717,008	1,597,387
Economic services	198,050	248,050	248,050	0
Other property and services	258,388	275,869	328,569	52,700
	48,184,177	51,063,111	53,205,297	2,142,186
Expenses				
Governance	(3,338,549)	(3,491,595)	(3,509,558)	(17,963)
General purpose funding	(817,358)	(835,052)	(742,378)	92,674
Law, order, public safety	(1,040,901)	(1,096,755)	(1,137,721)	(40,966)
Health	(1,715,207)	(1,725,084)	(1,715,937)	9,147
Education and welfare	(354,944)	(352,855)	(355,858)	(3,003)
Community amenities	(12,132,096)	(12,201,074)	(12,242,978)	(41,904)
Recreation and culture	(19,444,773)	(20,603,349)	(22,685,532)	(2,082,183)
Transport	(13,528,324)	(13,889,964)	(14,356,914)	(466,950)
Economic services	(544,015)	(547,226)	(580,399)	(33,173)
Other property and services	(2,365,855)	(2,402,572)	(3,089,460)	(686,888)
	(55,282,022)	(57,145,526)	(60,416,735)	(3,271,209)
Finance Costs				
Recreation and culture	(491,960)	(491,960)	(491,960)	0
	(491,960)	(491,960)	(491,960)	0
	(7,589,805)	(6,574,375)	(7,703,398)	(1,129,023)
Non-operating grants, subsidies and contributions	1,777,283	1,704,483	1,704,483	0
Profit on disposal of assets	6,502	6,502	85,505	79,003
(Loss) on disposal of assets	(13,303)	(177,303)	(192,737)	(15,434)
Profit on Assets Held for Sale (TPRC Joint Venture)	250,000	250,000	250,000	0
	2,020,482	1,783,682	1,847,251	63,569
Net result	**(5,569,323)**	**(4,790,693)**	**(5,856,147)**	**(1,065,454)**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Changes on revaluation of non-current assets	0	0	0	0
Total other comprehensive income	**0**	**0**	**0**	**0**
Total comprehensive income	**(5,569,323)**	**(4,790,693)**	**(5,856,147)**	**(1,065,454)**

CITY OF VINCENT
MID YEAR BUDGET REVIEW 2020/21
RATE SETTING STATEMENT

Attachment - 3

	Adopted Budget 2020/21 $	First Quarter Revised Budget 2020/21 $	Proposed Revised Budget 2020/21 $	Budget Increase/ (Decrease) 2020/21 $
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	1,615,763	1,615,763	2,122,499	506,736
	1,615,763	1,615,763	2,122,499	506,736
Revenue from operating activities (excluding rates)				
Governance	43,000	43,186	58,186	15,000
General purpose funding	1,566,205	1,301,757	1,309,457	7,700
Law, order, public safety	300,000	300,000	282,600	(17,400)
Health	261,517	321,517	356,217	34,700
Education and welfare	98,647	119,968	121,781	1,813
Community amenities	777,134	910,344	835,928	(74,416)
Recreation and culture	4,911,558	6,813,961	7,148,078	334,117
Transport	4,109,953	5,119,621	6,728,948	1,609,327
Economic services	199,960	249,960	249,960	0
Other property and services	508,388	525,869	615,339	89,470
	12,776,362	15,706,183	17,706,494	2,000,311
Expenditure from operating activities				
Governance	(3,338,549)	(3,491,595)	(3,509,558)	(17,963)
General purpose funding	(817,358)	(835,052)	(742,378)	92,674
Law, order, public safety	(1,040,901)	(1,096,755)	(1,137,721)	(40,966)
Health	(1,715,207)	(1,725,084)	(1,715,937)	9,147
Education and welfare	(354,944)	(352,855)	(355,858)	(3,003)
Community amenities	(12,132,555)	(12,201,533)	(12,243,437)	(41,904)
Recreation and culture	(19,949,577)	(21,193,153)	(23,285,655)	(2,092,502)
Transport	(13,528,324)	(13,889,964)	(14,356,914)	(466,950)
Economic services	(544,015)	(626,226)	(659,399)	(33,173)
Other property and services	(2,365,855)	(2,402,572)	(3,094,575)	(692,003)
	(55,787,285)	(57,814,789)	(61,101,432)	(3,286,643)
Net Operating excluding Rates	(43,010,923)	(42,108,606)	(43,394,938)	(1,286,332)
Operating activities excluded				
(Profit) on disposal of assets	(6,502)	(6,502)	(85,505)	(79,003)
Loss on disposal of assets	13,303	177,303	192,737	15,434
Depreciation and amortisation on assets	11,875,779	11,857,595	14,068,923	2,211,328
Profit/loss on Assets Held for Sale - TPRC Joint Venture	(250,000)	(250,000)	(250,000)	0
Restricted Unspent Grant	0	0	600,000	600,000
Movement in Infringement Debtors provisions (non-current)		0	0	0
	11,632,580	11,778,396	14,526,155	2,747,759
Amount attributable to operating activities	(31,378,343)	(30,330,210)	(28,868,783)	1,461,427
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	1,777,283	1,704,483	1,709,795	5,312
Proceeds from disposal of assets	90,000	773,000	950,733	177,733
Proceeds from Joint Ventures	250,000	250,000	250,000	0
Purchase of property, plant and equipment	(6,270,308)	(6,856,083)	(6,886,416)	(30,333)
Purchase and construction of infrastructure	(4,199,844)	(4,706,283)	(4,850,356)	(129,823)
Amount attributable to investing activities	(8,352,869)	(8,834,883)	(8,826,244)	22,889
FINANCING ACTIVITIES				
Proceeds from Self Supporting Loan	0	2,500	2,500	0
Principal elements of finance lease payments	(91,377)	(91,377)	(91,377)	0
Repayment of long term borrowings	(887,431)	(887,431)	(887,431)	0
Transfers to reserves (restricted assets)	(809,450)	(1,692,450)	(1,716,450)	(24,000)
Transfers from reserves (restricted assets)	4,057,183	4,051,183	4,118,183	67,000
Amount attributable to financing activities	2,268,925	1,382,425	1,425,425	43,000
Surplus(deficiency) before general rates	(35,846,524)	(36,166,905)	(34,147,103)	2,034,052
Total amount raised from general rates	35,664,317	35,613,430	35,834,308	220,878
Net current assets at June 30 c/fwd - surplus/(deficit)	**(182,207)**	**(553,475)**	**1,687,205**	**2,254,930**

CITY OF VINCENT
MID YEAR BUDGET REVIEW 2020/21
CASH BACKED RESERVES

Attachment - 4

Reserve Particulars	Opening Balance 01/07/2020	Adopted Budget Transfers to Reserve 30/06/2021	Sec Qtr Review Proposed Budget Transfers to Reserve 30/06/2021	Adopted Budget Interest Earned 30/06/2021	Sec Qtr Review Proposed Budget Interest Earned 30/06/2021	Adopted Budget Transfers from Reserve 30/06/2021	Sec Qtr Review posed Budget Transfers from Reserve 30/06/2021	Adopted Budget Closing Balance 30/06/2021	Sec Qtr Review Proposed Budget Closing Balance 30/06/2021
	$	$	$	$	$	$	$	$	$
Asset Sustainability Reserve	5,293,197	160,000	1,093,000	85,341	61,887	(2,819,583)	(2,819,583)	2,721,176	3,628,501
Beatty Park Leisure Centre Reserve	101,218	0	0	1,632	1,183	0	0	102,913	102,401
Cash in Lieu Parking Reserve	1,926,192	0	6,000	31,052	22,521	(527,000)	(510,000)	1,441,793	1,444,713
Hyde Park Lake Reserve	159,269	0	0	2,568	1,862	0	0	161,935	161,131
Land and Building Acquisition Reserve	297,471	0	0	4,797	3,478	0	0	302,450	300,949
Leederville Oval Reserve	94,069	0	0	1,518	1,100	0	0	95,696	95,169
Loftus Community Centre Reserve	36,901	0	0	595	431	0	0	37,517	37,332
Loftus Recreation Centre Reserve	171,525	51,664	51,664	2,786	2,005	0	0	227,300	225,194
Office Building Reserve - 246 Vincent Street	401,156	0	0	6,470	4,690	(196,000)	(196,000)	211,902	209,846
Parking Facility Reserve	105,607	0	0	1,703	1,235	0	0	107,375	106,842
Percentage For Public Art Reserve	488,867	0	18,000	8,527	5,716	(525,600)	(525,600)	12,036	(13,017)
Plant and Equipment Reserve	22,483	0	0	364	263	0	0	22,966	22,746
State Gymnastics Centre Reserve	110,197	9,682	9,682	1,771	1,288	0	0	121,350	121,167
Strategic Waste Management Reserve	997,471	0	0	16,074	11,662	0	0	1,013,434	1,009,133
Tamala Park Land Sales Reserve	340,902	250,000	250,000	5,564	3,986	0	0	600,808	594,888
Underground Power Reserve	210,051	0	0	3,387	2,456	0	0	213,567	212,507
Waste Management Plant and Equipment Reserve	219,949	0	0	3,547	2,572	0	0	223,631	222,521
POS reserve - Haynes Street	0	157,899	157,899	2,509	1,870	0	0	160,408	159,769
	10,976,525	**629,245**	**1,586,245**	**180,205**	**130,205**	**(4,068,183)**	**(4,051,183)**	**7,778,255**	**8,641,792**

Attachment - 5

CITY OF VINCENT
CAPITAL BUDGET MYBR 2020/21

Description	Current Budget 2020/21	YTD Actual 2020/21	Proposed Revised Budget 2020/21	Difference	Comments
LAND & BUILDING ASSETS					
ADMIN CENTRE					
Air Conditioning & HVAC Renewal - Admin Building HVAC	300,000	0	300,000	0	
BEATTY PARK LEISURE CENTRE					
Beatty Park Leisure Centre - Facilities Infrastructure Renewal	3,377,570	128,529	3,377,570	0	
Beatty Park - Replacement of gym carpet	9,851	9,345	9,851	0	
LIBRARY					
Upgrade Library counter to enhance customer service delivery	50,000	1,500	50,000	0	
LOFTUS CENTRE					
Loftus Community Centre – ceiling fabric, lighting and bathroom renewal	170,000	81,370	170,000	0	
Loftus Centre - Stormwater Retention tank	120,000	70,232	120,000	0	
Loftus Recreation Centre - Change room upgrade	131,367	141,689	141,700	10,333	Project complete. Budget adjusted as per actual.
DEPARTMENT OF SPORTS AND RECREATION					
DLGSC renewal/upgrade-Lease obligation	196,000	1,738	196,000	0	
MISCELLANEOUS					
Solar Photovoltaic Panel System Installation - Mt Hawthorn Community Centre	8,900	0	8,900	0	
Solar Photovoltaic Panel System Installation - North Perth Town Hall	8,900	0	8,900	0	
Solar Photovoltaic Panel System Installation - Vincent Community Centre	20,150	0	20,150	0	
Solar Photovoltaic Panel System Installation - Britannia Reserve Pavilion	8,900	0	8,900	0	
Solar Photovoltaic Panel System Installation - Perth Soccer Club	30,000	1,100	30,000	0	
LED floodlight upgrade - Leederville Tennis Club	21,548	21,548	21,548	0	
Royal Park Hall - Kitchen and amenities renewal	190,000	143,647	190,000	0	
Roofing Renewal-Loton Park Tennis Club Room	180,000	1,600	180,000	0	
Air Conditioning & HVAC Renewal - Belgravia Leisure Centre	50,000	3,323	50,000	0	
Leederville Oval Stadium - Electrical renewal - 3 boards	300,000	1,744	300,000	0	
Public Toilet - Hyde park east - renewal	31,985	31,985	31,985	0	
FOR LAND & BUILDING ASSETS	**5,205,171**	**639,349**	**5,215,504**	**10,333**	

Attachment - 5

CITY OF VINCENT
CAPITAL BUDGET MYBR 2020/21

Description	Current Budget 2020/21	YTD Actual 2020/21	Proposed Revised Budget 2020/21	Difference	Comments
INFRASTRUCTURE ASSETS					
LOCAL ROADS PROGRAM					
Newcastle, Loftus - Charles St Rd Rehabilitation	0	10,659	10,000	10,000	Fund transfer from Brisbane St-Bulwer St to Stirling St.
Eton St - Gill St to Hobart St	61,029	58,484	61,029	0	
Coronation St - Chamberlain St to Scarborough Beach Rd	111,500	68,390	111,500	0	
Edinboro St-Hobart St to Scarborough Beach Rd	42,000	55,588	51,730	9,730	Fund transfer from Bulwer St - Beaufort St to Williams St.
Edinboro St-Hobart St to Edinboro St Reserve	108,000	111,659	108,000	0	
Seabrook St-Anzac Rd to Brentham St	27,238	26,318	27,238	0	
Lake St-Glendower St to Bulwer St	69,500	18,037	69,500	0	
Lake St-Stuart St to Brisbane St	94,500	55,483	94,500	0	
Cantle St-Lord St to West Parade	74,500	55,900	74,500	0	
Chapman St-Lord St to West Parade	89,000	35,304	89,000	0	
Thorley St-Brewer St to Edward St	52,000	31,328	52,000	0	
Blackford St-Egina St to Cul-dee-sac	43,212	42,027	43,212	0	
The Boulevard-Scarborough Beach Rd to Berryman St	52,000	325	62,000	10,000	Fund transfer from Loftus St - Bourke St to Scarborough Beach Rd for additional works.
Kalgoorlie St-Berryman St too Scarborough Beach Rd	69,259	69,259	69,259	0	
Ellesmere St-Matlock St to Flinders St	69,000	27,845	77,000	8,000	Fund transfer from Loftus St - Bourke St to Scarborough Beach Rd for additional works.
Laneway Rear of Leederville Hotel-Oxford Street to rear of 226 Carr Place	155,808	0	155,808	0	
Norfolk St-Burt St to Forrest St	88,000	1,845	88,000	0	
Kadina St-Pennant St to Bourke St	5,000	0	5,000	0	
Howlett St-Pennant St to Hardy St	2,500	0	2,500	0	
Chamberlain St-Coronation St to Pennant St	1,250	0	1,250	0	
Eton St-Hobart St to Haynes St	2,500	0	2,500	0	
Emmerson St-Morriston St to Loftus St	1,800	0	1,800	0	
Cleaver St-Newcastle St to Old Aberdeen Place	88,950	2,613	88,950	0	
ROAD TO RECOVERY					
Sasse Avenue-Purslowe St to Anzac Rd	212,190	206,311	212,190	0	
The Avenue-Vincent Street to Car Park	44,277	47,689	47,700	3,423	Fund transfer from Loftus St - Bourke St to Scarborough Beach Rd.
Vincent St - Mitchell FW overpass to Leederville P	2,762	1,847	2,762	0	

Attachment - 5

CITY OF VINCENT
CAPITAL BUDGET MYBR 2020/21

Description	Current Budget 2020/21	YTD Actual 2020/21	Proposed Revised Budget 2020/21	Difference	Comments
TRAFFIC MANAGEMENT					
Improved pedestrian crossings at signalised intersections (Walcott St. & Wiliam St. , Bulwer St. Fitzgerald St.)	24,100	24,100	24,100	0	
Alma/Claverton Local Area Traffic Management	50,000	0	50,000	0	
Harold and Lord St Intersection	26,000	0	26,000	0	
BLACK SPOT PROGRAM					
Vincent - Fitzgerald St to Chelmsford Rd	72,800	56,453	72,800	0	
Intersection of Brady and Milton St, Mt Hawthorn	30,000	46,789	45,000	15,000	Fund transfer from Bulwer St - Beaufort St to Williams St.
Intersection of Bulwer and Stirling St, Perth	100,000	4,040	100,000	0	
Intersection of Green, Tyler & Merredin St, Mt Hawthorn/Joondanna	30,000	3,620	30,000	0	
Intersection of Beaufort and Harold Streets, Highgate	100,000	2,820	100,000	0	
Intersection of Loftus and Vincent Streets, West Perth/Leederville	250,000	4,730	250,000	0	
Intersection of Fitzgerald Street & Raglan Road, North Perth	80,000	6,620	80,000	0	
Minor Traffic Management Improvement Program	80,000	31,563	80,000	0	
STREETSCAPE IMPROVEMENTS					
Minor streetscape improvements	30,000	16,334	30,000	0	
Streetscape Improvements-Cleaver St	50,000	0	50,000	0	
Streetscape Improvements-Angove St and Fitzgerald St	13,000	0	10,000	(3,000)	Fund transfer to North Perth Public Open Space.
North Perth Public Open Space	-	0	3,000	3,000	Fund transfer from Streetscape Improvements-Angove St and Fitzgerald St.
ROADWORKS - REHABILITATION (MRRG PROGRAM)					
Bulwer St - Beaufort St to Williams St	68,154	30,747	43,424	(24,730)	Transfer $15,000 to Intersection of Brady and Milton St, Mt Hawthorn, $9,730 to Edinboro St-Hobart St to Scarborough Beach Rd.
Loftus St - Bourke St to Scarborough Beach Rd	50,000	10,044	15,000	(35,000)	Fund transfer $10,000 to The Boulevard-Scarborough Beach Rd to Berryman St, $12,000 to The Avenue-Vincent Street to Car Park, $8,000 to Ellesmere St-Matlock St to Flinders St, $5,000 to right of way annual review based upon the most recent condition assessment survey.
Newcastle St-Beaufort St to Lord St - Eastbound	143,800	141,606	143,800	0	
Smith St-Bulwer to Lincoln St	127,500	67,821	107,500	(20,000)	Fund transfer to Car Parking Upgrade-Melrose St angled parking.
Brisbane St-Bulwer St to Stirling St	130,900	93,721	120,900	(10,000)	Fund transfer to Newcastle, Loftus - Charles St Rd Rehabilitation.
RIGHTS OF WAY					
Annual review based upon the most recent condition assessment survey	75,000	3,479	80,000	5,000	Fund transfer from Loftus St - Bourke St to Scarborough Beach Rd.

Attachment - 5

CITY OF VINCENT
CAPITAL BUDGET MYBR 2020/21

Description	Current Budget 2020/21	YTD Actual 2020/21	Proposed Revised Budget 2020/21	Difference	Comments
SLAB FOOTPATH PROGRAMME					
Golding St-Newcastle St to Old Aberdeen St	38,180	0	38,180	0	
Brisbane Trc (North)-Lake St to Brisbane Plc	27,920	476	27,920	0	
Brisbane Trc (South)-Lake St to Brisbane Plc	26,761	0	26,761	0	
Lake St-Brisbane Trc to Robinson Avenue	5,603	2,811	5,603	0	
Lake St-Newcastle St to Forbes Rd	2,310	2,262	2,310	0	
Leeder St-Jugan St to Cul-de-sac	3,353	0	3,353	0	
Caversham St-Claisebrook Rd to Cul-de-sac	12,669	0	12,669	0	
Mary St (North)-William St to Mereny Lane	8,800	0	13,000	4,200	Fund transfer from Loftus St - Bourke St to Scarborough Beach Rd.
Mary St (South)-William St to Mereny Lane	8,800	0	13,000	4,200	Fund transfer from Loftus St - Bourke St to Scarborough Beach Rd.
Broome St-Smith St to Brigatti Gardens	5,500	0	5,500	0	
London St-Intersection of Scarborough Beach Road	60,104	0	60,104	0	
BICYCLE NETWORK					
Florence/Strathcona/Golding Safe Active Street	300,000	22,133	300,000	0	
Design for Norfolk St N/S Route	50,000	15,335	50,000	0	
Design for Glendalough to Brady	15,000	5,470	15,000	0	
DRAINAGE					
Britannia Reserve Main Drain Renewal stage 1&2	80,000	0	80,000	0	
Minor drainage improvement program	50,000	0	50,000	0	
Gully Soak-well program	60,000	21,882	60,000	0	
CAR PARK DEVELOPMENT					
Car Parking Upgrade-Melrose St angled parking	55,000	44,947	75,000	20,000	Fund transfer from Smith St-Bulwer to Lincoln St.
Car Parking Upgrade-Strathcona St angled parking	20,000	0	20,000	0	
Car Parking Upgrade-Albert St angled parking Stage 3	55,000	4,040	55,000	0	
Depot - Car park lighting Renewal	60,000	32,979	60,000	0	

Attachment - 5

CITY OF VINCENT
CAPITAL BUDGET MYBR 2020/21

Description	Current Budget 2020/21	YTD Actual 2020/21	Proposed Revised Budget 2020/21	Difference	Comments
PARKS AND RESERVES					
Banks Reserve Master Plan Implementation - Stage 1	239,109	208,890	239,109	0	
Greening Plan-Pansy Street carpark	25,000	0	25,000	0	
Greening Plan-Pansy Street	5,000	0	5,000	0	
Greening Plan-West End Arts Precinct	30,000	12,101	30,000	0	
Greening Plan-Norham Street	15,000	0	15,000	0	
Greening Plan-Highlands Road	10,000	0	10,000	0	
Greening Plan-Hawthorn Street	10,000	0	10,000	0	
Greening Plan-Little Walcott Street	5,000	0	5,000	0	
Lynton Street Park Upgrade	18,145	14,235	18,145	0	
Forrest Park Floodlight Renewal	130,000	0	130,000	0	
Birdwood Square Floodlight Renewal	20,000	0	20,000	0	
Minor infrastructure improvements	20,000	0	20,000	0	
Litis Stadium & Britannia Res End of Lease	40,000	0	120,000	80,000	Additional fund required for main switch board renewal.
Braithwaite Park - Rope Bridge	-	0	14,250	14,250	Reclassification - Opex to Capex
RETICULATION					
Britannia Reserve - renew groundwater bore (south) No.40	45,000	40,381	45,000	0	
Kyilla Park - replace irrigation cubicle	15,000	0	15,000	0	
Auckland/Hobart St Res Renew Inground Iirrigation	-	0	50,000	50,000	Existing irrigation system is in poor condition.
STREET FURNITURE					
Bus Shelter Replacement	20,000	0	20,000	0	
Bus Shelter-William St	15,000	4,465	15,000	0	
FOR INFRASTRUCTURE ASSETS	**4,706,283**	**1,903,803**	**4,850,356**	**144,073**	
PLANT & EQUIPMENT ASSETS					
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME					
Light Fleet - Annual Changeover	190,000	123,618	190,000	0	
MAJOR PLANT REPLACEMENT PROGRAMME					
Single Axle Tipper Truck	138,550	138,550	138,550	0	
MISCELLANEOUS					
Parking Sensors Pilot Project	11,810	0	11,810	0	
Water and Energy Efficiency Initiatives	38,452	0	38,452	0	
Parking Machines Asset Replacement Prog	-	0	20,000	20,000	Refurbishment program for ticket machines.
TOTAL EXPENDITURE FOR PLANT & EQUIPMENT ASSETS	**378,812**	**262,167**	**398,812**	**20,000**	

Attachment - 5

CITY OF VINCENT
CAPITAL BUDGET MYBR 2020/21

Description	Current Budget 2020/21	YTD Actual 2020/21	Proposed Revised Budget 2020/21	Difference	Comments
FURNITURE & EQUIPMENT ASSETS					
INFORMATION TECHNOLOGY					
Enterprise Applications upgrade	440,000	63,135	440,000	0	
Building Management System software-Admin	120,000	0	120,000	0	
MARKETING & COMMUNICATIONS					
COVID-19 Artwork relief project	525,600	131,373	525,600	0	
Beatty Park Leisure Centre					
Beatty Park Leisure Centre - Non Fixed Assets Renewal	71,500	3,195	71,500	0	
MISCALLENEOUS					
Miscellaneous Assets Renewal	75,000	46,728	75,000	0	
CCTV Renewal Civic and Loftus Precinct	40,000	0	40,000	0	
TOTAL EXPENDITURE					
FOR FURNITURE & EQUIPMENT ASSETS	**1,272,100**	**244,431**	**1,272,100**	**0**	
TOTAL CAPITAL EXPENDITURE	**11,562,366**	**3,049,750**	**11,736,772**	**174,406**	

ATTACHMENT 6 – Schedule of further amendments to the Mid Year Budget Review

Table 6.1 – Increases to Capital Expenditure - Parks

CAPITAL EXPENDITURE – PARKS	Ref-No	Value	%	Comment
Brentham Street Reserve	CAPEX-1	$ 70,000	29%	A new path was constructed through this reserve in 2019 and lighting was planned to be installed but delayed due to Covid-19. Numerous requests from the local community have been received to have lighting installed, now that the path has been completed.
Miscellaneous Parks	CAPEX-2	$ 50,000	21%	Various smaller parks still have the old High Pressure Sodium lights that require upgrade/replacement to LED's, therefore saving operating and maintenance costs.
Greening	CAPEX-3	$ 70,000	29%	Coogee St Carpark - $30,000 Russell Avenue - $15,000 Howlett Street - $15,000 Little Russell Street - $10,000
Auckland/Hobart Street Reserve	CAPEX-4	$ 50,000	21%	Existing irrigation system is over 30 yrs old, in poor condition and requires replacement with an efficient water saving design.
Total		**$ 240,000**	**100%**	

Table 6.2 – Increases to Capital Expenditure – Roads Program

CAPITAL EXPENDITURE – LOCAL ROADS PROGRAMME	Ref-no	Value	%	Comment
Ellesmere St - Flinders St to Shakespeare St	CAPEX-5	$ 148,839	30%	To meet R2R funding obligations
Berryman St - The Boulevarde to Kalgoorlie St	CAPEX-6	$ 56,181	11%	To meet R2R funding obligations
The Boulevarde - Berryman St to Larne	CAPEX-7	$ 53,090	10%	To meet R2R funding obligations
Bruce Street - Leicester Street to Oxford St	CAPEX-8	$ 137,600	28%	To meet R2R funding obligations
Leicester Street - Richmond to Bourke St	CAPEX-9	$ 105,280	21%	To meet R2R funding obligations
Total		**$ 500,990**	**100%**	

Table 6.3 – LRCI Expenditure

LRCI Particulars	Ref-no	Value	%	Comment
Beatty Park Leisure Centre – Concourse Tiling	CAPEX-10	$ 200,000	14%	Concourse tiles around indoor pool do not pass current slip testing and require a non-slip sealant
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand	CAPEX-11	$ 450,000	32%	The Heritage Grandstand dates to the 1962 Commonwealth Games. It requires urgent works to protect it from water ingress.
Brittania Reserve – Floodlight Repair	CAPEX-12	$ 741,444	54%	Lights are failing. This is a heavily used community reserve for cricket and football
Total		**$ 1,391,444**	**100%**	
Federal Grant		**-$ 1,141,444**		
Net		**$ 250,000**		

Table 6.4 – Transfer to Reserve

Reserve Particulars	Ref-no	Value
Transfer to Asset Sustainability Reserve	RES-1	**$650,000**

Table 6.5 – Operating Expenditure

	Ref-no	Value	%	Comment
Beatty Park 2062	OPEX-1	$ 25,000		Heritage architecture consultant cost for BPLC

Attachment - 7

YTD for March 2020-21 General Ledger Data for jumped					
Combo Budgeting Level	**Annual Current Budget**	**YTD Actuals**	**Annual Revised Budget**	**Annual Current Budget V Annual Revised Budget**	**Revised Budget Comments**
Chief Executive Office					
CEO Section					
02000.0300.0500 - Employee Costs : Salaries	365,466	198,577	292,774	(72,692)	Position deleted
CEO Section Total	**365,466**	**198,577**	**292,774**	**(72,692)**	
Human Resources					
01015.0120.0179 - Reimbursements : Centrelink Parental Leave Revenue	(35,000)	(48,250)	(50,000)	(15,000)	To be inline with actual received
02015.0300.0722 - Employee Costs : Centrelink Parental Leave Payments	35,000	51,028	50,000	15,000	To be inline with actual payment
02015.0300.0723 - Employee Costs : Paid Parental Leave Provision	62,000	102,211	120,000	58,000	To be inline with actual payment
Human Resources Total	**62,000**	**104,990**	**120,000**	**58,000**	
Information System					
02050.0335.0699 - Professional Services : Other Contractors	0	29,229	50,000	50,000	Tech One GIS specialist costs
Information System Total	**0**	**29,229**	**50,000**	**50,000**	
Record Management					
02055.0332.0714 - Operating Projects : Operating Initiatives	40,000	11,405	11,405	(28,595)	Digitisation project complete. Budget adjusted as per actual.
Record Management Total	**40,000**	**11,405**	**11,405**	**(28,595)**	
Chief Executive Office Total	**467,466**	**344,201**	**474,179**	**6,713**	
Community and Business Services					

Attachment - 7

YTD for March 2020-21 General Ledger Data for jumped					
Combo Budgeting Level	**Annual Current Budget**	**YTD Actuals**	**Annual Revised Budget**	**Annual Current Budget V Annual Revised Budget**	**Revised Budget Comments**
Beatty Park Leisure Centre					
01100.0165.0125 - Merchandise Sales : Retail	(355,000)	(426,741)	(510,000)	(155,000)	Sales have been stronger as BPLC opened earlier than expected
02081.0320.0559 - Hire Costs : Leasing Costs	40,000	0	0	(40,000)	Budget not required.
01085.0170.0139 - Admission Fees : Family Passes	(33,000)	(61,802)	(62,000)	(29,000)	Indoor pool remained open for an extra month
01085.0170.0133 - Admission Fees : Child	(89,000)	(122,362)	(115,000)	(26,000)	Indoor pool remained open an extra month
01080.0140.0092 - Fees and Charges : Memberships	(1,882,000)	(1,548,290)	(1,900,000)	(18,000)	Better than expected result for first 6 months, but conservative estimate included due to recent lockdown event
01085.0170.0138 - Admission Fees : In Term Swimming Lessons	(41,000)	(56,744)	(55,000)	(14,000)	Space provided in outdoor pools to continue bookings
01090.0175.0131 - Enrolment Fees : Baby	(142,500)	(134,788)	(132,500)	10,000	Refund of classes as baby lessons unable to be conducted in outdoor pools
02081.0600.0594 - Building Maintenance : Labour	0	11,393	10,000	10,000	Labour cost previously not budgeted.
02105.0340.0578 - Other Expenses : Equipment Maintenance	36,000	43,353	48,000	12,000	additional maintenance on equipment due to age and additional cleaning from COVID safety protocols
02090.0300.0504 - Employee Costs : Superannuation Statutory	44,518	47,915	60,651	16,133	Increase casual wages as business going well
02110.0335.0699 - Professional Services : Other Contractors	72,000	63,862	91,000	19,000	Membership numbers higher than expected and additional classes put on timetable to cater for demand
01085.0180.0135 - Sauna / Spa Fees : Adult	(37,000)	(15)	(5,000)	32,000	Restrictions remain in place
02100.0340.0580 - Other Expenses : Stock Purchase	133,000	283,491	173,000	40,000	Indoor pool open extra month and sales higher than expected
02105.0300.0500 - Employee Costs : Salaries	437,212	360,789	534,969	97,757	Increase casual wages as business going well
02090.0300.0500 - Employee Costs : Salaries	447,196	448,781	617,015	169,819	Increase casual wages as business going well
Beatty Park Leisure Centre Total	**(1,369,574)**	**(1,091,158)**	**(1,244,865)**	**124,709**	

Attachment - 7

YTD for March 2020-21 General Ledger Data for jumped					
Combo Budgeting Level	**Annual Current Budget**	**YTD Actuals**	**Annual Revised Budget**	**Annual Current Budget V Annual Revised Budget**	**Revised Budget Comments**
Community Partnerships					
02170.0330.0614 - Programmes and Events : Events	32,000	0	0	(32,000)	Due to revelation film budget was budgeted in Marketing team.
02170.0330.0612 - Programmes and Events : Youth Programmes	20,000	15,711	30,000	10,000	Youth engagement programme
Community Partnerships Total	**52,000**	**15,711**	**30,000**	**(22,000)**	
Finance Services					
02045.0300.0500 - Employee Costs : Salaries	638,862	449,102	740,915	102,053	Additional roles
Finance Services Total	**638,862**	**449,102**	**740,915**	**102,053**	
Library & Local History Services					
01167.0160.0115 - Hire Fees : Room Hire Charge	(25,000)	(31,084)	(35,000)	(10,000)	Reopening earlier than anticipated
02200.0300.0500 - Employee Costs : Salaries	759,927	501,414	707,077	(52,850)	Remove Manager position
Library & Local History Services Total	**734,927**	**470,330**	**672,077**	**(62,850)**	
Marketing and Communications					
02165.0330.0727 - Programmes and Events : Events Contribution	0	0	30,000	30,000	$10K for City of Perth Artist Residency Project and $20K for events and activations
Marketing and Communications Total	**0**	**0**	**30,000**	**30,000**	
Rates Services					
01040.0100.0012 - Rates and Charges : Interim	(300,000)	(551,577)	(503,738)	(203,738)	Increase in volumes of interims
01040.0100.0016 - Rates and Charges : Rates Waiver	145,000	127,860	127,860	(17,140)	Reduced as per actual
01040.0130.0045 - Statutory Fees and Charges : Rates Search/Certificate Fee	(80,000)	(97,469)	(90,000)	(10,000)	Budget adjusted to be in line with actual.
01040.0130.0046 - Statutory Fees and Charges : Administration Charge	(160,000)	(141,834)	(145,000)	15,000	Budget adjusted to be in line with actual.
02040.0332.0714 - Operating Projects : Operating Initiatives	250,000	0	150,000	(100,000)	Reduction of financial hardship waiver budget due to less application received.
Rates Services Total	**(145,000)**	**(663,020)**	**(460,878)**	**(315,878)**	

Attachment - 7

YTD for March 2020-21 General Ledger Data for jumped					
Combo Budgeting Level	**Annual Current Budget**	**YTD Actuals**	**Annual Revised Budget**	**Annual Current Budget V Annual Revised Budget**	**Revised Budget Comments**
TPC, MRC, Insurance and General Purpose Revenue					
01033.0120.0740 - Reimbursements : Withholding Tax	(50,000)	(109,531)	(100,000)	(50,000)	Due to increase in land sales projections
TPC, MRC, Insurance and General Purpose Revenue Total	**(50,000)**	**(109,531)**	**(100,000)**	**(50,000)**	
Community and Business Services Total	**(138,785)**	**(928,566)**	**(332,751)**	**(193,966)**	
Infrastructure and Environment					
Engineering Design Services					
02370.0332.0714 - Operating Projects : Operating Initiatives	0	0	180,124	180,124	Refund of main road signalised pedestrian where the money was received in previous years
Engineering Design Services Total	**0**	**0**	**180,124**	**180,124**	
Environmental Services					
01481.0135.0090 - Usage Fees and Charges : Leases / Rental Properties Income	(754,800)	(414,448)	(612,880)	141,920	DLGSC monthly rent abatement previously not budgeted.
01490.0160.0202 - Hire Fees : Main Hall Hire	(23,000)	(65,233)	(143,000)	(120,000)	Due to hire fees income more than anticipated
01490.0160.0203 - Hire Fees : Lesser Hall Hire	(8,211)	(32,847)	(61,211)	(53,000)	Due to hire fees income more than anticipated
01495.0160.0204 - Hire Fees : Pavilion Hire	(4,500)	(9,773)	(20,500)	(16,000)	Due to hire fees income more than anticipated
01545.0260.0310 - Other Income : Sundry Income	0	(217,425)	(217,425)	(217,425)	DFES storms claim
02440.0300.0500 - Employee Costs : Salaries	236,249	155,622	250,638	14,389	Property Officer position
02440.0335.0562 - Professional Services : Consultants	0	15,350	17,000	17,000	Consultant fees previously not budgeted.
02481.0335.0748 - Professional Services : Management Fees - Expense	0	6,862	20,586	20,586	Property management fees for DLGSC
02495.0680.0656 - Utilities : Electricity	34,840	28,446	52,340	17,500	Electricity costs previously not budgeted
02500.0600.0658 - Building Maintenance : Contractors	171,000	112,329	216,000	45,000	Additional works for windows and doors at Forrest Park Croquet club and North Perth Bowling clubrooms
02530.0680.0656 - Utilities : Electricity	0	31,569	51,850	51,850	Electricity costs previously not budgeted
02540.0680.0656 - Utilities : Electricity	0	6,387	10,700	10,700	Electricity costs previously not budgeted
Parks Services Total	**(348,422)**	**(383,161)**	**(435,902)**	**(87,480)**	

Attachment - 7

YTD for March 2020-21 General Ledger Data for jumped					
Combo Budgeting Level	**Annual Current Budget**	**YTD Actuals**	**Annual Revised Budget**	**Annual Current Budget V Annual Revised Budget**	**Revised Budget Comments**
Ranger Services					
01265.0130.0078 - Statutory Fees and Charges : Work Zones Licences and Permits	(150,000)	(102,759)	(130,000)	20,000	Revised in line with actuals
01275.0145.0102 - Fines and Penalties : Parking Infringements and Fines	(1,500,000)	(1,300,271)	(1,957,397)	(457,397)	Based on 75% of previous year 18/19 actuals
01280.0135.0087 - Usage Fees and Charges : Prepaid Parking Tickets	(121,500)	(160,074)	(191,712)	(70,212)	Average revenue based on 80% of previous year 18/19 actuals
01280.0135.0088 - Usage Fees and Charges : Parking Ticket Machines	(1,643,354)	(1,506,799)	(1,996,504)	(353,150)	Average revenue based on 80% of previous year 18/19 actuals
01285.0135.0088 - Usage Fees and Charges : Parking Ticket Machines	(1,627,608)	(1,733,146)	(2,128,811)	(501,203)	Average revenue based on 80% of previous year 18/19 actuals
02250.0300.0500 - Employee Costs : Salaries	1,805,855	1,249,520	1,826,849	20,994	Events casual
02250.0340.0730 - Other Expenses : CCTV Maintenance	20,000	12,654	30,000	10,000	In anticipation of additional maintenance
02275.0325.0554 - Office Expense : Bank Charges	100,000	133,376	190,000	90,000	Budget adjusted to be in line with actual.
02275.0340.0524 - Other Expenses : Fines Lodgment Fees	140,000	150,661	205,000	65,000	Lodgements to occur for remainder of FY
02280.0340.0636 - Other Expenses : Parking Revenue Reimbursement	88,600	99,144	112,394	23,794	Budget adjusted to be in line with actual.
02280.0669.0558 - Car Parks Operation : Collection Fees	23,475	30,183	39,650	16,175	Increase with an anticipation of more collection fees
02280.0669.0578 - Car Parks Operation : Equipment Maintenance	75,280	54,949	96,330	21,050	Increase with an anticipation of more maintenance required
02280.0669.0698 - Car Parks Operation : Parking Ticket Supplies	17,300	2,889	6,320	(10,980)	Increase with an anticipation of more ticket rolls
02285.0669.0525 - Car Parks Operation : Armoured Security Services	29,000	10,603	12,441	(16,559)	Budget adjusted to be in line with actual.
02285.0669.0558 - Car Parks Operation : Collection Fees	23,020	37,082	47,020	24,000	Increase with an anticipation of more collection fees
Ranger Services Total	**(2,719,932)**	**(3,021,990)**	**(3,838,420)**	**(1,118,488)**	

Attachment - 7

YTD for March 2020-21 General Ledger Data for jumped					
Combo Budgeting Level	**Annual Current Budget**	**YTD Actuals**	**Annual Revised Budget**	**Annual Current Budget V Annual Revised Budget**	**Revised Budget Comments**
Waste Management Services					
01580.0130.0219 - Statutory Fees and Charges : Exempt Rubbish Services	(185,420)	(158,479)	(165,000)	20,420	Budget adjusted to be in line with actual.
01580.0130.0220 - Statutory Fees and Charges : Additional Rubbish Services	(174,534)	(119,142)	(135,000)	39,534	Budget adjusted to be in line with actual.
Waste Management Services Total	**(359,954)**	**(277,621)**	**(300,000)**	**59,954**	
Works & Operations Services					
02665.0601.0658 - General Maintenance : Contractors	205,000	99,807	218,000	13,000	Increased Contractor budget to accommodate annual pressure clean of all precincts.
Works & Operations Services Total	**205,000**	**99,807**	**218,000**	**13,000**	
Infrastructure and Environment Total	**(3,223,308)**	**(3,582,964)**	**(4,176,198)**	**(952,890)**	
Strategy and Development					
Health Services					
01220.0130.0064 - Statutory Fees and Charges : Food Premises Licences	(225,000)	(259,187)	(257,000)	(32,000)	Budget adjusted to be in line with actual.
02220.0340.0589 - Other Expenses : Bad Debts	0	0	17,000	17,000	Increased due to expectation of some of the invoices will not be received.
Health Services Total	**(225,000)**	**(259,187)**	**(240,000)**	**(15,000)**	
Statutory Planning Services					
01330.0115.0072 - Contributions : Cash In Lieu Contributions	(7,797)	17,179	16,000	23,797	Positive balance to reflect credit notes/refunds issues during the year.
01330.0115.0177 - Contributions : Percent for Art	(42,670)	(17,128)	(18,000)	24,670	Budget adjusted to reflect the actual contribution received.
01330.0130.0047 - Statutory Fees and Charges : Development Application Fees	(276,000)	(245,248)	(300,000)	(24,000)	20/21 YTD 231 DA's received steady increase in November December likely due to stimulus. Average of 36 DA's a month at $30,000 potential to receive $360,000. Recommend increasing budget to $300,000 to maintain pessimistic outlook whilst acknowledging increased activity and accounting for building stimulus extension into 2021.
Statutory Planning Services Total	**(326,467)**	**(245,197)**	**(302,000)**	**24,467**	
Strategy and Development Total	**(551,467)**	**(504,385)**	**(542,000)**	**9,467**	
Total	**(3,446,094)**	**(4,671,715)**	**(4,576,770)**	**(1,130,676)**	

12 CHIEF EXECUTIVE OFFICER

12.1 OUTCOME OF ADVERTISING AND ADOPTION OF NEW POLICY - ATTENDANCE AT EVENTS POLICY

Attachments: **1. Attendance at Events Policy** ⇩

RECOMMENDATION:

That Council:

1. **NOTES that at the conclusion of the local public notice period, no public submissions were received in relation to the Attendance at Events Policy; and**

2. **ADOPTS BY ABSOLUTE MAJORITY the Attendance at Events Policy as at Attachment 1.**

PURPOSE OF REPORT:

To present the outcomes of public consultation and seek approval of the proposed Attendance at Events policy at **Attachment 1**.

BACKGROUND:

At its 17 November 2020 Meeting, Council approved providing public notice of its intention to adopt an Attendance at Events policy.

In accordance with the City's Community Consultation Policy (Appendix 2), public notice was given for the period between 20 January 2021 and 15 February 2021, which is in excess of the 21 days required.

The policy was advertised on the City of Vincent website, social media and through the following public notices:

- Vincent Reporter – 20 January 2021;
- Perth Voice – 23 January 2021; and
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

No public submissions were received.

DETAILS:

Local Governments are required to adopt an 'attendance at events' policy in accordance with section 5.90A of the *Local Government Act 1995* (Act).

The proposed draft policy includes the key legislative requirements and defines events that do not trigger the conflict of interest provisions and are exempt from the gift disclosure requirements (Approved Events).

It is noted that the policy only applies to an event where the invitation is addressed to the City or Council (it cannot be personally directed to an individual). An invitation to the City of Vincent CEO, Vincent Councillor(s) or Mayor are all considered invitations to the City and are within the scope of the proposed policy.

Attendance at events which are not Approved Events must be disclosed as gifts. It is the City's position that any gift over $50 must be disclosed on the City's public Register of Gifts. Publishing this register on the City's website ensures transparency and good governance.

CONSULTATION/ADVERTISING:

No further consultation is required.

LEGAL/POLICY:

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

Section 5.90A of the Act provides that the policy must cover the following matters associated with attendance at events:

1. the provision of tickets to events
2. payments in respect of attendance
3. approval of attendance by the local government and criteria for approval
4. any prescribed matter (currently none are stipulated in the *Local Government (Administration) Regulations 1996)*.

The City's Policy Development and Review Policy sets out the process for repealing and adopting policies.

RISK MANAGEMENT IMPLICATIONS

Low: Adopting the proposed policy is low risk as it aligns with the *Local Government Act 1995*.

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:

This does not have any impact on the *City's Sustainable Environment Strategy 2019-2024.*

PUBLIC HEALTH IMPLICATIONS:

This does not have any impact on the priority health outcomes of the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

ATTENDANCE AT EVENTS POLICY

CITY OF VINCENT

Legislation / local law requirements	Section 5.90A(2) of the *Local Government Act 1995* – requires local governments to adopt a policy in respect to event attendance by Elected Members and the CEO. Section 5.62(1B) of the *Local Government Act 1995* – defines excluded gifts. Clause 2.17 of the Meeting Procedures Local Law
Relevant delegations	Nil.
Related policy procedures and supporting documentation	City's Register of Gifts (public) Disclosure of Interest Forms (for Elected Members) Conflict of Interest Form (internal – for CEO)

PURPOSE

To ensure the City of Vincent (**City**) actively considers the purpose of and benefits to the community from Elected Members and the Chief Executive Officer (**CEO**) attending events, and to promote transparency and accountability in attendance at events by Elected Members and the CEO.

OBJECTIVE

To establish guidelines, in accordance with the requirements of section 5.90A of the *Local Government Act 1995* (**Act**), for the appropriate disclosure and management of acceptance of invitations to events or functions where Elected Members and the CEO represent the City.

SCOPE

This policy applies to invitations or tickets to events that are provided to the City (for example to the City of Vincent Council /Councillor or City of Vincent CEO).

An invitation or ticket to an event provided directly to an individual (which means personally to an Elected Member or the CEO) is to be treated as a gift (gift as defined in section 5.57 of the Act).

Elected Members or the CEO may accept these invitations, subject to disclosing the acceptance of the invitation / ticket as a gift (if valued at over $50, in accordance with the City's Governance Framework) if they have not provided appropriate consideration for the ticket/ invitation. The gift will be disclosed on the City's public Register of Gifts.

An Elected Member or the CEO may attend an event and not disclose it as a gift if they have purchased the ticket themselves.

POLICY

Attendance at Approved Events

1. The following events are considered **Approved Events** for the purpose of this policy.
    - 1.1 events where the Elected Member or CEO is attending in an official capacity, such as presenting awards or prizes to others on behalf of the City, participating as a member of a discussion/judging panel or presenting at the event as part of the event program;
    - 1.2 events sponsored by the City;
    - 1.3 events hosted by the City;

ATTENDANCE AT EVENTS POLICY

CITY OF VINCENT

1.4 events hosted by any incorporated associations, clubs, community groups, or not-for-profit organisations; or
1.5 events hosted by other local governments, regional local governments, WALGA or any State or Commonwealth Government department or agency.

2. Elected Members or the CEO may at their discretion attend an Approved Events on behalf of the City, where the invitation or ticket is provided to the City and no fee is payable for attending.

3. If a fee is payable for attendance at an Approved Event, the Mayor and CEO will seek expressions of interest from Elected Members or the CEO to attend the Approved Event, provided the cost of attendance is within the approved budget.

4. Attendance at Approved Events are not treated as gifts and do not need to be included on the City's public Register of Gifts, as they are "excluded gifts" in accordance with section 5.62(1B) of the Act.

5. Attendance at Approved Events does not trigger a conflict of interest if a matter comes before Council or the CEO for consideration.

Attendance at Other Events

6. Events or functions that do not fall within the scope of Approved Events are considered gifts and must be disclosed as gifts. It is the City's position that attendance at any event that is not an Approved Event has a value over $50 and must be disclosed and included in the City's public Register of Gifts.

7. If the City receives an invitation or ticket to an event that is not an Approved Event all Elected Members and the CEO will be invited to attend and may accept at their discretion. If the invitation or ticket is accepted, the Elected Member or the CEO must complete a gift declaration form disclosing their attendance.

8. If a matter comes before Council which triggers a conflict of interest due to an Elected Member's attendance at an event (which is not an Approved Event and declarations of interest arise according to the prescribed gift threshold) the Elected Member must disclose this interest to the CEO or Presiding Member prior to the meeting, and must be absent from consideration of the matter (item) unless Council approves otherwise. Approval to participate must be sought in accordance with clause 2.17 of the City's Meeting Procedures Local Law.

9. If a matter comes before the City which triggers a conflict of interest due to the CEO's attendance at an event (which is not an Approved Event and declarations of interest arise according to the prescribed gift threshold) the CEO must disclose this conflict of interest to the Mayor and remove himself from the decision-making process.

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>,

12.2 AMENDMENT OF FRAUD AND CORRUPTION PREVENTION POLICY

Attachments:
1. **Fraud and Corruption Prevention Policy - draft**
2. **Fraud and Corruption Prevention Policy - current**

RECOMMENDATION:

That Council:

1. **APPROVES the new Fraud and Corruption Prevention Policy, at Attachment 1, for the purpose of public notice, which is proposed to replace Policy 4.1.17 – Fraud and Corruption Prevention Policy, at Attachment 2;**

2. **AUTHORISES the Chief Executive Officer to provide local public notice of the proposed new policy and invite public comments for a period of at least 21 days; 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:

For Council to approve providing public notice of the proposed new Fraud and Corruption Prevention Policy.

BACKGROUND:

As recommended in the Office of the Auditor General's 2019 Performance Audit – Fraud Prevention, Administration has prepared a Fraud and Corruption Prevention Plan and updated its Fraud and Corruption Prevention Policy. The preparation of these documents was an action in the City's Audit Log (EA:2019/7). Fraud risk management is also listed in the City's Corporate Risk register and rated as a high risk.

DETAILS:

The Plan and Policy were prepared in line with the recommendations in the OAG Performance Audit report and LGIS's guidelines and in consultation with the City's Audit Committee. The updated Policy is at **Attachment 1**, and is proposed to replace the current Policy at **Attachment 2.** The updated Policy removes the administrative content and sets out the high level policy statements which require endorsement by Council. The updated Policy was presented to the Audit Committee in December 2020 for comment and approval.

CONSULTATION/ADVERTISING:

In accordance with the City's Community Consultation Policy (Appendix 2), public notice of all new and significantly amended policies must be provided for a period exceeding 21 days in the following ways:

- notice published on the City's website;
- notice posted to the City's social media;
- notice published in the local newspapers;
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre; and
- letters distributed to relevant local businesses and community groups

Public notice of this proposed new policy will be provided from early April 2021 for a period of time exceeding 21 days.

LEGAL/POLICY:

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The City's Policy Development and Review Policy sets out the process for the development and review of the City's policy documents.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to provide public notice of the proposed new policy.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024.*

PUBLIC HEALTH IMPLICATIONS:

This is not in keeping with any of the priority health outcomes of the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

CITY OF VINCENT

FRAUD AND CORRUPTION PREVENTION POLICY

Legislation / local law requirements	*Local Government (Audit) Regulations 1996 – r.17 – CEO to review certain systems and procedures* *Local Government (Financial Management) Regulations 1996 – r.5 – CEO's duties as to financial management*
Relevant delegations	Nil.
Related policy procedures and supporting documentation	Code of Conduct Governance Framework Fraud and Corruption Prevention Plan

PURPOSE

To set out the City's approach to fraud and corruption prevention, detection, monitoring and reporting. This Policy is supported by a Fraud and Corruption Prevention Plan, which provides a structured framework for fraud and corruption prevention, detection, monitoring and reporting.

OBJECTIVE

To show that the City has zero tolerance for fraud and corruption and will take all necessary steps to prevent fraud or corruption occurring.

POLICY

1. All Elected Members, employees and contractors have a responsibility to safeguard against damage and loss through fraud, corruption or misconduct and have an obligation to support efforts to reduce associated risk by behaving with integrity and professionalism in undertaking their duties.
2. The City expects its Elected Members and employees to act in compliance with the respective Code of Conduct and the City's Governance Framework and behave ethically and honestly when performing their functions and during their interactions with each other, the community and all other stakeholders.
3. The Chief Executive Officer will ensure that appropriate systems and procedures are in place to prevent, detect, report and investigate incidents of fraudulent or corrupt behaviour, and ensure that everyone is aware of their responsibilities.
4. All suspected instances of fraudulent or corrupt conduct are to be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.
5. The Chief Executive Officer will review the Fraud and Corruption Prevention Plan annually and present the outcome of the review to the Audit Committee.

SCOPE

This policy applies to Elected Members and Administration.

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: 4.1.17

FRAUD AND CORRUPTION PREVENTION

OBJECTIVES

The objectives of this Policy are to –

- Articulate that the City of Vincent is intolerant of fraud and corruption;
- Prevent fraud or corruption occurring at the City of Vincent.

POLICY SCOPE

This policy applies to all Employees, Council Members, and Contractors' working for the City of Vincent as fraud and corruption control is the responsibility of everyone in or associated with the City.

DEFINITIONS USED IN THIS POLICY

For the purpose of this policy:

"Misconduct" shall have the same meaning as prescribed by the *Corruption and Crime Act 2003* [as shown in Appendix 4.1.17]

"Corruption" is defined as:

> *"An act done with an intent to give or receive some advantage or benefit inconsistent with official duty and the rights of others. It includes bribery."*

Australian Standard 8001–2003 defines fraud as:

> *'dishonest activity causing actual or potential financial loss to any persons or entity including theft of moneys or other property by employees or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or for improper use of information or position.'*

POLICY STATEMENT

1. The City of Vincent is committed to good governance and ethical behavior as a key ingredient of responsible, effective and accountable Local Government.

2. The City of Vincent recognises that fraud and corruption is illegal and contrary to the City's organisational values. In view of this, a proactive stance is taken to ensure incidences of fraudulent or corrupt activities or behaviours do not occur.

3. Whilst the City aims to foster a culture which upholds trust and honesty as part of its core values, it is acknowledged that from time to time, instances of misconduct, corruption, fraud or dishonesty occur throughout the organization. As such, the City will ensure that the effective prevention of fraud and corruption is an integral part of its operating activities.

4. All employees are accountable for and have a role to play in fraud and corruption prevention and control. The City encourages employees to disclose actual or suspected fraudulent or corrupt activity, to the Chief Executive Officer.

5. When identified, any suspected fraudulent or corrupt activity will be promptly investigated, and where appropriate, legal remedies available under the law will be pursued. All alleged incidences will be thoroughly investigated. Wherever possible, the City will protect the anonymity of those responsible for reporting the activity. The matter will also be reported to the Corruption and Crime Commission.

6. The City will ensure that systems and procedures are in place to prevent, detect, report and investigate incidents of fraudulent or corrupt behaviour or activities and will ensure that employees are made aware of their responsibilities in respect to the prevention, detection, reporting and investigation of fraudulent or corrupt behaviour.

7. The success of this policy will be determined by the employees and Council Members (where appropriate) at the City of Vincent being aware of their responsibilities in relation to:

    - fraud and corruption prevention and control;
    - the identification of treatment and recording of fraud or corruption risks;
    - fraud or corruption auditing and detection processes;
    - reporting;
    - responsibilities; and
    - obligations and investigation procedures.

Date Adopted:	**26 February 2013**
Date Amended:	**-**
Date Reviewed:	**-**
Date of Next Review:	**February 2018**

12.3 REPEAL OF CITY OF VINCENT PARKING AND PARKING FACILITIES AMENDMENT LOCAL LAW 2020

Attachments:

1. **City of Vincent Parking and Parking Facilities Repeal Local Law 2020 advert**
2. **City of Vincent Parking and Parking Facilities Repeal Local Law 2020**

RECOMMENDATION:

That Council:

1. **NOTES that public notice of the City of Vincent Parking and Parking Facilities Repeal Local Law 2020, as at Attachment 1, was provided for the period 16 January 2021 to 3 March 2021 and no submissions were received;**

2. **APPROVES BY AN ABSOLUTE MAJORITY, in accordance with section 3.12(4) of the *Local Government Act 1995,* making the City of Vincent Parking and Parking Facilities Repeal Local Law 2020, at Attachment 1, SUBJECT TO the Chief Executive Officer:**

   2.1 **publishing the City of Vincent Parking and Parking Facilities Repeal Local Law 2020 in the *Government Gazette* in accordance with section 3.12(5) of the *Local Government Act 1995* and providing a copy to the Minister for Local Government;**

   2.2 **following Gazettal, providing local public notice that the City of Vincent Parking and Parking Facilities Repeal Local Law 2020 has been published in the *Government Gazette,* in accordance with s3.12(6) of the *Local Government Act 1995;* and including the following details in the public notice:**

      a. **stating the title of local law;**

      b. **summarising the purpose and effect of the local law;**

      c. **stating the day the local law comes into operation; and**

      d. **advising that copies of the local law may be inspected and obtained from the City's office; and**

   2.3 **following Gazettal, in accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister for Local Government on 12 November 2010, providing a copy of the City of Vincent Parking and Parking Facilities Repeal Local Law 2020 and duly completed explanatory memorandum signed by the Mayor and Chief Executive Officer to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.**

PURPOSE OF REPORT:

To repeal the Parking and Parking Facilities Amendment Local Law 2020.

BACKGROUND:

At its Ordinary Meeting held on 15 September 2020, Council resolved to provide public notice of the repeal of the City of Vincent Parking and Parking Facilities Amendment Local Law 2020.

DETAILS:

The repeal of the Parking and Parking Facilities Amendment Local Law 2020 was recommended by the Joint Standing Committee due to the Amendment Local Law being disallowed at their 9 September 2020 meeting.

The Joint Standing Committee disallowed the Amendment Local Law due to the number of technical drafting errors.

Administration has drafted the City of Vincent Repeal Parking and Parking Facilities Amendment Local Law 2020 as at **Attachment 1** (Repeal Local Law). The purpose and effect of the Repeal Local Law is to repeal the Parking and Parking Facilities Amendment Local Law 2020.

Public notice of the Repeal Local Law was given in accordance with sections 3.12(3) of the *Local Government Act 1995.* Accordingly, advertisements were placed on the City's website, *The Eastern Reporter Vincent & Stirling* on 14 January 2021, *The Perth Voice* on 16 January 2021, as well as the *West Australian* on 16 January 2021 and posted on the City's notice boards and publicised on social media. A copy of the repeal local law was made available on the City's website and at the Administration Centre and Library and Local History Centre.

The submission period closed on 3 March 2021 with no submissions being received.

It is necessary for Council to now make the Repeal Local Law, so it can be published in the Government Gazette.

Over the next few months Administration will draft a new Parking and Parking Facilities Amendment Local Law. It is proposed to be presented to Council by 30 June 2021 for approval to advertise.

CONSULTATION/ADVERTISING:

Public notice of the City of Vincent Parking and Parking Facilities Repeal Local Law 2020 will need to be provided following gazettal, in accordance with section 3.12(6) of the *Local Government Act 1995*.

LEGAL/POLICY:

Section 3.12 of the *Local Government Act 1995* sets out the requirements for the making of a local law. The same process applies to repeal a local law. To repeal a local law, in accordance with section 3.12(3), the local government is to give local public notice that:

- the local government proposes to repeal the local law;
- where a copy of the repeal local law can be viewed or inspected;
- the period for submissions to be received, which can not be less than 6 weeks.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to adopt the Parking and Parking Facilities Repeal Local Law 2020 as it aligns with the recommendation of the Joint Standing Committee.

STRATEGIC IMPLICATIONS:

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

Accessible City

We have embraced emerging transport technologies.

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024.*

PUBLIC HEALTH IMPLICATIONS:

This is not in keeping with any of the priority health outcomes of the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

CITY OF VINCENT

PUBLIC NOTICE

Repeal of the Parking and Parking Facilities Amendment Local Law 2020

The City of Vincent Council resolved on 15 September 2020 to repeal the Parking and Parking Facilities Amendment Local Law 2020 and revert to the Parking and Parking Facilities Local Law 2007 (last amended in January 2018), to comply with the Joint Standing Committee on Delegated Legislation's decision to disallow the Amendment Local Law.

The purpose and effect of the Parking and Parking Facilities Repeal Local Law 2020 is to repeal the Parking and Parking Facilities Amendment Local Law 2020 and revert to the Parking and Parking Facilities Local Law 2007.

The City will be drafting a new Parking Local Law over the next 6 months, which will replace the Parking and Parking Facilities Local Law 2007.

A copy of the Parking and Parking Facilities Repeal Local Law 2020 can be inspected or obtained either online at imagine.vincent.wa.gov.au, the City of Vincent Administration Building at 244 Vincent Street, Leederville or the City of Vincent Library and Local History Centre at 99 Loftus Street, Leederville.

To find out more, visit imagine.vincent.wa.gov.au. Public comments are invited until **Wednesday 3 March 2021**. Questions can be directed to Paul Morrice, Manager Ranger Services on 9273 6561 or mail@vincent.wa.gov.au.

WWW.VINCENT.WA.GOV.AU

LOCAL GOVERNMENT ACT 1995

City of Vincent

PARKING AND PARKING FACILITIES REPEAL LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Vincent resolved on [***insert date***] to make this local law.

Part 1 - Preliminary

1.1 Title

This local law may be cited as the *City of Vincent Parking and Parking Facilities Repeal Local Law* 2021.

1.2 Commencement

This local law comes into operation 14 days after the date of publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

Part 2 - Repeal

2.1 Repeal

The City of Vincent Parking and Parking Facilities Amendment Local Law 2020, published in the *Government Gazette* on 5 June 2020 is repealed.

_____

Dated:.
The Common Seal of the City of Vincent was affixed in the presence of—

E.Cole, Mayor
D.MacLennan, Chief Executive Officer

12.4 ADOPTION OF COUNCIL MEMBER, COMMITTEE MEMBER AND CANDIDATES CODE OF CONDUCT AND CEO STANDARDS AND APPROVAL OF AMENDMENTS TO THE COUNCIL ELECTION PERIOD POLICY

Attachments:
1. **CEO Standards**
2. **Code of Conduct (marked up)**
3. **Council Election Period Policy (marked up)**

RECOMMENDATION:

That Council:

1. APPROVE BY ABSOLUTE MAJORITY

1.1 the adoption of the CEO Standards at Attachment 1; and

1.2 the adoption of the Code of Conduct at Attachment 2;

2. AUTHORISES the Chief Executive Officer to publish a copy of the CEO Standards and Code of Conduct adopted in accordance with Recommendation 1. on the City's website;

3. ACKNOWLEDGES that the Chief Executive Officer will prepare and implement an Employee and Contractor Code of Conduct in accordance with the *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*;

4. REPEALS the City's Code of Conduct 2017;

5. ADOPTS the Council Election Period Policy, as at Attachment 3 (marked-up), which has been amended to remove the Voluntary Code of Conduct for Candidates, as candidate conduct is now covered by the Code of Conduct; and

6. NOTES that amendments to the Governance Framework are proposed to reflect content previously contained within the City's Code of Conduct 2017, and these will be presented to Council later this year.

PURPOSE OF REPORT:

For Council to consider and adopt the proposed CEO Standards (at **Attachment 1**) and Code of Conduct (at **Attachment 2**) and repeal the City's Code of Conduct 2017.

BACKGROUND:

On 3 February 2021, the following regulations took effect implementing the remaining provisions of the *Local Government Legislation Amendment Act 2019*:

(a) *Local Government (Administration) Amendment Regulations 2021* (Model Standards);

(b) *Local Government (Model Code of Conduct) Regulations 2021* (Model Code); and

(c) *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021* (Employee Code Regulations).

Model Standards

The Model Standards prescribe standards for the recruitment, selection, performance review and termination of Local Government CEOs.

Key provisions of the Model Standards include requirements to:

- establish a selection panel comprised of Council Members and at least one independent person to conduct the recruitment and selection process (clause 8);

- re-advertise the CEO position and conduct a recruitment and selection process where a current CEO has held the position for ten consecutive years or more on expiry of the CEO's contract (clause 13); and

- by agreement between the CEO and Council, establish a performance review process (clause 16).

By 3 May 2021, Council must prepare and adopt a set of standards that incorporate the Model Standards (CEO Standards). The CEO Standards may include provisions in addition to those contained in the Model Standards, however, any additional provisions must not be inconsistent with the Model Standards.

Model Code

The Model Code repeals and replaces the *Local Government (Rules of Conduct) Regulations 2007*. The Model Code provides:

- a set of overarching principles to guide behaviour of Council members, committee members and candidates;

- specifies the standards of behaviour which reflect the principles; and

- the rules of conduct that relate to the principles and behaviours

By 3 May 2021, Council must prepare and adopt a code of conduct to be observed by Council Members, committee members and candidates that incorporates the Model Code (Code of Conduct). Amendments cannot be made to Division 2 (Principles) or Division 4 (Rules of Conduct) of the Model Code. However, if appropriate, additional behaviour requirements can be included in the Code of Conduct provided any additions are consistent with the Model Code.

DETAILS:

As noted above, the CEO Standards and Code of Conduct must incorporate the terms of the Model Standards and Model Code (respectively) and only limited amendments are permitted to each document.

Code of Conduct

The conduct of Elected Members, committee members, the CEO, employees and contractors was previously governed by the City's Code of Conduct 2017 (2017 Code). The effect of the new Regulations is to require separate codes of conduct for employees, contractors and the CEO on one hand and Elected Members, committee members and candidates on the other.

A new Employee and Contractor Code of Conduct is being developed by Administration and (in accordance with the Employee Code Regulations) will be approved and implemented by the CEO. The CEO is also bound by this new Employee and Contractor Code of Conduct, as well as additional provisions in the *Local Government Act* (Act) and associated regulations.

The new Regulations rendered the 2017 Code redundant on 3 February 2021. Therefore, it is recommended that Council repeal the 2017 Code.

Administration has undertaken a comparison of the 2017 Code and the Model Code as summarised below:

Division 2 – General principles

- Division 2 of the Model Code sets out the general principles to guide behaviours relating to personal integrity, relationship with others and accountability.

- These behaviours closely reflect the behaviours listed under the Principles section in the 2017 Code.

- There are several additional behaviours listed in the Model Code:

(a) actively seek and engage in relevant training and development;

(b) to attend and participate in briefings, workshops and training sessions arranged by the local government; and

(c) read all agenda papers given to them in relation to council and committee meetings.

Division 3 – Behaviours

- Division 3 sets out the requirements relating to the behaviours in Division 2 and the complaints process.

- The principles outlined in the 2017 Code (including health and safety and diversity principles) are reflected in the Behaviours section of the Model Code.

Division 4 – Rules of conduct

- Division 4 sets out the rules of conduct and generally reflects the 2017 Code – it covers conflicts of interest, disclosing information, relationship with Administration and use of local government resources.

Issues not addressed in Model Code

The following provisions are contained in the 2017 Code but not addressed in the Model Code:

- gifts – the requirements around gifts are contained in Division 6 of the Act, Part 6 of the Local Government (Administration) Regulations 1996 (Admin Regulations) and covered in the City's Governance Framework;

- financial and proximity interests – are provided for in Division 6 of the Act, Part 6 of the Admin Regulations and covered in the Governance Framework (note: impartiality interests are dealt with under clause 22 of the Model Code and clause 4 provides that Elected Members must identify and properly manage any conflict of interest);

- fraudulent and corrupt conduct – addressed in the Fraud and Corruption Prevention Plan and Policy, is referred to on the City's website and will be referred to in the Governance Framework under Principle 5 - Accountability;

- the role of the Mayor and Council – is established under sections 2.7 to 2.10 of the Act and covered in the Governance Framework;

- appointment to external boards, committees and working groups – Administration proposes to amend the Governance Framework to deal with this;

- lobbying and contact with developers – addressed in the Council Member Contact with Developer Policy and the Governance Framework;

- reimbursement of expenses – addressed in the Council Members Allowances, Fees and Reimbursement of Expenses Policy;

- Elected Member accessibility – a minimum requirement for contact details will be added to the Governance Framework and this information is currently available on the City's website;

- defamation – note clause 4 of the Model Code requires Elected Members to avoid damage to the reputation of the local government and to act with honesty and integrity;

- access to information – is included in the Governance Framework under Principle 3 - Decision Making; and

- public interest disclosures – this will be referred to in the Governance Framework under Principle 5 - Accountability and details are currently on the City's website.

Administration proposes some minor amendments to the Model Code Division 3 (Behaviours) to incorporate behaviours referred to in the 2017 Code. The proposed Code of Conduct (with the additions in mark-up) is at **Attachment 2**, with Administration's proposed additions summarised below:

- An "Introduction" (purpose of a code of conduct) and "Organisational Values" section have been inserted on the page before the Code of Conduct – this is generally based on the 2017 Code but updated to reflect the new legislation.

- Clause 8(2)(c) – A council member or committee member - must ensure they are as informed as possible about matters relating to their role.

- Clause 9(a) – a council member, committee member or candidate must not intimidate, bully or harass another person in any way.

- Clause 9(f) - a council member, committee member or candidate must treat others with respect and fairness.

- Clause 10(g) - When attending a council or committee meeting, a council member, committee member or candidate must base decisions on relevant and factually correct information.

It is a requirement in the Model Code that all Elected Members, committee members and candidates comply with all policies, procedures and resolutions of the City (clause 8(2)(b)). This includes the City's Governance Framework, which includes a number of behavioural principles which were in the 2017 Code.

The City's supporting policies/documents can be amended to strengthen the effect of the Code of Conduct, provided the documents are not inconsistent with the Model Code. As a result, Administration proposes to amend the City's Governance Framework to:

- include the points noted above (under issues not addressed in Model Code);

- reflect the division of the codes of conduct between Elected Members and City employees;

- include requirements for attendance by Elected Members and committee members at workshops and meetings; and

- update and clarify the gift and conflict of interest provisions in line with the new regulations.

The amended Governance Framework will be presented to Council later this year.

The Governance Framework is also scheduled for review following the local government election this October. This review will be conducted in consultation with Elected Members, ensuring new Elected Members have an opportunity to be involved.

Council Election Period Policy

The Council Election Period Policy currently includes a Voluntary Code of Conduct for Candidates, which sets out the standards of behaviours election candidates must comply with during the local government election period. The Model Code applies to election candidates, and therefore it is not necessary for the City to have a separate Voluntary Code of Conduct for Candidates.

The Council Election Period Policy has been updated, as at **Attachment 3**, to remove the Voluntary Code of Conduct for Candidates. Changes to the formatting of the policy have also been made to reflect the City's new policy template, and minor amendments to some terms have been made to clarify the meaning of these terms.

As the amendments are either required to align with the new legalisation or are minor in nature, it is not necessary to provide public notice of the proposed changes.

CEO Standards

Pursuant to clause 16 of the Model Standards, the City and CEO must agree on a performance review process. The City's CEO Annual Performance Review Policy (No. 4.2.16) covers the key provisions contained in the Model Standards.

Administration recommends adopting the CEO Standards (at **Attachment 1**) in its entirety.

CONSULTATION/ADVERTISING:

Not required.

LEGAL/POLICY:

- *Local Government Act 1995*.
- *Local Government Legislation Amendment Act 2019*.
- *Local Government (Administration) Regulations 1996*.
- *Local Government (Administration) Amendment Regulations 2021.*
- *Local Government (Model Code of Conduct) Regulations 2021*.
- *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*.
- Policy Development and Review Policy – clause 4.3 provides that community consultation on minor amendments is not required.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to adopt the CEO Standards and Code of Conduct (with minor amendments) in accordance with the requirements of the *Local Government Act 1995* and supporting Regulations.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024.*

PUBLIC HEALTH IMPLICATIONS:

This is not in keeping with any of the priority health outcomes of the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

MODEL STANDARD FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

CITY OF VINCENT

Division 1 - Preliminary provisions

1. Citation

These are the *City of Vincent's Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the City of Vincent;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is

not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

CITY OF VINCENT

INTRODUCTION

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

The *Local Government Act 1995* in conjunction with the *Local Government (Model Code of Conduct) Regulations 2021*, requires every Western Australian local government to prepare and adopt a code of conduct to be observed by Council Members, Committee Members and candidates (**code**).

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

The City also has a Governance Framework which complements this code. The framework functions as an overarching framework for good governance. It is endorsed by Council and reflects the practices and principles Elected Members and staff will adhere to when making decisions and delivering services. The framework reinforces and expands on legislative requirements, policy statements and established practices.

CITY OF VINCENT ORGANISATIONAL VALUES

In October 2018 Council adopted a ten-year Strategic Community plan with a vision to:

"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!"

The community wants us to be a Council and an organisation that is clever, creative and courageous; that is in tune with community appetites and expectations; open-minded and willing to push the boundaries and willing to think and act as an enabler rather than a traditional local government regulator.

Our organisational values reflect the Strategic Community Plan and a Team Vincent approach to building innovation and strategic thinking capabilities.

The organisational values to guide a clever, creative and courageous organisation are: 'Engaging', 'Accountable', and 'Making a Difference'.

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.

CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Division 1 - Preliminary provisions

1. Citation

This is the *City of Vincent's Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 - General Principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

(a) act in accordance with the trust placed in council members and committee members; and

(b) participate in decision making in an honest, fair, impartial and timely manner; and

(c) actively seek out and engage in training and development opportunities to improve the performance of their role; and

(d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

(1) A council member, committee member or candidate should —

(a) treat others with respect, courtesy and fairness; and

(b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

(a) base decisions on relevant and factually correct information; and

(b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and

(c) read all agenda papers given to them in relation to council or committee meetings; and

(d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

(a) requirements relating to the behaviour of council members, committee members and candidates; and

(b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) A council member, committee member or candidate —

(a) must ensure that their use of social media and other forms of communication complies with this code; and

(b) must only publish material that is factually correct.

(2) A council member or committee member —

(a) must not be impaired by alcohol or drugs in the performance of their official duties; and

(b) must comply with all policies, procedures and resolutions of the local government; and

(c) must ensure they are as informed as possible about matters relating to their role.

9. Relationship with others

A council member, committee member or candidate —

(a) must not intimidate, bully or harass another person in any way; and

(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and

(c) must not use offensive or derogatory language when referring to another person; and

(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and

(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and

(f) must treat others with respect and fairness.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

(a) must not act in an abusive or threatening manner towards another person; and

(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and

(c) must not repeatedly disrupt the meeting; and

(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and

(e) must comply with any direction given by the person presiding at the meeting; and

(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting; and

~~(f)~~(g) must base decisions on relevant and factually correct information.

11. Complaint about alleged breach

(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

(2) A complaint must be made —

(a) in writing in the form approved by the local government; and

(b) to a person authorised under subclause (3); and

(c) within 1 month after the occurrence of the alleged breach.

(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

(4) If the local government makes a finding that the alleged breach has occurred, the local government may —

(a) take no further action; or

(b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —

(a) engage in mediation;

(b) undertake counselling;

(c) undertake training;

(d) take other action the local government considers appropriate.

(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —

(a) its finding and the reasons for its finding; and

(b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

(1) The local government must dismiss a complaint if it is satisfied that —

(a) behaviour to which the complaint relates occurred at a council or committee meeting; and

(b) either —

(i) the behaviour was dealt with by the person presiding at the meeting; or

(ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

(2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

(1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.

(2) The withdrawal of a complaint must be —

(a) in writing; and

(b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

(1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.

(2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1 Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.

2 A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

(1) This Division sets out rules of conduct for council members and candidates.

(2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

(1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

(a) local government property; and

(b) services provided, or paid for, by a local government.

(2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

(1) A council member must not make improper use of their office —

(a) to gain, directly or indirectly, an advantage for the council member or any other person; or

(b) to cause detriment to the local government or any other person.

(2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

19. Prohibition against involvement in administration

(1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

(2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

(1) In this clause —

local government employee means a person —

(a) employed by a local government under section 5.36(1) of the Act; or

(b) engaged by a local government under a contract for services.

(2) A council member or candidate must not —

(a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

(c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

(a) make a statement that a local government employee is incompetent or dishonest; or

(b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

21. Disclosure of information

(1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non confidential document means a document that is not a confidential document.

(2) A council member must not disclose information that the council member —

(a) derived from a confidential document; or

(b) acquired at a closed meeting other than information derived from a non confidential document.

(3) Subclause (2) does not prevent a council member from disclosing information —

(a) at a closed meeting; or

(b) to the extent specified by the council and subject to such other conditions as the council determines; or

(c) that is already in the public domain; or

(d) to an officer of the Department; or

(e) to the Minister; or

(f) to a legal practitioner for the purpose of obtaining legal advice; or

(g) if the disclosure is required or permitted by law.

22. Disclosure of interests

(1) In this clause —

interest —

(a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

(b) includes an interest arising from kinship, friendship or membership of an association.

(2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —

(a) in a written notice given to the CEO before the meeting; or

(b) at the meeting immediately before the matter is discussed.

(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —

(a) that they had an interest in the matter; or

(b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

(5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —

(a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and

(b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

(6) Subclause (7) applies in relation to an interest if —

(a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

COUNCIL ELECTION PERIOD POLICY

CITY OF VINCENT

Legislation / local law requirements	City's Policy No. 4.2.14 – Local Government Elections. Sections 4.87, 5.93 and 5.103 of the *Local Government Act 1995* (**Act**). *Local Government (Model Code of Conduct) Regulations 2021* ~~Regulation 8 of the *Local Government (Rules of Conduct) Regulations 1996*~~(~~Rules of~~ (**Conduct Regulations**). Regulation 78 of the *Local Government (Elections) Regulations 1997* (**Election Regulations**).
~~**Relevant delegations**~~	N/A
~~**Related policy procedures and documents**~~	~~City's Code of Conduct~~ ~~for Council Members, Committee Members and Candidates~~ (~~**Code of Conduct**~~) ~~City's Voluntary Candidate Code of Conduct (Attachment 1)~~

PURPOSE

During an election period the normal business of local government continues and ordinary matters of administration still need to be addressed.

This Council Election Period Policy (**Policy**) provides guidance to ensure administration operates during the election period in a manner which protects the apolitical nature of the local government and avoids the use of City of Vincent (~~the~~**City**) resources in a manner that advantages or disadvantages a particular candidate.

In summary, the Policy ensures that during the election period the local government avoids:

- making major policy decisions;
- making significant appointments; and
- entering major contracts or undertakings.

These arrangements aim to prevent controversies about the role of the public sector local government during an election campaign.

OBJECTIVES

The primary objective of this Policy is to ensure the normal business of the City continues while avoiding:

1. the Council of the City of Vincent making major decisions (that depart from its stated strategic direction) prior to an election, that would bind an incoming Council;
2. the use of public resources in ways that are seen as advantageous or disadvantageous to, or promoting, Elected Members who are seeking re-election or new candidates; and
3. Administration acting in a manner which could influence the result of an election.

This Policy applies during an 'Election Period' (see below for a definition) to cover:

- decisions that are made by the Council;

- materials published by the City;
- attendance and participation at functions and events;
- use of the City's resources; and
- access to information held by the City.

SCOPE

This policy applies to Elected Members and employees of the City of Vincent.

Whilst electoral candidates who are not Elected Members cannot be compelled to comply with a policy of the Council, such candidates will be made aware of this Policy and encouraged to support its implementation. In addition, candidates will be informed of the Code of Conduct and that a breach of the requirements of the Code of Conduct could result in a complaint being brought against the candidate should they be elected to Council (section 5.104(6) of the Act and clause 11 of the Code of Conduct).

POLICY

1. Scheduling consideration of Major Policy Decisions

So far as is reasonably practicable, the CEO should avoid scheduling Major Policy Decisions for consideration during an Election Period, and instead ensure that such decisions are either:

(a) considered by the Council prior to the Election Period; or

(b) scheduled for determination by the incoming Council.

Where extraordinary circumstances prevail, the CEO may submit a Major Policy Decision to the Council (refer to clause 4.1).

2 Decisions made prior to an Election Period

This Policy only applies to decisions made during an Election Period, not the announcement of decisions made prior to the Election Period. Whilst announcements of earlier decisions may be made during an Election Period, as far as practicable any such announcements should be made before the Election Period begins or after it has concluded.

3 Implementation of Election Period practices

~~*3.1 Role of the CEO in implementing Election Period Practices*~~

The role of the CEO in implementing the Election Period practices outlined in this Policy is as follows:

(a) The CEO will ensure as far as possible, that all Elected Members and staff are aware of the Election Period Policy and practices at least 30 days prior to the start of the Election Period.

(b) The CEO will ensure that all candidates in an election are aware of the ~~City's voluntary 'Candidate~~ Code of Conduct upon acceptance of their nomination.

(c) The CEO will ensure, as far as possible, that any Major Policy Decisions or significant decisions required to be made by the Council are scheduled for Council resolution prior to the Election Period or deferred where possible for determination by the incoming Council.

(d) The CEO will endeavour to make sure all announcements regarding decisions made by the Council, prior to the Election Period, are publicised prior to the Election Period.

(e) The CEO will provide guidelines for all relevant staff on the role and responsibilities of staff in the implementation of this Policy.

4 Extraordinary circumstances requiring exemption

4.1 Extraordinary Circumstances

Despite clause 1, the CEO may, where extraordinary circumstances exist, permit a matter defined as a Major Policy Decision to be submitted to the Council for determination during the Election Period.

4.2 Appointment or removal of the CEO

Whilst clause 1 above establishes that a CEO may not be appointed or dismissed during an Election Period, the Council may, where the substantive officer is on leave, appoint an Acting CEO, or in the case of an emergency, suspend the current CEO (in accordance with the terms of their contract) and appoint a person to act in the position of CEO, pending the election, after which date a permanent decision can be made.

5 Election Period statement

To assist the Council to comply with its commitment to appropriate decision making during the Election Period, an Election Period Statement will be included in each report submitted to the Council where the Council's decision would, or could, be a Major Policy Decision. The Election Period Statement will state:

"The decision the Council may make in relation to this item could constitute a 'Major Policy Decision' within the context of the City of Vincent Election Period Policy, however, an exemption should be made because, (insert the circumstances for making the exemption)".

6 City of Vincent Publications

~~*6.1 City of Vincent Website and Digital Media*~~

During the Election Period the City's website and digital media will not contain any material which is precluded by this Policy. Any references to the election will only relate to the election process.

7 Public consultation during the Election Period

Public consultation can occur during an election period to ensure the normal business of local government continues and ordinary matters of administration are addressed.

Mandatory public consultation required by the Act or any other relevant ~~Act~~ legislation will continue to be undertaken to enable the City to fulfil its functions.

Public consultation will not be undertaken during the Election Period (either new consultation or existing) on an issue which, in the CEO's opinion, could be perceived as intending to affect the result of an election, unless authorised by the CEO.

8 Attendance and participation at events/functions

8.1 Public events hosted by external bodies

Elected Members may continue to attend events and functions hosted by external bodies during the Election Period.

8.2 City organised civic events/functions

Events and/or functions organised by the City and held during the Election Period will be limited to only those that the CEO considers essential to the operation of the City, and should not in any way be associated with any issues that in the CEO's opinion, are considered relevant to, or likely to influence the outcome of, an election.

All known candidates are to be invited to civic events/functions organised by the City during the Election Period.

8.3 Addresses by Elected Members

Excluding the Mayor and Deputy Mayor fulfilling their functions as prescribed by sections 2.8 and 2.9 of the Act, respectively, Elected Members that are also candidates should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events/functions organised or sponsored by the City during the Election Period.

9 The use of City resources

The ~~City's~~ Code of Conduct (at clause 17) and the Conduct Regulations ~~Local Government (Rules of Conduct) Regulations 2007~~provide that the City's resources are only to be utilised for authorised activities (for example - no use of employees for personal tasks or no use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral purposes.

It should be noted that the prohibition on the use of the City's resources for electoral purposes is not restricted to the Election Period.

The City's staff must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. Advice is to be sought from the CEO in any circumstances where the use of City resources might be construed as being related to a candidate's election campaign.

10 Access to Council information and assistance

10.1 Electoral information and assistance

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls), monthly enrolment details, and information relevant to their election campaigns from the City administration.

Any assistance and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

10.2 Media advice

The role of the Mayor under section 2.8 of the Act in relation to speaking on behalf of the ~~local government~~ City continues during the Election Period.

Any requests for media advice or assistance from Elected Members during the Election Period will be referred to the CEO. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member during the Election Period does not relate to the election or publicity involving any specific Elected Member(s), the CEO may authorise the provision of a response to such a request.

10.3 Publicity campaigns

The City's marketing campaigns during the Election Period will communicate normal City activities and initiatives.

During the Election Period, major or new marketing campaigns (that depart from ~~its~~ the stated strategic direction) other than for the purpose of conducting (and promoting) the election will be avoided wherever possible.

A marketing campaign deemed necessary for a City activity must be approved by the CEO in the normal manner.

10.4 Media attention

Elected Members will not use or access City staff or resources to gain media attention in support of their or any other candidate's election campaign.

10.5 Election process enquiries

All election process enquiries from candidates, whether current Elected Members or not, will be directed to the Returning Officer (as appointed by the WA Electoral Commission) or, where the matter is outside of the responsibilities of the Returning Officer, to the CEO.

DEFINITIONS

Election Period means the period of time when the Election Period practices are in place prior to the election. The Election Period practices will apply from the close of nominations (37 days prior to the Election Day – Section 4.49(a) of the Act) until 6.00pm on Election Day.

Election Day means the day fixed under the Act for the holding of any poll needed for an election but excludes an extraordinary election to elect a new Mayor.

Electoral Material means any advertisement, handbill, pamphlet, notice, letter or article, including through social and digital media, that is intended or calculated to affect the result in an election but does not include:

(a) an advertisement in a newspaper announcing the holding of a meeting (section 4.87(3) of the Act);

(b) any materials exempted under Regulation 78 of the Election Regulations; or

(c) any materials produced by the City relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

Extraordinary Circumstances means a situation that requires a Major Policy Decision of the Council because:

(a) in the CEO's opinion, the urgency of the issue is such that it cannot wait until after the election;

(b) of the possibility of legal and/or financial repercussions if a decision is deferred; or

(c) in the CEO's opinion, it is in the best interests of the Council and/or the City of Vincent for the decision to be made as soon as possible.

Major Policy Decision means any decision which:

(a) departs from the Council's stated strategic direction;

(b) is the appointment of an Executive Director or the CEO ~~significant appointments (including appointment of the CEO)~~; or

(c) commits to a major contract (being a contract which is over the tender threshold) or Significant Expenditure.

Public Consultation means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy but does not include consultation required to be undertaken in order to comply with a written law.

Significant Expenditure means expenditure that exceeds $20,000 of the City's annual budgeted revenue (inclusive of GST) in the relevant financial year.

~~Attachment 1: City's Voluntary Candidate Code of Conduct~~

CITY OF VINCENT

Voluntary Code of Conduct for candidates in City of Vincent elections

Application

Elected Members are bound by the Local Government (Rules of Conduct) Regulations 2007 and the City's Code of Conduct.

This Voluntary Code of Conduct for candidates is applicable only to those persons nominating for election to the Council of the City of Vincent (not to Elected Members).

Each candidate (not being an Elected Member) is encouraged to abide by the Voluntary Code of Conduct if they intend to become a candidate in the election.

Legislative Obligations

Candidates in local government elections need to be aware of the legal framework in which the elections are conducted and the obligations that the *Local Government Act 1995* (the Act) and the Local Government (Elections) Regulations 1997 (the Regulations) place upon candidates.

Candidates should make themselves familiar with the following legislative provisions:

- Sections 2.7, 2.8 and 2.10 of the Act which outline the role of the Council, the role of the Mayor and the role of Elected Members;
- Division 5 of Part 2 of the Act which outlines the qualifications for holding office on the Council;
- Divisions 9, 10 and 11 of Part 4 of the Act dealing with the electoral process, the validity of elections and electoral offences; and
- Parts 5 and 5A of the Regulations relating to nominations and the disclosure of gifts.

Ethical and Behavioural Principles

Candidates shall conduct their campaigns so as to maintain and strengthen the public's trust and confidence in the democratic election process, and promote integrity in the local government electoral system. Candidate's conduct should be fair and reasonable. This requires that a candidate will:

1. Act honestly in making representations about the candidate's own claims for election, and their intention to represent the district.
2. Act honestly in making representations about the claims of other candidates for election.

Voluntary Code of Conduct for candidates - D19/75177 1

Page | 6 *TRIM Reference:*

3. Not make public statements about another candidate's personal affairs.

4. Avoid making frivolous or vexatious complaints to the Chief Executive Officer, the Western Australian Electoral Commissioner or (once appointed by the Western Australian Electoral Commissioner) the Returning Officer, against any other candidate during a campaign.

5. Avoid conduct which is contrary to any law particularly but not limited to:

   - Criminal Code offences;
   - *Local Government Act 1995* offences; and
   - Council's Local Laws.

6. Conduct themselves in a manner to ensure they are not compromising a free and fair election process.

7. Avoid conflicts of interest arising from advocating election policies or proposals which would specifically deliver a private material personal interest to the candidate or an associate.

8. Abide by the election gift disclosure requirements of the *Local Government Act 1995*.

9. Avoid placing themselves under any financial or other obligations that might influence them in discharging their duties and responsibilities if elected as an Elected Member.

10. Avoid influencing or affecting another person's election choices by giving, or promising, or offering a gift or benefit of any kind to anyone else.

OFFICE USE ONLY	
RESPONSIBLE OFFICER	
INITIAL COUNCIL ADOPTION	Date: 20/08/2019, Ref# D19/123351
REVIEWED/AMENDED	Date: , Ref#:
NEXT REVIEW DATE	Date: 20/08/2024

12.5 ADOPTION OF ELECTION SIGNS POLICY

This item has been withdrawn by Administration to allow further work on the proposed Election Signs Policy to be undertaken.

The Election Signs Policy was considered by Council at its 28 July 2020 Council Meeting, along with the proposed amendments to the Local Government Property Local Law. Council resolved at this meeting to provide public notice of the Election Signs Policy. Public notice was provided and no submission were received. The adoption of the Election Signs Policy has been delayed as this was proposed to occur simultaneously with the making of the Local Government Property Amendment Local Law. This has been delayed due to comments from the Department of Local Government in respect to the drafting of the local law, and also due to proposed additions to create smoke free areas. These proposed changes to the local law are scheduled to be discussed with Elected Members at a workshop in April 2021.

Administration's intention in presenting the Election Signs Policy to Council for adoption at the March Meeting was to enable the new provisions to apply at the upcoming local government election. It is noted that the current local law would still apply at the time of the local government election this October, and the election sign provisions in the local law differ (and are less prescriptive) to those in the Election Signs Policy. This inconsistency could be resolved as signage that complied with the policy would be acceptable (no permit required), but if a permit was applied for, it would be assessed in accordance with the local law (less prescriptive requirements). On further thought, this may become difficult for Administration to manage.

On this basis it is proposed that the Election Sings Policy is adopted simultaneously with the making of the Local Government Property Amendment Local Law. This is not expected to occur until 2022, as advertising of the further amendments to the local law is required. This means the current election sign provisions will apply for the upcoming election – see clause 6.5 of the current local law - https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Document-Centre/Local_Laws/Local_Government_Property_Local_Law_2008.pdf

Prior to presenting the Election Signs Policy to Council for adoption in due course, Administration will consider the comments made at Briefing and provide further details, as follows:

- Consider the complaints received in respect to election signs;
- Consider the health and safety risk posed by election signs
- Provide a comparison between the current election sign requirements and the proposed requirements;
- Provide a map of thoroughfares where election signs could be installed;
- Consider a cap for the number of signage in an area or per candidate.

12.6 RESULTS OF COMMUNITY CONSULTATION - FUTURE USE OF 10 MONMOUTH STREET, MOUNT LAWLEY

Attachments:

1. **Results of community consultation - survey responses**
2. **Summary of community comments and Administration's responses**
3. **Map of Public Open Space within the Mount Lawley, Highgate and North Perth area**
4. **Map of potential Local Open Space within the Mount Lawley, Highgate and North Perth area**
5. **Sketch of proposed eco-zoning of 10 Monmouth Street, Mount Lawley**

RECOMMENDATION:

That Council:

1. **NOTES that public notice of the options for the future use of 10 Monmouth Street, Mount Lawley was provided from 17 October 2020 to 27 November 2020 via on site signage, notices in the local papers, on the City's website, social media and a locally distributed brochure;**

2. **CONSIDERS the 69 submissions received in response to the public notice, as included at Attachment 1 and summarised at Attachment 2;**

3. **APPROVES 10 Monmouth Street, Mount Lawley continuing as public open space;**

4. **NOTES that eco-zoning of 10 Monmouth Street, Mount Lawley is scheduled for 2021/22 which could include a grass (turf area), a street tree on the verge and several trees at the rear, native shrubs and ground covers, gravel hardstand and a bench, as shown in the indicative concept plan at Attachment 5;**

5. **NOTES that 10 Monmouth Street, Mount Lawley is currently providing a valued Local Level Public Open Space to the local community, but it is not in the optimum location or of the appropriate configuration to maximise accessibility and use by the community in the longer term;**

6. **AUTHORISES the Chief Executive Officer to express an interest in potentially acquiring a new Local Level Public Open Space site in the vicinity of the area bounded by William, Walcott, Beaufort and Vincent Streets, Mount Lawley, preferably in a location south of Alma Road and close to the location shown in Attachment 4, and preferably a corner lot to maximise accessibility and use, SUBJECT TO a report being presented to Council prior to a formal offer to purchase the land being made; and**

7. **NOTES that any future report to Council in relation to Recommendation 6. above would provide advice on whether any new Local Level Public Open Space site should be in addition to or replace 10 Monmouth Street, Mount Lawley in the longer term.**

PURPOSE OF REPORT:

To consider the community comments on the options for the future use of 10 Monmouth Street, Mount Lawley (Land) and opportunities for a Local or Neighbourhood Level Open Space in the area bounded by William, Walcott, Beaufort and Vincent Streets, Mount Lawley.

BACKGROUND:

The Land is owned by the City in freehold and has an area of 500m^2, with a 10m street frontage. It is zoned Residential R40 and currently used as a local park. The City maintains the lawn and provides a public bin and dog clean-up bags. Records indicate that the Land has been vacant and used in this way for about 50 years.

At the 7 April 2020 Council Meeting (Item 12.3) Council considered the potential sale of four parcels of City freehold land. Council resolved in part as follows:

> *4. REQUESTS the Chief Executive Officer consult with the community, including on-site signage, regarding the potential sale of the following lots:*
>
> *4.1. Lot 58 on Deposited Plan 34088 (No 10) Monmouth Street, North Perth (Mount Lawley);*
>
> *5. NOTES that any submissions received as a result of the community consultation in Recommendation 4. above will be presented to Council for consideration, and determination of the timing and method of any sale, which will be in accordance with sections 3.58 or 3.59 of the Local Government Act 1995, as appropriate;*
>
> *7. NOTES that the proceeds of the land sale will be held in reserve, to be determined by Council when the 2020/21 budget is adopted.*

Pursuant to Resolution 4. above, Administration has undertaken consultation with the community in respect to the future use of the Land. The options put to the community were:

- Continue maintaining 10 Monmouth Street in its current condition; or
- Sell 10 Monmouth Street to generate funds for other parks in the City.

Consultation materials included:

- sign on site;
- brochures distributed to all dwellings within a 400 m radius of the Land on 7 November 2020;
- public notices published in the Perth Voice (17 October 2020) and Eastern Reporter (25 October 2020);
- notice on the City's website;
- social media channels; and
- an online survey.

The consultation opened on 17 October 2020 and closed on 27 November 2020.

A low resolution data collection camera was installed on the Land between 15 and 27 January 2021 to collect usage data.

DETAILS:

69 community members responded to the community consultation. 53 responses were through the online survey, as at **Attachment 1**, and 16 were submitted by email or an alternative method. All responses have been categorised and summarised at **Attachment 2,** with a comment from Administration in respect to each category of comments:

- City's strategic framework;
- need for a Local or Neighbourhood Level Public Open Space in the area between William, Walcott, Beaufort and Vincent Streets, Mount Lawley;
- access and use;
- upgrades for the Land;
- condition of the Land;
- City's consultation process;
- the Land being surplus to City's requirements;
- the Land not being surplus; and
- alternative uses for funds from the sale of the Land.

Administration installed a data collection camera to improve the City's understanding of activities, times and how regularly the community uses the Land. Data was collected between 15 January and 27 January 2021. A summary of the data collected has been included in **Attachment 2**.

The usage data aligns with the comments received through the community consultation. 79% of all activity recorded involved a person walking a dog. An average of 11 people used the Land each day, with the busiest day recording 20 people. The majority of people arrived independently or in pair. The daily

temperatures during the collection period included 9 days over 30^0C, and 3 days over 35^0C. Daily maximum temperature has been included in Figure 1 of **Attachment 2**. It is also noted that the data collection occurred during school holidays.

The consultation raised a number of key considerations concerning the Land and access to alternative public open spaces, including:

- without the Land, the area between William, Walcott, Beaufort and Vincent Streets, Mount Lawley does not have an appropriate level of public open space accessible to residents without crossing a busy road;
- the Land is used daily by the local residents and their pets; and
- the useability of the Land could be improved by planting trees and providing seating.

The free text responses from the community state the Land is used by local dog owners (59%), local parents with children (10%) and for a range of other activities (13%). 18% of respondents reported not using the Land.

35 of 69 respondents proposed improvements to the Land in either their online survey comments, or though other submissions to the City. Due to the number of suggestions it appears that the public are supportive of a better equipped public open space.

Analysis of community comments, usage data and alignment with the City's strategic objectives

As well as considering the evidence of the current use of the Land and the community comments, Administration has also considered the alignment of each option with the City's strategic objectives, as set out in the City's Strategic Community Plan and other adopted strategies and plans.

The options advertised have been slightly refined, and a third option added, based on the current usage data and comments from the community.

Selling the Land and using the proceeds to upgrade or purchase land for public open space <u>outside</u> of the area between William, Walcott, Beaufort and Vincent Streets, Mount Lawley (this is the walkable catchment and area within the local distributor roads – defined as the "precinct") does not align with the City's Public Open Space Strategy for the following reasons:

- Local Level Public Open Space is required within 400 metres or a 5 minute walk from residents and within local distributor roads (Walcott, Beaufort, Vincent and William Streets), and 10 Monmouth Street is currently the only parcel of City land within this precinct that can be used as Local Level Open Space; and
- Mount Lawley is lacking in Local and Neighbourhood Level Public Local Open Space.

The map at **Attachment 3** shows the current Public Open Space in the Mount Lawley. Highgate and North Perth area.

This option also does not align with the City's Public Health Plan, as it provides that all residents need access to adequate public open space, as this improves wellbeing and health.

On this basis the option of selling the Land and using the proceeds towards public open space outside this precinct is not supported by Administration and has not been considered further.

The option of selling the Land and using the proceeds to upgrade or purchase land for public open space <u>within</u> the area between William, Walcott, Beaufort and Vincent Streets, Mount Lawley has been considered instead.

These three options are considered in turn below.

<u>Option 1. Create a new Public Open Space with proceeds from the sale of the Land within the William, Walcott, Beaufort and Vincent Streets, Mount Lawley precinct.</u>

As explained above, the Public Open Space Strategy identifies that Local and Neighbourhood Level Public Open Space is required in this area.

The Land is an opportunity to provide Local Open Space. However, only 25 per cent of residents within this area are within a walkable distance to the Land (a 5 minute walk is the requirement in the Public Open Space Strategy).

A Local or Neighbourhood Level Public Open Space to the south of Alma Street, with an approximate location shown in the map at **Attachment 4**, would be within a walkable distance of all residents in this area. Creating a new Local Level Public Open Space would also ensure the space is developed in alignment with the City's Sustainable Environment Strategy and Greening Plan, and facilitate:

- storm water capture, retention and infiltration from surrounding streets;
- water and biodiversity sensitive design; and
- increased canopy cover.

A Local or Neighbourhood Level Public Open Space is this area would also encourage pedestrian movement away from high traffic roads, which aligns with the Public Health Plan.

If this option was preferred, it is recommended that the Land remains in its current condition until it is sold, to avoid any loss of improvements (such as loss of any trees planted).

It is also noted that the Land should only be sold after an alternative location within this area is secured by the City and converted to a new park, as this ensures continuity in access to Local Level Public Open Space by residents.

It is recommended that Council authorise Administration to express interest in the purchase of any lots in this general area, preferably corner lots. This allows Administration to monitor potential sales and act quickly (including prior to the formal listing of the property). A report would be presented to Council prior to a formal offer being made.

Some innovative options for creating Public Open Space are included in the Public Open Space Strategy and relate to the closure of portions of road reserve. These options will be considered in line with the other actions in the Public Open Space Strategy in due course.

Option 2. Upgrade / eco-zone the Land to meet the minimum requirements for a Local Level Open Space as set out in the Public Open Space Strategy

As explained in respect to Option 1, there is an identified need for a Local Level Open Space in this area. While the Land is not in the optimum location (as only 25 per cent of residents are within a 5 minute walking distance) upgrading the Land to meet the requirements of a Local Level Open Space as set out in the Public Open Space Strategy still aligns with this strategy.

The Land currently has grass and a bin, which gives it an amenity rating of 2 out of 6 in accordance with the Public Open Space Strategy.

The amenity upgrades required would be:

- seating;
- lighting
- path
- shade (created by trees)

Optional amenities recommended include:

- eco-zoning – replace grass with native plants and mulch (eco-zoning has been budgeted for in 2021./22 – cost of $10,000)

Given the dimensions of the Land, particularly the 10m street frontage, a path may not increase amenity. The location of the Land, being enclosed with solid fencing and adjoining private residential property on three sides, and not being within the 400 metre walkable catchment of the majority of the precinct also reduce the usability of this Land as a Local Level Public Open Space.

These upgrades align with the City's Sustainable Environment Strategy and Greening Plan, as they would:

- Increase canopy cover;
- Reduce water consumption and improve water infiltration; and
- Improve amenity of the Local Open Space.

The usage data indicates that the Land is currently used heavily by dog walkers. Given this, optional upgrades could also include a dog drinking fountain and garden hedging to act as a fence to discourage dogs running onto the road.

It is worth noting that the Land is currently listed in the POS Strategy as a local park for passive recreation. If the Land was upgraded and its use formalised as a Local Open Space it should be rezoned accordingly (as Public Open Space not Residential).

Option 3. Retain the Land in its current condition

The Land does not currently meet the required minimum levels of service of a Local Level Open Space as set out in the Public Open Space Strategy.

It is noted that the Land is the only City owned parcel of land in this area, so retaining the Land is supported until an alternative parcel of land can be acquired and converted to a Local Open Space.

If this option is combined with selling the Land in future, once an alternative Public Open Space is created in the area, it aligns with the Public Open Space Strategy. Eco-zoning the Land also aligns with the City's Greening Plan and has already been scheduled for 2021/22, so proceeding with this is also supported.

CONSULTATION/ADVERTISING:

If Option 1 is supported further consultation with the community would occur prior to Council considering whether to keep the Land as public open space or create a new public open space using the funds from the sale of the Land.

LEGAL/POLICY:

Section 3.58 of the *Local Government Act 1995* sets out the City's requirements for disposal of property, including methods of sale and consultation requirements.

The consultation was conducted in accordance with the City's Community Consultation Policy.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to make a decision on the future use of the Land following the community consultation, analysis of alignment with the City's strategic objectives and collection of data on current use.

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.
Our urban forest/canopy is maintained and increased.

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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

Urban Greening and Biodiversity

PUBLIC HEALTH IMPLICATIONS:

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

Increased mental health and wellbeing

Increased physical activity

FINANCIAL/BUDGET IMPLICATIONS:

The Corporate Business Plan 2020 – 2024 Capital Works Program lists $10,000 towards eco-zoning the Land in the 2021/22 financial year.

The market value for the Land as at February 2020 was $650,000. If the option of selling the Land is progressed a new market valuation will be obtained.

Share your thoughts

SURVEY RESPONSE REPORT

24 May 2017 - 29 November 2020

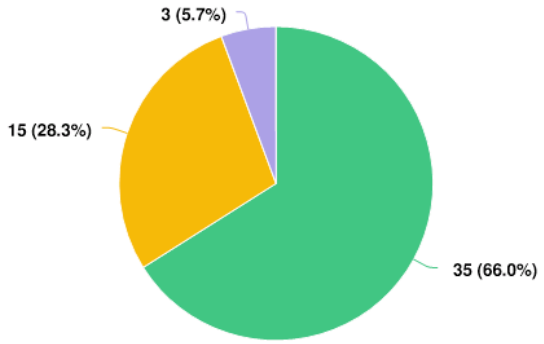
PROJECT NAME:
Options for 10 Monmouth Street

BANG THE TABLE engagementHQ

SURVEY QUESTIONS

Share your thoughts : Survey Report for 24 May 2017 to 29 November 2020

Q1 Were you aware that there is a public open space at 10 Monmouth Street, Mount Lawley?



Question options

Yes No Unsure

Optional question (53 response(s), 0 skipped)
Question type: Radio Button Question

Q2 How do you use 10 Monmouth Street?

[redacted] 10/17/2020 09:52 AM	PLAY WITH GRANCHILDREN AND WALK DOG
[redacted] 10/18/2020 07:28 AM	Sometimes walking dogs
[redacted] 10/19/2020 09:56 AM	playing with child
[redacted] 10/19/2020 04:54 PM	Dont. it is just a vacant block.
[redacted] 10/21/2020 11:00 AM	Dog exercising
[redacted] 10/21/2020 05:13 PM	nothing there to use
[redacted]	Take my Dog to run around that space with the other neighbours and their

Page 2 of 14

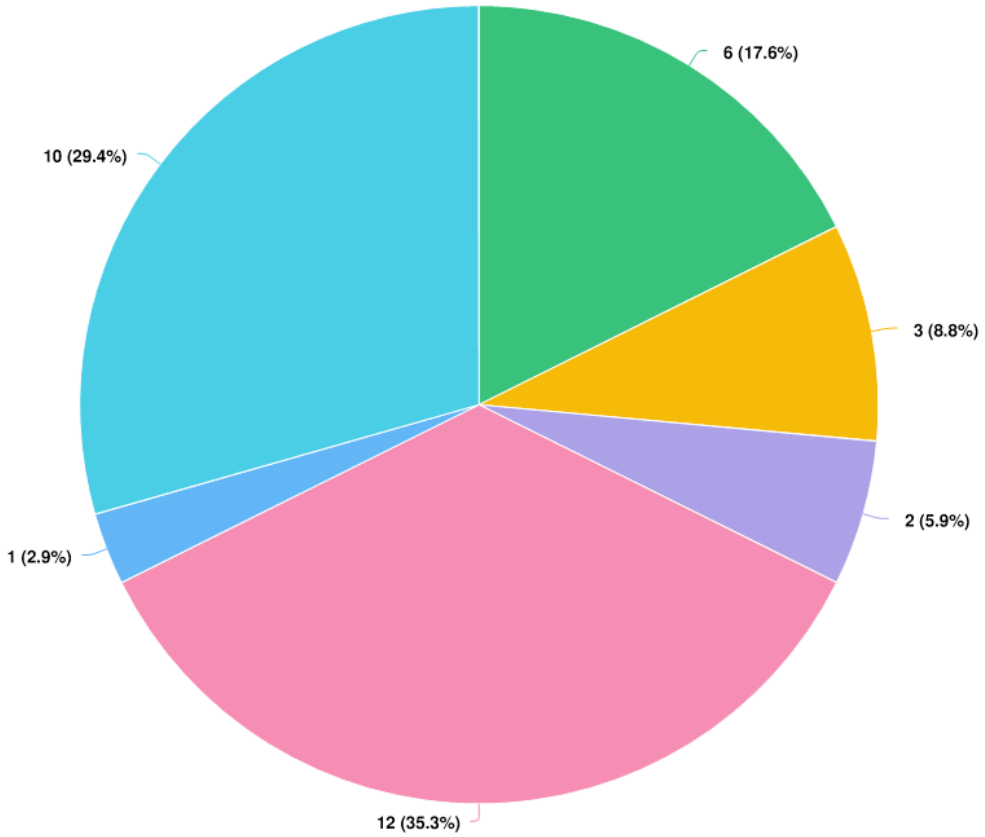
10/22/2020 07:41 AM	dogs
[redacted] 10/23/2020 06:09 PM	I don't, but many others, especially people with dogs, do.
[redacted] 10/24/2020 04:02 PM	Tai Chi, dog exercise
[redacted] 10/24/2020 05:15 PM	I occasionally walk past it
[redacted] 10/24/2020 08:18 PM	Park
[redacted] 10/27/2020 08:23 PM	I don't currently use it
[redacted] 10/29/2020 09:07 AM	Exercise area for our dog, picnic space
[redacted] 10/29/2020 11:12 AM	I walk along a route that passes this park and will linger for up to half an hour or so as a meet-point with friends who also live nearby - it is a great little reserve for short visits and a nice patch of greenery in the neighbourhood.
[redacted] 10/29/2020 02:43 PM	it comes of my street (Forrest street) and i walk my dog there daily.
[redacted] 10/30/2020 06:09 AM	I'm a dog walker and often visit it with local clients.
[redacted] 11/02/2020 09:47 AM	Weekly/Fortnightly
[redacted] 11/04/2020 08:33 PM	I take my dogs there for a sniff and wander.
[redacted] 11/05/2020 07:01 AM	I use it each evening to walk my Jack Russel dogs. Previously used it also for kids birthday party gatherings, video shoot for school, etc
[redacted] 11/07/2020 12:44 PM	Dog exercise area, exercise area for myself, picnics
[redacted] 11/10/2020 09:12 PM	Sometimes take my small dog there

Share your thoughts : Survey Report for **24 May 2017** to **29 November 2020**

[redacted] 11/11/2020 07:58 PM	I take my dog there to visit a friend who lives on Monmouth.
[redacted] 11/12/2020 03:13 PM	Not at all.
[redacted] 11/14/2020 11:55 AM	Take my dogs there to play, also nice to sit in the open space when the weather permits it.
[redacted] 11/20/2020 10:44 AM	I use the park daily sometimes twice a day to exercise my Dog. My children both go there daily to play ball games
[redacted] 11/22/2020 07:46 PM	I've used it all my life! Currently using it for dog exercise on a daily basis. Occasionally use it for quiet catch-ups with friends.
[redacted] 11/25/2020 09:40 AM	Picnics and hanging out with friends and dogs!
[redacted] 11/26/2020 12:08 PM	I don't.
[redacted] 11/26/2020 03:19 PM	Every single day, at least twice per day for the last 8 years as a dog owner. For the previous 12 years, as mum to a young child (now grown). She learned to walk, ride a bike, play ball, have parties, picnics, quiet times, lemonade stands - you name it, we've used our park for it. The nature of the park changes as some of the residents pass through. It would be great if you would replace the trees that were felled in a storm. It would encourage even greater community use and enjoyment.
[redacted] 11/26/2020 06:08 PM	I have used it as a park for my children to play for many years when they were younger
[redacted] 11/26/2020 09:42 PM	Walk Dog there
[redacted] 11/27/2020 09:16 AM	I take my dog for a walk there
[redacted] 11/27/2020 09:21 AM	Exercise dog, enjoy the space
[redacted] 11/27/2020 11:27 AM	Exercise our small dog
[redacted] 11/29/2020 06:43 PM	To exercise our dog

Optional question (35 response(s), 18 skipped)
Question type: Essay Question

Q3 How often do you use 10 Monmouth Street?

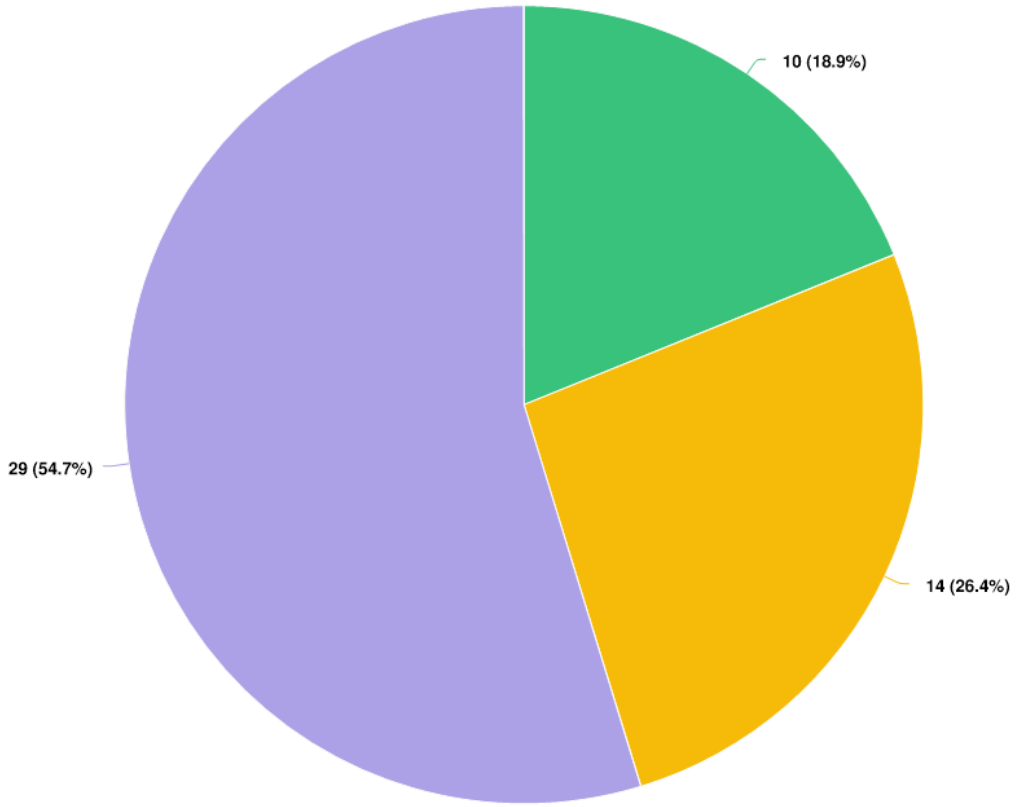


Question options

Less than once a year
A few times a year
Once a month
A few times a month
Once a week
More than once a week

Optional question (34 response(s), 19 skipped)
Question type: Radio Button Question

Q4 What do you think the City should do with 10 Monmouth Street going forward?



Question options

- Sell the land to generate funds for other parks in the City
- Continue to maintain the land at its current condition
- Other (please specify below)

Optional question (53 response(s), 0 skipped)
Question type: Radio Button Question

Share your thoughts : Survey Report for **24 May 2017** to **29 November 2020**

Q5 Do you have any further comments or thoughts?

[redacted] 10/17/2020 09:52 AM	THIS IS A RIDICULOUS CASH GRAB AND TOTALLY OVERLOOKS THE INCREASING DENSITY OF POPULATION IN THIS VICINITY- NUMEROUS MULTI PERSON DWELLINGS WITHIN 500M BUILT IN THE LAST 3 YEARS AND NO INCREASE IN PUBLIC OPEN SPACE!!!
[redacted] 10/18/2020 07:28 AM	Either upgrade it by fencing and with more trees and a children playground or sell it. In its current conditions is not a good proposition.
[redacted] 10/18/2020 11:07 AM	Plenty of other parks in the area, seem the land to build population density
[redacted] 10/19/2020 09:56 AM	Community garden! we live in apartment building backing onto Monmouth and we would love the opportunity to help plant and maintain a garden in the space as we do not have access to a garden that receives enough sunlight for growing vegetables.
[redacted] 10/19/2020 04:54 PM	Its a vacant block with no access through it like Forrest/Hyde Street Park. It doesnt make sense to be public space as not on a corner or thorough fare. Selling especially in current environment where there are incentives for vacant land sales - to sell and use money for other parks.
[redacted] 10/21/2020 11:00 AM	Continue to retain the land as park space, but improve the landscaping with tree planting etc to make it a nicer space. There are few, if any, small parks in the area between William, Walcott, Vincent and Beaufort so it would be a shame to let this space go.
[redacted] 10/21/2020 05:13 PM	it will be a shame to put more housing on it as Monmouth is already busy with street parking. The park has a side sandy strip that was never replaced with lawn by the builder who used it as access when developing the units on Walcott St. I assume the council still has the builders deposit. If the park is retained it should be more inviting with children play swings, timber picnic table seating and trees scattered throughout for shade. I see more younger parents moving into the area. Their gardens are small, so a park for children would be more welcome.
[redacted] 10/22/2020 07:41 AM	Keep it as a park as it is well used by the neighbour hood and it would be great if it was fenced off with a low fence to keep the dogs contained and safe. Maybe add seating?
[redacted] 10/23/2020 06:09 PM	A block of green is like gold and should be maintained.
[redacted] 10/24/2020 07:17 AM	Upgrade it; re- fence it, place equipment for small kids, seating for parents, seating for older people (seating facing each other), community gardening area, advertise it. If you sell it, we move closer to the concrete jungle, where green is replace with brick, not nice living there. Please understand the

	building blocks of flats drastically reducing our quality of lifestyle. It should be mandatory, that where a block of flats is built, a new park must be part of that "development" going ahead. An example is 570 William, a lump of concrete dressed up in paint, zero open space and nowhere for people to enjoy green.
[redacted] 10/24/2020 04:02 PM	As a traditional park (ie: plain grass and nothing added) this land is obviously not pulling its weight, but selling it off isn't going to help a neighbourhood of small lots and apartment building with small or no gardens. It'd make a lovely little community garden along with maybe some seating for reading a book etc. This would be a great local neighbourhood focus to build social capital and a sense of community. Fence off the garden part for security if necessary after hours, allow a community group to manage if the City doesn't want to. Have the area closer to the road accessible 24/7 for quiet use with a couple of seats and a shade tree. As more apartments and other infill happen there is a need for areas that people can use that aren't in their own four walls. Pieces of land like this in the inner city are so rare and precious and whilst as a traditional park it might have its limitations due to being walled in by housing on 3 sides, it would nevertheless be a real shame to lose it when there are many other ways it could be used by the community. Alternatively as a local fenced dog park it'd be another place for neighbours (and pooches) to meet safely away from busy roads without having to walk or drive a long way to get to an off-leash area. This park is accessible to a growing population of residents as infill intensifies. If you sell it, there won't be another opportunity to get anything else in this area as land values soar. Spending the money on another park further away from the neighbourhood won't help the people who are currently within walking distance and would lose access to it. It is currently underused because it's literally just grass but it could be soooo much more and a real asset to build social capital. If it's too expensive for the city to maintain then let it be something the community can take ownership of! Don't take the easy way out and sell it off. There are already plenty of dwellings being built but they aren't being matched by provision of local parks. By the way I only found out about this because someone put a flyer in my letterbox and I'm only a couple of streets away. How hard are you really trying to let people know about it/
[redacted] 10/24/2020 05:15 PM	The area between walcott, william and Vincent have no parks. There are so many families in this area and we all have to cross main roads to get to some of the amazing parks that Vincent have to offer. Even though monmouth isn't the best location for accessibility I'd love it to be upgraded. Or use the money to turn somewhere in this area into a park. The strip of lane near fresh provisions for example. The lane doesn't service any houses, theres already awesome murals and you could either repurpose some of the car bays or just do some funky wooden gates between the trees to section it off. If your planning to sell and upgrade a park outside of this area I would be against this as there are so little options for public open spaces and if you look at vincent's maps on what area has no access to parks the area mentioned above is burning red! So a crap park is better than no park
[redacted]	Upgrade and modernise area / park / dog area/ Bubblers/ shade -

10/24/2020 08:18 PM	Somewhere for local to congregate and create community feel
[redacted] 10/25/2020 01:16 AM	A community garden would be amazing
[redacted] 10/25/2020 09:02 PM	Develop a pocket park at 10 Monmouth Street. It would be great to have a small park for kids and pets, a short walk from home. Hyde Street Reserve is a great example of a neighbourhood park.
[redacted] 10/27/2020 02:07 PM	The land is not easily accessible. Seeking the land makes sense
[redacted] 10/27/2020 08:23 PM	I became aware of this park when inspecting a house for sale nearby. It made that house more desirable to me, to have a little park nearby. I imagined playing fetch with my dog there. Given the increasing number of infill developments and apartments, even a small park like this provides valuable open space to nearby residents. I like the park as it is, but adding a tree or two and a bench would make it nicer.
[redacted] 10/29/2020 09:07 AM	We would love the park to be further activated for our little community. The neighbourhood utilises this park heavily as a dog park and recreation area for families. It would be great if some amenities could be put in for the dogs (fence, water station, a park bench). The rear of the park is also heavily under utilised as it has not been kept well, it could be a great idea to possibly put a community garden in this area.
[redacted] 10/29/2020 11:12 AM	I understand that this is not a highly valued park in context of some larger and more popular reserves in the area, but some additional planting of shade trees, provision of a bench and some dog-related amenities could be great low-cost additions to the space as I often see children and dog-walkers using the space. I would also love to see this allocated as some kind of community garden space - some amenity for composting/veggies etc would be lovely.
[redacted] 10/29/2020 02:43 PM	parks and open space are what increases amenity in the locality - please keep the open space!
[redacted] 10/30/2020 06:09 AM	Please save
[redacted] 11/02/2020 09:47 AM	This could be a great park, for kids & sitting area for the elderly. It's already a great spot for picnics, awesome venue for children's birthdays, kick the football & play cricket. It could do with some investment in the form of a children's playground, seating and native plants
[redacted] 11/04/2020 08:33 PM	Once we take away a green space, we won't get it back. Please don't take this away from the locals!
[redacted] 11/05/2020 07:01 AM	The park would benefit from an upgrade similar to what occurred within the park on Forrest Street. Some seating and native flora plantings would be

	appreciated. Also, during the time when the units were constructed at 131 Walcott Street, the developer used the park (10 Monmouth St) for heavy vehicle access. This damaged the footpath which has never been repaired (was the developer's bond available?) and in its' present condition presents a significant trip hazard.
[redacted] 11/07/2020 12:44 PM	Maintain to its current condition as a minimum. Add community garden, provide exercise equipment similar to Birdwood Square, plant more trees (ornamental) and for shade
[redacted] 11/09/2020 02:59 PM	Please, please, please turn this into an enclosed gated dog park or enclosed, gated children's park. Either would be an awesome use for the land. A dog park would be used greatly and my family would love that. Dog parks are great for community building and although it is a tucked away space presently, the existence of the park would definitely spread by word of mouth and some listings on websites like Kidspot and Things to do in Perth. Please do not sell this land. A developer would just put units or apartments on it and we don't need any more of these, but we do not need more parks especially ones for dogs and kids. Even adding just a a bench and a basketball ring would bring people to this park. Please keep the beautiful grass too if you can. Please don't sell this land. Please turn it into a park!!! My preference is definitely a gated dog park but a kids' park like the one on Alma Street would also be awesome and would be used so much. Once a mother's group found out about it, it would be used all the time. Another great use would be a communal fruit and vegetable garden but that is a bigger undertaking. A dog park or kids park with some naturescape would be so easy to do and so effective and useful.
[redacted] 11/09/2020 06:50 PM	If the council sells this green space it should be replaced with additional green space not to update other parks. I am not against sale IF it goes towards alternative ADDITIONAL green space in another area of the shire that can be accessed easily by more local residents. As an alternative look at better access for more nearby residents use.
[redacted] 11/09/2020 07:06 PM	While selling the land will provide a one off lump sum to the shire, unless there is plans to buy other land to be turned into a park i think it is short sited to sell the land and the land will just provide a single dwelling house. While it doesn't meet the requirements for a park at the moment, it could in future and is being used by local residents. Maybe talk with local residents to see if a nature reserve would be preferable to attract native birds in the area. Hyde park is a considerable distance from this land, so would not be a reasonable alternative.
[redacted] 11/09/2020 08:41 PM	The lot does not appear well placed to serve as a public park, nor is the shape particularly suitable being narrow and deep, i.e. like a typical single frontage lot. Selling and using the funds for other park works seems the logical option. However it would be interesting to know how much use the park currently gets. I would not know this as I do not traverse this area very often. Residents living nearby would have a better idea. My guess is that the majority of people living int he area would be unaware of this park's

	existence. It might be a viable park if it would be extended through to Walcott St to provide access from both ends, but I imagine this is not possible.
[redacted] 11/09/2020 09:26 PM	Maintain as a public open space AND plant trees to generate future shade. Or allow community to transform into a community garden. It might seem like a small 'park', and it's not in my neighbourhood. So I understand why my submission might not hold much weight. But these little green oases are still important. At a minimum they reduce the number of dogs defecating in peoples front yards (lazy owners won't walk to Hyde Park) which is an issue everywhere. But they are also a spot to kick a ball around with young kids. Or for the street to come together for an outdoor yoga session. Instead of looking to fill it in - why not look to activate it? Once it's gone it's impossible to get back.
[redacted] 11/10/2020 09:12 PM	Keep the park & improve it by including small play equipment & constructing a fence with a gate.
[redacted] 11/12/2020 03:13 PM	No.
[redacted] 11/14/2020 11:55 AM	Continue to maintain the land, however, at a higher standard. It is currently poorly maintained, I DO NOT want it to be converted into residential area, I want it to remain a green space but it looks bad as is and needs work.
[redacted] 11/15/2020 10:27 AM	Create a community garden.
[redacted] 11/20/2020 10:44 AM	Please do not sell it as its a great place for residents to go to Maybe add dome chairs and benches so it is more sociable. If it had some benches and table with cover it would be used a lot more by locals
[redacted] 11/22/2020 07:46 PM	It would be great to replant the trees and maybe a bench but please retain our community park at all costs. I am vehemently opposed to the sale of our park to development. Thank you
[redacted] 11/23/2020 05:06 PM	A single isolated green space is of limited value to the wider community. Would be good to have a green corridor through the area, as pedestrians are forced onto main arteries like William St to access nearest green space at Hyde park
[redacted] 11/24/2020 08:20 AM	Use the space to grow fruit and other edible trees and as a community fruit/veg/herb garden.
[redacted] 11/25/2020 09:40 AM	I would love if the City would invest in the park by adding trees for shade and a park bench and/or table. A handball court or something small could make it a more versatile space. A water tap for people and dogs would be very well used! Please, at the very least, maintain the park in its current condition!!!
[redacted] 11/26/2020 12:08 PM	Make the park into something nice for nearby residents to use. There is no other open space in the area bounded by William, Walcott and Vincent

	streets. Requiring people to cross these busy main roads (which have limited safe crossing points) to get to open space is narrow minded and shows no appreciation of how much this is a disincentive for many people, old, young, families, mobility impaired etc. The comment by the Mayor that limited parking is a problem is ill informed or out of touch with how people can access this location - on foot or on bike.
[redacted] 11/26/2020 03:19 PM	I do. I have made my formal submission to Council via email today. At the very least, please continue to maintain our community green space. We're not asking for anything extensive. Just replant 3 lost trees with a suitable species and the park will be used as it was intended when purchased by the Council in 1968, as a "NECESSARY PLAYGROUND", for generations to come. Selling our park does not benefit the residents in any way. Maintaining POS is in line with your own stated strategies. The proposal to sell is illogical in the extreme (not to mention highly distressing to your electorate) and flies in the face of your commitment in the POS Strategy, Greening Plan and Sustainable Environment Strategy. Residents walk to our park. It's the ONLY safe space accessible to residents without crossing two major arterials therefore limited parking is a non issue. (and even raising that when you have the horrendous parkings issues at Hyde Reserve (Forrest St) and constant complaints about limited parking at Hyde Park is disingenuous. PLEASE, don't take our only access to green space. Save our park!!!
[redacted] 11/26/2020 09:42 PM	I think the park would be used more if it was better maintained. Or perhaps it could be established into a community garden. There are several apartment blocks near the block that would benefit from access to such a facility
[redacted] 11/27/2020 09:16 AM	This space enhances community interaction, we need to maintain these areas it is what make inner city living interesting and people get to know their neighbours more with these spaces to meet, and at the end of the day it was bequeathed for this purpose. I find it unethical to sell this land to generate funds.
[redacted] 11/27/2020 09:21 AM	* Leave as public open space add 1-2 mature age trees with park benches, bbq facilities, small children's play ground or small skate/park equipment for the younger kids.
[redacted] 11/27/2020 11:27 AM	Thank you for the opportunity to comment on this proposal. I am opposed to the sale of this POS land in Mt Lawley. My family and I use this park to exercise our small dog, and I do not want to see this park disappear. There are no other parks in the area bounded by William, Walcott, Beaufort and Vincent streets, and so this is the only POS option we have available. I am disappointed that the City has only provided two options, either sell or keep the park. I think residents would be open to consideration of other options which sought to create a new park in the William, Walcott, Beaufort and Vincent precinct, funded by the sale of the Monmouth St park. Our precinct needs a local park, and I appreciate the Monmouth site is not in an ideal location. The other options could be funded by the sale proceeds, to either: 1) Buy some other residential land in the William, Walcott, Beaufort and Vincent precinct in a more functional location to create another local park. A low

likelihood option; or 2) Develop part of Hutt Street into a local park by either closing or calming the road near Raglan St or Grosvenor Rd. An option that requires some imagination and consultation. Until the City explains how the funds of a potential sale of the Monmouth POS site will be used, I am strongly opposed to the sale of the land.

[redacted]
11/29/2020 06:43 PM

Sadly, in its current state, it does not work as a dog park which is a pity as it is the only open space within the Vincent, Walcott, William and Beaufort Streets borders. It avoids crossing busy roads. If it is sold, we would like to see it go to community housing not developers. It is good opportunity for the City to provide housing to those in need - rental or low income home buyers.

Optional question (46 response(s), 7 skipped)
Question type: Essay Question

Q6 If you have any further information you would like to attach to your submission, you can do so below

LisaC14
11/26/2020 03:19 PM

View | Download

Optional question (1 response(s), 52 skipped)
Question type: File Question

Summary of Submissions:

Table 1: Consultation free text responses

Consultation: How Community reported using the Property	
Dog activities	59%
Children activities	10%
Picnics	8%
Don't use	18%
Other	5%

Table 2: Data Collection observations

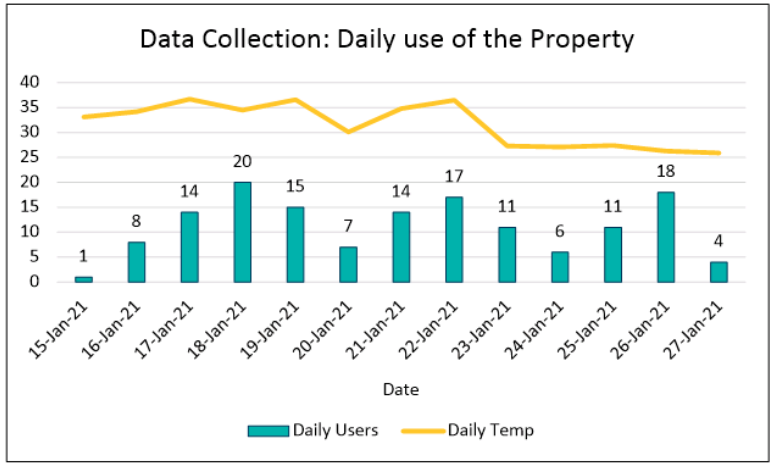
Data Collection: How Community was observed using the Property		
	Counted	Percentage
Dogs (using park)	98	74%
Dogs (walking past)	13	16%
Children playing	6	4%
Other recreation	23	7%
Total users	140	

Data Collection Notes:

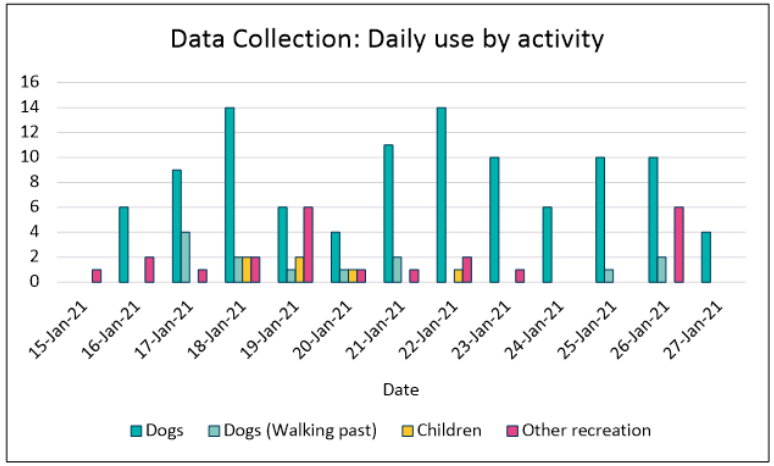
- In all cases, the individual is counted, not the animal. For example should 1 dog be accompanied by 2 people, the count would be 2. Conversely, should 1 person bring two dogs, the count would be 1.
- Dogs (walking past) were recorded separately. Due to 5 min spacing of images, it is not possible to determine if a dog walker seen outside of the pine bollards went into the property.
- The 15th Jan and 27th Jan recordings only captured part of those days due to install/removal.

All climate data is provided by Climate Data Online, Bureau of Meteorology, www.bom.gov.au/climate/data

Graph 1: Data Collection Property users counted compared to max temperature



Graph 2: Data Collection Property users counted by activity



Summary of Submissions:

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

Submitter	Comments Received on City's Strategic Framework:	Administration Comment:
46, 64,	Keeping 10 Monmouth Street is in line with the City's adopted environmental agenda and Greening Plan.	The future of 10 Monmouth Street has not been decided. Key Action 6 of the City's Public Open Space Strategy (POS Strategy) requests Administration: • review the City's land holdings to identify any underperforming or surplus property; • investigate sale of any identified property; and • capture any land disposal proceeds for the purpose of the POS Reserve Fund. In accordance with Key Action 6, Administration conducted an internal review of properties owned by the City in freehold. Following initial reviews, Council resolved to undertake consultation to understand how the community value 10 Monmouth Street. Key Action 9 of the POS Strategy instructs Administration to prepare a dog exercise area strategy. As no strategy has been prepared to date, it is not possible to determine if 10 Monmouth Street would be identified as a priority dog exercise area. The City's Greening Plan 2018-2023 (Greening Plan) allocates funding each year to a: • tree planting program; • Eco-zoning program; and • Parks replanting program. In accordance with the Greening Plan, it may be appropriate to allocate some of the above resources to 10 Monmouth Street, pending the City's decision on the property's future.
64,	Replacing trees at 10 Monmouth Street would be consistent with the City's Public Open Space Strategy and Greening Plan.	
54, 63, 64,	The City should act in accordance with its Greening Plan (2018 – 2023), including objectives: • Increase canopy cover on public land; and • Enhance habitat and promote biodiversity.	
63, 64,	The City's Public Open Space Strategy: • identifies Mount Lawley as lacking local parks and canopy cover; • prioritises creating more fenced in dog parks for off lead exercise; and • prioritises creating POS based on dog ownership, community demand or POS suitability.	
68,	Nowhere in the City's Public Open Space Strategy was 10 Monmouth Street identified as surplus to requirements.	
68,	The Public Open Space Strategy identifies what is typically expected in a local open space, to suggest what could be added to bring a space up to acceptable standard. Not to be used as criteria resulting in the property being sold for being insufficiently equipped.	
54, 63, 64,	The property was acquired in the 1960s for the purpose of public recreation. We recommend continuing with the acquisition purpose.	

Summary of Submissions:

Submitter	Comments Received on the need for a park between Walcott, William, Vincent and Beaufort Streets:	Administration Comment:
11, 56, 62, 63, 64,	As local infill increases densities, demand for local green spaces will increase. Homes in the area increasingly have small private green spaces, the City should be providing more small local parks that families can access as a pedestrian, not selling them.	It is agreed that Local Public Open Space is important to be within a walkable distance from all residents, and that William, Walcott, Beaufort and Vincent Streets represent barriers to safe and comfortable pedestrian movement. Concerns that sale of 10 Monmouth Street disadvantages the local residents is noted. A technical assessment of 10 Monmouth street presents as an area of land with limited value in serving the needs of the community locally, being a narrow property with reduced access for residents outside of a 200m walkable catchment. However, no alternative property currently serves the community within William, Walcott and Vincent Streets. Should the property be sold, it is likely the re-investment of capital receipts in the provision of future open space within Mount Lawley to address the gap in Neighbourhood Open Space
6, 12, 45, 52, 53, 63, 64, 65,	10 Monmouth is the only safe park servicing the community east of William Street, north of Vincent Street, and south of Walcott Street. These busy roads present access barriers to other park spaces.	
11, 63, 64, 65,	Removal of the park will disadvantage the local community in favour of an undefined whole community. Conversely, retaining the park will not disadvantage the wider community.	
10, 17, 20, 50,	Having a small park on the street provides amenity to the locals and makes the houses here more desirable.	
9, 21, 23, 59,	We need to protect our green spaces. Once we take away a green space, we won't get it back.	

Submitter	Comments Received on Access and Use:	Administration Comment:
57, 64	The park creates opportunity to meet other local residents and contributes to building a sense of community in the area.	Comments on how the community use the property, in particular use by dog owners, are noted. The City organised a camera to collect data to further understand how the property is used. The camera was in place for 13 days during January 2021, including 4 weekend days and the Australia Day public holiday. Summary of the data is provided above.
8, 18, 19, 22, 52, 57, 63, 64, 65	The park is well used each day: • by children playing sport; • by dog owners for exercise; and • for birthday or similar parties.	
62	Easy walking access to local parks increases the likelihood of regular use.	
45, 63, 64, 65	Lack of parking on Monmouth Street is irrelevant to the issue as a local public open space with a 400m walking catchment.	

Summary of Submissions:

Submitter	Comments Received on Upgrade of 10 Monmouth:	Administration Comment:
24, 54, 55	Develop a pocket park at 10 Monmouth Street. Hyde Street Reserve is a great example of a local park.	Comments and suggestions relating to the potential for 10 Monmouth Street are noted. The City is not planning any upgrades or tree planting until the City has determined the future of 10 Monmouth Street. Should the City choose to create a local public open space project in this precinct, the community will be consulted as part of the planning stages.
65	There is no reason the City does not put the resources spent at Hyde Street Park to 10 Monmouth to replace damaged and removed trees.	
64	Bringing 10 Monmouth up to the standard of a local park will require little effort by the City.	
2, 4, 6, 8, 10, 11, 13, 14, 15, 17, 18, 19, 22, 25, 26, 32, 33, 38, 40, 41, 43, 44, 46, 49, 51, 54, 57, 58, 60, 61, 62, 63, 64, 67, 69	The City should keep the property and upgrade by: • replacing trees; • installing a fence for off-lead dogs; • installing drinking water; • providing seating for older people (seating facing each other); • providing play grounds; • planting native landscaping; • developing a small community garden with raised garden beds; • installing public barbeques; • installing sporting facilities (basketball pad, soccer net); and/or • installing exercise equipment.	
54	Upgrading the park facilities would draw more community members to use the space.	

Summary of Submissions:

Submitter	Comments Received on Condition of 10 Monmouth:	Administration Comment:
7, 37	It is currently poorly maintained, I DO NOT want it to be converted into residential area, I want it to remain a green space but it looks bad as is and needs work.	The City's Parks team maintain the lawn, remove rubbish and provide dog bags. Turf on the property is reticulated and watered as per the City's normal maintenance practices. The fence on the southern boundary of the property contains asbestos, which is dangerous when inhaled. To ensure the safety of users of the property, neighbours and the City's maintenance team, turf line is maintained away from the base of the fence.
24	The footpath is damaged and presents a trip hazard.	
63, 64, 65	If 10 Monmouth does not meet the minimum standards for a local park, it is because the City: • did not replace trees as they were damaged and removed; • removed a 2m strip of grass along this fence; or • did not provide seating.	

Submitter	Comments Received on City's Consultation process:	Administration Comment:
64	Using the term 'best possible use for the Vincent community' implies the use by locals is invalid, and less significant than use by an undefined whole community.	Comments regarding the City's consultation material are noted. Administration endeavoured to provide all relevant information as clearly and concisely as possible. The reference to the land as "vacant land" was used to align with Landgate's rating classification of the land. The land is being considered for sale or retention. No plans or decisions have been made regarding development or sale, for residential apartments or otherwise. Administration has complied with the requirements of both the LGA and Conduct Regs.
63, 64	10 Monmouth has been referred to as vacant land only since the proposal for sale.	
64	Referring to the property as vacant land is inconsistent with the Department of Local Government, Sport and Cultural Industries definition, and inconsistent with the City's Public Open Space Strategy.	
64	The consultation catchment map and the access to nearby open spaces map are contradictory. With one, the City is arguing that residents don't cross busy roads, with the other the City is advising the park is excess because there are parks across busy roads.	
64	The consultation omitted the proposed use as 2 x 3 storey apartments.	
63, 64	The consultation has not provided the community with enough facts to make an informed decision. The City is obliged under the *Local Government Act 1995* (LGA) and the *Local Government (Rules of Conduct) Regulations 2007* (Conduct Regs) to provide accurate facts allowing submitters to make informed decisions.	

Summary of Submissions:

Submitter	Comments Received on 10 Monmouth as surplus land:	Administration Comment:
3	Plenty of other parks in the area, sell the land to build population density.	Comments regarding the location, accessibility and shape of the property are noted.
31	The property is poorly located and not easily accessible. The lot does not appear well placed to serve as a public park, nor is the shape particularly suitable being narrow and deep, i.e. like a typical single frontage lot.	
5, 16	Selling and using the funds for other park works seems the logical option.	

Submitter	Comments Received on 10 Monmouth not at surplus land:	Administration Comment:
63, 64	10 Monmouth is not: • under performing or surplus land; or • considered an R40 vacant lot by the community.	In accordance with Key Action 6 of the Public Open Space Strategy, Administration identified 10 Monmouth Street in our review. The initial review is not considered final. From review, 10 Monmouth appears to be: • difficult to access, specifically for residents across William Street or south of Alma Road; • of long and narrow 10m x 50m dimensions; • held in freehold with no encumbrances; and • without extensive facilities or improvements. On this basis, the property was identified and Council requested further investigation. Further investigation included consultation in October and November 2020, and data collection on how the community use the over 13 days in January 2021.
63, 64	How was 10 Monmouth determined to be underperforming or surplus land? Nomination of 10 Monmouth as under performing or surplus land appears to have come from Administration.	
68	Minimum requirements for a local park are not a reason to dismiss the property as public open space and should not be considered as a threshold that must be met.	
1, 30	The sale is a short-sighted money generating solution.	
54	The property is an asset to the community, there is no financial or social merit to the sale.	
64	Sale of the Property has no benefit to the residents living nearby.	

Summary of Submissions:

Submitter	Comments Received on Alternative uses for funds from sale:	Administration Comment:
11	If it is too expensive for the City to maintain then let it be something the community can take ownership of.	Comments regarding reinvestment of potential sale funds are noted. In particular recommendation for: • linear greenway allowing pedestrians to walk comfortably away from busy roads; • opportunity for road closure/green space along Hutt Street; • preference for sale to affordable housing provider; and • support of sale is subject to a transparent plan to apply the funds locally being in place.
42	While a single isolated green space is of limited value to the wider community, it would be good to have a green corridor through the area. Pedestrians are forced onto main arteries like William St to access nearest green space at Hyde Park.	
12, 29, 66	Residents would be open to consideration of other options which seek to provide a new park in the William, Walcott, Beaufort and Vincent precinct, funded by the sale of 10 Monmouth. Our precinct needs a local park, and I appreciate the Monmouth site is not an ideal location.	
52	Options that could be funded by sale of 10 Monmouth include: • Buy other residential land located with better access for nearby residents in the William, Walcott, Beaufort and Vincent precinct and create another local park; or • Develop part of Hutt Street into a local park by either closing or calming the road near Raglan Street or Grosvenor Road. This option requires some imagination and consultation Until the City explains how the funds of a potential sale of the 10 Monmouth site will be used, I strongly oppose the proposed sale of the land.	
53	If it is sold, we would like to see it go to community housing not developers. It is good opportunity for the City to provide housing to those in need - rental or low income home buyers.	

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


Angove St
Fitzgerald St
Hyde Street Reserve
10 Monmouth Street
Walcott St
Beaufort St
City of Stirling
Public Open Space
Vincent St
William St
Hyde Park
Forrest Park
To Mt Lawley
Whatley Cr
City of Bayswater
Guildford Rd
East Pde
Bulwer St
Beaufort St
Brigatti Gardens
Jack Marks Reserve
Lord St
Birdwood Square
0 100 200 300 400 m
CITY OF VINCENT
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North Perth, Highgate and Mount Lawley: Access to any Public Open Space as of January 2021
24/02/2021
1:10000
N


Angove St
Fitzgerald St
Hyde Street Reserve
10 Monmouth Street
Alma Road
Beaufort St
City of Stirling
Ideal Location for Local Open Space
Public Open Space
Distance (m) to closest public open space
<100m
101 - 200m
201 - 400m
400 - 800m
To Mt Lawley
City of Bayswater
Vincent St
William St
Hyde Park
Beaufort Street Town Centre
Forrest Park
Guildford Rd
East Pde
Bulwer St
Brigatti Gardens
Jack Marks Reserve
Lord St
Birdwood Square
0 100 200 300 400 m
CITY OF VINCENT
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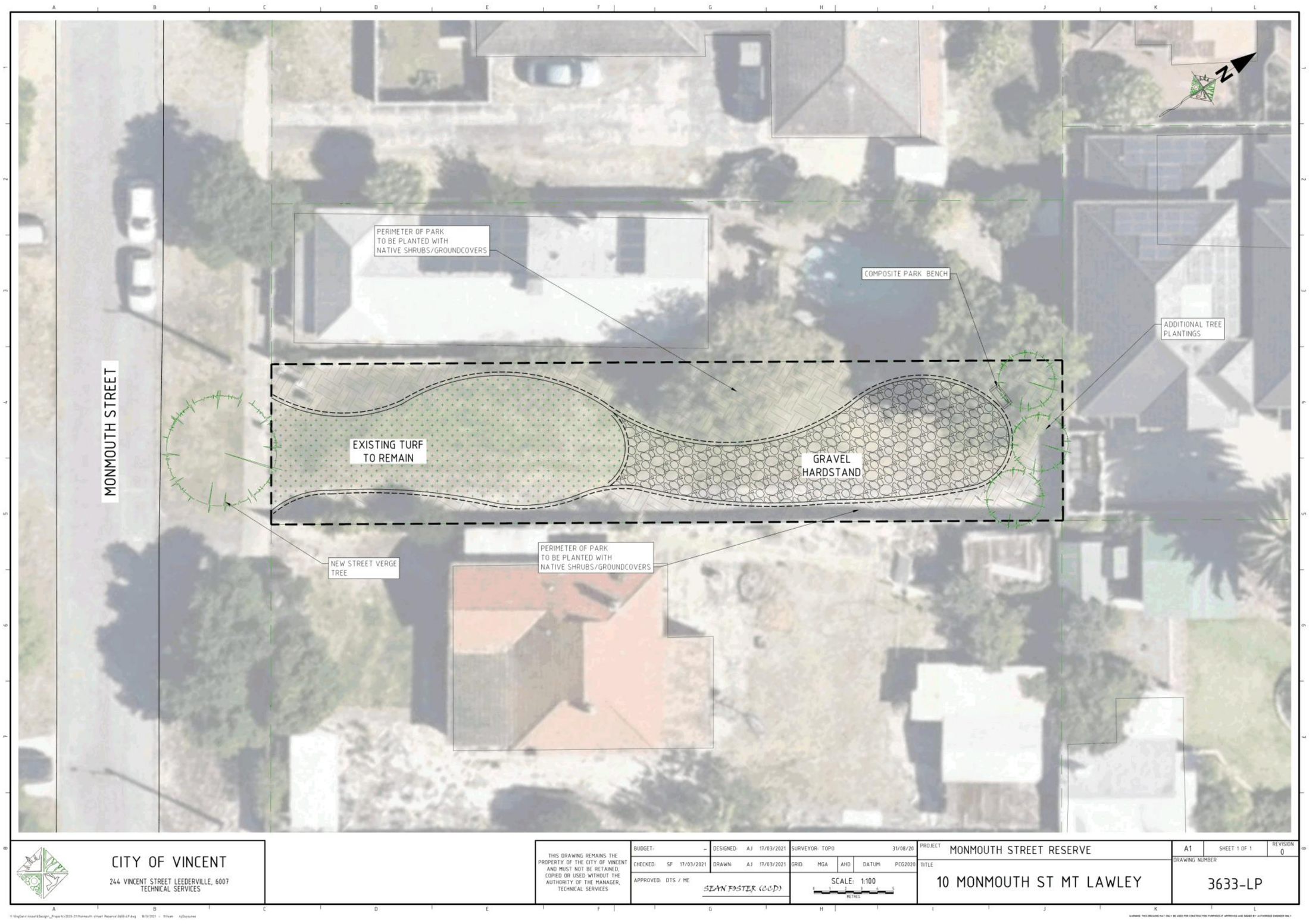
North Perth, Highgate and Mount Lawley: Access to any Public Open Space as of January 2021
24/02/2021
1:10000
N


PERIMETER OF PARK
TO BE PLANTED WITH
NATIVE SHRUBS/GROUNDCOVERS
COMPOSITE PARK BENCH
ADDITIONAL TREE
PLANTINGS
MONMOUTH STREET
EXISTING TURF
TO REMAIN
GRAVEL
HARDSTAND
NEW STREET VERGE
TREE
PERIMETER OF PARK
TO BE PLANTED WITH
NATIVE SHRUBS/GROUNDCOVERS
N
CITY OF VINCENT
244 VINCENT STREET LEEDERVILLE, 6007
TECHNICAL SERVICES
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BUDGET: -
DESIGNED: AJ 17/03/2021
CHECKED: SF 17/03/2021
DRAWN: AJ 17/03/2021
APPROVED: DTS / ME
SEAN FOSTER (COD)
SURVEYOR: TOPO 31/08/20
GRID: MGA AHD DATUM: PCG2020
SCALE: 1:100
METRES
PROJECT MONMOUTH STREET RESERVE
TITLE 10 MONMOUTH ST MT LAWLEY
A1
SHEET 1 OF 1
REVISION 0
DRAWING NUMBER 3633-LP

12.7 MINUTES AND MOTIONS FROM THE ANNUAL GENERAL MEETING OF ELECTORS HELD ON 9 FEBRUARY 2021

Attachments: **1. Minutes of Annual General Meeting of Electors - corrections marked up** ⇩

RECOMMENDATION:

That Council:

1. **RECEIVES the Minutes of the Annual General Meeting (AGM) of Electors held on Tuesday 9 February 2021, included at Attachment 1, noting the corrections in red; and**

2. **NOTES and ENDORSES the responses provided by Administration to the General Business motions carried at the Annual General Meeting of Electors held on Tuesday 9 February 2021 for the reasons outlined in the report.**

PURPOSE OF REPORT:

To receive the minutes of the City's Annual General Meeting of Electors (AGM) and to consider the general business motions carried at the AGM.

BACKGROUND:

The AGM was held at the City of Vincent Council Chamber on Tuesday 9 February 2021 at 5:30pm. There were 22 electors present, as well as seven Elected Members and six City employees. Seven electors raised 13 general business motions, which were carried at the meeting.

Since being published on the City's website here and presented to the 16 March 2021 Council Briefing, the AGM minutes have been updated to correct the following errors:

- Cr Topelberg was present at the meeting (not absent as previously listed);
- Cr Castle was on approved leave of absence (not absent as previously listed).
- The correct name of the elector who asked the question on botulism was included.

The updated minutes are at Attachment 1, with the changes shown in red and strikethrough. The updated minutes will also be published on the City's website following the 23 March Council Meeting.

DETAILS:

Administrations' response to each of the above-mentioned motions from the AGM are set out below.

Motion 1:

That Council recognise the great urgency involved in the matter and place the Cleaver Precinct Character Retention Area in the 2020/21 budget.

Supported in part.

The City received a nomination from landowners in Strathcona Street, Florence Street, Hammond Street, Ivy Street and Prospect Place to consider including these streets as Character Retention Areas in early 2020. All of these streets are within the Cleaver Precinct area and were identified by the City as areas with a high level of original character worth protecting. This is being further investigated and is scheduled to be progressed in the 2021/22 financial year.

There is no need to include any additional funding this financial year as these first steps are covered by the existing operating budget.

Motion 2:

We call on the City of Vincent Council to reconsider the discontinuation of commercial waste collections for the 2,111 small businesses in our community who rely on it every week and consider either:

a) Acting as an agent to negotiate the services required by local businesses and reducing rates permanently to reflect the increased cost of doing business in the City of Vincent.

OR

b) Deferring the change by 12 months to explore other service options such as engaging neighbouring Councils to provide commercial waste collections.

Not supported

a. In respect to **option a),** this not a feasible option for a number reasons, including:
1) The City does not hold waste management information for all City's businesses.
2) The City does not maintain a Business Directory - only holds details of the commercial ratepayer (i.e. the Landlord).
3) Bins currently provided are on a limited allowance based system (not one that is tailored) to meet the needs of individual businesses.
4) Around 15 percent of businesses do not use the City's services at all and some use the City allowance and then top up from other suppliers. As these are private contractual arrangements the City does not have access to this information.
5) The City's commercial waste database is therefore of limited use to broker commercial arrangements.
6) We are not able to release ratepayer/commercially sensitive information to third party organisations.

As detailed in previous Council reports, it is considered that the tailored service provision from external providers will be a significant improvement. These large integrated waste companies are much better placed to provide these services to businesses. They have economies of scale and can provide competitively priced services that are tailored to individual business needs. These services are also designed and incentivised to maximise recycling and divert waste from landfill.

There is significant competition in the commercial waste sector such there would be no advantage in the City negotiating services for businesses; each business would not be disadvantaged by requesting competitive quotes from a number of commercial providers that would provide tailored services to support the specific waste streams produced by each business. Introducing the City as an agent between a private business and a private waste operator could result in an unnecessary additional level of administration and overhead and interfere with the customer and supplier relationship.

As part of the 15 September Council decision, Council has requested an implementation review report on the discontinuation of the commercial waste service six months after implementation. The review report will include any impacts on commercial ratepayers and at this point consider if further transitional support may be required for commercial ratepayers as part of the 2022-2023 Annual Budget.

In respect to **option b),** the City has already carried out an extensive review process and does not support a twelve month deferral of the service change. A deferral would adversely impact the FOGO three bin system rollout which is a key waste diversion project. The City has given commercial ratepayers a nine month notice period of the change and transition to a new supplier should be a very straightforward process. These changes can be organised several months in advance so businesses can plan ahead.

The City of Perth's commercial waste service is set up primarily to service businesses within its boundaries and they are not looking to activity expand their business beyond this at this time. That is not to say that they would not consider, upon request, provision of services to businesses that are located adjacent to their boundary, but this would be on a case-by-case basis and entirely at the City of Perth's discretion. It is also worth noting that the City of Perth's service is a fully charged commercial service and not included in the City's business rates.

The City will be looking to introduce a micro-business three bin system option for those small scale commercial operators which could be accommodated within the City's planned residential collection schedules/routes as part of the adoption of FOGO. This option for micro-businesses would be a discretionary service for premises which fully align with residential collection parameters (bin sizes, quantities and

collection frequencies). Requests for multiple collections or additional/larger bin infrastructure beyond the City's residential system would not be accommodated. This option would also need to ensure the best environmental option was achieved by maximising waste recovery.

The City is also making every effort to support businesses during the change. The City is in the process of visiting all businesses and providing guidance and information on the City's website to support this transition.

Motion 3:

Council to resolve to undertake an independent review of its planning and development policies as the policies are often applied, with little realistic achievement or benefit in terms of the aims or objective of the policies. The policy review should be undertaken independently by a party/ies expert in the field of statutory planning including the application of planning policy.

The review should be completed within the next three (3) to six (6) months.
The key components of the review would be to:

1. **Assess the current practices in terms of the development and application of the Council's planning and development policies.**

2. **Measure the effectiveness of the Council's planning and development policies against independently verifiable criteria and, whether the aims and objectives set out in the policies are in fact being achieved.**

3. **Establish the legitimacy and legality of policy application so as to confirm or otherwise, if Council's planning and development policies are being correctly implemented (for example the use of percent for art funds for purposes other than on properties on which the fees were imposed, parking contributions when parking is not provided within 200m of the development site, or measurements for assessment of power or water saving. If they are not, what rectification needs to happen to ensure the correct application of the Council's policies?**

4. **Advise and recommend to Council the appropriate strategy to adopt and apply policies to ensure fair and appropriate application of policy to achieve the desired outcomes in a legally correct and financially fair manner. (Consideration of public workshops with practitioners operating within the jurisdictions may be considered).**

5. **Presentation of a report containing the findings and recommendations to Council not later than September 2021.**

Supported in part.

The City is committed to improving the design and quality of built form within the City and has had a long standing commitment to increasing the quality and amount of public art within the City; increasing the amount of urban greening and landscaping integrated into new developments; improving integrated transport outcomes particularly around active transport and car parking; as well as achieving sustainability objectives to ensure new developments integrated energy and water efficiency measures where possible. These are consistent with Council's priorities as reflected in the City's Strategic Community Plan, with these priorities having been drawn from the feedback from our community.

The City's planning policies are developed in accordance with the requirements of the *Planning and Development Act 2005*, *Planning and Development (Local Planning Schemes) Regulations 2015* and the relevant State Planning Policies

The City's policies are applied in accordance with the *Planning and Development Act 2005* and any relevant State Administrative Tribunal (SAT) decisions.

Use of percent for art funds for purposes other than on properties on which the fees were imposed

The City's Policy No. 7.5.13 – Percent for Public Art Local Planning requires that developments valued over a particular threshold value (currently $1,092,000) make a minimum one percent contribution, based on the cost of the proposed development, to public art. The proponent can elect to provide this as either public art they coordinate themselves or pay a cash-in-lieu contribution to the City. In cases where the developer elects

to pay cash-in-lieu, the Policy requires that the City hold those funds in the City of Vincent Public Art Fund and expend the funds on Public Art projects.

This approach is consistent with that of other local governments in Western Australia and has been successfully upheld by the State Administrative Tribunal.

Policy No. 7.5.13 – Percent for Public Art Local Planning guides the City's expenditure of the money in the cash-in-lieu fund and the City's expenditure of these funds is consistent with the Policy.

The review of Local Planning Policy 7.5.13 – Percent for Art is scheduled to commence this financial year. This review would include consultation with the development industry, local art and cultural industry and the local community to help inform how the policy should guide expenditure of cash-in-lieu contributions in the future.

Parking contributions when parking is not provided within 200m of the development site

The City's Local Planning Policy No. 7.7.1 – Non-residential Development Parking Requirements sets out the option for developers to provide cash-in-lieu of providing car parking in certain circumstances. The Policy requires that the contribution be held by the City of Vincent in a Reserve Account for the purpose of providing and/or upgrading existing and proposed Transport Infrastructure.

This approach is consistent across many other local governments in Western Australia and has been successfully upheld by the State Administrative Tribunal.

The City holds all cash-in-lieu of car parking contribution in Reserve.

Between 2016 and 2020 the City extensively audited the contributions made into the cash-in-lieu reserve as well as the expenditure from the reserve. The audit sought to identify the location of each cash-in-lieu of car parking contribution and the location of each expenditure. The findings demonstrated that there was a clear nexus between all money collected and where/how it has been spent.

The findings of this audit have been used to guide the expenditure of funds to ensure that the transport infrastructure is provided in the immediate vicinity of the development from which the contribution was received or, where the source of the funds is unknown, it is used to provide transport infrastructure that benefits the entire City.

A review of Local Planning Policy No. 7.7.1 – Non-residential Development Parking Requirements is scheduled for next financial year (2021/22) in response to the recent and upcoming changes to the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Measurements for assessment of power or water saving

The City's Local Planning Policy No. 7.1.1 – Built Form is an industry leading policy that was been used by the State Government when developing Residential Design Codes Volume 2 – Apartments.

In the first iteration of the City's Built Form Local Planning Policy No. 7.1.1, all commercial, apartment and mixed used developments were required to demonstrate that they had considered the whole of life environmental impact of the building as part of the design process. This approach was successful in reducing the environmental impact of developments, simply by ensuring that opportunities were not missed because they were not considered at the start of the design process.

The State Government's Residential Design Codes Volume 2 – Apartments was subsequently developed and not only required the consideration of these matters at the design stage, but also required that apartment and mixed used developments exceed standard minimum energy efficiency requirements.

The recent review of the City's Local Planning Policy No. 7.1.1 – Built Form has sort to again lead the industry by requiring that, in addition to commercial, mixed use and multiple dwelling developments, all single house and grouped dwelling developments demonstrate that the energy efficiency and water use had been considered and certain standards could be achieved.

The initial implementation of these new requirements for single houses and grouped dwellings was a challenge for some developers due to the cost of considering these matters early in the design stage, particularly when schemes were well advanced but had not yet been lodged as development applications.

The City has improved its application of these policy requirements, through the development of information sheets and standard templates that applicants can use as a guide when considering energy efficiency and water use.

The City is scheduled to review Local Planning Policy No. 7.1.1 – Built Form next financial year (2021/22) and as part of this review the City will consult with the industry and community in order to consider these issues further.

Policy Review

The City will continue to review its local planning policies and how they are implemented. This is to make sure the process for applicants is reasonable and delivers the intent of the policies, whilst ensuring that our policies remain current and are continuously improved to reflect our community's expectations and industry best practice.

Council's recently adopted Policy Development and Review Policy requires that the City schedule a regular review of all of its planning policies and specifies how each individual review should be undertaken. This includes a requirement to assess the objectives of each policy; review examples of current best practice; and evaluate the effectiveness of the policy in achieving its objectives.

The review of the policy objectives is required to incorporate consultation with relevant statutory and regulatory agencies and any other key stakeholders (including preliminary community engagement if required). All draft reviews of the City's local planning policies will be advertised for community consultation, with the results of that consultation presented to Council for consideration when making a final decision on the review.

The City's local planning policies are currently scheduled for review in accordance with the Policy Document Register and Review Plan which was endorsed by Council at its Meeting on 20 October 2020. The plan is reviewed and published annually.

In accordance with the City's current Policy Document Register and Review Plan and Council's notice of motion from its meeting in October 2020, the review of the following local planning policies is scheduled to commence this financial year (2020/21):

- Local Planning Policy No. 7.4.5 – Temporary Accommodation;
- Local Planning Policy No. 7.5.1 – Minor Nature Development;
- Local Planning Policy No. 7.5.13 – Percent for Public Art;
- Local Planning Policy No. 7.5.15 – Character Retention and Heritage Areas; and
- Local Planning Policy No. 7.5.2 – Signs and Advertising.

In addition, the City's Policy No. 4.1.5 – Community Consultation is currently being reviewed, with this review scheduled to be completed in 2021/22.

In accordance with the City's current Policy Document Register and Review Plan, the review of the following local planning policies is scheduled to commence next financial year (2021/22):

- Local Planning Policy No. 7.1.1 – Built Form;
- Local Planning Policy No. 7.5.9 – Home Business Home Occupation Home Office and Home Store;
- Local Planning Policy No. 7.5.10 – Sustainable Design;
- Local Planning Policy No. 7.5.22 – Consulting Rooms Policy; and
- Local Planning Policy No. 7.7.1 – Non-residential Development Parking Requirements.

The policy review plan proposes a more thorough assessment of the success of each of the City's 44 policies in achieving their aims and objectives than the three to six month process proposed in the motion.

Each review would involve an assessment of the application of the policy; whether the aims and objectives set out in the policies are being achieved; and consultation with the community and industry, with the results of this consultation informing the review of both the policy and its application.

The City's local planning policies have been developed and are applied in accordance with the requirements of the *Planning and Development Act 2005*, *Planning and Development (Local Planning Schemes) Regulations 2015* and relevant State Planning Policies. The development of our local planning policies

includes consultation with the community and industry, with the results of this consultation informing the final adopted policy and its application.

The City's Built Form Policy for instance, which was adopted in December 2016, involved over two years of development in consultation with the local community and development industry. The Built Form Policy was a response to growing concerns about the poor quality of some of the built form outcomes within the City over a period of several years – particularly around new residential development. The final adoption of the policy considered submissions from the industry and was modified accordingly.

Motion 4:

That the City considers a third option of upgrading the park's facilities at 10 Monmouth Street along with the current options of "continue maintaining 10 Monmouth Street in its current condition OR to sell the land", be subject of the current community consultation.

Supported.

The public consultation on 10 Monmouth Street demonstrated that it is currently providing a valued local public open space to the local community despite it not being in the optimum location and configuration to maximise accessibility and use.

Administration is recommending to Council that 10 Monmouth Street continues to be used as public open space.

The option of upgrading the facilities at 10 Monmouth Street is being considered by Administration and is one of the options which will be presented to Council for consideration at its 23 March 2021 Council Meeting.

Motion 5:

That the community requests that the City adopts the following actions in order to protect our water catchments in accordance with the adopted Sustainable Environment Strategy, also in accordance with much needed climate change action and in particular requests that the City raises community awareness of these issues through such mechanisms as letter box brochures:

1. Encourage residents to replace "fake grass" with real grass and reduce the size of paved areas.

Supported.

The City is committed to increasing the amount of urban greening and tree canopy to reduce the impact of the urban heat island effect. This will require urban greening and soft landscaping on both private and public lands.

2. Advise all landholders and mowing contractors to remove catchers from their mowers and leave lawn clippings in-situ.

Not Supported.

Where grass is left too long between cuts and there is an excess of grass clippings this is not a practicable exercise for two main reasons:

If left on site, it has the potential to be windswept or washed into storm water drains, which can cause nutrient issues in local water bodies.

If left on the surface in large quantities the clippings can create a hydrophobic barrier once dried out, and decrease water penetrability.

3. Increase greening, urban cooling and wildlife habitat by planting more trees and shrubs that are native to the area.

Supported.

Already actioned through the City's Greening Plan.

4. Stop the planting of deciduous trees in verges, parks and public places and encourage the community to do likewise.

Not supported.

The City plants deciduous trees where it is consistent with the Street Trees Policy, where consistency is required throughout a streetscape.

The City may choose to plant deciduous trees in public spaces and support the community in doing so where summer shade and winter sun are desirable for amenity, liveability and energy efficiency of buildings.

5. Promote the existing brochure which identifies native plants that are suitable to the soil types within Vincent.

Supported.

6. Provide information to the community about environmental weeds.

Supported.

The City will consider resource allocation to prepare relevant information.

7. Reduce fertiliser use and export to waterways.

Supported in part.

Where possible the City uses slow release organic fertilisers. The City is required to maintain a safe playing surface to facilitate community sports and recreational use of its parks. To maintain this standard of turf some level of fertilising is required.

8. Stop using glyphosate

Supported in part.

The City prefers to use organic herbicides where possible. Organic herbicides are not currently effective in the control of perennial weeds and grasses.

The City is committed to reducing the amount of glyphosate used where appropriate. The City has been able to reduce the amount of glyphosate used through precision application technology.

The City will continue to seek and trial alternatives to glyphosate.

Motion 6:

Please explain why Daisy Lane and 5 other lanes are being transferred from the City of Vincent to the State Government.

Please explain why only these 6 and not 40 or so other lanes are being transferred?

In any transfer of Daisy Lane please ensure that there is a caveat that reads as follows, that:

"the residents abutting Daisy Lane each have the right to approve or reject any changes whatsoever to Daisy Lane. This includes any developments." For clarity that is 100% of the vote is required for any changes.

Not Supported.

The City is working towards all rights of way which are used by the public being transferred to the State Government (including rights of way currently owned by the City of Vincent) to resolve and clarify liability, maintenance, upgrade and general management issues. This is a major long term undertaking but has commenced with 6 privately owned rights of way in the City of Perth being transferred to the State Government

The transfer of the rights of way to the State Government means these rights of way become public rights of way, so that all adjacent owners and occupiers have access. The City is responsible for maintaining and upgrading the public rights of way.

The process for transferring the rights of way to the State Government requires consultation with the community and is a lengthy process. Therefore the City is undertaking a staggered approach to the transfers, commencing with the rights of way in areas with the potential for high density. On this basis the City has commenced with the rights of way in the City of Perth, which includes Daisy Lane. This was approved by Council at its 13 October 2020 Council Meeting (Item 12.2). The six rights of way being considered were privately owned rights of way between Bulwer, Beaufort, Fitzgerald and Vincent Streets.

This motion is not supported as the proposed caveat would not allow the City to manage the rights of way appropriately (which includes to upgrade and maintain the rights of way in accordance with its ROW management and upgrade procedures).

All adjacent owners and occupiers are consulted prior to the transfer of any right of way, and these comments are considered by the City and the State Government.

Motion 7:

1. **All works involving removal of grass and sand, and the placement gravel for paths or other purposes, and planting of ivy stop immediately and do not recommence until a comprehensive master planning process has been completed.**

2. **The Hyde Park masterplan shall address matters including:**

    a. **Shade friendly grass to be immediately planted in patchy areas and the recently gravelled areas near the roundabout/main entrance on Glendower Street.**

    b. **The aesthetics in the area near the main entrance to Hyde Park in proximity to the Glendower Street roundabout enhanced by the following actions including removing, painting or softening of the yellow bollards and other gas infrastructure and other innovations including way finding (painting the bollards green – with reflective tape to ensure visibility perhaps).**

    c. **Instigate actions to reverse to water quality decline by 2021/2022 and safeguard the wildlife.**

    d. **Make public all information in the City's possession in relation to water quality assessment and recommendations.**

    e. **The City to take immediate action to have the water quality and associated drains maintained to a standard and quality recommended by ARI Water, Craig Rothleitner and Bob Humphries Water Hydrologists.**

3. **All development works either planned or approved do not proceed until completion of a revised Hyde Park masterplan has been the subject of community consultation, referral to and approval by the Heritage Council of Western Australia and the Council of the City of Vincent.**

4. **The Council of the City of Vincent seek specialist expert input for the review of recent works, and proposed plans for Hyde Park not later than the first week of April 2021. The brief for the specialist input would be the subject of review by a Hyde Park working group established by the Council of the City of Vincent.**

5. **The main entrance to Hyde Park near the roundabout on Glendower Street to be investigated with following actions to beautifying it including removing, painting or softening some of the yellow bollards and other gas infrastructure and other innovations including way finding (painting the bollards green – with reflective tape to ensure visibility perhaps).**

6. **The City of Vincent Hyde Park working group shall consist of Elected Members and appropriate Community Members. The City of Vincent Hyde Park working group be called for and established within one month from the date of this meeting.**

7. The Hyde Park working group shall provide input and direction on the style of the Hyde Park garden themes and make comment on plans and associated reports prepared by the specialists. In addition, the Hyde Park working group would be expected to provide input and comment on plans and concepts which may be under consideration, previously considered or previously approved for Hyde Park and considered for inclusion in the Hyde Park masterplan.

8. The Council of the City of Vincent seek specialist input for design services inputs from appropriately qualified and experienced independent consultants and allocate an appropriate budget (circa $50,000.00) to engage specialist consultants to prepare the masterplan for community consultation, Heritage Council of Western Australia approval or guidance as necessary, Council adoption and approval.

9. All community consultation to include electronic media, signs on site, and letters to owners and residents, with a minimum of twenty eight (28) days public submission period.

Not supported

Hyde Park is highly valued by the local and wider community as a tranquil retreat. It forms a visual, social and recreational focus for the neighbourhood and the wider community. It is also a registered Aboriginal site of significance.

Hyde Park has scientific and historic value as a remnant of a chain of wetlands that extended through the district. It is a notable example of the aspirations for wetlands that were held during the Federation period.

Hyde Park is one of Perth's most loved and beautiful parks and the City is committed to ensuring it remains so in line with its listing as a State Heritage site.

The City's custodian role for Hyde follows the Burra Charter's cautious approach to change: we will do as much as necessary to care for the place and to make it useable, but otherwise change it as little as possible so that its cultural significance is retained.

Undertaking a master planning process for Hyde Park would not be viable or practicable within the time period requested and given no significant changes are being proposed for the park.

Council has an adopted Public Open Space Strategy which includes a Key Action to *Prepare and Implement a Hyde Park Masterplan* over the medium term (4-7 years).

Council is currently committed to planning and park projects for Leederville Oval, Banks Reserve, Beatty Park, Robertson Park, Britannia Reserve North West (Litis Stadium), Woodville Reserve and Haynes Street Reserve.

The City is currently consulting the community on a Hyde Park Kiosk proposal. We are seeking community views on how they want to enjoy Hyde Park into the future and what food and drink options should be available at the park.

In response to some specific issue raised Administration provides the following additional information:

The installation of laterite gravel in areas throughout Hyde Park has been completed over a number of years and the Heritage Council of WA has been provided photographic evidence of all areas of works. Their response was received on 14 January 2021 as follows: "The use of this gravel does not appear to visually dominate the park and offers a soft, recessive materiality while assisting in the functioning of the park".

Shade friendly grass or cooler season grasses require daily watering, particularly where located under mature trees. The City's groundwater allocation would not sustain the volume of watering required to maintain high shade friendly turfed areas.

The main Palmerston Street entrance into Hyde Park has adjacent a significant amount of ATCO GAS infrastructure that cannot be relocated or obstructed nor will they consider changing the standard colour (yellow for gas) of various pipework. Planting is also restricted within certain distances around this infrastructure.

Avian botulism bacteria/spores are present in all wetland areas. Outbreaks where evident are managed by removing dead or affected waterfowl immediately. No significant outbreaks of botulism have occurred at

Hyde Park lakes for many years. Dead birds or affected birds are always likely to be found at the lake as they may have flown in from areas where an outbreak of botulism has occurred.

The City in conjunction with a federal government grant, completed the Restoration of Hyde Park Lakes in 2012/13 at a cost of > $2 million. This work included construction of a 'treatment train' which captures the majority of storm water entering the lakes via the Norfolk Main drain. A water quality testing regime over a number of years was implemented following completion of the works and indicated no alarming trends. Further testing will be carried out in the next 12 months and the City does not anticipate that it will identify any significant water quality issues.

Motion 8:

1. **That the City investigate options for funding a long-term program to provide underground power throughout the City;**

2. **That one option that must be considered is one based on the model developed by the City of Subiaco in the 10980s and which saw the all power put underground within about 35 years, and was mainly based on funding the program by taking out loans which were paid off by a small increase in annual rates;**

3. **That any models developed address issues of equity for community members in the Highgate East area who have already contributed to have their power put underground;**

4. **That any models that are developed to be used as a basis for consulting the community about the possibility of putting power underground.**

Supported in part.

The City strongly supports the amenity benefits and improvement to tree canopy that results from undergrounding power lines. The City is also committed to keeping downward pressure on rates to deliver high quality and cost effective services, projects and programs.

Council has previously considered a number of funding models to expedite the undergrounding of power rather than rely upon the State Underground Power Program (SUPP).

The State Government, through the Public Utilities Office, has been running the SUPP since the early 1990s.

The City has, in the past, applied for funding through the SUPP to undertake both Localised Enhancement Projects (LEP), typically single streets of either extensive tree canopy or heritage significance, and Major Residential Projects (MRP), which encapsulates upwards of 800 residential properties.

The first trial projects, called Round 1 in the 1990's, were based upon two-thirds State to one-third local government funding (which was subsequently passed onto the ratepayers within the project area).

From Round 2 onwards it became a 50/50 funding split.

In respect of LEPs the City has had two past projects:

1) Mary Street, Highgate, in recognition of the significant trees, completed in the late 1990's; and
2) William Street, Perth (Brisbane to Newcastle Streets), as part of the William Street Upgrade Project, completed in late 2000's.

The City was successful in Round 3 in 2006, and secured funding for the Highgate East MRP Project, approx. 900+ properties, completed in 2009.

The City consulted residents on a SUPP project on Brookman Street and Moir Street Heritage Precinct in 2015 and majority of respondents indicated they did not support paying $8,260 per residential property to underground the power.

Under the Round 6 Program, local governments proposed project areas based on community requirements and preferences. Local governments nominated their contribution (50% - 90%), while Western Power contributed its net benefit (as a result of replacement and maintenance costs avoided), and the State

Government funded the remainder. In this instance the residents contributed to a portion of the network infrastructure costs and all of their consumer mains connection.

In 2017, 17 projects were funded from 70 Local Government applications in Round 6 of the SUPP. The last of these projects are scheduled to complete construction in late 2022. The selection criteria is extensive and includes the percentage of public support, ability to pay (lower socio-economic areas are eligible for additional funding), the age and reliability of the infrastructure, terrain and soil conditions, and housing density. The number of lots in the project areas is generally restricted to about 800.

A previous estimate to install underground power in the remainder of the City was over $100 million.

The City remains engaged in the future of the SUPP and is open to participation in subsequent rounds. Participation in the future SUPP rounds would depend on the level of community support to pay for the cost to underground the power.

While there is strong support for the clear amenity and tree canopy benefits from undergrounding power, this is unlikely to justify this significant financial cost of undergrounding power for the foreseeable future, unless significant State Government contributions are made.

Given the huge financial cost of underground power, the City is focussed on its ongoing investment in the parks and greening program instead.

Technological change is also disrupting the global energy sector and we expect this could change the landscape for the traditional electricity supply industry and impact on the cost-benefit equation from undergrounding power.

The City will explore further opportunities to gauge the level of public support for underground power including through the draft Asset Management and Sustainability Strategy. The could take the form of a community panel where the costs and benefits of underground panel are presented to a representative group to determine the level of community interest and willingness to pay compared to other priorities.

Further advice will be provided to Council if there is a significant change in energy technology, public support or the costs involved for the City or property owners in undergrounding power.

Motion 9:

That the electors:

1. NOTE that:

1.1 Prior to December 2017 the City's Code of Conduct had a requirement that Council Members should respond to all enquiries as soon as practicable, but in any case, within 48 hours of receiving a written enquiry;

1.2 At the council meeting of 12 December 2017 the council voted unanimously for a revised Code of Conduct that no longer contained this requirement;

1.3 The change to the Code of Conduct was made without any public consultation;

1.4 The report that went to council did not indicate that the clause was to be removed either through the use of tracked changes or by mention within the report, and in fact said there was "little change to the substance and effect of the code", and

1.5 The report to council stated that there had been several rounds of internal consultation and that all Council Members had an opportunity to provide feedback on the revised Code prior to it being adopted.

2. REQUEST that the City's Code of Conduct be reviewed and amended, and that the previous requirements for Council Members to respond to enquiries from members of the community be reinstated prior to the document being advertised for community comment.

Supported in part.

On 3 February 2021 the *Local Government (Model Code of Conduct) Regulations 2021* (Model Code) took effect, which repeals and replaces the *Local Government (Rules of Conduct) Regulations 2007.* These new regulations require local governments to adopt a Code of Conduct for Elected Members, committee members and candidates that incorporates the terms of the Model Code.

The Model Code includes general principles and behaviours to be observed by Elected Members, committee members and election candidates. Local governments may include additional requirements in the behaviour section of the Code of Conduct, provided the additions are not inconsistent with the Model Code.

Administration will present a new Code of Conduct (with several amendments to the behaviours section) to Council at its 23 March 2021 Meeting for adoption. Administration is also updating its Governance Framework based on changes to the regulations, the Model Code and new gift and conflict of interest provisions.

The new Code of Conduct requires a Council member to be open and accountable to, and represent, the community in the district.

City of Vincent Elected Members are highly accessible to the community and very responsive to enquiries from residents and ratepayers. Enquiries are nearly always responded to as soon as possible and a great deal of care and sensitivity is shown in response to issues raised by community members.

In many instances, an Elected Member may require advice or information from Administration staff in order to respond to an enquiry from a resident or ratepayer. Administration is committed to responding to all such requests within ten working days unless the matter is likely to require a diversion of considerable staff resources.

The majority of resident and ratepayer enquiries are responded to quickly and urgent matters are deal with immediately. Administration seeks to continuously improve our customer service and staff generally receive a lot of positive feedback from residents and community members.

In line with the City's Council Member Requests Policy, it is proposed that a requirement be included in the City's Governance Framework that Elected Members and/or Administration respond to queries from the public within 10 days, unless a considerable amount of staff resourcing is required, in which time a specific timeframe will be agreed on with the member of the public.

Motion 10:

That in the future years the City improve the promotion of the Annual General Meeting of Electors as an opportunity for the community to be engaged and have their say, and that any promotion emphasises that community members may speak on any issue relating to Vincent, or may move motions that must be considered by the Council if passed.

Supported.

The City is committed to engaging the community in its decision making and providing a real opportunity for all members of the community to be heard. Administration and will endeavour to improve the promotion of the AGM in 2022 and will consider how newspaper notices, social media and website notices can be improved.

Motion 11:

That the electors:

1. **NOTE that there is a mixture of uncertainty and scepticism within the community that the City's rangers check streets for adherence with parking rules on a regular or frequent basis;**

2. **REQUEST that the City's website display information which is updated on a weekly basis, and which shows which streets or street segments have been checked for compliance with parking rules and that the information contain the street or street segment and the time(s) of day that the street was checked.**

Not Supported.

The City's approach to parking is outlined in the draft Accessible City Strategy. The needs for parking differ greatly across Vincent. These needs are influenced by the activity, density and variety of development in the area, as well as the availability of alternative transport modes.

An appropriate supply of quality, well located car parking is a critical issue for people and businesses. The City's management approach is to ensure public parking is available for use by residents, employees and visitors. This includes regular patrols particularly in areas of high demand. The Rangers will also respond to any reports of illegal parking or instances which impact on health, safety or amenity.

There would be no public benefit in shifting or adding resources to prepare and publish this information as suggested. This information could be used to attempt to avoid Ranger patrols in particular areas and increase instances of illegal parking. Rangers also carry out a range of duties in addition to parking when they undertake patrols.

Motion 12:

That the City reinstate the former practice of displaying proposed amendments in the council chamber prior to each council meeting, and that the proposed amendments be placed on the City's web site prior to the meeting where practicable.

Supported in Part

There is no requirement for amendments and alternatives to be provided/prepared by Elected Members prior to a Council Meeting. It would not always be possible for Administration to make amendments or alternatives public prior to a Council Meeting.

Where possible, Administration will attempt to ensure amendments or alternatives received in writing and prior to the meeting are published or provided to the public gallery in consultation with the relevant Elected Member.

Motion 13:

That the electors:

1. **NOTE that the signature block on emails sent by City employees contains the words "Engaging, Accountable, Making a Difference:"**

2. **NOTE the examples provided at the meeting of instances where transparency and accountability have diminished, and where engagement has been poor;**

3. **REQUEST that the administration stop using the words "engaging" and "accountable" on their signature block until such time as they are.**

Not supported.

In October 2018 Council adopted a ten-year Strategic Community plan with a vision to:

"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!"

The community wants us to be a Council and an organisation that is clever, creative and courageous; that is in tune with community appetites and expectations; open-minded and willing to push the boundaries and willing to think and act as an enabler rather than a traditional local government regulator.

Our organisational values reflect the Strategic Community Plan and a Team Vincent approach to building innovation and strategic thinking capabilities.

The organisational values to guide a clever, creative and courageous organisation are:

'Engaging', 'Accountable', and 'Making a Difference'.

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

The City is implementing a range of projects, programs and services to achieve the objectives of Strategic Community Plan.

We are committed to finding the simplest, quickest and most cost effective way to deliver our services to the community. At the same time we are always looking to finding new and different approaches to get better outcomes for the City and community.

We want to be the best organisation we can be.

We are always open and willing to hear from residents, ratepayers and customers on how we can improve.

We don't expect we will always get it right.

We understand that we will sometimes make mistakes.

But every day our staff are working hard to achieve Council's vision of a well-designed, vibrant and sustainable 24-hour city.

And we love working with our community to make this happen.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

The AGM of the City of Vincent was held in accordance with section 5.27 of the *Local Government Act 1995* (the Act). Section 5.33(1) of the Act requires that all decisions made at an Electors' Meeting are to be considered at the next practicable Ordinary Meeting of Council, which is the 23 March 2021 meeting.

Council must consider the motions from the AGM but is not obliged to make a decision on all or any of those Motions. If Council chooses to make a decision in response to an AGM Motion then reasons for that decision need to be recorded in the Minutes of the Council Meeting.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider decisions made at the AGM in accordance with section 5.33 of the *Local Government Act 1995*.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community

Our community is satisfied with the service we provide

Our community is aware of what we are doing and how we are meeting our goals

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024.*

PUBLIC HEALTH IMPLICATIONS:

This item does not align with any of the priority health outcomes of the City's *Public Health Plan 2020-2025.*

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

CITY OF VINCENT

MINUTES

Annual General Meeting

9 February 2021

Table of Contents

MINUTES OF CITY OF VINCENT
ANNUAL GENERAL MEETING
HELD AS E-MEETING AND AT THE
ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 9 FEBRUARY 2021 AT 5.30PM

PRESENT: (AS ELECTORS)	Cr Emma Cole	Presiding Member
	Cr Susan Gontaszewski	South Ward
	Cr Jonathan Hallett	South Ward
	Cr Dan Loden	North Ward
	Cr Sally Smith	North Ward
	Cr Ashley Wallace	South Ward
	Cr Joshua Topelberg	South Ward
IN ATTENDANCE:	David MacLennan	Chief Executive Officer
	Andrew Murphy	Executive Director Infrastructure & Environment
	Virginia Miltrup	Executive Director Community & Business Services
	John Corbellini	Executive Director Strategy & Development
	Emily Williams	Senior Land and Legal Advisor
	Wendy Barnard	Council Support Officer
Media:	Nil	
Electors:	Ron Alexander	Perth
	Paul Kotsoglo	Perth
	Paul Perich	Leederville
	Adrian Easton	Perth
	Douglas Maier	Highgate
	Lisa Coyle	Mt Lawley
	Katherine Athanasiou	Mt Hawthorn
	Peter Le	Highgate
	Lidio Fiore	Mt Hawthorn
	Jeffrey Locke	North Perth
	Celia Gray	North Perth
	Fiona Keating	Highgate
	Marie Slyth	West Perth
	Norelle O'Neill	Mt Hawthorn
	Ray Stevenson	North Perth
	Nick Catania	North Perth
	Elector (Name Withheld)	West Perth
	Cameron Sinclair	Leederville
	Kathleen Ruffo	Mt Lawley
	David Parker	Mt Lawley
	Geraldine Box	North Perth
	Susan Winter	West Perth

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mayor Emma Cole declared the meeting open at 5.37pm 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".

The Presiding Member, Mayor Emma Cole, provided the following introduction to the meeting:

"Good evening everyone and welcome to our Annual General Meeting of Electors.

The purpose of this meeting is twofold – firstly, to receive the City's 2019/20 Annual Report and secondly, to provide electors with an opportunity to raise any general business or motions relating to the City of Vincent.

To speak or vote at this meeting you must be an elector of the City of Vincent. If you are not an elector then you are welcome to remain in the Chamber as an observer to the proceedings.

Every elector present has one vote on each matter to be decided at the meeting, but voting is not compulsory.

All decisions at this meeting are to be made by a simple majority, meaning more than 50% of the votes in favour of the motion. The mover and seconder for all decisions will be recorded in the minutes of meeting, with votes being recorded as simply 'Carried' or 'Lost' based on a show of hands.

The procedures for tonight's meeting have been outlined on page 3 of the agenda papers, which are available online and have also been placed around the Council Chamber.

Speakers at tonight's meeting will need to come forward to the microphone and please state their name and address and address the meeting through me, the Presiding Member. All speakers are asked to keep their questions and comments respectful and relevant to the business of the City of Vincent.

If you wish to move a motion at tonight's meeting, then I would ask that you please submit it in writing. Motions will need to be seconded by another elector before they can be debated. A form to submit your Notice of Motion was available online and also here at the meeting tonight.

Please note that decisions made at tonight's meeting are not binding on Council. Rather, Council will consider tonight's decisions at its next practicable meeting. Depending on the number and nature of motions this evening, this will be at either the 16 February Council Meeting or the 23 March Council Meeting.

The CEO will provide a brief outline of the 2019/20 Annual Report before I call for a mover and seconder."

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Cr Alex Castle (Leave of Absence) ~~(Apology) [A retrospective leave of absence was approved at the 16 February 2021 Ordinary Council Meeting]~~
Cr Joanne Fotakis (Apology)
~~Cr Joshua Topelberg (Apology)~~

3 REPORTS

The CEO provided a brief outline of the Annual Report.

3.1 2019/20 ANNUAL REPORT (INCLUDING 2019/20 FINANCIAL REPORT)

Attachments: 1. 2019/20 Annual Report (including 2019/20 Financial Report)

RECOMMENDATION:

That the City of Vincent's 2019/20 Annual Report be presented to the Annual General Meeting of Electors for discussion.

ELECTORS' DECISION ITEM 3.1

Moved: Susan Winter Seconder: Ron Alexander

That the recommendation be adopted.

CARRIED

4 GENERAL BUSINESS

4.1 MARIE SLYTH – WEST PERTH

Marie Slyth submitted the following motion:

Moved: Marie Slyth **Seconded:** Susan Winter

That Council recognise the great urgency involved in the matter and place the Cleaver Precinct Character Retention Area in the 2020/21 budget.

CARRIED

4.2 CAMERON SINCLAIR - LEEDERVILLE

Cameron Sinclair submitted the following motion:

Moved: Cameron Sinclair **Seconded:** Dudley Maier

We call on the City of Vincent Council to reconsider the discontinuation of commercial waste collections for the 2,111 small businesses in our community who rely on it every week and consider either:

a) Acting as an agent to negotiate the services required by local businesses and reducing rates permanently to reflect the increased cost of doing business in the City of Vincent.

OR

b) Deferring the change by 12 months to explore other service options such as engaging neighbouring Councils to provide commercial waste collections.

CARRIED

The Presiding Member, Mayor Emma Cole, provided an explanation of the reasons that Council made the original decision.

4.3 PAUL KOTSOGLO - PERTH

Paul Kotsoglo submitted the following motion:

Moved: Paul Kotsoglo **Seconded:** Ron Alexander

Council to resolve to undertake an independent review of its planning and development policies as the policies are often applied, with little realistic achievement or benefit in terms of the aims or objective of the policies. The policy review should be undertaken independently by a party/ies expert in the field of statutory planning including the application of planning policy.

The review should be completed within the next three (3) to six (6) months.

The key components of the review would be to:

1. Assess the current practices in terms of the development and application of the Council's planning and development policies.

2. Measure the effectiveness of the Council's planning and development policies against independently verifiable criteria and, whether the aims and objectives set out in the policies are in fact being achieved.

3. Establish the legitimacy and legality of policy application so as to confirm or otherwise, if Council's planning and development policies are being correctly implemented (for example the use of percent for art funds for purposes other than on properties on which the fees were imposed, parking contributions when parking is not provided within 200m of the development site, or measurements for assessment of power or water saving. If they are

not, what rectification needs to happen to ensure the correct application of the Council's policies?

4. **Advise and recommend to Council the appropriate strategy to adopt and apply policies to ensure fair and appropriate application of policy to achieve the desired outcomes in a legally correct and financially fair manner. (Consideration of public workshops with practitioners operating within the jurisdictions may be considered).**

5. **Presentation of a report containing the findings and recommendations to Council not later than September 2021.**

CARRIED

4.4 KATHLEEN RUFFO – MT LAWLEY

Kathleen Ruffo submitted the following motion:

Moved: Kathleen Ruffo Seconded: Lisa Coyle

That the City considers a third option of upgrading the park's facilities at 10 Monmouth Street along with the current options of "continue maintaining 10 Monmouth Street in its current condition OR to sell the land", be subject of the current community consultation.

CARRIED

The Presiding Member, Mayor Emma Cole, advised that the Monmouth Street land is not for sale. No decision has been made on the Monmouth Street item and it has been made clear that if it was sold the proceeds of any sale would have to be used for public open space.

4.5 CELIA GRAY – NORTH PERTH

Celia Gray submitted the following motion:

Moved: Celia Mary Gray Seconded: Dudley Maier

That the community requests that the City adopts the following actions in order to protect our water catchments in accordance with the adopted Sustainable Environment Strategy, also in accordance with much needed climate change action and in particular requests that the City raises community awareness of these issues through such mechanisms as letter box brochures:

1. **Encourage residents to replace "fake grass" with real grass and reduce the size of paved areas.**

2. **Advise all landholders and mowing contractors to remove catchers from their mowers and leave lawn clippings in-situ.**

3. **Increase greening, urban cooling and wildlife habitat by planting more trees and shrubs that are native to the area.**

4. **Stop the planting of deciduous trees in verges, parks and public places and encourage the community to do likewise.**

5. **Promote the existing brochure which identifies native plants that are suitable to the soil types within Vincent.**

6. **Provide information to the community about environmental weeds.**

7. **Reduce fertiliser use and export to waterways.**

8. **Stop using glyphosate.**

CARRIED

4.6 RON ALEXANDER - PERTH

Ron Alexander submitted the following motions:

Motion 1

Moved: Ron Alexander Seconded: Paul Kotsoglo

Please explain why Daisy Lane and 5 other lanes are being transferred from the City of Vincent to the State Government.

Please explain why only these 6 and not 40 or so other lanes are being transferred?

In any transfer of Daisy Lane please ensure that there is a caveat that reads as follows, that:

"the residents abutting Daisy Lane each have the right to approve or reject any changes whatsoever to Daisy Lane. This includes any developments." For clarity that is 100% of the vote is required for any changes.

CARRIED

Motion 2

Moved: Ron Alexander Seconded: Paul Kotsoglo

The electors of the City of Vincent resolve the following:

1. **All works involving removal of grass and sand, and the placement gravel for paths or other purposes, and planting of ivy stop immediately and do not recommence until a comprehensive master planning process has been completed.**

2. **The Hyde Park masterplan shall address matters including:**

   a. **Shade friendly grass to be immediately planted in patchy areas and the recently gravelled areas near the roundabout/main entrance on Glendower Street.**

   b. **The aesthetics in the area near the main entrance to Hyde Park in proximity to the Glendower Street roundabout enhanced by the following actions including removing, painting or softening of the yellow bollards and other gas infrastructure and other innovations including way finding (painting the bollards green – with reflective tape to ensure visibility perhaps).**

   c. **Instigate actions to reverse to water quality decline by 2021/2022 and safeguard the wildlife.**

   d. **Make public all information in the City's possession in relation to water quality assessment and recommendations.**

   e. **The City to take immediate action to have the water quality and associated drains maintained to a standard and quality recommended by ARI Water, Craig Rothleitner and Bob Humphries Water Hydrologists.**

3. **All development works either planned or approved do not proceed until completion of a revised Hyde Park masterplan has been the subject of community consultation, referral to and approval by the Heritage Council of Western Australia and the Council of the City of Vincent.**

4. **The Council of the City of Vincent seek specialist expert input for the review of recent works, and proposed plans for Hyde Park not later than the first week of April 2021. The brief for the specialist input would be the subject of review by a Hyde Park working group established by the Council of the City of Vincent.**

5. **The main entrance to Hyde Park near the roundabout on Glendower Street to be investigated with following actions to beautifying it including removing, painting or softening some of the yellow bollards and other gas infrastructure and other innovations including way finding (painting the bollards green – with reflective tape to ensure visibility perhaps).**

6. **The City of Vincent Hyde Park working group shall consist of Elected Members and appropriate Community Members. The City of Vincent Hyde Park working group be called for and established within one month from the date of this meeting.**

7. **The Hyde Park working group shall provide input and direction on the style of the Hyde Park garden themes and make comment on plans and associated reports prepared by the specialists. In addition, the Hyde Park working group would be expected to provide input and comment on plans and concepts which may be under consideration, previously considered or previously approved for Hyde Park and considered for inclusion in the Hyde Park masterplan.**

8. **The Council of the City of Vincent seek specialist input for design services inputs from appropriately qualified and experienced independent consultants and allocate an appropriate budget (circa $50,000.00) to engage specialist consultants to prepare the masterplan for community consultation, Heritage Council of Western Australia approval or guidance as necessary, Council adoption and approval.**

9. **All community consultation to include electronic media, signs on site, and letters to owners and residents, with a minimum of twenty eight (28) days public submission period.**

CARRIED

~~Marie Slyth~~ Celia Gray asked if the botulism referred to was tested as botulism, as if so aerators would help with that. The Presiding Member Emma Cole advised that she would take that question on notice.

4.7 DUDLEY MAIER - HIGHGATE

Dudley Maier submitted the following motions:

Motion 1

Moved: Dudley Maier Seconded: Geraldine Box

1. **That the City investigate options for funding a long-term program to provide underground power throughout the City;**

2. **That one option that must be considered is one based on the model developed by the City of Subiaco in the 1980s and which saw the all power put underground within about 35 years, and was mainly based on funding the program by taking out loans which were paid off by a small increase in annual rates;**

3. **That any models developed address issues of equity for community members in the Highgate East area who have already contributed to have their power put underground;**

4. **That any models that are developed to be used as a basis for consulting the community about the possibility of putting power underground.**

CARRIED

Motion 2

Moved: Dudley Maier Seconded: Norelle O'Neille

That the electors:

1. **NOTE that :**

1.1 Prior to December 2017 the City's Code of Conduct had a requirement that Council Members should respond to all enquiries as soon as practicable, but in any case, within 48 hours of receiving a written enquiry;

1.2 At the council meeting of 12 December 2017 the council voted unanimously for a revised Code of Conduct that no longer contained this requirement;

1.3 The change to the Code of Conduct was made without any public consultation;

1.4 The report that went to council did not indicate that the clause was to be removed either through the use of tracked changes or by mention within the report, and in fact said there was "little change to the substance and effect of the code", and

1.5 The report to council stated that there had been several rounds of internal consultation and that all Council Members had an opportunity to provide feedback on the revised Code prior to it being adopted.

2. REQUEST that the City's Code of Conduct be reviewed and amended, and that the previous requirements for Council Members to respond to enquiries from members of the community be reinstated prior to the document being advertised for community comment.

CARRIED

Motion 3

Moved: Dudley Maier Seconded: Geraldine Box

That in the future years the City improve the promotion of the Annual General Meeting of Electors as an opportunity for the community to be engaged and have their say, and that any promotion emphasises that community members may speak on any issue relating to Vincent, or may move motions that must be considered by the Council if passed.

Mayor Cole advised that her mobile phone number is on the website and she spends a lot of her time speaking to residents in her daily life. She advised she is happy to support this motion.

CARRIED

Motion 4

Moved: Dudley Maier Seconded: Geraldine Box

That the electors:

1. NOTE that there is a mixture of uncertainty and scepticism within the community that the City's rangers check streets for adherence with parking rules on a regular or frequent basis;

2. REQUEST that the City's website display information which is updated on a weekly basis, and which shows which streets or street segments have been checked for compliance with parking rules and that the information contain the street or street segment and the time(s) of day that the street was checked.

CARRIED

Motion 5

Moved: Dudley Maier Seconded: Geraldine Box

That the City reinstate the former practice of displaying proposed amendments in the council chamber prior to each council meeting, and that the proposed amendments be placed on the City's web site prior to the meeting where practicable.

CARRIED

Motion 6

Moved: Dudley Maier Seconded: Geraldine Box

That the electors:

1. **NOTE that the signature block on emails sent by City employees contains the words "Engaging, Accountable, Making a Difference:"**

2. **NOTE the examples provided at the meeting of instances where transparency and accountability have diminished, and where engagement has been poor;**

3. **REQUEST that the administration stop using the words "engaging" and "accountable" on their signature block until such time as they are.**

CARRIED

In accordance with section 5.33 of the *Local Government Act 1995*, these motions will be considered by Council at the next practical Ordinary Council Meeting of Council, which will be 23 March 2021.

5 CLOSURE

There being no further business, the Presiding Member, Mayor Emma Cole, declared the meeting closed at 7.46pm with the following persons present:

PRESENT:	**Cr Emma Cole**	**Presiding Member**
(AS ELECTORS)	**Cr Susan Gontaszewski**	**South Ward**
	Cr Jonathan Hallett	**South Ward**
	Cr Dan Loden	**North Ward**
	Cr Sally Smith	**North Ward**
	Cr Ashley Wallace	**South Ward**
IN ATTENDANCE:	**David MacLennan**	**Chief Executive Officer**
	Andrew Murphy	**Executive Director Infrastructure & Environment**
	Virginia Miltrup	**Executive Director Community & Business Services**
	John Corbellini	**Executive Director Strategy & Development**
	Emily Williams	**Senior Land and Legal Advisor**
	Wendy Barnard	**Council Support Officer**
Public:	Approximately 22 members of the public.	

These Minutes were confirmed by the Council as a true record and accurate of the Annual General Meeting of Electors held on 9 February 2021.

Signed: Mayor Emma Cole

Dated

12.8 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 2 MARCH 2021

Attachments:
1. **Audit Committee Meeting Minutes - 2 March 2021**
2. **Attachments to Audit Committee Minutes - 2 March 2021**

RECOMMENDATION:

That Council:

1. RECEIVES this report from the Audit Committee meeting of 2 March 2021 and the minutes of that meeting at Attachment 1;

2. APPROVES the recommendations of the Audit Committee as follows:

2.1 RECOMMENDS that Council adopts the Local Government Statutory Compliance Audit Return for the period 1 January 2020 to 31 December 2020, noting the two areas of non-compliance and explanation for this non-compliance (refer to separate Item in Council Agenda).

2.2 RECEIVES the report on the risks associated with three ageing sporting infrastructure assets being Leederville Oval Grandstand, Beatty Park Grandstand and Litis Stadium Grandstand; and REQUESTS a further report at the 4 May 2021 Audit Committee meeting detailing the associated non-structural risks relating to these three assets, including financial, reputational and strategic risks.

2.3 NOTES the status of the City's Audit Log as at 23 February 2021 and the amendment to the proposed completion date for the following items:

(a) EA2020/10 (5) – register of operational ICT risks – delayed from January 2021 to February 2021 due to other ICT priorities;

(b) EA:2020/10 (7) Office of the Auditor General Information Systems Audit – Network Access Management delayed from January 2021 to March 2021 due to other ICT priorities;

(c) EA 2020/12 (13) - Preparation of internal audit program – delayed from 30 April 2021 to 4 May 2021 due to other priorities and to align with the next Audit Committee Meeting date.

2.4 NOTES the review of the Western Australian Auditor General's (OAG) Report – Waste Management – Service Delivery and actions recommended as detailed in this report.

PURPOSE OF REPORT:

To report to Council the proceedings of the Audit Committee at its meeting held on 2 March 2021 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 2 March 2021 the Audit Committee considered five agenda items as follows:

5.1 Local Government Statutory Compliance Audit Return
5.2 Risk Assessment of Ageing Sporting Infrastucture Assets
5.3 Contracts Management Framework
5.4 Review of the City's Audit Log
5.5 Review of Office of the Auditor General Audit Report - Waste Management - Service Delivery

Details of the agenda items are set out below.

5.1 Local Government Statutory Compliance Audit Return

The City's Compliance Audit Return was presented for discussion, noting the two areas of non-compliance and the reasons for that non-compliance. Minor amendments to the CAR responses were requested.

5.2 Risk Assessment of Ageing Sporting Infrastructure Assets

This report set out the structural risks relating to Leederville Oval Grandstand, Beatty Park Grandstand and Litis Stadium Grandstand. The Audit Committee requested a further report be presented to the next Audit Committee meeting in respect to the non-structural risks relating to these assets, including the financial, strategic and reputational risks.

5.3 Contract Management Framework

A presentation on the draft Contract Management Framework was provided and the Audit Committee members were requested to provide comments.

5.4 Review of the City's Audit Log

A summary of the items added, completed and ongoing is below.

EA: 2019/7 Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations was marked as complete, but the Audit Committee recommended that this be changed until the training has been completed, which is scheduled to be completed by April 2021.

It was also noted by the Audit Committee that the completion date for 3 items was extended. The Audit Committee recommended to Council that it note these amendments and the justification for the change.

A summary of the Audit Log items is below, including the risk rating:

Audit Log Items	Total	Significant	High	Moderate	Minor
Open as at 1 December 2020	49	5	4	25	15
New Items added 2 March 2021	0	0	0	0	0
Items proposed for closure 2 March 2021	15	3	2	5	5
Open as at 2 March 2021	34	2	2	20	10
Items with completion date extended				3	
Open items that remain outstanding for greater than 18 months from the original due date	0				

The two current significant items are:

1. EA: 2020/12 (14) Office of the Auditor General – Financial Audit – Access Levels within Authority

2. EA: 2020/12 (18) Office of the Auditor General – Financial Audit – Adverse trends in financial ratios

5.5 Review of Office of the Auditor General Audit Report – Waste Management – Service Delivery

The report from the Western Australian Auditor General's Report - Waste Management – Service delivery along with the City's review and proposed actions recommended was tabled.

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:

This does not contribute to any environmental sustainability outcomes.

PUBLIC HEALTH IMPLICATIONS:

This is not in keeping with any of the priority health outcomes of the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

CITY OF VINCENT

MINUTES

Audit Committee

2 March 2021

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MINUTES OF CITY OF VINCENT
AUDIT COMMITTEE
HELD AS E-MEETING AND AT THE
ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 2 MARCH 2021 AT 1PM

PRESENT:	**Mr Conley Manifis**	**Independent External Member (Chair)**
	Cr Joshua Topelberg	**South Ward**
	Cr Dan Loden	**North Ward (left at 2pm)**
	Cr Ashley Wallace	**South Ward**
	Mr Robert Piper	**Independent External Member**
	Cr Susan Gontaszewski	**South Ward**
	Mr Aaron Smith	**Independent External Member**
IN ATTENDANCE:	**David MacLennan**	**Chief Executive Officer**
	Vanisha Govender	**Executive Manager Financial Services**
	Andrew Murphy	**Executive Director Infrastructure and Environment**
	Meluka Bancroft	**Executive Manager Corporate Strategy & Governance**
	Jeremy Chalmers	**Procurement and Contracts Officer (For Item 5.3)**
	Wendy Barnard	**Council Liaison Officer**

1 INTRODUCTION AND WELCOME

The Presiding Member, Conley Manifis, declared the meeting open at 1.00pm and read the following Acknowledgement of Country statement:

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

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Loden – Apology from Item 5.3 (left at 2pm)

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: Cr Gontaszewski, Seconded: Cr Wallace

That the minutes of the Audit Committee held on 1 December 2020 be confirmed.

CARRIED UNANIMOUSLY (7-0)

For: Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

5 BUSINESS ARISING

5.1 LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT RETURN

Attachments: 1. **City of Vincent Compliance Audit Return 2020**

RECOMMENDATION:

That the Audit Committee RECOMMENDS that Council adopts the Local Government Statutory Compliance Audit Return for the period 1 January 2020 to 31 December 2020, noting the two areas of non-compliance and explanation for this non-compliance.

COMMITTEE DECISION ITEM 5.1

Moved: Cr Wallace, Seconded: Mr Smith

That the recommendation be adopted.

CARRIED UNANIMOUSLY (7-0)

For: Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

NOTE: Minor amendments to responses in the Compliance Audit Return will be made prior to presenting the Compliance Audit Return to Council for approval.

5.2 RISK ASSESSMENT OF AGEING SPORTING INFRASTUCTURE ASSETS

Attachments: **Nil**

RECOMMENDATION:

That the Audit Committee RECEIVES the report on the risks associated with three ageing sporting infrastructure assets being Leederville Oval Grandstand, Beatty Park Grandstand and Litis Stadium Grandstand.

COMMITTEE DECISION ITEM 5.2

Moved: Cr Gontaszewski, Seconded: Cr Topelberg

That the recommendation be adopted

AMENDMENT

Moved: Cr Topelberg, Seconded: Cr Gontaszewski

That a recommendation be amended to include the following additional resolution:

2. RECEIVES a further report at the 4 May 2021 Audit Committee meeting detailing the associated non-structural risks relating to these three ageing sporting infrastructure assets, including financial, reputational and strategic risks.

CARRIED UNANIMOUSLY (7-0)

For: Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

COMMITTEE DECISION ITEM 5.2

That the Audit Committee RECEIVES:

1. **the report on the risks associated with three ageing sporting infrastructure assets being Leederville Oval Grandstand, Beatty Park Grandstand and Litis Stadium Grandstand.**
2. **a further report at the 4 May 2021 Audit Committee meeting detailing the associated non-structural risks relating to these three ageing sporting infrastructure assets, including financial, reputational and strategic risks.**

CARRIED UNANIMOUSLY (7-0)

For: Mr Manifis, Cr Topelberg, Cr Loden, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

Cr Dan Loden left the meeting at 2.00pm.

The Procurement and Contracts Officer gave a presentation on the proposed Contracts Management Framework.

5.3 CONTRACTS MANAGEMENT FRAMEWORK

Attachments: **1. Attachment 1 - Contracts Management Framework DRAFT**

RECOMMENDATION:

That the Audit Committee provide comments on the Draft Contract Management Framework.

COMMITTEE DECISION ITEM 5.3

Moved: Cr Gontaszewski, Seconded: Cr Wallace

That the recommendation be adopted.

CARRIED UNANIMOUSLY (6-0)

For: Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

(Cr Loden was an apology for this item.)

5.4 REVIEW OF THE CITY'S AUDIT LOG

Attachments: 1. **Audit Log as at 23 February 2021**

RECOMMENDATION:

That the Audit Committee recommends to Council that it NOTES:

1. **the status of the City's Audit Log as at 23 February 2021, at Attachment 1;**
2. **the amendment to the proposed completion date for the following items:**
   - **(a) EA2020/10 (5) – register of operational ICT risks – delayed from January 2021 to February 2021 due to other ICT priorities;**
   - **1. (b) EA:2020/10 (7) Office of the Auditor General Information Systems Audit – Network Access Management delayed from January 2021 to March 2021 due to other ICT priorities;**
   - **(c) EA 2020/12 (13) - Preparation of internal audit program – delayed from 30 April 2021 to 4 May 2021 due to other priorities and to align with the next Audit Committee Meeting date.**

COMMITTEE DECISION ITEM 5.4

Moved: Cr Topelberg, Seconded: Mr Piper

That the recommendation be adopted.

AMENDMENT

Moved: Mr Piper, Seconded: Cr Gontaszewski

That a recommendation be added as follows:

3. REQUESTS that Item EA: 2019/7 - Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations be amended from "Complete" to allow the training to be completed prior to be item being noted as completed.

AMENDMENT CARRIED (6-0)

For: Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

(Cr Loden 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 23 February 2021, at Attachment 1;**
2. **NOTES the amendment to the proposed completion date for the following items:**
   - **(a) EA2020/10 (5) – register of operational ICT risks – delayed from January 2021 to February 2021 due to other ICT priorities;**
   - **(b) EA:2020/10 (7) Office of the Auditor General Information Systems Audit – Network Access Management delayed from January 2021 to March 2021 due to other ICT priorities;**

(c) EA 2020/12 (13) - Preparation of internal audit program – delayed from 30 April 2021 to 4 May 2021 due to other priorities and to align with the next Audit Committee Meeting date.

4. REQUESTS that Item EA: 2019/7 - Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations be amended from "Complete" to allow the training to be completed prior to be item being noted as completed.

CARRIED UNANIMOUSLY (6-0)

For: Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

(Cr Loden was an apology for this Item.)

5.5 REVIEW OF OFFICE OF THE AUDITOR GENERAL AUDIT REPORT - WASTE MANAGEMENT - SERVICE DELIVERY

Attachments: **Nil**

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. **RECEIVES the Western Australian Auditor General's Report – Waste Management – Service Delivery; and**

2. **NOTES the review of the Western Australian Auditor General's (OAG) Report – Waste Management – Service Delivery and actions recommended as detailed in this report.**

COMMITTEE DECISION ITEM 5.5

Moved: Cr Gontaszewski, Seconded: Mr Piper

That the recommendation be adopted.

CARRIED UNANIMOUSLY (6-0)

For: Mr Manifis, Cr Topelberg, Cr Wallace, Mr Piper, Cr Gontaszewski and Mr Smith

Against: Nil

(Cr Loden was an apology for this Item.)

6 GENERAL BUSINESS

6.1 Contract Management

Cr Gontaszewski requested that a report analysing the City's cumulative expenditure pursuant to contracts procured through a tender process be provided to the 29 June 2021 Audit Committee meeting. This analysis is to include the City's general maintenance contract, and is to review the scope of these high risk / high value contracts.

7 NEXT MEETING

4 May 2021

- Report on the non-structural risks associated with the City's ageing sporting infrastructure assets
- External Audit (OAG) Entrance Meeting
- Review of Audit Log
- Review of Corporate Risk Register and updated Risk Management Policy
- Proposed Internal Audit Program
- Fraud Update and Emerging Issues – Governance, Risk and Compliance (if applicable)
- OAG Performance Audit and Other Audit / Best Practice Recommendations (if applicable)

29 June 2021

- Report analysing the City's cumulative expenditure pursuant to contracts procured through a tender process.

8 CLOSURE

There being no further business the meeting closed at 2.54pm.

These Minutes were confirmed at the 4 May 2021 meeting of the Audit Committee as a true and accurate record of the Audit Committee meeting held on 2 March 2021

Signed: Mr Conley Manifis

Dated

CITY OF VINCENT

ATTACHMENTS

Audit Committee

2 March 2021

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport
and Cultural Industries

GOVERNMENT OF WESTERN AUSTRALIA

Vincent - Compliance Audit Return 2020

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A	No major undertakings were undertaken in 2020.	Senior Land and Legal Advisor
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A	No major land transactions for a total value of $6m or more.	Senior Land and Legal Advisor
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	Yes	As above.	Senior Land and Legal Advisor
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A	As above.	Senior Land and Legal Advisor
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	As above.	Senior Land and Legal Advisor

Delegation of Power/Duty

No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Delegation to the COVID Relief and Response Committee was resolved by AMV at the Special Council Meeting 30/03/2020 Item 7.2. Ref D20/54046	Governance Projects Officer
2	s5.16	Were all delegations to committees in writing?	Yes	See Register of Delegations, Authorisations & Appointments & Special Council minutes 30/03/2020 - both available the City's website Ref D20/54046&D 20/106872	Governance Projects Officer

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

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No	Reference	Question	Response	Comments	Respondent
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes	See Register of Delegations, Authorisations & Appointments & Special Council minutes 30/03/2020 - both available the City's website Ref D20/54046&D 20/106872	Governance Projects Officer
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	Register of Delegations, Authorisations and Appointments is available as a public document on the City's website. (also ref D20/106872)	Governance Projects Officer
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes	Annual review undertaken by Council see minutes of OMC - 16 June 2020 Item 12.1 - D20/105165	Governance Projects Officer
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes	See Register of Delegations, Authorisations and Appointments is available as a public document on the City's website. (also ref D20/106872)	Governance Projects Officer
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	see minutes of OMC - 16 June 2020 Item 12.1 - D20/105165	Governance Projects Officer
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments	Governance Projects Officer
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments & SC279	Governance Projects Officer
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	Noted in revisions of the Register of Delegations, Authorisations and Appointments	Governance Projects Officer
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	The Register of Delegations, Authorisations and Appointments is available as a public document on the City's website. (also ref D20/106872)	Governance Projects Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

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No	Reference	Question	Response	Comments	Respondent
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes	Annual review undertaken by administration 23/04/2020 (D20/73371) proposed amendments recommended to Council 16/06/2020	Governance Projects Officer
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes	Compliance checks conducted: Senior Shift Ranger - Delegation Item 2.2.5 Towed vehicle spreadsheet D15/56284. Senior Rates Officer - Delegation 2.2.24 Recovery or services charges - stored in customer portals	Council Liaison Officer

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	All disclosures are registered in the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website.	Council Liaison Officer
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	Recorded in OMC minutes on 17 March 2020 and 16 June 2020 and the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website.	Council Liaison Officer
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes	Recorded in the relevant minutes and the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website.	Council Liaison Officer
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	Register of Financial Interest - Primary and Annual Returns - D20/130156.	Governance Projects Officer
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes	Register of Financial Interest - Primary and Annual Returns - D20/130156.	Governance Projects Officer
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	Register of Financial Interest - Primary and Annual Returns - D20/130156.	Governance Projects Officer

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
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No	Reference	Question	Response	Comments	Respondent
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	Register of Financial Interest - Primary and Annual Returns - D20/130156.	Governance Projects Officer
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website	Governance Projects Officer
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes	See D20/130156	Governance Projects Officer
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	SC2692	Governance Projects Officer
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	Register in prescribed Form 4 (r28) is available on the City's website - see Council registers. D19/183319	Council Liaison Officer
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Register of Gifts - https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Council_Registers/Register_of_Gifts_-_from_20_October_2019_-_17_November_2020.pdf	Council Liaison Officer
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	N/A	All recipients have remained in office.	Council Liaison Officer
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	N/A	See above	Governance Projects Officer
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes	D16-43908 and on our website - https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Documents/Council/Agendas/2021/D16_43908__Register_of_Interests_disclosed_at_Ordinary_and_Special_Council_Meetings_20_January_2021.pdf	Council Liaison Officer
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes	Refer to the minutes which are online.	Council Liaison Officer

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

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No	Reference	Question	Response	Comments	Respondent
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	N/A	If any potential conflicts of interests arose, they were not involved in the report. The CEO declared conflicts of interest, and he did not approve or review the report. They are recorded on the conflicts of interest register	Council Liaison Officer
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	Not applicable	Council Liaison Officer
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A	Not applicable	Council Liaison Officer
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes	https://www.vincent.wa.gov.au/council/governance/code-of-conduct.aspx	Council Liaison Officer
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes	Register of Gifts - https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Council_Registers/Register_of_Gifts_-_from_20_October_2019_-_17_November_2020.pdf	Council Liaison Officer

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes	Unless Regulation 30 of the Local Government (Functions and General) Regulations 1996 applied to exempt a disposition, all property was disposed of by public auction or tender or in accordance with s 3.58 (3) by providing local public notice of the disposition.	Senior Land and Legal Advisor

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
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No	Reference	Question	Response	Comments	Respondent
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	No	City entered into 14 new leases. 9 were exempt dispositions pursuant to reg 30 LG(F&G Regs). Public notice was provided 4 the four leases that were not exempt dispositions, being: • HISP/Beatty Park Café; • Bethanie Group; • Kidz Galore; and • BP Physio. The exempt dispositions were: • Swimming WA; • Town Team Movement; • Tennis West; • Pride WA; • Uni Cricket Club (signage licence); • Floreat Athena Football Club; • Wadjak Northside Aboriginal Community Group; • 152 Joel Terrace – drainage infrastructure licence • Chinta café – licence for permanent umbrellas The City did not provide public notice of the licence for a permanent alfresco structure within the Grosvenor road reserve to Bonnie Brew Pty Ltd, which was not an exempt disposition. This was due to a verbal valuation indicating that the market value was below the $5,000 threshold specified in regulation 30(2). A detailed explanation has been included in the report to the City's Audit Committee.	Senior Land and Legal Advisor

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

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Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes	Electoral Gift Register 2019 D19/198715	Council Liaison Officer
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	Yes	Gift declaration - Adina Lieblich D19/143308 and Gift declaration Joshua O'Keefe D19/138105	Council Liaison Officer
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes	D19/198715 -Electoral Gift Register - also on website https://www.vincent.wa.gov.au/council/council-committees/local-government-elections/electoral-gifts.aspx Advertising period 19 April 2019 – 22 October 2019.	Council Liaison Officer

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	The auditor's report was tabled at the 1 December 2020 Audit Committee Meeting. The minutes of that meeting were tabled at the 15 December 2020 Ordinary Council meeting.	Council Liaison Officer
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No powers have been delegated to the Audit Committee.. See Terms of Reference https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Documents/Council/Committees/Audit/D20_155335__Audit_Committee_Terms_of_Reference_-_updated_clean_version_for_OMC_on_15_September_2020_DOCX_4_.pdf	Executive Manager Financial Services

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No	Reference	Question	Response	Comments	Respondent
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A	As per S7.3(1A) a local government cannot appoint a person to be its auditor from 28th October 2017. As of this date Local Government Amendment (Auditing) Act 2017 was proclaimed, giving the Auditor General the mandate to audit Western Australia's 139 local governments and 9 regional councils. OAG is directly auditing the City since 2020 and prior to this the City's audit has been contracted out by OAG to Moore Stephen.	Wendy Barnard
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	Yes	OAG is auditing the City directly . They are registered auditors.	Wendy Barnard
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	Yes	Was presented to Council on the 15th December 2020.	Executive Manager Financial Services
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	All audit queries have appropriate action items and have been logged onto the City's audit log. The log will be monitored and tracked for Audit Committee.	Council Liaison Officer
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	Yes	All significant items have a detailed response of what action the City will take.	Council Liaison Officer
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes	The City's Audit report was issued on 8 Dec 2020. A report on the City's significant audit items together with detailed action items will be issued to the Minister prior to 8 March 2021.	Council Liaison Officer
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	No	Will be published as soon as the report is issued to the Minister. Refer to question 8.	Executive Manager Financial Services

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No	Reference	Question	Response	Comments	Respondent
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes	A detailed scope of works was provided by OAG.	Executive Manager Financial Services
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes	The auditor's report was tabled at the 1 December 2020 Audit Committee Meeting. The minutes of that meeting were tabled at the 15 December 2020 Ordinary Council meeting.	Executive Manager Financial Services

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Item 13.1 16 October 2018 Ordinary Council Meeting http://vincent.infocouncil.biz/Open/2018/10/CO_20181016_MIN_3134.PDF Carried unanimously by absolute majority.	Council Liaison Officer
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Item 12.1 15 September 2020 Ordinary Council Meeting https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Documents/Council/Agendas/2020/Ordinary_Council_Meeting_Minutes_15_September_2020_FINAL_signed.pdf Carried unanimously by absolute majority.	Council Liaison Officer
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	Corporate Business Plan is for 2020/21 - 2023/24 - on our website. https://www.vincent.wa.gov.au/documents/1541/corporate-business-plan-202021-202324	Council Liaison Officer

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Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	The CEO was not appointed in this financial year.	Executive Manager Human Resources
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes	Executive Director Community & Business Services was apponted in 2020 in accordance with Admin Reg 18A.	Executive Manager Human Resources
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	The CEO was not appointed in this financial year.	Executive Manager Human Resources
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A	The CEO was not appointed in this financial year.	Executive Manager Human Resources
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	Yes. http://vincent.infocouncil.biz/Open/2019/12/CO_20191210_MIN_4226_AT.PDF	Executive Manager Human Resources
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	The proposal was approved unanimously by Council, see link above.	Executive Manager Human Resources

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Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	N/A	16 February 2021 Ordinary Council Meeting. https://www.vincent.wa.gov.au/council/council-committees/council-meetings/past-and-upcoming-meetings/2021-meetings.aspx	Council Liaison Officer
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes	https://www.vincent.wa.gov.au/council/governance/accountability-governance/publicly-available-council-registers.aspx	Council Liaison Officer
3	s5.121(2)	Does the complaints register include all information required by section 5.121 (2)?	Yes		Council Liaison Officer
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	N/A	https://www.vincent.wa.gov.au/council/governance/accountability-governance/publicly-available-council-registers.aspx	Council Liaison Officer

Optional Questions

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	The City engaged Stanton's International to perform this review between February 2020 and June 2020	Governance Projects Officer
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	Refer Item 5.2 of the Audit Committee Minutes 20 March 2018	Governance Projects Officer

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No	Reference	Question	Response	Comments	Respondent
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	N/A	The were no gifts received over $300. It is the City's position that any gift received valued above $50 is disclosed and included in the City's Register of Gifts. The register is published to the City's website.	Governance Projects Officer
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	N/A	The were no gifts received over $300. All gift received valued above $50 are disclosed and include the information required under section 5.87C.	Governance Projects Officer
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	No	Council resolved on 17 November 2020 (Item 12.6) to invite public comment on the proposed new Policy. Public consultation closed on 15 February 2021. The outcome of advertising will be presented to Council in March 2021.	Governance Projects Officer
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	No	See comments above.	Governance Projects Officer
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes	Available on the City's website	Governance Projects Officer
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Adopted by Council 16 June 2020 ref D20/105102	Governance Projects Officer
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes	Council at its meeting on 28 July 2020 approved publication of the Elected Member Professional Development Register. This register includes training completed in the last financial year in accordance with section 5.127	Governance Projects Officer
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes	Submitted 28 September 2020	Governance Projects Officer

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent

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No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $250,000 or less or worth $250,000 or less?	Yes	The City of Vincent has a Purchasing Policy that complies with Regulation 11A(3).The City has recently reviewed and updated its Purchasing Policy. The Policy can be found at the following link: https://www.vincent.wa.gov.au/documents/641/purchasing-policy	Procurement and Contracts Officer
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?	Yes	The City complied with it's previous and current Purchasing Policy for all procurements $250,000 or less.	Procurement and Contracts Officer
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	All procurements worth above $250,000 were publically invited as per Regulation 11(1).	Procurement and Contracts Officer
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes	All tenders were advertised in the West Australian newspaper, Tenderlink and on the City of Vincent website.	Procurement and Contracts Officer
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	The City did not split any contracts into 2 or more contracts to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract. Jeremy Chalmers – Procurement and Contracts Officer.	Procurement and Contracts Officer
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Any variation of information was distributed as an addenda notice to all Tenderers via Tenderlink or emailed directly to tenderers.	Procurement and Contracts Officer

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No	Reference	Question	Response	Comments	Respondent
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes	All tenders were advertised for at least 14 days or more as required under Regulation 15. Two officers were present when tenders were opened. Due to COVID-19 the City of Vincent no longer accepts hardcopy tenders. Tenders can only be submitted via Tenderlink.	Procurement and Contracts Officer
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	N/A	All information recorded in the tender register complied with Regulation 17. The City's tender register is published on the City's official website and is publically available. The register is saved in Content Manager at D19/184737	Procurement and Contracts Officer
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	All tender submissions evaluated were submitted at the place and within the time specified in the tender.	Procurement and Contracts Officer
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	All successful tenders were evaluated by an evaluation panel and evaluation reports were created and approved.	Procurement and Contracts Officer
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A	No regional price preference was required or used for the assessment of tenders.	Procurement and Contracts Officer
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A	The City did not release any expressions of interest.	Procurement and Contracts Officer

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No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A	The City did not release any expressions of interest.	Procurement and Contracts Officer
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	Yes	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A	No regional price preference was required or used for the assessment of tenders.	Procurement and Contracts Officer

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I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Vincent

Signed CEO, Vincent

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Contract Management Framework

CITY OF VINCENT

Legislation / local law requirements	*The City's contract management processes are to be implemented in line with the objectives, principles and rules set out in:* • *Local Government Act 1995;* • *Local Government (Financial Management) Regulations 1996* • *Local Government (Functions and General) Regulations 1996* • *State Records Act 2000*
Relevant delegations	<<Insert any delegations that are relevant to the policy>>
Related policy procedures and supporting documentation	• *The City's Procurement Framework* • *The City's Purchasing Policy* • *The City's Risk Management Policy* • *The City's Code of Conduct* • *The City's Purchasing Limit Register* • *The City's Delegation Schedule* • *The City's Execution Policy* • *The City's Records Management Services Policy and Procedure Manual.* *In addition, the City's processes consider the findings within the Western Australian Auditor General's report 'Local Government Contract Extensions and Variations and Ministerial Notice' (Report 20: 2019-20).*

PURPOSE

This Contract Management Framework and related processes prescribe how the City of Vincent manages the lifecycle of contracts once they have been finalised after a tender process. The procurement process is covered by the city's procurement policy and procurement framework.

The objective of contract management is to ensure that both parties meet their respective commitments as efficiently and effectively as possible and that the intended outcomes of the contract are delivered. The purpose of contract management is to ensure good value for money for the City of Vincent through a clear and standardised approach to managing and administering contracts while meeting the standards expected by the community and regulatory requirements.

Benefits of contract management	
Value for money	• Enable savings opportunities identified during the procurement or contract management process • Enable further benefits through ongoing performance reviews, service improvements, supply chain improvements, innovation, etc.
Risk management	• Reduce contractual risks through the robust contract management practices
End-user outcomes	• Maximise outcomes to end-users/customers by managing supplier performance, maintaining quality, improving productivity and identifying opportunities for improvement and innovation

Contract Management Framework

CITY OF VINCENT

This framework outlines the methods used by the City to manage contract risk and ensure probity, transparency, accountability and value for money. In addition, these processes provide guidelines on contract management, performance management (managing variations and Contractor non-performance) and close out procedures.

Figure 1 – Contract Management Framework

Phase 1 – Contract set-up	How to initiate and plan the contract management process.
Phase 2 – Contract management	How to administer and manage contracts.
Phase 3 – Contract close-out	How to close and transition contracts.

Within each phase, there are a number of key activities to be performed. Depending on how the contract is classified based on value and risk, the activities, focus and amount of effort required can vary.

Who does the Contract Management Framework apply to?

The contract management framework applies to all City of Vincent employees and contractors that are involved in the management of supplier contracts. Furthermore, it applies to a contract until all obligations have been completed.

Roles and responsibilities	
Contract owner (CO)	• Person accountable for the budget/cost centre that funds the contract • Employee with delegation to approve contract payments and variations • Appoint contract management roles • Recommended to be a senior employee from the business who is impacted by the contract outcomes
Contract manager (CM)	• Manage contracts through post-award lifecycle as the single point of contact for suppliers on all contract matters • Monitor and reports on contract performance and compliance • Recommended to be a representative within the business unit with the relevant knowledge and skills in relation to the contract.
Executive Manager Financial Services	• Responsible for the overall management of this Framework and related processes.

Contract Management Framework

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Contract administrator (CA)	• Perform administrative activities over the contract management lifecycle (e.g. information management, cost control, etc.) • Recommended to be a representative from the procurement team

OBJECTIVE

The objective of the framework is to assist staff to effectively manage contracts with suppliers and maximise the procurement benefits.

SCOPE

Classification of Contracts Based on Complexity – Value / Risk Matrix

The value/risk matrix methodology considers value and risk to help you determine the level of complexity associated with a contract or group of contracts (helps with contract management). The level of complexity is assessed as either:

- Routine Contracts (low value, low risk): Low value, low risk contracts. Usually transactional in nature. A 'light touch' approach is recommended (i.e. doing the minimum).
- Leveraged (high value, low risk): These contracts can also be are high in value but low risk. These can be classified as contracts which cannot be classified as strategic but have high value. A priority for managing these contracts will be on how to leverage the value as much as possible (e.g. monitoring spends, leakage, application of rebates, volume discounts etc.
- Focused Contracts (low value, high risk contracts or high value, low risk): These contracts generally have a higher risk element compared to routine contracts and will require a contract management plan, but judgment can be exercised as to which aspects of the contract require more focused management. To elaborate further, the priority for managing contracts that are high risk will be to focus on contract management activities that will help minimise risk (e.g. closely monitoring performance against KPIs, regular reporting and meetings with the supplier etc. to pro-actively address any issues about contract performance).
- Strategic Contracts (high value, high risk): Strategic contracts are high value and high risk to the City. These contracts require the most amount of rigour and attention to manage the contract. Experienced Contract Managers should be allocated to these contracts and detailed contract management plans are required

The way contracts are managed will vary depending on their value, risk and complexity. Staff should classify a contract as routine, leveraged, focused or strategic with the VRM to:

- help define the right approach to effectively manage a contract
- inform the activities and focus required to manage performance and achieve value for money
- help ensure that people with the right capability and experience are appointed to manage and administer contracts and suppliers.

Classifying contracts based on their value and risk will help contract managers to identify the key activities to focus on for a particular contract. The sourcing lead must complete a value/risk assessment to classify

Contract Management Framework

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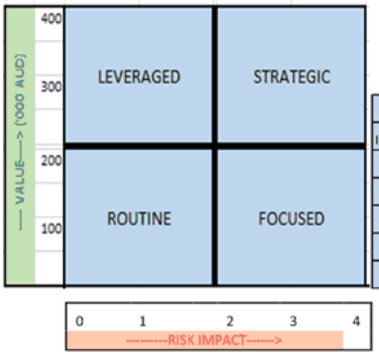
the contract based on its value and risk/strategic importance for the City of Vincent. To use the VRM, staff are required to answer set questions relating to a contract value and risk. The VRM will plot a point on VRM based on the answers provided. INSERT LINK TO VRM

Figure 2 – Contract Classification – Value / Risk Matrix



RISK IMPACT	
IMPACT	Description
0	No RISK
1	Low RISK
2	Medium
3	Significant
4	Very High

Risk Impact can be estimated using impact cost and probability of happening

Phases and Key Steps to Contract Management

The following table summarises the key steps in each phase of contract management. It shows how the approach to each step can vary, depending on whether the contract is classified (based on value and risk) as 'routine', 'strategic' or 'leveraged/focused' (see the paragraph above for further information about these contract classifications).

Phases		Contract Classification			
		Routine	Leveraged	Focused	Strategic
Phase 1 Contract set-up	Contract hand-over	Required	Required	Required	Required
	Classify contract based on Contract value and risk	Required	Required	Required	Required
	Confirm contract management roles	Required	Required	Required	Required
	Finalise contract management checklist	Required	Required	Required	Required
	Set-up information management structure	Recommended	Required	Required	Required
	Conduct kick-off meeting	Optional	Recommended	Required	Required

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Phase 2 Contract management	Manage performance	Recommended	Required	Required	Required
	Contract administration	Recommended	Required	Required	Required
	Manage complaints	Required	Required	Required	Required
	Manage contract extensions/renewal/variation	Required	Required	Required	Required
Phase 3 Contract close-out	Final performance review	Optional	Recommended	Required	Required
	Lessons learned	Optional	Recommended	Recommended	Recommended
	Contract close-out/transition	Required	Required	Required	Required

This value/risk approach to contract management recognises (for example), that strategic contracts which are high risk and high value require a lot more rigour, and experienced resources, to manage than a routine contract.

Phases 1 – Contract Setup

The contract set-up defines the plan, roles and responsibilities for managing a contract. This step allows the contract manager to agree upfront the key roles and management activities of the contract during its lifecycle.

Phase 1 – Contract set up	
Why is contract set-up important?	• To define clear roles and responsibilities for managing the contract • To classify the contract depending on its value and risks • To define and agree the necessary activities for managing the contract
What does contract set-up deliver?	• Clear contract management roles and responsibilities • Effective contract management plan • Information management structure • Contract kick-off meeting
What are the risks if the contract set-up is not performed?	• Lack of accountability on contract management activities • Ineffective allocation of contract management resources to relevant Contracts, without proper consideration of value and risk • Failures on contract delivery due to poor planning

1.1 Documentation Required for Contract setup

Contract Management Framework

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Step 1.1 Contract documents
Signed contract including the supplier proposal or quotation.
Health and safety requirements *(summary where applicable)* (electronic format sufficient)
Draft Contract management checklist / contract Management plan including details of: • Contract classification based on value/risk • Contract scope and objectives • Expected deliverables and milestones • Payment terms • Insurance and securities provided • KPIs and performance measures/service levels (where applicable) • Variations Orders (where applicable)
Risk assessment (if previously conducted) (electronic format sufficient)
Contract implementation plan (if applicable) (electronic format sufficient)
Documentation confirming contract award (hard copy and electronic format)
Certificates of currency of insurances (electronic format sufficient)
Any other documents (e.g. securities such as bank guarantees etc.) (hard copy and electronic format)

1.2 Contract Thresholds and Contract Types

As a general rule, a contract should be developed for all procurements with a total value over $50,000 or if the services being provided have a medium to high level of risk. Following a Request for Quotation or Request for Tender process a contract template relevant to the goods and/or services being provided and level of risk must be selected, drafted and executed with the successful respondent / tenderer.

It is important to note that the dollar value does not always have a direct relationship with the level of risk. For example, a $50,000 contract for grounds maintenance carries more risk (such as injury or property damage) then an $80,000 contract for the purchase of library books.

The types of contracts used by the City include:

- City of Vincent General Conditions of Contract templates (can be used for most services);
- Standards Australia General Conditions of Contract templates (can be used for most construction services);
- WALGA short form contracts (only used when purchasing goods and/or services through WALGA);
- Common Use Arrangement contracts (only used when purchasing goods and/or services through the WA Government's CUA); and
- External supplier contracts such as licence agreements, service level agreements.

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Procurements with a total value $50,000 and under and have a low level of risk can be managed through a general requisition process and Purchase Orders. A Purchase Order contains terms and conditions and is considered a contract. However, a contract can be developed and executed if required.

1.3 Contract Management checklist (for use with Strategic contracts)

A contract management checklist contains key information about the contract. It is important to reflect in the contract management checklist items such as:

- Detailed of the goods/services purchased under the contract and the objectives of both parties.
- Issues raised by the supplier that were negotiated as part of the contract
- Performance review periods
- Any risks that were identified (relating to either the goods/services purchased or the supplier) that need to be managed under the contract
- Any savings or benefits that are expected to be achieved under the contract that need to be monitored and managed.

The contract manager is responsible for finalising the checklist during the contract set-up step.

1.4 Kick-off meeting

Kick-off meetings are a good way to start a relationship with a supplier. The contract manager should organise the kick-off meeting as soon as practically possible after the contract award. Some contracts (e.g. routine contracts) don't warrant having a kick-off meeting. Exercise judgment as to when a kick-off meeting will be a worthwhile use of time, depending on the contract.

The purpose of the meeting is to:

- Ensure 'everyone is on the same page' in regard to the contract objectives and expectations of both parties.
- Establish and agree communication, reporting, delegation of authorities, performance measurement, operational and commercial issues, and escalation pathways under the contract.

Phase 2 – Contract management

Contract management is the key step to manage the contract in order to successfully deliver the goods/services at the agreed level and costs, to the agreed timeframe, with minimal risks.

Phase 2 – Contract management	
Why is contract management important?	• To effectively deliver contracted goods/services at agreed levels • To ensure ongoing contract compliance and performance • To maintain relationship with suppliers without formal mediation or litigation • To effectively deliver contracts at or under agreed costs/rates

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What does contract management deliver?	• Enables City of Vincent to enforce and fulfil the contractual obligations of the supplier and buyer • Correct reporting to key stakeholders • Mechanisms to establish changes to the contract and resolve disputes
What are the risks if the contract management is not performed?	• Disruption of supply of goods or services • Increasing disputes and contract issues • The City of Vincent may be exposed to potential claims • Issues can be escalated to the wrong individuals and/or at the wrong time placing an unnecessary burden on management • Reputational damage for City of Vincent and the supplier • Value for money is not maximised • Forecast savings are not realised

Contract management tools and templates	
Contract performance review meeting template	Support the contract manager to conduct and document a contract performance review meeting
Risk register template	Record and maintain a single repository for contract risks
Checklist for contract extensions/renewals	Record the value for money assessment of a contract extension or renewal (suitable for routine contracts)
Contract review report	Record the analysis performed and recommendation to extend or renew a contract, or transition to other suppliers

2.1 Manage performance

Implementation of performance management activities is a key step for delivering the expected values from the contract. The KPIs/SLAs to be measured in the contract should be identified at the sourcing step, before the contract is signed. Both parties will need to agree what will be measured, how it will be measured, who is responsible for tracking the performance and how frequently. This should be included in the signed contract.

Examples of KPIs

Quality	Level of quality of the goods / services delivered

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Outputs	Total output delivered by the supplier to deliver the contract
Productivity	Measures the output produced/delivered per unit of input (e.g. number of services performed per day/week)
Cost	Total cost incurred to deliver a good/service
Savings	Total savings delivered by the supplier to deliver the contract
Responsiveness	Lead-time to respond to requests

2.2 Monitoring performance

Evaluating supplier performance is important in order to:

- Ensure suppliers deliver efficiently and effectively on the contract
- Identify high-performing or low-performing suppliers
- Identify trends, issues or problems that can be addressed the problem becomes significant; and
- Ensure that benefits are being realised under the contract

	Routine contracts	Leveraged / Focused contracts	Strategic Contracts
Establish contract reporting process	Optional	Required	Required
Audience	• Key users • Supplier	• Contract owner • Supplier • Contract users	• Contract owner • Supplier • Contract users
Frequency of formal review meetings	Optional	• Required • 6 months or annually	• Required • Quarterly or every 6 months
Frequency of informal meetings	As required	Recommended monthly or quarterly (as required)	Recommended monthly or quarterly (as required)

Performance monitoring tools should be specified in the solicitation and included in the contract. There are different types of monitoring methods available, including but not limited to:

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- Desk Reviews – A desk review includes a review of reports submitted by a contractor to the City. The Contract Manager should establish criteria for items that require reporting by the contractor with the contracted supplier prior to goods or services being delivered. The Contracts Officer if instructed by the Contract Manager can conduct the desk review.
- Periodic Performance Reviews – Formal, face-to-face performance reviews should be scheduled at appropriate intervals (e.g. semi-annually) by the Contracts Manager to assure that contractor's performance is discussed. These reviews should have an agenda that includes matters such as: discussion of prior meeting actions, all identified risk areas, established KPI information and progress on these, opportunities for improvement and contract status or phase updates.
- Site Visits – Relating to assets being maintained or otherwise affected by a contracted service. These would include major inspections and tests to ensure working order.

2.3 Managing Unsatisfactory Performance

When a supplier's performance is unsatisfactory the Contract Manager needs to anticipate problems or address them promptly as they arise.

Options for managing unsatisfactory performance:

- Informal discussions – involving senior management from both parties participating in face-to-face discussions or written communications. Addressing performance this way can avoid damaging the relationship with the supplier by preventing the need to escalate the issue.
- Withholding payments – for non-delivery in accordance with the terms of the contract.
- Reducing payments/withholding incentives – as a result of failure to meet KPIs/ SLAs.
- Enacting damages (liquidated damages) – where the contract designates an applicable sum in the instance of a certain breach, which can be applied to the payment regime.
- Issue a default notice – when a default event occurs. This includes the requirement for the supplier to provide a plan identifying how it plans to resolve the issues, which is monitored by the Contract Manager. If a default notice is used it must be in accordance with the terms and conditions stipulated in the Contract.
- Using dispute resolution – methods such as negotiation, arbitration and mediation. These can be facilitated by an external third party. If dispute resolution is used it must be in accordance with the terms and conditions stipulated in the Contract.
- Using 'step-in' – where COV or an external supplier (s) takes temporary contract over the service delivery until the supplier resolves significant or repeated problems or issues. This includes the requirement for the supplier to provide a plan identifying how they plan to resolve the issues. This continues to be monitored by the Contract Manager after the supplier has resumed service delivery.
- Terminating the contract – this occurs in the instance of serious, repeated or significant breaches of contract.
- Initiating litigation – where legal action is initiated to have a dispute resolved in court.

Figure 2: Assessing Value/Risk of a Contract

Contract Management Framework

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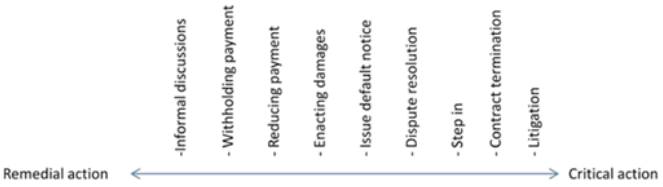

2.4 Contract Administration

The aim of Contract Administration is to fulfil the administrative activities relating to the contract, so that the contract runs smoothly and both parties meet the obligations of the contract. The process of Contract Administration can range from general oversight for a routine contract through to significant Contract Administration activity requiring dedicated resources for Strategic agreements.

Following award of the contract, the contract administrator must issue to the supplier in writing and keep in the contract file all instructions (including amendments and variations), notices, approvals and acknowledgements.

The Contract Administration is the joint responsibility of the contract management team as well as the procurement and finance team. The contract spend should be monitored throughout the contract lifecycle:

Payment to suppliers should only be made:

- Following submission of a valid tax invoice for goods and/or services covered under the scope of the contract. (The contract management team to certify the correctness of invoice)
- Following receipt of a correctly submitted invoice from the supplier within the agreed timeframes. (The contract management team to certify the correctness of invoice)
- The Contract Management Team should ensure the satisfaction of the provisions of the milestones and deliverables. (The contract management team to certify the correctness of invoice)
- Where the payment amounts are validated and in accordance with the contract. (Procurement and finance team to ensure)
- When the necessary internal authorisations have been received. (Accounts payable team)

Approved payments should not be delayed unnecessarily as this can undermine the relationship with the supplier, have a negative financial impact (e.g. additional interest) and breach the terms of the contract

The contract information in the contract management system must be updated to reflect any changes in the Approved contract value (ACV). Once the actual spend reaches the ACV, no additional purchase orders should be issued unless the ACV is revised.

2.5 Risk Management

The Contract Manager should actively compile and manage risks throughout the life of the contract.

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For contracts with more significant risks, a separate Risk Plan may need to be developed and periodically reviewed and updated throughout the life of the contract. Risks identified should be documented in a register, assigned to a staff member and revisited periodically.

Risk reviews can be incorporated into the regular performance review meeting to ensure they remain up to date.

An escalation process should be put in place, with all high to extreme risks reported to the contract owner to action.

2.6 Management of extensions, renewal or variations

During the contract lifecycle, circumstances may require the contract to be varied. Reasons why variations may be needed include:

- Technology changes or improvements
- Changes in legislation that impact the contract and specification
- Demand fluctuations
- Requests for additional goods or services outside the original scope
- Exchange rate fluctuations
- Changes in external pricing drivers

The following principles must be met in order to vary or extend a contract. If these are not met, then a contract extension cannot be granted, instead a new procurement process must commence for the goods or services delivery.

- Contracts can be extended only if the terms of the original contract included extension options;
- There is documented evidence of a recent review of contractor performance showing satisfactory performance;
- This renewal processes is initiated well before the expiry of contract in question; and
- Evidence of the Contract Manager assessing whether the contract still offers the best value for money.

Note if it is determined that a contract extension is possible and is an appropriate course of action, only established authorisations and delegations for the approval of contract extensions can approve the contract extension.

Any variations, extensions or renewal must be done in accordance with the procurement policy to ensure approval is given by the appropriate delegate and any changes to the contract's terms and conditions need to be reviewed by Contract Manager.

2.7 Records Management and Updating Information

Records of all purchasing activity must be retained in compliance with the State Records Act 2000 (WA), the City's Records Management Policy and associated procurement procedures. The Contracts Officer and

the Procurement and Contracts Officer should ensure that the following information is stored within the CMM or HPE CM:

- The contract itself with the Schedule of Rates attached;
- Sourcing documents
- Project plans and updates
- Safety management plans
- Minutes of meeting and other documents
- Financial management spreadsheet, invoices, purchase orders
- Insurance documents, bank guarantees and indemnities
- Details of scheduled performance reviews
- Claims and correspondences

The Contract Officer should ensure that all key communications, decisions and meeting minutes are saved within CMM. These records must be kept within CMM as they need to be available in case of a dispute or emergency.

Phases 3 – Contract Close out

The contract close-out is the step for ensuring that contract obligations and liabilities with the supplier have been completed. It may also include transitioning to another supplier for the good and/or services.

The transition period from one contract to another can be a high-risk period. It is the responsibility of the Contract Manager to develop a transition plan. The following aspects should be considered when developing the transition plan:

- Identify any specific differences between the current and future contract
- Develop a new communication plan, identify stakeholders, both internally and externally who may be impacted by the changes
- Update internal processes or procedures with any changes required under the new contract

Depending on the size and complexity of the contract, the transition period may take several months and require ongoing management by the Contract Manager.

3.1 Contract Closure tasks

At the conclusion/expiry of the contract, the contract must be formally closed according to the agreed terms and conditions. The following steps should be considered when finalising a contract:

- Confirm that all contract deliverables or transition out tasks have been delivered or met by the outgoing supplier
- Arranging for the return of all City of Vincent's equipment and assets
- Obtain all final reports, documentation and clearances from the supplier

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- Ensure all access rights and security passes for supplier staff are terminated
- Finalise all final payments under the contract
- Liaising with the Procurement and Contracts Officer to close the contract in the CMM and risk register
- Providing formal notification of contract completion to the contractor as required
- Ensuring all documents are filed and recorded in line with the City's record management policies

3.2 Final performance review

For strategic contracts, once a contract has concluded, it is important that the contract is reviewed along with the supplier / contractor representative. This is to ensure that all documentations are complete, and the completion certificates are signed off.

SAMPLE DOCUMENTS TO BE ATTACHED

- Value/risk assessment matrix, available on VINTRANET
- Sample Contract Management checklist
- Sample Contract Templates
- Contract performance review meeting template
- Checklist for contract extensions/renewals
- Template for variation letter
- Template for extension letter
- Contract review report

DEFINITIONS

Include terms continually referred to in the policy. Industrial terminology or jargon should also be defined to provide a clear and consistent meaning for the reader.

Act means the Local Government Act 1995.

Authority refers to the Enterprise Resource Planning (ERP) system used within the City of Vincent for multiple functions including all relevant processes for Procurement and contracts management, banking and management and financial accounting.

Contract an agreement, response to tender, purchase order or any other document which creates, or which may create binding obligations on the Council and on the other party / parties to the contract.

Contracts Management Module (CMM) within Authority is a central Contracts Register facility. The City uses this to manage all procurement lifecycle processes starting from tendering through to contract administration.

Framework means this Framework.

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Hewlett Packard Enterprise Content Manager (HPE CM) refers to the electronic document and records management system used within the City.

Internal Stakeholders can be relevant staff involved directly/indirectly with a City Contract, CEO, relevant Business Unit Directors or any staff member affected by a City Contract.

Month-end refers to the calendar month that is being finalised within Authority for financial reporting purposes.

Probity is the evidence of ethical behaviour and procedural fairness and is commonly associated with the practice of adopting and following well considered and sound procedures and practices.

Probity Officer means the officer of the City but is not a member of the Evaluation Panel and is charged with the responsibility of upholding Probity in throughout a Request for Quotation, Request for Tender and EOI.

Procedural Fairness means the duty to act fairly and adopt fair procedures to procurement processes.

Procurement Team means those City officers from the business unit that is responsible for procurement and ensuring Tenders are carried out in accordance with this Framework, the Purchasing Policy, purchasing framework, the Regulations and the Act.

Regulations means the Local Government (Functions and General) Regulations 1996.

Response means a submission to the City by a Tenderer in response to a Request for Quotation, Request for Tender or EOI.

RFQ means Request for Quotation invited by the City under its Purchasing Policy

RFT means Request for Tender invited by the City under Regulation 11(1) and for the purposes of section 3.57 of the Act.

Scoping is the planning and capture of all information required for the RFQ, RFT or EOI to achieve the project on time, within budget and allowing for any unforeseen contingencies.

Supplier Proposal has the same meaning as Response.

Tender or **Tender Process** means a Request for Tender, Request for Quotation, Request for Proposal or Expression of Interest.

Tenderer means a person that submits a Response.

Reference Documents

OFFICE USE ONLY	
Responsible Officer	<<Please add position title>>
Initial Council adoption	DATE: <APPROVAL DATE>, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

Contract Management Framework

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Contract management framework, State of Queensland (Department of Housing and Public Works) ,2019.

CITY OF VINCENT AUDIT LOG

Summary of open Confidential items **Office of the Auditor General Information Systems Audit:** 1. EA:2020/10 (1) (a) and (b) — High 2. EA:2020/10 (3) — Moderate 3. EA:2020/10 (7) — Moderate 4. EA:2020/10 (9) — Moderate 5. EA:2020/10 (10) — Moderate 6. EA:2020/10 (11) — Moderate 7. EA:2020/10 (12) — Moderate 8. EA:2020/10 (14) — Moderate 9. EA:2020/10 (22) — Moderate 10. EA:2020/10 (23) — Minor **Stanton Reg 5 & 17 Review** EA 2020/12 (9) — Moderate **Office of the Auditor General – Financial Audit** EA 2020/12 (14) — Significant			

CITY OF VINCENT AUDIT LOG

AUDIT DETAILS	MANAGEMENT RESPONSE	ACTION	PROPOSED COMPLETION DATE
EA: 2019/7 **Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations** **Finding:** 1. Entities have not implemented a coordinated approach to manage their fraud risk. 2. Entities could make themselves more fraud resistant if they strengthen their controls; and 3. Better reporting avenues would help entities detect and respond to fraud. **Recommendation:** Develop a fraud and corruption control plan and review at least every 2 years. **Risk Rating (prior to controls):** High **Risk Rating (with current controls):** High	**Responsible Officer:** Executive Manager Corporate Strategy and Governance **Comments:** Governance will review the City's current Fraud and Corruption Prevention Policy and prepare a control plan which incorporates this policy. The proposed implementation date for the plan is June 2020. The plan will be reported to Audit Committee annually and updated as required.	**November 2019** Governance to engage a consultant to undertake review and implementation of the fraud control plan in January 2020. The two-yearly review of the plan will be included in the compliance calendar. **February 2020** Yet to commence. Further resourcing or a consultant is required. **March 2020** Initial discussions with City of Nedlands in respect to a shared resource / consultant have occurred, but currently on hold due to change in priorities due to COVID-19. **June 2020** No progress to date **July 2020** No progress to date. **August 2020** No progress to date. **October 2020** No progress to date. **November 2020** The updated draft policy and fraud and corruption control plan have been drafted. The updated policy is subject to Council approval and public consultation. **January 2021** Plan has been completed and was circulated to the Audit Committee members in December 2020. Minor amendments were provided by the Chair and have been made. **February 2021** The policy will be presented to Council for advertising at the 23 March 2021 Ordinary Council Meeting. Training for all staff is scheduled for ~~February and~~ March and April 2021.	~~30/06/2020~~ 31/12/20 **~~Complete~~** April 2021

CITY OF VINCENT AUDIT LOG

EA: 2019/8 **Office of the Auditor General's Performance Audit 2019 - Fraud Prevention in Local Government - Findings and Recommendations** **Finding:** 1. Entities have not implemented a coordinated approach to manage their fraud risk. 2. Entities could make themselves more fraud resistant if they strengthen their controls; and 3. Better reporting avenues would help entities detect and respond to fraud. **Recommendation:** Develop and implement a periodic fraud awareness and training program **Risk Rating (prior to controls):** High **Risk Rating (with current controls):** High	**Responsible Officer:** Executive Manager Corporate Strategy and Governance Executive Manager Human Resources **Comments:** 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.	**November 2019** Development of the training program will commence in September 2020. Requires linkage to the Fraud Management Plan and Risk Management Framework. **February 2020** No progress to date. **March 2020** No progress to date **June 2020** No progress to date **July 2020** No progress to date. Note that this will be developed in conjunction with the control plan referred to above. **August 2020** No progress to date. Note that this will be developed in conjunction with the control plan referred to above. **October 2020** No progress to date. **November 2020** Training material is being developed, in line with the City's draft plan and policy. Training has been scheduled for February and March 2021 for all staff. The training materials will also form part of the City's induction program. **January 2021** On track **February 2021** Training material developed. Training postponed to April 2021 due to other staff training priorities in March 2021.	~~30/9/2020~~ 31/12/2020 **Complete**
Review of DPLH's investigation into legislative non-compliance - unauthorised works at Banks Reserve Development of an internal procedure detailing the approvals required for works or maintenance on land within the Swan River Foreshore, Development Control Area and Aboriginal Heritage Areas. Provide training for relevant staff on the approvals required. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)** Minor	**Responsible Officer:** Executive Manager Corporate Strategy and Governance	**August 2020** Internal procedure to be drafted and training organised. **October 2020** On track. **December 2020** The internal procedure has been drafted and a workshop with the Department of Planning, Lands and Heritage scheduled for relevant staff in early December to discuss the approvals required and processes. **January 2021** Training occurred and internal procedure circulated to relevant staff in December.	31/12/2020 **Complete**
EA:2020/10 (1) (a) and (b) **Office of the Auditor General Information Systems Audit – CONFIDENTIAL** **Risk Rating (prior to controls)** High	**Responsible Officer:** Executive Manager Information and Communication Technology	See Confidential log	

CITY OF VINCENT AUDIT LOG

EA:2020/10 (2) **Office of the Auditor General Information Systems Audit – Vulnerability Management** **Finding** We found that the City has not established adequate policies or procedures around management of vulnerabilities on servers and workstations. Furthermore, the City is not undertaking regular vulnerability assessments on their IT systems. These assessments are required to ensure the effective identification of vulnerabilities and to support the patch management processes. In addition, vulnerability assessments completed as part of the audit identified 56 critical and 47 high vulnerabilities relating to missing service packs and/or software, which is no longer supported by the vendor. **Implication** Without having effective procedures for identifying, assessing and addressing potential vulnerabilities within a timely manner, the system and/or data may not be adequately protected against potential threats. These vulnerabilities could be exploited and may result in unauthorised access to sensitive data or the loss of system operation. **Recommendation** The City should develop effective vulnerability management processes. As part of the process, the City should carry out regular vulnerability assessments. These assessments should use appropriate tools to ensure all known vulnerabilities are identified. The vulnerability assessment process should include all relevant IT systems, IT infrastructure and applications. Software updates (patches) to fix known vulnerabilities should be evaluated, tested and where appropriate, applied to systems within a timely manner. Documented policy and procedure guides should be maintained to ensure IT staff are meeting requirements. If decisions are made not to install any critical or security patches, the risk must be understood and any possible alternative mitigations investigated. Relevant details should also be recorded in an appropriate patch register/database. **Risk Rating (prior to controls)** High **Risk Rating (with current controls)** Minor	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Administration's software patching processes have matured; however, vulnerability testing is still a gap. Administration will respond with two new ongoing activities provided as a managed service: 1. The introduction of a monthly vulnerability assessment process, 2. Monthly reporting of vulnerabilities with remediation actions &/or mitigations **December 2020** On track. Remediation work from OAG vulnerability findings is being applied. An ongoing vulnerability management process for the City is being implemented. **January 2021** Completed in December 2020. Vulnerability scanning process now implemented with monthly review and remediation of action items.	~~December 2020~~ **Complete**
EA:2020/10 (3) **Office of the Auditor General Information Systems Audit – CONFIDENTIAL** **Risk Rating (prior to controls)** Moderate	**Responsible Officer:** Executive Manager Information and Communication Technology	See Confidential log	

CITY OF VINCENT AUDIT LOG

EA:2020/10 (4) **Office of the Auditor General Information Systems Audit – Information Security Policy** **Finding** We found that the City does not have an adequate *Information Security Policy* to cover key areas of information security. The current policy is in draft as the City is in the process of developing it. **Implication** Without adequate policies and procedures, there is an increased risk that the City will not achieve its objectives for information security. Additionally, staff may not be aware of management expectations relating to security of information. **Recommendation** The City should reviewing and update its current policies and procedures or develop new ones appropriately address all relevant areas of information security. Management should endorse the new policies and notify all employees and relevant stakeholders of updates. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate **Related Audit Query** **EA 2020/11 (10)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** As noted in the Finding, Administration has a draft Information Security Program and will seek to formalise it and align all security activities and improvements to it. The document is based on standards used by the Office of the Auditor General during this audit. **December 2020** The Information Security Program will be tabled at Executive Management Committee in December 2020. Completion of this activity is now aligned to training outcome in EA 2020/10(6) **January 2021** On track. Information Security Program endorsed by Executive Management Committee in December 2020. **February 2021** On track. Cyber security training solution now implemented in pilot ahead of full staff rollout.	~~December 2020~~ March 2021
EA:2020/10 (5) **Office of the Auditor General Information Systems Audit – Operational ICT Risks** **Finding** We found that the City's ICT risks have not been appropriately identified. The current IT risk register is limited to high-level business continuity risks and does not include the broader listing of operational risks and controls associated with IT functions. **Implication** An incomplete risk register limits the ability to assess the effectiveness of specific controls against risk and their treatments. This could result in control gaps going undetected and/or control deficiencies left unresolved. **Recommendation** The City should expand on its information risk management process to ensure: • the ICT risks within the risk register are up to date and maintained • all relevant risks are appropriately documented in the ICT risk register • the ICT risk management process aligns with the broader organisation risk register • controls are appropriately assessed and assigned relevant ratings in line with internal guidelines. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate	**Responsible Officer:** Executive Manager Information and Communication Technology Executive Manager Corporate Strategy & Governance	**October 2020** Developing and maintaining a broad register of ICT operational risks will be formally included inside a managed services agreement. Administration will maintain risk ownership while managed service resourcing will help coordinate risk maintenance and controls. **December 2020** On track. An initial review of operational risks is in progress. **January 2021** In draft **February** Review of draft delayed due to other priorities. To be completed by ICT team in February 2021.	~~January 2021~~ February 2021

CITY OF VINCENT AUDIT LOG

EA:2020/10 (6) **Office of the Auditor General Information Systems Audit – Information Security Training and Awareness** **Finding** We found that the City does not have a formalised induction training and an ongoing awareness program covering information security responsibilities and cyber risks relevant to the City. We note that the City informs its staff about phishing scams via emails. **Implication** Without a formal induction training and ongoing information security awareness program, there is an increased risk that individuals will not understand security risks relevant to the City and their personal responsibilities. This may result in inappropriate actions, which affect the confidentiality, integrity and availability of information. **Recommendation** The City should establish an appropriate induction and ongoing information security awareness program. The program should be used to help maintain awareness of the information security and cyber risks relevant to the City. It should also ensure individuals are aware of their personal responsibilities for information security. The awareness program should be updated regularly so it stays in line with policies, procedures and any new or emerging threats. It should also incorporate any lessons learned from information security incidents along with relevant details from information security good practices. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Administration will establish induction training and an ongoing information security awareness program. **December 2020** Training is now aligned to delivery of Information Security Program in EA 2020/10(4). **January 2021** On track. Information Security Program endorsed by Executive Management Committee in December 2020. **February 2021** On track. Cyber security training now in pilot ahead of full staff rollout. Solution procured from a local City of Vincent business (Blue Zoo).	March 2021
EA:2020/10 (7) **Office of the Auditor General Information Systems Audit – CONFIDENTIAL** **Risk Rating (prior to controls)** Moderate	**Responsible Officer:** Executive Manager Information and Communication Technology	See Confidential log	

CITY OF VINCENT AUDIT LOG

EA:2020/10 (8) **Office of the Auditor General Information Systems Audit – Logging and Monitoring** **Finding** We found that the City does not have formalised policies or procedures for logging and review of security logs for network, applications and remote access. **Implication** Without effective system logging and pro-active monitoring of logs, there is an increased risk that any potential problems, trends or ongoing attempts to compromise system or data will not be identified. **Recommendation** We recommend that the City implements appropriate levels of monitoring activities on its ICT environment. Key systems that control or restrict user access or process and store sensitive data, the following should be considered: • Implement policy and procedure guides on what monitoring and logging will be performed. • Review log files on a regular basis to identify any suspicious events or activities. • Storing log files in a secure location to prevent any unauthorised alterations or deletions. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Minor	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Monitoring and logging policy and procedure will be defined against the Information Security Program (per OAG Finding 5). Review of logs will be formally included inside a managed services agreement. Log file storage will be in a secure location. **December 2020** On track. Additional storage is being procured to help manage log file retention and security. Policy and review processes yet to be developed. **January 2021** On track. Additional storage provisioned. Changes to log file retention and security implemented. Security log data monitoring automated through connection of existing, but siloed, software security services. **February 2021** Completed in January 2021. Security data now collected and automatically correlated for threat event detection and response.	~~January 2021~~ **Complete**
EA:2020/10 (9) **Office of the Auditor General Information Systems Audit – CONFIDENTIAL** **Risk Rating (prior to controls)** Moderate	**Responsible Officer:** Executive Manager Information and Communication Technology	See Confidential log	
EA:2020/10 (10) **Office of the Auditor General Information Systems Audit – CONFIDENTIAL** **Risk Rating (prior to controls)** Moderate	**Responsible Officer:** Executive Manager Information and Communication Technology	See Confidential log	
EA:2020/10 (11) **Office of the Auditor General Information Systems Audit – CONFIDENTIAL** **Risk Rating (prior to controls)** Moderate	**Responsible Officer:** Executive Manager Information and Communication Technology	See Confidential log	
EA:2020/10 (12) **Office of the Auditor General Information Systems Audit – CONFIDENTIAL**	**Responsible Officer:** Executive Manager Information and Communication Technology	See Confidential log	

CITY OF VINCENT AUDIT LOG

EA:2020/10 (13) **Office of the Auditor General Information Systems Audit – Network Device Management** **Finding** We reviewed the City's firewalls and network device (routers, switches) management process and found the following issues: • Devices are not securely managed. • The firewall logs are not appropriately configured. **Implication** Without appropriate controls to manage the network devices, there is an increased risk that: • individuals will not be accountable for any unauthorised or unintentional modifications to the system • unauthorised access to the system could occur • malicious traffic may not be detected and prevented • suitable evidence to support any forensic or internal investigations may not be available • user credentials may be intercepted and used to gain access to the City's IT systems and information. **Recommendation** The City should implement an appropriate process to securely manage and configure network devices. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Minor	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Several changes have now been implemented to follow recommended access account controls and logging configuration. Additional security improvements to meet system access recommendations will be reviewed further and either modified or logged against an operational risk register to be developed per OAG Finding 6. **December 2020** Completed. Device management has been reviewed and remediated. Firewall log configuration has been remediated.	January 2021 **Complete**
EA:2020/10 (14) **Office of the Auditor General Information Systems Audit – CONFIDENTIAL** **Risk Rating (prior to controls)** Moderate	**Responsible Officer:** Executive Manager Information and Communication Technology	See Confidential log	

CITY OF VINCENT AUDIT LOG

EA:2020/10 (15) **Office of the Auditor General Information Systems Audit – CONFIDENTIAL** **Finding** We found that the City does not have a formal change management process in place. We identified the following issues: • There is no IT change management policy or procedure that sets out the overall objectives and requirements for change management to ensure all IT system changes are appropriately controlled and managed. • The responsibilities to manage, co-ordinate and approve IT changes are not formally assigned. • There is no central register for recording and tracking details of all internal changes that are made to IT infrastructure, firewall rules and systems, including application upgrades. **Implication** There is a risk that without change management policies and procedures, changes made to IT systems may not be adequately managed and authorised. The availability or security of IT systems could be compromised should a change negatively impact them. **Recommendation** The City should: • develop an appropriate IT change management policy or procedure. The policy should set out the overall objectives and requirements for change management process • outline appropriate change management role and/or responsibilities to manage, co-ordinate and approve IT changes • make sure all IT system changes are accurately recorded, managed and tracked in a centralised change register. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Minor	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** A draft Change Management Policy was provided during the audit. Change Management processes will be formalised per the Information Security Program noted in OAG Finding 5; the register for recording and tracking changes will be formally included inside a managed services agreement. **December 2020** On track. **January 2021** Complete. Change management policy in place. System in place to record, manage and track changes.	January 2021 **Complete**

CITY OF VINCENT AUDIT LOG

EA:2020/10 (16) **Office of the Auditor General Information Systems Audit – Incident and Problem Management** **Finding** We found that there is no standardised process in place to manage IT related incidents. Furthermore, the City does not have a formal process to outline problem management to appropriately manage IT problems, which occur in its IT environment. In addition, data from incidents is not analysed to identify known errors or problems. **Implication** If IT incidents are not consistently managed, there is an increased risk that the City may not be able to manage or respond to incidents appropriately. Additionally, the City may not be able to evaluate and analyse the trends for continuous improvement and problem management. In addition, without effective IT problem management there is an increased risk that the City will not identify and appropriately address the root cause of reoccurring IT incidents. This may impact IT system and service availability and may potentially affect the City's business operations. **Recommendation** The City should develop formal incident management processes to ensure all incidents are appropriately and consistently classified. In addition, the City should develop service desk reporting and trend analysis. These reports should be reviewed by the appropriate management so the performance of the incident management process can be monitored. Furthermore, the City should establish an appropriate IT problem management process. This process should ensure IT problems are appropriately identified and investigated. Once the root cause has been identified, appropriate action should be taken to address the problem and prevent the reoccurrence of incidents. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Minor	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** This finding will be added to an operational risk register to be developed per OAG Finding 6. Recognising its available resources, Administration is most likely to mitigate this risk through existing Service Desk processes that capture and manage incidents and problems as general requests. Administration will, however, introduce additional registers to formally record incidents and log the root-cause of problems – this will be aligned to creation of the risk register to be developed per OAG Finding 6, with incident/problem register review included inside a managed services agreement. **December 2020** On track. **January 2021** On track. Incident response policy in place. Incident register added to fortnightly operational review. Cyber threat/incident management to be boosted by an external service. **February 2021** Completed in January 2021. Cyber incident security data now collected and automatically correlated for threat event detection and response. Incident management process includes alerting, remediation and closing.	~~January 2021~~ **Complete**

CITY OF VINCENT AUDIT LOG

EA:2020/10 (17) **Office of the Auditor General Information Systems Audit – IT Asset Management** **Finding** We found that the City's IT asset management process is not effective. The following issues were identified: • The City does not have up to date IT asset register information and relevant asset details such as asset status and owner are not recorded. • The City does not have any formal procedure to ensure that all sensitive data and licensed software has been removed or securely overwritten as part of the disposal and re-use of IT assets process. **Implication** Without an effective IT asset management process there is an increased risk that IT assets will be lost or stolen. Without appropriate procedures to manage the disposal and re-use of IT assets, there is a higher risk that sensitive data may not be removed or securely erased. As a result, the City may suffer financial loss and damage to its reputation. **Recommendation** The City should: • establish an effective IT asset management process. This process should ensure IT assets are appropriately managed throughout their lifecycle (from acquisition to disposal) • relevant information on IT assets accurately recorded and maintain relevant information about IT assets in the IT asset register. Periodic audits of IT asset information against physical IT assets should be undertaken to ensure the information is accurate and up to date. Any anomalies with IT assets should be appropriately rectified • ensure that all IT assets containing storage media are appropriately sanitised or destroyed as part of the disposal process. Accurate documentation and records relating to IT asset disposals must be maintained. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Minor **Related Audit Query** **EA 2020/11 (6)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Administration notes that an ICT asset management system was already being introduced during the time of audit and will capture all physical and software/license assets. IT asset management acquisition, tracking and disposal processes will be formalised per the Information Security Program noted in OAG Finding 5. **December 2020** On track. System registration of assets is progressing and now tracks ownership of all staff devices. Along with data sanitisation, WA State Supply Commission guidelines will be used for disposal of goods: *ethically, equitably, efficiently and safely, in a manner that maximises a value outcome for government whilst minimising any negative impacts of disposal of the good* **January 2021** On track. **February 2021** On track, noting that staff were surveyed during COVID lockdown to help track equipment moves enabling remote work.	May 2021

CITY OF VINCENT AUDIT LOG

EA:2020/10 (18) **Office of the Auditor General Information Systems Audit – Contract Management** **Finding** We found that the City's contract management process is not effective. We identified that: • the City does not have an up-to-date *Contract Management Framework* and contract register • the configuration of the new contract management system is under development and the relevant staff are not fully aware of the functionality of the system. As a result, there is no comprehensive contract reporting in place. We acknowledge that the City recently established a centralised contract management tool and *Contract Management Framework* is in draft. **Implication** Without an appropriate contract management process, the City is at a higher risk of failing to identify: • unsuitable working arrangements with vendors, which may result in a failure to realise business benefits • unexpected cost increases or inappropriate practises in a timely manner • unauthorised access or changes to the contract register. **Recommendation** The City should: • review its *Contract Management Framework* and, where appropriate, centralise vendor management practices • develop suitable guidelines to manage the City's contract register • complete regular supplier performance reviews of all vendors as required. Records of reviews should be retained • maintain records of all contracts within its contract management system, including key financial details relevant to the contracts • complete the access and system configuration of its new contract management system. Subsequently, review access to the system and monitor key contract financial information regularly. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate **Related Audit Query** **EA 2020/11 (1)**	**Responsible Officer:** Executive Manager Financial Services	**October 2020** The noted draft Contract Management Framework and system will be completed, formalised and communicated to staff. **December 2020** 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. **February 2021** The draft contracts management framework will be presented to March audit committee. The training and roll-out plan of the framework is being finalised.	~~March 2021~~ June 2021

CITY OF VINCENT AUDIT LOG

EA:2020/10 (19) **Office of the Auditor General Information Systems Audit – Disaster Recovery Plan** **Finding** We found that the City does not have an ICT disaster recovery plan (DRP). **Implication** Without an adequate DRP and appropriate testing, there is an increased risk that key business functions and processes may not be restored in a timely manner after a disruption, affecting the operations of the City. **Recommendation** The City should develop and test its DRP to confirm that systems can be recovered in accordance with business expectations and key staff should be familiar with the plan and their specific roles and responsibilities in a disaster situation. The results of testing should be recorded, and the relevant actions taken to improve the plan where necessary. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Administration will introduce managed backup and infrastructure services that include disaster recovery capability. Disaster recovery and information security continuity processes will then be will be formalised per the Information Security Program noted in OAG Finding 5. A formal plan will then be prepared for publication to staff and testing purposes. **December 2020** On track. **January 2021** On track. Disaster Recovery policy now in place. Operational systems (backup and recovery) now compliant for onsite backup. Bandwidth upgrade procured to enable transit of backup files for offsite storage. **February 2021** On track. Offsite backup/recovery service commissioned and providing partial coverage. Bandwidth upgrade scheduled for April 2021 to enable full coverage.	April 2021
EA:2020/10 (20) **Office of the Auditor General Information Systems Audit – Business Continuity Plan – Testing** **Finding** We found that appropriate tests of the business continuity plan (BCP) have not been undertaken. Due to the lack of testing, the effectiveness of the plans and the City's ability to execute them is unknown. **Implication** Without appropriate testing of the BCP there is an increased risk that key business functions and processes may not operate as expected during a major incident. In addition, the key business functions may not be appropriately recover following a major incident. This is likely to impact business operations and the delivery of key services. **Recommendation** The City should undertake appropriate tests to verify the effectiveness of the BCP. These tests should also verify that key staff are familiar with the plans and their specific roles and responsibilities in a disaster situation. The results of these tests should be recorded and the relevant actions taken to improve the plan where necessary. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** Administration notes that there has been 0% interruption to non-library/recreational facility services throughout COVID-19 disruptions in Perth. COVID-19 has been a major incident and required significant change to how business functions operated. City staff who continue to work remotely are effectively testing part of the City's business continuity systems on a daily basis. Through improvements to data backup and infrastructure recovery noted in OAG Finding 20, Administration will expand business continuity testing to include system and infrastructure incidents as part of a managed services agreement. **December 2020** On track per EA:2020/10 (19) above. Completion date updated to align with Disaster Recovery Plan activities. **January 2021** On track. **February 2021** On track.	~~March 2021~~ April 2021

CITY OF VINCENT AUDIT LOG

EA:2020/10 (21) **Office of the Auditor General Information Systems Audit – Information Security Incident Management Plan** **Finding** We found that the City does not have an information security incident management plan. **Implication** Without a developed and documented security incident response plan there is an increased risk that the IT department may not be able to respond to IT security incidents in an effective and timely manner. **Recommendation** The City should develop an appropriate information security incident management plan. This plans should include relevant procedures to ensure the effective response and management of all information security related incidents. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate	**Responsible Officer:** Executive Manager Information and Communication Technology	**October 2020** An incident management and response plan will be formalised per the Information Security Program noted in OAG Finding 5. **December 2020** On track. The City is preparing for a system upgrade to help reduce the overhead of incident response and management. The system will form part of an incident response and management plan. **January 2021** On track. Incident management plan policy now in place. Cyber incident management processes in place through external service. **February 2021** No change.	March 2021
EA:2020/10 (22) **Office of the Auditor General Information Systems Audit – CONFIDENTIAL** **Risk Rating (prior to controls)** Moderate	**Responsible Officer:** Executive Manager Information and Communication Technology	See Confidential log	
EA:2020/10 (23) **Office of the Auditor General Information Systems Audit – CONFIDENTIAL** **Risk Rating (prior to controls)** Minor	**Responsible Officer:** Executive Manager Information and Communication Technology	See Confidential log	

CITY OF VINCENT AUDIT LOG

EA 2020/12 (1) **Stanton Reg 5 & 17 Review – Contract Management Procedure and Framework** **Finding** 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, the updated and revised contract management policy and framework reflecting this new process and the use of the new contract management module within Authority are still in draft and awaiting Council endorsement. **Recommendation** Audit recommends that the City promptly review and present to Council the revised contract management policy and contract management framework outstanding to be endorsed. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate **Related Audit Query** **EA 2020/10 (18)**	**Responsible Officer:** Executive Manager Financial Services	**December 2020:** 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. **February 2021** The draft contracts management framework will be presented to March audit committee. The training and roll-out plan of the framework is being finalised.	30 June 2021
EA 2020/12 (2) **Stanton Reg 5 & 17 Review – Reporting on Contracts** **Finding** 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. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate	**Responsible Officer:** Executive Manager Financial Services	**December 2020:** 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. **February 2021** This information will be included in the March EMC report. The team however will be working on the completeness of the contracts register as part of the Contracts management roll-out.	31 March 2021

CITY OF VINCENT AUDIT LOG

EA 2020/12 (3) **Stanton Reg 5 & 17 Review – Access Management on Pheonix System** **Finding** 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. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate	**Responsible Officer:** ~~Executive Manager Financial Services~~ Manager Beatty Park Leisure Centre	**December 2020:** The City will conduct an access review immediately and then schedule 6 monthly reviews of all users on Phoenix.	31 December 2020
EA 2020/12 (4) **Stanton Reg 5 & 17 Review – Updating Asset Policy and Procedure** **Finding** 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. **Risk Rating (prior to controls)** Minor **Risk Rating (with current controls)** Minor	**Responsible Officer:** Executive Manager Financial Services	**December 2020:** 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. **February 2021:** Asset procedure has been updated and training is planned to be completed by end of March.	31 March 2021
EA 2020/12 (5) **Stanton Reg 5 & 17 Review – Procedure on Verification of Assets** **Finding** 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. **Risk Rating (prior to controls)** Minor **Risk Rating (with current controls)** Minor	**Responsible Officer:** Executive Manager Financial Services	**December 2020:** 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. **February 2021:** Asset procedure has been updated and training is planned to be completed by end of March.	31 March 2021

CITY OF VINCENT AUDIT LOG

EA 2020/12 (6) **Stanton Reg 5 & 17 Review – Verification of Assets** **Finding** Through our inquiries regarding asset stock counts and sighting assets within the City's premises, audit noted that assets (office furniture) not tagged or barcoded. **Recommendation** Assets not tagged and barcoded cannot be counted correctly. All assets should be barcoded. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate **Related Audit Query** **EA 2020/10 (17)**	**Responsible Officer:** Executive Manager Financial Services	**December 2020:** 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 compliance testing and accuracy of these asset registers every 6 months. Asset procedures will also include details of how and when verification of assets should be conducted. **February 2021:** Asset procedure has been updated and training is planned to be completed by end of March.	31 March 2021
	Responsible Officer: Executive Manager Information and Communication Technology	**December 2020:** 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 2020. **January 2021** On track. **February 2021** On track, noting that staff were surveyed during COVID lockdown to help track equipment moves enabling remote work.	
EA 2020/12 (8) **Stanton Reg 5 & 17 Review – Manual Timesheet** **Finding** The City uses manual timesheets, predominately for those employees who work in the depot and recreational leisure centre. **Recommendation** The use of manual timesheets should be eliminated, it is worth noting that the City has already noted this as a finding within their own audit log. **Recommendation** **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate	**Responsible Officer:** Executive Manager Human Resources and Executive Manager Information and Communication Technology	**December 2020:** 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. **January 2021** No change. **February 2021** No change.	31 December 2021
EA 2020/12 (9) **Stanton Reg 5 & 17 Review – CONFIDENTIAL** **Risk Rating (prior to controls)** Moderate	**Responsible Officer:** Executive Manager Information and Communication Technology	See Confidential log	

CITY OF VINCENT AUDIT LOG

EA 2020/12 (10) **Stanton Reg 5 & 17 Review – IT Security Framework** **Finding** 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** **1.** 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 change control such as a change advisory board, defined BCP testing regime and ensuring IT documents are maintained and kept up to date. **Recommendation** **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate **Related Audit Query** **EA 2020/10 (4)**	**Responsible Officer:** Executive Manager Information and Communication Technology	**December 2020** The City will formalise its draft Information Security Program to document and govern security training, vulnerability management, change control and continuity testing. *(Refer to OAG IS Finding 4)* **January 2021** On track. Information Security Program endorsed by Executive Management Committee in December 2020. **February 2021** On track. Cyber security training now in pilot ahead of full staff rollout. Solution procured from a local City of Vincent business (Blue Zoo).	31 March 2021
EA 2020/12 (11) **Stanton Reg 5 & 17 Review – Record Keeping** **Finding** Poor retrievability of information 'term container used' Record keeping of contract documentation is inefficient and leads to poor retrievability. The record keeping system does not facilitate the use of sub folders which results in all documented related to a subject/topic being saved in a 'container'. With regards to contracts, there are a large number of supporting documentations within these 'containers' thus it can take some time to retrieve the sought-after document **Recommendations** The City should review useability of their record keeping system ensuring that it is operating effectively. For process efficiency allow user to amend and delete own purchase requisition. **Risk Rating (prior to controls)** Minor **Risk Rating (with current controls)** Minor	**Responsible Officer:** Executive Manager Information and Communication Technology	**December 2020** The City will review its record keeping system to ensure it is operating effectively. **January 2021** No change. **February** On track. Functionality of the system reviewed with external support provider: the use of folders will be introduced. A staff survey for system satisfaction as well as improvement suggestions will commence in March 2021.	31 March 2021

CITY OF VINCENT AUDIT LOG

EA 2020/12 (13) **Stanton Reg 5 & 17 Review – Compliance Procedures and Systems** **Finding** 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 their own risk management, internal control, and legislative compliance improvement plan. **Risk Rating (prior to controls)** Medium **Risk Rating (with current controls)** Medium	**Responsible Officer:** Executive Manager Corporate Strategy & Governance	**December 2020** This will form part of the annual internal audit program. The draft internal audit program will be prepared in early 2021 and presented to Audit Committee. **January 2021** Preparation of draft internal audit program delayed due to other priorities. **February 2021** The draft internal audit program is proposed to be presented to the 4 May 2021 Audit Committee meeting.	~~30 April 2021~~ 4 May 2021
EA 2020/12 (14) **Office of the Auditor General – Financial Audit – CONFIDENTIAL** **Risk Rating (prior to controls)** Significant	**Responsible Officer:** Executive Manager Information and Communication Technology	See Confidential log	
EA 2020/12 (15) **Office of the Auditor General – Financial Audit – Evidence of review of changes to employee Masterfile** **Finding** We note the City does not have a process to evidence independent review and authorisation of changes made to the employee masterfile. **Implication** The absence of an independent review of changes made to the employee masterfile increases the risk of unauthorised or erroneous changes to key information. Additionally, this weakness in financial controls is considered a material non-compliance and impacts on the audit opinion for the current year. **Recommendation** Management should implement a process for an independent review of changes to the employee masterfile. **Risk Rating (prior to controls)** Significant **Risk Rating (with current controls)** Significant	**Responsible Officer:** Executive Manager Human Resources	**December 2020:** Currently changes to the employee master file are checked by the Payroll Officer/Payroll Support Officer, however not recorded. Based on changes to the employee master file, Human Resources/Payroll will implement the following: 1. A change of bank details and superannuation form. 2. All changes to employee master file are requested via a form or letter pertaining to a change of employee entitlements. These forms/letters are added to Content Manager (records system) and work-flowed to the applicable Payroll Officer/Support Officer depending on portfolio. Once adjustments are made to the employee master file based on the form/letter, the Payroll Officer changes the workflow item from 'action' to 'completed'. The Payroll Officer will then workflow the form/letter to the other Payroll representative in Content Manager for review. The Payroll representative will review and if approved, change the workflow from 'review' to 'completed'. Each time a form/letter is added to Content Manager, an audit trail will be created of when an item is 'completed' and 'reviewed'.	**Complete** **Complete**

CITY OF VINCENT AUDIT LOG

EA 2020/12 (18) **Office of the Auditor General – Financial Audit – Adverse trends in financial ratios** **Finding** During our audit we noted the adverse trends in the following ratios when considering the basic standard set by Department of Local Government, Sport and Cultural Industries ("the department"): Below the basic requirements for 3 years: - Asset sustainability - Operating surplus Below the basic requirement and below proceeding two years actual result: - Debt service cover **Implication** Ratios which are below the basic standards as determined by the Department indicate the short term financial performance of the City is likely unsustainable. Additionally, in accordance with the *Local Government (Audit) Regulations 1996* ratios with adverse trends will be reported within the audit opinion. **Recommendation** Management should implement measures to ensure the basic requirements are achieved, where the requirements are not able to be achieved plans for correction action should be made. **Risk Rating (prior to controls)** Significant **Risk Rating (with current controls)** Significant	**Responsible Officer:** Executive Manager Financial Services	**December 2020:** 1. Debt Service Ratio – As a result of the once-off contractual balloon payment of $5.3m for the DLGSC loan, this ratio has been skewed only for the 2019/2020 financial year. The Debt service ratio is expected to normalise for the following years as per the City's current debt portfolio. 2. Operating Surplus - In order to improve this ratio, new funding sources has to be looked at and also the current fees and charges (including rates) need to be analysed to determine if they are sufficient. Strategies will also be developed to improve this ratio when preparing the 2021/2022 -2030/2031 LTFP. 3. Asset Sustainability Ratio – The asset sustainability ratio has improved compared to last year from 0.30 to 0.45 This is an indicator that administration has focused their attention on ensuring capital spend is focused on renewal instead of new expenditure. The City has implemented the following initiatives since last year: • Made a concerted effort on spending on renewal instead of new; • Prepared a 4-year capital works program 2020/21-2023/24; • The City's Asset Management Strategy is in the process of being finalised; and • Adopted the 2020/21-2029/30 LTFP which reflects the projected asset sustainability ratio will reach the benchmark ratio by 2024/25. The following will be the action plans for this year: • Adopting the new asset management strategy; • Updating and aligning the asset management plans to the asset management strategy; and • Updating and preparing the LTFP for 2021/22-2030/31 by incorporating the additional depreciation of NIB stadium into the asset sustainability ratio and revising strategies to attain the benchmark ratio. Department of Local Government Sport and Cultural Industries is in the process of reviewing the current local government ratios as part of the Local Govt Act Reform and some of the benchmarks will be reviewed to be aligned based on the size of the Local Government. **February 2021:** Work has commenced on the LTFP and 4 year capital works program and strategies on how to improve the asset sustainability and operating surplus ratios is being explored.	**Completed** 30 June 2021 30 June 2021

CITY OF VINCENT AUDIT LOG

EA 2020/12 (19) **Office of the Auditor General – Financial Audit – Periodic cleansing of the supplier masterfile** **Finding** During our audit, we identified that there were several old and outdated supplier records. The City of Vincent does not have a formalised process to periodically review its supplier master file to remove/deactivate old, unused or duplicate supplier records. The supplier master file is a comprehensive file in the financial system which stores key information about suppliers for processing payments to suppliers, including information on bank accounts and addresses. **Rating: Moderate** **Implication** The presence of old and unused supplier records increases the risk of duplicate records which also increases the risk of duplicate payments being made. It also increases the risk of fraud, as the unused records can be modified and used to make unauthorised payments. **Recommendation** Management should perform a periodic review of the supplier master file to remove/deactivate inactive, old, unused or duplicate records. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate	**Responsible Officer:** Executive Manager Financial Services	**December 2021:** A detailed process will be developed to ensure the Creditors master file will be reviewed. This will be conducted every 6 months to ensure inactive, old, unused or duplicate creditors records are removed or deactivated. **February 2021** On track	31 March 2021

CITY OF VINCENT AUDIT LOG

EA 2020/12 (20) **Office of the Auditor General – Financial Audit – Timing of monthly reconciliations** **Finding** During our audit, we identified many of the key reconciliations are prepared prior to close off the sub modules which led to variances between the reconciled balances within the trial balance used to prepare the financial statements. In addition we noted a number of inappropriate reconciling items included within the Municipal bank account reconciliation at 30 June 2020, these were subsequently corrected during the audit process. **Rating: Moderate** **Implication** Reconciliations are a key control for ensuring financial data is completely and accurately reflected in the general ledger from which financial statements are derived. The absence of a robust process by the City of Vincent over the reconciliations on period end balances can result in errors or omissions remaining undetected, leading to misstatements in the financial statements. **Recommendation** We recommend management review their current processes for monthly reconciliations and ensure balances reconciled are those reported and reconciling items are appropriate. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate	**Responsible Officer:** Executive Manager Financial Services	**December 2020:** All monthly reconciliations are undertaken as part of preparing the month end financial statements. However, due to a timing variance the reconciliation process will be reviewed and updated **February 2021** All monthly general ledger reconciliation is now being validated to the month end trial balance. This is being reviewed by the Financial Services Coordinator.	31 January 2021 **Complete**

CITY OF VINCENT AUDIT LOG

EA 2020/12 (21) **Office of the Auditor General – Financial Audit – Quotations - minimum number not obtained** **Finding** Council's purchasing policy states that where the value of a purchase is between $200 and $20,000, at least two written quotes must be obtained and recorded. During our expenditure testing, which included reviewing the procurement process, we identified 3 purchases in this range, out of a sample of 36, where there was insufficient documentation to indicate that the requisite number of quotations had been obtained. **Implication** If purchases are made without obtaining sufficient quotes, there is a risk of favouritism of suppliers and not obtaining value for money. **Recommendation** i) For purchases below the tender threshold, quotes should be obtained, in accordance with the City of Vincent's purchasing policy ii) If instances arise where it is impractical to obtain the requisite number of quotations, the reasons should be recorded and attached to the purchase order at the time of the purchase being made. **Risk Rating (prior to controls)** Moderate **Risk Rating (with current controls)** Moderate	**Responsible Officer:** Executive Manager Financial Services	**December 2020:** The following actions will be taken: -The Procurement team will schedule training for individual directorates to reinforce City's Procurement Framework and Policy; and -Ongoing procurement audits will be conducted to ensure compliance. **February 2021** Procurement training has commenced for all directorates. The additional resource in procurement will be able to assist with the compliance audit. In the process of finalising the recruitment for this role.	31 March 2021

12.9 LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT RETURN 2020

Attachments: **1. Compliance Audit Return 2020**

RECOMMENDATION:

That Council:

1. **NOTES that the City of Vincent's Compliance Audit Return for the period 1 January 2020 to 31 December 2020 was reviewed by the Audit Committee at its 2 March 2021 Meeting;**

2. **ADOPTS the Compliance Audit Return for the period 1 January 2020 to 31 December 2020, at Attachment 1, noting the two areas of non-compliance reported; and**

3. **AUTHORISES the Compliance Audit Return in Recommendation 1. above to be certified by the Mayor and Chief Executive Officer in accordance with Regulation 15 of the *Local Government (Audit) Regulations 1996*.**

PURPOSE OF REPORT:

To adopt the City's Compliance Audit Return for 2020 (CAR).

BACKGROUND:

Section 7.13(1)(i) of the *Local Government Act 1995* (Act) requires local governments to undertake an audit of compliance *"in the prescribed manner and in a form approved by the Minister"*. In accordance with section 7.13(1)(i) of the Act, the Department of Local Government, Sport and Cultural Industries (DLGSC) requires that all local governments complete a CAR by 31 March 2021.

In accordance with Regulation 14(3a) of the *Local Government (Audit) Regulations 1996*, the Audit Committee reviewed the CAR at its meeting held on 2 March 2021 and resolved to recommend to Council that it adopts the CAR, noting the areas of non-compliance reported.

DETAILS:

The 2020 CAR contains the following compliance categories:

- Commercial enterprises by Local Governments;
- Delegation of power/duty;
- Disclosure of interest;
- Disposal of property;
- Elections;
- Finance;
- Integrated planning and reporting
- Local Government employees;
- Official conduct;
- Tenders for providing goods and services; and
- Optional Questions.

Administration has identified two areas of non-compliance, as detailed below:

1. Disposal of Property – provision of public notice

The City did not comply with the public notice requirement under section 3.58 (disposal of property) of the *Local Government Act* late last year when it entered into a licence with Bonny Brew Pty Ltd in respect to a portion of the Grosvenor Road road reserve adjacent to the Flying Scotsman premises at 639-643 Beaufort Street, Mount Lawley.

The licence was approved by Council at its 20 October 2020 Meeting, and was signed by the CEO and Mayor in November 2020. The City did not provide public notice prior to entering into the licence. The licence commenced on 9 November 2020.

The City did not provide public notice as at the time Council approved the licence and the City signed the licence it was thought that entering into the licence fell within the scope of an exempt disposition (which means public notice is not required) in accordance with regulation 30(2) of the *Local Government (Functions and General) Regulations*.

In coming to this view, the City sought guidance from a licensed valuer in respect to the market value of road reserve areas managed by the local government and comprising permanent alfresco structures in early 2020. The valuer verbally advised that the value of these road reserve areas would be nominal, as they are ancillary to the adjacent business. He further advised that it was not easy to provide a market valuation for the road reserve portion. Based on this advice Administration formed the view that the market value for this licence area would be well below $5,000, which is the threshold in regulation 30(2) for an exempt disposition.

In December 2020 the City engaged a different licensed valuer to provide a market valuation for a number of road reserve areas, including the portion of the Grosvenor Road road reserve licensed to Bonnie Brew Pty Ltd. The market value provided (received on 21 January 2021) was $12,200 pa excluding GST, which is above the $5,000 threshold in regulation 30(2).

Therefore, it is not an exempt disposition. In accordance with section 3.58 the City should have provided public notice of the proposed licence and considered any submissions prior to entering into the licence. As the licence has already been granted the City cannot retrospectively comply with section 3.58.

The City will provide public notice in accordance with section 3.58 of future licences over the road reserve.

The Department of Local Government was advised of this non-compliance in January 2021. The Department advised that it needed to be disclosed in the City's CAR, and no further action was required by the City.

2. Policy for Elected Member Event Attendance

Administration, in consultation with Elected Members, drafted a policy to address attendance at events by Elected Members in 2020, as is required by the 2020 amendments to the *Local Government Act* (section 5.90A). Council resolved at its 17 November 2020 Meeting (Item 12.6) to invite public comment on the proposed new policy. Public consultation closed on 15 February 2021. No public submissions were received. A report is being presented to Council at its 23 March 2021 Meeting recommending that the new policy is adopted.

Administration has also undertaken some random compliance testing in the following areas:

- Exercise of delegation 2.2.24 – recovery of rates or service charges
- Exercise of delegation 2.2.5 – declare vehicle is abandoned

The exercise of the delegation was appropriately documented and in accordance with the *Local Government Act.*

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires that the Audit Committee reviews the completed CAR and reports the results to Council. The CAR was reviewed by the Audit Committee at its 2 March 2021 Meeting.

Following Council's adoption of the CAR, the CAR must be submitted to the Department by 31 March 2020. A certified copy means a copy which is signed by the Mayor or President and the CEO.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to approve the CAR and report it to the Department.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024,* however an effective system of compliance auditing helps to ensure that the City is sustainable in the long term.

PUBLIC HEALTH IMPLICATIONS:

This is not in keeping with any of the priority health outcomes of the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

Department of
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Vincent - Compliance Audit Return 2020

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments

No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A	No major undertakings were undertaken in 2020.	Senior Land and Legal Advisor
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A	No major land transactions for a total value of $6m or more in 2020.	Senior Land and Legal Advisor
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A	As above	Senior Land and Legal Advisor
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A	As above.	Senior Land and Legal Advisor
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	As above.	Senior Land and Legal Advisor

Delegation of Power/Duty

No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Delegation to the COVID Relief and Recovery Committee was resolved by AMV at the Special Council Meeting 30/03/2020 Item 7.2. Ref D20/54046	Governance Projects Officer
2	s5.16	Were all delegations to committees in writing?	Yes	See Register of Delegations, Authorisations & Appointments & Special Council minutes 30/03/2020 - both available the City's website Ref D20/54046&D 20/106872	Governance Projects Officer

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No	Reference	Question	Response	Comments	Respondent
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes	See Register of Delegations, Authorisations & Appointments & Special Council minutes 30/03/2020 - both available the City's website Ref D20/54046&D 20/106872	Governance Projects Officer
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	Register of Delegations, Authorisations and Appointments is available as a public document on the City's website. (also ref D20/106872)	Governance Projects Officer
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes	Annual review undertaken by Council see minutes of OMC - 16 June 2020 Item 12.1 - D20/105165	Governance Projects Officer
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes	See Register of Delegations, Authorisations and Appointments is available as a public document on the City's website. (also ref D20/106872)	Governance Projects Officer
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	see minutes of OMC - 16 June 2020 Item 12.1 - D20/105165	Governance Projects Officer
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments	Governance Projects Officer
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments & SC279	Governance Projects Officer
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	Noted in revisions of the Register of Delegations, Authorisations and Appointments	Governance Projects Officer
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	The Register of Delegations, Authorisations and Appointments is available as a public document on the City's website. (also ref D20/106872)	Governance Projects Officer

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No	Reference	Question	Response	Comments	Respondent
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes	Annual review undertaken by administration 23/04/2020 (D20/73371) proposed amendments approved at 16/06/2020 Council Meeting	Governance Projects Officer
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes	Compliance checks conducted - Register checked: Senior Shift Ranger - Delegation Item 2.2.5 Towed vehicle spreadsheet D15/56284. Senior Rates Officer - Delegation 2.2.24 Recovery or services charges - stored in customer portals.	Governance Projects Officer

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	All disclosures are registered in the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website.	Council Liaison Officer
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	Recorded in OMC minutes on 17 March 2020 and 16 June 2020 and the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website.	Council Liaison Officer
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes	Recorded in the relevant minutes and the Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website.	Council Liaison Officer
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	Register of Financial Interest - Primary and Annual Returns - D20/130156.	Governance Projects Officer
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes	Register of Financial Interest - Primary and Annual Returns - D20/130156.	Governance Projects Officer
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	Register of Financial Interest - Primary and Annual Returns - D20/130156.	Governance Projects Officer

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No	Reference	Question	Response	Comments	Respondent
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	Register of Financial Interest - Primary and Annual Returns - D20/130156.	Governance Projects Officer
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	Register of Interests Disclosed at Council Meetings (D16/43908) - available on the City's website	Governance Projects Officer
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes	See D20/130156	Governance Projects Officer
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	SC2692	Governance Projects Officer
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	Register in prescribed Form 4 (r28) is available on the City's website - see Council registers. D19/183319	Council Liaison Officer
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Register of Gifts - https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Council_Registers/Register_of_Gifts_-_from_20_October_2019_-_17_November_2020.pdf	Council Liaison Officer
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	N/A	All recipients have remained in office.	Council Liaison Officer
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	N/A	See above	Governance Projects Officer
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes	D16-43908 and on the City's website: https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Documents/Council/Agendas/2021/D16_43908__Register_of_Interests_disclosed_at_Ordinary_and_Special_Council_Meetings_20_January_2021.pdf	Council Liaison Officer

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No	Reference	Question	Response	Comments	Respondent
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes	Refer to the minutes which are online. https://www.vincent.wa.gov.au/council/council-committees/council-meetings/past-and-upcoming-meetings/2021-meetings.aspx	Council Liaison Officer
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	If any potential conflicts of interests arose, they were not involved in the report. The CEO declared conflicts of interest, and he did not approve or review the report. They are recorded on the conflicts of interest register	Council Liaison Officer
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	Did not occur.	Council Liaison Officer
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A	As above	Council Liaison Officer
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes	Council Meeting 23 March 2021 a new Code of Conduct for Elected Members will be recommended. Current code is https://www.vincent.wa.gov.au/council/governance/code-of-conduct.aspx	Council Liaison Officer
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes	Register of Gifts - https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Council_Registers/Register_of_Gifts_-_from_20_October_2019_-_17_November_2020.pdf	Council Liaison Officer

Disposal of Property

Department of
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No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes	Unless Regulation 30 of the Local Government (Functions and General) Regulations 1996 applied to exempt a disposition, all property was disposed of by public auction or tender or in accordance with s 3.58 (3) by providing local public notice of the disposition.	Senior Land and Legal Advisor
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	No	City entered into 14 new leases. 9 were exempt dispositions pursuant to reg 30 LG(F&G Regs). Public notice was provided 4 the four leases that were not exempt dispositions, being: • HISP/Beatty Park Café; • Bethanie Group; • Kidz Galore; and • BP Physio. The exempt dispositions were: • Swimming WA; • Town Team Movement; • Tennis West; • Pride WA; • Uni Cricket Club (signage licence); • Floreat Athena Football Club; • Wadjak Northside Aboriginal Community Group; • 152 Joel Terrace – drainage infrastructure licence • Chinta café – licence for permanent umbrellas The City did not provide public notice of the licence for a permanent alfresco structure within the Grosvenor road reserve to Bonnie Brew Pty Ltd, which was not an exempt disposition. This was due to a verbal valuation indicating that the market value was below the $5,000 threshold specified in regulation 30(2). A detailed explanation has been included in the report to the City's Audit Committee.	Senior Land and Legal Advisor

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Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes	Electoral Gift Register 2019 D19/198715	Council Liaison Officer
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	Yes	Gift declaration - Adina Lieblich D19/143308 and Gift declaration Joshua O'Keefe D19/138105	Council Liaison Officer
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes	D19/198715 -Electoral Gift Register - also on website https://www.vincent.wa.gov.au/council/council-committees/local-government-elections/electoral-gifts.aspx Advertising period 19 April 2019 – 22 October 2019.	Council Liaison Officer

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	N/A	The auditor's report was tabled at the 1 December 2020 Audit Committee Meeting. The minutes of that meeting were tabled at the 15 December 2020 Ordinary Council meeting.	Executive Manager Financial Services
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No powers have been delegated to the Audit Committee.. See Terms of Reference https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Documents/Council/Committees/Audit/D20_155335__Audit_Committee_Terms_of_Reference_-_updated_clean_version_for_OMC_on_15_September_2020_DOCX_4_.pdf	Executive Manager Financial Services

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
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No	Reference	Question	Response	Comments	Respondent
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A	As per S7.3(1A) a local government cannot appoint a person to be its auditor from 28th October 2017. As of this date Local Government Amendment (Auditing) Act 2017 was proclaimed, giving the Auditor General the mandate to audit Western Australia's 139 local governments and 9 regional councils. OAG is directly auditing the City since 2020 and prior to this the City's audit has been contracted out by OAG to Moore Stephens.	Executive Manager Financial Services
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	Yes	OAG is auditing the City directly . They are registered auditors.	Executive Manager Financial Services
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	Yes	Was presented to Council on the 15th December 2020.	Executive Manager Financial Services
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	All audit queries have appropriate action items and have been logged onto the City's audit log. The log will be monitored and tracked for Audit Committee.	Executive Manager Financial Services
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	Yes	All significant items have a detailed response of what action the City will take.	Executive Manager Financial Services
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes	The City's Audit report was issued on 8 Dec 2020. A report on the City's significant audit items together with detailed action items was issued to the Minister on 8 March 2021.	Executive Manager Financial Services
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes	The details were uploaded to the website on by 12 March 2021.	Executive Manager Financial Services

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No	Reference	Question	Response	Comments	Respondent
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes	A detailed scope of works was provided by OAG.	Executive Manager Financial Services
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes	The auditor's report was tabled at the 1 December 2020 Audit Committee Meeting. The minutes of that meeting were tabled at the 15 December 2020 Ordinary Council meeting.	Executive Manager Financial Services

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Item 13.1 16 October 2018 Ordinary Council Meeting http://vincent.infocouncil.biz/Open/2018/10/CO_20181016_MIN_3134.PDF Carried unanimously by absolute majority.	Council Liaison Officer
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Item 12.1 15 September 2020 Ordinary Council Meeting https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Documents/Council/Agendas/2020/Ordinary_Council_Meeting_Minutes_15_September_2020_FINAL_signed.pdf Carried unanimously by absolute majority.	Council Liaison Officer
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	Corporate Business Plan is for 2020/21 - 2023/24 - on our website. https://www.vincent.wa.gov.au/documents/1541/corporate-business-plan-202021-202324	Council Liaison Officer

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Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Yes	The CEO was appointed in 2018 in accordance with adopted policies. The CEO recruitment panel was appointed at the 1 May 2018 Council Meeting, and the consultant was appointed at the 29 May 2019 Council Meeting.	Executive Manager Human Resources
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes	Executive Director Community & Business Services was apponted in 2020 in accordance with Admin Reg 18A.	Executive Manager Human Resources
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	The CEO was not appointed in this financial year.	Executive Manager Human Resources
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A	The CEO was not appointed in this financial year.	Executive Manager Human Resources
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	Yes. Executive Director Community and Business Services was appointed at 10/12/2019 meeting. http://vincent.infocouncil.biz/Open/2019/12/CO_20191210_MIN_4226_AT.PDF	Executive Manager Human Resources
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	The appointment of the Executive Director Community and Business Services was approved unanimously by Council, see link above.	Executive Manager Human Resources

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Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes	16 February 2021 Ordinary Council Meeting. https://www.vincent.wa.gov.au/council/council-committees/council-meetings/past-and-upcoming-meetings/2021-meetings.aspx	Council Liaison Officer
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes	A register is kept and is available on the City's website: https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Council_Registers/D16_107330__Register_Of_Complaints_Referred_To_Under_Local_Government_Act_1995_S5_121.pdf	Executive Manager Financial Services
3	s5.121(2)	Does the complaints register include all information required by section 5.121 (2)?	Yes	The complaints register includes columns that meet the requirements, but no complaints have been made. https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Council_Registers/D16_107330__Register_Of_Complaints_Referred_To_Under_Local_Government_Act_1995_S5_121.pdf	Executive Manager Financial Services
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	Register is available on the City's website here: https://www.vincent.wa.gov.au/council/governance/accountability-governance/publicly-available-council-registers.aspx	Council Liaison Officer

Optional Questions

No	Reference	Question	Response	Comments	Respondent

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No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	The City engaged Stanton's International to perform this review between February 2020 and June 2020	Governance Projects Officer
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	Refer Item 5.2 of the Audit Committee Minutes 20 March 2018	Governance Projects Officer
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	Yes	The were no gifts received over $300. It is the City's position that any gift received valued above $50 is disclosed and included in the City's Register of Gifts. The register is published to the City's website.	Governance Projects Officer
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	Yes	The were no gifts received over $300. All gift received valued above $50 are disclosed and include the information required under section 5.87C.	Governance Projects Officer
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes	Council resolved on 17 November 2020 (Item 12.6) to invite public comment on the proposed Event Attendance Policy. Public consultation closed on 15 February 2021. The new policy will be presented to Council in March 2021.	Governance Projects Officer
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes	Once approved at 23 March Council meeeting the new Events Policy will be uploaded to the City's website.	Governance Projects Officer
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes	Available on the City's website	Governance Projects Officer

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No	Reference	Question	Response	Comments	Respondent
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Adopted by Council 16 June 2020 ref D20/105102	Governance Projects Officer
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes	Council at its meeting on 28 July 2020 approved publication of the Elected Member Professional Development Register. This register includes training completed in the last financial year in accordance with section 5.127	Governance Projects Officer
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes	Submitted 28 September 2020	Governance Projects Officer

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $250,000 or less or worth $250,000 or less?	Yes	The City of Vincent has a Purchasing Policy that complies with Regulation 11A(3).The City has recently reviewed and updated its Purchasing Policy. The Policy can be found at the following link: https://www.vincent.wa.gov.au/documents/641/purchasing-policy	Procurement and Contracts Officer
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?	Yes	The City complied with it's previous and current Purchasing Policy for all procurements $250,000 or less.	Procurement and Contracts Officer
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	All procurements worth above $250,000 were publically invited as per Regulation 11(1).	Procurement and Contracts Officer
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes	All tenders were advertised in the West Australian newspaper, Tenderlink and on the City of Vincent website.	Procurement and Contracts Officer

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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	The City did not split any contracts into 2 or more contracts to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract.	Procurement and Contracts Officer
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Any variation of information was distributed as an addenda notice to all Tenderers via Tenderlink or emailed directly to tenderers.	Procurement and Contracts Officer
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes	All tenders were advertised for at least 14 days or more as required under Regulation 15. Two officers were present when tenders were opened. Due to COVID-19 the City of Vincent no longer accepts hardcopy tenders. Tenders can only be submitted via Tenderlink.	Procurement and Contracts Officer
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	All information recorded in the tender register complied with Regulation 17. The City's tender register is published on the City's official website and is publically available. The register is saved in Content Manager at D19/184737	Procurement and Contracts Officer
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	No	All tender submissions evaluated were submitted at the place and within the time specified in the tender.	Procurement and Contracts Officer
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	All successful tenders were evaluated by an evaluation panel and evaluation reports were created and approved.	Procurement and Contracts Officer
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer

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No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A	The City did not release any expressions of interest.	Procurement and Contracts Officer
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A	The City did not release any expressions of interest.	Procurement and Contracts Officer
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A	The City did not release any expressions of interest.	Procurement and Contracts Officer
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	Yes	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer

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No	Reference	Question	Response	Comments	Respondent
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	The City does not have a panel of pre-qualified suppliers.	Procurement and Contracts Officer
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A	No regional price preference was required or used for the assessment of tenders.	Procurement and Contracts Officer

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Vincent

Signed CEO, Vincent

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12.10 INFORMATION BULLETIN

Attachments:

1. **Minutes of the Tamala Park Regional Council Meeting held on 18 February 2021**
2. **Statistics for Development Services Applications as at January and February 2021**
3. **Quarterly Street Tree Removal Information**
4. **Register of Legal Action and Prosecutions Monthly - Confidential**
5. **Register of Legal Action - Orders and Notices Quarterly - Confidential**
6. **Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 3 March 2021**
7. **Register of Applications Referred to the MetroWest Development Assessment Panel - Current**
8. **Register of Applications Referred to the Design Review Panel - Current**
9. **Register of Petitions - Progress Report - February 2021**
10. **Register of Notices of Motion - Progress Report - February 2021**
11. **Register of Reports to be Actioned - Progress Report - February 2021**
12. **Minutes Reconciliation Action Plan Working Group (RAPWG) 15 February 2021**
13. **Minutes of the Arts Advisory Group held on 24 February 2021**

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated March 2021.

TAMALA PARK REGIONAL COUNCIL
Building a sustainable community

Ordinary Meeting of Council

Thursday 18 February 2021

MINUTES

Town of Cambridge
1 Bold Park Drive, Floreat

Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park

TABLE OF CONTENTS

MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Andres Timmermanis (DEPUTY CHAIR)	Cr Gary Mack
City of Joondalup	Cr John Chester Cr Phillipa Taylor	Cr Christopher May Cr Suzanne Thompson
City of Perth	Cr Brent Fleeton	Cr Clyde Bevan
City of Stirling	Cr Karen Caddy (CHAIR) Cr David Lagan Cr Suzanne Migdale Cr Bianca Sandri	Cr Karlo Perkov
Town of Victoria Park	Cr Claire Anderson	
City of Vincent	Cr Joanne Fotakis	Cr Alex Castle
City of Wanneroo	Cr Brett Treby Cr Domenic Zappa	Cr Natalie Sangalli Cr Vinh Nguyen

PRESENT

Chair	Cr Karen Caddy
Councillors	Cr Claire Anderson Cr John Chester Cr Brent Fleeton Cr Joanne Fotakis Cr Bianca Sandri Cr Philippa Taylor Cr Andres Timmermanis Cr Brett Treby Cr Domenic Zappa
Alternate Members	Nil
Staff	Mr Tony Arias (Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Ms Vickie Wesolowski (Executive Assistant)
Apologies Councillors	Cr David Lagan Cr Suzanne Migdale
Leave of Absence	Cr Suzanne Migdale
Absent	Nil
Consultants	Mr Alan Abel (Satterley Property Group) Mr Carl Buckley (Satterley Property Group) Ms Julia Nelson – Satterley Property Group
Apologies Participant Councils' Advisers	Mr Stuart Jardine (City of Stirling) Mr David MacLennan (City of Vincent) Ms Michelle Reynolds (City of Perth) Mr Anthony Vuleta (Town of Victoria Park)
In Attendance Participant Councils' Advisers	Mr John Giorgi (Town of Cambridge) Mr Mat Humfrey (City of Joondalup) Mr Stevan Rodic (City of Stirling) Mr Daniel Simms (City of Wanneroo)
Members of the Public	Nil
Press	Nil

1. OFFICIAL OPENING

The Chair declared the meeting open at 6:00pm.

DISCLOSURE OF INTERESTS

Cr Sandri declared an Impartiality Interest for Item 13.1 - Tender 02/20 Landscape Architecture Consultancy Services due to an association with one of the consultants under the tender

2. PUBLIC STATEMENT/QUESTION TIME

Nil

3. APOLOGIES AND LEAVE OF ABSENCE

Apologies: Cr David Lagan
Cr Suzanne Migdale

Request for Leave of Absence – Cr Suzanne Migdale

Cr Migdale has requested Leave of Absence from Council duties covering the period 12 February 2021 to 14 March 2021 inclusive.

Moved Cr Sandri, Seconded Cr Timmermanis.

That Council approve Cr Migdale's Leave of Absence from 12 February 2021 to 14 March 2021 (inclusive).

The Motion was put and declared CARRIED (10/0).

4. PETITIONS

Nil

5. CONFIRMATION OF MINUTES

Ordinary Meeting of Council – 10 December 2020

Moved Cr Fotakis, Seconded Cr Anderson.

That the minutes of the Ordinary Meeting of Council of 10 December 2020 be confirmed, and signed by the Chair, as a true and correct record of proceedings.

The Motion was put and declared CARRIED (10/0).

5A BUSINESS ARISING FROM MINUTES

Nil

6. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

Nil

7. ADMINISTRATION REPORTS AS PRESENTED (ITEMS 7.1 – 7.6)

7.1 BUSINESS REPORT – PERIOD ENDING 11 FEBRUARY 2021

Moved Cr Treby, Seconded Cr Sandri.

[The recommendation in the agenda]

That the Council RECEIVES the Business Report to 11 February 2021.

The Motion was put and declared CARRIED (10/0).

7.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 11 FEBRUARY 2021

Moved Cr Sandri, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council RECEIVES the Sales and Settlement Report to 11 February 2021.

The Motion was put and declared CARRIED (10/0).

7.6 CATALINA BEACH SALES OFFICE OPENING HOURS

Moved Cr Chester, Seconded Cr Fotakis.

[The recommendation in the agenda]

That the Council:

1. APPROVES the following opening hours for the Catalina Sales Office on a trial basis until 31 December 2021:

Day	Opening Hours
Monday	By Appointment
Tuesday	By Appointment
Wednesday	12:00pm to 5:00pm
Thursday	By Appointment
Friday	By Appointment
Saturday	12:00pm to 5:00pm
Sunday	12:00pm to 5:00pm

2. REQUIRES the Satterley Property Group to review the Catalina Sales Office opening hours and provide a recommendation to the Council prior to the launch of sales in Catalina

Grove to determine if the opening hours approved in 1. above are sufficient to cater for purchaser enquiries.

3. REQUIRES the Satterley Property Group to provide a report at the Council's December 2021 meeting on the outcomes of the trial of the revised Sales Office opening hours and a recommendation on opening hours to apply beyond 31 December 2021.

The Motion as amended was as follows:

1. APPROVES the following opening hours for the Catalina Sales Office on a trial basis until 1 July 2021:

Day	Opening Hours
Monday	By Appointment
Tuesday	By Appointment
Wednesday	12:00pm to 5:00pm
Thursday	By Appointment
Friday	By Appointment
Saturday	12:00pm to 5:00pm
Sunday	12:00pm to 5:00pm

2. REQUIRES the Satterley Property Group to review the Catalina Sales Office opening hours and provide a recommendation to the Council prior to the launch of sales in Catalina Grove to determine if the opening hours approved in 1. above are sufficient to cater for purchaser enquiries.

3. REQUIRES the Satterley Property Group to provide a report at the Council's June 2021 meeting on the outcomes of the trial of the revised Sales Office opening hours and a recommendation on opening hours to apply beyond 1July 2021.

The Motion was put and declared CARRIED (10/0).

7.7 APPOINTMENT OF ADDITIONAL MEMBER TO MANAGEMENT COMMITTEE - LATE ITEM

Moved Cr Sandri, Seconded Cr Zappa.

[The recommendation in the agenda]

That in accordance with the provisions of the *Local Government Act 1995*, Cr XXX be APPOINTED BY ABSOLUTE MAJORITY to the Management Committee.

The Motion as amended was as follows:

That in accordance with the provisions of the *Local Government Act 1995*, Cr Fotakis be APPOINTED BY ABSOLUTE MAJORITY to the Management Committee.

The Motion was put and declared CARRIED by ABSOLUTE MAJORITY (9/1).

For: Cr Anderson, Cr Caddy, Cr Chester, Cr Fleeton, Cr Fotakis, Cr Sandri, Cr Taylor, Cr Treby and Cr Zappa.

Against: Cr Timmermanis.

The recommendations for Items 7.2, 7.3 and 7.4 were moved and seconded en bloc.

Moved Cr Fleeton, Seconded Cr Fotakis.

7.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF NOVEMBER 2020 - JANUARY 2021

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the Statements of Financial Activity for the months ending:

- **30 November 2020;**
- **31 December 2020; and**
- **31 January 2021**

7.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF NOVEMBER 2020 - JANUARY 2021

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for the months of November 2020 - January 2021:

- **Month ending 30 November 2020 (Total $1,647,046.35)**
- **Month ending 31 December 2020 (Total $515,417.01)**
- **Month ending 31 January 2021 (Total $1,129,210.29)**
- **Total Paid - $3,291,673.65**

7.4 PROJECT FINANCIAL REPORT – DECEMBER 2020

[The recommendation in the agenda]

That the Council RECEIVES the Project Financial Report (December 2020) submitted by the Satterley Property Group.

The Motions were put and declared CARRIED (10/0).

8. COMMITTEE REPORTS 8.1 - 8.4

AUDIT COMMITTEE (8 FEBRUARY 2021)

8.1 TPRC FYE 2021 BUDGET REVIEW

Moved Cr Zappa, Seconded Cr Taylor

[The recommendation in the agenda]

That the Council ADOPTS the Budget Review with the variations for the period 1 July 2020 to 30 June 2021, as detailed in the Budget Analysis Worksheet attached to Appendix 8.1.

The Motion was put and declared CARRIED by ABSOLUTE MAJORITY (10/0).

8.2 LOCAL GOVERNMENT COMPLIANCE AUDIT FOR YEAR ENDED 31 DECEMBER 2020

Moved Cr Zappa, Seconded Cr Treby

[The recommendation in the agenda]

That the Compliance Audit Return for the Tamala Park Regional Council for the year ended 31 December 2020 be ADOPTED, RECORDED in the minutes, CERTIFIED and SENT to the Director General of the Department of Local Government, Sport and Cultural Industries, in accordance with the Local Government Act and Regulations.

The Motion was put and declared CARRIED (10/0).

The recommendations for Items 8.3 and 8.4 were moved and seconded en bloc.

Moved Cr Zappa, Seconded Cr Taylor.

8.3 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF NOVEMBER & DECEMBER 2020

[The recommendation in the agenda]

That the Committee RECEIVES and NOTES the Statements of Financial Activity for the months of November 2020 and December 2020.

8.4 FRAUD PREVENTION PLAN 2021 AND FRAUD AND CORRUPTION POLICY 2021

[The recommendation in the agenda]

That the Council APPROVES the Fraud Prevention Plan 2021 and the Fraud and Corruption Policy 2021.

The Motions were put and declared CARRIED (10/0).

9. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

10. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

11. URGENT BUSINESS APPROVED BY THE CHAIR

Nil

12. GENERAL BUSINESS

Nil

13. DECISION TO MOVE TO CONFIDENTIAL SESSION

Moved Cr Sandri, Seconded Cr Treby.

That the Council move into Closed Session and exclude members of the press and public from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 5.23 of the *Local Government Act 1995*, as the items listed come within the following provisions:-

13.1 CONFIDENTIAL: TENDER 02/2020 LANDSCAPE ARCHITECTURE CONSULTANCY SERVICES

This item satisfies the requirements of Section 5.23 c) and e) of the Local Government Act 1995, enabling it to be considered at a meeting, or part of a meeting, that is closed to members of the public, on the grounds that it deals with:

c) A contract entered into, or which may be entered into, by the TPRC and which relates to a matter to be discussed at a meeting (section 5.23(2)(c)); and

e) A matter that if disclosed, would reveal –

i) Information that has a commercial value to a person; or

ii) Information about the business, professional, commercial or financial affairs of a person where the information is held by, or is about, a person other than the TPRC (section 5.23(2)(e)).

13.2 CONFIDENTIAL: MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING RESULTS UPDATE

This item satisfies the requirements of Section 5.23 of the Local Government Act 1995, enabling it to be considered at a meeting, or part of a meeting, that is closed to members of the public, on the grounds that it deals with:

Legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

The Motion was put and declared CARRIED (10/0).

13.1 CONFIDENTIAL: TENDER 02/2020 LANDSCAPE ARCHITECTURE CONSULTANCY SERVICES

Cr Sandri declared an Impartiality Interest for Item 13.1 - Tender 02/20 Landscape Architecture Consultancy Services due to an association with one of the consultants under the tender.

Moved Cr Chester, Seconded Cr Fotakis

[The recommendation in the agenda]

That the Council ACCEPTS the tender submission submitted by Tim Davies Landscaping dated 20 January 2021 for Landscape Architecture Consultancy Services in accordance with Tender 02/2020.

The Motion was put and declared CARRIED (10/0).

13.2 CONFIDENTIAL: MINDARIE REGIONAL COUNCIL LANDFILL BUFFER – GROUNDWATER MONITORING RESULTS UPDATE

Moved Cr Timmermanis, Seconded Cr Chester.

[The recommendation in the agenda]

That the Council RECEIVES the report (dated December 2020) on the Mindarie Regional Council Landfill Buffer – Groundwater Monitoring Results.

The Motion was put and declared CARRIED (10/0).

Moved Cr Sandri, Seconded Cr Treby.

That the Meeting be REOPENED to the public.

The Motion was put and declared CARRIED (10/0).

14. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 7:15pm.

These minutes were confirmed at a meeting on ……

SIGNED this …… day of …… 2021

as a true record of proceedings.

_____

CHAIR

Statistics for Development Applications
As at the end of January 2021

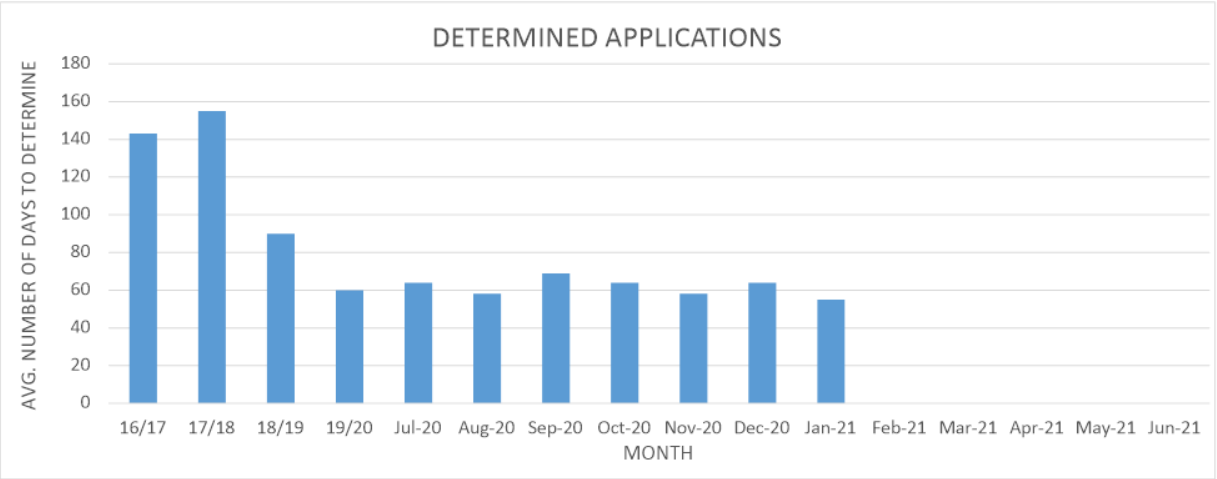

Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2020.

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	0	1					
Average	143	155	85	60	64	58	69	64	58	64	55					
Maximum	924	1008	787	499	113	132	191	110	141	268	90					

	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	41	28					
Value of Determined DA's (in millions)	10.2	23.20	18.89	33.8	27.6	19.2	4.96					

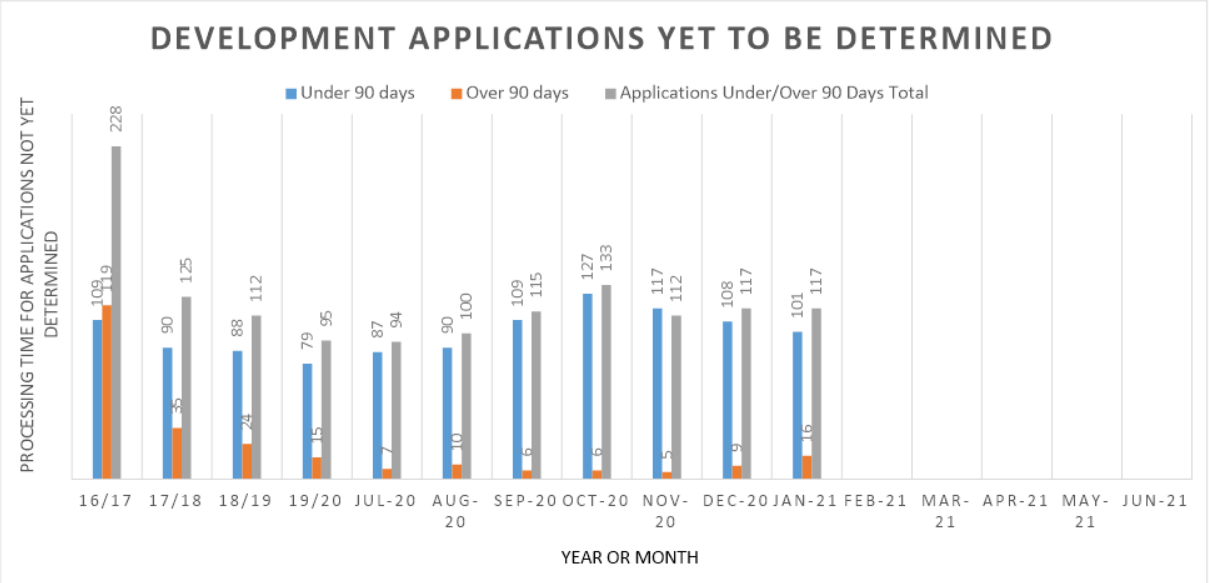

Table 2: No. of DA's to be determined

	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	33	31					
DA's to be Determined	94	100	115	133	117	117	117					
Value of DA's to be Determined (in millions)	36.73	35.17	42.58	57.68	35.25	61.10	64.29					

Statistics for Development Applications
As at the end of February 2021

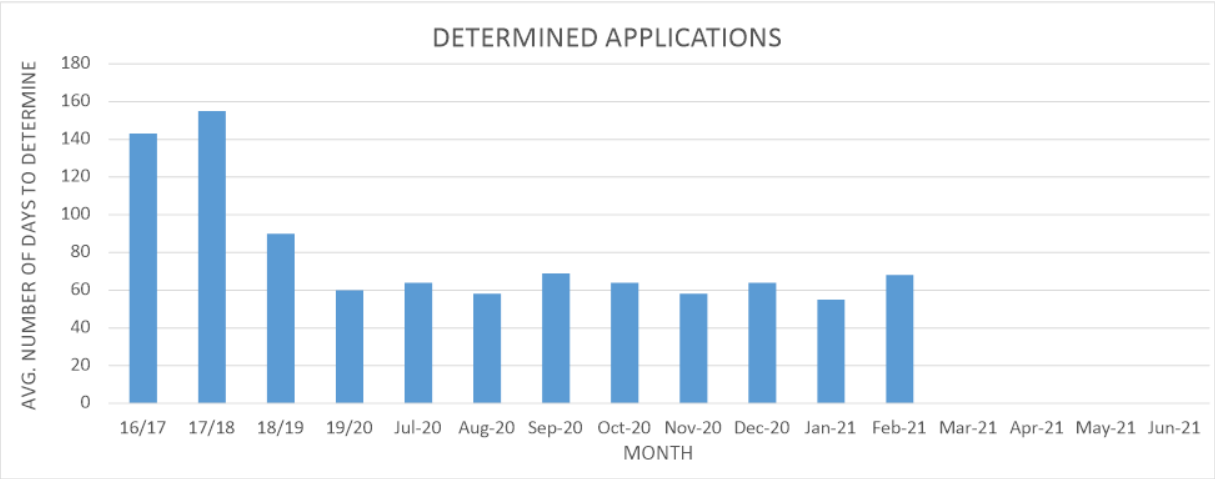

Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2020.

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	0	1	1				
Average	143	155	85	60	64	58	69	64	58	64	55	68				
Maximum	924	1008	787	499	113	132	191	110	141	268	90	128				

	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	41	28	37				
Value of Determined DA's (in millions)	10.2	23.20	18.89	33.8	27.6	19.2	4.96	6.6				

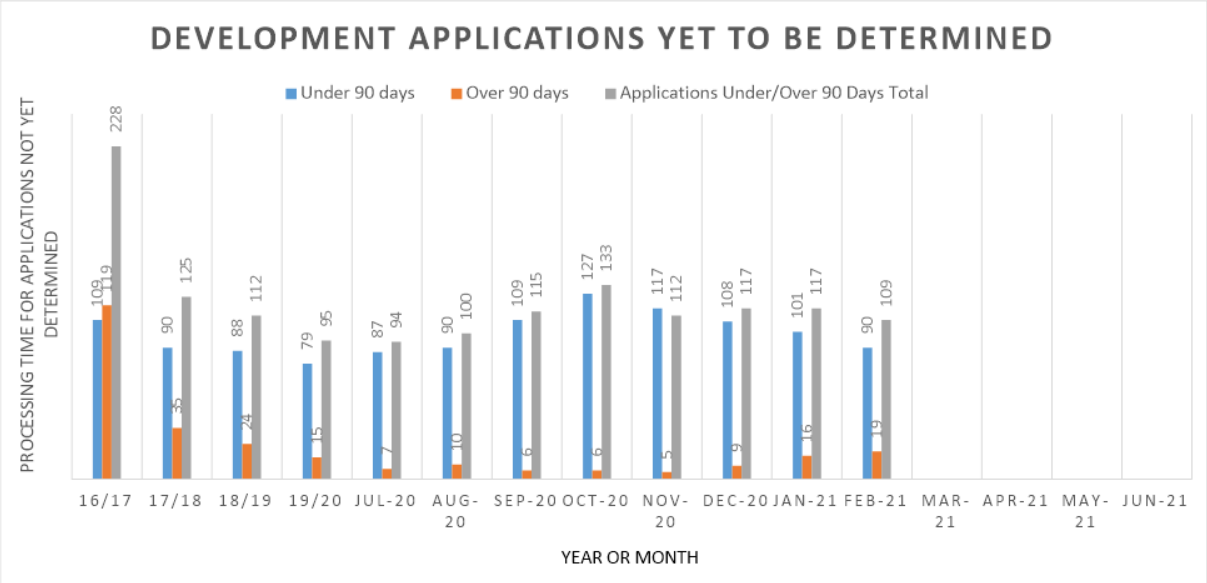

Table 2: No. of DA's to be determined

	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	33	31	27				
DA's to be Determined	94	100	115	133	117	117	117	109				
Value of DA's to be Determined (in millions)	36.73	35.17	42.58	57.68	35.25	61.10	64.29	66.98				

CITY OF VINCENT

INFORMATION BULLETIN

SUBJECT:	Quarterly Street Tree Removal Request Report
DATE:	11 January 2021
AUTHOR:	Tracy Bilyk, Executive Assistant John Gourdis, Supervisor Parks Services
AUTHORISER:	Yvette Plimbley, Acting Executive Director Infrastructure & Environment

PURPOSE:

To present Council with a quarterly update on street tree removal requests within the City of Vincent.

BACKGROUND:

At the Ordinary Meeting of Council on the 5 December 2017, a Notice of Motion was presented requesting Administration provide a monthly Information Bulletin to Council summarising all requests for street tree removal within the City and the outcome of each.

This decision was subsequently altered to require the report be provided on a quarterly basis at the 3 December 2019 Ordinary Meeting of Council.

COMMENTS:

Please find below listing for the period 1 October 2020 to 5 January 2021.

CITY OF VINCENT

INFORMATION BULLETIN

Date	Requested By	Location / Address	Reason for Removal	Tree Species	Inspection Comments	Number of Trees Removed	Approved for Removal (Y/N)	Replacement Tree (Y/N - species)
14/09/2020	Resident	108 Eton Street, North Perth	Resident request to remove 2 x Queensland Box trees due to fruit drop and crossover trip hazard.	*Lophestemon conferta*	Trees are in healthy condition with no disruption to paths nor walls	0	No	*N/A*
16/09/2020	Resident	109 Alma Road, North Perth	Trees were vandalised	*Jacaranda mimosaefolia*	Tree vandalised - trunk snapped at base.	2	Yes	*Jacaranda mimosaefolia Note: resident request to match existing streetscape*
16/09/2020	Supervisor Parks	201 Carr Place, Leederville	Resident request/dead tree	*Lophestemon conferta*	Tree is confirmed dead	1	Yes	*Jacaranda mimosaefolia Note: resident request to match existing streetscape*
25/09/2020	Resident	105 Zebina Street, East Perth	Resident request/dead tree	*Jacaranda mimosaefolia*	Tree is confirmed dead	1	Yes	*Jacaranda mimosaefolia Note: resident request to match existing streetscape*
13/10/2020	Resident	115 Coogee Street, Mount Hawthorn	Tree is dead - stump remains	*Agonis flexuosa*	Only stump remains. Stump to be removed	1	Yes	*Agonis flexuosa*
21/10/2020	Resident	8 Forrest Street, Mount Lawley	Remove existing Tipuana and replace with WA native. Customer is tired of cleaning up leaves and flowers. Please call to advise if tree can/will be replaced.	*Tipuana tipu*	Tree is in perfect health	0	No	*N/A*
21/10/2020	Resident	100 Palmerston Street, Perth	Resident request/tree is dying	*Callistemon K.P.S.*	Tree in serious decline	1	Yes	*Melaleuca viridiflora*
23/10/2020	Resident	49 Burt Street, North Perth	Resident request - tree will impede proposed crossover widening	*Olea europa*	Waiting planning approval	3 (TBD)	TBD	*TBD, currently liaising with resident*
29/10/2020	Supervisor Parks	86 Edinboro Street, Mt Hawthorn	Resident requested/dead tree	*Callistemon K.P.S.*	Tree is confirmed dead	1	Yes	*Melaleuca viridiflora*
29/10/2020	Supervisor Parks	119 Edinboro Street, Mt Hawthorn	Dead tree	*Callistemon K.P.S*	Tree is confirmed dead	1	Yes	*Melaleuca linarifolia*
29/10/2020	Supervisor Parks	122 Edinboro Street, Mt Hawthorn	Dead tree	*Callistemon K.P.S*	Tree is confirmed dead	1	Yes	*Melaleuca linarifolia*

CITY OF VINCENT

INFORMATION BULLETIN

29/10/2020	Supervisor Parks	109 London Street, Mt Hawthorn	Dead tree	*Callistemon K.P.S.*	Tree is confirmed dead	1	Yes	*Melaleuca viridiflora*
29/10/2020	Supervisor Parks	125 London Street, Mt Hawthorn	Dead tree	*Callistemon K.P.S*	Tree is confirmed dead	1	Yes	*Melaleuca viridiflora*
29/10/2020	Supervisor Parks	137 London Street, Mt Hawthorn	Dead tree	*Callistemon K.P.S*	Tree is confirmed dead	1	Yes	*Melaleuca viridiflora*
29/10/2020	Supervisor Parks	104 Raglan Road, Mt Lawley	Dead tree	*Callistemon K.P.S.*	Tree is confirmed dead	1	Yes	*Melaleuca viridiflora*
29/10/2020	Supervisor Parks	116 Chelmsford Road, North Perth	Dead tree	*Callistemon K.P.S.*	Tree is confirmed dead	1	Yes	*Sapium sebiferum*
29/10/2020	Supervisor Parks	41 Joel Tce, Mt Lawley	Dead tree	*Callistemon K.P.S.*	Tree is confirmed dead	1	Yes	*Melaleuca viridiflora*
29/10/2020	Supervisor Parks	122-124 Joel Tce, Mt Lawley	Dead tree	*Callistemon K.P.S.*	Tree is confirmed dead	1	Yes	*Melaleuca viridiflora*
29/10/2020	Supervisor Parks	143 Joel Tce, Mt Lawley	Dead tree	*Callistemon K.P.S.*	Tree is confirmed dead	1	Yes	*Melaleuca viridiflora*
16/11/2020	Acting Supervisor Parks	68 Shakespeare Street Mount Hawthorn	Dead tree	*Agonis flexuosa*	Tree is confirmed dead	1	Yes	*Agonis flexuosa*
16/11/2020	Acting Supervisor Parks	19 Raglan Road Mount Lawley	Dead tree	*Callistemon K.P.S*	Tree in serious decline	1	Yes	*Melaleuca viridiflora*
17/11/2020	Resident	5 Byron Street Leederville	Dead tree	*Callistemon K.P.S*	Tree in serious decline	1	Yes	*Melaleuca viridiflora*
19/11/2020	Resident	31 Albert Street North Perth (Vine St frontage)	Resident suspects tree is dying - tree is hollow in centre and rats are living in it.	*Agonis flexuosa*	Tree in serious decline	1	Yes	*Agonis flexuosa*
24/11/2020	Resident	17 Clieveden Street, North Perth	Tree leaning into street, causing issues for vehicles parking and passing. Please contact customer with outcome of request, he has safety concerns and has previously contacted us about this tree.	*Agonis flexuosa*	Tree is old and showing some signs of trunk opening with internal roots. Still looks sound and in reasonable health, despite having a slight lean to road side.	0	No	N/A
25/11/2020	Acting Supervisor Parks	66 Redfern Street North Perth	Tree has been damaged by vandalism	*Agonis flexuosa*	Tree sawn off at ground level	2	Yes	*Agonis flexuosa*
25/11/2020	Resident	116 Raglan Road Mount Lawley	Dead tree	*Callistemon K.P.S.*	Tree is confirmed dead	1	Yes	*Melaleuca viridiflora*
25/11/2020	Resident	31 Camelia Street North Perth	Dead tree	*Callistemon K.P.S.*	Tree in serious decline	1	Yes	*Melaleuca viridiflora*

CITY OF VINCENT

INFORMATION BULLETIN

25/11/2020	Resident	34 Camelia Street North Perth	Dead tree	*Callistemon K.P.S.*	Tree in serious decline	1	Yes	*Melaleuca viridiflora*
25/11/2020	Resident	26 Camelia Street North Perth	Dead tree	*Callistemon K.P.S.*	Tree in serious decline	1	Yes	*Melaleuca viridiflora*
25/11/2020	Resident	35 Camelia Street North Perth	Dead tree	*Callistemon K.P.S.*	Tree in serious decline	1	Yes	*Melaleuca viridiflora*
26/11/2020	Resident	107 Zebina Street East Perth	Dead tree	*Jacaranda mimosaefolia*	Tree is confirmed dead	1	Yes	*Jacaranda mimosaefolia*
30/11/2020	Resident	23 Marian Street Leederville	Dead tree	*Lophestemon confertus*	Tree is confirmed dead	1	Yes	*Corymbia eximia*
04/12/2020	Resident	2A Haynes Street North Perth	Dead tree	*Callistemon K.P.S.*	Tree in serious decline	1	Yes	*Melaleuca viridiflora*
15/12/2020	Resident	119 Egina Street, Mount Hawthorn	Resident suspects tree is dying	*Agonis flexuosa*	Tree is confirmed dead	1	Yes	*Agonis flexuosa*
05/01/2021	Resident	6b, 236 Lake Street, Perth	Dead tree	*Agonis flexuosa*	Tree is confirmed dead	1	Yes	*Agonis flexuosa*

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 3 MARCH 2021

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. Directions Hearing held on 28 February 2020. Directions Hearing held on 22 May 2020. Mediations held on 15 June 2020 and 7 July 2020. Directions Hearing held on 14 August 2020. SAT advised that it cannot reopen a withdrawn SAT matter and that a new Development Application may be submitted. Applicant advised that this could be lodged within 2-3 weeks (by 4 September 2020). New development application lodged with City on 11 September 2020. Currently under assessment by Administration. Directions Hearing held 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. Direction Hearing held on 4 December 2020 matter adjourned to 14 May 2021 to allow time to comply with the condition of development approval relating to the removal of render and painting of the façade. *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. Administration met with the applicant on 11 August 2020, with the applicant to provide amended plans prior to next Mediation. Amended plans submitted 30 November 2020. Mediation held on 30 November 2020 SAT invited S.31 reconsideration by Council on or before 16 February 2021. Approval granted by Council on 16 February 2021. Applicant confirmed withdrawal of SAT application 24 February 2021. **Completed.** *Representation by: Administration*

METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 3 MARCH 2021

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	No. 379 Beaufort Street, Perth	Serneke	Form 1 – Mixed Use Development	15 September 2020	No date set	Application deferred by DAP 15 February 2021. RAR due to DAP 1 April 2021.
3.	No. 48 Cowle Street, West Perth	Element	Form 2 – 64 Multiple Dwellings (Amendment to Approved)	17 December 2020	No date set	RAR due to DAP 8 March 2021.
4.	No. 116 West Parade, East Perth	Urbis	Public Works – Transport Control Centre	4 January 2021	No date set	Public Works proposal – City referral agency only. RAR to be prepared by DPLH for decision under the MRS.
5.	Nos. 521 – 525 Beaufort Street, Highgate	Studio Roam	Form 1 – Change of use from Shop to Tavern and associated Alterations and Additions	27 January 2021	No date set	RAR due to DAP 16 April 2021.
6.	Nos. 291 – 307 Stirling Street, Highgate	Urbis	Form 2 – Commercial Development (Amendment to Approved)	9 February 2021	No date set	The application has been approved under delegated authority on 26 February 2021 in accordance with Regulation 17A of the *Planning and Development (Development Assessment Panel) Regulations 2011*.

CITY OF VINCENT DESIGN REVIEW PANEL (DRP)
REGISTER OF APPLICATIONS CONSIDERED BY DRP
AS AT 3 MARCH 2021

NO.	ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
1.	Nos. 521-535 Beaufort Street, Highgate	Olivia McFarlane & Sally Weerts	Change of Use from Shop to Restaurant/Café & Tavern including Alterations and Additions (JDAP)	17/2/2021	The proposal would benefit from referral to the Design Review Panel to consider amendments to the proposed changes made in response to the comments of the Design Review Panel (DRP) on 9 December 2020. DA Lodged.

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Petitions – Progress Report – February 2021
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:	Office of the CEO
EDC&BS:	Executive Director Community & Business Services
EDI&E:	Executive Director Infrastructure & Environment
EDS&D:	Executive Director Strategy & Development

No outstanding Petitions as at 8 March 2021

CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Notices of Motion – Progress Report – February 2021
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

Key Index:
CEO: Office of the CEO
EDCBS: Executive Director Community & Business Services
EDIE: Executive Director Infrastructure & Environment
EDSD: Executive Director Strategy & Development

Details	Action Officer	Comment
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 April 2021
20 October 2020 – Submitted by Cr Topelberg		
Review of Local Planning Policy No. 7.5.2 - Signs and Advertising	**EDSD**	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 – February 2021
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
16 February 2021				
	Amendment No. 6 to Local Planning Scheme No. 2 and Amendment No. 1 to Local Planning Policy No. 7.4.5 - Temporary Accommodation	**EDSD**	The motion was deferred to return key provisions to the policy and to ensure that the policy set out is unambiguous of Council's intent.	23 March 2021
	Proposed Parking Restriction - Broome and Wright Streets, Highgate	**EDIE**	Installation of signage will be completed by end of March 2021.	March 2021
	E-Permit Implementation Update	**EDIE**	A report will be presented to the OMC on 23 March 2021	23 March 2021
15 December 2020				
9.1	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	**CEO**	Licence is with strata company for signing by the strata owners. Signing will depend on timing of next strata meeting.	April 2021
9.9	Review of Policy No. 4.1.22 - Prosecution and Enforcement	**EDSD**	Administration propose to present the current policy to Council Members at a workshop in early 2021 to set the scope of the review.	Early 2021
11.2	Surrender of North Perth Playgroup Lease - 15 Haynes Street, North Perth	**EDCBS**	Administration is drafting a memo for CEO to formalise the surrender.	15 March 2021
11.3	Advertising of Amendment to Community Funding Policy - Student Citizenship Awards	**EDCBS**	Report will be presented to OMC 23 March 20 for final endorsement. No comments were received.	23 March 2021
11.4	Review of Library Collection Management Policy (3.11.1) and Local History Collection Management Policy (3.11.2)	**EDCBS**	Advertising of Policy ceased 15 February. Further item to be presented to OMC 27 April 2021	27 April 2021
11.5	Support for the Uluru Statement from the Heart	**EDCBS**	Administration has drafted a letter to be sent to WALGA, the Prime Minister and Federal Leader of the Opposition showing Council's support for the Uluru Statement from the Heart.	15 March 2021

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.	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. With following updates each quarter.	Due to be presented back to Council for an update on progress at the May 2021 Council Meeting.
12.6	Advertising of new policy – Attendance at Events Policy	**CEO**	The policy was advertised in early 2021. No community comments were received. The policy is being presented to Council for adoption at its 23 March Meeting.	23 March 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 March 2021. Results proposed to be presented to Council at April Council Meeting.	Mid 2021
9.6	Draft Haynes Street Reserve Development Plan	**EDSD**	Development plan complete. Implementation phase to commence in 2021..	Implementation phase to commence in 2021.
9.7	Accessible City Strategy	**EDSD**	Strategy approved for advertising with amendment. Advertising is open until February 2021. A report will be presented to Council following this.	A report will be presented to Council in mid 2021.
10.1	Update on Manna Inc Meal Service at Weld Square	**EDIE**	Service ended 24 December 2020.	Further report to Council in October 2021.
11.5	Authorisation of Expenditure for the Period 1 August 2020 to 31 August 2020 (Amendment: REQUESTS that Council be provided with a report of expenditure against the Devco maintenance and repairs contract, that has been issued under the tender, and how this spend is compared to previous years.)	EDIE	This information has been added to the expenditure report that is being presented to OMC on 23 March 2021	23 March 2021
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**	Request submitted to the Minister for Lands in February 2021 Assessment expected to take 6 – 12 month	~~Expected completion 31 December 2021.~~ End of 2021/22 financial year.
12.5	Transfer of ANZAC Cottage, 38 Kalgoorlie Street, Mount Hawthorn, to the National Trust of Western Australia	**CEO**	Transfer of land and ~~to be prepared and~~ surrender of lease drafted. Waiting on VVAAWA for signing.	~~Transfer expected to occur by 31 December~~ Early 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 of lease signed. to be drafted and finalised for signing.~~ Consultation on the potential sale of Lot 48 and the town square concept proposed to commence in early 2021. A	~~Extension of lease to be signed by February 2021~~. April 2021

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			report proposed to be presented to Council in mid 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 quarterly update due to 15 December 2020 Council meeting.~~ The next quarterly update will be provided to Council at its meeting in April 2021.
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.~~ ~~Administration is currently liasing with the Minister for Lands on finalising the lease documentation given this premises is on Crown Land. Wadjak Northside Aboriginal Community Group have agreed to the terms and conditions.~~ Wadjak Northside Aboriginal Community Group have signed the lease and returned it to Administration. Memo being drafted for final approval by CEO & Mayor	~~18 October 2020~~ ~~18 November 2020~~ ~~18 December 2020~~ 18 March 2021
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 occurred in January 2021. ~~The public comments proposed to be provided to Council in mid 2021.~~ No public comments were recived. A report is being presented to 23 March Council Meeting.	23 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 in early 2021.	~~15 December 2020~~ Early 2021
Council Meeting – 18 August 2020				

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
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 May 2021.
Council Meeting – 28 July 2020				
10.1	Waste Strategy Project 2 – Bulk Hard Waste Options Appraisal – Progress Report	**EDIE**	Consultation results presented at council workshop 22 September 2020.	~~Report for OMC November 2020~~ ~~EMRC presentation to 23 February 2021 Council Workshop followed by bulk options recommendation report to March OMC.~~ This is being presented to OMC 23 March 2021
12.7	Advertising of new Local Government Property Local Law 2020 and new Election Signs	**CEO**	~~Public notice to be provided commenced in August 2020. Minster for Local Government to be provided with draft for comment.~~ Minister's comments on draft local laws received, review ongoing. Report to Council on amendments proposed to draft local laws and present to Council in mid 2021.	Report to Council on amendments proposed to draft local laws ~~and present to Council~~ in Mid 2021.~~February 2021 on outcomes of public notice in November 2020~~.
12.9	Advertising of amended Development on City Owned and Managed Land Policy	**CEO**	~~Public notice to be provided in August 2020. extended to September to allow updated policy with diagrams to be provided to public~~. Public consultation complete, further internal revision and discussion with relevant stakeholders required due to comments received. Report to Council proposed for ~~mid~~ 2021.	~~Report to Council on outcomes of consultation by October 2020.~~ Report to Council proposed for ~~February/March~~ Mid 2021.
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**	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 OMC in 2021.	Scheduled to be presented to OMC in 2021.
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**	Land transfer with DPLH for registration. Expected to be completed by end February 2021 ~~December 2020.~~ The easement has been finalised.	~~December 2020.~~ ~~February 2021~~ Mid 2021 – waiting on DPLH
Council Meeting – 7 April 2020				
12.3	Sale of miscellaneous portions of City Freehold Land	**CEO**	Advertising of sale of 150 Charles Street, West Perth closed 31 August 2020. ~~Sale~~ of 202 Vincent Street, North Perth ~~is being advertised~~ presented to Council September 2020. Administration finalising community consultation plan in respect to Brentham St and Monmouth St Lots. ~~Administration liaising with~~	202 Vincent Street – **Complete** (Item 12.7) 150 Charles Street ~~-~~**Complete** (Item 12.3). ~~Community consultation in regard to~~ 10 Monmouth Street ~~ongoing.~~ report will be presented to Council with outcome of consultation in ~~February~~ March 2021. Barlee Street carpark **– Complete** (Item 12.6)

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			~~adjacent owners regarding Barlee St car park lot.~~ Barlee Street carpark lease extended and consultation on future use of lot proposed to occur in early 2021.	Going to OMC 23 March 2021
Council Meeting – 17 March 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 has been advertised and a report will be presented to Council on the results of advertising in early 2021.	The draft amendment has been advertised and a report will be presented to Council on the results of advertising in ~~December 2020~~ early 2021.
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 Hawthorn as Crown Land, and vesting in the City as Public Rights of Way	**CEO**	~~Preparing public and utility provider notification documents, with public notice to be provided from end June 2020. Request will be made to Minister for Lands in August 2020.~~ Advertising commenced, closing 1 October 2020. Request to Minister for Lands October 2020.	Minister for Lands estimated to make a decision by ~~February~~ March 2021
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. Survey proposed to occur in mid 2021.	~~Minister for Lands estimated to make a decision by October 2020.~~ Late 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~~ early 2021~~.~~
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.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
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 subject to Council endorsement. A further report was presented to OMC on 15 December 2021.	~~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 subject to Council endorsement.~~ Public consultation in ~~February~~ March with report to ~~March~~ May 2021 OMC.
Council Meeting – 30 April 2019				
11.4	Transfer and dedication of lots as road - Charles Street, North Perth	**CEO**	~~Main Roads to organise State Solicitors Office to prepare have prepared transfer documents. Awaiting signing by both parties.~~ Acquisition of Lot 66 on hold due to adverse possession claim. Resolution of adverse possession claim waiting on Landgate decision.	~~To be signed by 30 October 2020.~~ Waiting on Landgate decision
Council Meeting – 2 April 2019				
11.4	Amendments to the Trading in Public Places Local Law 2008 and Local Government Property Local Law 2008	**CEO**	Local Government Property Local Laws and new Election Signs Policy report provided to Council 28 July 2020 for approval to advertise. Trading in Public Places Amendment Local Law will be redrafted in 20/21.	Local Government Property Local Law **completed** (Item 12.7 28 July 2020). Trading in Public Places Local Law will be redrafted mid ~~in June~~ 2021.
Council Meeting – 5 March 2019				
10.1	Business Case for the Adoption of a Three Bin Food Organic/Garden Organics System	**EDIE**	Report detailing implementation considerations and further financial modelling on the implications of the adoption of FOGO system will be presented to Council as it becomes available.	~~Report now to be presented into 2021, as a result of project postponement due to COVID-19.~~ Implementation now scheduled from October 2021. ~~RFQ outcome to be discussed at 2 February Budget Workshop.~~
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 early 2021 ~~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	~~September October 2020~~ Mid 2021

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			Neighbourhood Association. ~~An update will be provided to Council following the site meeting in March 2020.~~ Waiting on a business case from the NNA.	
Council Meeting – 30 May 2017				
12.5	Perth Parking Levy	**EDIE**	~~Awaiting outcomes of the Perth CBD Transport Plan and specific recommendations regarding the Perth Parking Levy.~~ State Government yet to release results of consultation.	Update scheduled to be provided in late 2021.
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**	Administration is reviewing the feedback received from the Department of Local Government, Sport and Cultural Industries in respect to the new Local Government Property Local Law. Drafting of the Animal Local Law will recommence, taking this into consideration. Administartion expect to present the draft Animal Local Law to Council April 2021. In the interim, Administration is exercising its discretion in applying the poultry provisions of the current Health Local Law.	~~31 March 2021~~ Draft proposed to be presented mid 2021.
Council Meeting – 27 May 2014				
9.3.4	East Perth Football Club and Subiaco Football Club Lease additional space at Medibank Stadium	**CEO**	Further discussions ongoing as part of broader discussions with Football Clubs.	~~September 2020.~~ ~~November 2020~~ Mid 2021

MINUTES

CITY OF VINCENT

RECONCILIATION ACTION PLAN WORKING GROUP

Monday, 15 February 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)
Cr Joshua Topelberg
Cr Jonathan Hallett

Community Representatives
Marilyn Lynford (ML)
Mikayla King (MK)
Gordon Cole (GC)

City of Vincent Officers
Virginia Miltrup – Executive Director Community & Business Services (VM)
Greg Hire (Community Development Advisor)
Nathan Stokes – (Executive Manager Human Resources)
Tim Elliot – (Senior Strategic Planner)
Susanna Iuliano – (Senior Librarian Local History)
Lauren Formentin – (Arts and Culture Officer)

1. **Welcome/Declaration of Opening** – Welcome to Country

   The meeting was opened at 5.36pm with Gordon Cole giving a Welcome to Country.

2. **Apologies**

   Community Representatives
   Ian Hale
   Jodey Brockhurst
   Roslyn Harley

3. **Confirmation of Previous Minutes** – 30 November 2020

   The Minutes from the previous meeting held on 30 November 2020 were confirmed as a true and correct record.

   3.1 Action Items – Update

4. **Items for Discussion**

   4.1 Update on Uluru Statement from the Heart

   GH informed the RAPWG that a draft letter had been created for the Mayor and CEO's approval to be submitted to WALGA, the Prime Minister and Federal Leader of the Opposition showing support for the Uluru Statement from the Heart as per the Council recommendation from Council Workshop on the 15th of December.

4.2 Cultural Education Program

Nathan Stokes (Executive Manager Human Resources) gave an update to the RAPWG on the Cultural Education Program at the City of Vincent. 265 Employees have currently undertaken Cultural Awareness and Understanding Training, four (4) sessions had been planned for the Calendar Year with one (1) workshop already facilitated. As per the Action Item to explore the CATOnline Training Program, and in line with conversations with the previous RAPWG, it was not an appropriate program for City of Vincent staff as it was facilitated by Yamatji and Wadjarri peoples and not Whadjuk.

Cr. Topelberg questioned whether Aboriginal Cultural Awareness and Understanding was a part of the induction process and/or employment agreement for new staff and if the City could be innovative in their approach and be an incubator of knowledge. Following this recommendation Nathan agreed this could be reviewed.

Cr. Loden requested that training could be specific to relative departments and specific roles.

GC suggested reviewing the supply/procurement process and build capacity within the Cultural Awareness and Education Training. By example, he suggest that a Local Government training program could be supported by the City of Vincent, create a business opportunity for local First Nations people, and contribute to training other local governments.

ACTION: 1) Nathan Stokes to provide Cultural Education Program Outline at RAPWG on May 10th

4.3 Requirements of State Planning Policy 7.2 – Precinct Design Guide

Tim Elliot (Senior Strategic Planner) provided the RAPWG a summary on the State Government's requirements in terms of the State Planning Policy 7.2. Leederville has been identified as a Town Centre.

The key objective is to enhance sense of place by recognising and responding to Aboriginal cultural and built heritage.

Considerations:

C1.2.1 Acknowledge and incorporate local Aboriginal knowledge, concepts and stories of place
C1.2.2 Consider and integrate the cultural heritage of the area into the precinct design.

Tim requested guidance and support for community consultation as well as immediate feedback on any suggestions on how these key objectives could be achieved.

GC and MK resoundingly encouraged feedback from the RAPWG and for assistance in regards to community consultation. GC encouraged to pursue the commercial realities of the proposition to be of benefit to Aboriginal and Torres Strait Islander peoples

Cr. Topelberg proposed hosting a workshop encouraging Community consultation and input, reflecting on the Leederville Town Centre from an Aboriginal culture and heritage lens.

ACTION: 2) Tim Elliot to meet with Community Development Advisor regarding community consultation and identify possible dates for RAPWG by May 10th

4.4 Artist Brief for Beatty Park

Lauren Formentin (Arts and Culture Officer) informed the RAPWG that Beatty Park were commencing work on the re-tiling of the pool surfaces and was seeking guidance in relation to potential Aboriginal artists who could be pursued for the works that would be undertaken.

The project would include tile art in the shapes of animals and for the work to be done by an Aboriginal artist.

GC requested that a local Whadjuk artist be used for the project and to explore the project going out for tender. Suggested that the tender process could be a co-design process/collaborative approach but strictly define that the City of Vincent was pursuing a Whadjuk artist.

Cr. Topelberg suggested that the criteria be specific in identifying the artwork must be by a Whadjuk person or in collaboration with a Whadjuk person, so it aligns with the City of Vincent's Innovate RAP.

Lauren Formentin has agreed to be in contact with RAPWG members for assistance with project.

4.5 Oral History Project for East Perth

Susanna Iuliano (Senior Librarian Local History) gave a summary to the RAPWG on the work that the City of Vincent have done in regards to an Oral History Project for East Perth. This involved Elder Lindsay Calyun and the recording of his history in East Perth. Susanna mentioned that the City of Vincent had access to reports but there was an ambition to continue to update our collection of history to include Oral History.

There was an ambition for 20 families to come together and share their stories which the City of Vincent would be hosting. The City of Vincent had also agreed to auspice a grant which would assist with this project.

GC mentioned that his family has a strong history within the City of Vincent and potential involvement of his family with any further community meetings.

Cr. Loden suggested looking into WA Museum potential involvement.

There was strong support for the City of Vincent's sponsorship of this project.

4.6 Stretch RAP

GH reminded the RAPWG that there was a Stretch Planning Workshop Day this Saturday the 20 February 2020.

5. General Business

Nil.

6. Close/Next Meeting

The Chairperson closed the meeting at 7.05pm. The next meeting is scheduled to be held on 10 May 2021.

Note: The Stretch Planning Workshop is rescheduled for Saturday 13 March 2020

Signed _____

Councillor Dan Loden (Chairperson)

Dated this_____day of_____20__

Summary of Actions	Date	Progress Update	Status
GH to continue to work with GC to connect and consult with the local Whadjuk residentsand develop a voluntary Aboriginal and Torres Strait Islander database, accompanied by a privacy statement.	30 July 2020	The Consultation Brief has been reviewed internally and will now be presented to the RAPWG on 13 May 2021. Once this has been discussed at the meeting, a memo will be presented to CEO. Consultation Brief will be placed on Agenda for 13 May 2021	In progress
GH to investigate a potential cultural awareness project with local Whadjuk Noongar Elders and community members.	30 September 2020	Officers with the assistance of Gordon Cole are holding discussions with local Noongar Elders including Barry McGuire, Further updates will be provided following consultation.	In progress
GH will explore potential dates for Cultural Immersion Workshops for COV Council andLeadership Team and inform the RAPWG	30 November 2020	A cultural Immersion Workshop has been organised out on country with Barry McGuire at Hyde Park on 27 May 2021. This is during National Reconciliation Week and will be open to Council Members, the leadership team and staff	In progress
GH to research and explore future opportunities for Aboriginal artists.	30 November 2020	New Arts and Culture Officer to review	In progress
GH to explore potential dates and exploreopportunity for dinner for Aboriginal residents.	24 January 2021	To be discussed at the Stretch Development Workshop on 13 March 2021	In progress
GH to explore opportunities for the City tohost an Indigenous Forum.	15 January 2021	Preliminary discussions have been held with GC on suitable dates.	Not commenced

MINUTES

CITY OF VINCENT

ARTS ADVISORY GROUP

Wednesday, 24 February 2021 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
Ms Suzanne Worner (SW)
Mr Simon Venturi
Ms Alexandra Thomson (AT)

City of Vincent Officers
Virginia Miltrup, Executive Director Community and Business Services (VM)
Tara Gloster, Manager Policy and Place (TG)
John Jutras-Minett, Place Manager (JJM)
Lauren Formentin, Arts and Culture Officer (LF)

Apologies
Mx Johnny Doan (JD)
Mr Nathan Giles (NG)
Mr Eduardo Cossio (EC)
Ms Claudia Alessi (CA)
Ms Paula Hart (PH)

1. **Welcome/Declaration of Opening – Acknowledgement to Country**
   JF opened the meeting at 6.04pm and acknowledged the traditional custodians of the land on which the meeting was held.

2. **Apologies**
   Mx Johnny Doan (JD), Ms Claudia Alessi (CA), Mr Nathan Giles (NG), Ms Paula Hart (PH), Mr Eduardo Cossio (EC)

3. **Previous Minutes**
   Minutes from the meeting held 13 January 2021 were tabled for discussion. No comments or amendments were made.

4. **Business**

   4.1 Staff updates and introductions

   a) VM Introduced Lauren Formentin
   b) VM Discussed arts moving into the Policy and Place team to create a stronger connection between art and their context.

4.2 Beaufort Street Place Plan and Art

JJM presented the Beaufort Street Place Plan

Action: send Barlee Street consultation link to members (COMPLETE)

a) Discussed Barlee Street - create an alleyway, cost less. But this is unlikely to be supported by the private party.
b) Discussed colour pallet and issues with this becoming prescriptive
c) Art Work and repairs - grungy image - you can embrace some of the eclectic nature - within reason - find a balance
d) Activating lane ways - via lighting strategy - discussed there is huge potential - suggest need to look at laneways as separate with own planning outcomes
e) Maintaining murals - Posters and tags need to be addressed quickly. Discussed a need for more resourcing for graffiti removal
f) Coming to March OCM
g) Advise the AAG when the Place Plan goes out for consultation

4.3 Phase 2 Arts Relief – Medium Scale Town Centre Artworks

a) Major Entry Statement Artwork - will not proceed. Group expressed disappointment as there was some excitement about a major art piece, commenting that "we need to do it well". City will proceed with a series of smaller artworks instead.
b) LF presented brief for medium artwork ($40-$80K) and indicative timeframe
c) Discussed percent for art approach, town centre allocations and likely funds
d) Discussed allocations and locations
e) VM: opportunity to request Council to increase funds if there is a good cause to do so

4.4 Arts Development Plan

a) LF presented findings from SWOT analysis undertaken last meeting, group confirmed the findings
b) Where to from here? This will be a main agenda item for next AAG meeting
c) Suggested this will be done through internal resources – concerns about this being a lot of work

4.5 Percent for Art Pieces and COVID Arts Relief update

a) LF provided brief update on four %4A projects that had been brought to her attention
b) LF to send through applications and further details to group for assessment as they come through
c) JF raised need for these to come to the AAG as early as possible. Also to explore possible feedback from the Design Review Panel

4.6 Beatty Park Leisure Centre Update

a) LF gave update on status of project – currently working up the Artwork Brief for digital artwork designs which will be etched onto the floor tiles of the indoor pool
b) Discussed and decided on direct procurement process to Noongar Artists, Whadjuk preferable if possible, rather than open EOI call out due to time restrictions

4.7 Event Sponsorship update

a) VM provided update on recent round of sponsorships. About to launch EOI for next financial year with updated Festival and Event Sponsorship Guidelines
b) The EOI's will be open for four weeks
c) The guidelines will be available on the City of Vincent website and promoted through City communication channels

4.8 William Street WAPOL Mural update

a) LF presented update, project to be completed by May 2021

4.9 Advisory Group Membership

b) 2 positions available, including 1 position for an Indigenous artist.

4.10 Other Business

a) LF gave brief outline of the Artists Live/Work Study that Vincent has agreed to participate in, Study led by City of Perth

b) SV noted EG developments are proposing to include in their development at 40 Frame Court
c) Percent for Art Policy review and update – discussed process moving forward, make this an agenda item for next AAG meeting

5. Close/Next Meeting

a) Next meeting 7 April 2021
b) Perth International Jazz Festival and Australian Baroque will present at this meeting
c) Arts Development Plan and Percent for Art Policy review will be priority for this meeting

Summary of Actions	Date	Status
VM to send link to Barlee Car Park consultation	24 February 2021	Complete
LF to send draft EOI Artwork Brief and proposed locations for Medium Scale Town Centre Artworks to group	25 February 2021	Complete

Signed _____
Councillor (Chairperson)

Dated this _____ day of _____ 20__

13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)

Nil

15 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

16 URGENT BUSINESS

Nil

17 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

18 CLOSURE