



**CITY OF VINCENT**

# **AGENDA**

## **Ordinary Council Meeting**

**18 October 2022**

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

**David MacLennan  
Chief Executive Officer**



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1. Members of the public present at Council Briefings will have an opportunity to ask questions or make statements during public question time. Questions and statements at Council Briefings must relate to a report contained in the agenda.
2. Members of the public present at Council Meetings, Special Council Meeting or Committee Meeting have an opportunity to ask questions or make statements during public question time in accordance with section 2.19(4) of the City's [Meeting Procedures Local Law](#).
3. Questions asked at an Ordinary Council Meeting must relate to a matter that affects the City of Vincent.
4. Questions asked at a Special Council Meeting or Committee Meeting must relate to the purpose for which the meeting has been called.
5. Written statements will be circulated to Elected Members and will not be read out unless specifically requested by the Presiding Member prior to the commencement of the meeting.
6. Where in-person meetings are not permitted due to a direction issued under the *Public Health Act 2016* or the *Emergency Management Act 2005* questions and/or statements may be submitted in writing and emailed to [governance@vincent.wa.gov.au](mailto:governance@vincent.wa.gov.au) by 3pm on the day of the Council proceeding. Please include your full name and suburb in your email.
7. Shortly after the commencement of the meeting, the Presiding Member will ask members of the public to come forward to address the Council and to give their name and the suburb in which they reside or, where a member of the public is representing the interests of a business, the suburb in which that business is located and Agenda Item number (if known).
8. Questions/statements are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on an Elected Member or City Employee.
9. Where practicable, responses to questions will be provided at the meeting. Where the information is not available or the question cannot be answered, it will be "*taken on notice*" and a written response will be sent by the Chief Executive Officer to the person asking the question. A copy of the reply will be included in the Agenda of the next Ordinary meeting of the Council.
10. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

For further information, please view the [Council Proceedings Guidelines](#).

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**1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY**

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

**2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE**

Cr Ross Ioppolo on approved leave of absence from 03 October 2022 to 03 November 2022.

**3 (A) PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS****(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**Dudley Maier of Highgate – Item 11.7 and others**

**1. Underground Power – Electric Vehicle Charging Opportunities**

The introduction of underground power will involve putting new power infrastructure in the road reserve in front of residential properties. Many of these properties do not have on-site parking for vehicles and therefore do not have the ability charge electric vehicles at home. Installing suitable charging points at the same time as other power infrastructure may have cost advantages.

Will the city be raising with Western Power the possibility, as part of the introduction of underground power, of installing roadside car charging points for properties that do not have on-site parking?

CEO advised via email on 20 September 2022:

*On-street EV charging is an excellent question and has been raised by our Councillors and other residents. We have been pursuing this with Western Power since we started the project and while the initial responses had been a blanket no for a range of regulatory reasons, we are now starting to make some progress.*

*I have been clear with Western Power that we want to future proof the new infrastructure during the underground power program to accommodate the current demand for on street EV charging and prepare for the EV future.*

*This is more applicable for the City of Vincent given the number of older houses without on site parking and the large number of apartment buildings we have.*

*The rest of the word is moving ahead to accommodate an EV future and we would like to ensure our residents are not left behind. We have shown Western Power how this is now being done in other cities:*

- *An example of streetlight EV charging in Europe, by ubricity (Shell), with some good information about how the installation of infrastructure is funded: [ubitricity pilot projects to test lamp post charge points](#)*
- *Pilot project on Sutherland Ave, Westminster (London): [Siemens converts all lamp posts on residential street to electric car chargers \(thedriven.io\)](#)*

*I have told Western Power and Synergy that we would like to partner with them on a pilot program during the Vincent Underground Power Program.*

*This would nearly certainly be a first for Perth and WA.*

*I will let you know what happens next.*

## 2. WAFL Grand Final

Given that any adjustment to the City's budget must eventually be made public, why is the administration failing to make public the proposed changes to the budget prior to the Council giving tacit approval – (see item 11.7 OMC 20 September 2022)?

Given that the first quarter budget review is highly unlikely to be approved by Council prior to the WAFL Grand Final in less than two weeks, why is the administration seeking tacit approval to expend funds prior to actually amending the budget to reflect the expenditure of those funds? Is this in accordance with the relevant legislation/regulations?

*The West Australian Football Commission has requested that the commercial terms of the sponsorship agreement to remain confidential.*

*The September agenda item provided Council with the ability to review the proposed sponsorship agreement and to approve the CEO to enter into an agreement on behalf of the City, within an approved financial limit.*

*Relevant legislation and regulations are being adhered to.*

## 3. Town Team Grants

Further to my questions from the previous Council meeting:

- 3.1 On what dates were the Town Team grant applications received from the Beaufort Street Network, North Perth Business and Community Association and Pickle District town teams?

*Beaufort Street Network: 31 May 2022.*

*North Perth Business and Community Association: 19 May 2022.*

*The Pickle District: 21 June 2022.*

- 3.2 How much was requested for the Robertson Park block party and which Town Team requested the funds?

*Northbridge Common requested \$974.24 for the Robertson Park Block Party.*

- 3.3 How much was requested for "Town Team resourcing"; which Town Team(s) requested this and what did they specify the money would be spent on; exactly what is meant by "Town Team resourcing"?

*Northbridge Common requested \$1,462.26 to be spent on public liability insurance.*

*Beaufort Street Network requested \$2,050 to be spent on public liability insurance and accounting software.*

*Mount Hawthorn Hub requested \$1,888.49 to be spent on public liability insurance, a postal box and accounting software.*

*North Perth Business and Community Association requested \$1,500 to be spent on public liability insurance, website hosting and marketing material.*

- 3.4 Can you confirm that the answer to my previous question about timeframes for the acquittal of grants suggests that there is no time limit on the acquittal of the funds other than the fact that the Town Team cannot receive another grant until previous grants have been acquitted?

*Financial acquittal and an evaluation report is due within 30 days of the initiative being completed. If the initiative is ongoing a financial acquittal and evaluation report is due 30 days after that grant funding has been spent.*

*All outstanding acquittals must be received before a town team is eligible for any further funding from the City.*

- 3.5 In answer to my question about the \$10,000 grants to the three specified Town Teams the administration has identified seven uses for the grants. For each of the three Town Teams that received their grant on 30 June, which of the seven uses is related to that Town Team and how much did they ask for? If they asked for money for "Town Team resourcing" did they specify exactly how that money would be spent, and if so, what did they specify?

*The information previously provided outlined initiatives being undertaken by all town teams. Where money has been requested for town team resourcing, the specifics of this are listed below:*

*Beaufort Street Network:*

- \$7,000 for social media.
- \$2,050 for public liability insurance.
- \$950 for power cables.

*North Perth Business and Community Association:*

- \$2,000 for action plan launch event.
- \$1,500 for public liability insurance, website hosting and associated marketing material.
- \$6,500 for activation events (\$4,500) and business sundowners (\$2,000).

*The Pickle District:*

- \$8,000 for activation coordinator.
- \$2,000 for action plan update.

**4 APPLICATIONS FOR LEAVE OF ABSENCE****5 THE RECEIVING OF PETITIONS, DEPUTATIONS AND PRESENTATIONS****6 CONFIRMATION OF MINUTES**

Ordinary Meeting - 20 September 2022

**7 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)****8 DECLARATIONS OF INTEREST**







David MacLennan declared an impartiality interest in Item 5.5 Local Planning Scheme Amendment No. 11 as he was involved in the initial discussions in his former role at the Department of Planning.

## 9 STRATEGY & DEVELOPMENT

### 9.1 NO. 11 (LOT: 4, S/P: 7727) DOUGLAS STREET, WEST PERTH - PROPOSED CHANGE OF USE TO UNLISTED USE (DOG DAY CARE) (AMENDMENT TO APPROVED)

Ward: South

Attachments:

1. Consultation and Location Map [↓](#) 
2. Development Plans [↓](#) 
3. Daily Operations and Procedures Plan [↓](#) 
4. Portion of Minutes of Council Meeting 25 June 2019 [↓](#) 
5. Waste Management Plan [↓](#) 
6. Acoustic Report [↓](#) 

#### 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 Unlisted Use (Dog Day Care) (Amendment to Approved) at No. 11 (Lot: 4; STR: 7727) Douglas Street, West Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions:

1. All other conditions, requirements and advice notes detailed on the development approval 5.2018.466.1 granted on 25 June 2019 continue to apply to this approval except as follows:
  - 1.1 Condition 1.1 is amended to read as follows:
    - 1.1 The premises shall be used for the purposes of the care of dogs as detailed in the Daily Operations and Procedures date stamped 30 September 2022;
  - 1.2 Condition 2 is deleted; and
  - 1.3 Condition 3 is amended to read as follows:
    3. Use of the premises shall be carried out in accordance with the Daily Operations and Procedures date stamped 30 September 2022 or any revised Procedure approved by the City. Any change to the Operations or Procedures shall be included in an updated Daily Operations and Procedures to be submitted for review and approval by the City.

#### PURPOSE OF REPORT:

To consider an application for an amendment to a previous development approval for a change of use to Unlisted Use (Dog Day Care) at No. 11 Douglas Street, West Perth (the subject site).

#### PROPOSAL:

The application proposes to amend the previous development approval by deleting Condition 2. In accordance with Condition 2, the development approval was valid for three years from the date that the use commenced, after which time the use shall cease unless further approval is obtained. The use commenced on 2 September 2019.

Details of the proposed business operations are listed below:

- Operation between 6:45am and 6pm Monday to Friday;
- Care for a maximum of 35 dogs at any one time;
- A maximum of five staff at any one time; and
- Provision of grooming, behavioural training, and general care of dogs over two floors; and
- Provision of a total of five parking bays. Of these three would be used for staff car parking bays and two would be used for pick-up/drop-off bays for use by customers.



A location plan is included as **Attachment 1** and the proposed development and management plans are included as **Attachment 2** and **Attachment 3**.

#### BACKGROUND:

<b>Landowner:</b>	Brunswick Holdings Pty Ltd
<b>Applicant:</b>	Amanda Deurloo and Richard Elkington
<b>Date of Application:</b>	27 June 2022
<b>Zoning:</b>	MRS: Industrial LPS2: Zone: Commercial R Code: N/A
<b>Built Form Area:</b>	Mixed Use
<b>Existing Land Use:</b>	Unlisted Use – Dog Day Care
<b>Proposed Use Class:</b>	Unlisted Use – Dog Day Care
<b>Lot Area:</b>	446m <sup>2</sup>
<b>Right of Way (ROW):</b>	N/A
<b>Heritage List:</b>	N/A

#### Site Context and Zoning

The subject site is bound by Douglas Street to the southeast, Loftus Street to the northwest and commercial properties to the northeast and southwest. The subject site and all adjoining properties are zoned Commercial under the City's Local Planning Scheme No. 2 (LPS2) and are within the Mixed Use Built Form Area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

The subject site is located within the City's Pickle District precinct. The surrounding commercial area contains a variety of commercial and industrial activities, including art galleries, offices, shops and automotive uses.

#### Development Approval History

An application for development approval for a change of use to Unlisted Use (Dog Day Care) was refused under delegated authority on 18 March 2019. The application had proposed 45 dogs to be accommodated on site at any one time. The application was refused because the development was not considered compatible with the adjoining commercial uses due to the proposed scale and intensity of the use.

The applicant sought a review of this decision by the State Administrative Tribunal (SAT). Following the SAT mediation process, the applicant modified the proposal to address the reasons for refusal and the City was invited to reconsider its decision.

The reconsideration was required to be determined by Council because more than five objections to the revised proposal were received during community consultation.

Council approved the development application at its Ordinary Meeting on 25 June 2019, subject to conditions. Details of the approved application included:

- Operation between 6:30am and 6pm Monday to Friday;
- Care for a maximum of 35 dogs at any one time;
- A maximum of four staff at any one time;
- Provision of grooming, behavioural training and general care of dogs over two floors;
- Provision of four car parking bays; and
- Signage for the business.

In consideration of the community concerns, Administration recommended that development approval be granted subject to a condition that time-limited the approval for a period of 12 months. The purpose of this time frame was for the applicant to demonstrate that the use could be appropriately managed to not adversely impact on the adjoining properties. Council resolved to approve the proposal for a three-year operating period.

A copy of the minutes of the Council Meeting are included in **Attachment 4**. The proposed plans are consistent with the previous approval, with some proposed modifications to the operation and management of the use as detailed in the Comment section.

**DETAILS:****Summary Assessment**

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent Local Planning Scheme No. 2 (LPS2) and relevant local planning policies. 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	Previously approved	Requires further Discretion
Land Use			✓
Car Parking	✓		
Signage		✓	

**Detailed Assessment**

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

Land Use	
Deemed-to-Comply Standard	Proposal
Local Planning Scheme No. 2	
"P" Use	Unlisted Use (Dog Day Care)

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

**CONSULTATION/ADVERTISING:**

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days between 1 September 2022 and 14 September 2022. The method of consultation included a notice on the City's website and 19 letters being sent to all owners and occupiers of adjoining properties, as shown in **Attachment 1**, in accordance with the City's Community and Stakeholder Engagement Policy. This included written notification being sent to other owners within the strata complex.

One submission was received at the conclusion of the consultation period which objected to the proposal. The objection related to the provision of on-site car parking bays for pick-up and drop-off and noted that issues had been experienced with customers of the business parking in no-stopping zones, across driveways and on private property.

Administration's comments in relation to this submission are addressed in the Car Parking section of this report. In response to the submission the applicant provided an updated Daily Operations and Procedures plan was provided to address customer pick up and drop off.

**Design Review Panel (DRP):**

Referred to DRP: No

**LEGAL/POLICY:**

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Local Planning Scheme No. 2;
- Community and Stakeholder Engagement Policy; and
- *Perth Parking Management Act 1999*.

Local Planning Scheme No. 2

The proposed land use is not identified in the land use table in LPS2 and could not reasonably be determined as falling within the interpretation of one of the listed uses in LPS2. The proposal is considered as an Unlisted Use. In accordance with Clause 18(4) of LPS2, where a use class is not specifically referred to in the zoning table, the City is to:

- (a) *Determine that the use is consistent with the objectives of a particular zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or*
- (b) *Determine that the use may be consistent with the objectives of a particular zone and give notice under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or*
- (c) *Determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted in the zone.*

Council is required to consider if the use is consistent with the objectives of the Commercial zone. LPS2 includes the following objectives for the Commercial zone:

- *To facilitate a wide range of compatible commercial uses that support sustainable economic development within the City.*
- *To ensure development design incorporates sustainability principles, with particular regard to waste management and recycling and including but not limited to solar passive design, energy efficiency and water conservation.*
- *To maintain compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.*
- *To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality.*

Perth Parking Management Act 1999

The subject site is located within the Perth Parking Management Plan area (PPMP area) under the *Perth Parking Management Act 1999*. This provides for a maximum number of car parking bays which are permitted to be provided on a site and does not provide any minimum car parking requirements. The City's Policy No. 7.7.1 – Non-Residential Development Parking Requirements does not apply within the PPMP Area.

**Delegation to Determine Applications:**

This application is being referred to Council for determination in accordance with the City's Register of Delegations, Authorisations and Appointments.

This is because delegation does not extend to applications to amend a development approval that was determined by Council, unless the amendments proposed would not change the impact of any condition imposed.

The application proposes the deletion of a condition of approval that limits the term of operation of the use.

**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 application does not propose modifications to the operation of the business which would have sustainability implications.

**PUBLIC HEALTH IMPLICATIONS:**

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

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no finance or budget implications from this report.

**COMMENTS:**Land Use

The application proposes the permanent approval for a dog day care premises for up to 35 dogs, with a maximum of five staff on site at any one time. The activities on site include grooming, behavioural training and general day-to-day care of dogs including playing, resting and feeding. The dogs are accommodated within rooms over two levels within the subject site.

Conditions 1.1 and 3 of the previous determination requires the use to operate in accordance with the Daily Operations and Procedures. The applicant has proposed changes to the previously approved Daily Operations and Procedures as follows:

- An increase in the provision for four on-site parking bays for use by the premises to five bays. This would comprise of four bays being dedicated for customer pick-up and drop off between 6:45am to 9:00am and 4:30pm to 6:00pm. Customer pick up and drop off would be managed through prearranged times with a maximum of four customers permitted within each 10-15 minute collection interval. The previous Daily Operations and Procedures plan did not specify how these four bays would be allocated; and
- An increase in number of staff on-site at any one time from four to five. The purpose of this is to account for work shift crossover periods.

The permanent approval of the use would be consistent with the objectives of the Commercial zone for the following reasons:

- Site context: The site is located within an established Commercial area that accommodates a wide range of non-residential land uses. These existing uses are of varying scales and intensities and includes offices, art galleries, and photography and art studios. An Unlisted Use (Dog Training Facility) was approved by Administration on 22 December 2021 and operates from the adjoining property to the south at No. 30 Drummond Place. There are two other tenancies which operate from within the existing premises on the subject site, which includes an interior design studio and coffee roasters. The permanent approval of the dog day care premises use would be consistent and compatible with the prevailing non-residential land uses in the area.
- Compatibility and Amenity: A Daily Operations and Procedures plan was prepared by the applicant to ensure that the use is managed to minimise off-site amenity impacts to adjoining properties. This has been implemented since the use commenced operating in September 2019. The proposed modifications to the Daily Operations and Procedures plan do not result in an increased intensity of the use, with the maximum number of dogs, operating hours, pick-up/drop-off times and procedures and management practices remaining as previously approved.

In relation to the management of off-site amenity impacts the following is noted:

- **Noise:** The applicant previously provided an acoustic report prepared by an acoustic consultant and included as **Attachment 6** to demonstrate compliance with the *Environmental Protection (Noise) Regulations 1997*. The nearest residential property to the subject site is approximately 50 metres to the north across Newcastle Street and the acoustic report concluded use would not have adverse impacts on these residents or the surrounding non-residential development properties. As the intensity of the use is not proposed to increase the conclusions of this previous acoustic report remain applicable;
- **Nuisance/Safety:** The Daily Operations and Procedures plan, included as **Attachment 2**, provides details of how dogs would be managed, particularly in relation to antisocial dogs or behaviour which may be considered to cause a nuisance. Since the use has been operating the City does not have any record of any complaints being received regarding nuisance caused by antisocial behaviour from dogs. This indicates that the implementation of the Daily Operations and Procedures is adequate to manage the use without causing nuisance to the surrounding properties;
- **Waste:** The applicant previously provided a Waste Management Plan (WMP) and included as **Attachment 5** to outline how waste from the site including from dog faeces would be managed and removed from the site. This also included general hygiene and cleaning requirements to ensure that odour and pests would be controlled and managed. Condition 4.1 of the previous approval required the premises to operate in accordance with this WMP. Since the use has been operating the City does not have any record of any complaints being received regarding odour from the premises. This indicates that the implementation of the WMP is adequate to manage odours from the use. The existing condition would remain in effect for any subsequent approval.
- **Existing Operations:** In previously approving the application for a time limited period Council has previously considered that the use would be acceptable on the subject site if it was appropriately operated to manage the intensity and impact on the surrounding area. As outlined above the business has been in operation since September 2019, during which time the City has not received any complaints about the operations of the business. This indicates that the business has been able to operate at the proposed scale and intensity without adversely affecting the amenity of the local area. During the community consultation one submission was received in relation to the adequacy of parking. The proposed parking arrangements are discussed further below, and Administration is satisfied that the management measures would be adequate to minimise the impact of the use on the surrounding properties.
- **Built Form/Streetscape:** The application does not propose any modifications to the built form of the existing building and would not impact on the streetscape or the sustainability performance of the building.

#### Car Parking

The subject site is located within the PPMP area and the City's Policy No. 7.7.1 – Non-Residential Parking Requirements does not apply to the proposal. The *Perth Parking Management Act 1999* provides that a maximum of 32 bays would be permitted on the site.

Nine bays are provided for on the subject site, which includes one accessible bay and one loading bay. These have been licensed with the Department of Transport in accordance with the *Perth Parking Management Act 1999*.

The area accommodating on-site car parking is shown as common property on the strata plan. The allocation of bays is not specified on the strata plan and is to be determined by the strata owners. The applicant has advised that No. 11 Douglas Street is entitled to 54 percent of the parking bays, with Nos. 7 and 9 Douglas Street entitled to 23 percent each. This would equate to five bays being allocated to No. 11 Douglas Street and two bays each to Nos. 7 and 9.

During the community consultation the City received an objection related to the impact of pick-up and drop-off of dogs on surrounding properties due to vehicles parking illegally or on other properties.

The provision of car parking is acceptable for the following reasons:

- **Management of On-Site Parking:** As outlined above the premises has access to five on-site parking bays. The applicant's previous Daily Operations and Procedures plan did not indicate how many of these bays would be provided for pick-up and drop-off. The applicant proposed for three of the available parking bays to be dedicated for staff and two bays to be dedicated for pick-up and drop-off by customers.

This arrangement is supported by an updated Daily Operations and Procedures plan which outlines that pick-up and drop-off associated with the dog day care would be limited to between 6:45am and 9am and 4.30pm to 6pm respectively. Pick-up and drop-off would be pre-booked for ten-minute intervals, with a maximum of four dogs being picked up or dropped off at any one time. Pick-up associated with the dog grooming would occur by 2pm to provide for a staggering of collection.

The objection received during the community consultation related to concerns with the adequacy of on-site parking resulting in illegal parking by customers. Following the conclusion of consultation, the applicant submitted an amended Daily Operations and Procedures plan which provided that four pick-up/ drop-off bays would be provided during the morning and afternoon pick-up and drop-off periods as detailed above.

As outlined above the use would provide for four customer parking bays and be managed through a staggering of 10-15 minute intervals with a maximum of four pick-up or drop-offs happening at any one time. This would ensure that the parking demand generated by the use would be contained to the subject site and would not rely on on-street parking. Instances of illegal parking would be investigated by the City's Rangers, and if it were to occur, would be due to customer behaviour, rather than the inadequacy of on-site parking.

The applicant has also introduced a 'dog taxi' service which provides a pick-up and drop-off service for three to six dogs daily. This would assist to further reduce the demand for customer parking on the subject site.

The implementation of these measures would ensure that the subject site provides for adequate on-site parking to accommodate the demands of the use.

- **Availability of On-street Parking:** While adequate on-site parking is provided as outlined above, it is also noted that customers dropping-off and picking-up their dogs would also be able to utilise on-street parking which is available in the surrounding area, including:
  - Eight half-hour parking bays available on Douglas Street;
  - Two quarter-of-an-hour, and seven two-hour parking bays on Newcastle Street between Douglas and Tandy Streets;
  - 12 two-hour parking bays on Drummond Place, between Loftus Street and MacVean Lane; and
  - Time-limited car parking bays on Drummond Place and Simpson Street.The City's survey data on the street parking on Douglas Street collected for three separate days in November 2018 indicates that the peak occupancy rate was approximately 89 percent.

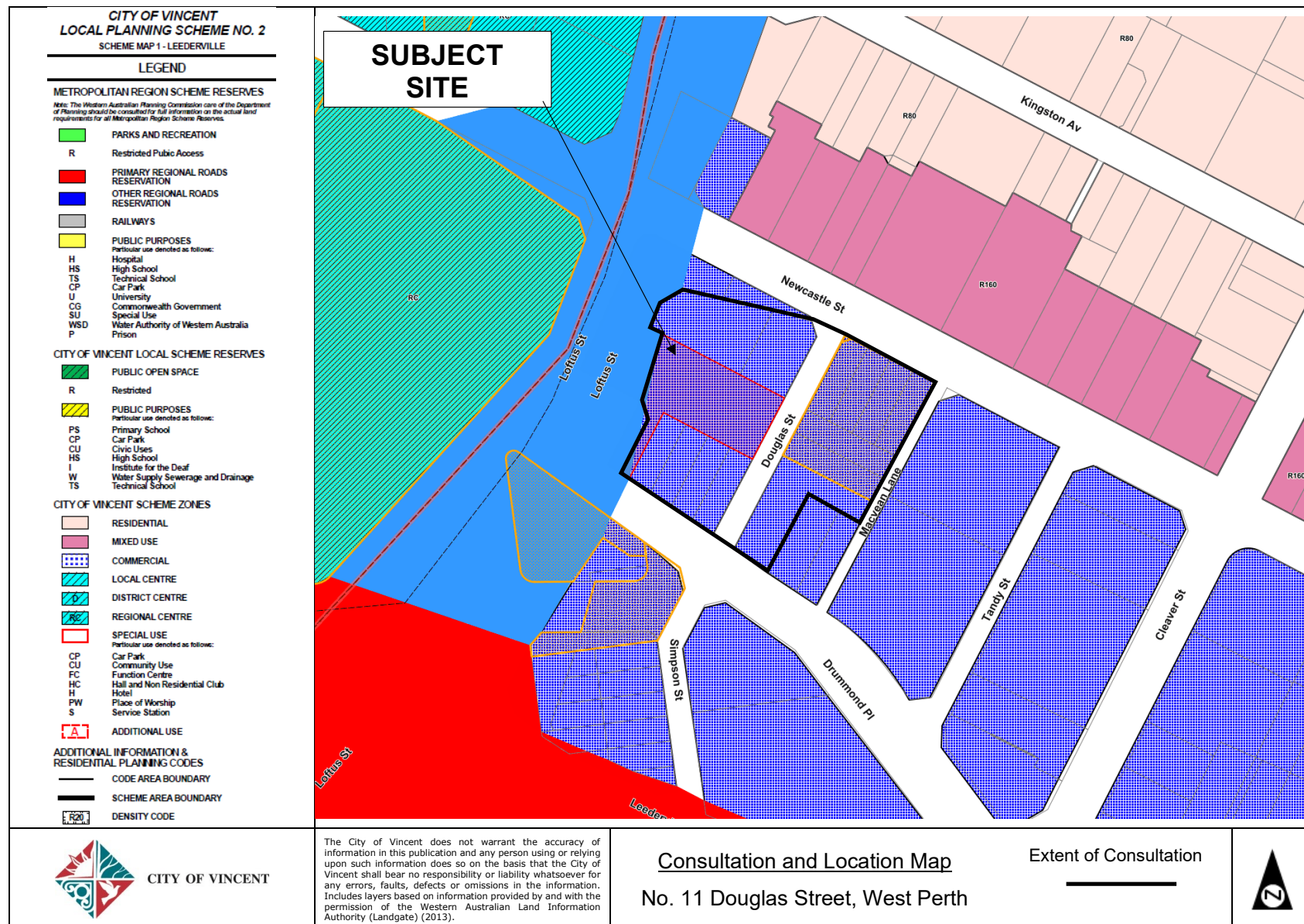
- **Proximity to Public Transport:** It is acknowledged that public transport would not be a viable transport option for the pick-up and drop-off of dogs. However, the site is close to high frequency bus routes and approximately 500 metres from Leederville Train Station which would enable staff to utilise alternative means of transport.
- **Bicycle Facilities:** Bicycle racks for staff use have been installed at the rear of the property which assists in facilitating employee use of alternative means of transport.
- **Compliance with Parking Requirements:** The premises is compliant with the maximum requirements of the PPMP area. The subject site is an existing commercial development, and the provision of additional bays on the subject site would not be possible with the existing building footprint.

Time-Limited Approval

At the time of the original development application the community expressed concern about the potential impact on amenity resulting from noise, waste (odour), safety impacts and car parking. The time-limited approval was imposed to allow the applicant to demonstrate that the use could be managed successfully without negatively affecting the amenity of surrounding properties.

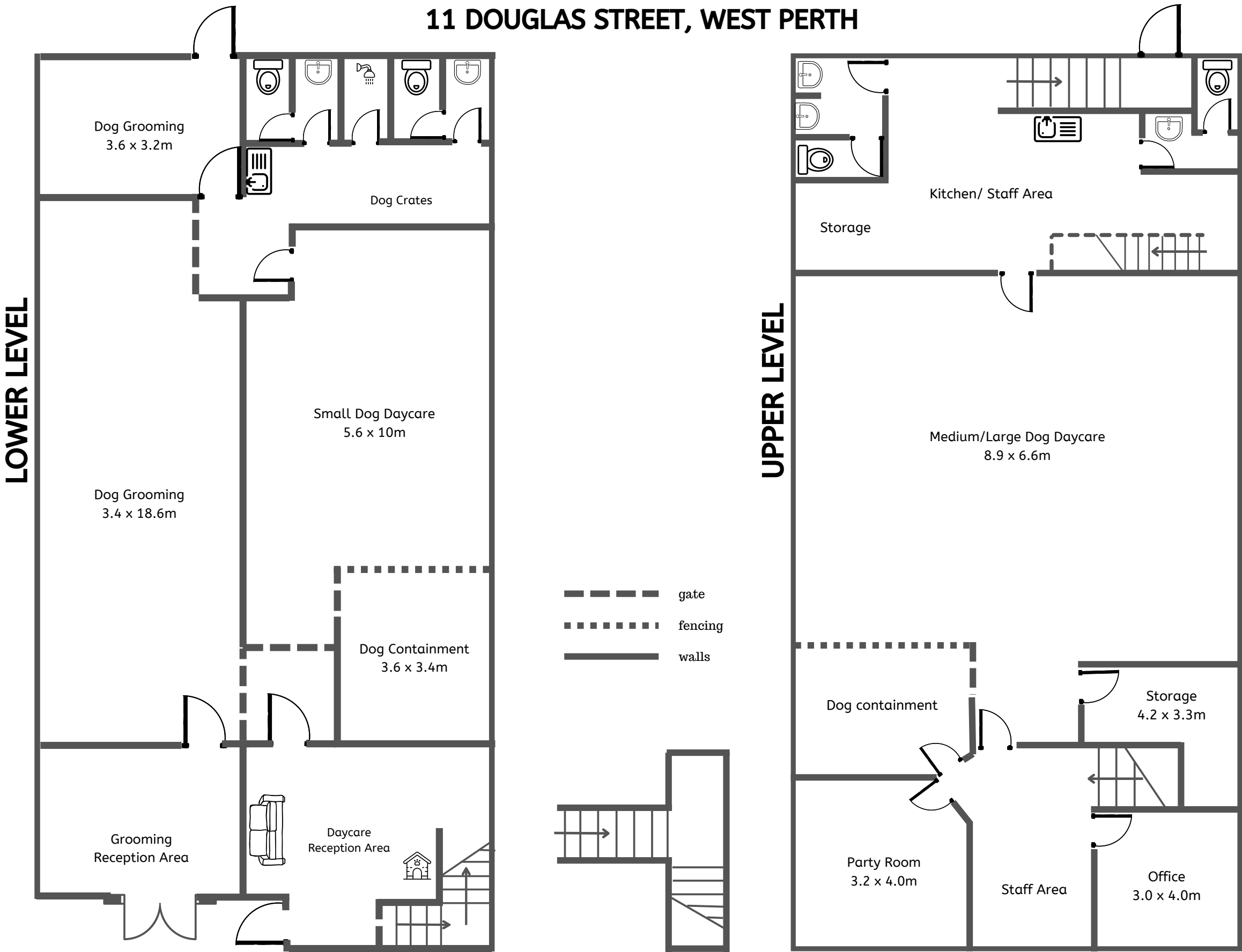
One objection was received during consultation for this development application, relating to car parking which has been addressed above. The City is satisfied that adequate parking is available on site to support the use. A review of the City's records confirms that no complaints have been received regarding the operation of the business since it commenced operating in September 2019.

This indicates that the continued implementation of the detailed Operational Management Plan provided by the applicant would be ensure that any offsite impacts resulting from the use would be appropriately managed. These impacts would also be managed through the existing conditions of approval which are not proposed to be modified. Administration recommends that Condition 2 be deleted to allow for the use to be permanently approved on the subject site.









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Scale in metres. Indicative only. Dimensions are approximate. All information contained herein is gathered from sources we believe to be reliable. However we cannot guarantee its accuracy and interested persons should rely on their own enquiries







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30 September 2022

e Dawg Pty Ltd  
PO Box 1351,  
Morley WA 6943  
0401 677 104 | (08) 9227 6074  
[admin@happytailsdogs.com.au](mailto:admin@happytailsdogs.com.au)

## DAILY OPERATIONS AND PROCEDURES PLAN

SEPTEMBER 2022

### ONLINE BOOKINGS AND APPOINTMENTS

- Clients submit forms through Happy Tails Website
- All forms to be checked over by Amanda Deurloo/Manager
- All client and Pet details entered into the system.
- Time slots are allocated at the time of online booking and a Calendar date is confirmed to the client for their first orientation and also for ongoing bookings.
- Online payments and cash payments can be made prior to day care attendance.

### PARKING ALLOCATED TIMES FOR ARRIVAL

- All online bookings are scheduled at the start of each week, and are allocated a 10-15 minute window gap for Drop off.
- Drop off is from 6.45am and all dogs must have arrived by 9am.
- Late arrivals are only accepted if notice and prior approval has been given.

**Parking** and parking bays are allocated/ controlled as below:

- 5 total parking bays
- 1 bay solely dedicated for full time staff members
- During peak drop off / pick up times, 4 bays allocated  
(On-peak times: 6.45am to 9am & 4.30pm to 6pm)  
During on-peak time the Pet Taxi will be on the road performing drop-off/pick-ups, and during off-peak time, the vehicle will utilise one of our 5 bays
- Off-peak times: 2 drop off/ pick up bays allocated for grooming clients
- (Off-peak times: 9am to 4.30pm)

Bay 1	Bay 2	Bay 3	Bay 4	Bay 5
Staff Parking	6.45 am to 9am: Drop off Bay	6.45 am to 9am: Drop off Bay	Pick up/ Drop off	Pick Up/ Drop off
	9am to 4.30pm Staff Parking	9am to 4.30pm Staff Parking		
	4.30pm to 6pm: Pick up Bay	4.30pm to 6pm: Pick up Bay		

Other short term parking options for clients dropping and collecting dogs:

- Street parking on Douglas Street
- Street parking on Drummond Place
- We have communicated parking expectations and had personal conversation with each one of our clients, as well as sent information via flyer and text message to ensure every client is aware of parking restrictions/expectations.
- We have between two and four allocated bays for our clients to use. This reduces the chances of congesting street parking, parking in no standing zones or making use of our neighbouring allocated zones.
- We have a staggered pick up and drop off times between 6.45am to 9am and then again from 4.30pm to 6pm to reduce congesting traffic in the area.



- Since July 2022, we have been able to offer a pet taxi to transport dogs to and from our facility. This program has also assisted with decreasing numbers in our staggered pick up/ drop off times.

#### **DURING DAY CARE HOURS**

- 1 staff member is allocated to every 10-12 dogs a maximum of 35.
- Dogs will have areas to promote stimulation including behaviour training, obstacles, rest area, play area and Dog Party room.
- **Aggressive Play, Dominant Behaviour and excessive Barking rules**
  1. Dog will be removed from the situation
  2. Dog is taken to the vacant playroom by the supervisor until calm
  3. They are then encouraged back to the play area
  4. Positive Reinforcement given when back to the play area
  5. If the situation persists the owner is contacted.
  6. The dog will be secluded and away from other dogs until owner has arrived
  7. Conduct Report is given to the owner upon pick up.
  8. Referral to trusted pet trainer is provided if behaviour persists.
  9. Cancellation of registration if behaviour does not improve.
- Grooming is located at the rear of the Day care. All grooming bookings must be picked up by 2pm for Traffic and parking rules.

#### **WASTE MANAGEMENT**

- All Dog Waste is bagged and placed in a freezer located on each floor.
- Area is immediately disinfected
- Urine is soaked up and disinfected so that odour is non-existent.
- If a dog has diarrhoea the owner is contacted and a vet is recommended to rule out any possible bugs.
- Bagged dog waste is transferred to a larger sealed bag from the freezer to the waste bin on the morning of bin day, to avoid any possibility of smell in the bin or street.

#### **ILLNESS OR INJURY OCCURRED AT DAY CARE**

- Monthly Flea control is monitored and proof requested from each dog owner.
- If a dog shows any signs of illness the owner is contacted immediately.
- We provide an emergency vet call or can transport the dog to the vet if the owner wishes. Waivers must be signed.
- The dog health and safety is of the utmost importance.
- Emergency contact numbers for each dog is kept on file.

#### **PICK UP PROCEDURE**

- Customer will arrive to collect their dog and the dog is called to the internal gate.
- Dogs lead is re-attached prior to exiting internal door from daycare to reception.
- One dog at a time is permitted through to reception for pick up.
- All dogs must be on a lead when they leave Happy Tails Reception.
- Any minor concerns the day care supervisors have for the dog will be informed to the owner once dog is collected.
- Pick up for the full day is between 4.30pm and 6pm again allocated time slots for convenience and easier access.
- Any late pickups will incur a \$20 fee if notice isn't given.
- If someone other than the owner is coming to collect the dog the name of who was given prior must be ticked off.

**POLICIES AND PROCEDURES****Hours of Operation**

Day care Weekday hours: Monday-Friday 6.45 a.m. – 6.00 p.m.

Weekends Closed.

**NEW CLIENT INFORMATION**

A New Client Form will be required to be completed with information including your dog's behaviour, vaccination records and owner's information before you submit to Happy Tails. We will then make an appointment suitable to you for your dog's first day.

On your first day, please bring your dog to Happy Tails for 6.30 am. This early arrival time gives your dog a chance to explore the day care environment before the rest of the dogs arrive. Our Key is for your dog to have a good experience on his or her first day, and meeting the pack a few dogs at a time will give your dog a chance to acclimatise to our facility.

On your first day, our staff will escort your dog into the day care so that they can observe your dog for an hour with a dog Behaviourist/Day care supervisor. Please note that clients are not permitted in the day care unless escorted by a staff member. This will enable the behaviourist to assess the dog's ability to interact with other dogs gradually as they come in.

All dogs must wear a collar with Pets name and contact number and also be on a lead when they come through the entrance to day care and also when they depart Happy Tails for the day.

If a dog becomes aggressive, barks excessively or seems distressed these steps are taken:

- They are removed from the situation
- Taken to the vacant playroom by the supervisor until calm
- They are then encouraged back to the play area
- If the situation persists the owner is contacted
- Dog will be secluded until owner has arrived.
- Conduct report given to the owner upon pick up.

Our Facility is 2 storeys with 4 areas including play areas, comfy couches for rest time, grooming room, behavioural training and dog party room. We provide a safe, fun and loving environment for your pooch and we provide a supervisor per 10-12 dogs.

**CLIENT PICK UP AND DROP OFF:**

Once your dog has been accepted into Happy Tails and has had their orientation and first day clients are able to book online the day/s they would like to bring their dog.

You will be required to select a time to drop off your dog for day care with 10-15 minute max blocks so that we can manage parking and make it convenient to you.

We provide 4 car bays at the front of the building and there are also various parking spots on Newcastle and Douglas streets.

Please enter through the front door to the Reception and a Day Care supervisor will take your dog to their appropriate area for the day.



Those who are dropping off for Grooming all dogs must be picked up by 2pm to avoid any parking issues as the lot will be vacant until 4pm.

#### IMPORTANT HEALTH & SAFETY NOTICE

Dogs with contagious diseases or parasites are not accepted into Happy Tails Dog Day Care.

Common diseases or parasites include, but are not limited to: kennel cough, conjunctivitis, and intestinal parasites/worms. Symptoms of disease include: coughing, vomiting, diarrhoea, discharge from the eyes, nose, mouth, and/or visible parasites in the stool.

If a dog shows signs of disease or parasites while in our care, we will isolate them from the other dogs and the owner will be contacted to collect for a vet check-up. The dog is welcome to come back to Happy Tails after it has been cleared by a vet and is declared healthy and free of disease.

If a dog arrives at the Happy Tails showing signs of disease or parasites, or if a dog is actively being treated for disease or parasites, the dog is not accepted for the day. This is for the comfort, health, and safety of your dog and the other dogs at the Happy Tails.

Please let us know if your dog has any health issues that would impact their time in our day care. Examples include: injuries, recent surgery/stitches, skin conditions, illness, history of seizures, allergies, etc. We will do our best to accommodate any special health needs your dog may have.

#### RULES AND REQUIREMENTS FOR EACH DOG

- Least 5 months of age
- Completely up to date with all immunisations
- Non-Aggressive and non-protective over food or toys
- Sterilised/DE sexed
- Effective Flea control
- Dog and People Friendly
- In good general health, no limping or lameness

#### BEHAVIOUR REQUIREMENTS

Happy Tails are made up of many different types of dogs. The majority of dogs that come to day care are playful, happy, and friendly, and we also welcome shy or nervous dogs, as long as they are able to acclimate to the pack during their introductory period. Every dog is given a chance to adjust to the pack, and our trained staff will be able to determine if your dog will be a happy member of our pack.

**We do not allow aggressive or dangerous dogs.** We do not allow aggressive play, barking, or dominant behaviour, and our staff uses positive reinforcement techniques to maintain a calm energy within the day care. We understand that many dogs may be over-excited on their first day, and we will work with your dog to teach him or her the rules.

Most People will note that their dog's behavioural problems at home are eased or even erased after experiencing the calm energy at Happy Tails.

#### ADDITIONAL INFORMATION

If your dog requires feeding during the day, please bring the food in a container labelled with your dog's name and feeding instructions. We are also able to administer most medications throughout the day. Please call us for details.

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If your dog excretes before they enter Happy Tails we request all owners clean up after your dog. Waste bags will be provided at reception and also, we are able to dispose of this. Please do not walk your dog to neighbouring businesses and allow them to excrete on their property.

Thank you for helping to keep our neighbourhood clean!

## ORDINARY COUNCIL MEETING MINUTES

25 JUNE 2019

**9.4 NO. 11 (LOT: 4; S/P: 7727) DOUGLAS STREET, PERTH - SAT S.31 RECONSIDERATION - PROPOSED CHANGE OF USE TO UNLISTED USE (DOG DAY CARE)****TRIM Ref:** D19/78781**Author:** Fiona Atkins, Urban Planner**Authoriser:** Jay Naidoo, Manager Development & Design**Ward:** South

- Attachments:**
1. Consultation and Location Map 
  2. Daily Operations and Procedures 
  3. Waste Management Plan 
  4. Site Plan 
  5. Traffic Impact Report 
  6. Strata Plan 
  7. Signage Plans 
  8. Acoustic Report 
  9. Administration Response to Summary of Submissions 
  10. Applicant's Response to Summary of Submissions 
  11. Determination Advice Notes 

**RECOMMENDATION:**

That Council, in accordance with Section 31 of the *State Administrative Tribunal Act 2004*, the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, **SETS ASIDE** the City's decision of 18 March 2019 and **APPROVES** the application for the Change of Use to an Unlisted Use (Dog Day Care) at No. 11 (Lot: 4; S/P:7727) Douglas Street, Perth, in accordance with plans provided in Attachment 4, subject to the following conditions, with the associated determination advice notes in Attachment 11:

**1. Use of Premises**

- 1.1 The premises shall be used for the purposes of the care of dogs as detailed in the Daily Operations and Procedures date stamped 28 April 2019;
- 1.2 A maximum of 35 dogs per day shall be cared for at any one time;
- 1.3 The hours of operation shall be limited to between 6:30am and 5:30pm Monday to Friday;
- 1.4 The overnight boarding of dogs shall not permitted on the premises;
- 1.5 Dogs shall not be permitted in common areas on the site other than for access to and from the premises, and must be on a leash; and
- 1.6 The pick up and drop off of dogs shall be scheduled, being no less than 10 minutes apart, and for no more than four dogs being scheduled to be picked up or dropped off at any time;

**2. Time Limited Approval**

This approval is granted for a term of 12 months from the date the use commences, after which time the use shall cease to operate unless a further approval is sought;

**3. Operational Management**

Use of the premises shall be carried out in accordance with the Daily Operations and Procedures date stamped 28 April 2019 or any revised Procedure approved by the City. The Procedure shall be reviewed in within the first six months of the use commencing, with any changes identified during this review or by the City, being incorporated into an updated Procedure approved by the City as part of the review;



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ORDINARY COUNCIL MEETING MINUTES25 JUNE 2019

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## 4. Waste Management

- 4.1 Waste shall be managed in accordance with the Waste Management Plan date stamped 3 December 2018; and
- 4.2 A plan indicating the location of a bin store of sufficient size and suitably accessible to accommodate the City's bin requirement shall be lodged with and approved by the City prior to the commencement of the use. The bin store shall be provided in accordance with the plan approved by the City prior to the occupation or use of the development and to the satisfaction of the City; and

## 5. Bicycle Parking

A minimum of four bicycle bays are to be provided onsite. Bicycle bays must be provided at a location convenient for staff to access. The bicycle facility shall be designed in accordance with AS2890.3.

Moved: Cr Harley, Seconded: Cr Gontaszewski

That the recommendation be adopted.

PROPOSED AMENDMENT 1

Moved: Cr Harley, Seconded: Cr Gontaszewski

That Condition 2 be deleted and replaced with the following:

## 2. Time Limited Approval

This approval is granted for a term of three years from the date the use commences, after which time the use shall cease to operate unless further approval is sought;

AMENDMENT 1 CARRIED (8-0)

**For:** Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Harley, Cr Loden, Cr Murphy and Cr Topelberg

**Against:** Nil

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

PROPOSED AMENDMENT 2

Moved: Cr Harley

That Condition 2 be deleted and replaced with the following:

## 2. Time Limited Approval

This approval is granted for a term of ~~three~~ five years from the date the use commences, after which time the use shall cease to operate unless further approval is sought;

AMENDMENT LAPSED FOR WANT OF A SECONDER

PROPOSED AMENDMENT 3

Moved: Cr Harley, Seconded: Cr Gontaszewski

That Condition 1.3 be deleted and replaced with the following:

- 1.3 The hours of operation shall be limited to between 6:30am and 6:00pm Monday to Friday;

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ORDINARY COUNCIL MEETING MINUTES

25 JUNE 2019

AMENDMENT 3 CARRIED UNANIMOUSLY (8-0)

**For:** Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Harley, Cr Loden, Cr Murphy and Cr Topelberg

**Against:** Nil

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

PROPOSED AMENDMENT 4

Moved: Cr Harley, Seconded: Cr Gontaszewski

That the recommendation be amended as follows:

That Condition 1.6 be deleted.

AMENDMENT 4 CARRIED UNANIMOUSLY (8-0)

**For:** Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Harley, Cr Loden, Cr Murphy and Cr Topelberg

**Against:** Nil

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

PROPOSED AMENDMENT 5

Moved: Cr Harley

That Condition 2 be deleted and replaced with the following:

2. Time Limited Approval

This approval is granted for a term of ~~three~~ four years from the date the use commences, after which time the use shall cease to operate unless further approval is sought;

AMENDMENT LAPSED FOR WANT OF A SECONDER

PROPOSED AMENDMENT 6

Moved: Cr Harley

That the recommendation be amended as follows:

That Condition 2 be deleted.

AMENDMENT LAPSED FOR WANT OF A SECONDER

PROPOSED AMENDMENT 7

Moved: Cr Castle, Seconded: Cr Loden

That the recommendation be amended as follows:

3. Operational Management

Use of the premises shall be carried out in accordance with the Daily Operations and Procedures date stamped 28 April 2019 or any revised Procedure approved by the City. The Procedure shall be reviewed ~~in~~ within the first six months of the use commencing, and every 12 months thereafter. ~~with a~~ Any changes identified during this review or by the City, shall be ~~being~~ incorporated into an updated Procedure approved by the City as part of the review;

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**ORDINARY COUNCIL MEETING MINUTES****25 JUNE 2019**

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At 7:39 pm, Cr Dan Loden left the meeting.

At 7:41 pm, Cr Dan Loden returned to the meeting.

**AMENDMENT 7 CARRIED UNANIMOUSLY (6-2)**

**For:** Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Loden, Cr Murphy and Cr Topelberg

**Against:** Cr Fotakis and Cr Harley

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

**COUNCIL DECISION ITEM 9.4**

**Moved:** Cr Harley, **Seconded:** Cr Gontaszewski

That Council, in accordance with Section 31 of the *State Administrative Tribunal Act 2004*, the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, **SETS ASIDE** the City's decision of 18 March 2019 and **APPROVES** the application for the Change of Use to an Unlisted Use (Dog Day Care) at No. 11 (Lot: 4; S/P:7727) Douglas Street, Perth, in accordance with plans provided in Attachment 4, subject to the following conditions, with the associated determination advice notes in Attachment 11:

**1. Use of Premises**

- 1.1 The premises shall be used for the purposes of the care of dogs as detailed in the Daily Operations and Procedures date stamped 28 April 2019;
- 1.2 A maximum of 35 dogs per day shall be cared for at any one time;
- 1.3 The hours of operation shall be limited to between 6:30am and 6:00pm Monday to Friday;
- 1.4 The overnight boarding of dogs shall not be permitted on the premises; and
- 1.5 Dogs shall not be permitted in common areas on the site other than for access to and from the premises, and must be on a leash;

**2. Time Limited Approval**

This approval is granted for a term of three years from the date the use commences, after which time the use shall cease to operate unless further approval is sought;

**3. Operational Management**

Use of the premises shall be carried out in accordance with the Daily Operations and Procedures date stamped 28 April 2019 or any revised Procedure approved by the City. The Procedure shall be reviewed within the first six months of the use commencing, and every 12 months thereafter. Any changes identified during this review or by the City, shall be incorporated into an updated Procedure approved by the City as part of the review;

**4. Waste Management**

- 4.1 Waste shall be managed in accordance with the Waste Management Plan date stamped 3 December 2018; and
- 4.2 A plan indicating the location of a bin store of sufficient size and suitably accessible to accommodate the City's bin requirement shall be lodged with and approved by the City prior to the commencement of the use. The bin store shall be provided in accordance with the plan approved by the City prior to the occupation or use of the development and to the satisfaction of the City; and

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ORDINARY COUNCIL MEETING MINUTES25 JUNE 2019

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**5. Bicycle Parking**

A minimum of four bicycle bays are to be provided onsite. Bicycle bays must be provided at a location convenient for staff to access. The bicycle facility shall be designed in accordance with AS2890.3.

**CARRIED UNANIMOUSLY (8-0)**

**For:** Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Fotakis, Cr Harley, Cr Loden, Cr Murphy and Cr Topelberg

**Against:** Nil

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

WASTE MANAGEMENT PLAN  
11 Douglas St, West Perth  
HAPPY TAILS DOG DAY CARE

### **Introduction**

Happy Tails Dog Day Care is a Dog Day Care facility proposed to be based at 11 Douglas St, West Perth where dogs will have the opportunity to socialise, learn behavioural skills and play in a safe and supported environment.

11 Douglas St, West Perth resides in the City of Vincent and is zoned a mixed commercial zone. The premises will be used for a private single use dwelling. The nature of the business is to care and entertain up to 45 dogs per day with grooming as an option in the future.

The development is a total of 446 sqm with an office space of 80sqm and warehouse of approx. 366sqm. The large space is spread across two levels.

Happy Tails Dog Day Care PTY LTD is owned by Miss Amanda Deurloo and Mrs Lucinda Cunningham. It will be managed five days per week by Miss A. Deurloo. One-two more animal assistants will be onsite. Ms Lucinda Cunningham will be involved in the management and administrative component of the business.

We have contacted several other Dog Day Care facilities in the City of Stirling/Bayswater and they have informed us that they hire a special waste bin for the Dog waste which is collected twice a week to eliminate odour build up.

### **Waste Generation**

Waste Generation has been formulated based on an office building, as there are no other suitable comparisons (Appendix 1 from the WALGA guidelines.) Using the total land size (including Front Car park area) the calculation is 10L/100Sqm/Day which equates to 46.6L per day for general waste and recycle bins.

There will not be this much waste generated as there will be a maximum of four employees and the rest dogs. We will have an extra bin supplied especially for the dog waste.

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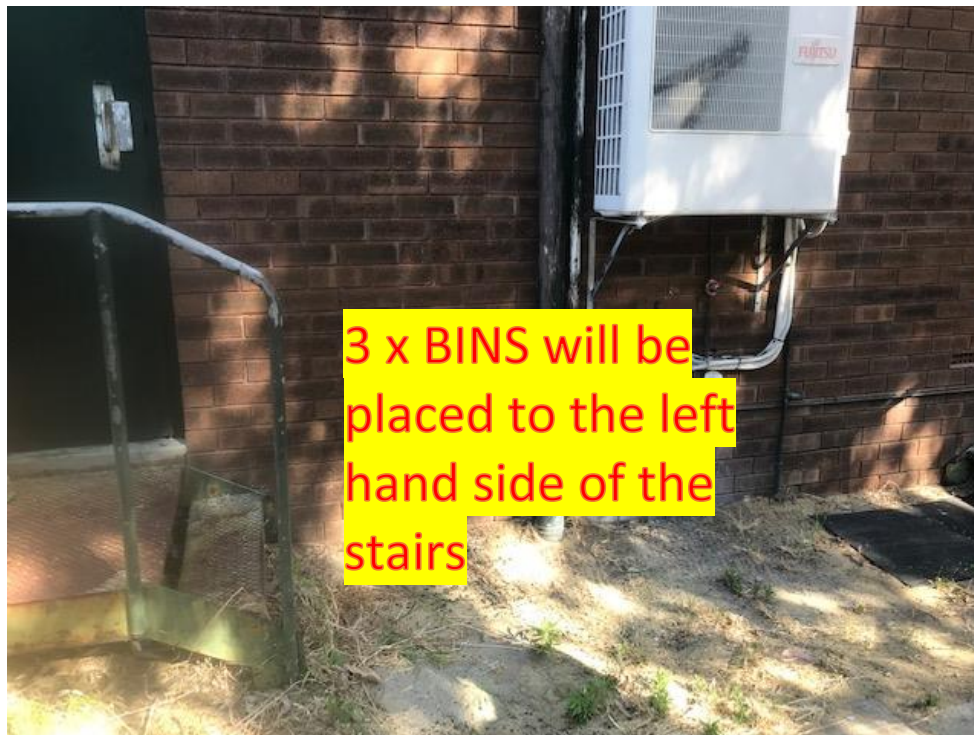
Waste Management Process:

1. 4 x two litre bins with lids will be placed on both levels at the rear of the premises near the bathrooms for dog faeces disposal. These bins will have large plastic bags inside.
2. When a dog defecates, this is picked up by a staff member in a bag and placed in any of these four bins.
3. These bins are emptied at the end of the day in a large freezer located at the back of the premises in a room that can be sealed and away from view of customers. (see picture below of freezer and location picture).
4. On the morning of rubbish removal from the front of the premises, the frozen faeces will be placed in the "special" dog bin which is collected twice weekly.
5. The four bins on each level will be disinfected at the end of each day and new rubbish bags placed inside.
6. Staff will maintain hand hygiene and wear gloves when handling bags and bins.



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## Waste Management System – Bin Storage Area



This Picture shows the rear of the premises for access to the waste storage area outside the rear back door.

Bins will be located out the back until the specific collection day where they will be wheeled to the front of the property the night before pickup.

The size of this area is approximately 10 sqm.

The proposed number of bins will be three - one green general waste bin, one yellow recycling bin and one dog waste bin which the frozen faeces will be placed for pick up from the front of the premises.

The bins will be stored here as they are hidden from customer's vision, they are against a 5m high brick wall and they can be easily accessed by staff from the back of the premises via a rear door.

To ensure better practice waste management, the freezer with the dog waste will be emptied twice weekly. Each faeces will be individually bagged to prevent odour and to maintain hygiene and health safety. Staff will be educated on maintaining proper hand

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3 December 2018

hygiene after handling the faeces. There will be minimal general waste and recycling as there is only likely to be that created by food from staff and some recycling from everyday supplies such as milk cartons etc.

#### *Access*

The bins can be accessed from the back of the property through the rear door shown in the picture below. This door will be locked at all other times except for when the bins are taken to the front of the premises for collection.



#### *Collection*

According to the City of Vincent's waste management, Douglas St is in Area 3, therefore the rubbish bin collection day will be on a Wednesday weekly. The Recycling bins will be collected fortnightly. The dog waste bin will be collected by ClearTech twice weekly on a Tuesday and Friday as to not coincide with the council collection days.

The bins will be collected from the front of the premises on the right side of the premises, away from the entrance (Please see diagram below).

The dog waste bin will be picked up from the same location twice weekly.

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3 December 2018





#### *Education*

Each individual staff member will be educated on the waste management system upon commencement of their employment at “Happy Tails”. One staff member will be responsible to putting the bins out at the end of the day and bringing them in the following day. A copy of the City of Vincent’s waste management will be kept onsite for employees to familiarise themselves with.

#### *Auditing and Monitoring*

Manager, Ms Amanda Deurloo will be responsible for monitoring the waste at Happy Tails and ensuring bins are put out on the required days.

#### *Floor washing/drainage*

The indoor play areas are equip with medical grade flooring which will be mopped down with medical grade disinfectant (used at Veterinary practices) at the end of each day and after a dog urinates. Sewer drains are located at the back of the property servicing both upper and lower toilets.

All water/mopped waste will be emptied into this sewerage system and flushed away. Below is a picture of the current sewer pipe system visible from the rear of the property which backs onto Loftus St.

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***Hygiene, Cleaning and Disinfection Standards for Happy Tails***

- Inside dog areas must be cleaned at least once daily.
- All areas must be disinfected at least once weekly, noting that some disinfectants are dangerous and toxic to dogs and therefore we will use one that does not contain any coal or wool products.
- All couches/rugs/and bedding must be cleaned or changed at least once daily and disinfected at least once a week.
- Paths and exercise areas must be pressure washed and cleaned daily
- Faeces and waste materials must be disposed of in accordance with the requirements of the appropriate authority and placed in the freezer provided. Faeces must not be disposed of in sewer or septic systems.
- Disposable bedding, food containers and general waste from the facility/establishment/centre must be placed in a waste disposal device.
- Collection drains must be cleaned daily.
- Toys used in socialization and environmental enrichment must be washed in hot soapy water and disinfected at the end of every week.
- MSDS sheets for all chemical and industrial products used in the facility/establishment/centre must be prominently displayed throughout the facility/establishment/centre including feeding and storage areas.

**Pest Control:**

- Efforts must be made to effectively control pests including flies and rodents.
- Chemicals used for pest control must be registered with Australian Pesticides and Veterinary Medicines Authority for purpose and use only in accordance with the manufacturer's instructions.

**Guidelines**

- All animal waste products such as faeces, bedding and food waste should be disposed of promptly and hygienically and in accordance with the requirements of the City of Vincent.
- A trade waste service will be used for collection and disposal of wastes.
- Specialist advice will be sought before pest control operations are conducted in order to protect the health and safety of the staff and the animals kept.

Staff's health must be protected by the provision of or access to:

- induction upon commencing work in the facility/establishment/centre
- adequate hot and cold hand washing facilities
- hand disinfectant placed at various locations around the facility/establishment/centre
- immunization against tetanus
- provision of personal protective equipment e.g. disposable gloves.

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www.acoustics-ap.com.au

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Ref: CUNN0001.2018  
12<sup>th</sup> June 2019

## ACOUSTIC ASSESSMENT

### DOG CARE FACILITY

11 DOUGLAS STREET, WEST PERTH WA 6005

Ref: CUNN0001.2018 – 11 Douglas Street, WEST PERTH WA 6005  
Dog Day Care Acoustic Report  
12<sup>th</sup> JUNE 2019

1

Our Ref: CUNN0001.2018 Rev1

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Ref: CUNN0001.2018 – 11 Douglas Street, WEST PERTH WA 6005  
Dog Day Care Acoustic Report  
12<sup>th</sup> JUNE 2019

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Our Ref: CUNN0001.2018 Rev1

## INTRODUCTION

Acoustics & Audio Production has been engaged to undertake an acoustic assessment of the proposed dog care facility, located at 11 Douglas Street, WEST PERTH.

It is understood approval is being sought from the City of Vincent to operate the dog care facility with a maximum of 45 dogs at any one time. Dog sizes range from small to larger dogs by which will be housed in separate levels of the facility and are intended to be split evenly between sizes (maximum 22 at each level), with each staff member responsible for 8 to 10 dogs at any given time.

The proposed hours of operation are Monday to Friday, 6:45am – 5:30pm, with any early arriving dogs kept inside with the doors and windows shut until 7am and all dogs required to be picked up by 5:30pm.

Whilst comparable to a dog day-care operation, the proposed facility in this application offers a broader range of services which potentially impact on the noise assessment. Traditional dog day-cares are generally the housing of dogs, whereas this facility offers one on one training, grooming, bathing, playtime, social interaction between dogs and rest time. Given the nature of the service, expectations are that behavioural issues such as continual barking will be negated. Equipment such as internal treadmills will be utilized to exercise dogs, which will also elevate boredom and misbehaviour.

This report contains the results of noise levels calculated at neighbouring locations for a 45-dog scenario housed inside the purpose fitted facility. Background noise level measurements of the exiting environment have also been measured at the proposed site.

Results from this assessment have been assessed for compliance against the *Environmental Protection (Noise) Regulations 1997*.

## SUMMARY

The objective of this assessment was to establish noise levels attributable to the dog care facility, particularly dogs barking and assess against the regulatory criteria.

Well managed kennels that have adequate practices in place will limit noise emissions from dogs barking. This being the case, dog barking is restricted and is present for less than 10% of the time. Assessment of the  $L_{A1}$  criteria has been used for the purpose of this study as it represents the most practical situations.

Noise levels for periods of dogs barking at the nearest premises has been calculated to be 41 dB(A) for a scenario of 10 dogs barking at one time, inside the facility and 63 dB(A) for one dog outside. This can be compared to the regulatory criteria where noise emissions are not to exceed 65 dB(A) at the nearest residence and 75 dB(A) at the neighbouring commercial premises. Hence compliance with the Environmental Protection (Noise) Regulations 1997.

## CRITERIA

The acoustic criteria required, is stipulated in the *Environmental Protection (Noise) Regulations 1997*. These regulations stipulate the maximum allowable external noise levels determined by the calculation of an Influencing Factor, which is then added to the base levels shown in Table 1.1 below. The Influencing Factor is calculated for the usage of land thin the two circles, having radii of 100m and 450m from the premises of concern.

**TABLE 1.1 – BASELINE ASSIGNED OUTDOOR LEVEL**

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L <sub>A10</sub>	L <sub>A1</sub>	L <sub>Amax</sub>
Residential	0700 – 1900 hours Monday to Saturday	45 + IF	55 + IF	65 + IF
	0900 – 1900 hours Sunday and Public Holidays	40 + IF	50 + IF	65 + IF
	1900 – 2200 hours all days	40 + IF	50 + IF	65 + IF
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays	35 + IF	45 + IF	55 + IF
Commercial	All hours	60	75	80
Industrial	All hours	65	80	90

Note: L<sub>A10</sub> is the noise level exceeded for 10% of the time.  
L<sub>A1</sub> is the noise level exceeded for 1% of the time.  
L<sub>Amax</sub> is the maximum noise level.  
IF is the influencing factor.

It is a requirement that noise from the site, when received from other premises, be free of annoying characteristics (tonality, modulation and impulsiveness), defined below as per Regulation 9.

<b>“impulsiveness”</b>	means a variation in the emission of a noise where the difference between L <sub>Apeak</sub> and L <sub>Amax (Slow)</sub> is more than 15 dB when determined for a single representative event;
<b>“modulation”</b>	means a variation in the emission of noise that – <ol style="list-style-type: none"> <li>is more than 3 dB L<sub>A Fast</sub> or is more than 3 dB L<sub>A Fast</sub> in any one-third octave band;</li> <li>is present for more than at least 10% of the representative assessment period; and</li> <li>is regular, cyclic and audible;</li> </ol>
<b>“tonality”</b>	means the presence in the noise emission of tonal characteristics where the difference between – <ol style="list-style-type: none"> <li>the A-weighted sound pressure level in any one-third octave band; and</li> <li>the arithmetic average of the A-weighted sound pressure levels in the 2 adjacent one-third octave bands,</li> </ol> <p>is greater than 3dB when the sound pressure levels re determined as L<sub>Aeq,T</sub> levels where the time period T is greater than 10% of the representative assessment period, or greater than 8 dB at any time when the sound pressure levels are determined as L<sub>A Slow</sub> levels.</p>



If the above characteristics exist and cannot be practically removed, then any measured level is adjusted according to Table 1.2 below.

**TABLE 1.2 – ADJUSTMENTS TO MEASURED LEVELS**

Where <b>tonality</b> is present	Where <b>modulation</b> is present	Where <b>impulsiveness</b> is present
+5 dB(A)	+5 dB(A)	+10 dB(A)

The influencing factor for the various receivers in the surrounding area has been assessed based on the following calculations.



**FIGURE 1 – Receivers Locations and Layout Map**

**R1 = 9 Douglas Street (Commercial)**

**R2 = 7 Douglas Street (Commercial)**

**R3 = Lot 18 (575 - 585) Newcastle Street (Commercial)**

**R4 = Lot 15 (575 - 585) Newcastle Street (Commercial)**

**R5 = 580 Newcastle Street (Unit Accommodation – Noise Sensitive)**

**MAJOR ROADS (Loftus street and Newcastle street) within inner circle**

R5 +6dB

**Commercial zoning in inner circle**

R5 45%

**Commercial Zoning in outer circle**

R5 30%

**Total IF for R5 = 10**

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The application criterion for the neighbouring commercial premises to the proposed site is “commercial to commercial”. Confirmation of the zoning was confirmed through the City of Vincent Intra-maps, Public Planning Scheme.

The Assigned Noise Level at various times of the day are listed in Table 1.3 below.

**TABLE 1.3 – ASSIGNED OUTDOOR LEVEL**

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L <sub>A10</sub>	L <sub>A1</sub>	L <sub>A1max</sub>
Noise sensitive premises within 15 metres of a dwelling	0700 – 1900 hours Monday to Saturday	55	65	75
Neighbouring a Commercial Premises	All hours	60	75	80

Note: L<sub>A10</sub> is the noise level exceeded for 10% of the time.  
L<sub>A1</sub> is the noise level exceeded for 1% of the time.  
L<sub>Amax</sub> is the maximum noise level.

From previous experience, well-managed dog centres such as this facility, have adequate practices in place which will limit noise emissions associated with dogs barking. This being the case, dog barking is restricted and is present for less than 10% of the time. Therefore, assessment against the L<sub>A1</sub> criteria has been used for the purpose of this study, as it represents the most realistic situation.

## METHODOLOGY

As part of the study, noise level measurements of the existing acoustical environment were conducted during the site visit on 26 November 2018. Measurements were carried out at the boundary locations of the proposed facility. Results of the measured noise levels are shown in the *RESULTS* section.

Noise imissions<sup>1</sup> at the nearest neighbouring premises, due to noise associated with the proposed dog day care facility, were modelled with the computer program *SoundPLAN*. Sound Power levels used for the calculations are based on measured sound level of a medium/large sized dog (Labrador/Collie).

The modelling of the noise levels has been based on noise sources and sound power levels shown in Table 2.1.

**TABLE 2.1 – SOUND POWER LEVEL – NOISE SOURCES**

Element Name	Unit	31.5Hz	63Hz	125Hz	250Hz	500Hz	1kHz	2kHz	4kHz	8kHz	16kHz	Sum dB(A)
Medium/Large sized dog barking	dB	-	-	66	71	83	99	86	71	60	-	101
		-	-	68	70	96	88	83	73	60	-	
		-	-	72	80	92	81	81	72	59	-	

Based on noise emissions<sup>2</sup> from the above dog barking, two operating scenarios have been developed.

### SCENARIO 1 (S1) INSIDE

This scenario represents a period of ‘worst-case’ noise emissions for the facility operations. The scenario contains the dogs to be housed at the site contained within the purpose fitted facility. It allows for 10 dogs barking at the same time. It should be noted that this is an unlikely event as the dogs will be in constant supervision of a handler, which will limit any barking, particularly for prolonged periods.

Information provided, is that the dogs are to be kept inside the facility, only being let outside for toileting which occurs for a short duration. The above noise sources have been located inside the proposed site. Internal to external calculations have been conducted, based on the transmission of each component of the building i.e. roof, walls etc. The resultant external noise emissions were then used to calculate the noise level at the nearest noise sensitive receivers.

#### **SCENARIO 2 (S2) OUTSIDE**

This scenario represents one dog barking out in the open while out in the toileting area. This also is a conservative scenario, as the dogs are to be kept inside the facility.

The following input data as used in the calculations:

- Locality site plan, as shown on page 5 of this report; and
- Sound Power Levels, listed in Table 2.1.

Weather conditions for the modelling were as stipulated in the Environmental Protection Authority's "Draft Guidance for Assessment of Environmental Factors No.8 – Environmental Noise" and for the day periods are as listed in Table 2.2 below.

**TABLE 2.2 – Weather Conditions**

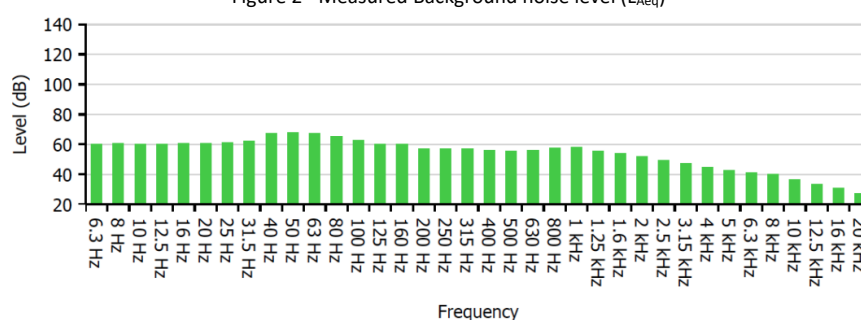
Condition	Day
Temperature	20°C
Relative Humidity	50%
Pasquil Stability Class	E
Wind Speed	4m/s*

\* From sources, towards receivers.

## **RESULTS**

Resultant background measurements conducted to establish the existing acoustical environment are shown below.

Figure 2 - Measured Background noise level ( $L_{Aeq}$ )



Calculated results have been summarised for ease of reporting, with the single receiver locations shown in Table 3.1 below. The  $L_{A1}$  parameter has been used due to the intermittent nature of dogs barking.

TABLE 3.1 – CALCULATED NOISE LEVEL RESULTS

Scenario	Description	Location	Calculated Noise Level, dB(A)
S1	10 Dogs Barking Inside	R1 – Commercial	41
		R2 – Commercial	41
		R3 – Commercial	39
		R4 – Commercial	38
		R5 – Residential	35
S2	1 Dog Barking Outside	R1 – Commercial	62
		R2 – Commercial	63
		R3 – Commercial	60
		R4 – Commercial	59
		R5 – Residential	50

## ASSESSMENT

The applicable adjustments to the calculated noise levels, in accordance with the *Environmental Protection (Noise) Regulations 1997*, are listed in Table 4.1. Based on calculated noise levels relative to the measured background noise levels, at the nearest premises, noise levels are not likely to contain “annoying” characteristics in accordance with the *Environmental Protection (Noise) Regulations 1997* for Scenario 1 (10 dogs barking inside). For Scenario 2 (one dog barking outside) noise emissions have been considered tonal, however, as the dogs are managed, the duration of barking will not be sufficient to contain other annoying characteristics in accordance with the Regulations.

TABLE 4.1 – APPLICABLE ADJUSTMENTS AND ASSESSABLE LEVEL OF NOISE EMISSIONS, dB(A)

Scenario	Receiver	Calculated Noise Level, dB(A)	Applicable Adjustments to Measured Noise Levels, dB(A)			Assessable Noise Level, dB(A)
			Where Noise Emission is Not Music			
			Tonality	Modulation	Impulsiveness	
S1	R1	41	-	-	-	41
	R2	41	-	-	-	41
	R3	39	-	-	-	39
	R4	38	-	-	-	38
	R5	35	-	-	-	35
S2	R1	62	+5	-	-	67
	R2	63	+5	-	-	68
	R3	60	+5	-	-	65
	R4	59	+5	-	-	64
	R5	50	+5	-	-	55

TABLE 4.2 – ASSESSMENT OF NOISE LEVELS

Scenario	Receiver	Assessable Noise Level, dB(A)	Applicable Time of Day	Applicable L <sub>A1</sub> Assigned Noise Level	Exceedance to Assigned Noise Level (dB)
S1	R1	41	Day	75	Complies
	R2	41			Complies
	R3	39			Complies
	R4	38			Complies
	R5	35		65	Complies
S2	R1	67		75	Complies
	R2	68			Complies
	R3	65			Complies
	R4	64			Complies
	R5	55		65	Complies

Well managed kennels that have adequate practices in place will limit noise emissions from dogs barking. This being the case, dog barking is restricted and is present for less than 10% of the time. Assessment against the L<sub>A1</sub> criteria has been used for the purpose of this study as it represents the most practical situation.

## CONCLUSION

The objective of this assessment was to establish noise levels attributable to the proposed dog care facility, particularly dogs barking and assess against the regulatory criteria.

Noise levels for periods of dogs barking at the nearest premises have been calculated to be 41 dB(A) for a scenario of 10 dogs barking at the same time, inside the facility and 63 dB(A) for one dog barking outside. This can be compared to the regulatory criteria where noise emissions are not to exceed 65 dB(A) at the nearest residence and 75 dB(A) at the neighbouring commercial premises. Hence compliance to the *Environmental Protection (Noise) Regulations 1997* is expected at all times during its operation.

I trust the above meets your requirements on the matter. Should you have any queries do not hesitate to contact our office.

Regards,

Ian Burman

**ACOUSTICS & AUDIO PRODUCTION**

***Member of the Australian Acoustical Society***











Scale in metres. Indicative only. Dimensions are approximate. All information contained herein is gathered from sources we believe to be reliable. However we cannot guarantee its accuracy and interested persons should rely on their own enquiries



11 Douglas Street, West Perth

**9.2 NO. 496 (LOTS: 145 - 146; D/P: 2630) CHARLES STREET, NORTH PERTH: CHANGE OF USE TO UNLISTED USE CAR WASH AND DETAILING (AMENDMENT TO APPROVED NUMBER OF WORKING STATION BAYS)****Ward:** North

- Attachments:**
1. Consultation and Location Map [↓](#) 
  2. Development Plans [↓](#) 
  3. Applicant Justification [↓](#) 
  4. 2011 Council Approval Minutes [↓](#) 
  5. 2019 Council Approval Minutes [↓](#) 
  6. 2019 Council Approved Plans [↓](#) 
  7. Summary of Submissions - Administration's Response [↓](#) 
  8. Summary of Submissions - Applicant's Response [↓](#) 
  9. Acoustic Report [↓](#) 
  10. Noise and Operational Management Plan [↓](#) 
  11. Transport Impact Statement [↓](#) 
  12. 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 to amend development approval 5.2019.121.1 for a Change of Use to Unlisted Use Car Wash and Detailing (Amendment to Approved Number of Working Station Bays) at No. 496 (Lots: 145-146; D/P: 2630) Charles Street, North Perth, granted on 23 July 2019, by deleting all conditions and replacing them with the following, with the associated determination advice notes in Attachment 12:

**1. General**

- 1.1 The development shall comply with the definition of Motor Vehicle Wash as set out in the City of Vincent Local Planning Scheme No. 2;
- 1.2 All activities associated with the use shall be contained wholly within Lots 145 and 146 shown on the Approved Plan; and
- 1.3 No vehicles are to be parked or material stored in the access ways shown with directional arrows on the Approved Plans at any time;

**2. Hours of Operation**

- 2.1 The hours of operation of the use are limited to:
  - 8:00am to 7:00pm Monday to Thursday;
  - 8:00am to 5:00pm Friday; and
  - 9:00am to 5:00pm Weekends and Public Holidays; and
- 2.2 The use shall not operate on Christmas Day, Good Friday or Anzac Day;

**3. Working Station Bay Use**

- 3.1 The use must at all times be carried out in accordance with the approved Proposed Site/Floor Plan stamped as having been received by the City on 7 July 2022 (Approved Plan);
- 3.2 The development shall comprise of a maximum of six working station bays, comprising of one (1) wash bay and five (5) final touch up bays; and

- 3.3 Vehicles must only be washed or touched-up on the property in a bay shown on the Approved Plan as being provided for that purpose;

4. Acoustic Report

- 4.1 The use must at all times operate in compliance with the Environmental Acoustic Assessment by Herring Storer Acoustics dated June 2022 and stamped as having been received by the City on 7 July 2022 (Report). All recommended measures in the report shall be undertaken in accordance with the report to the City's satisfaction; and
- 4.2 All Vacuum Units and Air Compressors used on the property must be located inside the building on the property and in the location shown on the plan attached to the Report;

5. Noise and Operational Management Plan

- 5.1 The use shall at all times operate in compliance with the Noise and Operational Management Plan (NAOM Plan) stamped as having been received by the City on 13 October 2022;
- 5.2 The operator of the development must maintain a 'Complaints Register' in accordance with the 'Complaints Management' process in the NAOM Plan;
- 5.3 Complaints about the development's operations must be dealt with in accordance with the 'Complaints Management' process set out in the NAOM Plan; and
- 5.4 The bays shown on the Approved Plan must be used in accordance with the 'Allocated Bays – Description of Works' set out in the NAOM Plan;

6. Prior to Use of Additional Working Station Bays

- 6.1 Prior to the first use of the three additional working station bays:
- 6.1.1 Works shall be undertaken to contain the Vacuum Units and Air Compressors inside the building on the property and in the location shown on the Approved Plans; and
- 6.1.2 Line marking and directional signage shall be updated on site to align with the movement of vehicles within the development site, as marked in the Transport Impact Statement received by the City on 17 January 2022;

7. Building Design

- 7.1 All external fixtures, such as television antennas (of a non-standard type), radio and other antennas, satellite dishes, external hot water heaters, air conditioners, and the like, shall not be visible from the street(s), shall be designed integrally with the building, and shall be located so as not to be visually obtrusive from Charles Street;
- 7.2 Doors and windows and adjacent floor areas fronting Charles Street shall maintain an active and interactive relationship with this street. 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 are prohibited; and
- 7.3 All signage is to be in strict accordance with the City's Local Planning Policy: Signs and Advertising, unless further development approval is obtained; and

8. Street Trees

No street verge tree(s) shall be removed. The street verge tree(s) shall be retained and protected from any damage including unauthorized pruning.

**PURPOSE OF REPORT:**

To consider an application for development approval to amend a previous approval for a change of use to Unlisted Use Car Wash and Detailing (Amendment to Approved Number of Working Station Bays) at No. 496 Charles Street, North Perth (subject site).

**PROPOSAL:**

A car wash and detailing service has operated at the subject site for the past decade. Development approval for the use was granted by Council at its Ordinary Meeting of 11 October 2011, included as **Attachment 4**, and an amendment to this development approval was approved by Council on 23 July 2019, included as **Attachment 5**.

The car wash and detailing service currently operates in accordance with Condition 2 of the current amended approval:

2. *The car wash and detailing use shall be limited to a maximum of three working station bays. Any increase in the number of work station bays or change of use of the subject land use shall require a separate Development Approval to be applied to and obtained by the City;*

Number of Working Station Bays

The development plans approved by Council in 2019 are included in **Attachment 6** and the location and use of the three existing working station bays is as follows:

- Wash Bay: Located within the existing garage, cars are hand washed with the assistance of a high pressure hose to remove dirt and grime, with gloss treatments applied to the tyres. Cars are within the wash bay for between 10 and 20 minutes and worked on by one to two staff members.
- Vacuum Bay: Located within the existing garage the internal cleaning of the vehicles is carried out with the use of vacuums. The cars are in the vacuum bay for between 10 and 20 minutes and worked on by one staff member.
- Final Touch-up Bay: Cars are hand dried and a compressed air hose is used to remove water marks and drips. Cars are within the final touch up bay for between 15 and 25 minutes and worked on by one to two staff members.

The proposed development plans are included as **Attachment 2** and seek to increase the number of working station bays from three to six. The proposed location and use of the six working station bays would be as follows:

- Wash Bay 1: Located within the existing garage structure at the rear of the site. Dirt and grime would be removed from the cars with a high pressure hose. Cars would be within the wash bay for between 10 and 20 minutes and worked on by one to two staff members.
- Final Touch-up Bays 1-4: Located external to the building and would operate under the existing shade sails of the site. The bays would be used for the external and internal cleaning of the vehicles through the use of chamois, vacuums and compressed air hose. Cars would be within the finishing bays for between 15 and 25 minutes and worked on by two staff members. The final touch up bays would also be used as holding bays of cars as they transition from the wash bay.
- Final Touch-up Bay 5: Located within the existing garage structure at the rear of the site. The bay would be used as a parking / holding bay for vehicles before they transition to the wash bay. The applicant has indicated that in times of poor weather the bay would be used for final touch up services, as above, with use of the chamois, vacuums and compressed air hoses.

Operational Changes

The applicant has included written justification in support of the proposal, which is included in **Attachment 3** and outlines the following:

- The proposed amendment is being sought to address current issues with the queuing of vehicles on site, as tasks undertaken within the final touch up bay take longer than the tasks being undertaken in the other bays creating a 'bottleneck' of vehicles.



- To address this issue, three additional final touch up bays are proposed, all located outside and after the wash bay. The four final touch up bays would be serviced by two staff members, and each staff member would work on an individual car so that tasks are streamlined. The remaining final touch up bays effectively become holding bays in the event that a car is washed faster than expected, allowing it to move out to a holding area before a staff member can move onto undertaking final touch up tasks.
- By spreading the two staff members out onto individual final touch up bay stations, the final touch up tasks would take a similar amount of time as the wash bay tasks and therefore the previous bottleneck would be removed. Amendments to the approved number and use of the working station bays are sought to achieve increased efficiency and management for the processing of cars at the Motor Vehicle Wash.
- The former dedicated vacuum bay has been removed and all vacuum activities would be undertaken in final touch up bays 1 – 5. The vacuum units and air compressor would all be located inside the building and piped out to the final touch up bays to reduce the extent of noise generated.
- There are no changes to the previously approved operating hours or staff numbers for the Motor Vehicle Wash proposed as part of this application.

The applicant has submitted an updated Acoustic Report and Noise and Operational Management Plan reflecting the proposed operational changes which are included in **Attachment 9** and **Attachment 10** respectively.

#### BACKGROUND:

<b>Landowner:</b>	Frank Tomsic, Dragan Kapinkoff, Edward Tomsic
<b>Applicant:</b>	Element Advisory Pty Ltd
<b>Date of Application:</b>	12 January 2022
<b>Zoning:</b>	MRS: Urban LPS2: Commercial
<b>Built Form Area:</b>	Transit Corridor
<b>Existing Land Use:</b>	Unlisted Use (Car Wash and Detailing)
<b>Proposed Use Class:</b>	Motor Vehicle Wash
<b>Lot Area:</b>	920m <sup>2</sup>
<b>Right of Way (ROW):</b>	Yes – 5.0 metres
<b>Heritage List:</b>	Not applicable

#### Site Context

The subject site consists of two separate lots on a multi-lot title, Lot 145 and Lot 146, is zoned Commercial under the City's Local Planning Scheme No. 2 (LPS2) and is located within the Transit Corridor built form area under Policy No. 7.1.1 – Built Form (Built Form Policy).

The adjoining properties to the north and south of the subject site are also zoned Commercial under LPS2 and are currently used for Motor Vehicle Repair (Auto Masters) and Recreation - Private (dance school). The properties on the opposite side of Charles Street to the west are zoned Residential R60 – R100 under LPS2 and within the Transit Corridor built form area under the Built Form Policy.

The subject site abuts Docket Lane to the east. The adjoining properties on the opposite side of Docket Lane are zoned Residential R30/R40 under LPS2 and are within the Residential built form area under the Built Form Policy.

A 3.66 metre portion of the subject site is within the Charles Street Planning Control Area 167 (PCA167). PCA167 is intended to ensure that no development occurs on this land which may prejudice development and widening of Charles Street until reserved under the Metropolitan Region Scheme (MRS).

The surrounding development context currently consists of low density residential dwellings and commercial businesses.

A location map of the site and surrounding context is provided in **Attachment 1**.

Previous Approvals History

Date	Application Details
11 October 2011	<p>Council granted conditional approval for a Change of Use to Unlisted Use (Car Wash and Detailing) and Associated Alterations and Additions at the subject site.</p> <p>The minutes of the 11 October 2011 Ordinary Council Meeting are included in <b>Attachment 4</b>.</p>
23 July 2019	<p>An application to amend the 2011 approval was approved by Council. The application sought to increase the operating hours for the Motor Vehicle Wash from Monday to Thursday for an additional two hours each day, and reduce operating hours on Fridays, weekends and public holidays by 30 minutes. No changes were proposed to the built form or land use classification.</p> <p>New Conditions were imposed which required the development to operate in accordance with an acoustic report and noise and operational management plan to mitigate amenity impacts on adjoining properties.</p> <p>The minutes of the 23 July 2019 Ordinary Council Meeting are included in <b>Attachment 5</b>.</p>

Land Use Classification

The initial 2011 development application was approved under Town Planning Scheme No. (TPS1), which did not include a land use definition for Motor Vehicle Wash. The application was assessed as an Unlisted Use (Car Wash and Detailing) because no land use definition was able to be applied in accordance with those set out in TPS1.

The City's LPS2 was adopted on 16 May 2018 and included a land use definition for motor vehicle wash, "*premises primarily used to wash motor vehicles*".

The 2019 amended development application was approved under LPS2 but the land use classification remained as Unlisted Use Car Wash and Detailing because it was an amendment to a previous approval rather than a new proposal under LPS2.

The current development application has been described as Change of Use to Unlisted Use Car Wash and Detailing (Amendment to Approved Number of Working Station Bays) accordingly.

Previous Noise and Compliance Investigations

Since this matter was presented to Council on 11 October 2011, the City has pursued five compliance investigations in relation to the operations of the business at the subject site to assess compliance with the existing development approval. Compliance investigations have related to the operations of the Motor Vehicle Wash outside of the approved operating hours and the use of the approved bays on site.

Compliance

The City has undertaken regular inspections of the business, and has also met with the business owner/operator and the owners and occupiers of nearby residential properties to discuss noise and operational issues for the business.

Between 2018 and July 2021, six breaches of the approved operational hours were observed. This resulted in six Planning Infringement Notices (PIN) being issued to the operator of the business. Numerous regular inspections were conducted in 2021, at certain times the number of inspections were intensified.

The amended development application approved in 2019 included new conditions for the submission and implementation of an acoustic report and management plan to ensure that adequate site, noise and complaints management would be in place for the operation of the business. The management plan and acoustic report form part of the documents which can and have been reviewed and enforced by the City's Compliance team.

*Noise*

Following approval of the revised operating hours in 2019, the City received concerns from neighbouring residential properties relating to the business operating outside of the approved operating hours and consequential amenity impacts.

The City's Environmental Health Officers undertook high level sound level measurements on 31 August 2021 from the business to determine if unreasonable noise was occurring and to help inform the City on future assessment of acoustic reporting. Measurements found the activities (including use of the pressure washer, vacuum and air-hose) complied with the applicable criteria in accordance with the *Environmental Protection (Noise) Regulations 1997*.

**DETAILS:****Summary Assessment**

The table below summarises the planning assessment of the proposal against the provisions of the LPS2, Policy No. 7.7.1 – Non Residential Development Parking Requirements (Non Residential Parking Policy) and Policy No. 7.5.21 – Sound Attenuation (Sound Attenuation 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	Previously approved	Requires further Discretion
Land Use		✓	
Parking		✓	
Operating Hours		✓	
Noise Attenuation	✓		

**Detailed Assessment**

Although the proposal satisfies the planning elements of the applicable planning framework, planning approval is required because the proposal seeks to modify the Conditions of the previously approved development application which required discretion.

The acceptability of the proposal and the amendments to the Motor Vehicle Wash are discussed in the Comments section below.

**CONSULTATION/ADVERTISING:**

Community consultation was undertaken for the proposal in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations)* for a period of 14 days from 25 July 2022 to 7 August 2022.

The method of consultation included a notice on the City's website and 25 letters being sent to all owners and occupiers adjoining the subject site. Additional Charles Street and Doris Street properties were included in the community consultation radius as they were assessed in the noise and traffic modelling submitted by the applicant in support of the proposal. The extent of community consultation is shown in **Attachment 1**.

The City received a total of four submissions, including three objections and one support. A key concerns raised were as follows:

- The expansion of the car wash would be more aligned with the facilities found in light industrial areas, not abutting residential properties. Other car wash's operating within the City of Vincent have a buffer of commercial properties providing separation from residential development. Suggestion that a noise wall be installed at the rear of the site abutting Docket Lane to address residential amenity concerns.
- The operator and business has demonstrated a consistent non-compliance with approved conditions and management of their site, and this is expected to continue.
- Increased number of working station bays and volume of customers would increase the use of the high-pressure washing machinery which is the primary source of the noise amenity impact.

- The applicant's traffic management report is based on current parking and traffic information provided by the business operator and has not been verified by the Council to consider how the increased number of working station bays would impact traffic to the site.
- The business already uses Docket Lane and neighbouring commercial properties for overflow parking as the number of vehicles being washed is not able to be contained within the site. This is not noted or addressed in the applicant's traffic management report or written submissions.
- The applicant's acoustic report does not accurately address and assess the noise and vibration from the current operations and machinery for the car wash. Disagree that noise generated from the premises would remain compliant with the increased number of working station bays.
- The acoustic report from the previous 2019 development application stated that 15 to 20 cars would be processed each day and high pressure hoses would be used for less than 10 percent of the time. The applicant's transport impact statement is based on 50 cars being processed each day which is not consistent with the number stated in the acoustic report and measurements.

A summary of all submissions received across the consultation period and Administration's response is included in **Attachment 7**. The Applicant's response to submissions is included in **Attachment 8**.

#### **Design Review Panel (DRP):**

Referred to DRP: No

#### **LEGAL/POLICY:**

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *Environmental Protection (Noise) Regulations 1997*;
- City of Vincent Local Planning Scheme No. 2;
- Community and Stakeholder Engagement Policy;
- Policy No. 7.5.21 – Sound Attenuation;
- Policy No. 7.7.1 – Non Residential Development Parking Requirements; and
- Policy No. 4.1.22 – Prosecution and Enforcement.

#### *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 application is being referred to Council for determination in accordance with the City's Register of Delegations, Authorisations and Appointments. This is because the delegation does not extend to applications to amend a development approval that was determined by Council that would change the impact of any condition imposed.

#### **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 Environmentally Sustainable Design Provisions of the City's Built Form Policy, which is informed by the key sustainability outcomes of the City's Sustainable Environment Strategy 2019-2024 are not applicable to this proposal. This is because the application does not propose to modify the existing building on site.

**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 financial or budget implications from this report.

**COMMENTS:**

Administration's comments in respect to each of the relevant matters associated with the amendments to the working station bays are provided below.

Car Parking and Traffic

The number of dedicated on-site car parking spaces is proposed to remain unchanged from the previous approvals, with one bay for use by staff provided in the primary street setback area.

The application proposes to increase the number of previously approved working station bays from three to six to improve the efficiency of the business operations, addressing existing queuing and bottlenecking issues caused because tasks undertaken within the final touch up bay take longer than the tasks being undertaken in the other bays.

*Community Consultation Outcomes*

Concerns were received during the consultation period in relation to the impact of the additional traffic that would be generated by the increased number of working station bays as well as the continued use of Docket Lane and neighbouring properties for overflow parking when the number of cars being washed cannot be accommodated on the subject site.

*Applicant's Transport Impact Statement (TIS)*

The applicant has submitted a TIS prepared by Transcore in support of the proposed increase to the number of work station bays which is included in **Attachment 11** and outlines the following:

- The proposed increase in the number of external finishing bays would streamline the car wash and detailing process by creating improved internal traffic flows and reducing patron wait times.
- The existing development typically generates between 40 and 50 total daily movements in and out of the site, equating to between 20 and 25 vehicles. No additional vehicle trips are expected as part of this proposal and there would be no traffic impact on the surrounding road network.
- The site is currently serviced by one vehicle access point to Charles Street which would remain unchanged.
- The application would not result in any increase to existing waste generation on-site. Waste collection would continue to be undertaken in accordance with the current practises.
- The subject site has good accessibility to existing public transport, walking and cycling infrastructure.

*Administration Comments*

The proposed modifications to the previously approved on-site operations would result in improved efficiency of processing vehicles and would not result in additional traffic or on-site car parking demand that would have an adverse impact on the amenity of the surrounding area, for the following reasons:

- Traffic Generation: The applicant's TIS identifies that the development currently generates between 40 and 50 vehicle movements each day which includes both customers and staff, equating to between 20 and 25 cars. The TIS is consistent with the applicant's acoustic report submitted with the previous development application in 2019 which was premised on between 15 and 20 cars being washed per

day. The proposal would not result in a significant increase in the amount of traffic generated by the business and the traffic that is generated would continue to be appropriate for Charles Street which is designated as a primary distributor road.

- **Number of Wash Bays:** The number of wash bays is a significant limiting factor when assessing the potential scale and intensity of the commercial business. The number of wash bays is proposed to remain unchanged from the previous approval at one bay.
- **On-Site Parking Provision:** The one existing on-site car parking space is proposed to remain unchanged from the previous approval and would be available for use by staff, no additional staff numbers are proposed. The provision of no dedicated on-site bays for customers would continue to be acceptable because the existing business model would remain unchanged, where customers drop off their vehicle and then wait in the on-site waiting areas while the vehicle is processed. On-site car parking provision has already been maximised and it would not be possible to accommodate any additional bays which meet the dimension and manoeuvring requirements of the Australian Standards (AS2890.1).
- **Vehicle Access Arrangement:** The existing arrangement with vehicles entering and exiting the subject site via Charles Street are proposed to remain unchanged from the previous approval. Docket Lane is located to the rear of the subject site and is not currently, or proposed to be, used for car parking or vehicle access. It is recommended that a new Condition be imposed requiring updated directional signage and line marking to be implemented on-site in accordance with the proposed plans.
- **Off-Site Parking Impacts:** Submissions were received during the community consultation period alleging that cars are currently, and would continue to be, parked off-site due to a lack of on-site car parking spaces. The applicant has confirmed that two of the four external working station bays would be available for use as holding bays between the wash and final touch up bays. The additional working station bays would increase the number of vehicles which are able to be accommodated on site at any given time and reduce the likelihood of customers waiting off-site due to an operational bottleneck.
- **Management of Customer Vehicles -** The applicant has submitted an updated Noise and Operational Management Plan which is included in **Attachment 10**, outlining that if a customer was to enter the site when all working station bays are occupied they would speak to a staff member who would advise them to come back at a later time. It is recommended that a Condition continue to be imposed which requires the business to operate in accordance with the approved Noise and Operational Management Plan.
- **Alternate Modes of Transport:** Alternate modes of transport including public transport, cycling and walking would continue to be available for use by staff.

### Noise and Operational Management

#### *Community Consultation Outcomes*

Concerns were received during the consultation period in relation to the potential for noise impacts on surrounding residential properties due to increased use of machinery required as a result of the three additional working station bays. Concerns were also raised in relation to the accuracy and reliability of the acoustic report findings.

#### *Applicant's Acoustic Report*

The application has submitted an Acoustic Report prepared by qualified acoustic consultant Herring Storer Acoustics in support of the proposed increase to the number of working station bays which is included in **Attachment 9** and outlines the following:

- Noise measurements were taken to determine the current noise from the three existing working stations bays based on their use and location.
- New noise level measurements were taken to ascertain the overall noise impacts of the Motor Vehicle Wash once the proposed changes to on-site operations commence.
- The reconfigured car wash facility would have no adverse impacts on the surrounding area, due to the location of activities and equipment being housed internally to the building, which has reduced the overall noise levels at the site.
- Noise levels from the car wash and machinery would be at their greatest within the confines of the subject lot, and would reduce to a noise level which meets the *Environmental Protection (Noise) Regulations 1997* when they reach Docket Lane and the adjacent residential dwellings.

### *Administration Comments*

The scope of acoustic considerations is limited to the three additional bays which would be operating at any one time for the car wash.

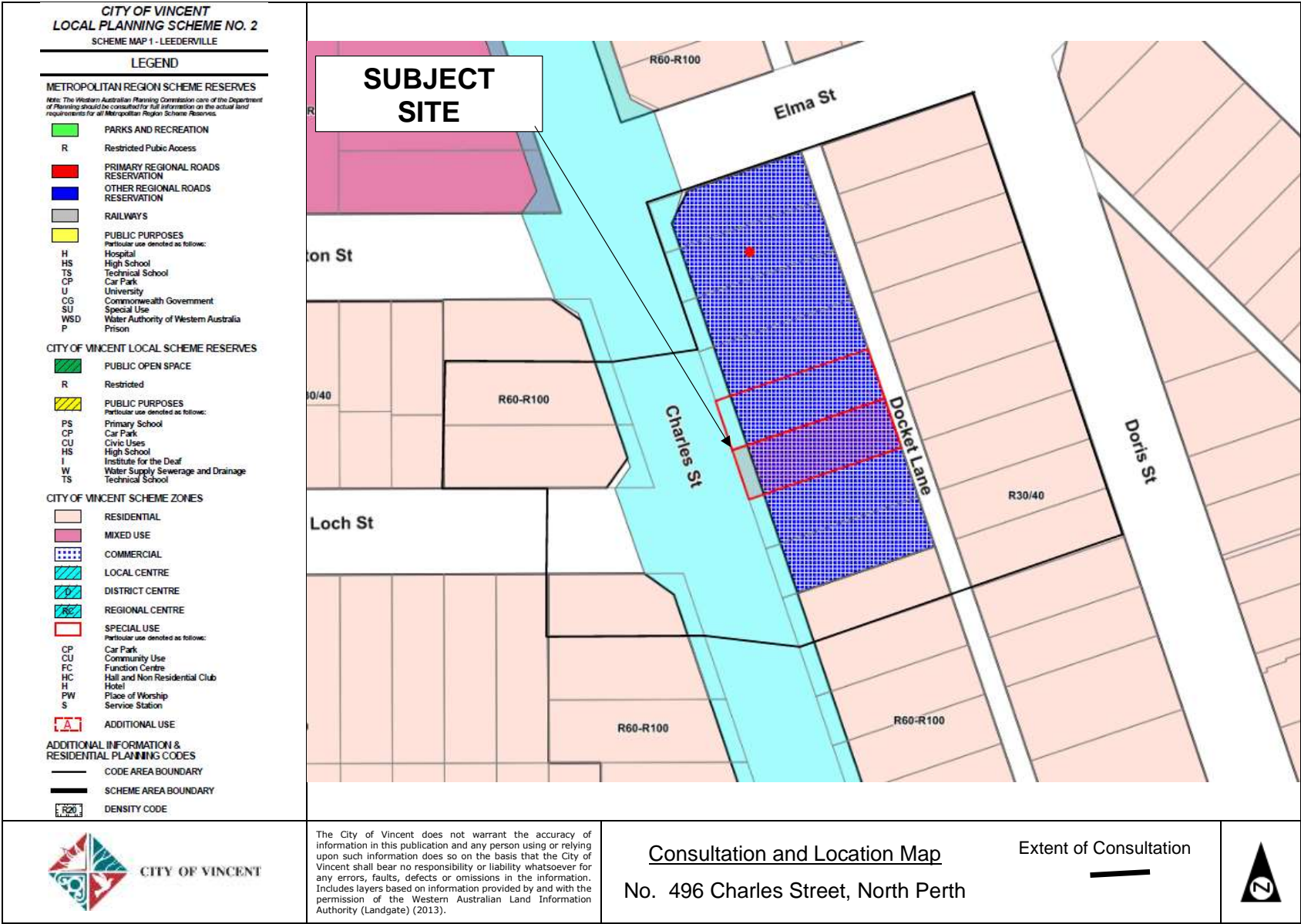
Acoustic Report identifies that as a manual car wash, noise received at the neighbouring residences to Docket Lane at the rear need to comply with the *Environmental Protection (Noise) Regulations 1997*.

The proposed modifications to the previously approved on-site operations would not result in additional noise that would have an adverse impact on the amenity of the surrounding area for the following reasons:

- **Acoustic Report Findings:** The noise modelling undertaken for the premises was assessed on a worst case scenario basis from noise generated by both the vacuum and high pressure hoses during the existing operating hours. The acoustic report has been reviewed by the City Environmental Health Officers who are satisfied the proposal clearly demonstrate that the additional working station bays and their associated operations and machinery would be in compliance with the *Environmental Protection (Noise) Regulations 1997*. It is recommended that a Condition be imposed which requires the business to operate in accordance with the acoustic report at all times.
- **Operational Modifications:** The acoustic report and noise and operational management plan identify the relocation of the vacuums mechanical units inside the existing garage structure, previously located external to the building. The units would now be 'piped' from the enclosed shed, resulting in a reduction to the current noise generation from the site. It is recommended that a Condition be imposed to secure this outcome. The acoustic report confirms that no physical modifications to the premises, such as changes to floor or wall coverings, closure of doors or noise walls would be required to attenuate the noise. This is because the assessed noise from the car wash noise generating equipment (pressure hoses and vacuums) would operate at a tonality and noise which would comply with the *Environmental Protection (Noise) Regulations 1997*.
- **Noise and Operational Management Plan:** The previously approved Noise and Operational Management Plan has been updated to reflect the proposed operational changes and is included in **Attachment 10**. It is recommended that a Condition be imposed which requires the business to operate in accordance with the updated Noise and Operational Management Plan at all times.
- **Amenity of Surrounding Properties:** The revised acoustic report and operational management plan submitted as part of this application provide assurance to both the City and neighbouring properties that the additional working bays and associated management measures implemented would be effective in mitigating the impact of noise so as to not adversely impact the amenity and comfort of surrounding properties.

### Conditions of Approval

To reduce the complexity of the decision notice and allow greater ease of reference in the future, it is recommended that all existing Conditions be deleted and a new set of Conditions which encompasses both existing and proposed requirements be imposed.





SUBJECT SITE



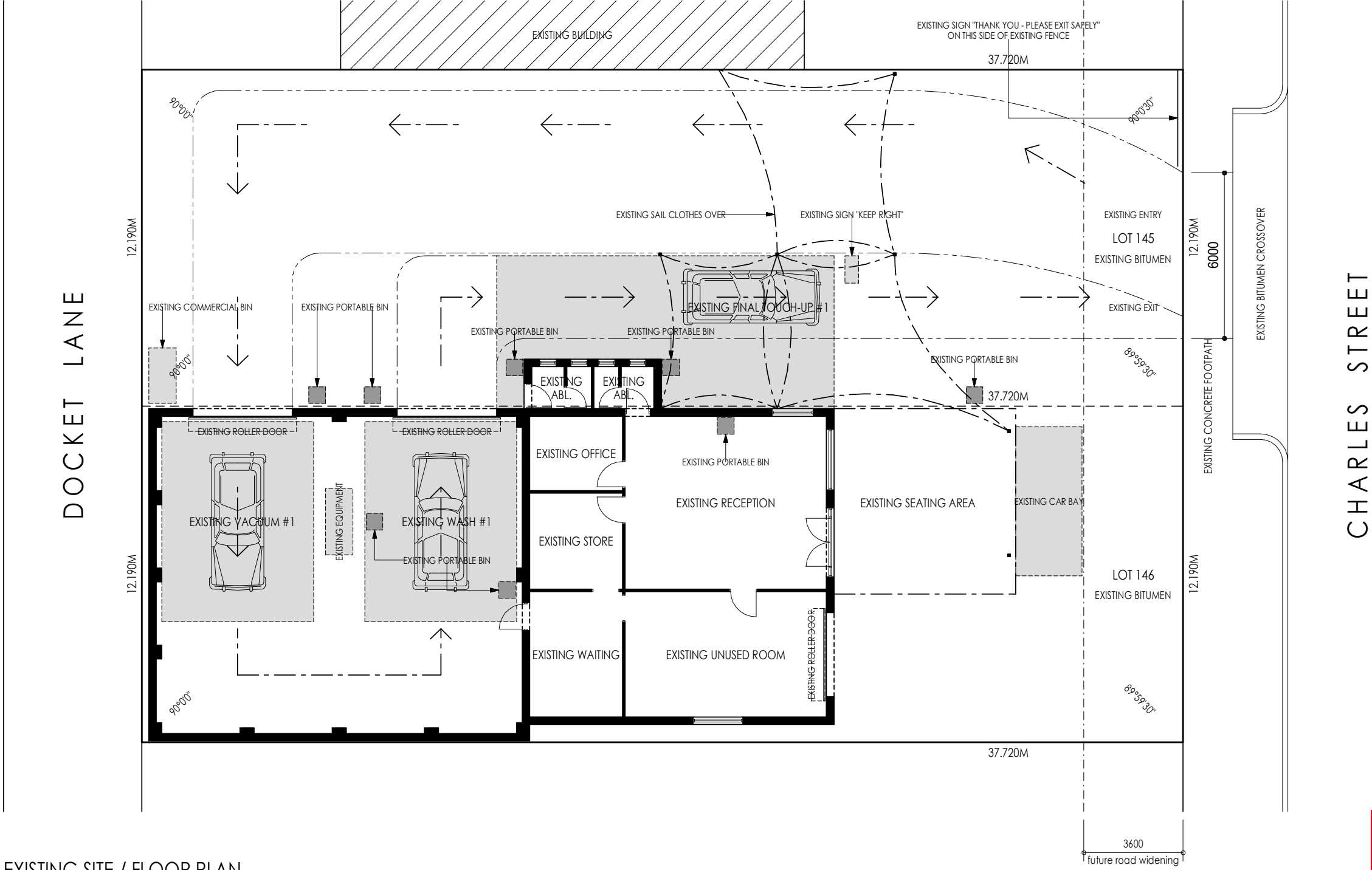


CITY OF VINCENT

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No. 496 Charles Street, North Perth





EXISTING SITE / FLOOR PLAN  
SCALE 1:150

CITY OF VINCENT  
RECEIVED  
7 July 2022



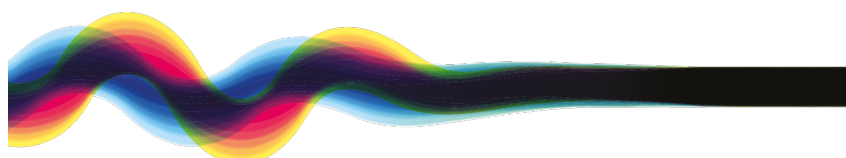
**KEVIN RAYKOS DESIGNS**  
Building Design & Drafting Services  
Residential | Commercial | Industrial

**ECO SPRAY CAR WASH - LOT 145 & 146 (#496) CHARLES STREET, NORTH PERTH WA 6006 - City of Vincent**

Job #: 21-24 | Sheet #: A01 | Scale: As Shown @ A3 | Date: 15/12/2021 | Drawing: sk-06 | Issued for COMMENTS  
All dimensions are in millimetres and shall take preference to scaling | Check all dimensions prior to commencement of works

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**element.**

Our Ref: 21-608

4 July 2022

Chief Executive Officer  
City of Vincent  
99 Loftus Street  
Leederville WA 6007

Attention: Natasha Trefry – Urban Planner

Dear Natasha,

**AMENDED DEVELOPMENT APPLICATION: PROVISION OF ADDITIONAL CAR WASH  
FINAL TOUCH UP BAYS AT LOTS 145 AND 146 (NO.496) CHARLES STREET, NORTH  
PERTH**

Further to our recent correspondence, **element** is pleased to submit the following application to amend the original planning approval associated with the Eco Spray Car Wash Cafe (the Car Wash), which operates from Lots 145 and 146 (No. 496) Charles Street, North Perth (the subject site). This application seeks to amend minor aspects of the original planning approval (DA-5.2011.395.1) to allow the Car Wash to operate in a more efficient manner for customers and staff.

The minor changes seek to include an additional three (3) final touch up bays and the conversion of the existing vacuum bay to a final touch up bay. This letter provides an overview of the subject site, the proposed additional final touch up bays, and an assessment against the applicable planning framework.

In accordance with the City of Vincent (the City) requirements for the lodgement of an amendment to a development application, please find enclosed the following:

- A completed and signed Application for Development Approval Form and Metropolitan Region Scheme (MRS) Form 1;
- A copy of the current Certificate of Title;
- Development plans to scale;
- Supporting acoustic report and traffic impact statement; and
- The following explanation of the proposal with justification provided where applicable.

The application fee required for an amendment to an existing planning approval will be paid on lodgement as the application electronically.

**Site Details**

The subject site has an overall land area of 920m<sup>2</sup> and has direct frontage to Charles Street. The subject site is currently leased by the Car Wash from the landowners of the subject site. The surrounding context includes similarly scaled commercial development to the north and south, residential properties to the east and separated by an existing laneway.

The particulars of the Certificate of Title are summarised in Table 1 below.

Level 18, 191 St Georges Terrace, Perth Western Australia 6000 - PO Box 7375 Cloisters Square, Perth Western Australia 6850  
T. (08) 9289 8300 E. hello@elementwa.com.au W. elementwa.com.au



**Table 1 – Certificate of Title**

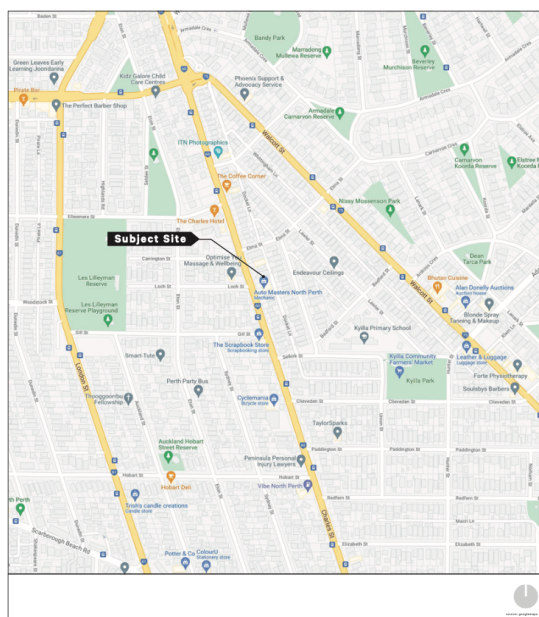
Lot No.	Street Address	Plan	Volume/Folio	Owner
145 and 146	No. 496 Charles Street, North Perth	2630	1354/815	Frank Tosmik Edward Tomsic Dragan Kapinkoff

*Refer to Figure 1 – Location Plan*

*Refer to Figure 2 – Aerial Photograph*

*Refer to Figure 3 – Site Plan*

*Refer to Appendix A – Certificate of Title*

**Figure 1 – Location Plan**

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**Figure 2 – Aerial Photograph****Figure 3 – Site Plan**



#### Heritage

A desktop search of the Department of Planning, Lands and Heritage's (DPLH) Aboriginal Heritage Inquiry System indicates that the subject site is within the curtilage of a Registered Site of Aboriginal cultural heritage significance (3738). The listing refers to Dog Swamp and is likely to result from the subject site's reasonably close proximity (850m) to the swamp site. Given that the subject site is already developed, and the proposed amendment will not require any site works, further investigation is not warranted.

Searches of the Heritage Council's State Heritage Register and the City's records indicate that there are no places of European cultural heritage significance on the subject site.

#### Acid Sulphate Soil Risk

A desktop search of the Department of Water and Environmental Regulation (DWER) Acid Sulphate Soil Risk Map, Swan Coastal Plain, indicates the subject site is not impacted on by any identified acid sulphate soils.

#### Contaminated Sites

A desktop search of the DWER Contaminated Sites Database indicates that the lots subject of this application are not within areas designated as contaminated.

#### **Background**

The current operation of a car wash at the subject site was approved unanimously by Council at its meeting held on 11 October 2011. The application was approved as a 'Unlisted Use (Car Wash and Detailing)' under the City's previous Local Planning Scheme No.1. Since 2011, the subject site has continued to operate successfully as a car wash facility and now seeks minor amendments to improve the overall operational efficiency of the service provided to its customers.

#### **Development Proposal**

This application seeks to modify condition 4 of the existing approval to allow an increased number of touch up bays to form part of the Car Wash operations.

Condition 4 of the original approval reads as follows:

4. *The car wash and detailing use shall be limited shall be limited to a maximum of three (3) work station bays. Any increase in the number of work station bays or change of use for the subject land shall require a separate Planning Approval to be applied to and obtained from the City.*

To allow the Car Wash to operate in a more efficient manner, an additional three (3) work station bays are required at the subject site. These bays will locate to the immediate south and east of the existing 'final touch-up bay' that is located under the shade sails to the south of the primary building at the subject site.

The proposed work station bays are shown in the development plans at Appendix B.

The works proposed to occur within the final touch-up bays in order is as follows

- Vacuuming of the interior;
- Cleaning of the vehicle windows;
- Interior wipe down all trims with utilisation of a pressurized air hose; and
- Chamois dry vehicle, dry door jambs and rims.

Proposed final touch-up bay No.5 is located within the eastern most portion of the building and will

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replace the existing vacuum bay in this location. This space is allocated within the proposed development plans as it is intended to be used during periods of rain, when the external touch-up bays are not able to be used.

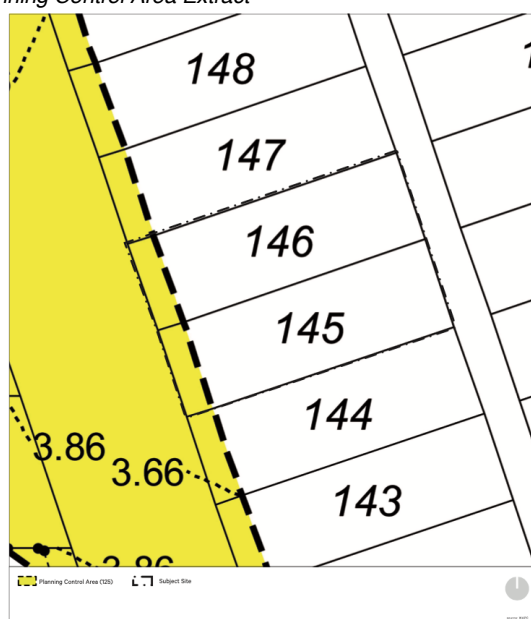
*Refer To Appendix B – Development Plans*

### **Planning Framework and Assessment**

#### Planning and Development Act 2005 Development Approval Requirements

The subject site partially locates within Planning Control Area No. 125 (PCA 125). The declaration of PCA 125 allows for the future road widening of Charles Street. The proposed development does not seek to undertake any development within PCA 125, with all existing access and egress arrangements to the subject site remaining unchanged.

*Refer to Figure 4 – Planning Control Area Extract*



**Figure 4 – Planning Control Area Extract**

#### Metropolitan Region Scheme

Under the Metropolitan Region Scheme (MRS) the subject site is zoned 'Urban' which is an appropriate zoning for a car wash and detailing premises.

*Refer to Figure 5 – Metropolitan Region Scheme Extract*



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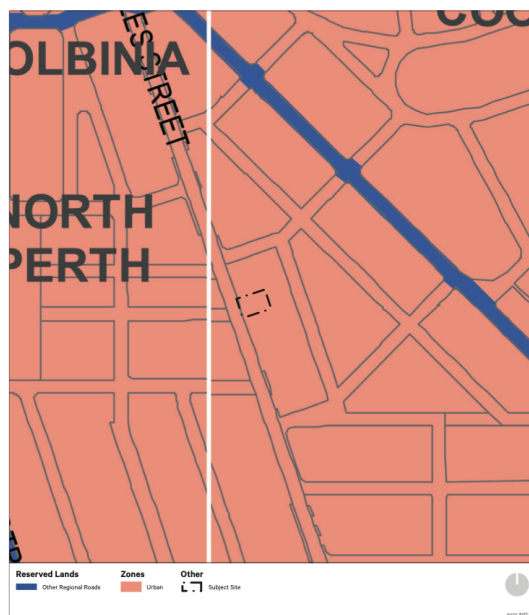


Figure 5 – Metropolitan Region Scheme Extract

City of Vincent Local Planning Scheme No.2

The subject site is zoned 'Commercial' under the City's Local Planning Scheme No.2 (LPS2). The existing operation was previously considered as an unlisted use under the City's previous Local Planning Scheme No. 1, where it was considered to be appropriate within this location. Under the City's LPS2, the existing use is considered to fall within the definition of a 'motor vehicle wash', which is defined as follows:

*"Motor vehicle wash means premises used to sell or hire motor vehicles, boats or caravans"*

A motor vehicle wash is a discretionary ('D') land use within the Commercial zone, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval. In this respect, the continued operation of the Car Wash is considered to be appropriate in this location, with an assessment of the land use provided against the Commercial zone objectives below.

**Table 2 – Commercial Zone Objectives Assessment**

Zone Objectives	Proposal Response
To facilitate a wide range of compatible commercial uses that support sustainable economic development within the City.	The existing operation locates alongside a number of other motor vehicle related services. This application will allow for the continued use of the site as a car wash, retaining a successful business within the locality that provides a service to the area.
To ensure development design incorporates sustainability principles, with particular regard to waste management and recycling and including but not limited to solar passive design, energy efficiency and water conservation.	The proposal simply seeks minor amendments to original approval to assist in operational efficiencies on site. No changes to the existing waste management or sustainable design elements of the previous approval are being undertaken.
To maintain compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.	The proposal simply seeks minor amendments to the previous approval with no new structures or alterations proposed.

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<p>To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality.</p>	<p>As previously outlined the proposal simply seeks minor amendments to the previous approval with the scope of works proposed to occur onsite remaining unchanged. Additionally, the proposed amendments are supported by an acoustic report and traffic impact statement, which can be referred to at Appendix C and Appendix D.</p> <p>The supporting technical reports reveal that the proposed changes will have no detrimental impacts on the surrounding area and importantly will not impact the adjoining residential properties to the east.</p> <p>Refer To Appendix C - Environmental Acoustic Assessment</p> <p>Refer To Appendix D – Traffic Impact Statement</p>
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Refer to Figure 6 – Local Planning Scheme No.2 Extract

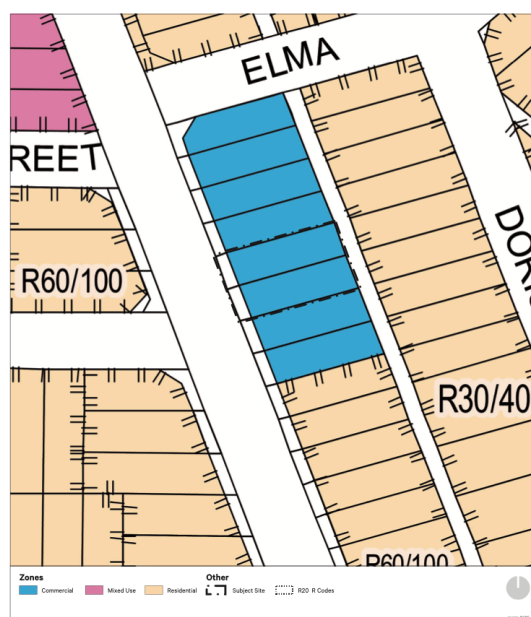


Figure 6 – Local Planning Scheme No.2 Extract

#### Local Planning Policy 7.1.1 – Built Form

The City's Local Planning Policy 7.1.1 – Built Form (LPP7.1.1) provides guidance on the planning and design of all development in the City's local government area, inclusive of Charles Street which has been identified as a 'Transit Corridor'. Notwithstanding the controls outlined within LPP7.1.1, this application simply seeks minor amendments to the previous approval with no new structures or alterations to existing structures proposed. As a result, LPP7.1.1 is not considered to be of particular relevance to this application.

#### Local Planning Policy 7.5.21 – Sound Attenuation

Local Planning Policy 7.5.21 – Sound Attenuation (LPP7.5.21) provides guidance on acoustic matters relating to development with the overarching aim to mitigate the effects of ambient/environmental noise through appropriate forethought and design.

As previously outlined, the proposal simply seeks minor amendments to the previous approval with no additional mechanical equipment proposed. The noise implications of the current and proposed operation have been assessed in detail by Herring Storer Acoustics. Based on the analysis of noise

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level measurements from the car wash operations, the findings reveal that noise received at the neighbouring premises (both residential and commercial) complies with the requirements of the *Environmental Protection (Noise) Regulations 1997* at all times.

*Refer To Appendix C - Environmental Acoustic Assessment*

Traffic Considerations

In addition to the above planning framework assessment, Transcore has undertaken a detailed review of the existing and proposed operations at the subject site. The details of the Transport Impact Statement (TIS) can be found in Appendix D which identifies that no new/additional trips are expected as part of this proposal and as a result there will be no traffic impact on the surrounding road network.

*Refer To Appendix D – Traffic Impact Statement*

**Conclusion**

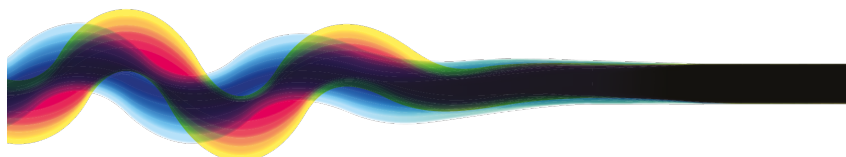
The proposed minor amendments to the existing Car Wash facility are considered to be appropriate for reasons articulated above. Importantly, these modifications will allow the facility to operate in a more efficient manner, without any adverse amenity impacts on the surrounding area. It is respectfully requested that the City provide its support for the proposed amendments, allowing additional touch-up bays to be utilised at the facility to support staff and customers.

Should you have any queries or require clarification on the above matter, please do not hesitate to contact Connor Porter-Wilkinson or the undersigned on 9289 8300.

Yours sincerely  
element



Lewis Shugar  
Associate – Planning

**element.****Amended  
Justification**

Our Ref: 21-608

7 September 2022

Chief Executive Officer  
City of Vincent  
99 Loftus Street  
Leederville WA 6007

Attention: Natasha Trefry – Urban Planner

Dear Natasha,

**AMENDED DEVELOPMENT APPLICATION FOR CAR WASH AT LOTS 145 AND 146  
(NO. 496) CHARLES STREET, NORTH PERTH: RESPONSE TO SUBMISSIONS AND  
ADDITIONAL CLARIFICATION ON REQUIRED CHANGES**

Further to the City of Vincent's (the City) correspondence via email on 23 August 2022, **element** are pleased to provide a response to the submissions received during the public advertising period, which are enclosed for your reference at Appendix A

*Please refer to Appendix A – Response to Submissions*

In addition, the City have sought further information on the following:

- *The TIS notes the current development generates between 40 and 50 total daily trips - please clarify whether the daily trips includes movement in and out of the site*
- *The application notes the proposed modifications are focusing on 'streamlining the car wash and detailing process for the business and thereby improving traffic flows, patron wait times and the overall car wash experience'; **How, this is the key thing the applicant justification needs to spell out for the City. What is the current 'issue' with Condition 2 of the approval and how will the proposed amendment address and resolve this?***

In respect to the above, the following information is provided for clarification:

**Vehicle Trips**

The 50 total daily trips during a typical weekday and 40 on Sundays refers to total movements. So 25 in/out movements during the weekday and 20 in/out movements on the weekend.

**Condition 2 – The current issue and proposed solution**

Condition 2 of the existing approval and stamped plans limits the facility to a maximum of three (3) work station bays, which are currently made up as follows:

- Bay 1 - vacuum bay
- Bay 2 - wash bay
- Bay 3 – final touch up bay

**Amended  
Justification**

element.

The issue with the existing approved arrangement of these bays is that the tasks undertaken within the final touch up bay take longer than the tasks being undertaken in the other bays. This means that the final touch up bay is always holding up processing of cars that are effectively 'stuck' in the wash bay. Two staff undertaking individual touch up tasks on one car (within the final touch up bay) are having to work on top of each other and this leads to the overall task taking longer than the washing bay tasks.

To address this bottleneck, three additional final touch up bays are proposed, all located outside and after the wash bay. The four (4) final touch up bays will be serviced by two (2) staff members, and each staff member will work on an individual car so that tasks are streamlined. The remaining final touch up bays effectively become holding bays in the event that a car is washed faster than expected, therefore allowing it to move out to a holding area before a staff member can move onto undertaking final touch up tasks.

By spreading the two (2) staff members out onto individual final touch up bay stations, the final touch up tasks will take a similar amount of time as the wash bay tasks and therefore the previous bottleneck will be removed.

Whilst there are additional touch up bays proposed, it is important to reiterate the following:

- There will only be two (2) staff members working in this space; and
- Vacuums are internally located and plumbed to the work station location, so there is no additional noise generated.

I trust the additional information provided above and enclosed is of assistance and please do not hesitate to contact the undersigned on 9289 8300 should have any further questions.

Yours sincerely  
**element**



Lewis Shugar  
Associate – Planning

ORDINARY MEETING OF COUNCIL  
11 OCTOBER 2011

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CITY OF VINCENT  
MINUTES

**9.1.9 No. 496 (Lots 145 and 146; D/P; 2630) Charles Street, North Perth - Proposed Change of Use to Unlisted Use (Car Wash and Detailing) and Associated Alterations and Additions**

<b>Ward:</b>	North	<b>Date:</b>	4 October 2011
<b>Precinct:</b>	North Perth; P8	<b>File Ref:</b>	PRO1071; 5.2011.395.1
<b>Attachments:</b>	<a href="#">001</a> – Property Information Report and Development Application Plans		
<b>Tabled Item:</b>	Applicant's Submission		
<b>Reporting Officer:</b>	T Cappellucci, Planning Officer (Statutory)		
<b>Responsible Officer:</b>	R Boardman, Director Development Services		

**OFFICER RECOMMENDATION:**

That the Council;

in accordance with the provisions of the City of Vincent Town Planning Scheme No. 1 and the Metropolitan Region Scheme, REFUSES the application submitted by J&D Project Management on behalf of the owner C G Kapinkoff & V Tomsic for proposed Change of Use to Unlisted Use (Car Wash and Detailing) and Associated Alterations and Additions, at No. 496 (Lots 145 and 146; D 2630) Charles Street, North Perth, and as shown on plans stamp-dated 12 August 2011, for the following reasons:

1. The development is not consistent with the orderly and proper planning and the preservation of the amenities of the locality;
2. The subject property no longer enjoys non-conforming use rights consistent with Clause 16(4) of City of Vincent Town Planning Scheme No. 1 in view of the cessation of the non-conforming use;
3. The non-compliance with the City of Vincent Economic Development Strategy 2011-2016 and the City's Policy relating to Minor Nature Development, respectively; and
4. Consideration of the objection received.

Moved Cr Maier, Seconded Cr Buckels

That the recommendation be adopted.

Debate ensued.

Cr Farrell departed the Chamber at 7.42pm.

Debate ensued.

Cr Farrell returned to the Chamber at 7.45pm.

Debate ensued.

**MOTION PUT AND LOST UNANIMOUSLY (0-7)**

(Cr Burns and Cr Topelberg were on approved leave of absence.)

**REASONS FOR REFUSAL:**

1. It has been a non conforming use and has not yet divested itself of that non conforming use.
2. The proposed use is consistent with the non conforming use.

MINUTES OF MEETING HELD ON 11 OCTOBER 2011 TO BE CONFIRMED ON 25 OCTOBER 2011

ORDINARY MEETING OF COUNCIL  
11 OCTOBER 2011

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CITY OF VINCENT  
MINUTES

Cr Maier moved an Alternative Recommendation with standard conditions to be prepared by the City's Administration.

**ALTERNATIVE RECOMMENDATION – COUNCIL DECISION ITEM 9.1.9**

**Moved Cr Maier, Seconded Cr Buckels**

That the Council;

in accordance with the provisions of the City of Vincent Town Planning Scheme No. 1 and the Metropolitan Region Scheme, APPROVES the application submitted by J&D Project Management on behalf of the owner C G Kapinkoff & V Tomsic for proposed Change of Use to Unlisted Use (Car Wash and Detailing) and Associated Alterations and Additions, at No. 496 (Lots 145 and 146; D 2630) Charles Street, North Perth, and as shown on plans stamp-dated 12 August 2011, subject to the following conditions:

1. All external fixtures, such as television antennas (of a non-standard type), radio and other antennas, satellite dishes, 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 from Charles Street;
2. No street verge tree(s) shall be removed. The street verge tree(s) shall be retained and protected from any damage including unauthorized pruning;
3. The doors and windows and adjacent floor areas on the ground floor to Charles Street shall maintain an active and interactive relationship with this street;
4. The car wash and detailing use shall be limited to a maximum of three (3) work station bays. Any increase in the number of work station bays or change of use for the subject land shall require a separate Planning Approval to be applied to and obtained from the City;
5. The hours of operation of the car wash and detailing use shall be 8.30am to 5.30pm Monday to Friday, 8.00am to 5.30pm Saturday and 8.30am to 5.00pm Sunday;
6. All signage that does not comply with the City's Policy relating to Signs and Advertising shall be subject to a separate Planning Application, and all signage shall be subject to a separate Sign Licence application, being submitted and approved prior to the erection of the signage;
7. PRIOR TO THE ISSUE OF A BUILDING LICENCE, the following shall be submitted to and approved by the City:
  - 7.1 Refuse and Recycling Management Plan

The Plan shall include details of refuse bin location, number of rubbish and recycling receptacles, vehicle access and manoeuvring; and
8. PRIOR TO THE FIRST OCCUPATION OF THE DEVELOPMENT, the following shall be completed to the satisfaction of the City:
  - 8.1 Car Parking

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

**ALTERNATIVE MOTION PUT AND CARRIED UNANIMOUSLY (7-0)**

(Cr Burns and Cr Topelberg were on approved leave of absence.)







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MINUTES OF MEETING HELD ON 11 OCTOBER 2011 TO BE CONFIRMED ON 25 OCTOBER 2011

## ORDINARY COUNCIL MEETING MINUTES

23 JULY 2019

**9.1 NO. 496 (LOTS: 145-146; D/P: 2630) CHARLES STREET, NORTH PERTH - CHANGE OF USE TO UNLISTED USE CAR WASH AND DETAILING (AMENDMENT TO APPROVED OPERATING HOURS)****TRIM Ref:** D19/83474**Author:** Natasha Trefry, Urban Planning Advisor**Authoriser:** Joslin Colli, Coordinator Planning Services**Ward:** North

- Attachments:**
1. Consultation and Location Map 
  2. Acoustic Report 
  3. Previous Council Determination and Approved Plans - 11 October, 2011 
  4. Summary of Submissions - Administration's Response 
  5. Summary of Submissions - Applicant's Response 
  6. 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 Change of Use to Unlisted Use – Carwash and Detailing (Amendment to Approved) at No. 496 (Lots: 145-146; D/P: 2630) Charles Street, North Perth, subject to the following conditions, with the associated advice notes in Attachment 6:

1. The hours of operation of the car wash and detailing use shall be:
  - 1.1 7:00am to 7:00pm Monday to Friday;  
8:00am – 5:30pm Saturday; and
  - 1.2 8:30am to 5:00pm Sunday and public holidays (closed Christmas, Anzac Day and Good Friday);
2. The car wash and detailing use shall be limited to a maximum of three work station bays. Any increase in the number of work station bays or change of use for the subject land use shall require a separate Development Approval to be applied to and obtained from the City;
3. The use shall at all times operate in compliance with the Acoustic Report prepared by Herring Storer Acoustics dated 20 May and 10 June 2019. All recommended measures in the report shall be undertaken in accordance with the report to the City's satisfaction, prior to the commencement of the extended operating hours use and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;
4. Prior to the Commencement of the extended operating hours:

Within 30 days of this approval the following shall be submitted and approved by the City:

**4.1 Noise and Operational Management Plan**

The development shall, at all times, comply with the requirements of the Operational Management Plan. The operation shall be limited to the following and the Operational Management Plan shall be submitted to and approved by the City prior to commencement of the extended operating hours to include the following:

**4.2 The hours of operation of the car wash and detailing use shall be limited to:**

**4.2.1 7:00am to 7:00pm Monday to Friday;**

**8:00am – 5:30pm Saturday; and**



## ORDINARY COUNCIL MEETING MINUTES

23 JULY 2019

- 4.2.2 8:30am to 5:00pm Sunday;
- 4.3 Car wash and detailing services shall only occur at the three work station bays as identified on the approved plans;
- 4.4 An equipment inventory and maintenance schedule to ensure equipment is kept in good working order to minimise noise impacts;
- 4.5 A complaint management procedure including how complaints can be made and process for review and response; and
- 4.6 Restrictions on amplified music and other noise mitigation measures;
5. The use of the premises shall be carried out in accordance with the approved Noise and Operational Management Plan approved by the City.
- 5.1 The Noise and Operational Management Plan are to be reviewed:
- 5.1.1 Every 12 months; and
- 5.1.2 Within 30 days of a change of operator of the Car Wash and Detailing use; and
- 5.2 Any changes identified during a review as set out in condition 5.1 above, are to be incorporated into an updated Noise and Operational Management Plan, and approved by the City; and
- 5.3 The Car Wash and Detailing use must be operated in accordance with the Noise and Operational Management Plan (as amended from time to time) to the satisfaction of the City; and
6. All other aspects of the approved plans and all conditions and advice notes included in development approval 5.2011.395.1, granted on 11 October 2011, continue to apply to this approval.

Moved: Cr Loden, Seconded: Cr Hallett

That the recommendation be adopted.

AMENDMENT 1

Moved: Cr Topelberg, Seconded: Cr Loden

That Condition 1 be deleted and replaced with the following:

1. The operating hours for the car wash and detailing use shall be:
- 1.1 8:00am to 7:00pm Monday to Thursday;
- 8:00am to 5:00pm Friday; and
- 9.00am to 5:00pm Saturday, Sunday and public holidays (closed Christmas, Anzac Day and Good Friday).

That Condition 4.2 be amended as follows:

- 4.2 The hours of operation of the car wash and detailing use shall be limited to:
- 4.2.1 8:00am to 7:00pm Monday to Thursday;
- 8:00am to 5:00pm Friday; and
- 9.00am to 5:00pm Saturday, Sunday and public holidays (closed Christmas, Anzac

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ORDINARY COUNCIL MEETING MINUTES23 JULY 2019

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Day and Good Friday).~~4.2.1 7:00am to 7:00pm Monday to Friday;~~~~8:00am – 5:30pm Saturday; and~~~~4.2.2 8:30am to 5:00pm Sunday;~~AMENDMENT CARRIED (7-1)

**For:** Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Hallett, Cr Loden, Cr Murphy and Cr Topelberg

**Against:** Cr Fotakis

(Cr Harley was an apology for the Meeting.)

AMENDMENT 2

Moved: Cr Topelberg,

That Condition 1 be amended as follows:

1. The operating hours for the car wash and detailing use shall be:

1.1 8:00am to 7:00pm Monday to Thursday;

8:00am to 5:00pm Friday and Saturday; and

9:00am to 5:00pm ~~Saturday~~, Sunday and public holidays (closed Christmas, Anzac Day and Good Friday).

That Condition 4.2 be amended as follows:

4.2 The hours of operation of the car wash and detailing use shall be limited to:

4.2.1 8:00am to 7:00pm Monday to Thursday;

8:00am to 5:00pm Friday and Saturday; and

9:00am to 5:00pm ~~Saturday~~, Sunday and public holidays (closed Christmas, Anzac Day and Good Friday).

AMENDMENT LAPSED FOR WANT OF A SECONDER

COUNCIL DECISION ITEM 9.1

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 Change of Use to Unlisted Use – Carwash and Detailing (Amendment to Approved) at No. 496 (Lots: 145-146; D/P: 2630) Charles Street, North Perth, subject to the following conditions, with the associated advice notes in Attachment 6:

1. The operating hours for the car wash and detailing use shall be:

1.2 8:00am to 7:00pm Monday to Thursday;

8:00am to 5:00pm Friday; and

9:00am to 5:00pm Saturday, Sunday and public holidays (closed Christmas, Anzac Day and Good Friday).

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## ORDINARY COUNCIL MEETING MINUTES

23 JULY 2019

2. The car wash and detailing use shall be limited to a maximum of three work station bays. Any increase in the number of work station bays or change of use for the subject land use shall require a separate Development Approval to be applied to and obtained from the City;
3. The use shall at all times operate in compliance with the Acoustic Report prepared by Herring Storer Acoustics dated 20 May and 10 June 2019. All recommended measures in the report shall be undertaken in accordance with the report to the City's satisfaction, prior to the commencement of the extended operating hours use and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;
4. Prior to the Commencement of the extended operating hours:  
  
Within 30 days of this approval the following shall be submitted and approved by the City:
  - 4.1 Noise and Operational Management Plan  
  
The development shall, at all times, comply with the requirements of the Operational Management Plan. The operation shall be limited to the following and the Operational Management Plan shall be submitted to and approved by the City prior to commencement of the extended operating hours to include the following:
    - 4.2 The hours of operation of the car wash and detailing use shall be limited to:
      - 4.2.1 8:00am to 7:00pm Monday to Thursday;
      - 8:00am to 5:00pm Friday; and
      - 9.00am to 5:00pm Saturday, Sunday and public holidays (closed Christmas, Anzac Day and Good Friday).
    - 4.3 Car wash and detailing services shall only occur at the three work station bays as identified on the approved plans;
    - 4.4 An equipment inventory and maintenance schedule to ensure equipment is kept in good working order to minimise noise impacts;
    - 4.5 A complaint management procedure including how complaints can be made and process for review and response; and
    - 4.6 Restrictions on amplified music and other noise mitigation measures;
  5. The use of the premises shall be carried out in accordance with the approved Noise and Operational Management Plan approved by the City.
    - 5.1 The Noise and Operational Management Plan are to be reviewed:
      - 5.1.1 Every 12 months; and
      - 5.1.2 Within 30 days of a change of operator of the Car Wash and Detailing use; and
    - 5.2 Any changes identified during a review as set out in condition 5.1 above, are to be incorporated into an updated Noise and Operational Management Plan, and approved by the City; and
    - 5.3 The Car Wash and Detailing use must be operated in accordance with the Noise and Operational Management Plan (as amended from time to time) to the satisfaction of the City; and
  6. All other aspects of the approved plans and all conditions and advice notes included in development approval 5.2011.395.1, granted on 11 October 2011, continue to apply to this approval.

**ORDINARY COUNCIL MEETING MINUTES**

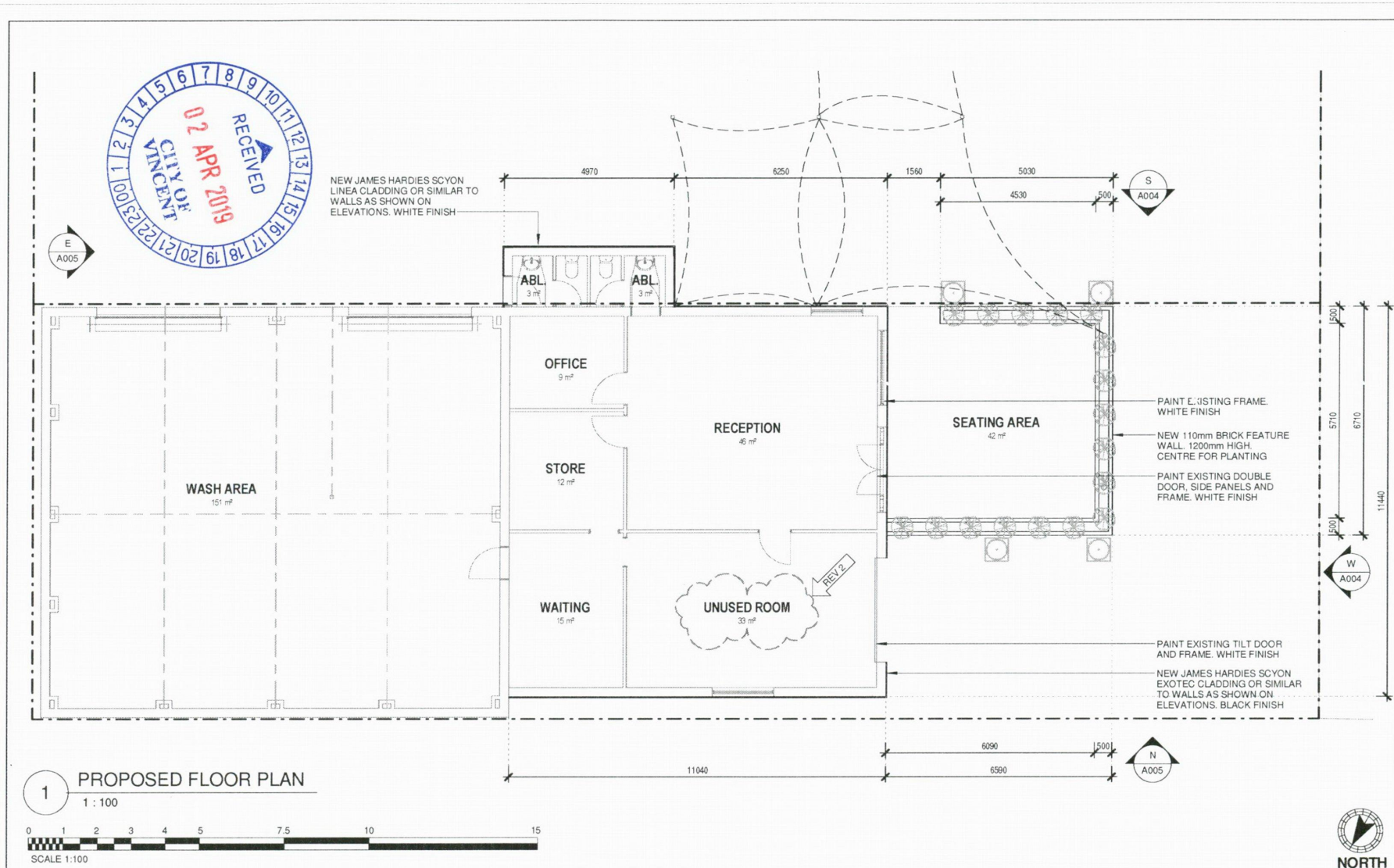
**23 JULY 2019**

**CARRIED (7-1)**

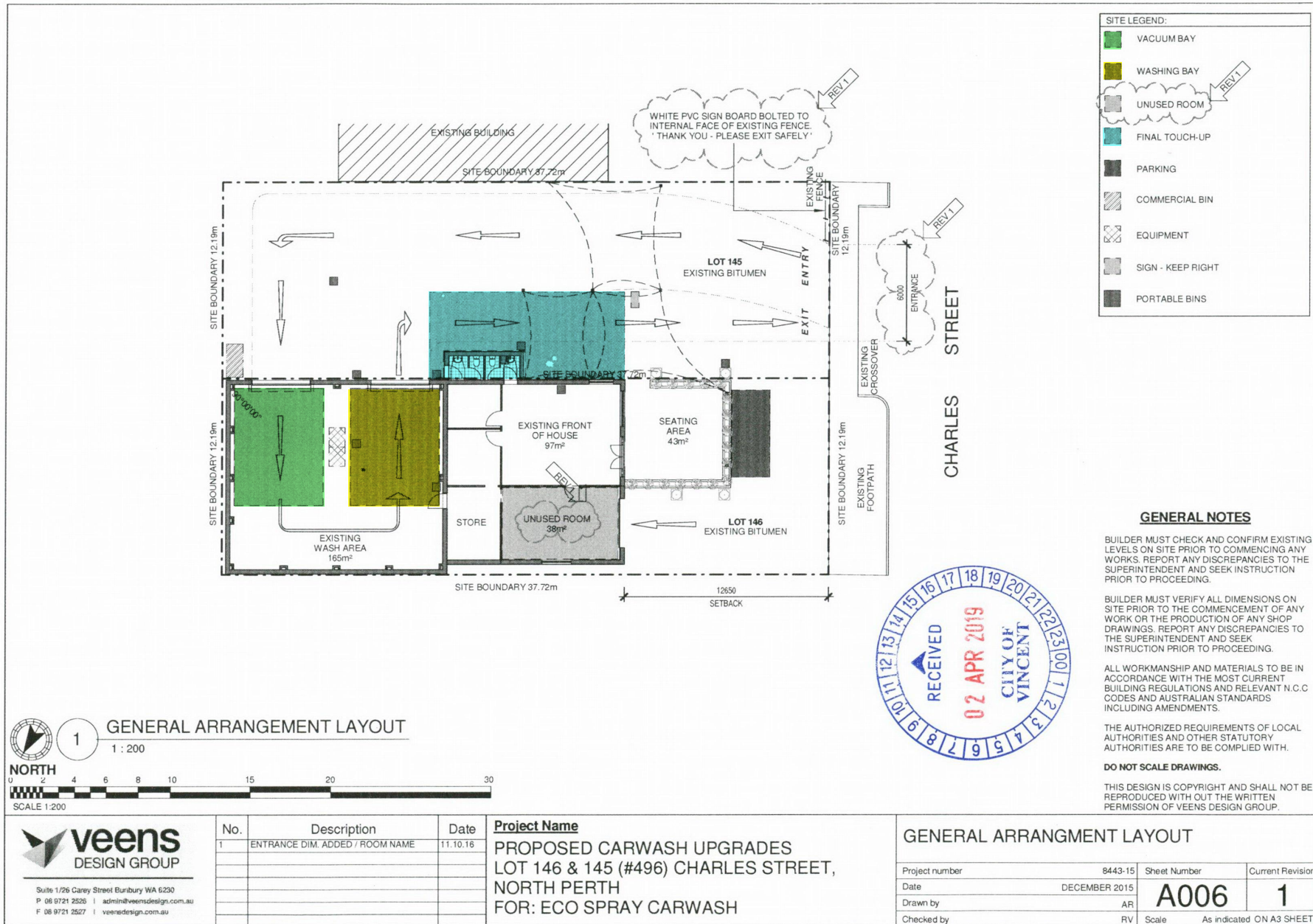
**For:** Mayor Cole, Cr Gontaszewski, Cr Castle, Cr Hallett, Cr Loden, Cr Murphy and Cr Topelberg

**Against:** Cr Fotakis

**(Cr Harley was an apology for the Meeting.)**







**Summary of Submissions:**

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

Comments Received in Objection:	Administration Comment:
<p><u>Land Use Impact on Adjoining Residential Zone</u></p> <ul style="list-style-type: none"> <li>Expanding the current facility would be incompatible with existing land uses and the City's longer term ambitions for urban development on Charles Street.</li> <li>A larger car wash is the type of facility more readily found in light industrial areas such as Osborne Park.</li> <li>This is the only car wash business that backs directly on to a residential area within metres of residents houses.</li> </ul>	<ul style="list-style-type: none"> <li>The Motor Vehicle Wash land use is existing and has been previously approved. The land use has been previously determined to be suitable at the subject site which is located within the Commercial Zone under the City's Local Planning Scheme No. 2 (LPS2).</li> </ul> <p>The scope of the application relates to the proposed increase in the number of working station bays from three to six only.</p> <p>The interface to residential properties on the opposite side of Docket Lane to the rear of the subject site remains unchanged from the previous approval.</p> <p>The applicant has submitted an acoustic report, noise and operational management plan and transport impact statement which effectively demonstrate that the three additional working station bays would improve the efficiency of the current business operations at the subject site without having an adverse impact on surrounding properties with respect to noise, traffic or car parking.</p> <p>Motor Vehicle Wash is not an uncommon land use within the City of Vincent. Administration has undertaken a desktop analysis and identified three currently operating within the City of Vincent and in proximity of the premises, at: 264 Lord Street (Silver Sponge Car Wash), 350 Charles Street (Magic Hand Car Wash) and 16 Scarborough Beach Road (Aqua Valet Car Wash). Like the subject site, the properties are also all commercially zoned and abut both commercial and residential development.</p>
<p><u>Noise</u></p> <ul style="list-style-type: none"> <li>Noise is audible, and has caused loss of enjoyment of our backyard area.</li> <li>These acoustic reports are generated using software simulations and information provided by the business operator and are not completed on-site so cannot be accepted, even if they were independently verified. No independent verification by the Council;</li> </ul>	<ul style="list-style-type: none"> <li>The applicant has provided an Acoustic Report prepared by a qualified acoustic consultant (Herring Storer), which demonstrates the car wash satisfies the relevant acoustic parameters. The additional bays and revised operations of the bays are demonstrated to comply with the acoustic requirements.</li> </ul> <p>The acoustic report has been prepared in accordance with the City's Policy No. 7.5.21 – Sound Attenuation. The report has also been reviewed by the City's Environmental Health Officer.</p>

**Summary of Submissions:**

Comments Received in Objection:	Administration Comment:
<ul style="list-style-type: none"> <li>Acoustic report comments on the high pressure washer being utilised for “less than ‘10%’ of the time” however the current operations appear to already see this limit exceeded;</li> <li>Even though it is not music but “impulsiveness”, “modulation”, and “tonality” exist and it cannot be practically removed they get to give themselves and extra +7 decibels in the acoustic report.</li> <li>Sound report is based on the assumption that they will do things which have yet to be done such as pipe the vacuums from inside.</li> <li>A <u>noise</u> wall or barrier should be provided to the right of way</li> </ul>	<ul style="list-style-type: none"> <li>Acoustic assessment and modelling prepared by Herring Storer has assessed the worst-case noise generated from the high pressure water hose being used for less than 10 percent of the day, consistent with previous modelling undertaken. The Motor Vehicle Wash would continue to be required to adhere to the limited use of the high pressure water hose for compliance of the premises with the <i>Environmental Protection (Noise) Regulations 1997</i>.</li> <li>The <i>Environmental Protection (Noise) Regulations 1997</i> stipulate maximum allowable external noise levels received at another premises. Residential development is a ‘highly sensitive area’ and the appropriate noise level is determined with an influencing factor based on the level of annoying <u>noise</u> characteristics which could be generated - modulation, impulsiveness and tonality.  The 7 decibel adjustment is appropriate and reflects the residences proximity to Charles Street (a major road within 100 metres), and the proportion of commercial properties within a 450 metres and 100 metre radius, calculated in accordance with the <i>Environmental Protection (Noise) Regulations 1997</i>. This is different to the adjustments for intrusive characteristics (tonality, modulation and impulsiveness) which are not applicable. The 7 decibel adjustment to the assigned levels in the acoustic report is consistent with the adjustments applied in the acoustic report submitted with the 2019 application.</li> <li>Recommendations and requirements of the acoustic report such as the internalisation of the vacuum units is recommended to be conditioned as part of any approval and to be implemented prior to commencement of the new approval.</li> <li>The applicant’s acoustic report did not require or recommend the installation of a noise wall or barrier to meet the acceptable levels of the <i>Environmental Protection (Noise) Regulations 1997</i>.  Administration has recommended that the applicant consider the installation of new solid fencing to Docket Lane as an additional physical separation between the commercial and residential properties however, the applicant has not proposed this response.</li> </ul>



**Summary of Submissions:**

Comments Received in Objection:	Administration Comment:
<p><u>Vibration</u></p> <ul style="list-style-type: none"> <li>There is no mention of vibration from the compressor which causes noise and physical impacts to neighbouring properties.</li> <li>Low vibration and noise creating compressor that should have a C-weighted sound limit but the report only gives A Weighted Limits.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant's Acoustic Report has demonstrated that the additional bays and revised operations of the bays would comply with the <i>Environmental Protection (Noise) Regulations 1997</i>. Vibration is not covered by these Regulations and has not been covered by the acoustic report. The acoustic report and the applicant's noise and operational management plan identify the relocation of the vacuums mechanical units inside the existing garage structure, previously located external to the building. The units would now be 'piped' from the enclosed shed which may reduce any existing vibration being experienced.</li> <li>The assigned levels in the <i>Environmental Protection (Noise) Regulations 1997</i> relate to A-weighted noise.</li> </ul> <p>The applicant's acoustic report has been reviewed by the City's Environmental Health team who have confirmed that the method of assessment used is appropriate.</p>
<p><u>Operating Hours</u></p> <p>Application does not seek changes proposed to the operating hours or staff numbers for the proposal. Queries as to how the business is processing an extra 30 cars per day without such changes.</p>	<p>The applicant has confirmed that the previously approved operating hours will remain unchanged.</p> <p>The application is not proposing to process 30 additional cars per day. The applicant's TIS identifies that the development currently generates between 40 and 50 vehicle movements each day which includes both customers and staff. These figures account for both in and out vehicle movements and equate to between 20 and 25 cars. The TIS is consistent with the applicant's acoustic report submitted with the previous development application in 2019 which was premised on between 15 and 20 cars being washed per day.</p>
<p><u>Car Parking and Traffic</u></p> <ul style="list-style-type: none"> <li>Traffic management reports are based on information provided by the operator and not verified by the Council</li> </ul>	<ul style="list-style-type: none"> <li>Administration has reviewed the applicant's Transport Impact Statement (TIS) and are satisfied that the proposed increase to the number of working station bays would not result in a significant increase in the amount of traffic generated by the business and the traffic that is generated would continue to be appropriate for Charles Street which is designated as a primary distributor road.</li> </ul>

**Summary of Submissions:**

Comments Received in Objection:	Administration Comment:
<ul style="list-style-type: none"> <li>Cars are routinely parked on side streets, across neighbouring businesses and in all thoroughfares between Charles St and Docket Lane.</li> <li>The proposed transport report is based on 50 cars per weekday and 40 cars on a Sunday which is not consistent with the current approved acoustic report based on 15 to 20 cars being processed each day.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant's has confirmed that two of the four external working station bays would be available for use as holding bays between the wash and final touch up bays. The additional working station bays would increase the number of vehicles which are able to be accommodated on site at any given time and reduce the likelihood of customers waiting off-site due to an operational bottleneck.</li> </ul> <p>The applicant has submitted an updated Noise and Operational Management Plan which is included in <b>Attachment 10</b>, outlining that if a customer was to enter the site when all working station bays are occupied they would speak to a staff member who would advise them to come back at a later time. It is recommended that a Condition continue to be imposed which requires the business to operate in accordance with the approved Noise and Operational Management Plan.</p> <p>Docket Lane at the rear of the subject site is required to remain open and accessible for vehicle movement at all times. Any reported obstructions of Docket Lane would be investigated and resolved via the City's Rangers team.</p> <p>There are no public parking bays which can be utilised along Charles Street. The use of neighbouring properties for the overflow parking of vehicle is not permitted. The application has been conditioned to ensure that all activities associated with the Motor Vehicle Wash shall be contained wholly within the subject site.</p> <ul style="list-style-type: none"> <li>The applicant's TIS identifies that the development currently generates between 40 and 50 vehicle movements each day which includes both customers and staff. These figures account for both in and out vehicle movements and equate to between 20 and 25 cars. The TIS is consistent with the applicant's acoustic report submitted with the previous development application in 2019 which was premised on between 15 and 20 cars being washed per day.</li> </ul>
<p><u>Previous Non Compliance</u></p> <p>Business has demonstrated historical business performance issues such as:</p> <ul style="list-style-type: none"> <li>Habitual overrun of approved hours for years;</li> <li>Consistently opening before approved opening times and commencing full washing operations and/or servicing vehicles that didn't require the use of equipment;</li> </ul>	<p>The City acknowledges the prior departures from the approved operating hours which have been investigated and resolved by the City's Compliance team. The subject application seeks the City's consideration of additional working station bays only.</p>

**Summary of Submissions:**

Comments Received in Objection:	Administration Comment:
<ul style="list-style-type: none"> <li>• Approved hours finish with lights off, doors closed, and equipment turned off at closing time, only to 'reopen' and continue washing cars through to 10pm or later;</li> <li>• Moving cars on and off the premises after approved hours or dry and finish off vehicles after approved hours;</li> <li>• Washing rubbish and waste run-off into the laneway (Docket Lane).</li> </ul>	<p>The applicant is to ensure rubbish and recycling is stored and disposed of in accordance with the Refuse and Recycling Management Plan approved by the City in 2011 which the business continues to adhere to.</p> <p>Water run-off from the subject business is to be contained and managed within the lot.</p>
<p><u>Rationale for Increased Operations</u></p> <p>Do not agree with the business' justification that the amendment would "improve the overall operational efficiency of the service provided to its customers".</p>	<p>The applicant has advised that the current conditions of the Motor Vehicle Wash do not allow cars to be washed, cleaned in an effective manner because tasks undertaken within the final touch up bay take longer than the tasks being undertaken in the other bays creating a 'bottleneck' of vehicles.</p> <p>The proposed increase in the number of external finishing bays would streamline the car wash and detailing process by creating improved internal traffic flows and reducing patron wait times.</p> <p>It is noted that the number of wash bays is a significant limiting factor when assessing the potential scale and intensity of the commercial business. The number of wash bays is proposed to remain unchanged from the previous approval at one bay.</p>
<p><u>General Comments</u></p> <p>Business has already seen a reduction in property values for neighbouring properties.</p>	<p>Comment noted. Impact on property value is not a valid planning consideration.</p>

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

Comments Received in Objection:	Applicant Comment:
<p><u>Land Use Impact on Adjoining Residential Zone</u></p> <ul style="list-style-type: none"> <li>Expanding the current facility would be incompatible with existing land uses and the City's longer term ambitions for urban development on Charles Street;</li> <li>A larger car wash is the type of facility more readily found in light industrial areas such as Osborne Park;</li> <li>This is the only car wash business that backs directly on to a residential area within metres of residents houses.</li> </ul>	<ul style="list-style-type: none"> <li>The facility is not seeking to expand and only seeks minor changes to allow the operation to be more efficient. Changes are being made to the existing operations to ensure the business can operate successfully, whilst addressing previous concerns raised by neighbouring properties in respect to amenity considerations. The facility has previously been approved and this application seeks minor changes to the existing approved facility.</li> </ul> <p>The additional final touch up bays sought as part of this application will allow staff to work on individual cars as opposed to just one, which in turn means that customers vehicles will be ready sooner. With only one (1) final touch up bay in place as part of the current operations, a bottleneck is being experienced in the final step of the overall service offered, causing delays to the processing time of customer vehicles. This application seeks to remove this bottleneck to appropriately service customers vehicles.</p> <p>In respect to the City's future ambitions for development along Charles Street, it is outlined that this application does not prevent future development from occurring at the subject site when market conditions allow for this to occur.</p> <ul style="list-style-type: none"> <li>The proposed amendments will not alter the size of the car wash facility, and only seeks to modify the existing layout so that its operations will become more efficient as it processes approximately 25 cars during weekdays and 20 cars on the weekend.</li> <li>The car wash facility backs onto an existing right of way, which then backs onto residential properties. This alone does not mean that the car wash business is in an inappropriate location. There are other examples of car wash facilities within the City and other local government areas that are located alongside or nearby residential properties. Notwithstanding the precedent that already exists, this application is required to be assessed by the City against its own individual merit. In this respect, the proposed changes have been carefully considered by the operator in consultation with relevant technical consultants to ensure an appropriate outcome that considers neighbouring amenity considerations.</li> </ul>

Comments Received in Objection:	Applicant Comment:
<p><u>Noise</u></p> <ul style="list-style-type: none"> <li>Noise is audible, and has caused loss of enjoyment of our backyard area.</li> <li>These acoustic reports are generated using software simulations and information provided by the business operator and are not completed on-site so cannot be accepted, even if they were independently verified. No independent verification by the Council;</li> <li>Acoustic report comments on the high pressure washer being utilised for "less than '10%' of the time" however the current operations appear to already see this limit exceeded;</li> <li>Even though it is not music but "impulsiveness", "modulation", and "tonality" exist and it cannot be practically removed they get to give themselves and extra +7 decibels in the acoustic report.</li> <li>Sound report is based on the assumption that they will do things which have yet to be done such as pipe the vacuums from inside.</li> <li>Request installation of a noise wall at the rear of the site. This would reduce noise and modulate impact on residential development to Docket Lane.</li> </ul>	<ul style="list-style-type: none"> <li>Noted. It is acknowledged that the car wash facility was previously operating outside of its approval, which led to amenity impacts and subsequent compliance action being taken by the City. These activities have since stopped and changes are now being sought to the existing operation to ensure the business can operate successfully, whilst addressing previous concerns raised by neighbouring properties in respect to amenity considerations. The facility has previously been approved and this application seeks minor changes to the existing approved facility only.</li> <li>Noise levels modelled within the acoustic report have been based on measurements undertaken on site.</li> <li>The high pressure washer is only used for less than 10% of the time. It is acknowledged that this may have exceeded previously, however, the City has undertaken compliance action on the operator and this activity no longer occurs.</li> <li>Allowable noise levels in WA are determined on the basis of a "base" noise levels, with an influencing factor (IF) added to it. The IF can be thought of as an adjustment to the base noise levels to align the allowable noise level to an expectation of amenity levels in that area – based upon where it is, be its influence from land uses or existing traffic noise that already influences the overall noise levels in the area.</li> <li>It is anticipated that conditions will be imposed by the City as part of an approval that will ensure certain works are undertaken, and enforceable to ensure an appropriate amenity outcome.</li> <li>The facility already contains an existing fence of solid construction that acts as a wall, contributing to the amelioration of noise impacts on the surrounding area. Based on the proposed operations and acoustic analysis undertaken, there is no need to replace the existing fence as it has been shown that the proposed operations will comply with the <i>Environmental Protection (Noise) Regulations 1997</i>.</li> </ul>
<p><u>Vibration</u></p>	<ul style="list-style-type: none"> <li>Modern equipment is utilised by the business and it is regularly serviced to ensure it is operating effectively. An inventory and maintenance schedule are included within the Noise and Operational Management</li> </ul>

Comments Received in Objection:	Applicant Comment:
<ul style="list-style-type: none"> <li>There is no mention of vibration from the compressor which causes noise and physical impacts to neighbouring properties.</li> <li>Low vibration and noise creating compressor that should have a C-weighted sound limit but the report only gives A Weighted Limits;</li> </ul>	<p>Plan that outlines the particular equipment used and its servicing schedule. If neighbours are experiencing vibration, the cause may be associated with nearby businesses equipment and not the car wash facility.</p>
<p><u>Operating Hours</u></p> <ul style="list-style-type: none"> <li>Application does not seek changes proposed to the operating hours or staff numbers for the proposal. Queries as to how the business is processing an extra 30 cars per day without such changes.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed application does not seek to process an extra 30 cars per day. Approximately 25 vehicles will be processed during weekdays. As outlined within the supporting traffic report, approximately 50 vehicle trips occurs during weekdays, meaning there are 25 movements into the site and 25 movements out of the site.</li> </ul> <p>The application simply seeks to modify the existing work layout arrangement, which is currently limiting the existing business carry out servicing tasks, which in turn is leading to an inefficient use of staff and delayed servicing times for customers.</p>
<p><u>Traffic</u></p> <ul style="list-style-type: none"> <li>Traffic management reports are based on information provided by the operator and not verified by the Council</li> <li>Cars are routinely parked on side streets, across neighbouring businesses and in all thoroughfares between Charles St and Docket Lane.</li> </ul>	<ul style="list-style-type: none"> <li>Traffic report needs to be based off information provided by the operator. This is because the traffic report has analysed the proposed operations, which are yet to occur as they are proposed as part of this application. As part of the City's assessment of the application, the traffic report will be reviewed to determine the appropriateness of the proposed operations from a traffic perspective.</li> <li>Cars are not routinely parked on side streets or neighbouring businesses, and this is not proposed to occur as part of the application. The proposed development provides sufficient space for vehicles to remain on site and be serviced appropriately.</li> </ul>
<ul style="list-style-type: none"> <li>The proposed transport report is based on 50 cars per weekday and 40 cars on a Sunday which is not consistent with the current approved acoustic report based on 15 to 20 cars being processed each day.</li> </ul>	<ul style="list-style-type: none"> <li>50 cars per weekday refers to total vehicle movements, so 25 movements into the site and out of the site. This is generally consistent with the current operations.</li> </ul>
<p><u>Previous Non Compliance</u></p> <ul style="list-style-type: none"> <li>Business has demonstrated historical business performance issues such as:             <ul style="list-style-type: none"> <li>Habitual overrun of approved hours for years;</li> <li>Consistently opening before approved opening times and commencing full washing operations and/or servicing vehicles that didn't require the use of equipment;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Noted, although it is highlighted that these matters relate to previous non-compliances that the City has contacted the operator on.</li> </ul> <p>It is reiterated that this application seeks to formalise some components of the existing operation (where appropriate) to allow the business to operate efficiently, and address amenity issues previously raised.</p> <p>The operator has worked closely with the City in consultation with <b>element</b> (town planning), an acoustic consultant and traffic consultant</p>

Comments Received in Objection:	Applicant Comment:
<ul style="list-style-type: none"> <li>➤ Approved hours finish with lights off, doors closed, and equipment turned off at closing time, only to 'reopen' and continue washing cars through to 10pm or later;</li> <li>➤ Moving cars on and off the premises after approved hours or dry and finish off vehicles after approved hours.</li> <li>➤ Washing rubbish and waste run-off into the laneway (Docket Lane)</li> </ul>	<p>to appropriately propose an operation that is efficient whilst responding to previous amenity concerns raised by neighbours.</p> <p>This application is required to be assessed on its own individual merit and should not consider past non-compliances, which have already been dealt with separately and appropriately by the City and the operator.</p>
<p><u>Rationale for Increased Operations</u></p> <ul style="list-style-type: none"> <li>• Do not agree with the business' justification that the amendment would "improve the overall operational efficiency of the service provided to its customers".</li> </ul>	<ul style="list-style-type: none"> <li>• This application proposes modifications that will improve the efficiency of operations in order to provide a competitive service offering.</li> </ul> <p>The existing approval does not allow the business to operate efficiently, resulting in increased wait times between washing and finishing activities. This application addresses the bottlenecks associated with the existing approved operations and in particular the relationship between washing activities and final touch up activities.</p> <p>The changes are minor in nature and will support the business and its customers, whilst considering amenity considerations for nearby residential properties by way of ameliorating potential impacts from equipment used within the facility.</p>
<p><u>General Comments</u></p> <ul style="list-style-type: none"> <li>• Business has already seen a reduction in property values for neighbouring properties,</li> </ul>	<ul style="list-style-type: none"> <li>• Property prices are not a valid consideration as part of the planning assessment process.</li> </ul>



## ECO SPRAY CAR WASH

CARWASH  
LOTS 145 & 146 (#496) CHARLES STREET  
NORTH PERTH

ENVIRONMENTAL ACOUSTIC ASSESSMENT

JUNE 2022

OUR REFERENCE: 29632-2-21450





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## DOCUMENT CONTROL PAGE

**ENVIRONMENTAL ACOUSTIC ASSESSMENT**  
**CARWASH**  
**CHARLES STREET, NORTH PERTH**

Job No: 21450

Document Reference: 29632-2-21450

FOR

**ECO SPRAY CARWASH**

DOCUMENT INFORMATION				
Author:	George Watts	Checked By:	Tim Reynolds	
Date of Issue:	14 June 2022			
REVISION HISTORY				
Revision	Description	Date	Author	Checked
1	Revision following feedback from Element	30/6/2022	GW	
4				
DOCUMENT DISTRIBUTION				
Copy No.	Version No.	Destination	Hard Copy	Electronic Copy
1	1	Eco Spray Carwash Attn: Gurjant Sangha Email: Janty83@yahoo.com		<input type="checkbox"/>
1	1	Element Attn: Gurjant Sangha Email: Janty83@yahoo.com		<input type="checkbox"/>

This report has been prepared in accordance with the scope of services and on the basis of information and documents provided to Herring Storer Acoustics by the client. To the extent that this report relies on data and measurements taken at or under the times and conditions specified within the report and any findings, conclusions or recommendations only apply to those circumstances and no greater reliance should be assumed. The client acknowledges and agrees that the reports or presentations are provided by Herring Storer Acoustics to assist the client to conduct its own independent assessment.

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APPENDICIES

A	PROPOSED DEVELOPMENT PLAN
B	LOCATIONS OF NOISE SOURCES
C	NOISE CONTOUR PLOT

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### 1. INTRODUCTION

Herring Storer Acoustics were commissioned by ECO Spray Carwash to undertake an acoustic review of noise emissions associated with the carwash, Lots 145 & 146 (#496) Charles Street, North Perth.

The assessment includes the proposed changes to the car wash as shown in Appendix A, with the noise sources as shown in Appendix B.

### 2. SUMMARY

Based on the analysis of noise level measurements from the car wash, and the proposed changes to the carwash operations as shown in Appendix A, noise received at the neighbouring premises (both residential and commercial) complies with the requirements of the *Environmental Protection (Noise) Regulations 1997* at all times.

Hence, the proposed changes to the carwash premises are considered compliant with the *Environmental Protection (Noise) Regulations 1997* at all times.

Following a request for more information from council, an updated acoustic report directly addressing the impact of the proposed outdoor final touch up bays was required, with the findings being summarised as follows :

- The noise impact of vacuum units internal to the garage and associated with proposed final touch up bay No. 5 were attempted to be measured. Due to the proposed location (internal to the open garage), the noise levels associated with the active unit was too low to ascertain the contribution to the noise environment.
- It is further noted that the housing of the mechanical component of the vacuum units in the new finishing bay – which is significantly enclosed – would represent a reduction of noise levels associated with the overall noise impact of the site.
- The external vacuum unit, that is understood to have previously been utilised on occasion and has been the subject of both complaint from neighbours and measurement by council, will be removed and similarly “piped” from the enclosed shed area – akin to the unit already located there.

### 3. CRITERIA

The allowable noise level for noise sensitive premises in the vicinity of the carwash is prescribed by the *Environmental Protection (Noise) Regulations 1997*. Regulations 7 and 8 stipulate maximum allowable external noise levels or assigned noise levels that can be received at a premise from another premises. For “highly sensitive area” of a residential premises, this noise level is determined by the calculation of an influencing factor, which is then added to the base levels shown below. The influencing factor is calculated for the usage of land within two circles, having radii of 100m and 450m from the premises of concern. For commercial premises, the assigned noise levels are fixed for all times of the day. The base noise levels for residential premises and the assigned noise levels for commercial premises are listed in Table 3.1.

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TABLE 3.1 - BASELINE ASSIGNED OUTDOOR NOISE LEVEL

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L <sub>A10</sub>	L <sub>A1</sub>	L <sub>Amax</sub>
Noise sensitive premises: highly sensitive area	0700 - 1900 hours Monday to Saturday (Day)	45 + IF	55 + IF	65 + IF
	0900 - 1900 hours Sunday and Public Holidays (Sunday / Public Holiday Day)	40 + IF	50 + IF	65 + IF
	1900 - 2200 hours all days (Evening)	40 + IF	50 + IF	55 + IF
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays (Night)	35 + IF	45 + IF	55 + IF
Commercial premises	All hours	60	75	80

Note: L<sub>A10</sub> is the noise level exceeded for 10% of the time.

L<sub>A1</sub> is the noise level exceeded for 1% of the time.

L<sub>Amax</sub> is the maximum noise level.

IF is the influencing factor.

It is a requirement that received noise be free of annoying characteristics (tonality, modulation and impulsiveness), defined below as per Regulation 9.

**“impulsiveness”** means a variation in the emission of a noise where the difference between L<sub>Apeak</sub> and L<sub>Amax(Slow)</sub> is more than 15 dB when determined for a single representative event;

**“modulation”** means a variation in the emission of noise that –

- (a) is more than 3 dB L<sub>Afast</sub> or is more than 3 dB L<sub>Afast</sub> in any one-third octave band;
- (b) is present for more at least 10% of the representative assessment period; and
- (c) is regular, cyclic and audible.

**“tonality”** means the presence in the noise emission of tonal characteristics where the difference between –

- (a) the A-weighted sound pressure level in any one-third octave band; and
- (b) the arithmetic average of the A-weighted sound pressure levels in the 2 adjacent one-third octave bands,

is greater than 3 dB when the sound pressure levels are determined as L<sub>Aeq,T</sub> levels where the time period T is greater than 10% of the representative assessment period, or greater than 8 dB at any time when the sound pressure levels are determined as L<sub>ASlow</sub> levels.

Where the noise emission is not music, if the above characteristics exist and cannot be practicably removed, then any measured level is adjusted according to Table 3.2 below.

TABLE 3.2 - ADJUSTMENTS TO MEASURED LEVELS

Where <b>tonality</b> is present	Where <b>modulation</b> is present	Where <b>impulsiveness</b> is present
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+5 dB(A)	+5 dB(A)	+10 dB(A)
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Note: These adjustments are cumulative to a maximum of 15 dB.

At the neighbouring residences of concern, located to the east (across the laneway), the Influencing Factor has been determined to be +7 dB respectively. Thus, based on this influencing factor, the assigned outdoor noise levels are listed in Table 3.3.

**TABLE 3.3 - ASSIGNED OUTDOOR NOISE LEVEL**

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L <sub>A 10</sub>	L <sub>A 1</sub>	L <sub>A max</sub>
Noise sensitive premises	0700 - 1900 hours Monday to Saturday	52	62	72
	0900 - 1900 hours Sunday and Public Holidays	47	58	72
	1900 - 2200 hours all days	47	57	62
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays	42	52	62

Note: L<sub>A10</sub> is the noise level exceeded for 10% of the time.  
L<sub>A1</sub> is the noise level exceeded for 1% of the time.  
L<sub>Amax</sub> is the maximum noise level.

#### 4. CARWASH OPERATIONS

We understand that currently the carwash is, as per the council conditions, allowed to operate for the following times:

Monday to Thursday 8:00am to 7:00pm  
Friday 8:00am to 5:00pm Friday  
Weekend and Public Holidays 9:00am to 5:00pm.

#### 5. PROPOSED CHANGES TO OPERATIONS

The proposed changes to the carwash include the addition of four final touch up bays, with one replacing one of the existing vacuum bays.

Noise level measurements were undertaken to ascertain what the overall noise impact of the carwash currently is, which is representative of what the overall noise impact will be once the changes are in place. The reconfigured car wash facility will have no adverse noise impacts on the surrounding area, due to the location of activities and equipment being housed internally to the building, which has reduced the overall noise levels at the site.

The external vacuum unit, that is understood to have previously been utilised on occasion and has been the subject of both complaint from neighbours and measurement by council, will be removed and similarly "piped" from the enclosed shed area – akin to the unit already located there.

#### 6. MEASUREMENTS

Noise level measurements were undertaken with a Larson Davis 831 Sound Level Meter on 30 November 2021.

A field calibration check was carried out prior to and after the measurements with a Bruel and Kjaer 4231 Calibrator.

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All equipment is NATA calibrated, with certification available upon request.

Noise levels were recorded at a location representative of the nearest noise sensitive premise, as shown in Figure 1 below.

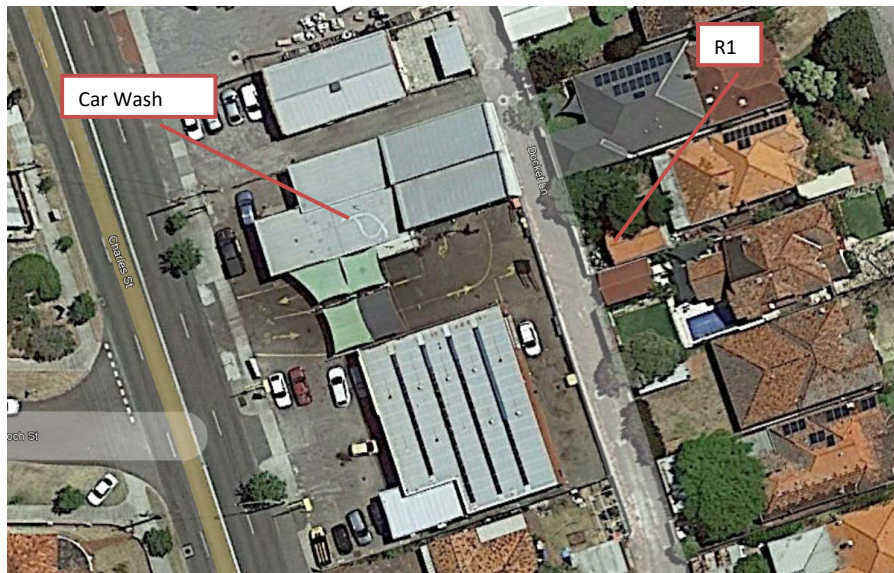


FIGURE 1 – CARWASH AND SURROUNDS

Worst case noise levels consist of wash down occurring within the nearest garage type structure to "R1".

Noise levels associated with the wash down was 56  $L_{A1}$  dB. Given the duration of the use of the washdown, the  $L_{A1}$  parameter is the pertinent assigned noise level for assessment purposes.

The measured noise levels are representative of the carwash overall noise impact with the proposed changes as shown in Appendix A. A noise contour plot of the noise impact associated with the carwash – with the proposed changes – is included in Appendix C.

It is noted that the vacuum units, located in the proposed touch up bays was attempted to be measured, however, given the mainly internal location of the vacuums this was not sufficiently audible to be assessed at "R1". Given that the mechanical aspect of the vacuum is located internally, with only the hoses at each bay, this finding is a logical conclusion. Additionally, it is noted that the external vacuum unit – that is understood to be utilised on occasion at present, and has been the subject of both complaint from neighbours and measurement by council – will be removed in the proposed change to the operations and "piped" from the enclosure similar to the current vacuum unit which is not the subject of complaint.

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## 7. ASSESSMENT

With this manual car wash, the high pressure hose is used for less than 10% of time. Therefore, noise received at the neighbouring residences need to comply with the assigned  $L_{A1}$  noise level. With regards to tonality, under the definition  $L_{A1}$  noise, as the noise is present for less than 10% of the time, can only be tonal if they comply with “the arithmetic average of the A-weighted sound pressure levels in the 2 adjacent one-third octave bands is greater than 8 dB at any time when the sound pressure levels are determined as  $L_{A10}$  levels”.

Thus, Table 7.1 summarise the applicable Assigned Noise Levels, and assessable noise level emissions for the worst case noise impact at R1.

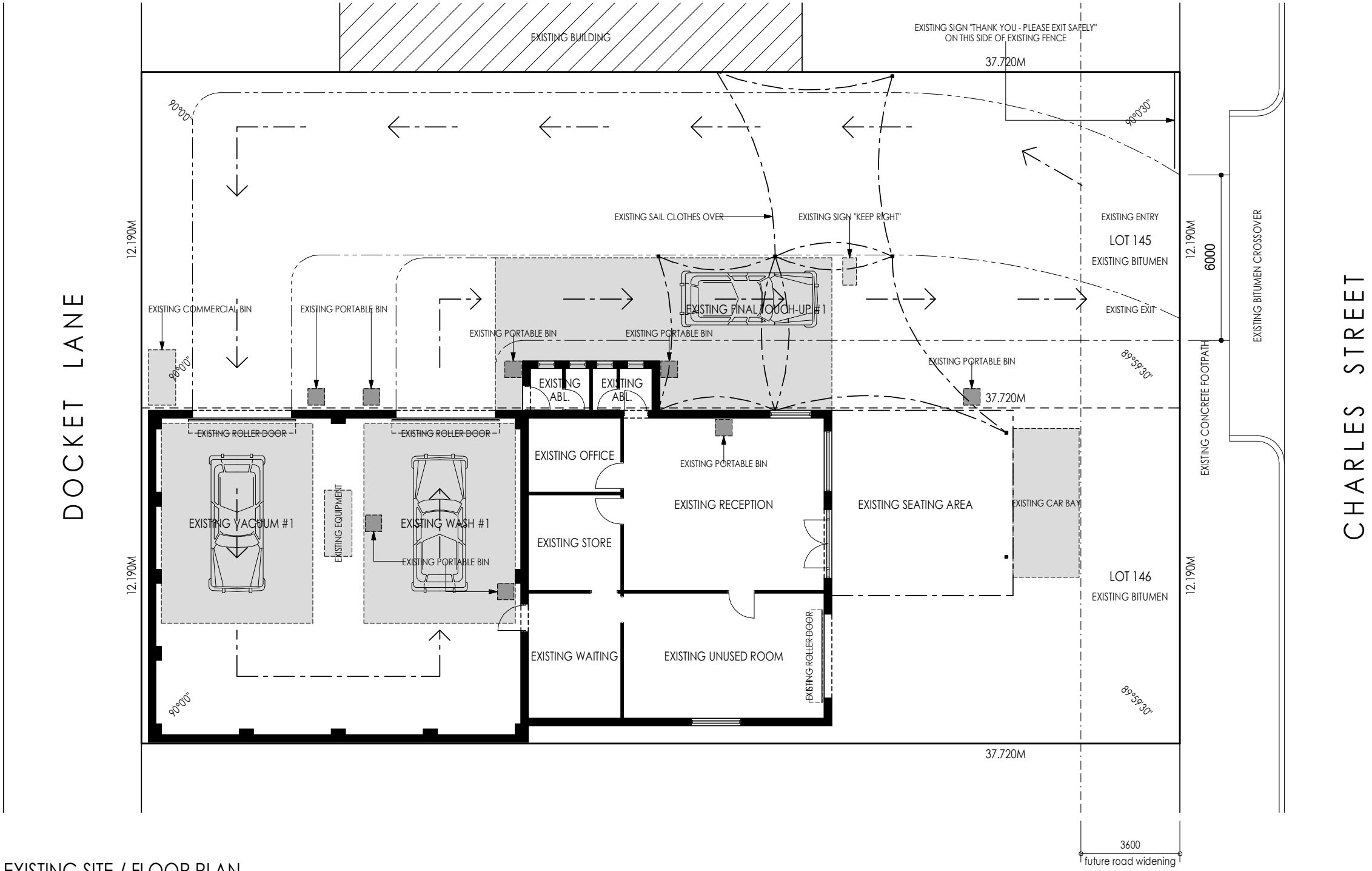
It is noted that prior to 9am on Sundays and Public Holidays, the area is not utilised, hence noise impact at this time is negligible as activities occur further afield.

**TABLE 7.1 –ASSESSMENT OF NOISE LEVEL EMISSIONS**

Scenario	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable Assigned Noise Level (dB)	Exceedance to Assigned Noise Level (dB)
Worst Case Noise Impact – R1	56	0700 - 1900 hours Monday to Saturday	62 ( $L_{A1}$ )	Complies
		0900 - 1900 hours Sunday and Public Holidays	57 ( $L_{A1}$ )	Complies
		1900 - 2200 hours all days	57 ( $L_{A1}$ )	Complies

Based on the analysis of noise emissions from the car wash, noise received at the neighbouring premises (both residential and commercial) complies with the requirements of the *Environmental Protection (Noise) Regulations 1997* at all times.

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EXISTING SITE / FLOOR PLAN  
SCALE 1:150



**KEVIN RAYKOS DESIGNS**  
Building Design & Drafting Services  
Residential | Commercial | Industrial

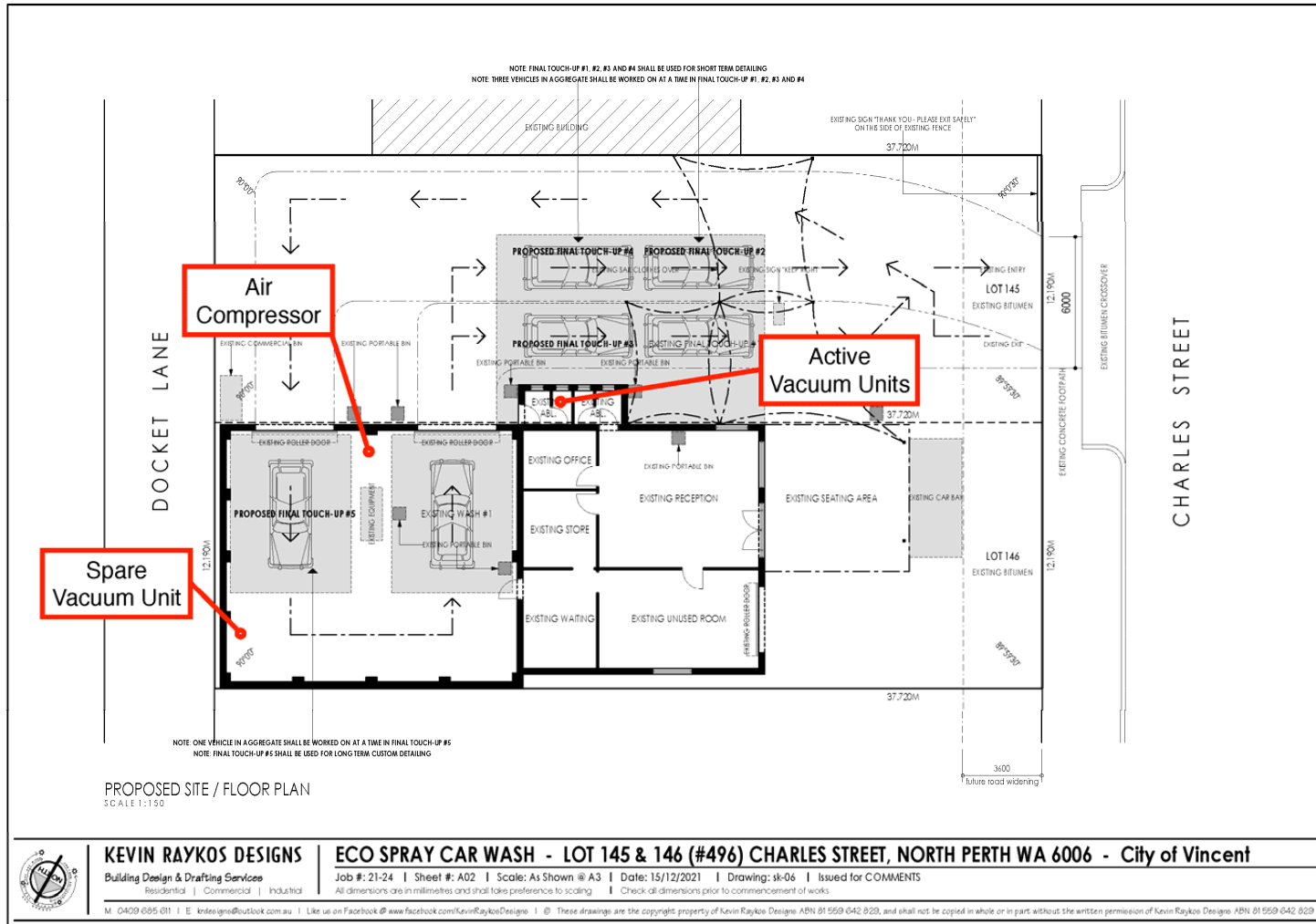
**ECO SPRAY CAR WASH - LOT 145 & 146 (#496) CHARLES STREET, NORTH PERTH WA 6006 - City of Vincent**

Job #: 21-24 | Sheet #: A01 | Scale: As Shown @ A3 | Date: 15/12/2021 | Drawing: sk-06 | Issued for COMMENTS  
All dimensions are in millimetres and shall take preference to scaling | Check all dimensions prior to commencement of works

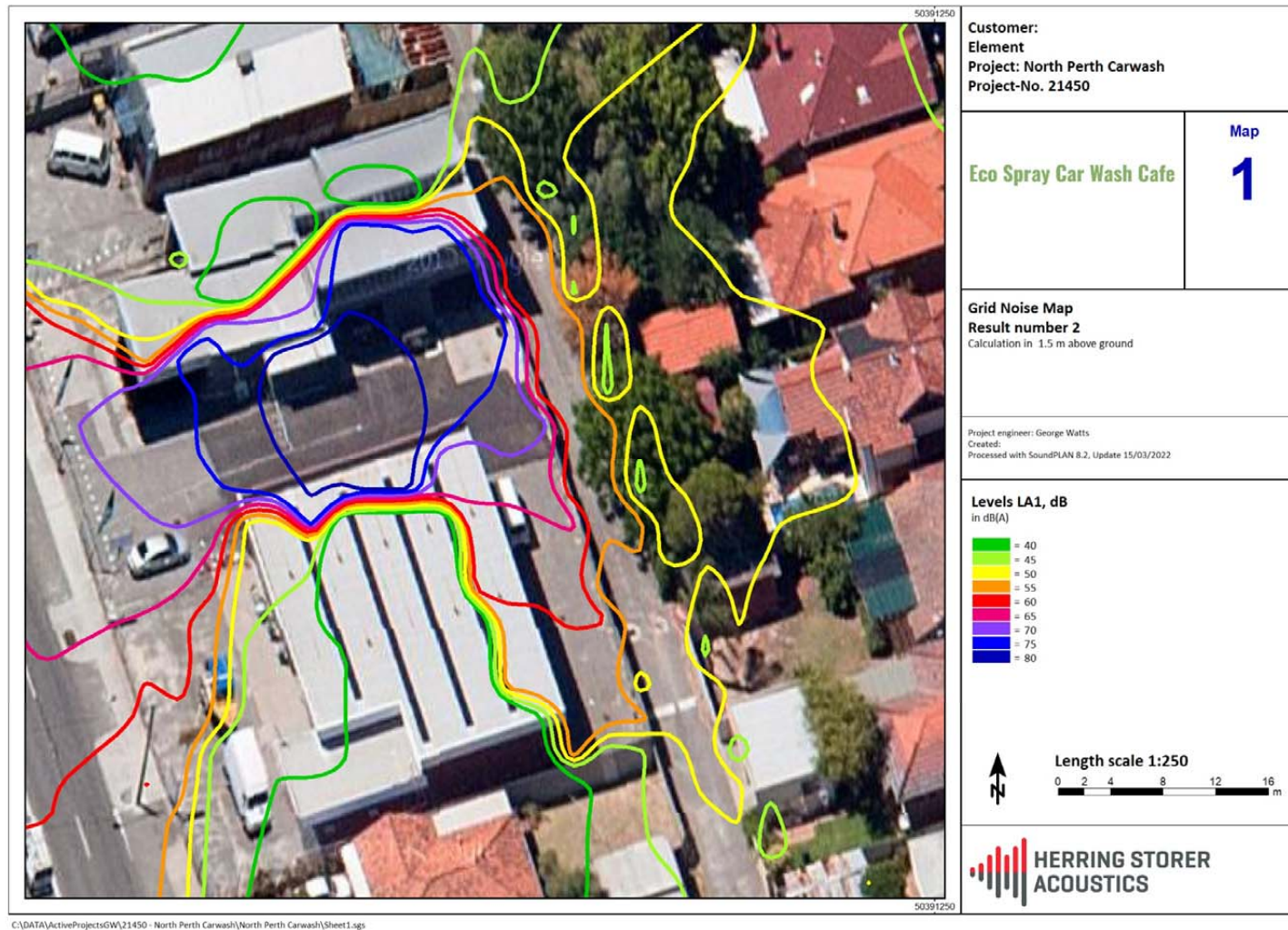
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## Noise and Operational Management Plan

### Operational Plan:

'Eco Spray Car Wash Cafe' is a prominent hand car wash serving the Perth community for a number of years. We provide a high quality service, both regarding the actual washing as well as customer service which is all based on ability to find the best employees.

### Our Customers:

We target three main groups of customers –

1. Individual car owner and leasers.
2. Car dealerships.
3. Local businesses.

### Operational Implementation of Noise and Operational Plan:

The development shall always comply with the requirements of the Operational Management Plan. The Operational Management Plan shall be submitted to and approved by the City prior to commencement of the extended operating hours to include the following:

The hours of operation of the car wash and detailing use shall be limited to: The car wash will be only operated as per the approved trading hours. We promise to follow the approved trading hours including opening till closing.

Monday - Thursday [8am to 7pm]

Friday [8am to 5pm]

Saturday, Sunday and Public holidays [9am to 5pm]

Note: Car wash will be closed on Christmas day, Anzac Day and good Friday.

As per the approval, Eco Spray Carwash been granted six work station bays. I am satisfied with the location of bays. The work station bays approved will be operated in accordance with the plan detailed in Appendix A.

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### Inventory and Maintenance Schedule

As our business includes machinery, we consider maintenance of our inventory as necessary for continued operation. To fulfil the maintenance demand of machinery we will take the following steps below:

1. Timely maintenance of all the machines to ensure they operate as intended.  
Moreover, machinery will be frequently replaced as the life of machines is around six months due to extended periods of utilisation every day.
2. In addition to scheduled maintenance, we rely on mobile service trucks to attend to any machinery requiring immediate attention. These mobile service vehicles are convenient and attend to jobs in a timely manner.
3. Mobile service trucks will come out to the store during business hours to service each machine. Should there be any noise complaints during a service, the complaint procedure will be followed.
4. Service schedule –

Name of Machine	Model No.	Service Schedule
3 vacuum cleaners	Cleanstar (VC90LP)	3 months
1 air compressor	Pilot K50	3 months
2 water pumps	WS201	3 months
1 washing machine	TECO 5kg	Replace with new machine
1 dryer	Simpson 6kg	Replace with new machine
2 polishers	Rupes LHR 21II	3 months
1 oil water separator	TOS 1500 55	6 months clean & service

### Vehicle Management – All Vehicles to Remain On-Site

All vehicle movements, use of work bays and parking will be monitored by building management on an on-going basis. This will ensure compliance with this noise and operational management plan as well as the applicable planning approval that applies to the site and business operations.

All vehicles being serviced by the business are to remain on site, and there is to be no reliance on the rear laneway or surrounding streets for the parking of customer vehicles that are either awaiting collection or servicing.

Customers accessing the site are to follow line marking and signage. Staff will greet the customer on arrival and where capacity allows the vehicle to be serviced, the vehicle will then be manoeuvred through the site by staff. The vehicle will be serviced and then collected by the customer alongside the reception/outdoor seating area.

In the event that the business is operating at capacity and there are no available spaces for an additional vehicle to remain on site, customers accessing the site will be asked to come back at a more suitable time or day, when the business is able to undertake the required cleaning activities.

### Complaints Management

This carwash is designated with on-duty managers who are always available during operational hours. Moreover, the owner details are available for emergency call at any time. As a team, Eco Spray Carwash will strive to ensure that we don't affect anyone's daily routine and avoid chances of complaints. Staff members are trained to take care of customers and

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the environment around them as well as having a thorough understanding of the below complaint procedure. As a result of any complaint, the following steps are to be taken –

1. Staff will write into the complaint register noting the complainants contact details, time, date and description of complaint and any action taken as result of the complaint.
2. Staff member will relay this information back to Manager on that day.
3. Manager to contact owner –
  - a. First contact: Gurjant Singh Sangha (owner) 0422 243 486.
  - b. Second contact: If first contact not available - Premjit Singh Sohi 0468 495 192.
4. Owner to call complainant and discuss the situation with a list of solutions. Both parties to come to an agreement.

### Noise Mitigation

Mitigating the impact of onsite noise sources is a key consideration in the operation of the site. An Acoustic report has been prepared by Herring Storer Acoustics (March 2022) which indicates that the measures put in place ensures that the noise produced complies with the *Environmental Protection (Noise) Regulations 1997*. Hence, it is not harmful for the environment. The acoustic report findings will be integrated into a training session for all managers and staff to be trained on. It will be reinforced by training of existing staff and any new staff coming on board. Once the training is completed, staff will sign off on the registrar.

A flyer with our operational hours will be supplied to surrounding businesses and residences. Should we receive any complaints, we will follow the complaint management procedure as outlined above.

Refer to the following detailed descriptions of the work proposed to occur within each of the serviceable bays, with location of workstation bays shown in Appendix A – Site Plan.

### Allocated Bays – Description of works

**Wash Bay** - The Wash Bay will involve the removal of dirt and grime from vehicles paint, glass, plastic trims, wheels, chrome and exhaust tips. The process of cleaning will firstly involve washing the paint with a pH neutral (neither acidic, nor alkaline) shampoo, allowing the removal of dirt via the use of a high pressure water hose without damaging paint or trims. This shampoo is safe for washing cars with paint protection applied. After the initial wash cycle, focus will move to cleaning the wheels, arches, mud flaps and tyres which removes brake dust and dirt. A gloss coat is then applied to the tyres to keep them clean. The car will be in this bay between 10-20 minutes by 1 - 2 staff. The equipment used will be Water Pumps (WS201).

**Final Touch Up (1-4)** – Final touch up bay No. 1-4 will be utilised during fair weather (no rain) and will involve internal cleaning via the use of vacuums, compressed air, chamois and general rubbish collection. In addition to the internal cleaning, the car's exterior is chamois-dried to prevent water marks forming on the paint and compressed air is used to remove water from panel joins and trim so no drip marks appear after the car is driven off. The paintwork is then checked for any remaining water while windows and any remaining dirt is washed by hand. The car will be in this bay between 15-25 minutes by 2 staff. The equipment used will be Microfibre Clothes, Window Cleaner, Air Compressor (Pilot K50), Vacuum Cleaner (Cleanstar), and Chamois.

**Final Touch Up (5)** – Final touch up bay No. 5 will primarily be utilised for the preparation of vehicles for the wash bay, however, during periods of rain the bay will be utilised in a similar manner to Final touch up bays Nos. 1-4. As such, the activities to occur in this bay will include

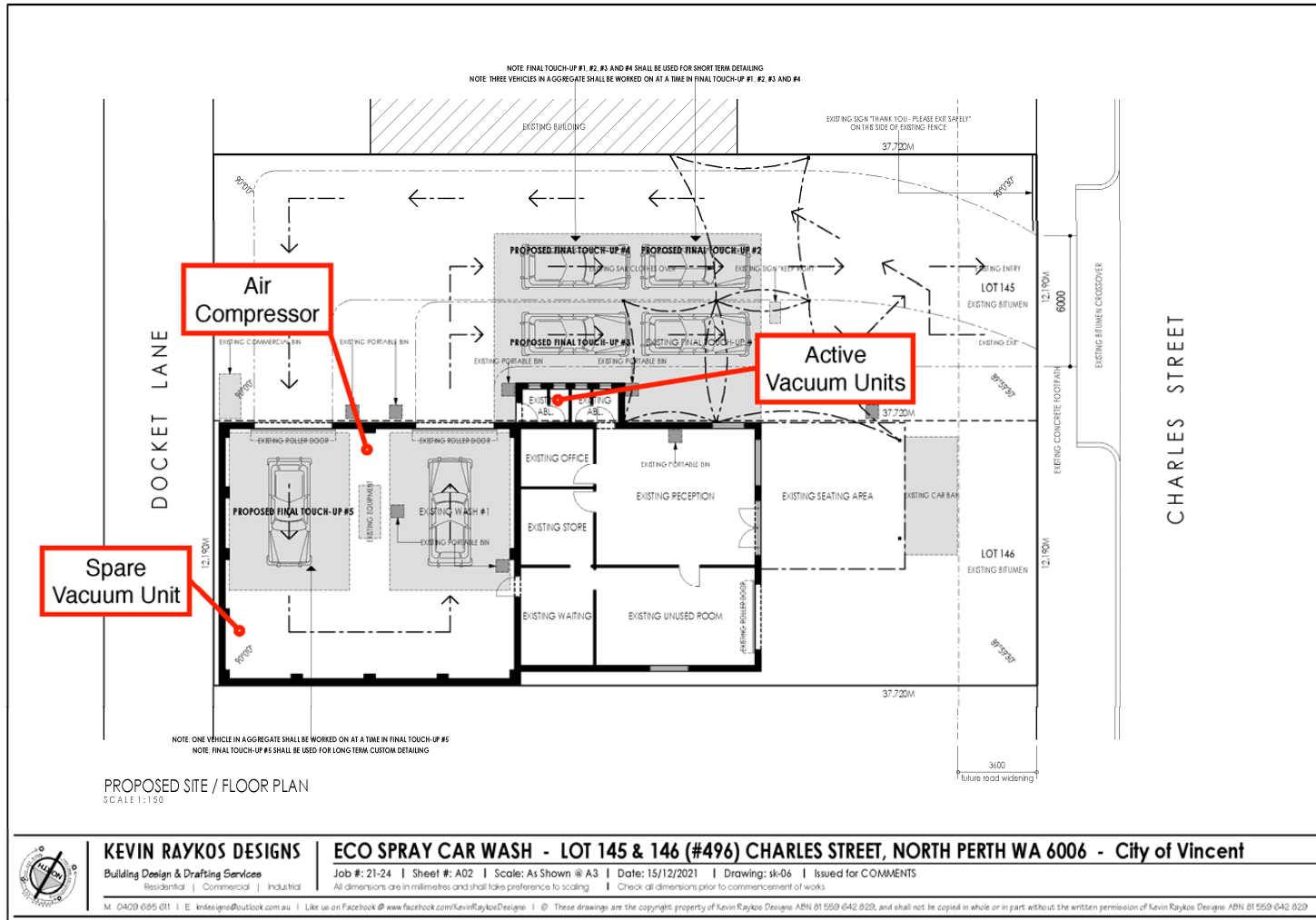
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internal cleaning via the use of vacuums, compressed air, chamois and general rubbish collection. In addition to the internal cleaning the car's exterior is chamois-dried to prevent water marks forming on the paint and compressed air is used to remove water from panel joins and trim so no drip marks appear after the car is driven off. The paintwork is then checked for any remaining water while windows and any remaining dirt is washed by hand. The car will be in this bay between 10-20 minutes by 1 staff. The equipment used will be Microfibre Clothes, Window Cleaner, Air Compressor (Pilot K50), Vacuum Cleaner (Cleanstar), and Chamois.

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**Appendix A – Site Plan**

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# Eco Spray Car Wash, 496 Charles Street, North Perth

## Transport Impact Statement

PREPARED FOR:  
Gurjant Sangha

December 2021

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## Document history and status

Author	Revision	Approved by	Date approved	Revision type
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Vladimir Baltic	r01b	B Bordbar	17/12/2021	Final

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**Author:** Vladimir Baltic

**Project manager:** Behnam Bordbar

**Client:** Gurjant Sangha

**Project:** 496 Charles Street, North Perth

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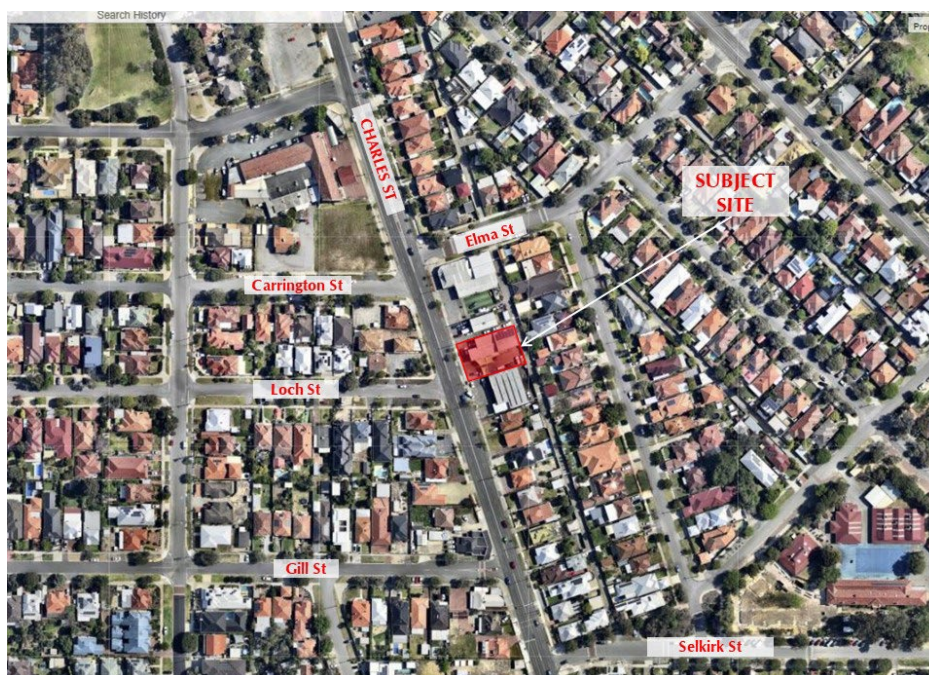


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## 1 Introduction

This Transport Impact Statement has been prepared by Transcore on behalf of Gurjant Sangha with regard to the proposed modification of the existing Eco Spray Car Wash development operating at 496 Charles Street, North Perth in Town of Vincent (hereafter the subject site).

The subject site is situated on the east side of Charles Street, a short distance to the south of Elma Street intersection, as shown in **Figure 1**.



**Figure 1: Location of the subject site**

The proposed internal site modifications are focussing on streamlining the car wash and detail process thus improving internal traffic flows, reducing patron's wait times, and improving the overall customer experience. The proposed internal site modifications are not expected to generate additional customer attraction to the site but rather address internal site traffic flows.

The Transport Impact Assessment Guidelines (WAPC, Vol 4 – Individual Developments, August 2016) states: “A Transport Impact Statement is required for those developments that would be likely to generate moderate volumes of traffic and therefore would have a moderate overall impact on the surrounding land uses and transport networks”.



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Section 6.0 of Transcore's report provides details of the estimated additional trip generation of the subject site. Accordingly, as the no net traffic increase is expected as a result of the proposed site modifications, a Transport Impact Statement is deemed appropriate for assessment of the proposed development.

The site is bound by Charles Street to the west, Docket Lane to the east and the existing commercial developments to the immediate north and south. The site is located within a predominantly residential setting.

The site currently accommodates a car wash operation with associated reception area, offices, amenities and the outside sitting area for customers. The site is currently served by a single, full-movement crossover on Charles Street. There is a secondary gated access on Docket Lane (opposite side of Charles Street); however, it is understood that this access is currently not in use.



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## 2 Development Proposal

The subject site, which combines Lots 145 and 146, occupies an area of approximately 910m<sup>2</sup>, on the eastern side of Charles Street, a short distance to the Elma Street intersection.

The development proposal contemplates expansion of existing “touch-up” bays from one to four (two in-line bays in two parallel lanes). Also, the existing bay is converted to “touch-up” bay.

The proposed internal site modifications aim to improve overall customer experience, streamline the wash and detail operation and reduce the waiting times for vehicles within the “touch-up” stage. The proposed modifications would also serve to formalise one of the conditions relating to maximum number of workstation bays permissible on site as part of the previous 2019 development approval.

Hence, once fully completed the development will comprise the following elements:

- One enclosed wash bay;
- One enclosed “touch-up” bay;
- A total of four short-term (open air) “touch-up” bays;
- Internal parking/queueing areas;
- Outdoor seating area for customers; and,
- Reception area, offices and amenities.

No modification to the existing access/egress system is proposed as part of this proposal.

Refer to **Appendix A** for proposed site plans.



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### 3 Vehicle Access and Parking

As previously outlined, no changes to the existing access/egress system at the site is proposed. The development will therefore continue to be served by:

- Single, 10m wide, full-movement crossover on Charles Street at the southern end of the site; and,
- Single, currently not used, 5m wide access on Docket Lane at the southern end of the site.





## 4 Provision for Service Vehicles

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No specific change to the current waste collection operation is proposed. As previously discussed, the current waste collection operation will continue to be carried out as per current practice.



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## 5 Hours of Operation

The existing development is proposed to continue to operate as per current schedule:

- Monday through to Thursday 8:00AM to 7:00PM.
- Friday 8:00AM to 5:00PM.
- Weekend and Public Holidays 9:00AM to 5:00PM.



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## 6 Daily Traffic Volumes and Vehicle Types

### 6.1 Trip Generation

As previously discussed, all proposed internal site modifications or upgrades are aimed at improving the customer experience, streamline the wash and detail operation and reduce the waiting times for vehicles within the “touch-up” stage. The proposal will also serve to formalise the conditions of the 2019 development approval.

Hence, the proposal will not result in any new traffic being attracted to the site. The intention is for the site to continue to operate in its current form.

Based on the advice provided to Transcore by the operator, the existing development currently generates in order up to 50 total daily trips during a typical weekday and about 40 on Sundays.

### 6.2 Trip Distribution

No change to the existing trip distribution is anticipated as the existing site will continue to operate in its current form.

All site patrons will continue to access and egress the site via the existing Charles Street crossover.

### 6.3 Impact on Surrounding Roads

The WAPC *Transport Impact Assessment Guidelines (2016)* provides guidance on the assessment of traffic impacts:

*“As a general guide, an increase in traffic of less than 10 percent of capacity would not normally be likely to have a material impact on any particular section of road, but increases over 10 percent may. All sections of road with an increase greater than 10 percent of capacity should therefore be included in the analysis. For ease of assessment, an increase of 100 vehicles per hour for any lane can be considered as equating to around 10 percent of capacity. Therefore, any section of road where the development traffic would increase flows by more than 100 vehicles per hour for any lane should be included in the analysis.”*

As previously discussed, no new/additional traffic is expected to be attracted to the site as part of this proposal. Hence, there will be no traffic impact on the surrounding road network.



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## 7 Traffic Management on Frontage Streets

### 7.1 Context

The subject site is located at the east side of Charles Street and a short distance south of Elma Street intersection.

### 7.2 Existing Road Network

**Charles Street**, in the vicinity of the subject site, is a single-carriageway, four-lane road. Parking is prohibited on either side of the road. The pedestrian paths are in place on both sides of the road. Charles Street operates under a speed limit regime of 60km/h.

Charles Street is classified as a *Primary Distributor* in the Main Roads WA Metropolitan Functional Road Hierarchy document. It is under care and control of Main Roads WA although currently not reserved in MRS.

Traffic count data obtained from Main Roads WA indicates that Charles Street (south of Elizabeth Street) carried approximately 23,470 vehicles per day (vpd) on an average weekday in 2020/21.



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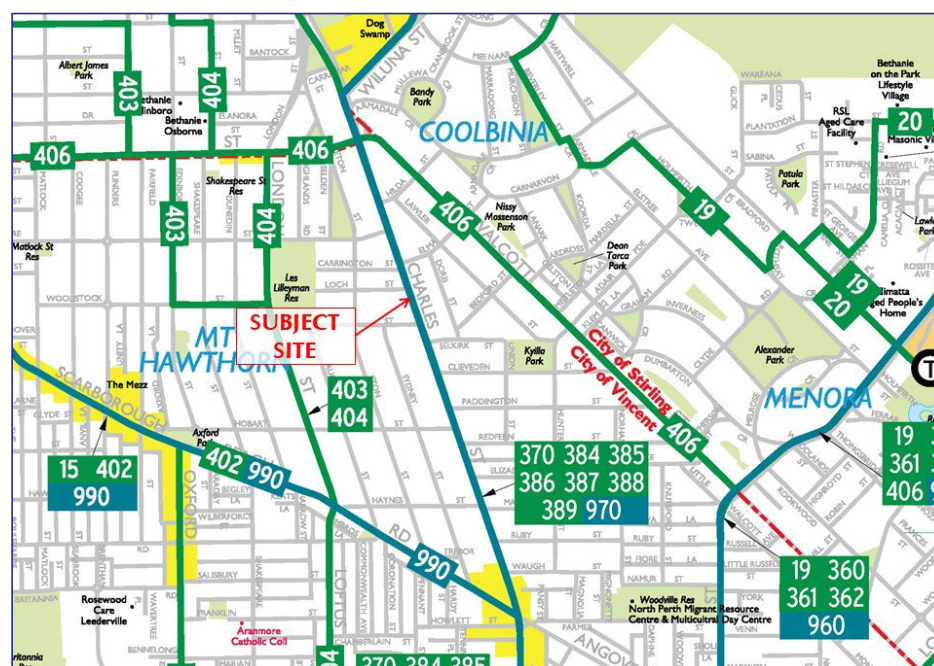
## 8 Public Transport Access

The site is served by a number of bus services operating along Charles Steet with the closest bus stops located across and approximately 230m walking distance south of the site. Both stops are accessible via existing footpath system in place at this locality.

This bus service provides links to a number of key transport nodes including train stations thus providing access to Perth's greater railway network (refer **Table 1** and bus route map in **Figure 2** for more details).

**Table 1: Bus services operating in vicinity of the site**

Bus Service	Route
370	Perth Busport / Mirrabooka Station
384-389	Perth Busport / Mirrabooka Station
970	Perth Busport / Mirrabooka Station



**Figure 2: Public transport services (Transperth Map)**



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## 9 Pedestrian Access

Pedestrian access to the subject site is via the existing footpaths along Charles Street. A signal-controlled pedestrian crossing facility, including drop kerbs, is currently provided on Charles Street about 140m south of the site.



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## 10 Cyclist Access

The Perth Bicycle Network Map (see **Figure 3**) indicates lack of direct access to cyclist paths from the subject site; however, there are a number of Continuous Signed Routes located a short distance from the site (NE1 and NE9) including a network of roads classified as “good road riding environment”.

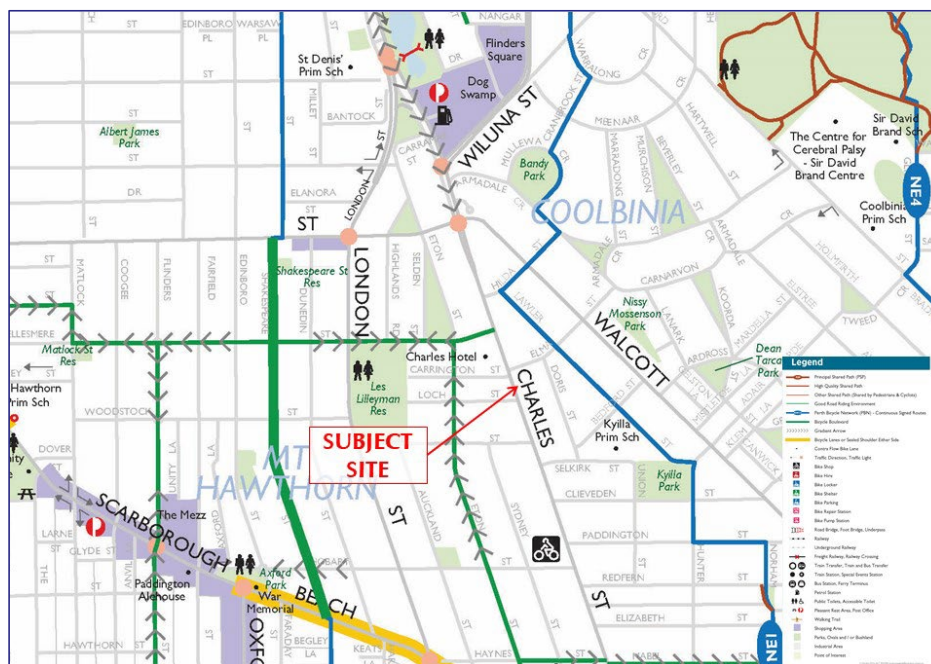


Figure 3: Extract from Perth Bicycle Network (Department of Transport)



## 11 Site Specific Issues

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No particular site-specific issues have been identified for this development.





## 12 Safety Issues

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No safety issues were identified within the scope of this assessment.



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## 13 Conclusions

This Transport Impact Statement has been prepared by Transcore on behalf of Gurjant Sangha with regard to the proposed modification of the existing Eco Spray Car Wash development operating at 496 Charles Street, North Perth in Town of Vincent (hereafter the subject site).

The proposed internal site modifications aim to improve customer experience, streamline the wash and detail operation and reduce the waiting times for vehicles within the “touch-up” stage. The proposed modifications would also serve to formalise one of the conditions relating to maximum number of workstation bays permissible on site as part of the previous 2019 development approval.

As such, no new/additional trips are expected as part of this proposal. Hence, there will be no traffic impact on the surrounding road network.

The traffic analysis undertaken in this report demonstrates that the estimated development-generated traffic will have minimal impact on the surrounding road network.

The subject site has good accessibility by the existing pedestrian, and to a lesser extent cyclist network, but enjoys very good public transport coverage through existing bus service operating within the close proximity of the site.



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# Appendix A

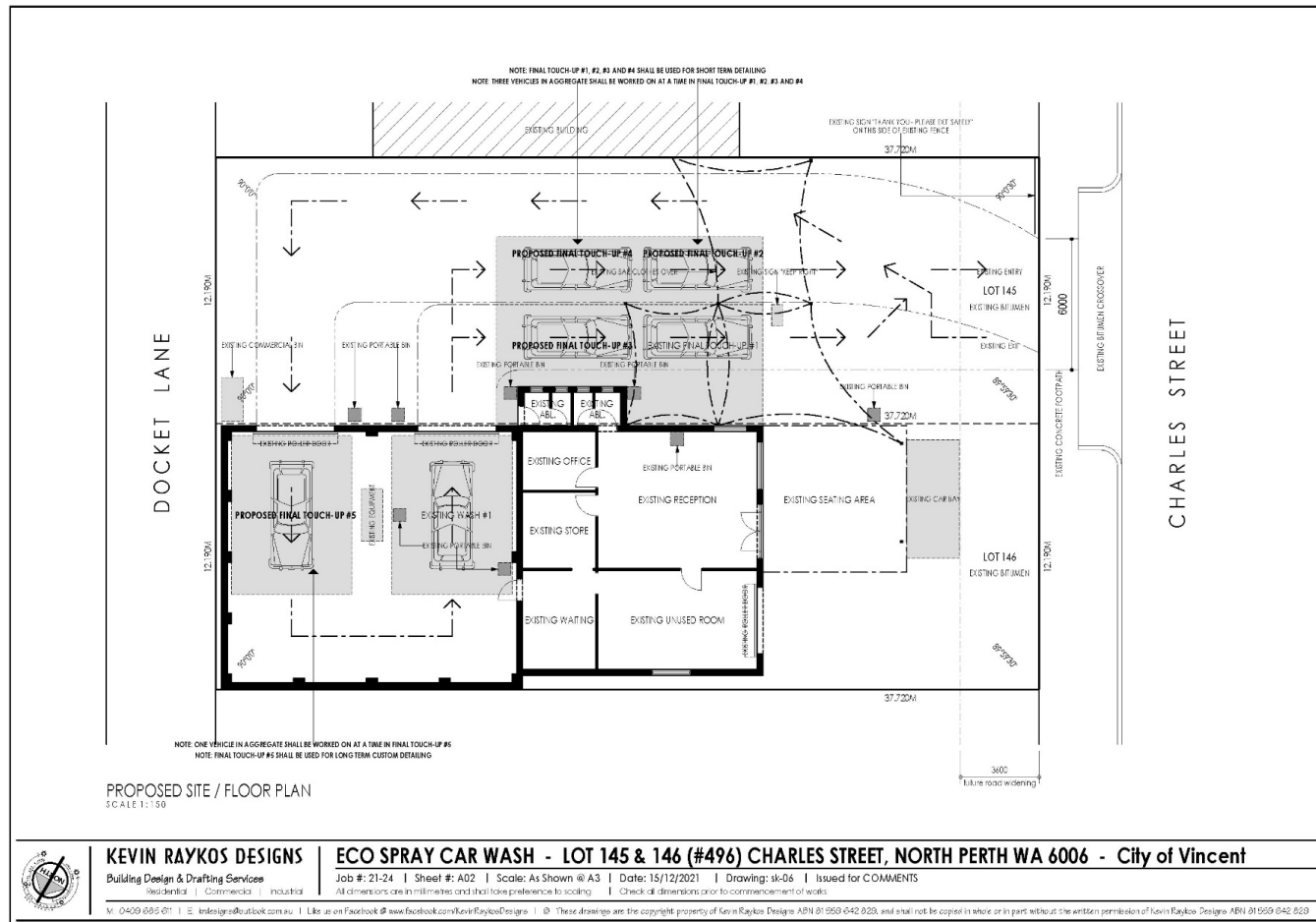
## EXISTING & PROPOSED SITE PLANS



transport planning  
traffic engineering  
modelling

Architectural floor plan of an existing site at Lot 145 & 146, Charles Street, North Perth. The plan shows a large rectangular building footprint with various rooms including an office, reception, waiting area, and multiple car wash bays. Dimensions are provided for the site (37.720m by 12.900m) and building sections. The plan is oriented with Docket Lane to the west and Charles Street to the east. A north arrow is located in the top right corner.

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**Determination Advice Notes:**

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. If the development subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be no further effect.
3. A further two years is added to the date by which the development shall be substantially commenced, pursuant to Schedule 4, Clause 4.2 of the Clause 78H Notice of Exemption from Planning Requirements During State of Emergency signed by the Minister for Planning on 8 April 2020.
4. All other signage that does not comply with the City's Local Planning Policy: Signs and Advertising is subject to a separate Development Application and Building Permit application, being submitted and approved prior to the erection of signage.
5. Noise emanating from the premises is to comply with the requirements of the *Environmental Protection (Noise) Regulations 1997*.
6. If the applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

**9.3 OUTCOMES OF ADVERTISING - AMENDMENT 9 TO LOCAL PLANNING SCHEME NO. 2 - PORTION OF NO. 251 (LOT: 1001 ; D/P: 422962) SCARBOROUGH BEACH ROAD, MOUNT HAWTHORN (FORMERLY NO. 21 EUCLA STREET, MOUNT HAWTHORN)**

**Ward:** North

- Attachments:**
1. Form 2A - Amendment No. 9 to Local Planning Scheme No. 2 [↓](#) 
  2. Location and Consultation Map [↓](#) 
  3. Scheme Amendment Map [↓](#) 
  4. Applicant's Scheme Amendment Report [↓](#) 
  5. Summary of Submissions - Applicant's Response [↓](#) 
  6. Summary of Submissions - Administration's Response [↓](#) 

**RECOMMENDATION:**

That Council **SUPPORTS** Amendment 9 to Local Planning Scheme No. 2 without modification, pursuant to Regulation 50(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, included as Attachment 1, for submission to the Western Australian Planning Commission.

**PURPOSE OF REPORT:**

To consider submissions on Amendment 9 to Local Planning Scheme No. 2 and to determine whether to support the Amendment with or without modifications, or not to support the Amendment.

**BACKGROUND:**

<b>Landowner:</b>	Carlo Diego Nominees Pty Ltd
<b>Applicant:</b>	Rowe Group
<b>Date of Application:</b>	10 February 2022
<b>Zoning:</b>	MRS: Urban LPS2: Zone: Residential R Code: R30
<b>Built Form Area:</b>	Residential
<b>Existing Land Use:</b>	Car Park (Non-Conforming Use)
<b>Lot Area:</b>	564m <sup>2</sup>
<b>Right of Way (ROW):</b>	No
<b>Heritage List:</b>	No

*5 April 2022 Ordinary Meeting of Council*

At its [Ordinary Meeting on 5 April 2022](#) Council resolved to adopt Amendment 9 to Local Planning Scheme No. 2 (LPS2), advise the Western Australian Planning Commission (WAPC) that it would be a standard amendment, refer the amendment to the Environmental Protection Agency (EPA) for comment and advertise the amendment for public comment for a period of 42 days.

*Site Context and Zoning*

The subject site is operated by an information and communications technology infrastructure (ICT) and services company called CDM Australia. The southern portion of the subject site was purchased by the current owner on 25 July 1983 and has been utilised by CDM Australia for car parking purposes since then.

The subject site is bound by Eucla Street to the east, Scarborough Beach Road to the north and single houses to the west and south. The property on the opposite side of Eucla Street to the east is a single storey consulting rooms (Urology Services) with on-site car parking at the rear accessed via Eucla Street.

The southern portion of the subject site to which the scheme amendment relates and adjoining properties to the west and south are zoned Residential R30 under LPS2 and the northern portion of the subject site is zoned Commercial under LPS2. The property on the opposite side of Eucla Street to the east is zoned Mixed Use R80 under LPS2.

The southern portion of the subject site to which the scheme amendment relates and adjoining properties to the west and south are located within the Residential built form area and have a permitted building height of two storeys under the City's Policy No. 7.1.1 – Built Form (Built Form Policy). The northern portion of the subject site and the property on the opposite side of Eucla Street to the east are located within the Activity Corridor built form area and have a permitted building height of four storeys under the Built Form Policy.

The subject site was part of the City of Perth until the creation of the Town of Vincent on 1 July 1994.

A location plan is included as **Attachment 2**.

#### *Previous Approvals & Compliance Matters*

The table below details the previous approvals and compliance history for the subject site and Nos. 251-257 Scarborough Beach Road.

Date	Details
28 February 1991	<p>The (former) City of Perth Council resolved to forward a development application for a Car Park at No. 21 Eucla Street to the Minister of Planning, seeking written consent to approve the land use.</p> <p>Car Park was an 'X' use (prohibited) within the Residential Zone but Clause 26(2) of the operative Planning Scheme provided the ability for the (former) City of Perth Council to approve an 'X' use in the instance that prior written authority was given by the Minister for Planning.</p>
31 May 1991	<p>The Minister for Planning wrote to the (former) City of Perth advising that the request for consent to approve the Car Park 'X' use was refused on four grounds:</p> <ol style="list-style-type: none"> <li>1. Detraction from residential amenity.</li> <li>2. Commercial encroachment into residential area.</li> <li>3. De facto rezoning from residential to commercial.</li> <li>4. Increasing development potential.</li> </ol>
1 July 1991	The (former) City of Perth Council resolved to request that the Minister for Planning reconsider the refusal dated 31 May 1991.
10 October 1991	The Minister for Planning wrote to the (former) City of Perth advising that the request has been reconsidered and written consent granted to approve.
18 November 1991	The (former) City of Perth Council resolved to approve the development application for a Car Park at the subject site.
15 November 1993	<p>The (former) City of Perth Council resolved to grant conditional approval for alterations and additions to the existing showroom and warehouse at the subject site. The addition was a single storey extension to the building.</p> <p>The conditions of the approval required the three lots (Lots 1, 372 and 373) to be amalgamated into one lot.</p>
8 September 1994	The State Planning Commission granted conditional approval for the amalgamation of No. 21 Eucla Street and Nos. 251-257 Scarborough Beach Road. The conditional approval was never enacted.
15 November 1995	The 1993 approval for alterations and additions which was valid for a period of two years expired. No works had commenced prior to the expiration.
February 2000	Unauthorised construction works commenced at the subject site. The works were for alterations and additions as set out in the 1993 development approval.
24 December 2006	Shipping containers for storage purposes first appear on the subject site in aerial imagery.
16 May 2018	<p>The City's LPS2 is gazetted.</p> <p>The subject site remains Residential Zone with a density coding of R30.</p> <p>Non-conforming use rights under Clause 22 of LPS2 is applicable to the site. This allows for the continued operation of the previously approved car park land use.</p>



4 January 2021	<p>A compliance investigation into the subject site was commenced by the City as a result of concerns raised by local residents.</p> <p>The concern raised was that the car parking bays at the subject site were being used for storage purposes.</p> <p>During the course of the investigation the City also identified that the February 2000 construction works were not undertaken in accordance with the 1993 approval plans.</p>
25 June 2021	<p>The City sent the letter to the business operator, requesting that the following actions be undertaken to resolve the following non-compliances at the subject site:</p> <ul style="list-style-type: none"> <li>• Lodgement of a development application for retrospective approval of the unauthorised works undertaken in February 2000.</li> <li>• Lodgement of an application with the Western Australian Planning Commission (WAPC) for the amalgamation of No. 21 Eucla Street and Nos. 251-257 Scarborough Beach Road.</li> <li>• Lodgement of a Scheme amendment to rezone the subject site from Residential R30 to Commercial under LPS2.</li> </ul>
30 September 2021	The City approved a development application for the unauthorised alterations and additions constructed in February 2000.
10 November 2021	The WAPC granted conditional approval for the amalgamation of No. 21 Eucla Street and Nos. 251-257 Scarborough Beach Road. The conditional approval did not include any conditions that require clearance by the City.
4 July 2022	The WAPC provided the City with a copy of the approved Deposited Plan 422962 for the amalgamation of No. 21 Eucla Street and Nos. 251-257 Scarborough Beach Road. The new Certificate of Title has been issued and the subject site is now referred to as No. 251 Scarborough Beach Road.

In accordance with the requirements in the *Planning and Development Act (Local Planning Schemes) Regulations (2015)*, a local government is required to pass a resolution to either support with or without modifications or refuse to support an amendment to the Scheme. The outcome of this is forwarded to the Western Australian Planning Commission (WAPC) for consideration.

#### DETAILS:

Amendment 9 to LPS2 proposes to rezone the southern portion of No. 251 Scarborough Beach Road (the subject site) which was previously known as No. 21 Eucla Street prior to being amalgamated earlier in 2022 from Residential R30 to Commercial. This is to match the existing zoning and density of the northern portion of No. 251 Scarborough Beach Road which was previously known as Nos. 251-257 Scarborough Beach Road.

The portion of No. 251 Scarborough Beach Road to which the proposed scheme amendment relates is 12.2 metres wide and has a depth of 46.4 metres.

The applicant has advised that the intent of the proposal is to better reflect the historical and continued use of the subject site for commercial purposes and to facilitate the resolution of the ongoing compliance matter in accordance with the City's letter dated 25 June 2021.

The applicant has advised that the property owner has no plans to redevelop the site at this stage.

A copy of the Amendment 9 to LPS2 map is included as **Attachment 3**.

#### *Applicant's Written Justification*

The applicant has submitted written justification in support of the proposed scheme amendment which is included in **Attachment 4**. The applicant's written justification outlines that the proposal would be consistent with the City's Local Planning Strategy (Strategy) and the objectives of the Commercial Zone under LPS2.

The applicant's justification for the scheme amendment is summarised as follows:

- The southern portion of the subject site to which the scheme amendment relates has been used as a private carpark associated with the commercial premises on the northern portion of the subject site since at least March 1965. Some of the land uses that have operated from the site in this time include service station, shop, showroom, warehouse and office.
- The amendment would provide consistent zoning over the entire landholding and would better reflect the long-standing approved commercial use of the subject site.
- The amendment would make it permissible for the property owner to continue to use a portion of the subject site for the purposes of storage which would support the existing business, CDM Australia.
- The amendment would be consistent with the City's Local Planning Strategy for the following reasons, it would:
  - be consistent with the strategic intent for Scarborough Beach Road to develop as an Activity Corridor with a concentration of mixed use and commercial developments.
  - not adversely impact or change the existing low density Residential zoned land to the south of the subject site.
  - be consistent with the strategic intent to provide commercial development nodes along Scarborough Beach Road.
- The amendment would not result in any significant environmental, social, economic or governance impacts on the surrounding properties or area.
- The amendment does not propose to change the current operations at the subject site. The continued operation of the commercial use at the subject site would not detrimentally affect the amenity of the surrounding area with respect to traffic, parking or noise.
- The amendment has been requested by the City as an aspect of the resolution to the ongoing compliance matter.

#### CONSULTATION/ADVERTISING:

##### Public Consultation

Community consultation was undertaken for the proposal in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations)* for a period of 42 days from 21 July 2022 to 1 September 2022. The method of consultation included 470 letters being mailed to all owners and occupiers within a 200 metre radius of the subject site (as shown in Attachment 2), a sign being erected on site, a notice being placed in the local newspaper and a notice on the City's website in accordance with the City's Community and Stakeholder Engagement Policy.

The letters sent comprised of 240 sent to City of Vincent owners and occupiers and 230 sent to City of Stirling owners and occupiers.

The City received three submissions, all in objection. The key concerns raised and Administration's responses related to the impact of the proposal on traffic and parking.

A summary of all the submissions received and the applicant's comments with respect to these is included in **Attachment 5**. A summary of all the submissions received and Administration's comments with respect to these are provided in **Attachment 6**.

##### Environmental Protection Agency (EPA)

Amendment 9 to LPS was referred to the EPA in accordance with Section 81 of the *Planning and Development Act 2005*. The EPA reviewed the proposal and advised that no further assessment was required.

#### LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Local Planning Scheme No. 2;
- Community and Stakeholder Engagement Policy; and
- Policy No. 7.1.1 – Built Form Policy.

Planning and Development Act 2005 & Planning and Development (Local Planning Schemes) Regulations 2015

Section 75 of the *Planning and Development Act 2005* allows a local government authority to amend its local planning scheme with the approval of the Minister for Planning.

Council may determine whether to make modifications to the proposed Amendment, and whether to support or refuse the Amendment. Major modifications may require a period of readvertising.

Council's decision is then forwarded to the WAPC which considers the proposal and submissions before making a final recommendation to the Minister for Planning.

The Minister may grant final approval to the scheme amendment, with or without modifications, or may refuse to approve the scheme amendment. The final decision rests with the Minister.

If the Minister agrees to grant final approval, the City will then arrange for the scheme amendment to be published in the Government Gazette, at which point it legally comes into effect. A scheme amendment can take up to 12 months to complete.

**RISK MANAGEMENT IMPLICATIONS:**

Low: It is low risk to reclassify the subject site from Residential R30 to Commercial. The actual land use and built form at the subject site would be subject to a separate development application processes following the receipt of any proposals.

**STRATEGIC IMPLICATIONS:**

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

Innovative and Accountable

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

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

**PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes of the City's *Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

The cost of progressing Amendment 9 would be met through the City's existing operational budget.

**COMMENT:**

In considering Amendment 9 to LPS2, Council is to consider its acceptability with respect to consistency with the existing Urban zoning under the Metropolitan Region Scheme (MRS), the City's Local Planning Strategy, objectives of the Commercial zone under LPS2, , and the extent it would have a minimal impact on the surrounding area and would not result in any significant environmental, social, economic or governance impacts on the subject site or surrounding area. This is detailed below.

*MRS Urban zone, Local Planning Strategy and Commercial zone*

The MRS Urban Zone is an area in which a range of activities are undertaken, including residential, commercial, recreational and light industry. The City's Local Planning Strategy outlines that the Commercial zoning for the existing commercial area between Brady and Eucla Streets is appropriate for that purpose and the expansion of the commercial area into residential areas is not appropriate. The amendment would not represent an expansion of the commercial area into residential areas because:

- The subject site has never been used for residential purposes and was approved for use as and continues to operate as a commercial car park since 1991;
- The amendment would provide consistent zoning over the entire landholding and would better reflect the long-standing approved commercial use of the subject site;
- Commercial development is already permissible, existing and extends further south along Eucla Street than the subject site. The adjacent property on the opposite side of Eucla Street to the east at No. 249 Scarborough Beach Road has operated as approved consulting rooms since 1988. This property extends further south than the subject site and could be redeveloped under the current planning framework to accommodate a four storey mixed use development with commercial uses;
- The works component for any future commercial development at the subject site would require a development application to be approved by the City prior to commencement. The built form of any future development would be assessed against the City's Built Form Policy to ensure that it responds to the surrounding context;
- There are 21 additional land uses that could be contemplated for the site under the proposed Commercial zoning and that would form part of any such development application for works. All but three of these uses would need the City to exercise its discretion in approving the land use and all of the additional land uses that could be contemplated are already permissible at the adjoining property to the north. The potential additional impact of the current proposal on the streetscape and surrounding area would not be significant in this way; and
- The property owner has indicated that the intent of the proposed amendment is to facilitate the continued operation of CDM Australia from the adjoining property to the north and the subject site by allowing the consideration of a warehouse/storage land use on the broader site and car parking and storage to continue at the subject site.

#### *Orderly and Proper Planning*

In the instance that the property owner had fulfilled the terms of the 1993 development approval and amalgamated the subject site with Nos. 251-257 Scarborough Beach Road, it would have created one lot. It is likely that the subject site would have been rezoned from Residential R30 to Commercial when LPS2 was gazetted in 2018, as it would have formed one landholding with the Commercial zoned portion to the north. This means that the entire amalgamated lot would have been zoned Commercial.

#### *Parking and Traffic*

Amendment 9 to Local Planning Scheme No. 2 (LPS2) would not in itself approve any changes to the existing built form or business operations on the subject site and so would have no impact on the traffic and parking in the area.

The subject site currently has approval as a car park, but also contains two storage containers that do not have approval. The use of these storage containers would be classified as a 'warehouse/storage' land use, which is an 'X' use in the Residential zone under the City's LPS2. This means that it is not permitted. A warehouse/storage use class is a 'D' use in the Commercial zone which means that it is permissible but requires the exercise of discretion and development approval from the City.

The owner of the subject site has advised the City that if Amendment 9 is approved it would seek development approval for the two storage containers on the site to remain to store pallets of computers before they are taken into the adjacent buildings at Nos. 251-257 Scarborough Beach Road for assembly, with deliveries occurring once a month. The owner has advised that removal of the two remaining containers would result in increased use of off-site storage which would require an additional four to five deliveries to the site per day.

This or any other changes to the existing built form or business operations on the subject site would require a development application which would include assessment of parking, traffic generation and potential impacts on the surrounding area in accordance with the Western Australian Planning Commission's Transport Impact Assessment Guidelines Volume 4.

It is recommended that Council supports Amendment 9, included as **Attachment 1**.



# **LOCAL PLANNING SCHEME NO. 2**

## **Amendment No. 9**

Standard amendment to rezone a portion of Lot 1001, No. 251 Scarborough Beach Road, Mount Hawthorn from 'Residential R30' to 'Commercial'.

**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. 9

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act 2005* (as amended), amend the above Local Planning Scheme to:

1. Rezone the portion of Lot 1001, No. 251 Scarborough Beach Road, Mount Hawthorn currently zoned 'Residential R30' to 'Commercial'.

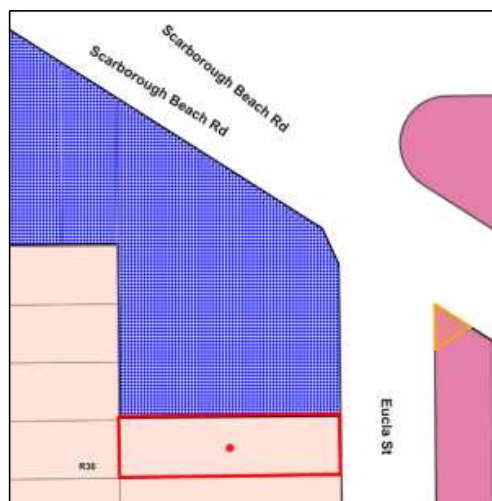
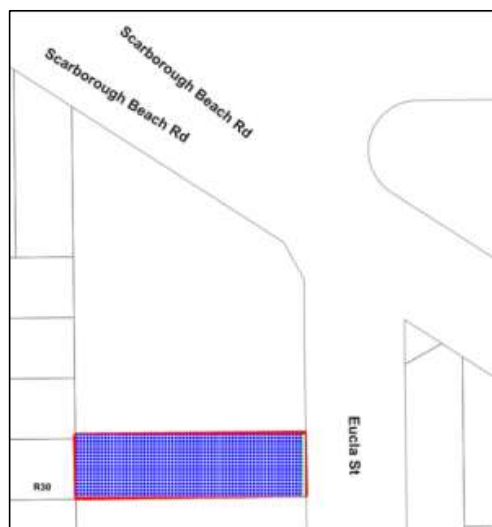
The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- It is consistent with the City's Local Planning Strategy on the basis that it does not represent an expansion of the commercial area into the residential area given that it provides consistent zoning over the entire landholding and better reflects the long-standing approved commercial use of the subject site;
- It is consistent with the intent of the Urban zone under the Metropolitan Region Scheme to provide for a range of commercial and residential activities;
- It would have minimal impact on land in the scheme area that is not the subject of the amendment as a future commercial development would be assessed against the relevant planning framework to ensure that it responds to the surrounding context appropriately;
- It does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and
- It is not a complex or basic amendment.



CITY OF VINCENT

## Modifications 1 and 2 – Scheme Map

Existing:Proposed:

= Amendment area

Dated this     day of     2022

CHIEF EXECUTIVE OFFICER

CITY OF VINCENT LOCAL PLANNING SCHEME NO. 2 SCHEME MAP 5 - MT HAWTHORN	
LEGEND	
<b>METROPOLITAN REGION SCHEME RESERVES</b>	
<small>Note: The Western Australian Planning Commission, in care of the Department of Planning, should be consulted for full information on the actual land requirements for all Metropolitan Region Scheme Reserves.</small>	
	<b>PARKS AND RECREATION</b>
R	Restricted Public Access
	<b>PRIMARY REGIONAL ROADS RESERVATION</b>
	<b>OTHER REGIONAL ROADS RESERVATION</b>
	<b>RAILWAYS</b>
	<b>PUBLIC PURPOSES</b>
<small>Particular use denoted as follows:</small>	
H	Hospital
HS	High School
TS	Technical School
CP	Car Park
U	University
CG	Commonwealth Government
SU	Special Use
WSC	Water Authority of Western Australia
P	Prison
<b>CITY OF VINCENT LOCAL SCHEME RESERVES</b>	
	<b>PUBLIC OPEN SPACE</b>
R	Restricted
	<b>PUBLIC PURPOSES</b>
<small>Particular use denoted as follows:</small>	
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
<b>CITY OF VINCENT SCHEME ZONES</b>	
	<b>RESIDENTIAL</b>
	<b>MIXED USE</b>
	<b>COMMERCIAL</b>
	<b>LOCAL CENTRE</b>
	<b>DISTRICT CENTRE</b>
	<b>REGIONAL CENTRE</b>
	<b>SPECIAL USE</b>
<small>Particular use denoted as follows:</small>	
CP	Car Park
CU	Community Use
HC	Hall and Non Residential Club
H	Hotel
PW	Place of Worship
S	Service Station
	<b>ADDITIONAL USE</b>
<b>ADDITIONAL INFORMATION &amp; RESIDENTIAL PLANNING CODES</b>	
	CODE AREA BOUNDARY
	SCHEME AREA BOUNDARY
	DENSITY CODE



CITY OF VINCENT

## LOCAL PLANNING SCHEME NO. 2

Amendment No. 11

### 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 the \_\_\_\_\_ 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*

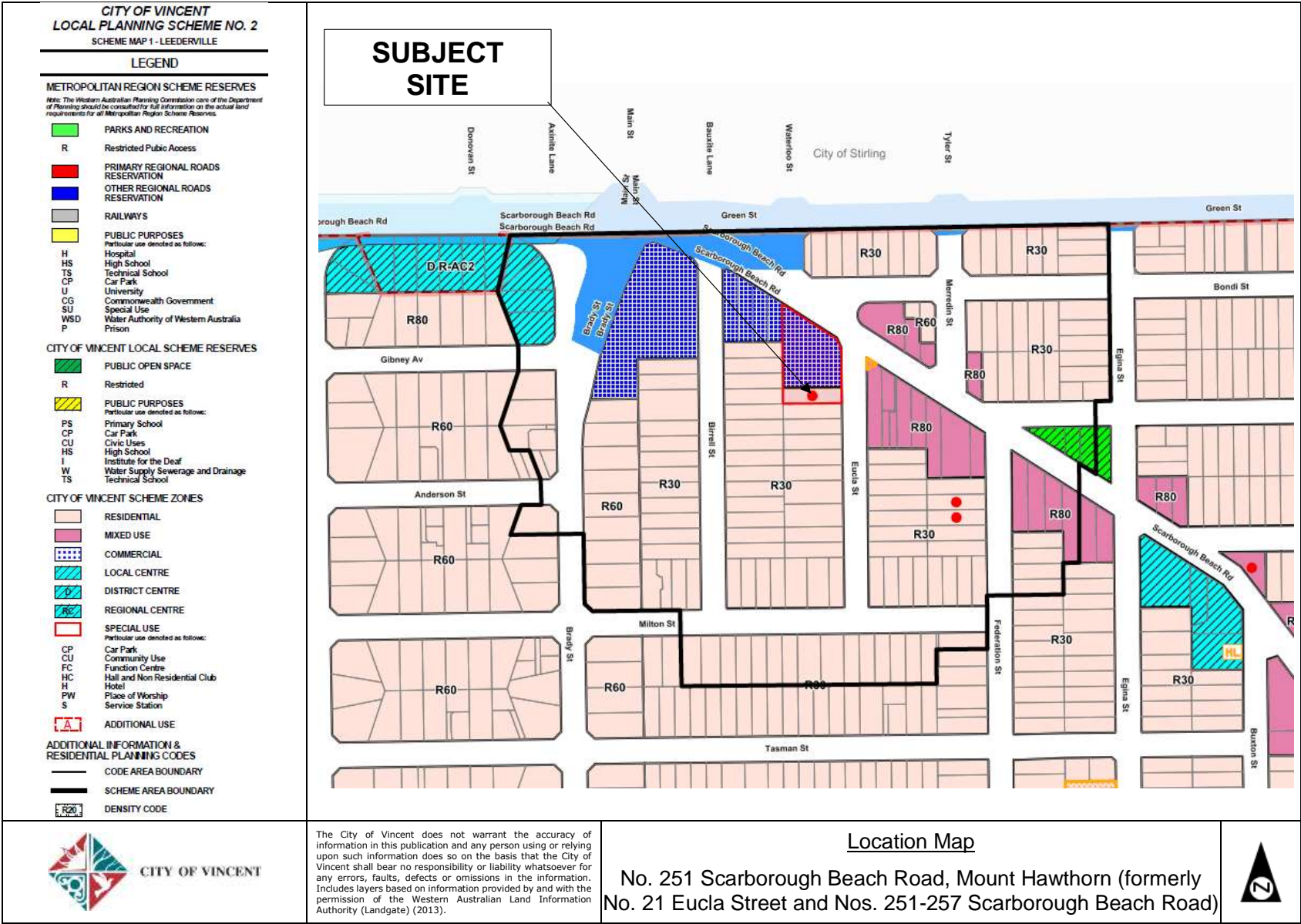
DATE.....

### APPROVAL GRANTED

.....  
MINISTER FOR PLANNING  
S.87 OF THE *PLANNING AND DEVELOPMENT ACT 2005*

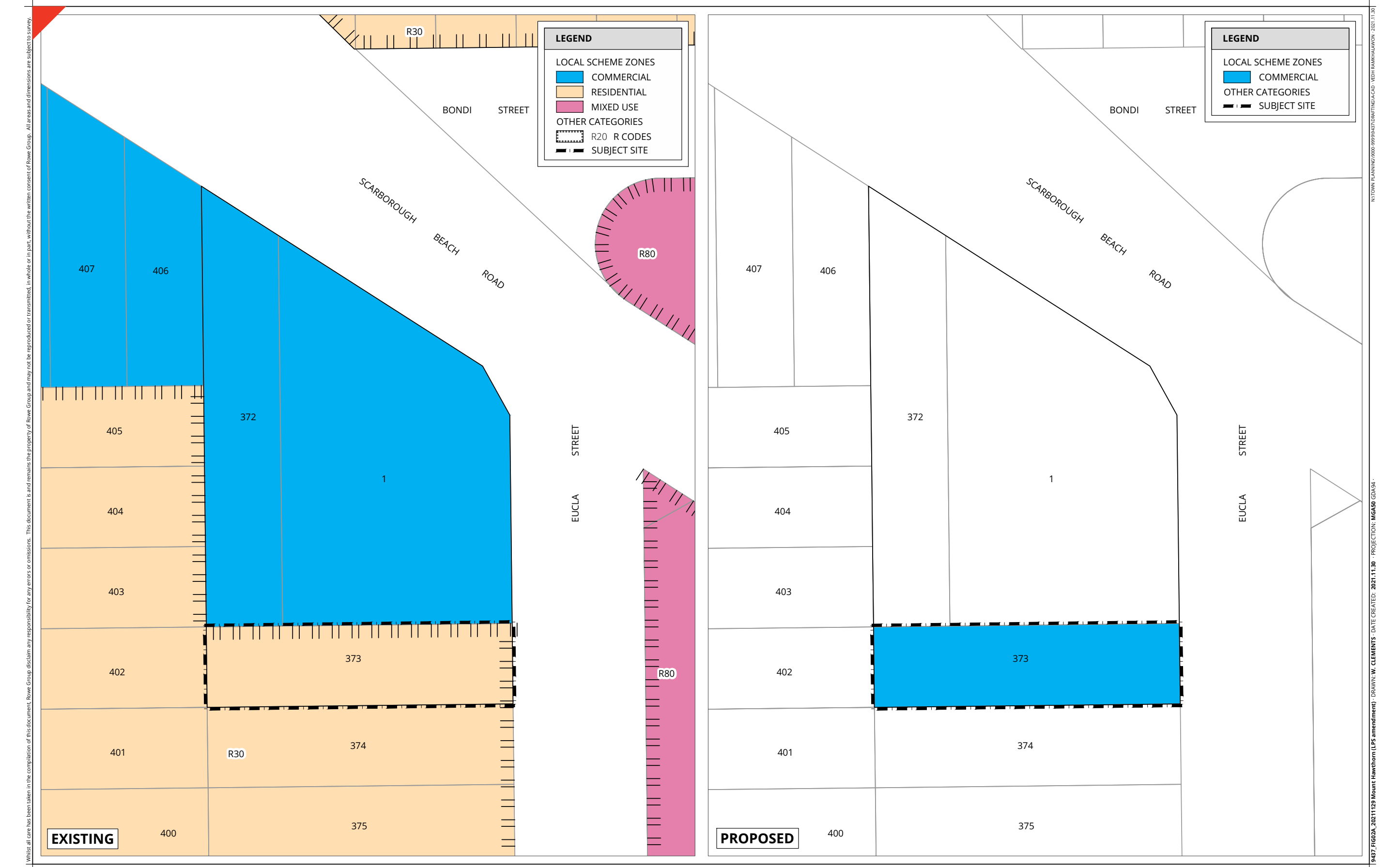
DATE.....











**LOCAL PLANNING SCHEME NO. 2 AMENDMENT**  
LOT 373 EUCLA STREET  
MOUNT HAWTHORN



Job Ref: 9437  
30 November 2021

Chief Executive Officer  
City of Vincent  
244 Vincent Street  
LEEDERVILLE WA 6007

**Attention: Planning Services**

Dear Sir/Madam

**Scheme Amendment Request – Rezoning  
Lot 373 (No.21) Eucla Street, Mount Hawthorn**

Rowe Group acts on behalf of the landowner of Lot 373 (No. 21) Eucla Street, Mount Hawthorn (the 'subject site') with respect to the above. We have been requested to lodge a Scheme Amendment Request with the City of Vincent to rezone the southern portion of the lot from 'Residential' to 'Commercial' at the subject property. Further information in support of our request is detailed below.

The subject site is legally described as:

- Lot 373 on Plan 1939 Certificate of Title Volume 1036 Folio 373.

Refer **Attachment 1 – Certificate of Title**

**BACKGROUND**

History prior to 1991

The subject lot forms part of an overall landholding together with the following:

- Lot 1 (formerly Lots 369, 370 and 371) Scarborough Beach Road
- Lot 372 Scarborough Beach Road

The subject site has a total area of 1,652m<sup>2</sup>. The subject site is occupied by an existing commercial premises, comprising office, warehouse and showroom land uses. The commercial premises consists of several interconnected warehouses and office buildings, together with associated car parking.

A review of historical information and aerial imagery for the site outlines that the use of the subject site as a car park associated with commercial premises on the above lots dates back to at least March 1965. Approvals granted

Level 3  
369 Newcastle Street  
Northbridge 6003  
Western Australia

p: 08 9221 1991  
f: 08 9221 1919  
info@rowegroup.com.au  
rowegroup.com.au



between 1972 and 1981 indicates that the above lots were used for various commercial activities including a Service Station, Retail Store, Showroom, Warehouse and Office.

#### 1991 approval to use of Lot 373 as a car park

An application was submitted on 30<sup>th</sup> October 1990 for the use of the subject site as a car park. The application was lodged with the (former) City of Perth, which was the operative Local Authority for the site at the time.

A report was prepared for consideration by Council at its February 1991 meeting. An extract from the staff report to Council stated as follows:

*"It seems that the site has never been used for residential purposes. The Council's land use records indicate that at least since 1967 the property has been used for service industry, industry, car park and entrance to Scarborough Beach Road properties. Furthermore, should the property be used in future (after approval for any purpose other than car parking, a new application would be required. It would seem that approval of this situation would rationalise a long standing on-site situation."*

Within the report, it was noted that a 'car park' was an 'X' use within the Residential zone, however Clause 26 of the operative Planning Scheme provided the ability for Council to approve an 'X' use subject to the prior written authority of the Minister for Planning. At the meeting, Council resolved to forward the application to the Hon. Minister to seek his written consent to determine the application.

In response, the Hon. Minister refused to grant consent and following consideration of this at its July 1991 meeting, Council resolved to request that the Hon. Minister reconsider his decision.

The Minister subsequently responded that he had "...reconsidered his previous decision and was now prepared to give consent to Council to approve the use of Lot 373 Eucla Street, Mount Hawthorn for car parking." The advice was presented to Council's October 1991 Council meeting, where it resolved to grant approval to the application.

Historical material associated with the 1991 approval to the use of the subject site as a car park, including the submitted application and extracts from Council minutes referenced above, is included at Attachment 2.

#### 1993 approval for expansion of Showroom and Warehouse activities

A further application was submitted to the City of Perth in 1993 for the expansion of the existing showroom and warehouse on Lots 1 and 372. Approval was granted by the City of Perth on 25 November 1993 ('1993 Approval').

Aerial imagery indicates that construction works were undertaken between 6 February 1995 and 24 February 2000. The constructed extension departed from the 1993 Approval, with a nil setback to Eucla Street and a setback of approximately 2.5m to the southern boundary.



#### Recent communication with City of Vincent

The property owner was contacted by the City's Compliance team in March 2021 regarding the positioning of sea containers within the subject site for storage purposes, which displaced car parking bays within this space. As part of this process it was also identified that the development at Lots 1 and 372 was constructed in a form which departed from the 1993 approval. Following communication involving the City's Executive Director, written advice from the City dated 25<sup>th</sup> June 2021 instructed the property owner to undertake the following:

- 1) Lodgement of an application for retrospective approval for unauthorised works;
- 2) Lodgement of an application to amalgamate Lots 1, 372 and 373 into a single lot; and
- 3) Lodgement of a request to amend the City of Vincent Local Planning Scheme No.2 as it relates to the subject Lot 373.

With respect to the above:

- The application for retrospective approval was submitted, with the City issuing its approval in correspondence dated 30<sup>th</sup> September 2021; and
- An application to amalgamate the identified lots was lodged with the WA Planning Commission and approved in correspondence dated 10<sup>th</sup> November 2021.

Accordingly, the proposed amendment to the City's LPS2 to rezone Lot 373 to 'Commercial' represents the final component of the City's instruction and will reflect the long standing use of the lot.

Refer **Attachment 2 – Historical material associated with the 1991 approval to the use of the subject site as a car park.**

#### **TOWN PLANNING CONSIDERATIONS**

##### Metropolitan Region Scheme

The subject site is zoned 'Urban' under the provisions of the Metropolitan Region Scheme ('MRS').

##### City of Vincent Local Planning Scheme No.2

Under the provisions of the City of Vincent Local Planning Scheme No.2 ('LPS 2'), the subject site is zoned 'Commercial' and 'Residential' with a density coding of R30.

The objectives of the 'Commercial' Zone as outlined in LPS 2 are as follows (underlined for emphasis):

- To facilitate a wide range of compatible commercial uses that support sustainable economic development within the City.
- To ensure development design incorporates sustainability principles, with particular regard to waste management and recycling and including but not limited to solar passive design energy efficiency and water conservation.



- To maintain compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.
- To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality.

The zoning table within LPS 2 identifies the current use 'warehouse' as a 'D' use within the 'Commercial' zone but is a 'X' use under the 'Residential' zone. The proposed Scheme Amendment is to ensure formality of the approved use at the subject site within the LPS2.

#### **PROPOSED SCHEME AMENDMENT**

This Scheme Amendment seeks to rezone Lot 373 (No. 21) Eucla Street, Mount Hawthorn from 'Residential' to 'Commercial' in LPS 2. Should the amendment be finalised as proposed, it would result in a consistent zoning over the entire landholding which reflects the long-standing commercial use of the premises.

The amendment consists of a modification to the Scheme Map to remove the 'Residential' zoning and associated R30 density coding, which is to be replaced with the 'Commercial' zoning as depicted in Figure 1. No further amendments to the text within the City's LPS 2 are proposed.

Refer **Figure 1 - Plan showing existing and proposed zoning**

#### **RATIONALE, PLANNING JUSTIFICATION AND ASSESSMENT**

The *Planning and Development (Local Planning Schemes) Regulations 2015* ('Regulations') sets out what constitutes a basic, standard and complex Scheme Amendment.

For amendments to a local planning scheme, the Regulations (refer Regulation 35(2) Part 5 Division 1) require the resolution of the local government to specify whether, in the opinion of the local government, the amendment is a complex amendment, a standard amendment or a basic amendment and include an explanation for forming that opinion.

To assist the City of Vincent, the Applicant is of the view that the proposed Scheme Amendment is a standard amendment for the following reasons:

- The amendment is consistent with the City of Vincent Local Planning Strategy.
- The amendment would have minimal impact on land in the scheme area that is not the subject of this amendment.
- The amendment does not result in any significant environmental, social, economic or governance impacts on the land in the scheme area.

#### City of Vincent Local Planning Strategy

The Local Planning Strategy was endorsed by the Western Australian Planning Commission on 8 November 2016. The Strategy sets out the long-term strategic direction and rationale for the zones and other provisions



outlined within LPS 2. The Strategy should be considered throughout the review of the scheme amendment request as it provides the planning context for the zones, reservations and statutory provisions contained in the Scheme.

The commercially zoned land identified at the site is subject to the Scarborough Beach Road Activity Corridor ('Corridor'). The Corridor project is an overarching transport and land use concept to be implemented overtime to improve the form and function of Scarborough Beach Road and its surrounds into the future. The scheme amendment to rezone the proposed use from residential to commercial is consistent with the following recommendation outlined within the Strategy.

*Ensure that uses along Scarborough Beach Road are consistent with the principles of an Activity Corridor / Urban Corridor, with the concentration of mixed use and commercial development on the key nodes, and compatible commercial and residential use outside of the key nodes;*

The subject site is located along Scarborough Beach Road east of the Mount Hawthorn Town Centre area. Mount Hawthorn is mostly characterised by low to medium density homes. The residential area located to the south of the subject is envisioned to be retained and remain the main dwelling type within Mount Hawthorn area. The larger lots which can accommodate additional housing and infill will be considered. The vision for housing density and urban design for Mount Hawthorn is outlines as;

*'Mount Hawthorn has retained its family-friendly feel and has maintained and enhanced its existing housing stock, density and streetscapes. New developments respect the current buildings and built forms, whilst embracing the principles of sustainability. Carefully designed, higher density residential developments in the town centre offers additional housing choices. Climate-sensitive designs combine with appropriate landscaping to provide award-winning, sustainable urban design.'*

It is therefore noted that the proposed scheme amendment does not adversely impact and change the intent of the residential zoned land to the south of the subject site as outlined within Strategy. The proposed scheme is consistent with the intent of the commercial development nodes along Scarborough Beach Road.

#### Objectives of the Zone

As outlined above the subject site is currently used for car parking in association with commercial activities within a broader landholding. The 'Commercial' zone under LPS 2 reads as follows (underlined for emphasis):

- To facilitate a wide range of compatible commercial uses that support sustainable economic development within the City.
- To ensure development design incorporates sustainability principles, with particular regard to waste management and recycling and including but not limited to solar passive design energy efficiency and water conservation.
- To maintain compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.
- To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality.





The Scheme Amendment for the rezoning of the 'Residential' land to 'Commercial' is consistent with the objectives described above for the following reasons:

- The inclusion of the use would be consistent with the objective of the current operating business and use within the zone;
- The continued operation of the 'Commercial' use does not detrimentally affect the amenity of the area through aspects such as vehicle traffic, noise or parking.
- The amendment does not change the current operations of the subject site.
- The amendment ensures compliance with the City's LPS 2.

#### Suitability of Use

As previously noted, the Scheme Amendment was requested by the City. The Scheme Amendment will provide consistency with the prior approval to the use of the site, the current operating and ongoing operations of the subject site. The proposed amendment will assist in formalising the commercial activities occurring within the landholding which are to be amalgamated into one (1) green title lot.

#### **CONCLUSION**

This Scheme Amendment Request seeks approval to rezone the portion of 'Residential' zoned land at Lot 373 (No. 21) Eucla Street, Mount Hawthorn from 'Residential' to 'Commercial'. The proposed Scheme Amendment is considered to be consistent with the objectives of the 'Commercial' zone of City of Vincent Local Planning Scheme No.2 and the City of Vincent Local Planning Strategy and will not adversely impact upon the amenity of the surrounding residential land.

On the basis of the information provided it is requested that the City of Vincent give support to the initiation of the Scheme Amendment, where it will be subject to public consultation prior to further consideration by the Council.

Should you require any further information or clarification in relation to this matter, please contact the undersigned or Mr Jake Spiteri on 9221 1991.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Jeremy Hofland', is written over a light blue horizontal line.

**Jeremy Hofland**  
Rowe Group



## Attachment Two

Historical material associated with the 1991 approval to the use of the subject site as a car park

30 October 1990

Officer-in-Charge  
Planning Services  
City of Perth  
P O Box C120  
PERTH W A 6001

Dear Sir/Madam

Re: LOT 373 EUCLA STREET, MT HAWTHORN

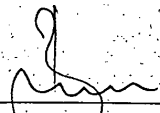
I am writing this letter of behalf of the owners of 372 Scarborough Beach Road, Lot 1 Cnr. Scarborough Beach Road and Eucla Street and Lot 373 Eucla Street, Mt Hawthorn.

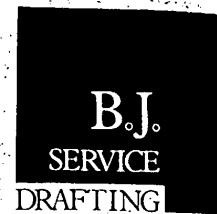
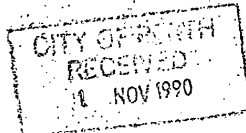
They request that Lot 373 be approved for carparking only. The owners would also like to eventually have this site amalgamated with lots 1 and 372 so as to give these lots more building area for future development.

Since procuring this site in 1982 they have been using it for carparking and some occasional storage. They had a 1.800M high brick wall erected on the front boundary line so as to screen the parking from the street.

The two carpark areas on Lot 1 & Lot 372 Scarborough Beach Road are rarely used as exiting on to this busy road over the brow of a hill is hazardous and is avoided by most employees.

Yours sincerely

  
B. M. JACKSON  
Managing Director



DESIGN AND  
DRAFTING  
CONSULTANT

SUITE NINE  
20 GIBBERD RD.  
BALCATT 6021  
WESTERN  
AUSTRALIA  
TEL: 345 4540  
FAX: 345 4108

**TOWN  
PLANNING****28 FEBRUARY  
1991**

WPADPLAN/3611

- 43 -

SUBURB/LOCATION: Western side of Eucla Street south  
of Scarborough Beach Road  
WARD: North Perth  
FILE REF: KB/wr; CP 5.4; B/Eucla  
REPORTING OFFICER: K Baguley  
DEPARTMENT: Planning  
DATE: 22 February 1991

**DEVELOPMENT APPLICATION - USE OF VACANT LAND FOR CAR  
PARKING AT LOT 373 (NO. 21) EUCLA STREET, MOUNT HAWTHORN  
(90/1627)**

**BACKGROUND:**

The City Planner reports as follows in regard to the  
abovementioned application.

LANDOWNER: C Della-Maddalena

**TOWN  
PLANNING****28 FEBRUARY  
1991**

WPADPLAN/3611

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APPLICANT: B J Drafting Service

ZONING: Metropolitan Region Scheme - Urban  
City Planning Scheme - Residential R30**DETAILS:**

An application has been submitted seeking approval to use a vacant lot for car parking.

The car park is located next to a General Commercial zone which fronts Scarborough Beach Road. It will provide parking for 15 vehicles. In support of the proposed car park, the applicant has stated:-

"The two carpark areas on Lot 1 and Lot 372 Scarborough Beach Road are rarely used as exiting onto this busy road over the brow of a hill is hazardous and is avoided by most employees.

Since procuring this site in 1982, they (the owners) have been using it for car parking and some occasional storage. They had a 1.800 metre high brick wall erected on the front boundary line so as to screen the parking from the street.

They (the owners) request that Lot 373 be approved for car parking only. The owners would also like to eventually have this site amalgamated with Lots 1 and 372 so as to give these lots more building area for future development."

To the south of the property is a single residence with a 'super-six' fence constructed along the common boundary. Opposite the site is a consulting room and unit. The remainder of the area (apart from the commercial properties fronting Scarborough Beach Road) is characterised by single residential development.

**COMMENTS:**

Table No. 1 of the Scheme shows that a car park is an 'X' use in a Residential zone, that is, it is not permitted. It is, however, possible to approve of 'X' uses. Under Clause 26 of the Scheme, the Council may, with the prior written authority of the Minister and subject to the requirements of Clause 37 having been first complied with, approve an 'X' use if it is satisfied by an absolute majority that:-

- (a) the proposal will be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality;
- (b) the use will not have any adverse effect upon the occupiers or users of the development or upon property in or the inhabitants of the locality or the likely future development of the locality.

**TOWN  
PLANNING****28 FEBRUARY  
1991**

WPADPLAN/3611

- 45 -

The applicant has successfully undertaken the advertising procedure in accordance with Clause 37 of the Scheme. The closing date for submissions is 26 February 1991. To date two written submissions have been received from the public. Any others received will be tabled at the Town Planning Committee meeting. One submission received objected to the proposal on the grounds that it should remain residential and would be used in the future for the expansion of the Scarborough Beach Road businesses. The other submission stated that although there were no real objections to the proposal, street parking in the area was a problem. The submission also raised other matters which are not related to this specific site but rather to the commercial properties on Scarborough Beach Road.

It seems that the site has never been used for residential purposes. The Council's land use records indicate that since at least 1967 the property has been used for service industry, industry, car park and entrance to Scarborough Beach Road properties. Furthermore, should the property be used in future (after approval) for any purpose other than car parking, a new application would be required. It would seem that approval of this application would rationalise a long standing on-site situation.

In view of the above, the Town Planning Committee is requested to give consideration to the course of action outlined in the recommendations of this report.

The City Planner therefore recommended that:-

- (i) the report of the City Planner dated 22 February 1991 regarding the application submitted by B J Drafting Service on behalf of C Della-Maddalena to use vacant land for a car park at Lot 373 (No. 21) Eucla Street, Mount Hawthorn, as shown on plans dated 1 November 1990, be received;
- (ii) consideration be given to the following alternative recommendations:-
  - (a) that the application be forwarded to the Hon Minister for his written consent to the proposal;
  - OR
  - (b) that the application be refused.

**DISCUSSION:**

During discussion at the Town Planning Committee meeting held on 28 February 1991 members agreed to seek the Hon Minister's authority to determine the application.

**TOWN  
PLANNING****28 FEBRUARY  
1991**

WPADPLAN/3611

- 46 -

***Resolved that:-***

- (i) the report of the City Planner dated 22 February 1991 regarding the application submitted by B J Drafting Service on behalf of C Della-Maddalena to use vacant land for a car park at Lot 373 (No. 21) Eucla Street, Mount Hawthorn, as shown on plans dated 1 November 1990, be received.***
- (ii) the application be forwarded to the Hon Minister for his written consent to determine the proposal.***

ALL CORRESPONDENCE  
SHOULD BE ADDRESSED TO  
CHIEF EXECUTIVE

REPLY PLEASE QUOTE

YOUR REF

OUR REF

853-2-1-2

CP 5.4

Ms L Baxter:CS

DEPARTMENT OF  
PLANNING AND URBAN DEVELOPMENT

May 31, 1991

Town Clerk  
City of Perth  
27-29 St Georges Terrace  
PERTH WA 6000

CITY OF PERTH  
CENTRAL RECORDS  
RECEIVED  
- 5 JUN 1991

B/EUCLA

Dear Sir

REQUEST FOR MINISTERIAL AUTHORITY TO DETERMINE DEVELOPMENT APPLICATION  
- USE OF VACANT LAND FOR CAR PARK AT LOT 373 (NO 21) EUCLA STREET,  
MOUNT HAWTHORN

I refer to your letter dated March 7, 1991 and advise that the Hon Minister for Planning has resolved that permission pursuant to Clause 26(2) of the City of Perth City Planning Scheme, to the proposed use of Lot 373 Eucla Street, Mount Hawthorn as car parking serving adjoining commercial premises, be refused for the following reasons:

1. The lot concerned is within a residential zone having frontage to a street servicing predominantly residential properties and the proposed use for car parking would continue to detract from the residential amenity and character of the street and other surrounding residential properties.
2. The proposal if permitted, would result in a precedent for the further encroachment of commercial activities from Scarborough Beach Road, a major regional road, into residential side streets which compound the problems of concentrated commercial development alongside major traffic routes.
3. The proposal is expressed to be with the ultimate intention of amalgamating the lot with other adjoining commercial zoned lots to increase redevelopment potential of the land with the adverse results described in the foregoing reasons 1 and 2.
4. Approval to the proposal would result in a de facto rezoning of the land for commercial purposes which will impact adversely on the amenity of the nearby residential properties.

Yours faithfully

  
SARAH ARTHUR  
SECRETARY  
COMMITTEE FOR STATUTORY PROCEDURES



**TOWN  
PLANNING****1 JULY  
1991**

WPADPLAN/4046

- 30 -

SUBURB/LOCATION: Near western corner of Eucla Street  
and Scarborough Beach Road, Mount  
Hawthorn  
WARD: North Perth  
FILE REF: KB/wr; CP 5.4; B/Eucla  
REPORTING OFFICER: K Baguley  
DEPARTMENT: Planning  
DATE: 26 June 1991

**TP68/91 DEVELOPMENT APPLICATION - USE OF VACANT LAND  
FOR CAR PARKING AT LOT 373 (NO. 21) EUCLA  
STREET, MOUNT HAWTHORN (90/1627) (NORTH PERTH)**

**BACKGROUND:**

The City Planner reports as follows in regard to the  
abovementioned application.

LANDOWNER: C Della-Maddalena  
APPLICANT: BJ Drafting Service  
ZONING: Metropolitan Region Scheme - Urban  
City Planning Scheme - Residential R30

In November 1990, an application was submitted to the  
Council seeking approval to use a vacant lot adjoining  
commercial premises for car parking.

According to Table No. 1 of the City Planning Scheme, a  
car park is an 'X' use (not permitted) in a Residential  
zone. Under Clause 26 of the Scheme however, 'X' uses  
may be approved by the Council if an advertising  
procedure is undertaken and written authority from the  
Minister for Planning is received.

The proposal was advertised in accordance with Clause 37  
of the Scheme and was considered by the Town Planning  
Committee at its meeting held on 28 February 1991. The  
Committee resolved that the Minister's written authority  
to approve the application should be sought.

**DETAILS:**

As a result the Planning Department wrote to the Minister  
to request authority for the Council to determine the  
application. On 5 June 1991, a response from the  
Minister was received. The letter stated:-

**TOWN  
PLANNING****1 JULY  
1991**

WPADPLAN/4046

- 31 -

"...the Hon Minister for Planning has resolved that permission pursuant to Clause 26(2) of the City of Perth City Planning Scheme, to the proposed use of Lot 373 Eucla Street, Mount Hawthorn as car parking serving adjoining commercial premises, be refused for the following reasons:

1. The lot concerned is within a residential zone having frontage to a street servicing predominantly residential properties and the proposed use for car parking would continue to detract from the residential amenity and character of the street and other surrounding residential properties.
2. The proposal if permitted, would result in a precedent for the further encroachment of commercial activities from Scarborough Beach Road, a major regional road, into residential side streets which compound the problems of concentrated commercial development alongside major traffic routes.
3. The proposal is expressed to be with the ultimate intention of amalgamating the lot with other adjoining commercial zoned lots to increase redevelopment potential of the land with the adverse results described in the foregoing reasons 1 and 2.
4. Approval to the proposal would result in a de facto rezoning of the land for commercial purposes which will impact adversely on the amenity of the nearby residential properties."

**COMMENTS:**

When the application was assessed by the Planning Department, it was considered that the proposal could be supported. The Council's records indicate that the site has never been used for residential purposes and since at least 1967, has been used for service industry, industry, car park and entrance to adjoining Scarborough Beach Road properties. Approval of the application would rationalise a long-standing situation.

The Minister's decision is disappointing and his letter raises a number of issues which require clarification. The Minister's letter states that approval of the car park would continue to detract from the residential amenity and character of street. It is considered that by approving the car park, it would be possible to impose conditions, such as landscaping and screening, which would improve the existing situation. The car parking would act as a buffer between the commercial uses and adjacent residences.

**TOWN  
PLANNING****1 JULY  
1991**

WPADPLAN/4046

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The letter from the Minister further states that if the car park was permitted, it would create a precedent for further encroachment of commercial activities into residential side streets. The subject lot adjoins a commercial property which, like many properties fronting Scarborough Beach Road, has vehicular access from a side street. Therefore, Eucla Street, near Scarborough Beach Road, already has non-residential traffic entering it. In addition, that commercial building has doors which open directly onto the subject lot. Approving an existing car park could in no way be considered as setting a precedent for commercial encroachment.

The applicants stated in their application that it was intended to amalgamate this lot with the adjoining lots to allow for future development. It is unlikely that the amalgamation of this lot with the commercial land on Scarborough Beach Road would have any adverse impacts. Given the situation on-site, the amalgamation should possibly have been undertaken several years ago when extensions were approved. Amalgamating the subject lot with the adjoining property does not change the zoning or the approved use of the land.

Approval of an 'X' use under Clause 26 of the Scheme is not a de facto rezoning. If anything, it is more akin to the creation of a non-conforming use. The car park, which has been in existence for at least 24 years, does not appear to have had an adverse impact on the amenity of nearby residential properties. The Council's records do not reveal any complaints concerning the car park.

If approved, the use of the property, like the adjoining land would be subject to all the normal planning controls. Therefore, the amenity of the area could be protected from any other undesirable uses of the property.

In view of the Minister's stated reasons to refuse the Council the authority to approve the application and given the above comments, it is therefore recommended that the Minister be requested to reconsider the application. The Minister's attention should also be drawn to the points raised in this report.

***Resolved that the Hon Minister for Planning be:-***

- (i) advised of the Committee's disappointment concerning his decision to refuse the Council the authority to approve the application submitted by B J Drafting Services on behalf of C Della-Maddalena for the use of vacant land as a car park at Lot 373 (No. 21) Eucla Street, Mount Hawthorn, as shown on plans dated 1 November 1990;***
- (ii) requested to reconsider his decision regarding the above application in view of the comments contained in the report of the City Planner dated 26 June 1991.***

**COUNCIL  
MINUTES****18 NOVEMBER  
1991**

WPADPLAN/4556

**TP - 13 -*****Moved by Cr Torre, seconded by Cr Pelczar***

SUBURB/LOCATION: Western corner of Eucla Street and  
Scarborough Beach Road, Mount  
Hawthorn  
WARD: North Perth  
FILE REF: KB/wr; CP 5.4; B.Eucla  
DEPARTMENT: Planning  
DATE: 31 October 1991

**1682/91 DEVELOPMENT APPLICATION - USE OF VACANT LAND  
FOR CAR PARKING AT LOT 373 (NO. 21) EUCLA  
STREET, MOUNT HAWTHORN (90/1627) (NORTH PERTH)**

**BACKGROUND:**

The City Planner reports as follows in regard to the  
abovementioned application.

LANDOWNER: C Della-Maddalena  
APPLICANT: CDM Australia Pty Ltd  
ZONING: Metropolitan Region Scheme - Urban  
City Planning Scheme - Residential R30

**DETAILS:**

In November 1990, an application was submitted to the  
Council seeking approval to use a vacant lot adjoining  
commercial premises for car parking.

According to Table No. 1 of the City Planning Scheme, a  
car park is an 'X' use (not permitted) in a Residential  
zone. Under Clause 26 of the Scheme however, 'X' uses  
may be approved by the Council if first an advertising  
procedure is undertaken and written authority from the  
Minister for Planning is received. The proposal was  
advertised in accordance with Clause 37 of the Scheme and  
was considered by the Town Planning Committee at its 28  
February 1991 meeting. The Committee resolved that the  
Minister's written authority to approve the application  
should be sought.

As a result of the 28 February 1991 meeting, the Planning  
Department wrote to the Minister to request authority for  
the Council to determine the application. On 5 June  
1991, a response from the Minister was received. The  
request was refused on four grounds including detracting  
from residential amenity, encroachment into residential  
area, de facto rezoning and increasing redevelopment  
potential.

**COUNCIL  
MINUTES****18 NOVEMBER  
1991**

WPADPLAN/4556

TP - 14 -

The Minister's decision was reported to the Town Planning Committee meeting held on 1 July 1991. It was considered that a number of issues raised in the Minister's letter required clarification and that the decision was disappointing. Approval of the application would have rationalised a long-standing situation. In view of this, the Town Planning Committee resolved to request that the Minister reconsider his decision and draw attention to the issues disputed by the Council.

**COMMENTS:**

On 10 October 1991, the Planning Department received a response from the Minister. The letter stated:-

"...It is advised that the Hon Minister for Planning has reconsidered his previous decision and is now prepared to give consent to Council to approve the use of Lot 373 Eucla Street, Mount Hawthorn for car parking."

It is considered that the car park (for 15 vehicles) will not have any adverse impact on the amenity of the adjoining residential properties and would be consistent with the orderly and proper planning of the locality. The Council's land use records indicate that the site has never been used for residential purposes and since at least 1967, has been used for service industry, industry, car park and entrance to adjoining Scarborough Beach Road properties.

The City Planner therefore recommended that in accordance with the provisions of the City Planning Scheme and the Metropolitan Region Scheme the Council APPROVES BY AN ABSOLUTE MAJORITY the application submitted by CDM Australia Pty Ltd on behalf of C Della-Maddalena for the use of vacant land as a car park at Lot 373 (No. 21) Eucla Street, Mount Hawthorn, as shown on plans dated 1 November 1990, subject to the submission of a detailed landscaping plan to the Council's satisfaction.

**DISCUSSION:**

During discussion at the Town Planning Committee meeting held on 4 November 1991 members considered that the requirement for landscaping was excessively onerous and unnecessary.

***That in accordance with the provisions of the City Planning Scheme and the Metropolitan Region Scheme the Council APPROVES BY AN ABSOLUTE MAJORITY the application submitted by CDM Australia Pty Ltd on behalf of C Della-Maddalena for the use of vacant land as a car park at Lot 373 (No. 21) Eucla Street, Mount Hawthorn, as shown on plans dated 1 November 1990.***

**COUNCIL  
MINUTES**

**18 NOVEMBER  
1991**

WPADPLAN/4556

**TP - 15 -**

*Carried by an absolute majority*

**Summary of Submissions:**

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

Comments Received in Objection:	Applicant's Response:
<p><u>Traffic</u></p> <ul style="list-style-type: none"> <li>CDM Australia who occupy the subject site proposed for rezoning and the adjoining commercial site to the north already create a serious traffic and parking problem for the residents on Eucla Street. Any further commercial zoning will exacerbate this existing problem.</li> <li>Much of the traffic generated by CDM Australia is large trucks which are not suitable for a small residential street. These trucks block Eucla Street when entering and exiting the subject site.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed rezoning to 'Commercial' would not in itself result in any impact to perceived parking and access issues in this location. The proposed Scheme Amendment is not intended to facilitate more intensive development on site. Rather, it was prepared and submitted under instruction from the City of Vincent as part of an overall approach to addressing compliance matters at the site and enable the continuation of existing operations, including: <ul style="list-style-type: none"> <li>Rectification works to ensure compliance with the relevant standards from the National Construction Code; and</li> <li>Amalgamation of all lots associated with the enterprise.</li> </ul> </li> <li>The site has operated as a commercial carpark associated with various commercial activities at Nos. 251-257 Scarborough Beach Road since at least 1965. These activities have included a service station, shop, showroom, warehouse and office.</li> </ul>
<p><u>On-street Car Parking Availability</u></p> <ul style="list-style-type: none"> <li>On-street car parking spaces are full on both sides of Eucla Street from Monday to Friday between 8:00am and 5:00pm as a result of CDM Australia employees and people commuting to the City for work.</li> <li>CDM Australia employees currently park on Eucla Street because the space originally planned for employee parking has become a busy warehouse operation with multiple large truck deliveries.</li> <li>Concerns that the proposal to increase the amount of commercial property in the area and encroach on the residential area will exacerbate the existing on-street car parking availability issues on Eucla Street.</li> <li>In 2020 Eucla Street residents were given assurances that three hour on-street car parking restrictions would be introduced along Eucla Street to address concerns regarding all day parking by employees of CDM Australia and people commuting to the City but at this stage, no changes have been implemented.</li> <li>Concerns that two hour on-street car parking restrictions along Eucla Street will not solve the on-street car parking availability issue. The CDM Australia employees already come and move their cars around during the day if they have had to park on the side of the street already restricted.</li> <li>Concerns that even if parking restrictions do deter parking along Eucla Street this will only push the issue to another nearby street that does not</li> </ul>	<ul style="list-style-type: none"> <li>The comments raised in submissions which relate to suggested parking restrictions along Eucla Street or parking issues within the street and broader locality are not relevant to the subject Scheme Amendment. Notwithstanding this, in response to the comments raised CDM has advised as follows: <ul style="list-style-type: none"> <li>Employees park on the unrestricted side (right hand side when entering off Scarborough Beach Rd);</li> <li>Customers sometimes park in the restricted portion but only at the commercial end;</li> <li>Employees are not permitted to leave work to move their cars around and consequently they do not park in the restricted parking zone;</li> <li>No.21 Eucla Street incorporates staff car parking and also a driveway which is used for access by commercial vehicles to the premises.</li> </ul> </li> <li>As previously noted, the purpose of the proposed Scheme Amendment is to bring the zoning of the subject lot into conformity with the overall site and to recognise the historic use of No.21 for parking, loading and access purposes. It is not intended to accommodate a new and/or more intensive redevelopment of the site, however it is important to consider that if any development were to be proposed in future, it would be subject to separate consultation and assessment prior to any determination being made.</li> </ul>

**Summary of Submissions:**

Comments Received in Objection:	Applicant's Response:
<p>have restrictions. Suggest that CDM Australia are forced to solve this issue by providing adequate parking for their employees.</p>	
<p><u>Impact of Commercial Development on Amenity of Residential Properties</u></p> <ul style="list-style-type: none"> <li>The initial City of Perth decision to refuse an application for the use of the subject site as a car park in the 1990's raised concerns that it would have an adverse impact on the nearby residential properties, detract from street character and lead to commercial activities encroaching on the surrounding residential area. This is exactly what has played out since the car park approval was granted.</li> <li>The rezoning of the subject site in favour of further commercial space won't do anything to solve the significant impacts that CDM Australia is currently having on Eucla Street residents. If anything, the problems will only increase if they have a green light to further expand their operations.</li> </ul>	<ul style="list-style-type: none"> <li>The application for use of the site as a commercial car park was supported by the then City of Perth on two separate occasions and ultimately approved by the Hon. Minister for Planning on reconsideration in October 1991. Within the report on the matter to Council's November 1991 meeting, the following advice was provided:</li> </ul> <p><i>"It is considered that the car park (for 15 vehicles) will not have any adverse impact on the amenity of the adjoining residential properties and would be consistent with the orderly and proper planning of the locality. The Council's land use records indicate that the site has never been used for residential purposes and since at least 1967, has been used for service industry, industry, car park and entrance to adjoining Scarborough Beach Road properties."</i></p> <p>In issuing the above approval almost 31 years ago, the long-term use of the site for car parking was recognised. The use of the site as a carpark for commercial activities fronting Scarborough Beach Road represents an alternative access arrangement providing for safe manoeuvring for customers, employees and delivery vehicles, where residential properties situated in proximity to the intersection are likely to have a reduced level of amenity in comparison to properties located a greater distance from commercial activities and transport routes in the locality.</p> <ul style="list-style-type: none"> <li>We reiterate that CDM Australia has no redevelopment intentions for the site, with the proposed Scheme Amendment intended to facilitate continued operations at the request of the City. If any development was proposed in future, it would be subject to separate consultation and assessment prior to any determination being made.</li> </ul>

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



**Summary of Submissions:**

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

Comments Received in Objection:	Administration Comment:
<p><u>Traffic</u></p> <ul style="list-style-type: none"> <li>CDM Australia who occupy the subject site proposed for rezoning and the adjoining commercial site to the north already create a serious traffic and parking problem for the residents on Eucla Street. Any further commercial zoning will exacerbate this existing problem.</li> <li>Much of the traffic generated by CDM Australia is large trucks which are not suitable for a small residential street. These trucks block Eucla Street when entering and exiting the subject site.</li> </ul>	<p>The subject site has been approved for and used as a commercial car park associated with CDM Australia since 1991.</p> <p>Amendment 9 to Local Planning Scheme No. 2 (LPS2) would not in itself approve any changes to the existing built form or business operations on the subject site.</p> <p>Any future changes to the built form or business operations on the subject site would likely require further planning approval which would include assessment of traffic generation and potential impacts on the surrounding area in accordance with the Western Australian Planning Commission's Transport Impact Assessment Guidelines Volume 4.</p>
<p><u>On-street Car Parking Availability</u></p> <ul style="list-style-type: none"> <li>On-street car parking spaces are full on both sides of Eucla Street from Monday to Friday between 8:00am and 5:00pm as a result of CDM Australia employees and people commuting to the City for work.</li> <li>CDM Australia employees currently park on Eucla Street because the space originally planned for employee parking has become a busy warehouse operation with multiple large truck deliveries.</li> <li>Concerns that the proposal to increase the amount of commercial property in the area and encroach on the residential area will exacerbate the existing on-street car parking availability issues on Eucla Street.</li> <li>In 2020 Eucla Street residents were given assurances that three hour on-street car parking restrictions would be introduced along Eucla Street to address concerns regarding all day parking by employees of CDM Australia and people commuting to the City but at this stage, no changes have been implemented.</li> <li>Concerns that two hour on-street car parking restrictions along Eucla Street will not solve the on-street car parking availability issue. The CDM Australia employees already come and move their cars around during the day if they have had to park on the side of the street already restricted.</li> <li>Concerns that even if parking restrictions do deter parking along Eucla Street this will only push the issue to another nearby street that does not have restrictions. Suggest that CDM Australia are forced to solve this issue by providing adequate parking for their employees.</li> </ul>	<p>In accordance with action 3.3.4 of the City's Accessible City's Strategy 2020-2030, the City will be implementing 3P on-street car parking restrictions from 8:00am to 6:00pm Monday to Friday along Eucla Street within the next 1 to 4 months (pending lead in times needed for the parking sign orders).</p> <p>The existing 2P restrictions in Eucla Street would also change to 3P restrictions so that it is the same restriction the length of the street.</p> <p>The 3P restriction allows businesses and residents to have some surety of parking turnover and availability by eliminating commuters from parking all-day.</p> <p>Where restrictions are installed, residents are eligible for e-permits which will provide them with exemptions to the parking restrictions.</p> <p>Whilst Amendment No. 9 to LPS2 only relates to the rezoning of the subject site, the future implementation of on-street car parking restrictions along both sides of Eucla Street would assist with addressing community concerns regarding on-street car parking availability in the area.</p>

**Summary of Submissions:**

Comments Received in Objection:	Administration Comment:
<p><u>Impact of Commercial Development on Amenity of Residential Properties</u></p> <ul style="list-style-type: none"> <li>The initial City of Perth decision to refuse an application for the use of the subject site as a car park in the 1990's raised concerns that it would have an adverse impact on the nearby residential properties, detract from street character and lead to commercial activities encroaching on the surrounding residential area. This is exactly what has played out since the car park approval was granted.</li> <li>The rezoning of the subject site in favour of further commercial space won't do anything to solve the significant impacts that CDM Australia is currently having on Eucla Street residents. If anything, the problems will only increase if they have a green light to further expand their operations.</li> </ul>	<p>The subject site has never been used for residential purposes and was approved for use as and continues to operate as a commercial car park since 1991. The two storage containers on site do not have planning approval but, according to the business operator, reduce the number of delivery vehicles that need to access the car park from Eucla Street from one per month to an additional four to five deliveries to the site per day.</p> <p>The currently development approvals for the site do not restrict the number of deliveries to the site, manage the use of on street car parking or traffic from the development in any way.</p> <p>The owner of the subject site has advised the City that if Amendment 9 is approved it would seek development approval for the two storage containers on the site to remain, which would allow for delivery, access, parking and traffic requirements to be placed on the business that seek to minimise the existing impact of the business on the surrounding residential streets.</p> <p>Any other changes to the existing built form or business operations on the subject site would also require a development application which would also include assessment of parking, traffic generation and potential impacts on the surrounding area in accordance with the Western Australian Planning Commission's Transport Impact Assessment Guidelines Volume 4.</p>

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

**9.4 OUTCOMES OF ADVERTISING - OMNIBUS AMENDMENT NO. 10 TO LOCAL PLANNING SCHEME NO. 2**

- Attachments:**
1. **Form 2A - Local Planning Scheme No.2 - Amendment 10** [↓](#) 
  2. **Local Planning Scheme No. 2 Amendment 10 - Explanatory Table** [↓](#) 

**RECOMMENDATION:**

That Council **SUPPORTS** Amendment 10 to Local Planning Scheme No. 2 without modification, pursuant to Regulation 50(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, included in Attachment 1, for submission to the Western Australian Planning Commission.

**PURPOSE OF REPORT:**

To consider the outcomes of public consultation on Amendment 10 to Local Planning Scheme No. 2 (Scheme) and determine whether to support the Amendment with or without modifications, or not to support the Amendment.

**BACKGROUND:**

At the [17 May 2022 Ordinary Council Meeting](#), Council resolved to adopt Amendment 10 to Local Planning Scheme No. 2 (LPS2), advise the Western Australian Planning Commission (WAPC) that it would be a standard amendment, refer the amendment to the Environmental Protection Agency (EPA) for comment and advertise the amendment for public comment for a period of 42 days.

In accordance with the requirements in the *Planning and Development Act (Local Planning Schemes) Regulations (2015)*, a local government is required to pass a resolution to either support with or without modifications or refuse to support an amendment to the Scheme. The outcome of this is forwarded to the Western Australian Planning Commission (WAPC) for consideration.

**DETAILS:**

The City has prepared Amendment 10 (**Attachment 1**) to resolve inconsistencies and improve clarity within the Scheme, without changing established positions of Council.

The content of Amendment 10 included 10 separate modifications which related to relocating provisions, fixing administrative errors, expanding zone objectives and filling gaps between the previous and current Scheme. An explanatory table outlining the modifications has been included as **Attachment 2**.

Prior to the City progressing the draft amended Local Planning Strategy and Scheme project, this amendment will ensure any future, more complex changes, can occur in isolation.

**CONSULTATION/ADVERTISING:**

Letters were sent to owners and occupiers directly affected by Amendment 10, including those properties zoned R60-100 along Charles and Fitzgerald Streets and adjoining property owners to No. 15 Haynes Street, North Perth.

The consultation period commenced on 4 July and concluded on 15 August 2022.

Hard copies of Amendment 10 were displayed at City's Administration Building and Library, newspaper and social media advertisements, and an Imagine Vincent page were published for the duration of the consultation period.

No submissions were received.

Environmental Protection Agency (EPA)

Amendment 9 to LPS was referred to the EPA in accordance with Section 81 of the *Planning and Development Act 2005*. The EPA reviewed the proposal and advised that no further assessment was required.

**LEGAL/POLICY:**

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *City of Vincent Local Planning Scheme No.2*; and
- *Community and Stakeholder Engagement Policy*.

*Planning and Development Act 2005 & Planning and Development (Local Planning Schemes) Regulations 2015*

Section 75 of the *Planning and Development Act 2005* allows a local government authority to amend its local planning scheme with the approval of the Minister for Planning.

Council may determine whether to make modifications to the proposed Amendment, and whether to support or refuse the Amendment. Major modifications may require a period of readvertising.

Council's decision is then forwarded to the WAPC which considers the proposal and submissions before making a final recommendation to the Minister for Planning.

The Minister may grant final approval to the scheme amendment, with or without modifications, or may refuse to approve the scheme amendment. The final decision rests with the Minister.

If the Minister agrees to grant final approval, the City will then arrange for the scheme amendment to be published in the Government Gazette, at which point it legally comes into effect. A scheme amendment can take up to 12 months to complete.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to endorse Amendment 10 to the Scheme, to be determined by the Minister for Planning.

**STRATEGIC IMPLICATIONS:**

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

*Innovative and Accountable*

*Our community is aware of what we are doing and how we are meeting our goals.*

**SUSTAINABILITY IMPLICATIONS:**

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

**PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

The cost of progressing Amendment 10 would be met through the City's existing operational budget.



CITY OF VINCENT

# **LOCAL PLANNING SCHEME NO. 2**

## **Amendment No. 10**

Standard amendment to modify various provisions within the Local Planning Scheme to ensure consistency and clarity with the State and local framework.



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. 10

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act 2005* (as amended), amend the above Local Planning Scheme to:

1. Insert the following provision under Part 2, Clause 14 and renumber the remaining clauses::
  - (4) Development on local reserves, as shown on the Scheme Map, shall not detract from the amenity of neighbouring residents and should be consistent and not interfere with the predominant use of the reserve for passive and active recreation.
2. Insert new point into Part 3, Clause 16 (Commercial Zones):
  - To provide limited residential opportunities within the Commercial zone including high density housing, affordable housing, social and community housing, tourist accommodation and short term accommodation.
3. Modify Table 1 – Zoning Table for ‘Caretakers’ dwellings’ land use permissibility within Residential, Mixed Use and Local Centre zones from a ‘P’ use to an ‘X’ use and within District Centre/Regional Centre and Commercial zones from a ‘P’ use to an ‘A’ use.
4. Reclassify Lot 9 and 100 (No. 15) Haynes Street, North Perth from ‘Residential’ to ‘Public Open Space’ and remove the ‘R20’ density code;
5. In clause 26 (3), replace “R60-R100” with “R60/R100”;
6. In clause 26 (4), replace “R60-R100” with “R60/R100”;
7. Delete Schedule 1 Clause 61 and replace with:
 

**61. Development for which development approval not required**

  - (1) Development approval is not required for works if –
    - (a) the works are of a class specified in Column 1 of an item in the Table; and
    - (b) if conditions are set out in Column 2 of the Table opposite that item – all of those conditions are satisfied in relation to the works.

**Table**

	<b>Column 1 Works</b>	<b>Column 2 Conditions</b>
1A	Works to remove, destroy or interfere with any tree(s).	(a) The tree is not listed on the City of Vincent Trees of Significance Inventory; and (b) The tree is not included for retention as part of an approved landscaping plan.

8. In Clause 67 (zc), remove the words “Advisory Committee” and replace with “Review Panel”;
9. Insert the following provision under Schedule 1 – Supplemental provisions:

**85D. Transitional arrangements for Heritage List**

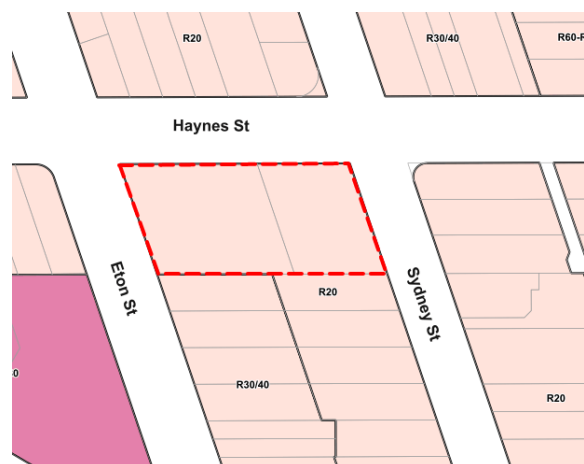


CITY OF VINCENT

- (1) A Heritage List prepared in accordance with Town Planning Scheme No. 1 shall continue to have effect, and may be amended or revoked, as if it were a Heritage List properly adopted under Local Planning Scheme No. 2.
10. Insert the following provision under Schedule 1 – Supplemental provisions:
- 85E. Heritage Conservation Notices**
- (1) A person who is given a Heritage Conservation Notice under clause 13 of the deemed provisions must comply with that Notice within the time specified in the Notice.
- (2) It is a contravention of this planning scheme if a person fails to comply with a Heritage Conservation Notice in accordance with subclause (1) above.
11. Delete the following words from Schedule 1 – Supplemental provisions:
- ‘The amendment will not come into effect until the day after normalisation of the Lindsay Street Precinct, specifically the land is subtracted from the *Metropolitan Redevelopment Authority Regulations 2011*’
- The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:
- The amendment has minimal impact on land in the scheme area that is not the subject of the amendment, due to the relatively minor text changes proposed;
  - The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and
  - The amendment is not a complex or basic amendment.



CITY OF VINCENT

**Modification 4 – Scheme Map****Existing:****Proposed:**

= Amendment area

Dated this     day of     2022

CHIEF EXECUTIVE OFFICER

CITY OF VINCENT LOCAL PLANNING SCHEME NO. 2 SCHEME MAP 5 - MT HAWTHORN	
LEGEND	
<b>METROPOLITAN REGION SCHEME RESERVES</b>	
<small>Note: The Western Australian Planning Commission and the Department of Planning should be consulted for full information on the actual land requirements for all Metropolitan Region Scheme Reserves.</small>	
	<b>PARKS AND RECREATION</b>
R	Restricted Public Access
	<b>PRIMARY REGIONAL ROADS RESERVATION</b>
	<b>OTHER REGIONAL ROADS RESERVATION</b>
	<b>RAILWAYS</b>
	<b>PUBLIC PURPOSES</b>
<small>Particular use denoted as follows:</small>	
H	Hospital
HS	High School
TS	Technical School
CP	Car Park
U	University
CG	Commonwealth Government
SU	Special Use
WSC	Water Authority of Western Australia
P	Prison
<b>CITY OF VINCENT LOCAL SCHEME RESERVES</b>	
	<b>PUBLIC OPEN SPACE</b>
R	Restricted
	<b>PUBLIC PURPOSES</b>
<small>Particular use denoted as follows:</small>	
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
<b>CITY OF VINCENT SCHEME ZONES</b>	
	<b>RESIDENTIAL</b>
	<b>MIXED USE</b>
	<b>COMMERCIAL</b>
	<b>LOCAL CENTRE</b>
	<b>DISTRICT CENTRE</b>
	<b>REGIONAL CENTRE</b>
	<b>SPECIAL USE</b>
<small>Particular use denoted as follows:</small>	
CP	Car Park
CU	Community Use
FC	Function Centre
HC	Hall and Non Residential Club
H	Hotel
PW	Place of Worship
S	Service Station
	<b>ADDITIONAL USE</b>
	<b>RESTRICTED USE</b>
<b>ADDITIONAL INFORMATION &amp; RESIDENTIAL PLANNING CODES</b>	
	CODE AREA BOUNDARY
	SCHEME AREA BOUNDARY
	DENSITY CODE





CITY OF VINCENT

## LOCAL PLANNING SCHEME NO. 2

Amendment No. 10

### 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 the \_\_\_\_\_ 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.....

Modification	Provision	Change proposed	Justification
1	Part 2, Clause 14 (4)	New provision:  <i>(4) Development on local reserves, as shown on the Scheme Map, shall not detract from the amenity of neighbouring residents and should be consistent and not interfere with the predominant use of the reserve for passive and active recreation.</i>	To ensure that any development on reserves occurs in a manner which is consistent with the intent of local reserves, and the use of the reserve as passive and active recreation is protected.
2	Part 3, Clause 16 – Commercial zones	New objective:  <i>To provide limited residential opportunities within the Commercial zone including high density housing, affordable housing, social and community housing, tourist accommodation and short term accommodation.</i>	To ensure the objectives reflect the need for high density residential development within the City's Commercial zones, to support the economic activity and growth for the area.
3	Table 1 – Land Use Table	Amend 'Caretakers' dwellings' land use permissibility within residential zones to align with the 'Industry – Light' use class.	A caretaker dwelling is defined as:  <i>'...a dwelling on the same site as a building, operation or plant used for industry, and occupied by a supervisor of that building operation or plant.'</i>  This use is incompatible with a residential zoned lot, and should be amended since no industrial development would occur on residential zoned land.
4	Local Planning Scheme Zoning Map	Reserve 15 Haynes Street (lots 9 and 100) for Public Open Space.	To reflect the existing conditions of a deed of trust over Lot 9 that requires the land be used for recreation, modifying the zoning of the land would align the expectation of the deed to the planning framework.

Modification	Provision	Change proposed	Justification
5,6	Part 4, Clause 26 (3) and (4)	Modification to wording from 'R60-R100' to 'R60/R100'	To provide consistency with other provisions within the Local Planning Scheme which includes a split density code. The intent of this provision is that a property is classified R60 or R100 dependent on satisfying the necessary conditions, not that the property may be classified in between R60 and R100.
7	Schedule 1 – Supplemental provisions. Clause 61 (1) (k)	Modified provision:  Column 1 Works: <i>"1A Works to remove, destroy or interfere with any tree(s)."</i>  Column 2 Conditions: <i>"(a) The tree is not listed on the City of Vincent Trees of Significance Inventory; and (b) The tree is not included for retention as part of an approved landscaping plan."</i>	To match format of updated Regulations and ensure that there is clarity within the local planning framework as it applies to the retention and protection of trees.
8	Schedule 1 – Supplemental provisions. Clause 67 (zc)	'(zc) any advice of the Design <del>Advisory Committee</del> Review Panel.'	Updated terminology to reflect the City's Design Review Panel.

Modification	Provision	Change proposed	Justification
9	Schedule 1 – Supplemental provisions  New Clause 85D – Transitional arrangements for Heritage-List	New provision:  <i>(1) A Heritage List prepared in accordance with Town Planning Scheme No. 1 shall continue to have effect, and may be amended or revoked, as if it were a Heritage List properly adopted under Local Planning Scheme No. 2.</i>	Established legal advice ( <i>Dain Pty Ltd v Shire of Peppermint Grove [2019]</i> ) suggests that there is an existing deficiency within the City's LPS 2. An oversight to the local framework, the City suggests adding clarification to the Scheme.
10	Schedule 1 – Supplemental provisions  New Clause 85E – Heritage Conservation Notices	New provision:  85E. Heritage Conservation Notices  <i>(1) A person who is given a Heritage Conservation Notice under clause 13 of the deemed provisions must comply with that Notice within the time specified in the Notice.</i>  <i>(2) It is a contravention of this Scheme if a person fails to comply with a Heritage Conservation Notice in accordance with subclause (1) above.</i>	The <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> do not expressly state that a person must comply with a Heritage Conservation Notice given under clause 13 of Schedule 2 of the Regulations. As a result, there is ambiguity about whether a person commits and offence if they fail to comply with a Heritage Conservation Notice.  The proposed clause 85E ensures that a person who is given a Heritage Conservation Notice is required to comply with that notice and commits an offence under section 218(a) of the <i>Planning and Development Act 2005</i> if they fail to do so.

Modification	Provision	Change proposed	Justification
11	Schedule 1 – Supplemental provisions  Clause 85C Planning Instruments Adopted Under the Central Perth Redevelopment Scheme	Delete the words:  The amendment will not come into effect until the day after normalisation of the Lindsay Street Precinct, specifically the land is subtracted from the Metropolitan Redevelopment Authority Regulations 2011.	These words were included as an administrative error, meant only for inclusion in the Gazettal notice rather than the Scheme itself.

**9.5 LOCAL PLANNING SCHEME AMENDMENT NO. 11**

- Attachments:**
1. **Form 2A - Amendment No. 11**  
  2. **Royal Perth Hospital Scheme Amendment Request**  

**RECOMMENDATION:****That Council:**

1. **PREPARES** Amendment No. 11 to Local Planning Scheme No. 2 as at Attachment 1, pursuant to Section 75 of the *Planning and Development Act 2005*, for community consultation;
2. **CONSIDERS** Amendment No. 11 to Local Planning Scheme No. 2 to be a complex amendment pursuant to Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as the amendment:
  - 2.1 is not addressed by any local planning strategy; and
3. **PROCEEDS** to advertise Amendment No. 11 to Local Planning Scheme No. 2 without modification pursuant to Regulations 37(1) of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

**PURPOSE OF REPORT:**

To consider the request from the Department of Health – East Metropolitan Health Service for a Special Control Area to be included in Local Planning Scheme No. 2 (LPS2) to protect the Royal Perth Hospital Emergency Helicopter Flight Path and preparing Amendment No. 11 to LPS2 included as **Attachment 1**.

**BACKGROUND:**

In September 2022 the City of Perth and the City of Vincent received a request from Element Advisory on behalf of the Department of Health - Eastern Metropolitan Health Service (EMHS) to initiate a scheme amendment to establish a Special Control Area to protect the Emergency Helicopter Flight Path to Royal Perth Hospital (RPH). The scheme amendment request is included at **Attachment 2**.

The gazettal of the *Royal Perth Hospital Protection Act 2016* secured and reiterated the importance of RPH with clause 6 of the Act stating “*Royal Perth Hospital is to continue to operate as a public hospital unless a resolution approving the closure of the hospital has been passed by each House of Parliament.*” RPH is the designated State Major Trauma Unit (SMTU) for adults in Western Australia.

The SMTU is serviced by users of the RPH helicopter landing site, including the state emergency rescue helicopter service. Helicopter transport provides the quickest means of transferring critically injured patients to a major trauma service, increasing a patient's chance of survival and recovery.

The Australian Civil Aviation Safety Authority (CASA) is responsible for the safety regulation of civil air operations and the safety of air navigation in Australia, including helicopters in flight.

CASA regulatory changes require an emergency flight path be designated and protected for situations where, due to mechanical failure, a helicopter only has one engine, and needs to approach, set down or fly away from a helicopter landing site without obstacles in the flight path.

The regulatory changes also resulted in the need for emergency helicopters to be upgraded to larger models requiring a new helicopter landing site at RPH.

The RPH helicopter landing site is a strategically important helicopter landing site as defined under Guideline H of the National Airports Safeguarding Framework (Department of Infrastructure, Transport, Regional and Development and Communities).

Emergency flight path options were considered as part of the planning for the new helicopter landing site. Various routes have been assessed to determine a flight path that minimises the impact on development within the City of Perth and City of Vincent and also meet the needs of helicopter pilots.

In 2019, the Western Australian Planning Commission (WAPC) approved a development application for a new helicopter landing site. The protection of emergency flight paths did not form part of the development approval.

Advice from the Department of Planning, Lands and Heritage is that the creation of a Special Control Area in Local Planning Scheme No. 2 (LPS2) is the most appropriate planning mechanism to protect the emergency flight path.

The City of Perth resolved to initiate the scheme amendment to their affected areas on 27 September 2022. The minutes are available [here](#).

## DETAILS:

### Scheme amendment

Amendment 11 to LPS2 proposes to:

- create a special control area comprised of a “core flight path area” and a “frame flight path area” that make up the emergency flight path protection area;
- limit maximum building heights within the “core flight path area” to below between 65 and 120 metres above AHD or between 50 and 110 metres above natural ground level;
- Require development approval for some development at a lower height within the core and frame areas so that works and temporary structures (such as cranes) can be managed to ensure they are not an obstruction risk within the emergency flight path corridor; and
- create a consultation process with the EMHS so they can provide advice on development applications and construction management plans located within the emergency helicopter flight path protection area.

Permanent development and temporary works and equipment have the potential to encroach into the emergency flight paths associated with the RPH helicopter landing site, presenting a hazard to helicopters. Amendment 11 proposed to control development within the core flight path area by limiting the height of permanent development (including parts of a building which are ordinarily excluded from building height calculations) so that it does not encroach above the flight path.

The RPH helicopter flight path has been determined in accordance with the International Civil Aviation Organisation’s standards, which are industry best practice.

The flight path limits are expressed as maximum Australian Height Datum (AHD) heights within the Scheme Amendment Request, included as **Attachment 2**, with the proposed heights in the City of Vincent shown in Figures 1.1 to 1.4. AHD is the height above the mean sea level of Australia measured between 1966 and 1968. The City of Vincent uses height about natural ground level rather than AHD in its planning framework.

To determine the permitted development height proposed by Amendment 11 the AHD of each sites natural ground level would need to be determined. It should be noted that the approximate natural ground level of land within the City of Vincent is between approximately 5 and 20 metres above AHD.

Development would not be limited within the frame flight path area. The purpose of the frame flight path area is to ensure that temporary works and equipment, such as cranes, do not present a hazard to helicopters using the core flight path area.

Works which typically do not need approval under LPS2 and the *Planning and Development (Local Planning Schemes) Regulations 2015* would require development approval where they are situated above or within 30 metres of the maximum AHD heights specified in the Core and Frame Flight Path Areas. This is to ensure that permanent and temporary development and equipment would not present a hazard to helicopters using the emergency flight path protection area.

Where development approval is required, the EMHS would be consulted both in relation to the proposed development and any associated construction management plan.

### Impact on development

Development impacts have been limited by taking advantage of major road and rail reservations, avoiding existing buildings, where possible, and using the Swan River for a large proportion of the flight path length.

Privately owned landholdings represent approximately 5.7 percent of the flight path protection area with the majority of these landholdings in the City of Perth portion of the emergency flight path.

Publicly owned landholdings represent approximately 94.3 percent of the total flight path protection area. The majority of these landholdings fall in the City of Vincent portion of the emergency flight path with the City of Perth public landholdings associated with RPH.

The proposed Amendment 11 would set absolute height limits of no less than 50 metres above natural ground level for development within the City of Vincent section of the flight path and require development approval for any works starting from no less than 20 metres above natural ground level. Policy No. 7.1.1 – Built Form prescribes acceptable outcomes building heights up to six storeys (22.5 metres) and eight storeys (28.7 metres) within the affected area. These current built form standards indicate that development is unlikely to be restricted by the height limits proposed by Amendment 11. Development applications would ordinarily be required for works of this height, though some ancillary structures that would currently be exempt would be required to gain development approval as a result of Amendment 11.

### Complex Amendment

This scheme amendment is a complex amendment because:

- It is not addressed by any local planning strategy.

The Local Planning Strategy identifies Claisebrook as a planned growth area. Sites within this precinct have been rezoned under LPS2 to allow for urban growth and development.

The City recently completed a [report of review](#) on its Local Planning Strategy and Scheme. The review highlighted the need for a planning framework for the area around the Claisebrook train station. The WAPC considered the City's report of review and directed the City to amend its Local Planning Scheme to address this item, and to align its Local Planning Strategy with the State Planning Framework including the Central Sub-Regional Planning Framework, relevant State Planning Policies (recommendation available [here](#)).

The potential impacts of the scheme amendment have not been contemplated under the existing Local Planning Strategy.

### **CONSULTATION/ADVERTISING:**

In accordance with the City's [Community and Stakeholder Engagement Policy](#) and clause 38(3) of the *Planning and Development (Local Planning Scheme) Regulations 2015*, community consultation of all complex scheme amendments must be provided for a period of 60 days.

The City has worked closely with EMHS's planning consultant (Element) and the City of Perth to determine the consultation plan for this scheme amendment. The consultation plan would include the following:

- 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 scheme amendment would commence after notice has been given to the West Australian Planning Commission.



**LEGAL/POLICY:**

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Local Planning Scheme No. 2; and
- City of Vincent Local Planning Strategy (2016).

*Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015*

Section 75 of the *Planning and Development Act 2005* allows a local government authority to amend its local planning scheme with the approval of the Minister for Planning. Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires a resolution of a local government to adopt an amendment to a local planning scheme which must specify if the amendment is a basic, standard or complex amendment. This is discussed earlier in the report. If Council resolves to adopt the amendment for the purposes of advertising:

- The City would advise the Western Australian Planning Commission (WAPC) what type of amendment it is considered to be in accordance with Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and would forward the amendment documentation to the EPA in accordance with for its consideration in accordance Section 81 of the *Planning and Development Act 2005*. If the amendment was considered to be a Complex Amendment by Council then it would need to be sent to the WAPC for approval to advertise. Following the outcome of this, community consultation would commence.
- After the close of community consultation, Administration would summarise all submissions received and prepare a report for Council's consideration at a future Council meeting. Council can determine to either adopt the scheme amendment for final approval, with or without modifications, or resolve to not support the amendment. Council's decision is then forwarded to the WAPC which considers the proposal and submissions before making a final recommendation to the Minister for Planning. The Minister may grant final approval to the scheme amendment, with or without modifications, or may refuse to approve the scheme amendment. The final decision rests with the Minister. If the Minister agrees to grant final approval, the City would then arrange for the scheme amendment to be published in the Government Gazette, at which point it legally comes into effect. A scheme amendment can take up to 12 months to complete.
- Initiation of the amendment does not bind Council to support final adoption of the amendment following advertising.

It should be noted that this is not a formal scheme amendment application as EMHS is not a land owner for the purpose of this scheme amendment and so cannot apply to have LPS2 amended. Instead this is a request for the City of Vincent to prepare a scheme amendment to address the requirements of RPH.

It would be possible for the EMHS to separately request that the Minister for Planning, Lands and Heritage to order the City to adopt the scheme amendment in accordance with Section 76 of the *Planning and Development Act 2005*.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to initiate Amendment 11 to LPS2.

**STRATEGIC IMPLICATIONS:**

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

Sensitive Design

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

**SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

**PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.



CITY OF VINCENT

# **LOCAL PLANNING SCHEME NO. 2**

## **Amendment No. 11**

Complex amendment to include a Special Control Area over the Royal Perth Hospital Emergency Flight Path.



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. 11

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act 2005* (as amended), amend the above Local Planning Scheme to:

1. Delete the following text under Part 5 clause 36:  
There are no special control areas which apply to this Scheme.
2. Insert the following text into Part 5 clause 36:
  1. The following special control areas are listed in Schedule 4 –
    - (a) Royal Perth Hospital Flight Path Protection Special Control Area
  2. Provisions that apply to a special control area are set out in Schedule 4 and apply in addition to any other provision of this Scheme.
  3. Where a provision of a special control area is inconsistent with any other provision of this Scheme, the provision of the special control area is to prevail.
  4. Special control areas are marked on the Scheme Map according to the legend on the Scheme Map.
3. Insert new Schedule 4:

**Schedule 4 - Special Control Areas**

1. (a) Royal Perth Hospital Helicopter Flight Path Protection Special Control Area

**1.1 Special Control Area**

The following provisions apply to the land shown in Figures 1.1 to 1.4 as the Royal Perth Hospital Helicopter Flight Path Protection Special Control Area which comprises Core and Frame Flight Path Areas.

Note: The provisions of this Special Control Area do not apply to the parts of the Special Control Area which are legislated under the Metropolitan Redevelopment Act 2011 or to telecommunication facilities legislated by the Telecommunications (Low Impact Facilities) Determination Act 1997.

**1.2 Objectives**

The objectives of the Royal Perth Hospital Helicopter Flight Path Protection Special Control Area are –

- a. To ensure the continued safe operation of Royal Perth Hospital's Strategic Helicopter Landing Site in support of the hospital's function as the State's Major Trauma Unit.
- b. To ensure that permanent development does not encroach into the Core Flight Path Area.



CITY OF VINCENT

- c. To ensure that temporary works and equipment within the Special Control Area do not present a hazard to helicopters using the Core Flight Path Area.

### **1.3 General Provisions**

- 1.3.1 Where a provision of another Special Control Area is inconsistent with a provision of this Special Control Area, the provisions of this Special Control Area shall prevail.
- 1.3.2 Notwithstanding clause 36(3) of the Scheme, where the heights specified in sub-clause 1.5.1 of this Special Control Area are inconsistent with the heights specified on the Maximum Building Heights Plan, whichever is the lower height shall apply.

### **1.4 Requirement for Development Approval for Works**

In accordance with sub clause 61(6)(a) of the Deemed Provisions, an application for development approval for works that are typically excluded under clause 61(1) of the Deemed Provisions shall be required for works that are situated above or within 30 metres of the maximum Australian Height Datum (AHD) heights specified in Figures 1.2 and 1.3 for the Core and Frame Flight Path Areas.

### **1.5 Development Requirements**

- 1.5.1 Within the Core Flight Path Area, permanent development, including the parts of a building which are ordinarily excluded from building height calculations, shall not exceed the maximum AHD heights specified in Figures 1.2 and 1.3, as well as intermediate maximum AHD heights determined by a 4.5% gradient as shown in Figure 1.4.
- 1.5.2 Within the Core and Frame Flight Path Areas, temporary works and equipment shall not present a hazard to helicopters using the Core Flight Path Area.

### **1.6 Consultation with Other Authorities**

Where development and any associated works and equipment are situated above or within 30 metres of the maximum AHD heights specified in Figures 1.2 and 1.3 and/or the intermediate maximum AHD heights specified in Figure 1.4 for the Core and Frame Flight Path Areas, the local government shall provide a copy of the application for development approval to the owner of the Royal Perth Hospital Helicopter Landing Site for objections and recommendations in accordance with clause 66 of the Deemed Provisions.

Note: The Department of Health's East Metropolitan Health Service is the owner of the Royal Perth Hospital Helicopter Landing Site.

### **1.7 Consideration of Application by Local Government**

- 1.7.1 Development approval shall not be granted for permanent development in the Core Flight Path Area which exceeds the maximum AHD heights specified in Figures 1.2 and 1.3 or the intermediate maximum AHD heights specified in Figure 1.4.
- 1.7.2 In considering an application for development approval (other than an application for which approval cannot be granted under subclause 1.7.1), the local government is to have due regard to the following matters:
- a. the objectives of this Special Control Area; and
  - b. the views of the owner of the Royal Perth Hospital Helicopter Landing Site in relation to how the application addresses the National Airports Safeguarding Framework - Guideline H, or any other relevant technical guidelines.



CITY OF VINCENT

- 1.7.3 Where development and associated works are situated above or within 30 metres of the maximum AHD heights specified in Figures 1.2 and 1.3, or the intermediate maximum AHD heights in Figure 1.4, for the Core and Frame Flight Path Areas, the local government shall include as a condition of development approval, the submission of a Construction and Demolition Management Plan in a form and manner to the satisfaction of the local government.
- 1.7.4 The local government shall provide a copy of the Construction and Demolition Management Plan, including any subsequent amendments to the plan, to the owner of the Royal Perth Hospital Helicopter Landing Site for recommendations for the local government to consider in determining the acceptability of the plan.
- 1.7.5 The owner of the Royal Perth Hospital Helicopter Landing Site shall, within 21 days of receiving the Construction and Demolition Management Plan, or within such longer period as the local government allows, provide to the local government a memorandum in writing containing any recommendations with respect to the plan and any subsequent amendments to the plan.
- 1.7.6 The Construction and Demolition Plan shall provide details of the temporary works and equipment, including cranes, to be used on site for construction and demolition purposes including but not limited to:
- The duration of the construction period (start date and end date) and the time period in which any crane or other equipment will remain on site;
  - Maximum operating height, maximum operating radius and operating time/s of any crane or other equipment; and
  - The measures to be taken to minimise any potential impact on and/or encroachment into the Core Flight Path Area.

### 1.8 Definitions

The following definitions apply within the Special Control Area:

**Core Flight Path Area** - is the protected operational flight paths used by helicopters arriving and departing the Royal Perth Hospital Helicopter Landing Site as defined by the relevant civil aviation guidelines and/or standards as shown in

Figures 1.1 to 1.4.

**Frame Flight Path Area** - is the area adjoining the Core Flight Path Area as shown in Figures 1.2 and 1.3 within which temporary works and equipment need to be considered in relation to their impact on the Core Flight Path Area.

**Royal Perth Hospital Helicopter Landing Site** – the rooftop landing surface used for the arrival or departure of helicopters associated with the operations of the Royal Perth Hospital State Major Trauma Unit as shown in Figure 1.1.

**Permanent development** – development which is not temporary works or equipment.

**Temporary works and equipment** – works and equipment such as cranes, machinery and structures used temporarily to undertake development and/or maintenance.

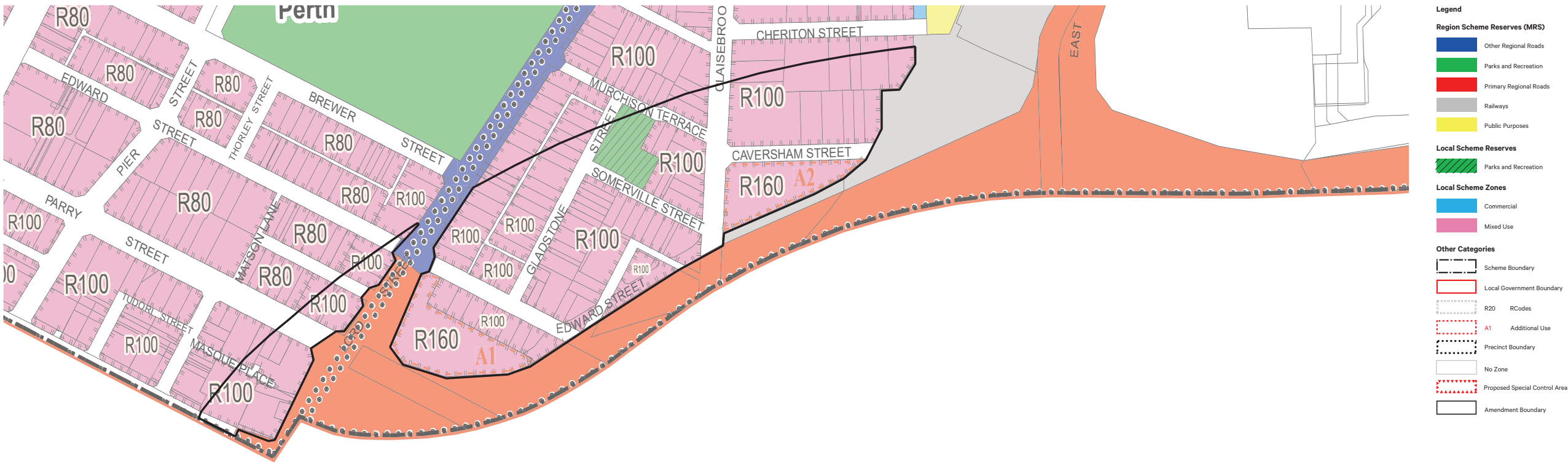
4. Insert Figures 1.1 to 1.4 into Schedule 4 – Special Control Areas of the Scheme.



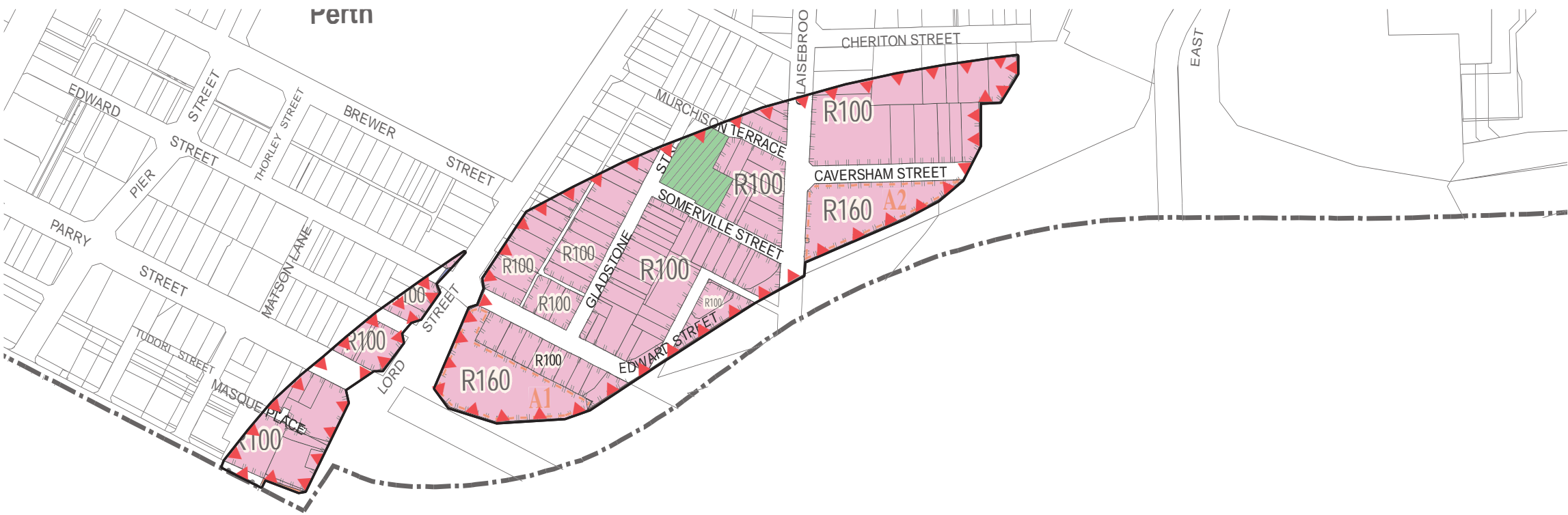
CITY OF VINCENT

The amendment is complex under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- The amendment is not consistent with a local planning strategy for the scheme that has been endorsed by the Commission; and
- The amendment is not addressed by any local planning strategy.



Existing Zoning



Proposed Zoning

# City of Vincent LPS 2 - Proposed Special Control Area

Royal Perth Hospital Flight Path







CITY OF VINCENT

Dated this    **day**    of                    **2022**

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CHIEF EXECUTIVE OFFICER



CITY OF VINCENT

## LOCAL PLANNING SCHEME NO. 2

Amendment No. 11

### 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 the \_\_\_\_\_ 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

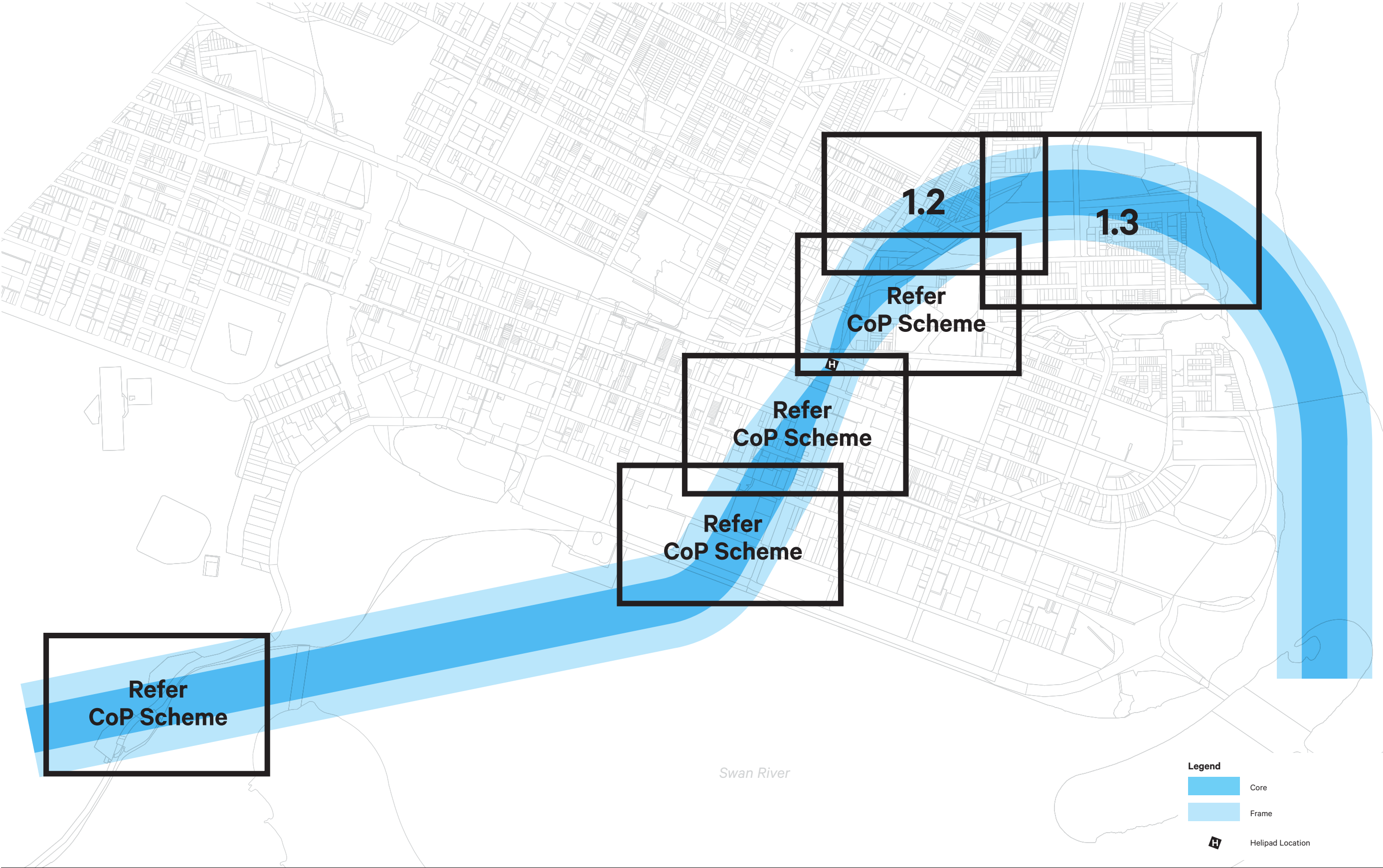
.....  
DELEGATED UNDER S.16 OF  
THE *PLANNING AND DEVELOPMENT ACT 2005*

DATE.....

### APPROVAL GRANTED

.....  
MINISTER FOR PLANNING  
S.87 OF THE *PLANNING AND DEVELOPMENT ACT 2005*

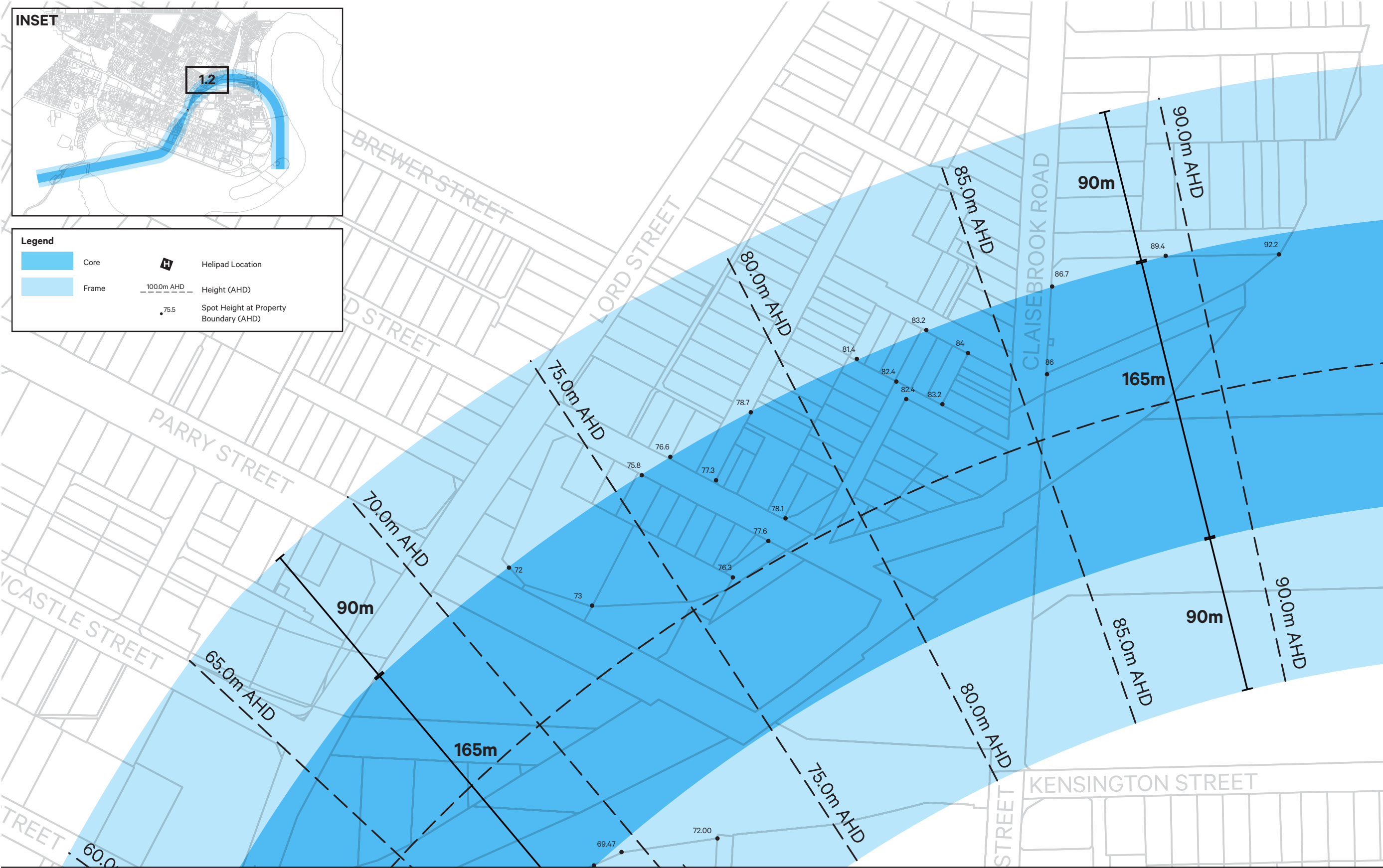
DATE.....



**Figure 1.1 Detail Location Plan**

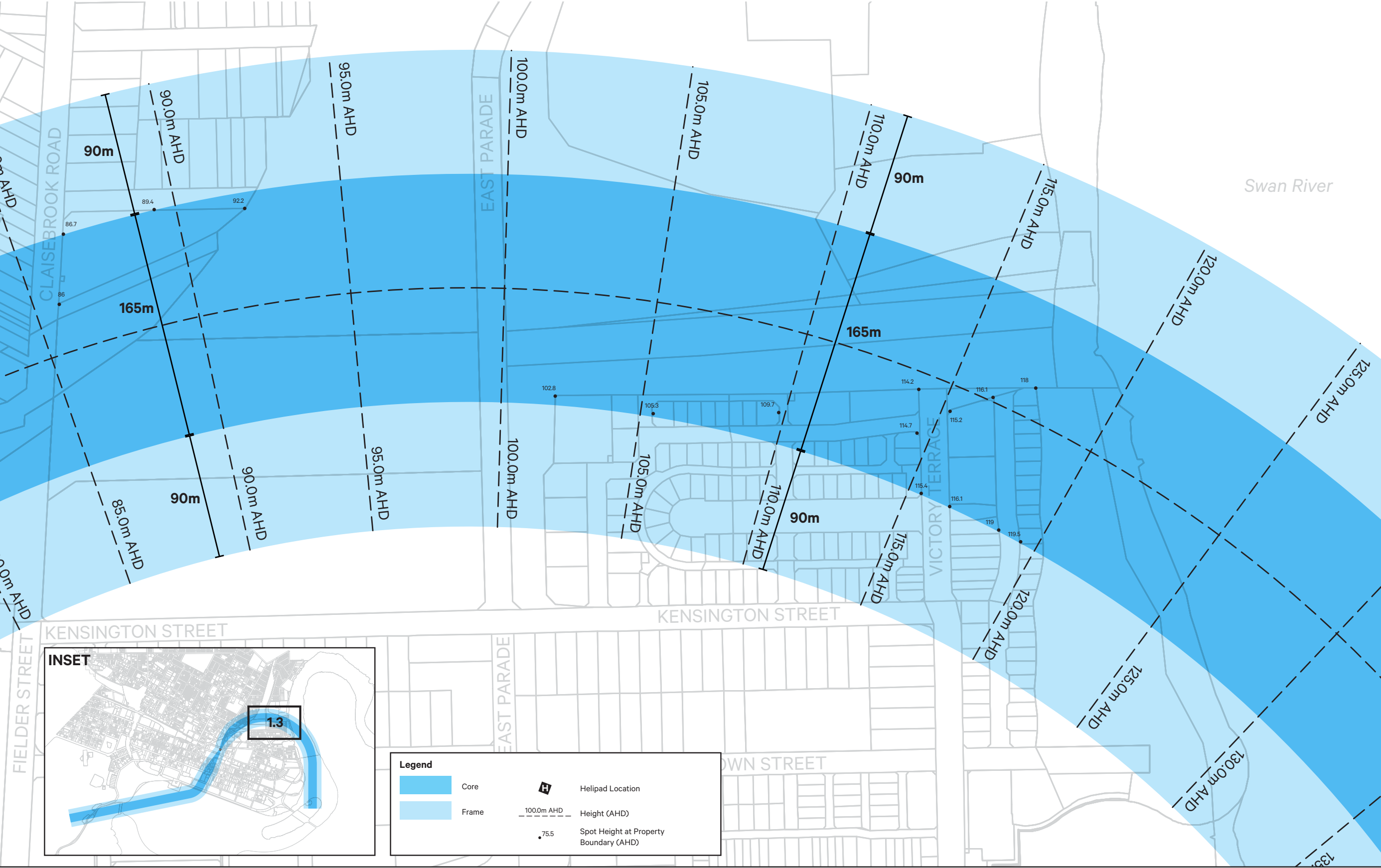
Royal Perth Hospital Flight Path

Date: 27 Jun 2022    Scale: 1:12.5k @ A3    1:6.25k @ A1    File: 19-139 CP-2    Staff: LS GW    Checked: LS



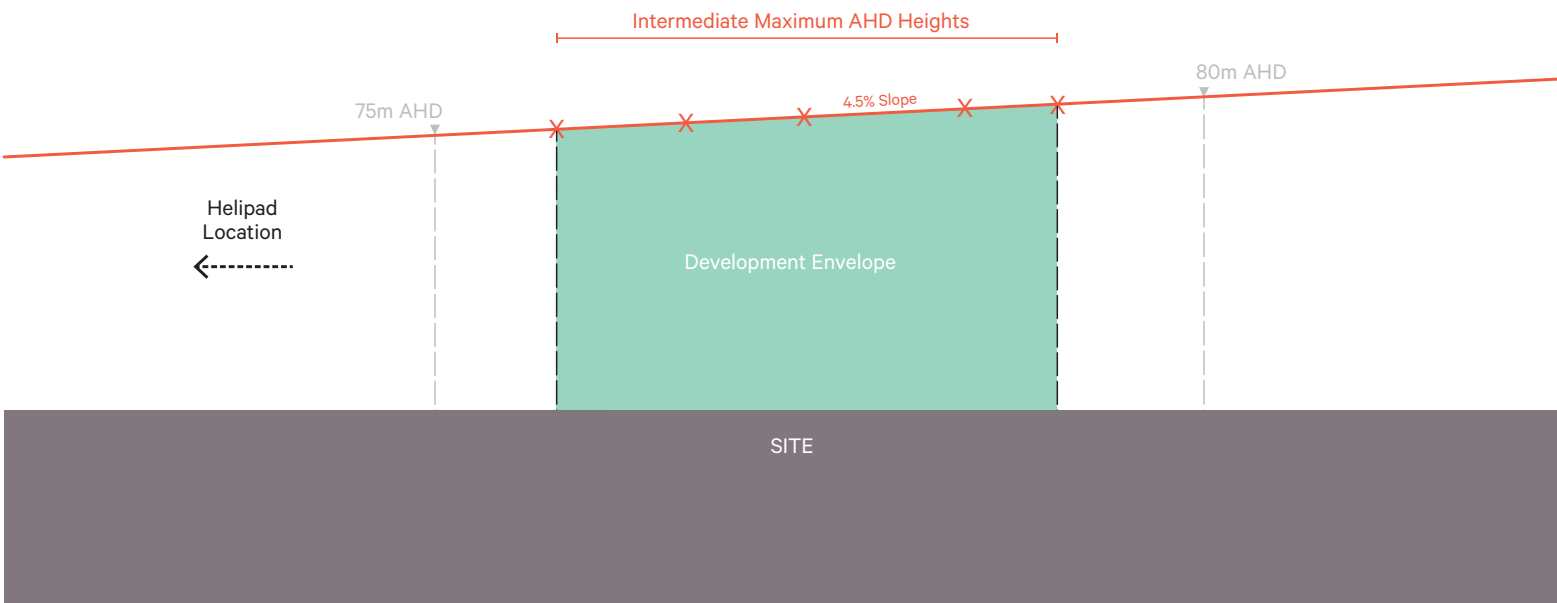
**Figure 1.2 Detail**  
Royal Perth Hospital Flight Path





**Figure 1.3 Detail**  
Royal Perth Hospital Flight Path

element.



Typical section showing application of intermediate maximum AHD heights.

Note: Proponents will need to consider location, orientation and context of the development site in relation to the Helipad and associated flight paths in calculating intermediate maximum AHD heights.

**Figure 1.4 Intermediate Maximum AHD Heights**

Royal Perth Hospital Flight Path

# Royal Perth Hospital Flight Path Protection Scheme Amendment Request

Prepared for the Department of Health - East Metropolitan Health Service  
October 2022 | 19-139



Royal Perth Hospital Flight Path Protection Scheme Amendment Request

Cover image source: East Metropolitan Health Services

We acknowledge the Whadjuk people of the Noongar nation as traditional owners of the land on which we live and work.

We acknowledge and respect their enduring culture, their contribution to the life of this city, and Elders, past and present.

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Source: East Metropolitan Health Services

element.

# 1. Introduction

**element** has prepared this report, on behalf of the East Metropolitan Health Service (EMHS), in support of a request to amend the City of Vincent Local Planning Scheme No. 2 (LPS2) as it relates to a number of landholdings identified as being within essential helicopter flight paths associated with the operation of emergency helicopter operations at the Royal Perth Hospital (RPH) located at Lot 916 and Lot 920 (No. 212) Wellington Street, Perth.

The Western Australian Planning Commission (WAPC) have recently approved the proposed development of an upgraded Helicopter Landing Site (HLS) at RPH. The upgraded HLS will enable a fleet of upgraded helicopters to utilise the facility and continue to support the State Major Trauma Unit (SMTU) at RPH into the future. As part of securing the long term use of the facility, it has been identified that the existing development potential of a number of landholdings immediately surrounding RPH may result in future development impacting on the safety of helicopter operations.

The existing and future development potential of land within the vicinity of RPH is therefore required to be considered as part of this proposed amendment to ensure essential emergency helicopter flight paths are not obstructed by development that may impact the safety of an emergency medical flight and ultimately result in the upgraded HLS being decommissioned, bringing with it significant impacts upon the efficiency of services provided by the SMTU.

The proposed amendment is being undertaken to align with a number of relevant elements that influence the ongoing successful operation of the Emergency Rescue Helicopter Service (ERHS) at RPH. This includes the interrelationship between the existing planning framework and development opportunities, the National Airports Safeguarding Framework, relevant aviation standards, State government investment and futureproofing the successful operation of the SMTU at RPH to support the States medical emergency needs.

The overarching objective of this request is to ensure that the SMTU located at RPH is able to continue to be serviced by the ERHS that is managed by the Department of Fire and Emergency Services (DFES) by introducing a Special Control Area (SCA) to create a Royal Perth Hospital Emergency Flight Path Protection area.

## 1.1 At a Glance - The Importance of Protecting Emergency Flight Paths

- Safety, viability and ongoing operations of HLS can be compromised by permanent and temporary development (such as cranes), gaseous plumes, telecommunications towers, powerlines and landscape features (such as trees).
- Recently, helipads have been decommissioned due to nearby operation of construction cranes. In the United Kingdom (UK), a fatal accident occurred where a helicopter collided with a construction crane. This has led to the UK Government formalising safeguarding arrangements to ensure a more robust notification system is in place. Around the world, building induced windshear has played a role in many helicopter crashes.
- Population growth and increased high-rise development continue to place pressures on HLS's located within built up areas.
- Despite the importance of maintaining unimpeded access to strategically important HLS, protective legislation varies across the country.
- In Australia, HLS are not licensed, certified or regulated in the way that aerodromes are under the *Civil Aviation Safety Regulations 1998* (CASR). Outside airports and commonwealth owned land, there are varying levels of regulation and guidance around safeguarding HLS across the country.
- Whilst the new HLS at RPH was formally considered and approved, ongoing development within the City may impact the safety of operations into the future, especially where a helicopter is required to fly with one engine inoperable. At present, there is no formal notification process in place for pilots to be aware of any proposed development (and construction cranes) within areas flown.
- Without protection, strategically important HLS may be required to be decommissioned as a result of ongoing development jeopardising the safety and efficiency of operations.

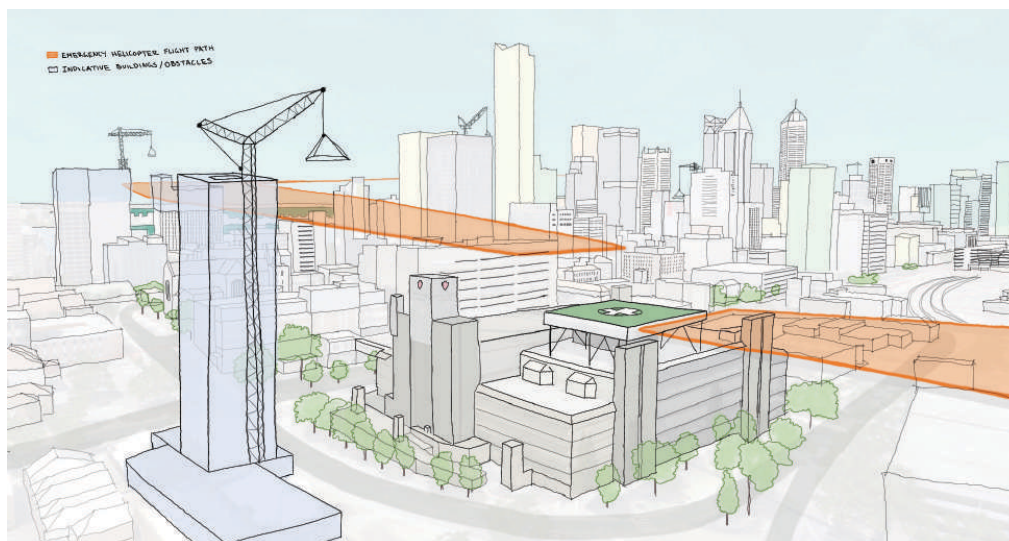


Figure 1. The importance of protecting helicopter flight paths at Royal Perth Hospital



element.

## 2. Background

### 2.1 Royal Perth Hospital

RPH is Western Australia's longest serving hospital. Its origins date back to the old Colonial Hospital that was originally established on Garden Island in 1829 until it was subsequently relocated to Perth. The hospital continued to change location and then in 1855, the hospital commenced operations on the corner of Victoria Square and Murray Street. Since then, a number of additional buildings have contributed to the expansion of the hospital's operations toward Wellington Street where an existing helipad is situated on top of the 'North block'. The existing helipad provides an essential service to patients who are in need of urgent specialist trauma treatment at RPH's SMTU. The SMTU is used by the ERHS operated by the DFES. Other operators are also able to utilise the existing helipad when specifically required.

RPH is now the designated provider of major trauma services for adults in Western Australia. More than 75,000 patients are admitted to RPH annually, with over 700 of these patients being classed as major trauma. Approximately 80% of the State's major trauma cases are treated at RPH's SMTU, which provides state-of-the-art multidisciplinary emergency trauma and critical care for patients suffering complex injuries requiring care from multiple medical specialities.

#### 2.1.1 State Major Trauma Unit and Emergency Rescue Helicopter Service

In respect to the existing helicopter operations at RPH, 70.4% of patients transported via the ERHS are taken to RPH for treatment, with an average of 354 patients being received per year. The following statistics from RPH Trauma Data in 2020 emphasise the importance of the service provided:

- 222 patients received were **trauma** patients, meaning that they required urgent medical care as a result of a sudden physical injury from impact, violence or accident;
- 101 patients received were considered **major trauma** patients;
- 43% of **major trauma** patients were considered to have sustained severe or critical trauma; and
- More than 50% of **major trauma** admissions to RPH required critical surgical intervention in response to their injuries.

**'Trauma'** – means a body wound produced by sudden physical injury from impact, violence or accident.

**'Major Trauma'** – means a person who has many (multi-trauma) and/or severe injuries. Major and multi-trauma patients can experience serious complications including:

*haemorrhage – losing large amounts of blood can result in shock and other complications*

*infection or sepsis – the presence of open wounds increases risk of infection*

*multi-organ failure – when one or more organs, such as kidneys or liver, begin to stop working.*

## Royal Perth Hospital Flight Path Protection Scheme Amendment Request

The statistics provided above have been extracted from a letter provided by the Western Australian State Director of Trauma, Dr Sudhakar Rao. The following statements are taken from Dr Sudhakar's letter, which provide a response to matters raised by the City of Perth as part of preliminary consultation and ultimately highlight the importance of the ERHS, the associated helipad at RPH and the overall operations of the SMTU at RPH:

*The need for helicopter emergency medical services to pick up a patient from their location, followed by immediate access to specialist treatment teams on arrival at a hospital is imperative.*

*Helicopter transport provides the quickest means of transferring critically injured patients to a major trauma service. Off-site landings have been found to result in longer transport to the emergency room, however, the construction of helipads in trauma centres can reduce transport time, in addition to reducing the costs and sequelae of trauma.*

*Acknowledging the increased chances of survival and recovery from on-site HLS, alternative locations such as Wellington Square or Langley Park were determined to be unacceptable for Standard Operating Procedures as both locations would cause delays to patient transfer with an additional ambulance transfer, and risk to life (including increased infection risk). These locations would further pose security and accident risks for the Rescue Helicopter as well as the general public on the ground, thus requiring WA Police intervention for each helicopter landing.*

*The time critical nature of the relationship between event, definitive tertiary clinical intervention and the patient's survival is the reason why the construction of a new on-site helipad that will allow immediate access for the State Emergency Rescue Helicopter Service's (ERHS's) upgraded helicopter fleet at RPH is critical for the ongoing provision of emergency healthcare in WA.*

Refer to Appendix 1 – Letter from WA State Director of Trauma 4 November 2021 (Dr Sudhakar Rao)

DFES have provided its support for the proposed flight paths, being the agency responsible for the ongoing operation of the ERHS at RPH. DFES support can also be referred to at Appendix 2.

Refer to Appendix 2 - DFES Letter of Support

## 2.2 Futureproofing Royal Perth Hospital

The gazettal of the *Royal Perth Hospital Protection Act 2016* secured and reiterated the importance of the hospital for the State with clause 6 of the Act stating, *Royal Perth Hospital is to continue to operate as a public hospital unless a resolution approving the closure of the hospital has been passed by each House of Parliament.*

The Commonwealth and State Government has recently announced significant funding to upgrade clinical services and infrastructure including the Intensive Care Unit and a new authorised Mental Health Unit at RPH. Additional investments have been made in innovation as well as general building and maintenance upgrades to support the ongoing operation of the hospital.

### 2.2.1 Requirement for Upgraded Helicopter Facilities (Helipad)

The Australian Civil Aviation Safety Authority (CASA) has released a Notice of Proposed Rule Making NPRM 1304OS entitled *Regulation of aeroplane and helicopter 'ambulance function' flights as Air Transport Operations*. The significance of the updated regulatory framework on emergency air ambulance helicopter flights is that they will need to operate in accordance with a prescribed performance criteria of Performance Class 1, which requires the use of multi-engine helicopters certified in Category A.

The Category-A certification verifies that a helicopter with one engine inoperative is capable of meeting specified performance capabilities and prescribed limits set out in *Category-A Supplement to the Rotorcraft Flight Manual* compliance. With these operational parameters it ensures the helicopter is able to continue an approach on one engine (or reject a take-off) and set down on a HLS or fly away on one engine and clear all obstacles within the flight path boundary by approximately 10 metres.

Put simply, air ambulance helicopters are required to operate at the Performance Class 1 criteria. This requires a HLS and supporting structure that is capable of withstanding the dynamic loads generated by a helicopter making a heavy landing as well as the static loads generated by stationary helicopters.

The old HLS at RPH being used by air ambulance helicopters did not meet the physical dimensions of a Category A helipad. As such, the provision of a Category-A sized helipad in support of emergency medical transport flights has been approved and is now being utilised.

**element.**

### 2.2.2 Upgraded Helipad Development Approval

At its meeting on 28 October 2019, the Statutory Planning Committee (SPC) of the WAPC resolved to approve the new HLS for RPH subject to a number of conditions.

*Please refer to Appendix 3 – Development Approval – Helicopter Landing Site*

A large body of work was undertaken by RPH and technical consultants to determine the most suitable location for an upgraded HLS, which was provided in support of the development application considered by the WAPC. A combination of factors were considered to determine the most suitable location, including the following:

- Patient care outcomes associated with location characteristics (as referred to above and within Appendix 1) - Prioritising speed from injury to specialist trauma treatment, eliminating additional transfer requirements and increased patient handling risks, and reducing costs to the State/patient;
- Existing location of the SMTU;
- Existing obstacle environment in the vicinity of a proposed helipad;
- Relationship between dominant period of helicopter activity and weather patterns, in particular prevailing wind characteristics; and
- High level review in consultation with the City of Perth to determine potential building heights and reduce impacts.

*‘The need for helicopter emergency medical services to pick up a patient from their location, followed by immediate access to specialist treatment teams on arrival at a hospital is imperative. The location of the new helipad was carefully thought through in order to ensure alignment with the WA State Trauma System objective of optimum speed from injury to specialist trauma treatment at WA’s only Level 1 Major Trauma Centre. This eliminates an additional ambulance transfer and increased patient handling risks, as well as additional cost to the State/patient...’*

*Source: Dr Sudhakar Rao – WA State Director of Trauma (Letter from Dr Sudhakar Rao, WA State Director of Trauma 4 November 2021)*

### 2.2.3 Aviation Standards

The physical characteristics of a HLS as well as the associated flight paths are controlled through the following documents:

- The Civil Aviation Safety Authority (CASA) Civil Aviation Advisory Publication CAAP 92-2(2) Guidelines for the establishment of on-shore helicopter landing sites (February 2014);
- International Civil Aviation Organisation (ICAO) Annex 14 Aerodromes – Volume II: Heliports (4th edition July 2013); and
- Civil Aviation Safety Authority NPRM 1304OS Regulation of aeroplane and helicopter ‘ambulance function’ flights as Air Transport Operations.

The pilots currently operating the ERHS and DFES have advised that in order to continue to conduct flights to and from the RPH HLS, the flight paths need to be protected in accordance with ICAO Annex 14.

This amendment has been prepared in direct response to the above documents, with elements of these being discussed within the following report. Further technical information can also be referred to at Appendix 4.

*Refer to Appendix 4 – HLS Flight path Requirements (Rehbein Airport Consulting)*

Please also refer to an explanation of the interpretation of relevant aviation regulations at Appendix 5.

*Refer to Appendix 5 – Interpretation of Aviation Regulations (Rehbein Airport Consulting)*

**element** has prepared this report on behalf of EMHS in consultation with key agencies. DFES have provided its support for the proposed flight paths, being the agency responsible for the ongoing operation of the ERHS at RPH. DFES support can also be referred to at Appendix 2.

*Refer to Appendix 2 – DFES Letter of Support*

### 2.2.4 Requirement to Protect Emergency Flight Paths

The need to protect the airspace in accordance with the above mentioned CASA regulation has been acknowledged at the federal level through the Department of Infrastructure, Transport, Regional Development and Communications publication titled *National Airports Safeguarding Framework* and in particular Guideline H. Guideline H presents information relevant to protecting strategically important HLS and includes discussion on the protection measures required to ensure buildings and structures (such as construction cranes) do not intrude into the Obstacle Limitation Surface (OLS) that outlines the lower limit of the operational airspace of a helicopter flying on one engine.

Being located in the Perth central city area, RPH is located within close proximity to a number of landholdings that currently contain and/or are able to contain buildings of a significant scale. This creates a significant and very real risk to the continued successful and safe operation of the hospital and the SMTU, which is reliant upon emergency air ambulance transporting critically ill patients for urgent treatment.

It is anticipated that over time and without intervention, the safety of emergency helicopter pilots, hospital staff, patients and the general public will be compromised through the cumulative impact of additional buildings constructed within the approach and departure routes to the HLS at RPH.

The parameters guiding the methodology used to determine the most appropriate flight paths are addressed later in this report.

*"If intrusions into the flight paths for a HLS, and risks associated with the use of those SHLS are not regulated the ongoing helicopter operations at strategically important sites may be compromised. Without protection, development in the vicinity of a SHLS could jeopardise safety and efficiency and potentially result in the decommissioning of the HLS."*

*Extract from the National Airports Safeguarding Framework*

## 2.3 Consultation and Engagement

Throughout the preparation of this amendment request, **element** and EMHS have worked closely with a number of key stakeholders. This has included a number of project meetings and ongoing correspondence with the City as well as the following stakeholders:

- Department of Planning, Lands and Heritage;
- City of Perth;
- Development WA;
- Department of Fire and Emergency Services; and
- Relevant technical professionals; and
- Civil Aviation Safety Authority.

The culmination of technical advice and assistance from these stakeholders has allowed for a coordinated approach to be taken. This has allowed a number of relevant matters to be considered as part of the ongoing refinement of the proposed emergency flight paths to determine the most appropriate alignment with respect to flight requirements, strategic land use planning and minimising the impact to existing development potential as discussed throughout this report.



element.



Figure 2. Constructed helipad (Source: East Metropolitan Health Services)





Source: East Metropolitan Health Services

element.

## 3. Subject Site

### 3.1 Site Details

RPH is located within the Perth CBD and is generally situated toward the northern extent of the City's local government authority boundary, adjacent to the Graham Farmer Freeway and the Midland and Armadale Railway Line. RPH's facilities span multiple lots with a total land area of approximately 5.575ha. RPH maintains frontages to Murray Street, Victoria Square, Lord Street, Wellington Street and Moore Street.

Two bridges provide pedestrian connections over the road reserve of Moore Street and Wellington Street to individual buildings. The previous HLS is situated on top of the existing building located at Lot 916 (No. 212) Wellington Street, Perth. This HLS will remain operational for a temporary period of time as a backup facility to the recently completed upgraded HLS.

*Refer to Figure 3 – Location Plan*

*Refer to Figure 4 – Aerial Plan*

To protect the flightpath this amendment will apply to a series of landholdings that are located within two identified emergency helicopter flight paths and is referred to as the core flight corridor area. The core flight corridor area spans a total width of 165m and extends a total distance of 3.386km as required by relevant aviation standards and requirements for emergency helicopter flights.

This amendment also applies to a number of landholdings that are located either side of the core area. This will be referred to as the frame area and will extend 90m beyond the outer edges of each flight path for the total distance of the core area, being 3.386km. The intent of the frame area is to ensure that DFES is aware of, and approve any temporary encroachments into the core area such as swinging tower cranes associated with the construction of nearby buildings.

Differentiating between the core and frame areas will allow separate development provisions to be applied to each area to prevent obstructions within each flight path. The frame area is shown in Figures 3 and 4.



## Royal Perth Hospital Flight Path Protection Scheme Amendment Request

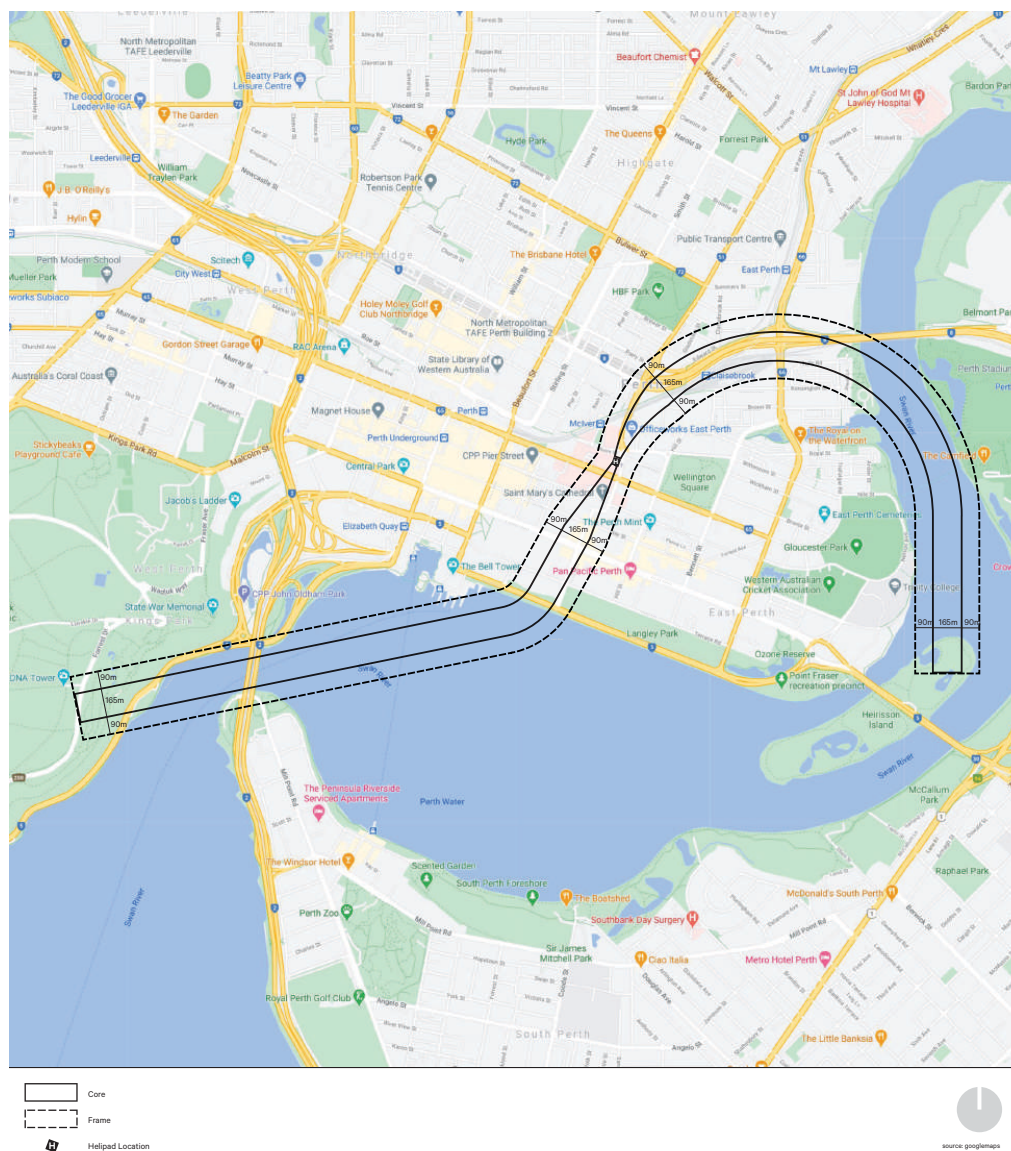


Figure 3. Location Plan

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Royal Perth Hospital Flight Path Protection Scheme Amendment Request

## 3.2 Site Context

The area immediately surrounding RPH is characterised by an eclectic mixture of buildings and land uses. The land to the immediate south of the RPH is characterised by a number of medium sized skyscrapers, whereas existing development to the immediate north and east are of a much lower scale and generally taper down toward the Swan River to the east.

There have been a number of developments recently completed in the immediate vicinity of RPH within the City of Perth. Notably, the Westin Hotel located immediately south west of RPH along with numerous development in Northbridge and the Perth City Link. Many of these developments are of a significant scale and their overall height has resulted in ERHS pilots seeking alternative routes in and out of RPH in recent years.

Figure 5 identifies RPH within the context of the applicable planning framework and indicatively explores the potential development height above natural ground level of certain landholdings within the vicinity of RPH and the flight paths. This emphasises the purpose of the proposed amendment being sought and the importance in limiting development height where appropriate to ensure the upgraded HLS facility at RPH is protected and remains operational.





Figure 5. Indicative Development Potential Surrounding RPH





Source: East Metropolitan Health Services



element.

## 4. Planning Framework

### 4.1 State and Regional Planning Context

#### 4.1.1 Metropolitan Region Scheme

The Metropolitan Region Scheme (MRS) provides the legal basis for controlling development and land use at the regional level. The RPH site is reserved for 'Public Purposes – hospital'. The purpose and function of the 'Public Purpose' reservation is to protect land for public facilities, such as hospitals, high schools, universities, etc.

The northern flight path traverses land that is primarily zoned 'Urban'. It will also traverse land that is reserved for 'Primary Regional Roads', 'Railways', 'Parks and Recreation' and 'Waterways'.

The southern flight path traverses land that is primarily zoned 'Central city area'. It will also traverse land that is reserved for 'Public purposes – car park', 'Civic and Cultural', 'Other Regional Roads', 'Parks and Recreation', 'Waterways' and 'Primary Regional Roads'.

Refer to Figure 6 – MRS Extract

#### 4.1.2 State Planning Strategy 2050

The State Planning Strategy 2050 was prepared by the Department of Planning, Lands and Heritage (DPLH) on behalf of the WAPC and aims to build strategic planning capacity and capability around a State planning vision.

Planning principles, strategic goals and State strategic directions are set out to respond to the challenges and opportunities that exist for the future land-use planning and development of Western Australia. The document is intended to guide and inform local community plans, growth plans and local planning schemes and strategies with structure planning and development assessments as well as planning for the coordination of physical and community infrastructure, such as hospitals.

The following extracts are of relevance to this amendment:

*"Demand for Western Australia's goods and services will continue to rise in the foreseeable future, which will increase the pressure on the State's infrastructure."*

*"Planning for the integration and coordination of both physical and social infrastructure is critical in achieving the strategic vision and goals of this document."*

*"Of particular importance will be the continued collaborative approach to define the roles within all tiers of Government; and between the Government and the private sector."*

*"Social infrastructure is by nature highly complex and multidimensional. All levels of government have a role to play in the coordinated delivery of the 'hard' elements of community infrastructure, including...hospitals..."*

## Royal Perth Hospital Flight Path Protection Scheme Amendment Request

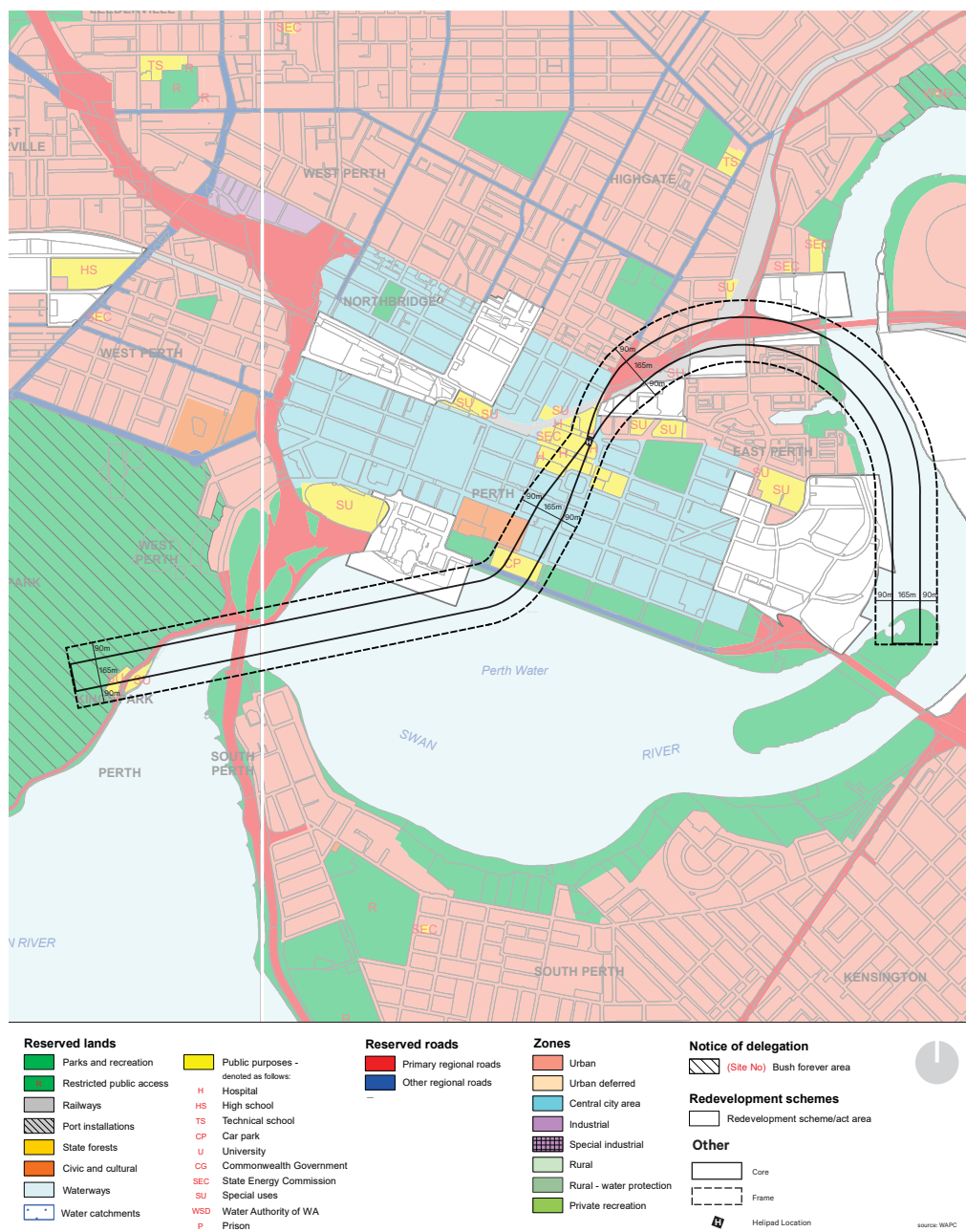


Figure 6. MRS Extract

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#### 4.1.3 Perth and Peel @ 3.5 Million

The *Perth and Peel @ 3.5million* strategic suite of documents has been developed to provide a long-term growth strategy for land use and infrastructure for the Perth and Peel regions. The framework outlines a number of overarching objectives in relation to urban form; economy and employment; community and social infrastructure; movement and access; service infrastructure; environment and landscape; and natural resources.

Relevant to the proposed amendment, the document outlines the following objective in relation to community and social infrastructure:

*To provide a wide range of community and social infrastructure to enhance the health and wellbeing of the community and meet the community's needs including health, education and recreation, while promoting co-location and optimising the use of existing facilities and infrastructure.*

The document states that “while population growth over time will result in increased demand for regional health facilities, the future focus will be to optimise the use of existing sites in preference to developing facilities on new sites”.

This amendment seeks to protect the ERHS at RPH and its role in supporting the SMTU.

##### 4.1.3.1 Central Sub-Regional Planning Framework

The *Central Sub-Regional Planning Framework* (Framework) forms an integral part of the *Perth and Peel @ 3.5million* strategic suite of draft planning documents. The Framework has been developed to guide further detailed planning and decision-making by State Government agencies and local governments.

Relevant to the proposed amendment, a key principle of the framework is to “ensure more efficient use of existing and planned service and social infrastructure to achieve a more sustainable urban environment”.

Of relevance to the proposed amendment, the following key strategic directions/priorities in relation to social infrastructure and employment are to:

*“optimise use of existing infrastructure, with urban infill and employment opportunities utilising the principles of urban consolidation” through review and amendments to the planning framework.*

*‘Protect strategic industries and land classified for this purpose, together with their buffers, from the encroachment of non-strategic and/or incompatible land uses’*

The proposed amendment aligns with the broad principles and objectives of the *Perth and Peel @ 3.5million* documents, in that it will allow the existing hospital facility to remain operational and continue to meet the future needs of both the local and regional community. The proposed amendment will ensure a significant employment generator within the sub region is supported and consistent with the last strategic direction/priority outlined above, it seeks to protect the strategic industry and overall successful operation of RPH, which relies on supporting services from helicopters to meet the needs of the State.

#### 4.1.4 Capital City Planning Framework

The Capital City Planning Framework (CCPF) establishes a spatial strategy for Central Perth and indicates how the objectives of *Directions 2031 and Beyond* and the *Central Metropolitan Perth Sub-Regional Strategy* can be delivered in this focus area.

The area of land to the east of RPH and in particular the northern flight path corridor is identified as being 'Urban', stating the following built form characteristics:

**Urban perimeter block:** *For areas with consistently high development intensity, strongly defined urban blocks create legible built form and streetscape. Primary frontages are built to the boundary at heights appropriate to pedestrian-scaled streetscapes, typically three to six storeys. Additional levels above may be acceptable according to urban context, with further setbacks to differentiate from the primary frontage. Restrained overall heights maintain contrast with the high-rise development of the city centre and reinforce a hierarchy of building form.*

**Modulated urban frontage:** *Buildings are set back from the front boundary to allow for landscaped forecourts that contribute to green streetscapes. Buildings generally rise to their full height at their front elevation, creating a strong but less continuous street frontage.*

Refer to Figure 7 – Capital City Planning Framework Proposed Urban Form

The proposed amendment considers the built form characteristics set out under the CCPF and aims to limit the impact to areas identified as 'City' and indeed 'Urban' under the CCPF as far as practically possible. The south western flight path located within the City of Perth local government area will impact landholdings identified as having a 'City' built form, however, as outlined within the methodology section of this report and having considered all relevant parameters, there are no reasonable alternative flight path options available to the south. Notwithstanding this, the southwestern flight path impacts only a small number of landholdings before continuing over the Swan River, and this flight path will not impact Vincent's local government area.

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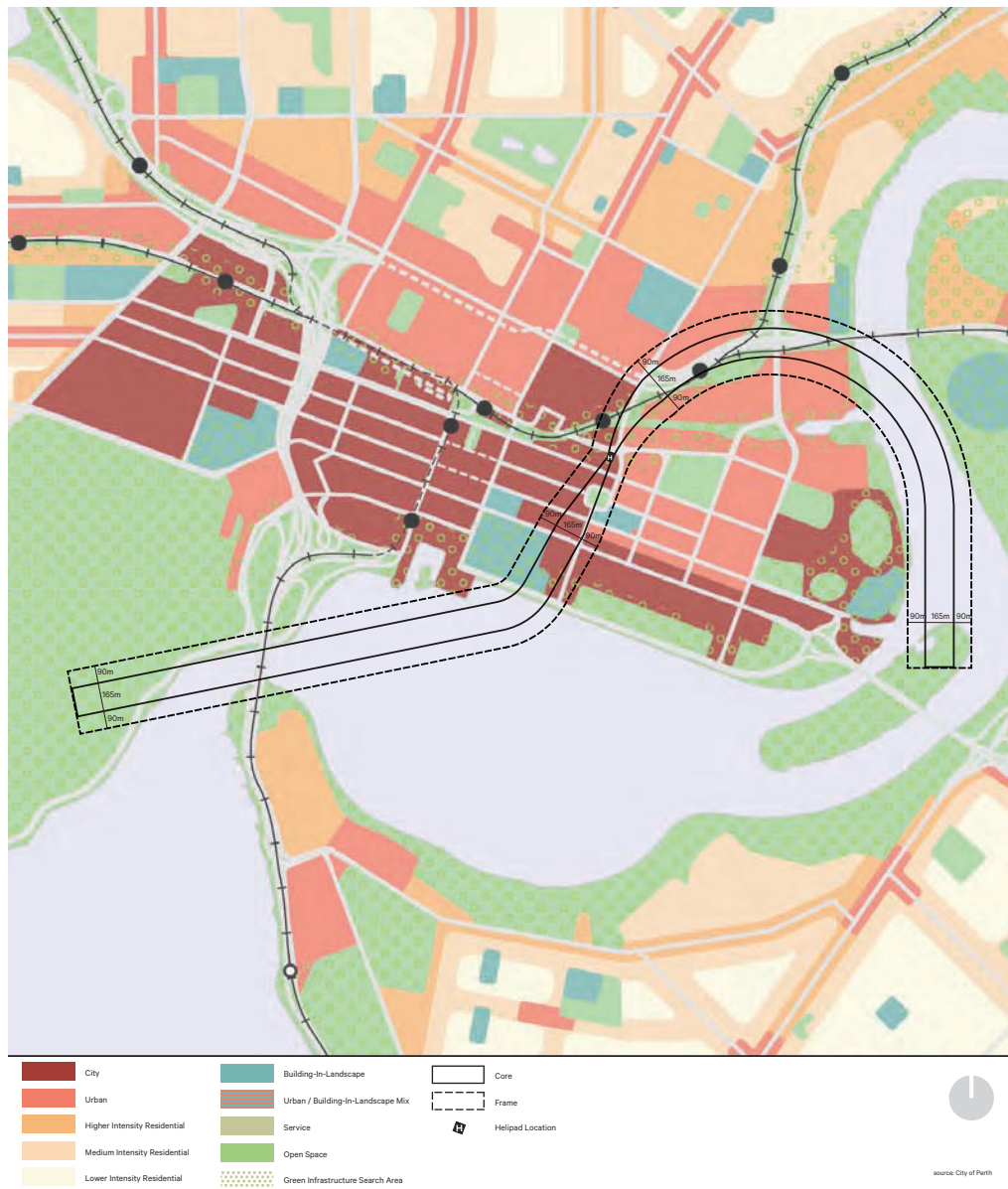


Figure 7. Capital City Planning Framework Proposed Urban Form

## 4.2 City of Vincent Strategic Planning Framework

### 4.2.1 Local Planning Strategy 2016

The City's Local Planning Strategy (the Strategy) has been prepared to guide future land use planning and decision-making within the City over the next 10-15 years. A place based planning approach was undertaken by the City in preparing the City's Strategy, which has informed the City's Local Planning Scheme No. 2 (LPS2) currently providing detailed development guidance. It is noted that the City undertook a review of its Local Planning Strategy recently, with Council considering a review report on 17 May 2022. The WAPC have considered the review report and provided confirmation that the City's Local Planning Strategy and Local Planning Scheme is satisfactory subject to a number of minor amendments, which do not have an impact on this proposal.

The City's Strategy is divided into five 'place based' areas that each have their own characteristics and vision. The five areas are as follows:

- Mount Hawthorn
- Mount Lawley/Highgate
- Perth / West Perth
- North Perth
- Leederville

The City's intention is for the Strategy to inform the preparation of local planning policies that will be adopted pursuant to the City's LPS2 and specifically a Precinct Policy for each of the five place based areas identified above. The City are yet to prepare and/or adopt a Precinct Policy for any of the five areas. Notwithstanding, this amendment relates to the Mount Lawley-Highgate area, which the Strategy provides the following vision statement:

#### *Mount Lawley Highgate Vision 2024 - A Fabulous Diversity of Lifestyles and Cultures*

*In 2024, Mount Lawley/Highgate is a place with something for everyone. With a depth of character and an accepting attitude at its foundation, people are drawn to Mount Lawley/Highgate's fabulous diversity of lifestyles and cultures – from the cosmopolitan inner city environment to quiet, tree-lined neighbourhoods. New migrants, artists and students live here, adding diversity, a sense of creativity and festivity to our community. Beaufort Street is a boulevard of pedestrians, trees, and greenery, exuding a distinction and flair all of its own. Traffic is calm and moves slowly on Beaufort Street. With many enticing shops and some unpolished elements, the town centre is always an interesting and lively place. New development is inspired and considered, contributing to and enhancing the character of the area. With some of the most beautiful parks around and an easy walk to the peaceful interludes of the river foreshore, Mount Lawley/Highgate could not get much better.*

#### 4.2.1.1 Planned Growth Areas

Within the Mount Lawley-Highgate area, Directions 2031 and Beyond identified three planned growth areas, these being East Parade Urban Regeneration Project, East Perth Power Station and East Perth Rail Station. These planned areas are discussed below.

##### **East Parade Urban Regeneration Project, East Perth Power Station**

The City's Strategy outlines that for the East Parade Urban Regeneration Project and the East Perth Power Station to progress, these areas are required to be appropriately zoned and guidelines prepared to ensure appropriate development outcomes are achieved. The East Perth Power Station was considered as part of this amendment and the flight paths proposed ensure the anticipated development potential at this site can be realised. The East Parade Urban Regeneration Project is not relevant to this amendment as it is not located within close proximity to the flight paths proposed.

##### **East Perth Rail Station**

The City's Strategy considered that the East Perth Rail Station growth area as not being appropriate for future planned growth given constraints associated with the existing surrounding land use, residential character and disjointed access to the site. In lieu of this area being considered further, the City has identified the Claisebrook Road North Area as a more suitable location for a planned growth area. This is discussed in further detail below.

element.

#### **Claisebrook Road North**

The Claisebrook Road North area identified as being a potential planned growth area is generally described as being the area that is bound by Lord Street, Summers Street, Graham Farmer Freeway and the Perth to Midland railway reserve. This amendment will locate within the Claisebrook Road North area.

The Strategy outlines a number of objectives to be considered throughout the preparation of a dedicated Structure Plan to guide further ongoing development in the area. Ultimately, the intent is for the Claisebrook Road North area to develop in accordance with key principles of Transit Oriented Development. The Strategy identifies the Claisebrook Road North area as a 'long term' project, meaning its realisation is 11 to 15 years away.

It is understood that the City have not undertaken any further work progressing the planning framework within this area. As such, the City's LPS2 and relevant City wide local planning policies currently guide development within the area, which is yet to specifically respond to the objectives for the Claisebrook Road North area as set out within the City's Strategy.

The ongoing planning and investigation of this area can continue to occur into the future, however, this needs to consider the critical nature of what is being considered as part of the proposed amendment. Flight paths associated with RPH being sought for protection are considered to be of a much higher priority and will need to be considered by the City as part of any future strategic planning tasks.

As discussed elsewhere within this report, the flight paths have considered the potential impact to existing areas and in particular areas that are planned to comprise significant development potential into the future. In this respect, this amendment will have no impact on existing development potential (height) within the Claisebrook Road North area as helicopters will be above the potential height a building could develop to.

#### **4.2.2 City of Vincent Local Planning Scheme No. 2**

The City's LPS2 is a statutory document setting out the way land is to be used and developed. The City's LPS 2 consists of the Scheme Text and Scheme Map, which sets out the rules for development in the City that align with the direction and vision provided for in the City's Strategy. The Local Planning Scheme maps provide the land zoning, which in turn indicates the type of uses that may be possible in each particular area.

Whilst there are two flight paths being protected as part of the overall project to support RPH's requirements, it is only the northern flight path that will traverse into the City's local government area. Only a minor portion of the northern flight path will locate within the City's local government area, with the majority of it being confirmed to the City of Perth's local government area.

In addition, a significant portion of the flight path within the City's local government area will locate within areas that are reserved for the purposes of 'Railway' and 'Primary Regional Roads' under the Metropolitan Region Scheme. The remainder of the flight path area within the City is included within the 'Mixed Use' zone and assigned a residential density coding of R100 to R160.

The City's LPS 2 is shown in relation to the proposed flight paths in Figure 8.

*Refer to Figure 8 – LPS2 Extract*



## Royal Perth Hospital Flight Path Protection Scheme Amendment Request

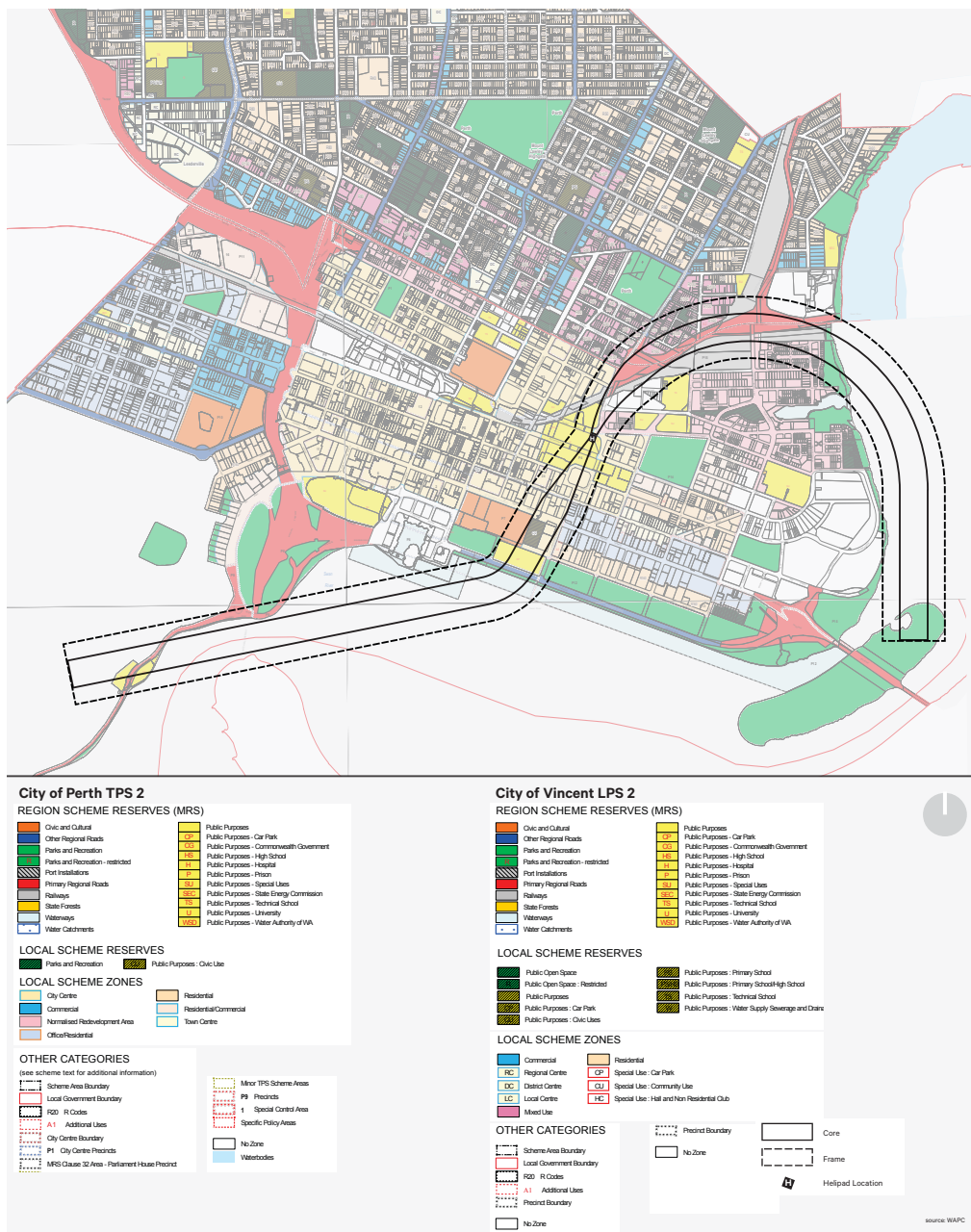


Figure 8. LPS2 Extract



element.

### 4.3 Royal Perth Hospital Development Context

The area immediately surrounding RPH is characterised by an eclectic mixture of buildings and land uses. The land to the immediate south of the RPH is characterised by a number of medium sized skyscrapers, whereas existing development to the immediate north and east are of a much lower scale and generally taper down toward the Swan River in the east.

There have been a number of developments recently completed in the immediate vicinity of RPH largely within the City of Perth. Notably, the Westin Hotel located immediately south-west of RPH and numerous developments in Northbridge and the Perth City Link. Many of these developments are of a significant scale and their overall height has resulted in ERHS pilots seeking alternative routes in and out of RPH in recent years.

Figure 5 identifies RPH within the context of the applicable planning framework and explores the potential development height of certain landholdings within the vicinity of RPH and the flight paths. It shows the location and height of recent planning approvals in close proximity to RPH and the proposed flight paths. This emphasises the purpose of the proposed amendment being sought and the importance in limiting development height where appropriate to ensure the upgraded HLS facility at RPH is protected and remains operational.

It should be noted that heights under the City's LPS 2 planning framework are taken from the natural ground level and figure 5 is indicative only and has not been used to inform planning controls. The proposed flight path heights are shown in Australian Height Datum (AHD).

*Refer to Figure 5 - Indicative Development Potential Surrounding RPH*



element.

## 5. Proposal

### 5.1 Overview of Proposed Scheme Amendment

The purpose of the proposed scheme amendment and Special Control Area is to protect emergency air ambulance flight paths in accordance with CASA regulations, to ensure the continued successful operation of RPH and the SMTU.

In brief, the proposed scheme amendment to the City's LPS2 will implement the following changes:

- Introduce the Royal Perth Hospital Flight Path Protection Special Control Area over land as shown in Figure 3, comprised of a Core Flight Path Area and a Frame Flight Path Area;
- Introduce maximum building heights in Australian Height Datum (AHD) metres within the Core Flight Path Area;
- Introduce provisions to control permanent development within the Core Flight Path Area;
- Introduce provisions to manage permanent and temporary structures (such as cranes) within the Core Flight Path Area and Frame Flight Path Areas so they are not a flight risk to flight path users; and
- Create a referral process to the owner of Royal Perth Hospital Helicopter Landing Site so they can provide advice on proposed development within the Core Flight Path Area and Frame Flight Path Area.

### 5.2 Proposed Scheme Amendment Provisions

This amendment seeks to insert provisions into the City's LPS2 to protect emergency air ambulance flight paths in accordance with CASA regulations, to ensure the continued successful operation of RPH and particularly the SMTU.

To achieve this, it is proposed to amend the City's LPS2 as follows:

1. Delete the following text under Part 5 clause 36:  
There are no special control areas which apply to this Scheme.
2. Insert the following text into Part 5 clause 36:
  1. The following special control areas are listed in Schedule 4 –
    - (a) Royal Perth Hospital Flight Path Protection Special Control Area
  2. Provisions that apply to a special control area are set out in Schedule 4 and apply in addition to any other provision of this Scheme.
  3. Where a provision of a special control area is inconsistent with any other provision of this Scheme, the provision of the special control area is to prevail.
3. Insert new Schedule 4:

#### **Schedule 4 - Special Control Areas**

1. (a) Royal Perth Hospital Helicopter Flight Path Protection Special Control Area

#### **1.1 Special Control Area**

The following provisions apply to the land shown in Figures 1.1 to 1.4 as the Royal Perth Hospital Helicopter Flight Path Protection Special Control Area which comprises Core and Frame Flight Path Areas.

Note: The provisions of this Special Control Area do not apply to the parts of the Special Control Area which are legislated under the Metropolitan Redevelopment Act 2011 or to telecommunication facilities legislated by the Telecommunications (Low Impact Facilities) Determination Act 1997.

**Royal Perth Hospital Flight Path Protection Scheme Amendment Request****1.2 Objectives**

The objectives of the Royal Perth Hospital Helicopter Flight Path Protection Special Control Area are –

- a. To ensure the continued safe operation of Royal Perth Hospital's Strategic Helicopter Landing Site in support of the hospital's function as the State's Major Trauma Unit.
- b. To ensure that permanent development does not encroach into the Core Flight Path Area.
- c. To ensure that temporary works and equipment within the Special Control Area do not present a hazard to helicopters using the Core Flight Path Area.

**1.3 General Provisions**

1.3.1 Where a provision of another Special Control Area is inconsistent with a provision of this Special Control Area, the provisions of this Special Control Area shall prevail.

1.3.2 Notwithstanding clause 36(3) of the Scheme, where the heights specified in sub-clause 1.5.1 of this Special Control Area are inconsistent with the heights specified on the Maximum Building Heights Plan, whichever is the lower height shall apply.

**1.4 Requirement for Development Approval for Works**

In accordance with sub clause 61(6)(a) of the Deemed Provisions, an application for development approval for works that are typically excluded under clause 61(1) of the Deemed Provisions shall be required for works that are situated above or within 30 metres of the maximum Australian Height Datum (AHD) heights specified in Figures 1.2 and 1.3 for the Core and Frame Flight Path Areas.

**1.5 Development Requirements**

1.5.1 Within the Core Flight Path Area, permanent development, including the parts of a building which are ordinarily excluded from building height calculations, shall not exceed the maximum AHD heights specified in Figures 1.2 and 1.3, as well as intermediate maximum AHD heights determined by a 4.5% gradient as shown in Figure 1.4.

1.5.2 Within the Core and Frame Flight Path Areas, temporary works and equipment shall not present a hazard to helicopters using the Core Flight Path Area.

**1.6 Consultation with Other Authorities**

Where development and any associated works and equipment are situated above or within 30 metres of the maximum AHD heights specified in Figures 1.2 and 1.3 and/or the intermediate maximum AHD heights specified in Figure 1.4 for the Core and Frame Flight Path Areas, the local government shall provide a copy of the application for development approval to the owner of the Royal Perth Hospital Helicopter Landing Site for objections and recommendations in accordance with clause 66 of the Deemed Provisions.

Note: The Department of Health's East Metropolitan Health Service is the owner of the Royal Perth Hospital Helicopter Landing Site.

**1.7 Consideration of Application by Local Government**

1.7.1 Development approval shall not be granted for permanent development in the Core Flight Path Area which exceeds the maximum AHD heights specified in Figures 1.2 and 1.3 or the intermediate maximum AHD heights specified in Figure 1.4.

1.7.2 In considering an application for development approval (other than an application for which approval cannot be granted under subclause 1.7.1), the local government is to have due regard to the following matters:

- a. the objectives of this Special Control Area; and
- b. the views of the owner of the Royal Perth Hospital Helicopter Landing Site in relation to how the application addresses the National Airports Safeguarding Framework - Guideline H, or any other relevant technical guidelines.

element.

1.7.3 Where development and associated works are situated above or within 30 metres of the maximum AHD heights specified in Figures 1.2 and 1.3, or the intermediate maximum AHD heights in Figure 1.4, for the Core and Frame Flight Path Areas, the local government shall include as a condition of development approval, the submission of a Construction and Demolition Management Plan in a form and manner to the satisfaction of the local government.

1.7.4 The local government shall provide a copy of the Construction and Demolition Management Plan, including any subsequent amendments to the plan, to the owner of the Royal Perth Hospital Helicopter Landing Site for recommendations for the local government to consider in determining the acceptability of the plan.

1.7.5 The owner of the Royal Perth Hospital Helicopter Landing Site shall, within 21 days of receiving the Construction and Demolition Management Plan, or within such longer period as the local government allows, provide to the local government a memorandum in writing containing any recommendations with respect to the plan and any subsequent amendments to the plan.

1.7.6 The Construction and Demolition Plan shall provide details of the temporary works and equipment, including cranes, to be used on site for construction and demolition purposes including but not limited to:

- a. The duration of the construction period (start date and end date) and the time period in which any crane or other equipment will remain on site;
- b. Maximum operating height, maximum operating radius and operating time/s of any crane or other equipment; and
- c. The measures to be taken to minimise any potential impact on and/or encroachment into the Core Flight Path Area.

#### 1.8 Definitions

The following definitions apply within the Special Control Area:

**Core Flight Path Area** - is the protected operational flight paths used by helicopters arriving and departing the Royal Perth Hospital Helicopter Landing Site as defined by the relevant civil aviation guidelines and/or standards as shown in Figures 1.1 to 1.4.

**Frame Flight Path Area** - is the area adjoining the Core Flight Path Area as shown in Figures 1.2 and 1.3 within which temporary works and equipment need to be considered in relation to their impact on the Core Flight Path Area.

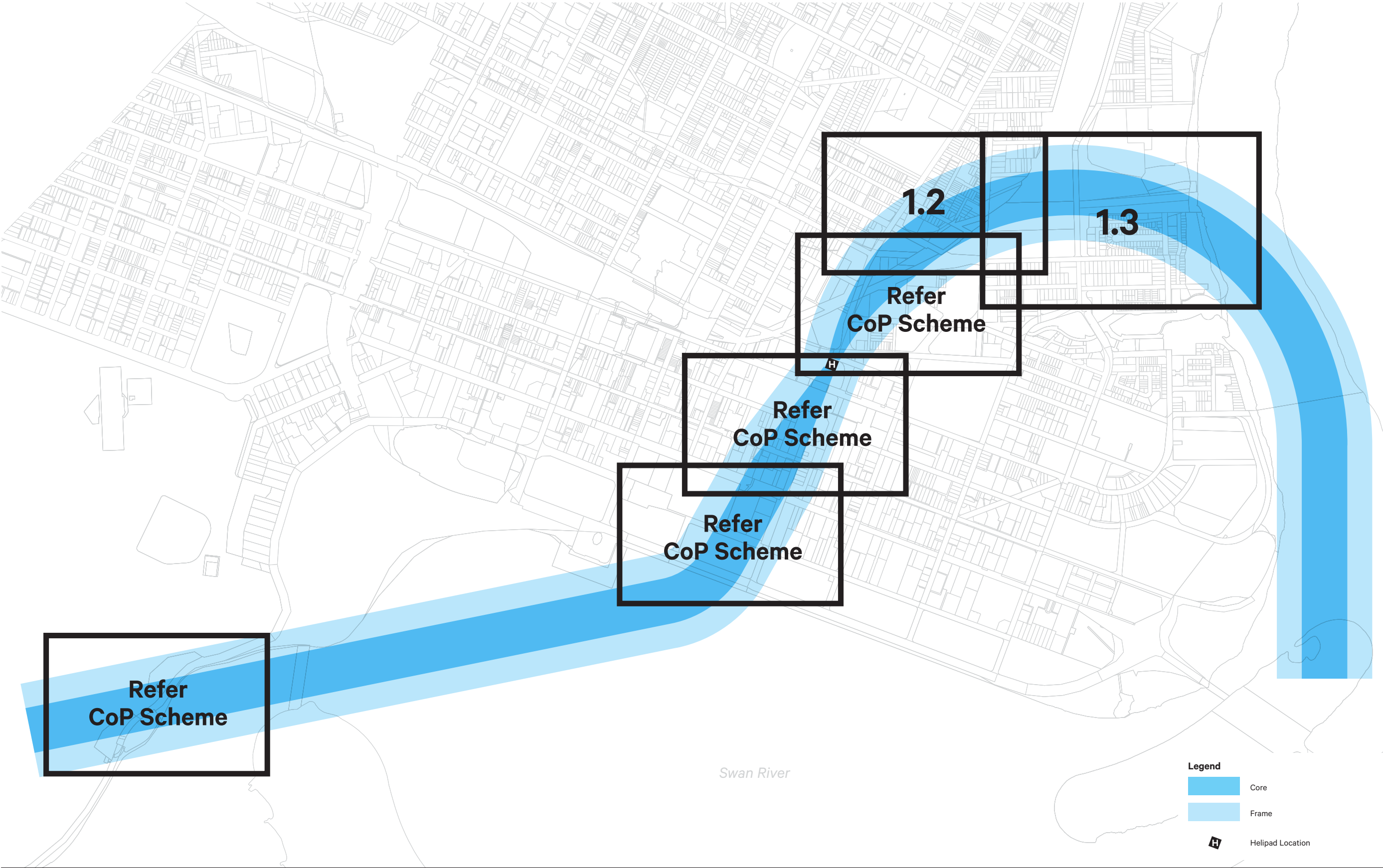
**Royal Perth Hospital Helicopter Landing Site** - the rooftop landing surface used for the arrival or departure of helicopters associated with the operations of the Royal Perth Hospital State Major Trauma Unit as shown in Figure 1.1.

**Permanent development** - development which is not temporary works or equipment.

**Temporary works and equipment** - works and equipment such as cranes, machinery and structures used temporarily to undertake development and/or maintenance.

4. Insert Figures 1, 1.1 to 1.4 into Schedule 4 - Special Control Areas of the Scheme.

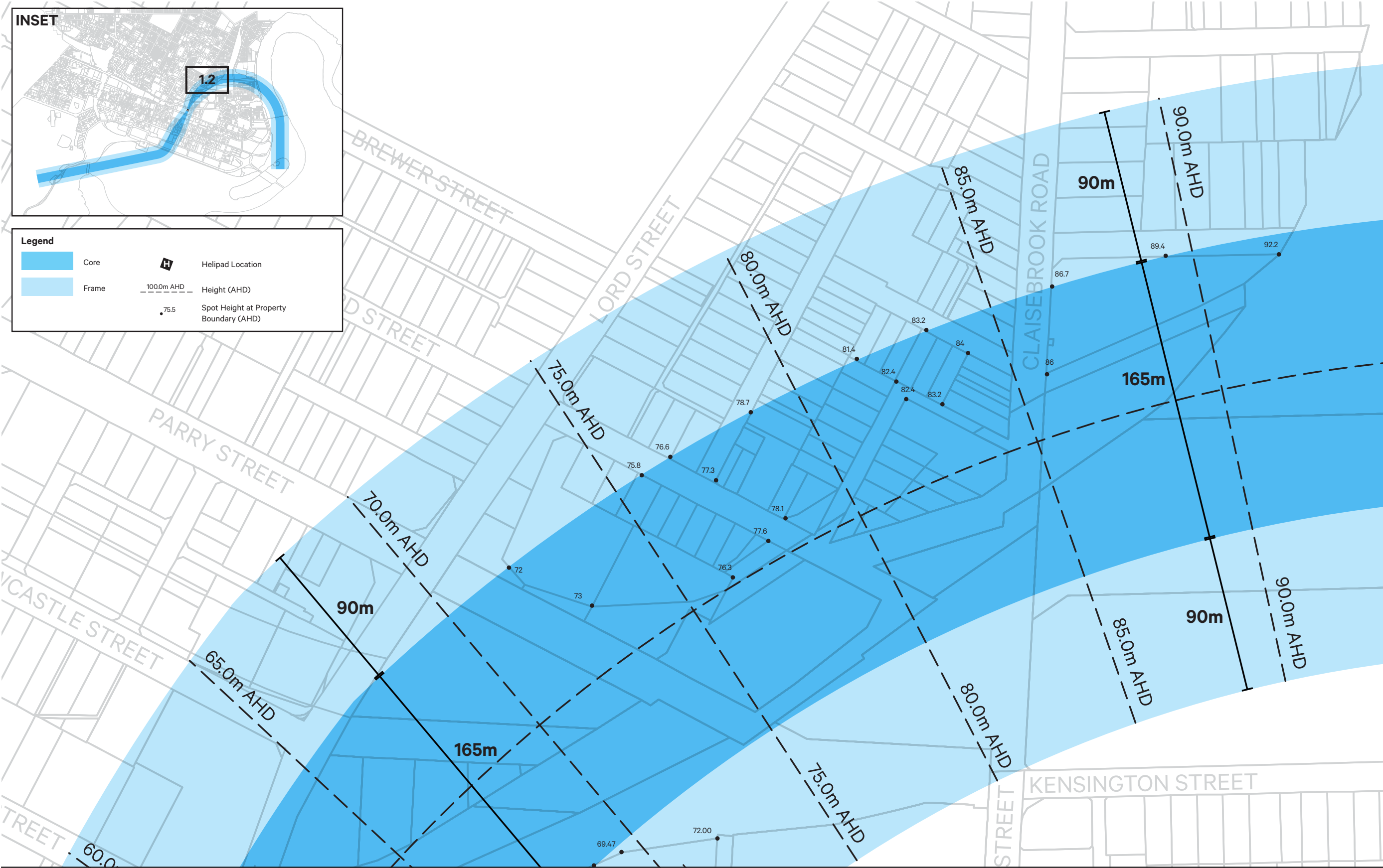




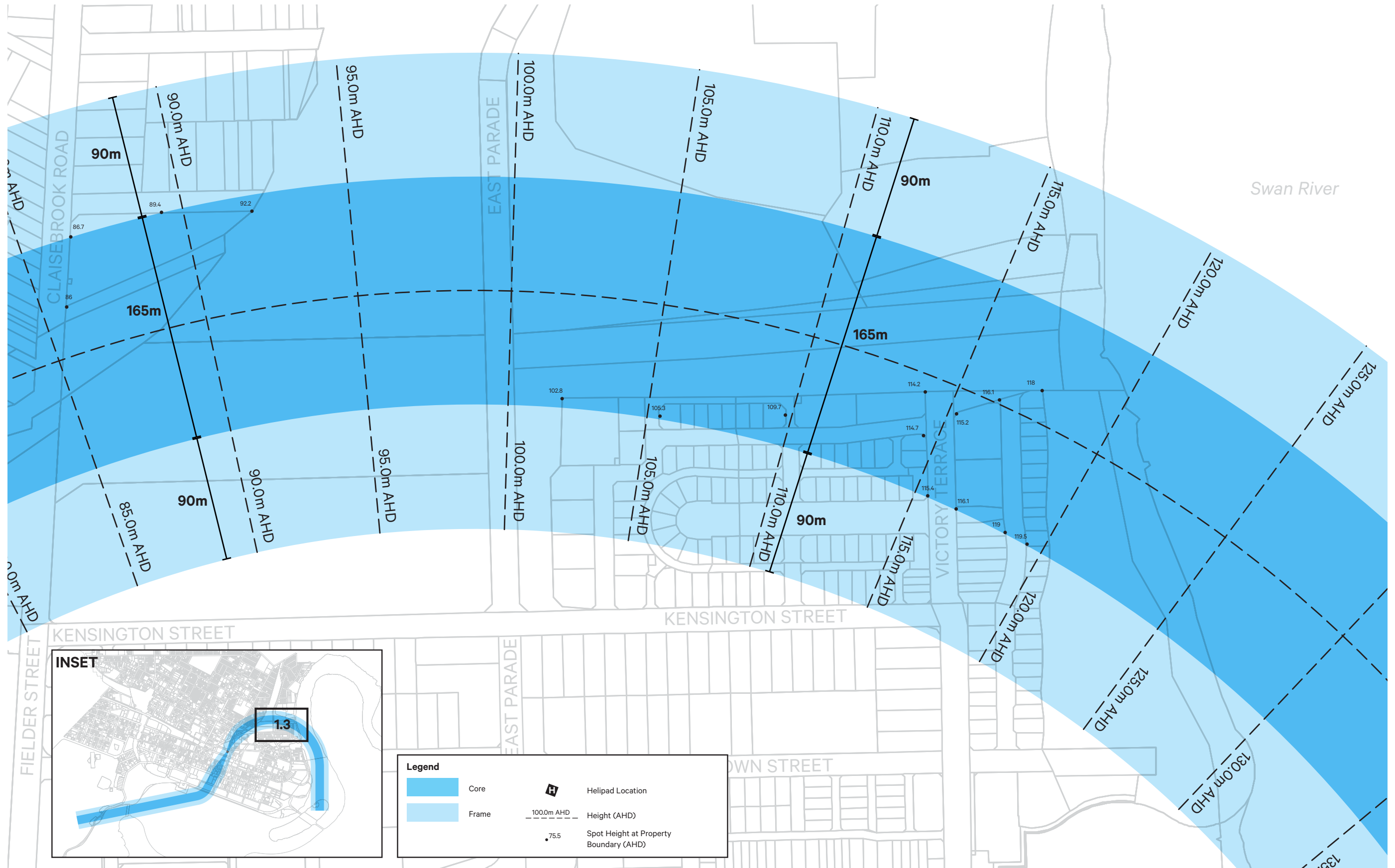
**Figure 1.1 Detail Location Plan**

Royal Perth Hospital Flight Path

Date: 27 Jun 2022    Scale: 1:12.5k @ A3    1:6.25k @ A1    File: 19-139 CP-2    Staff: LS GW    Checked: LS



**Figure 1.2 Detail**  
Royal Perth Hospital Flight Path

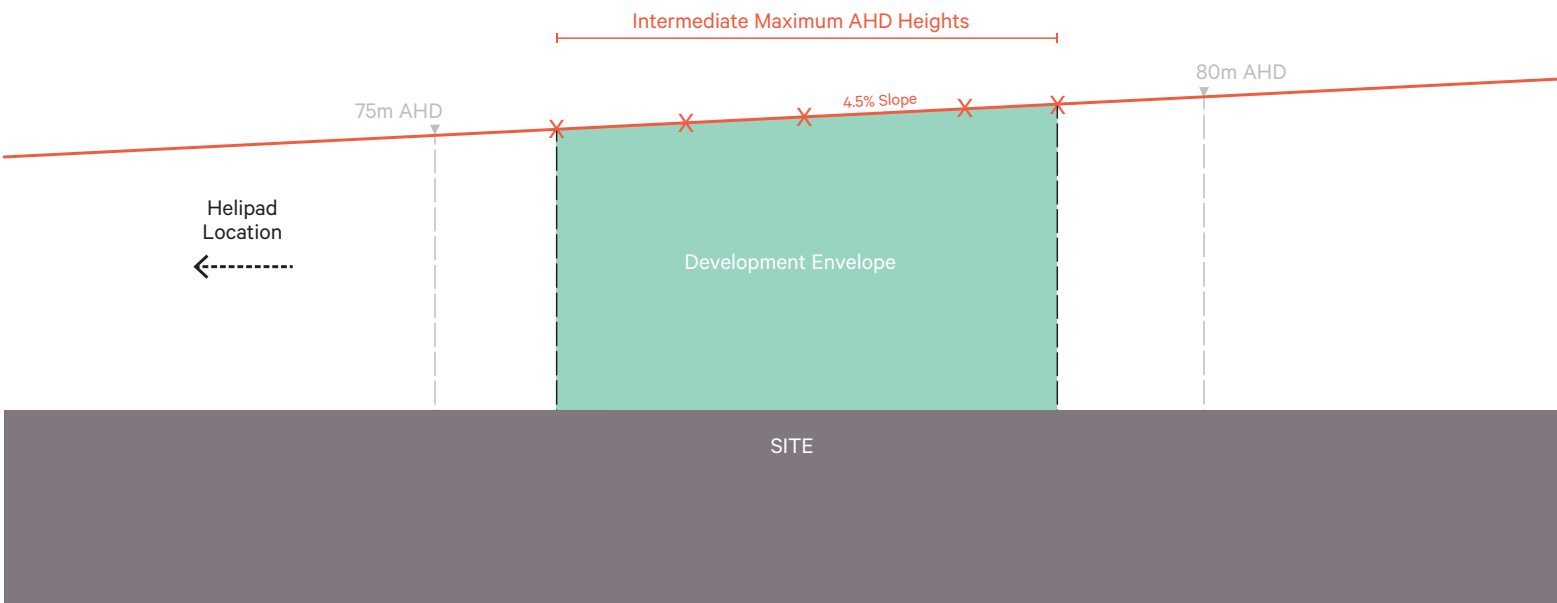


### Figure 1.3 Detail

# Royal Perth Hospital Flight Path



element.

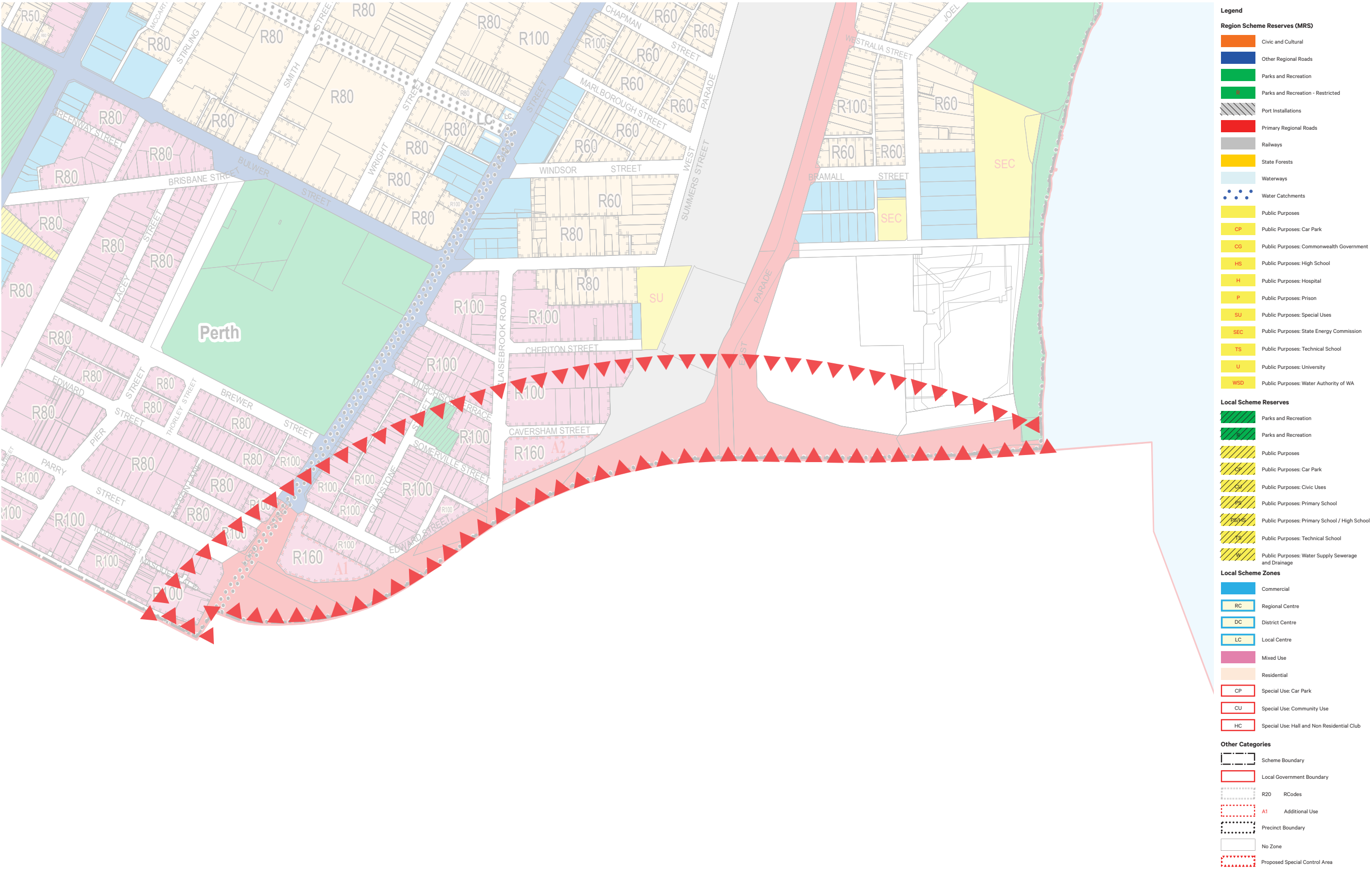


Typical section showing application of intermediate maximum AHD heights.

Note: Proponents will need to consider location, orientation and context of the development site in relation to the Helipad and associated flight paths in calculating intermediate maximum AHD heights.

**Figure 1.4 Intermediate Maximum AHD Heights**

Royal Perth Hospital Flight Path



# City of Vincent LPS 2 - Proposed Special Control Area

Royal Perth Hospital Flight Path

Date: 20 May 2021 Scale: 1:5000@ A3 1:2500 @ A1 File: 19-139 CP-2 Staff: LS GW Checked: LS



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### 5.3 Proposed Scheme Amendment Classification

The *Planning and Development (Local Planning Schemes) Regulations 2015* include three categories for amending Local Planning Schemes, each with their own processes and timeframes to be followed. In this instance, the proposed amendment is considered to align most closely with the definition of a 'complex amendment', which is set out as follows:

**complex amendment** means any of the following amendments to a local planning scheme —

- a. an amendment that is not consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- b. an amendment that is not addressed by any local planning strategy;
- c. an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality;
- d. an amendment made to comply with an order made by the Minister under section 76 or 77A of the Act;
- e. an amendment to identify or amend a development contribution area or to prepare or amend a development contribution plan;

The proposed scheme amendment will have an impact on development within the locality and on this basis, the scheme amendment is considered to be 'complex'.

### 5.4 Planning Justification

#### 5.4.1 Background to Flight Path Evaluation Methodology

To support the development application associated with the new upgraded HLS at RPH, EMHS previously engaged a project team with relevant professional to design and document the optimal helicopter approach and departure flight paths to the upgraded HLS. Two separate flight paths were developed having regard to the relevant guidelines and documentation controlling helicopter operations.

At its meeting of 3 September 2018, the Central Perth Central Planning Committee considered and resolved to:

1. provide support for the amended flight paths as detailed in Attachment 2;
2. provide support for the lodgement of a Development Application relating to the proposed helipad and helicopter flight paths; and
3. provide support for the preparation of a scheme amendment to protect the proposed flight paths from future development.

*Refer to Appendix 6 – Central Perth Planning Committee Meeting (3 September 2018)*

The flight paths outlined in Attachment 1 of Appendix 6 informed the location of the upgraded HLS and facilitated discussions between key stakeholders in the vicinity of RPH. Development WA (formerly Metropolitan Redevelopment Authority) and the Roman Catholic Archbishop of Perth also provided in principle support for the project and the proposed flight paths.

*Refer to Appendix 7 – Letters of Support (previous indicative flight paths)*

In respect to Central Perth Planning Committee's resolution outlined above, it is acknowledged that the proposed flight paths forming part of this amendment differ from the previous flight paths given in principle support. Since this time, ongoing detailed analysis and consideration has been given to the proposed flight paths to meet all relevant guidelines and documents controlling aviation operations. Notwithstanding this, the updated flight paths incorporated within this amendment are largely consistent with the existing flight paths that were previously supported. Further detail in this respect can be found within Appendix 4.

*Refer to Appendix 4 – HLS Flight path Requirements (Rehbein Airport Consulting)*

## 5.4.2 Requirement to Protect Emergency Flight Paths

The proposed amendment is being undertaken to align with a number of relevant elements that influence the ongoing successful operation of the ERHS at RPH. This includes the interrelationship between the existing planning framework and development opportunities, the National Airports Safeguarding Framework, relevant aviation standards, State government investment and futureproofing the successful operation of the SMTU at RPH to support the States medical emergency needs.

There are currently no set flight paths in place for the existing helicopter operations at RPH. Current flight paths in and out of RPH are determined by the operator of the ERHS, with specific decisions being made by the pilot in charge at the time of operation. Pilots are required to operate the ERHS in accordance with the *Civil Aviation Act 1988*, the *Civil Aviation Safety Regulations 1998* and associated guidance material. The existing regulatory framework allows pilots to fly in and out of RPH in the most appropriate direction, taking existing obstacles and weather conditions into consideration. As a greater number of buildings with significant scale are developed in the vicinity of RPH, pilots are having to continuously adjust the approach and take off directions, with the overall number of options being reduced as a result.

The proposed amendment seeks to protect flight paths associated with the ERHS at RPH in accordance with the National Airports Safeguarding Framework. Importantly, this amendment seeks to protect ERHS flight paths in an emergency, one-engine inoperative (OEI) scenario that may occur in the event of an engine failure. Protecting emergency flight paths at RPH in accordance with the National Airports Safeguarding Framework and applicable regulations will ensure that a helicopter can safely continue its flight to an appropriate landing area to protect its crew and the general public from a catastrophic event.

For the majority of the time and in normal operating conditions, the ERHS and pilot in command will continue to determine the most appropriate flight path by considering existing obstacles and weather conditions. Notwithstanding, ongoing development of significant scale in proximity to RPH will continue to limit flight path directions and options available to pilots. Over time, this will see the proposed flight paths become the preferred path of travel as limits ongoing operational risk to the ERHS.

### 5.4.2.1 National Airports Safeguarding Framework

At the national level, the Department of Infrastructure, Transport, Regional Development and Communities have developed the National Airports Safeguarding Framework (the Framework), which aims to provide guidance on planning and development that may impact upon aviation operations. This includes development around airports and strategically important HLS.

The Framework was developed by an advisory group made up of representatives from Commonwealth Infrastructure and Defence departments, aviation agencies, State and Territory planning and transport departments as well as the Australian Local Government Association.

The Framework comprises a series of Guidelines that each refer to a specific area of aviation. This includes, but is not limited to, matters such as wildlife risk, lighting distraction, communication and navigation. Of importance to this proposed amendment is Guideline H: Protecting Strategically Important Helicopter Landing Sites.

The National Airports Safeguarding Framework Factsheet summarises the importance of HLS and the purpose of Guideline H as follows:

*'The protection of strategically important helicopter landing sites (HLS) (such as those associated with hospitals) from the adverse impacts of development has become a critical issue in recent years. There have been times where hospital emergency helipads have been closed due to safety concerns arising from the nearby operation of construction cranes. Guideline H seeks to provide a consistent national approach for land use planning in the vicinity of these facilities. State and Territory governments are responsible for identifying HLS that are considered to be of strategic importance, or those that are to be protected in the interest of public safety.'*

Guideline H addresses a number of matters to ensure that:

1. HLS are not compromised by development encroaching into flight paths;
2. new development (and activities) do not present a hazard to helicopters arriving or departing from HLS;
3. lighting does not distract or cause interference with night time operations;
4. noise impacts from helicopter operations are mitigated; and
5. building induced windshear or air turbulence is considered, where this could affect the normal flight of helicopters operating from HLS.

element.

In assessing a proposed development within the vicinity of RPH and the associated flightpaths, the decision maker should have regard to the abovementioned matters and other guidance provided within Guideline H. Consistent with the purpose of Guideline H, the ongoing consideration of these matters by a decision maker as part of a development assessment process will ensure:

- a. the ongoing operation of those SHLS;
- b. the use of those SHLS are not compromised by any proposed development encroaching into flight paths;
- c. new development (and associated activities) do not present a hazard to helicopters arriving or departing from those SHLS;

Of the matters addressed in Guideline H, most of these are matters to be considered by the decision maker, although the following matters are of relevance to the operator of the ERHS in respect to determining the suitability of a HLS location:

- Obstacle Limitation Surfaces;
- Lighting;
- Noise; and
- Windshear and Turbulence.

### 5.4.3 Helicopter Design Characteristics and Flight Path Design Requirements

The following summarises the key helicopter design characteristics and requirements that have informed the flight paths propose to be protected. These represent a culmination of matters that are addressed within the following documents:

- The Civil Aviation Safety Authority (CASA) Civil Aviation Advisory Publication CAAP 92-2(2) Guidelines for the establishment of on-shore helicopter landing sites (February 2014);
- International Civil Aviation Organisation (ICAO) Annex 14 Aerodromes – Volume II: Heliports (4th edition July 2013); and
- Civil Aviation Safety Authority NPRM 1304OS Regulation of aeroplane and helicopter ‘ambulance function’ flights as Air Transport Operations.

#### 5.4.3.1 Helicopter Design Characteristics

DFES and the operator of the ERHS have confirmed the following key design characteristics are consistent with the current and future emergency helicopter fleet utilising the upgraded HLS at RPH, which have informed the design requirements for the upgraded helipad and associated flight paths.

##### D-Value

The D-Value is the largest overall dimension of the helicopter when its rotors are turning. The helicopter fleet utilising the RPH HLS will have a maximum D-value of 21m as shown in Figure 9 below.



Figure 9. Helicopter D-value

##### Rotor Diameter

The helicopter fleet utilising the RPH HLS will have a maximum rotor diameter of 16.5 m as shown in Figure 10 below.

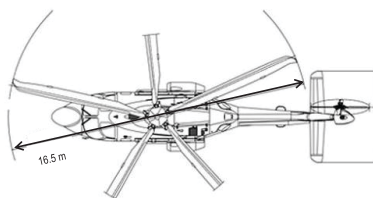


Figure 10. Helicopter rotor diameter

## Royal Perth Hospital Flight Path Protection Scheme Amendment Request

**Core Flight Path Width**

The proposed flight paths will have an overall width of 165m, being ten times the helicopter's rotor diameter as required by CAAP 92-2(2) for night time operations. The minimum width of a flight path ensures that the area of flight is protected from obstacles. The total width takes crosswinds into consideration.

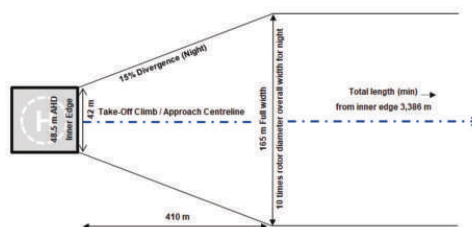


Figure 11. Helicopter flight path width

**Performance Class**

The helicopter fleet utilising the RPH HLS will be of a Performance Class 1, which effectively means that in the event of an engine failure, sufficient performance is available to enable the helicopter to land safely or continue to fly toward an appropriate landing area, depending on where the failure occurs.

**Obstacle Limitation Surface (OLS) Slope**

To ensure that the Performance Class 1 helicopter fleet can operate safely on one engine, a maximum take-off climb surface of 4.5% is required as illustrated below. This ensures that there is a minimum level of performance available to clear obstacles and remain within the OLS that is proposed to be protected through this amendment.

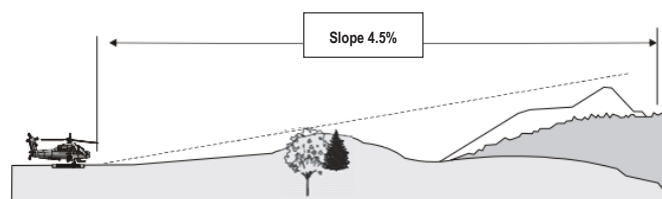


Figure 12. Helicopter take-off climb surface | Source: ICAO Annex 14-II Figure 4-6

**Approach and Take-off Climb Surfaces**

ICAO Annex 14 and CASA CAAP 92-2(2) requires that a HLS must comprise at least two (2) approach and take-off climb surfaces. These surfaces are required to be separated by a minimum angle of 150°.

ICAO Annex 14 allows for the flight paths to be curved to avoid obstacles or take advantage of a more suitable flight path course, however, only one (1) curve is allowed and it must have a constant rate radius of turn.

The total length of the approach and take-off climb surfaces must be 3,386m. The proposed flight paths for the HLS at RPH are each constructed to 3,400m in total length, bringing each flight path to a total of 201.5m AHD or 153m above the elevation of the HLS.



element.

### 5.4.3.2 Flight Path Design Characteristics

The project team have continued to work closely with key stakeholders in determining the most appropriate flight paths to be incorporated within this proposed amendment. Importantly, the flight paths have been designed to meet all relevant aviation standards and requirements whilst minimising the impact to landholdings as far as practically possible by limiting flight time over land.

The following matters were considered in determining the most appropriate flight paths:

- Limit impact to landholdings as far as practical by:
  - taking advantage of major road and rail reservations; and
  - utilising the Swan River for a large proportion of the flight path length;
- Consider the existing and future planning framework to:
  - limit the impact on existing development potential as far as practical; and
  - recognise and limit the impact to areas of land that are of strategic importance to the State, the City of Perth, the City of Vincent and DevelopmentWA for future infill development;
- Ensure all relevant aviation safety standards and requirements are met.

For further information related to the flight path design requirements and helicopter design requirements, please refer to Appendix 4.

*Appendix 4 - HLS Flight path Requirements (Rehbein Airport Consulting)*

#### North East Emergency Flight Path

A north-eastern flight path is shown in Figure 13 below. This flight path consists of a curved take-off and climb surface and begins to straighten out once over the Swan River before finishing at the northern most portion of Harrison Island, 3.386km away from the RPH HLS.

The north eastern flight path is primarily located within the City of Perth's local government area. The northern most portion also crosses into the City of Vincent's local government area as shown in Figure 13.

Detailed investigation has been undertaken to determine the most suitable flight path course. The analysis considered the various matters outlined above under the flight path design characteristics. Consideration of various options involved ongoing consultation with Rehbein Airport Consulting, EMHS, DFES, the operator of the ERHS, the City of Perth, the City of Vincent and Development WA.



Figure 13. North east flight path



## Royal Perth Hospital Flight Path Protection Scheme Amendment Request

## South West Emergency Flight Path

The south western flight path commences with a straight section for a distance of 790m in south westerly direction. The flight path then transitions to a curve at the edge of the Swan River where it continues in a west south westerly direction before finishing over Kings Park, 3.386km away from the RPH HLS as shown in Figure 14.

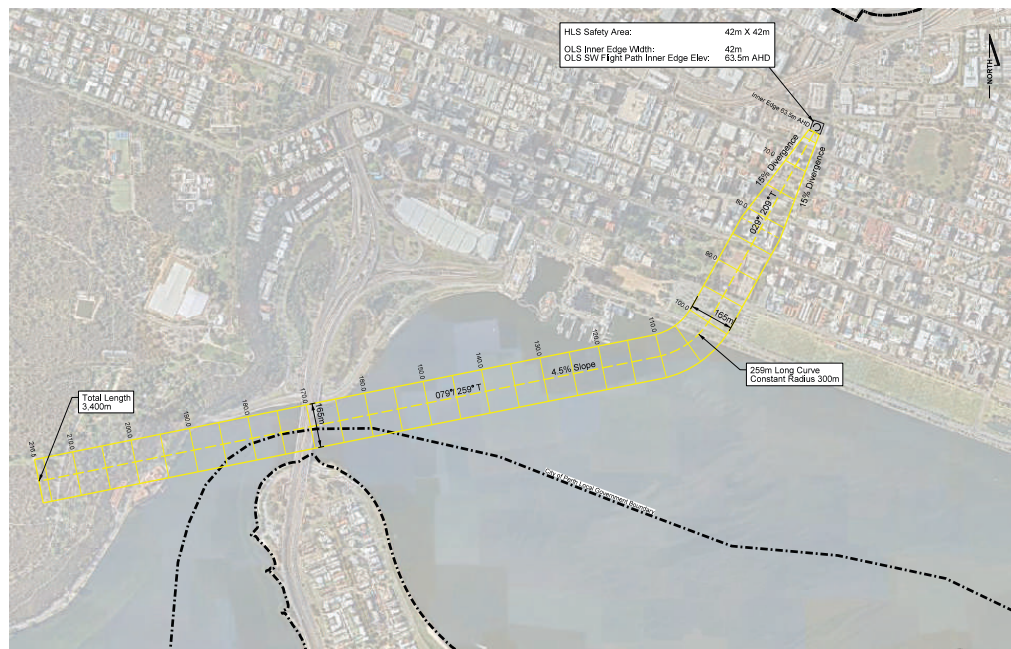


Figure 14. South west flight path

The OLS of the flight path has been designed to begin 15m above the height of the HLS. This is required to ensure helicopters clear an existing RPH building that is located immediately south of the HLS known as 'South block'.

To clear the existing building to the south, during take-off, pilots will to elevate to an appropriate distance during the back-up procedure before continuing its flight in a forward direction. This is a common procedure undertaken by pilots of Performance Class 1 helicopters and is explained below in Figure 15. The take-off procedure has been approved by DFES and the operator of the ERHS during ongoing consultation as part of this process.

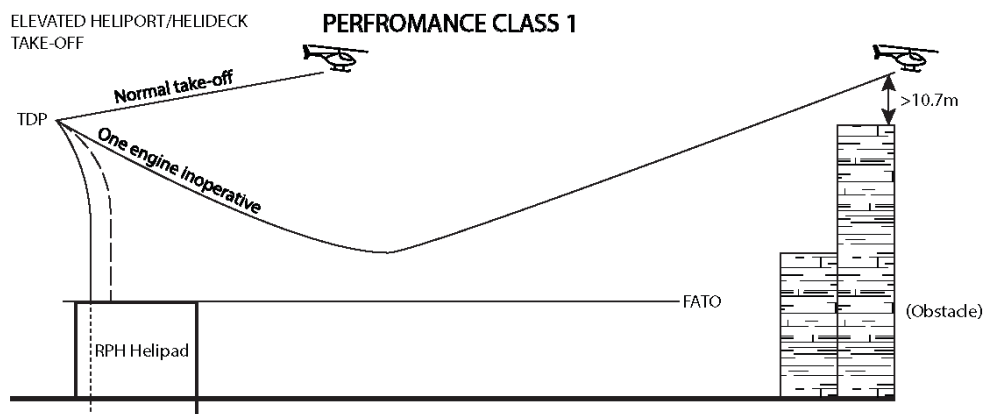


Figure 15. Take-off backup procedure

element.

As undertaken with the north eastern flight path, detailed investigation has been undertaken to determine the most suitable course for the southern flight path and has considered various matters outlined previously within this report and addressed in more detail within Appendix 4.

*Refer to Appendix 4 – HLS Flight path Requirements (Rehbein Airport Consulting)*

Whilst not of relevance to the City, the southern flight path is positioned to avoid the following existing buildings as also illustrated in Figure 16:

- The Westin Hotel at 480 Hay Street, Perth (approximately 120m AHD);
- Condor Tower at 22 St Georges Terrace, Perth (approximately 103m AHD); and
- 256 Adelaide Terrace, Perth (approximately 83m AHD).

The location and height of these buildings constrain the flight path to the extent that there is no other option that exists without there being a far greater impact to a larger number of landholdings. In addition, the southern flight path proposed impacts a number of Government landholdings and therefore reduces the impact to private landholdings.

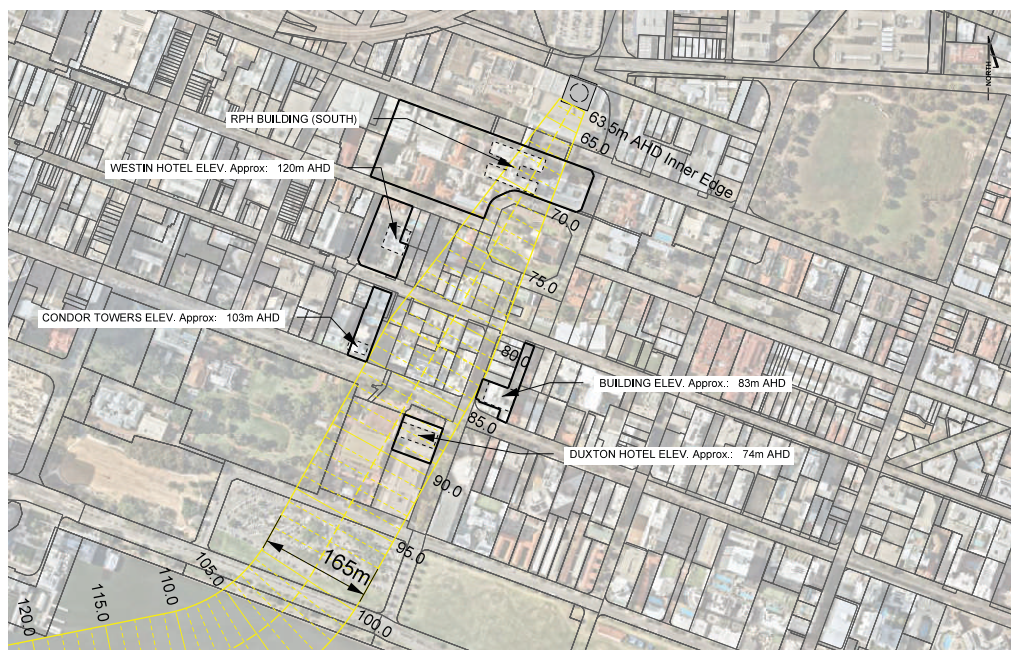


Figure 16. South west flight path and existing buildings

## 5.4.4 Consideration of Impact on Development Potential

### 5.4.4.1 Land Ownership

As outlined above, careful consideration has been given to limiting the overall impact on landholdings by the designated flight paths, whilst acknowledging that it is not possible for there to be no impacts. Where landholdings are impacted, these are considered to be only minor or relatively minor with substantial development still being able to occur directly beneath and/or adjoining the flightpath. By utilising existing major road and rail alignments, as well as the Swan River, the vast majority of the flight path area will occur over publicly owned land parcels. Only a small portion of the overall area will impact privately owned land parcels as shown in Figure 17 below.

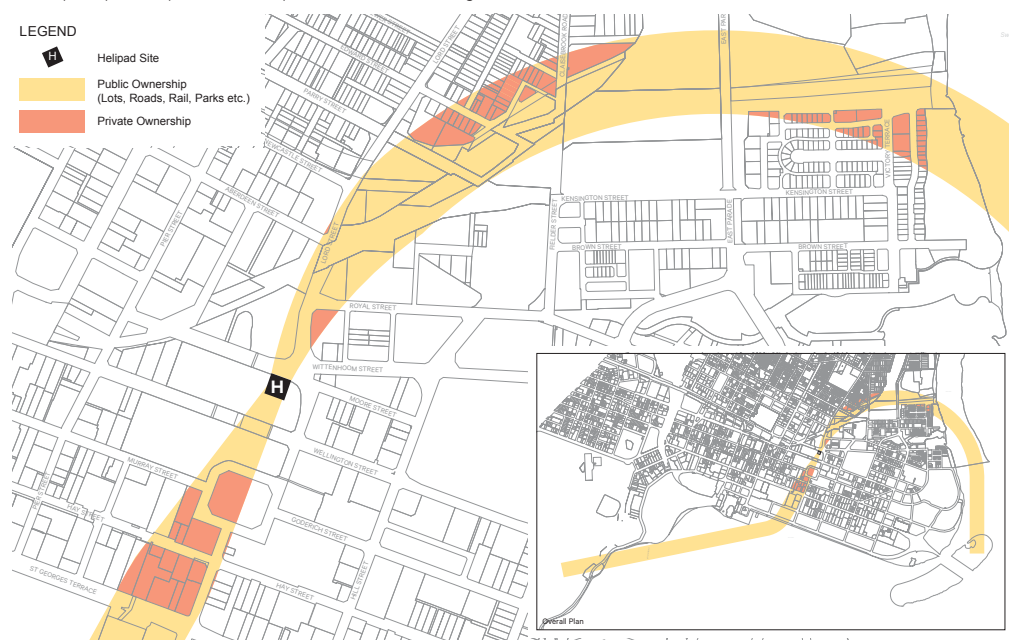


Figure 17. Public/private ownership

The privately owned land parcels identified in the following figures represents approximately 6.13ha, or 5.7% of the total flight path area. 101.03ha, or 94.3% of the total flight path area occurs over publicly owned land parcels.

### 5.4.4.2 Impact on Building Height

In respect to the potential scale of future development within these privately owned land parcels identified above, the majority of these land parcels will be able to deliver a development of a scale that is as envisaged by the applicable planning framework in terms of prescribed building height.

The height of future development on private landholdings within the north eastern flightpath will not be impacted as shown in Figures 18 and 19.

The height of future development on private landholdings within the south western flightpath within the City of Perth will be impacted as shown in Figure 20.



element.

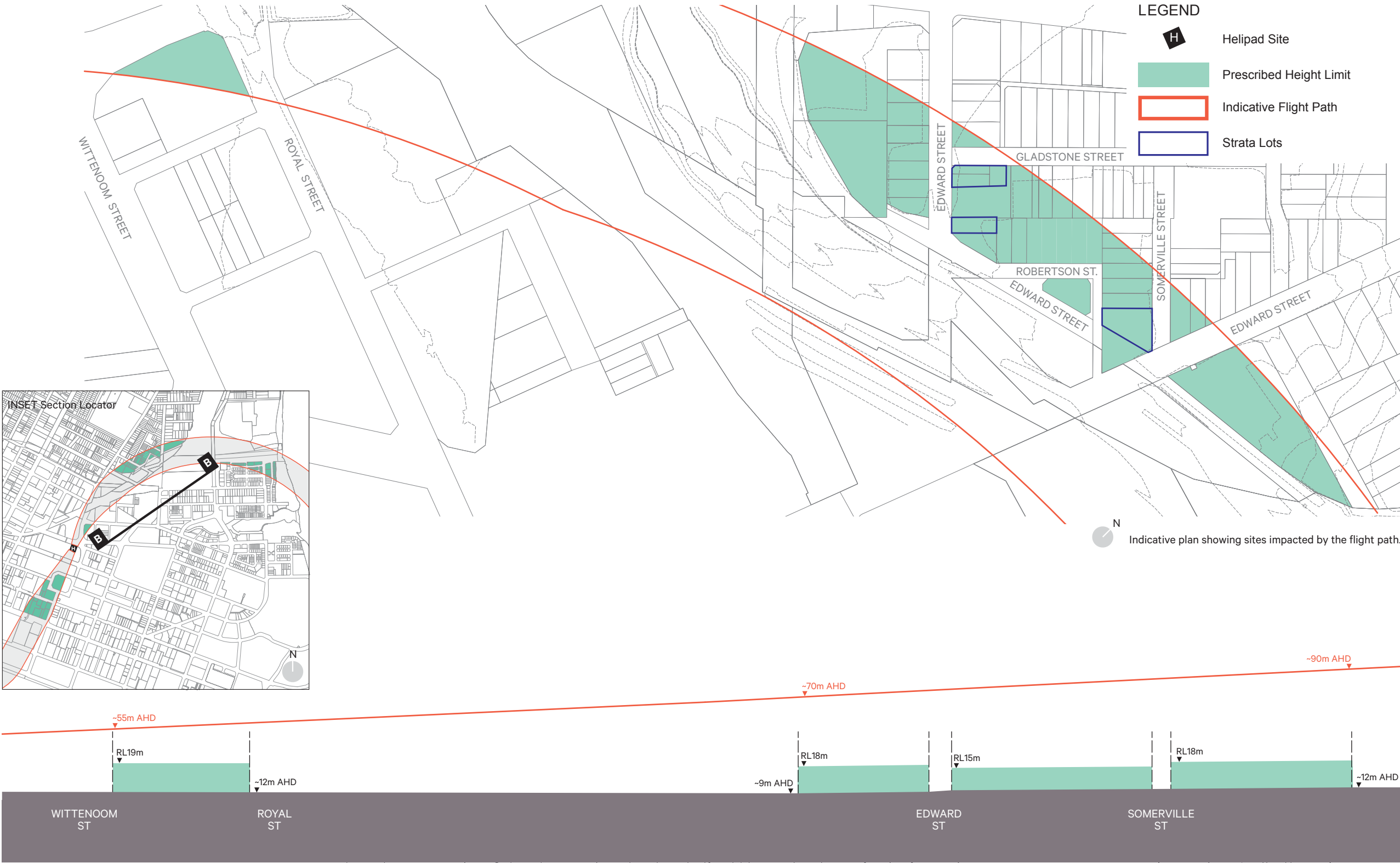


Figure 18. Height Impact Study - Northern

LEGEND

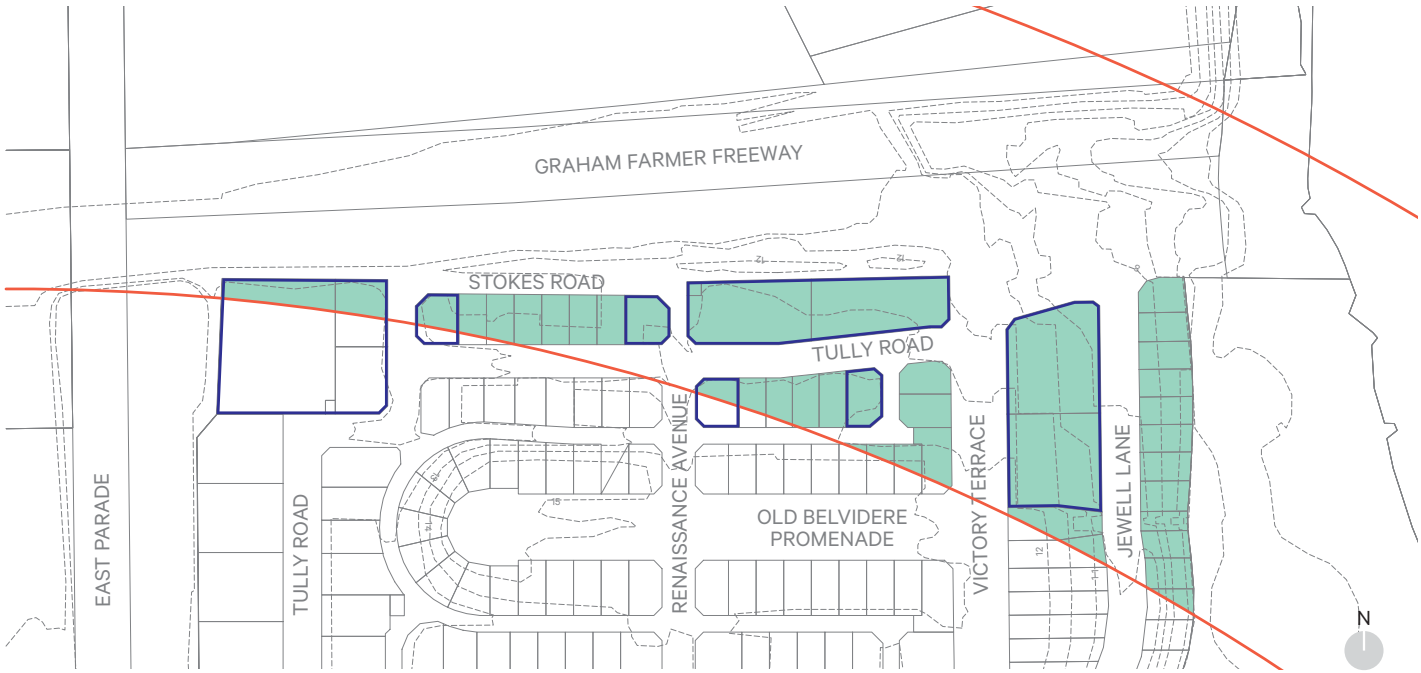
H

Helipad Site

Prescribed Height Limit

Indicative Flight Path

Strata Lots



Indicative plan showing sites impacted by the flight path.

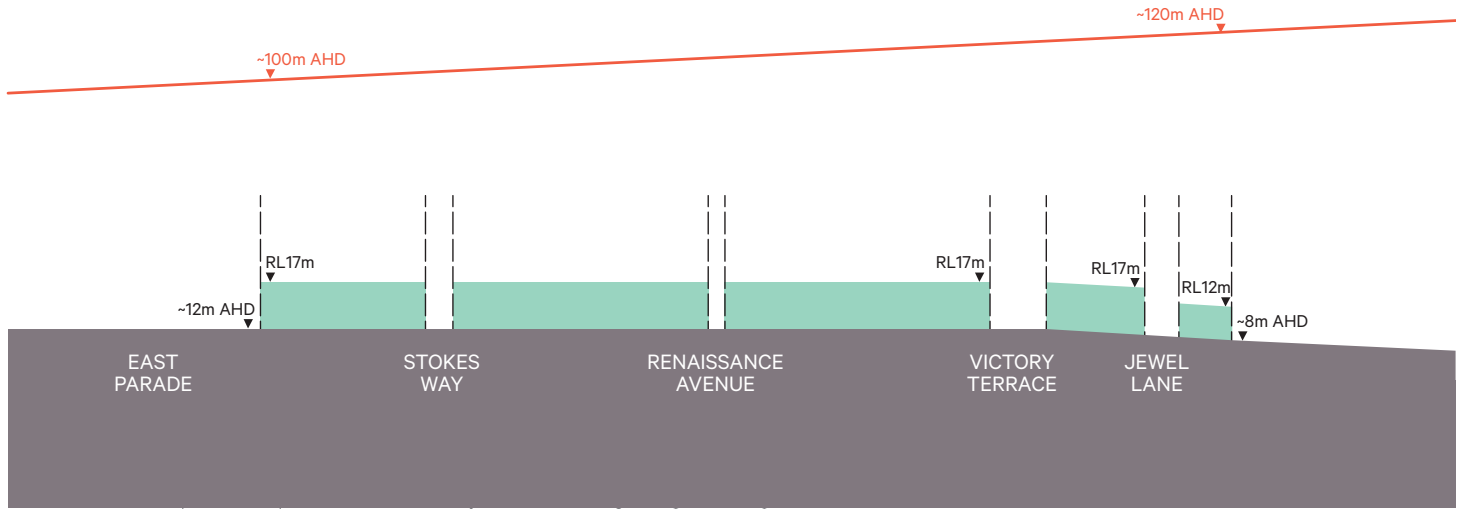
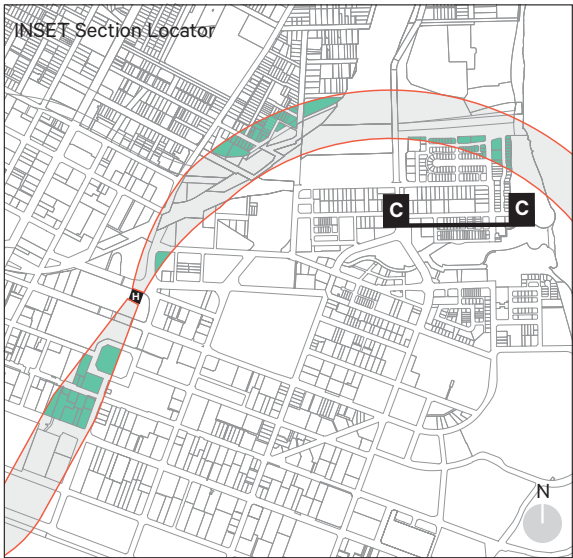


Figure 19. Height Impact Study - Northern (continued)

element.

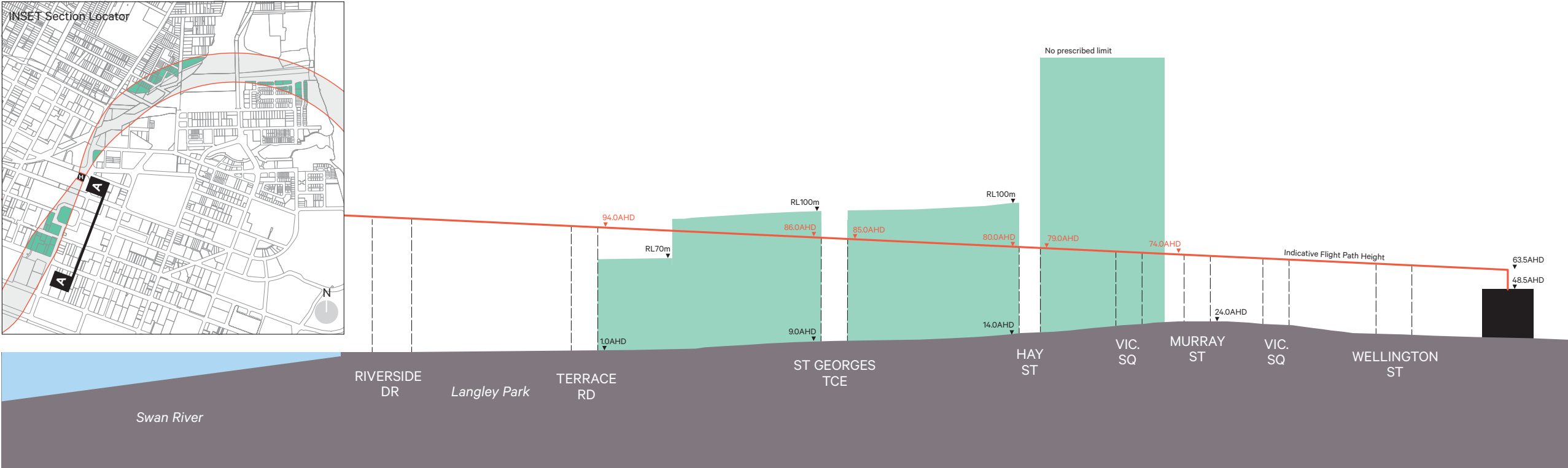
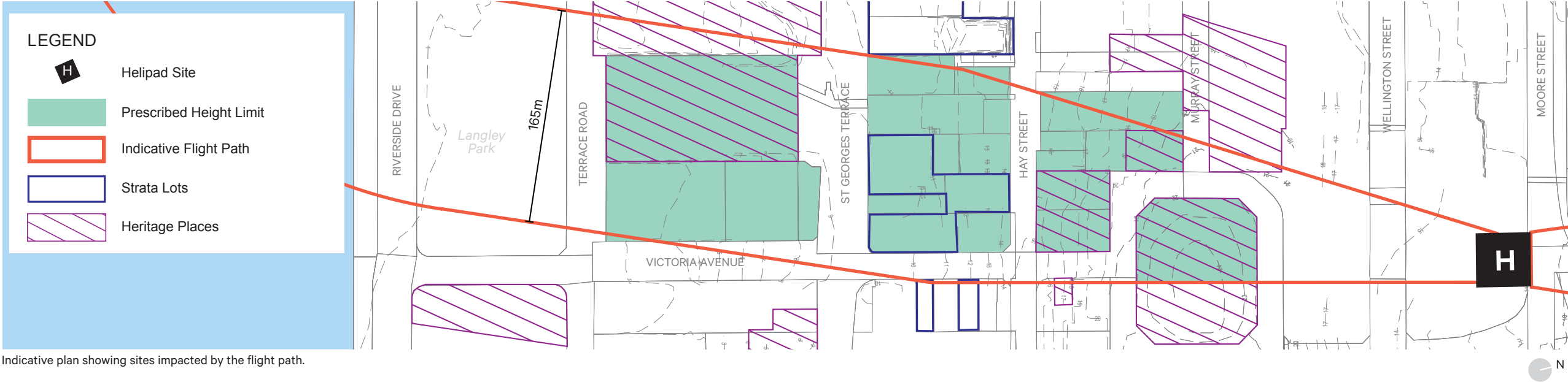


Figure 20. Height Impact Study - Southern

### 5.4.5 Appropriateness of Special Control Area

A Special Control Area (SCA) is the most appropriate mechanism to control development spanning various zones and reserves. A SCA will be visible on the City's Scheme Maps, making it very clear to landowners and prospective purchasers of the special circumstances that apply to specific landholdings.

The *Planning and Development (Local Planning Scheme) Regulations 2015*, states the following in respect to SCA's:

*(This Part is included in the Scheme to identify areas which are significant for a particular reason and where special provisions in the Scheme may need to apply. These provisions would typically target a single issue or related set of issues often overlapping zone and reserve boundaries. The special control areas should be shown on the Scheme Map as additional to the zones and reserves. If a special control area is shown on the Scheme Map, special provisions related to the particular issue would apply in addition to the provisions of the zones and reserves. These provisions would set out the purpose and objectives of the special control area, any specific development requirements, the process for referring applications to relevant agencies and matters to be taken into account in determining development proposals.)*

Based on the above, it is considered that a SCA is the most appropriate way to control development within the flight path area.

### 5.4.6 Flight Path Protection Areas – Core and Frame

The SCA is split into a 'Core' and 'Frame' area. The purpose of the Core Area and Frame Area is explained below.

#### 5.4.6.1 Core Area

The Core Area is 165m wide, being ten times the helicopter's rotor diameter. This reflects the minimum width of a flight path that is required to be protected from obstacles.

Development that is within the Core Area will locate directly beneath a helicopter flying in an emergency scenario (one engine only) with reduced flight capabilities.

Specific provisions apply to development located within the Core Area to limit the overall development height achievable. This will ensure that a helicopter operating in an emergency scenario (one engine only) will have an appropriate underside clearance to obstacles below.

Two separate provisions apply to a development within the Core Area – Maximum Development Height and Referral Requirements. These provisions are discussed below.

#### Maximum Development Height

In an emergency flight with one engine only operating, the ERHS fleet of helicopters will have a reduced ability to fly away and clear all obstacles. In considering a helicopter flying away with one engine operating only, very high ambient temperature exists (resulting in low air density) and the helicopter is fully loaded, a minimum elevation gain of 4.5% is possible.

Given the above, a development located within the Core Area cannot extend within the minimum elevation gain of a helicopter flying away from the HLS at RPH as it would form an unavoidable obstacle.

A series of Figures forming part of the SCA (Figures 1.1 - 1.4) show the applicable Maximum Development Height achievable within landholdings located in the Core Area.

Pilots will be required to determine their ability to fly away with one engine only if required. In undertaking a backup procedure as discussed in this report previously, pilots will reach a specific altitude before deciding to proceed. This altitude will consider minor projections above buildings that are exempt from the requirement to obtain approval (telecommunications infrastructure) and cannot be overridden by local planning scheme provisions.

#### Referral Requirement

Where a proposed development and any associated works is situated above or within 30 metres of the maximum AHD heights specified in Figures 1.1 - 1.3, and/or the intermediate maximum AHD heights in Figure 1.4, the application is required to be referred to the EMHS, being the managing authority of the RPH HLS.

This will allow the EMHS to consider a potential development that locates within close proximity to the flight path and to liaise with the operator of the ERHS to identify any matters that may potentially impact on emergency flights.

The provision allows for the EMHS to provide objections and recommendations in relation to a development application and the location and operation of temporary works and equipment, such as construction cranes, directly below the Core Area of the flight path. This will ensure that temporary works and equipment do not encroach within the flight path at all or where considered appropriate, arrange for certain encroachments to occur for a period of time that the EMHS consider suitable.



element.

#### 5.4.6.2 Frame Area

The Frame Area immediately adjoins each side of the Core Area and is 90m wide.

The Frame Area is intended to not limit development, but to ensure the construction of a development does not impact the Core Area by way of inappropriate intrusions into it from temporary structures such as construction tower cranes.

The Frame Area acknowledges that development potential is not impacted in this location, but careful consideration must be given to the type of crane that is used to construct a development.

#### Referral Requirement

Where development and associated works are situated above or within 30 metres of the maximum AHD heights specified in Figures 1.1 - 1.3, or the intermediate maximum AHD heights in Figure 1.4, the local government will require a Construction and Demolition Management Plan to be submitted as a condition of development approval. A Construction and Demolition Management Plan, and any subsequent amendment to the plan, will be provided to the EMHS for recommendations on temporary works and equipment, such as cranes, to prevent or limit encroachments into the Core Area.

Where a proposed development is located within the Frame Area, does not exceed the heights shown on Figures 1.1 - 1.4 and does not have the potential for construction cranes to extend above these heights, there is no requirement for a proposed development to be referred to DFES for comment.

The provisions are intended to allow lower scale development to occur without the need for a referral to DFES, where these are considered to have no risk, being below 30m of the applicable height limits as set out in Figures 1.1 - 1.4.

Taller development within the Frame Area may result in a construction crane swinging into the Core Area. The provisions are worded to capture such development and require additional supporting detail for the development, particularly around the ongoing use of a crane during construction activity.

Royal Perth Hospital Flight Path Protection Scheme Amendment Request

element.

## 6. Conclusion

**element** has prepared this report on behalf of the EMHS, in support of a request to amend the City's LPS2 as it relates to a number of landholdings identified as being within essential helicopter flight paths associated with the operation of emergency helicopter operations at RPH.

The proposed amendment is being undertaken to align with a number of relevant elements that influence the ongoing successful operation of the ERHS at RPH, which includes the interrelationship between the existing planning framework and development opportunities, the National Airports Safeguarding Framework, relevant aviation standards, State government investment at RPH and futureproofing the successful operation of the SMTU to support the States medical emergency needs.

This report has considered the existing planning framework in detail and addressed a number of relevant matters that have been used to determine the most suitable flight paths that are required to be protected. The proposed amendment has considered a series of provisions that will seek to control development outcomes directly beneath the emergency flight paths and directly adjoining them. A rationale is provided for each of the provisions and addresses limitations to development height and the requirement for applications to be referred to DFES in certain circumstances that may trigger the need for Crane Management Plan to be required.

The proposed amendment seeks to ensure that the new HLS at RPH continues to operate and support the needs of the State, transferring critically ill patients to the SMTU. Ongoing development within the City may impact the safety of operations into the future, especially where a helicopter is required to fly with one engine inoperable. At present, there is no formal controls in place to limit development potential immediately surrounding the HLS at RPH. Without protection, the HLS may be required to be decommissioned as a result of ongoing development jeopardising the safety and efficiency of operations, in turn having significant impacts on the ability to treat patients that are in need of critical care.

Royal Perth Hospital Flight Path Protection Scheme Amendment Request

element.

## Appendix 1

[Letter from WA State Director of Trauma 4 November 2021 \(Dr Sudhakar Rao\)](#)



Government of Western Australia  
East Metropolitan Health Service



Dear Mrs Circosta,

**Response: request for further information – Royal Perth Hospital Emergency Flight Path Scheme Amendment**

Thank you for the opportunity to provide further information in relation to the RPH Emergency Flight Path Scheme Amendment (email correspondence dated 29 October 2021).

You will be aware, RPH State Major Trauma Centre (SMTTC) has been the designated provider of major trauma services for adults in WA since 2008 and continues to provide services to 95% of the State's population, including receiving major trauma patients from regional WA.

The protection of emergency flight paths for RPH is integral to ensuring West Australians (WA) continue to have access to world-class emergency trauma and critical care services, and plays an integral role in the State's Clinical Services Framework (2014-2024) – a framework that lays the foundation for health system planning. Aligned to this framework, the SMTTC is a key provider in WA Emergency Response planning which is evidenced in the State Trauma Sub-plan (2014).

As per your request please refer to the below responses to your questions;

**3. Scheme Amendment request should include background information as to why the Helicopter Landing Site (HLS) is located where it is and why it cannot be located elsewhere, that is, why other options were ruled out, for example Langley Park.**

The need for helicopter emergency medical services to pick up a patient from their location, followed by immediate access to specialist treatment teams on arrival at a hospital is imperative. The location of the new helipad was carefully thought through in order to ensure alignment with the WA State Trauma System objective of optimum speed from injury to specialist trauma treatment at WA's only Level 1 Major Trauma Centre. This eliminates an additional ambulance transfer and increased patient handling risks, as well as additional cost to the State/patient for Langley Park transfers.

In 2018, the RPH Helipad Strategic Overview document was developed and investigated several options for the location of the new helipad. Construction of a new helipad on the north eastern rooftop of RPH R Block (North Block) was selected as the preferred location for various reasons including;

- clinical needs;
- physical building structural limitations, and;
- operational requirements of the helicopters.

Helicopter transport provides the quickest means of transferring critically injured patients to a major trauma service. Off-site landings have been found to result in longer transport to the emergency room, however, the construction of helipads in trauma centres can reduce transport time, in addition to reducing the costs and sequelae of trauma .

The "Golden Hour" concept is one deeply entrenched in trauma systems and the emergency management of trauma victims, indicating that the first 60 minutes following a trauma is a critical period for getting patients to a trauma centre.

It is widely accepted that on-site helipads result in more positive patient outcomes, with no medical disadvantages. The clear need to move toward helicopter landing-areas that are physically on-site at referring and receiving institutions is undeniable. Consideration of on-site HLS were found to be particularly important for medical transport systems to contemplate when building a new helipad.

Acknowledging the increased chances of survival and recovery from on-site HLS, alternative locations such as Wellington Square or Langley Park were determined to be unacceptable for Standard Operating Procedures as both locations would cause delays to patient transfer with an additional ambulance transfer, and risk to life (including increased infection risk). These locations would further pose security and accident risks for the Rescue Helicopter as well as the general public on the ground, thus requiring WA Police intervention for each helicopter landing.

**4. Scheme Amendment request should include detail of how frequently the HLS and the emergency flight path are expected to be used. Explain what the current situation is including:**

**4.2. How many helicopter landings does RPH receive delivering critically ill patients to the State Major Trauma Centre per year.**

**4.3. What percentage of these are considered major (that is would die without emergency treatment).**

Of the three Tertiary Hospitals in Perth, the State's Emergency Rescue Helicopter transports 70.4% of patients to RPH (avg of 354 per year). In 2020, a significant number of helicopter arrivals to RPH were trauma presentations (222) and, of these, 101 were major trauma patients, with 43 (43%) considered severe or critical trauma. These patients generally spend longer in hospital and often require Intensive Care treatment (critical lifesaving interventions) as well as extensive rehabilitation.

RPH Trauma Data (2020) shows that more than 50% of major trauma admissions to RPH required critical surgical intervention in response to their injuries, further emphasising the importance of time from injury to specialist treatment.

The time critical nature of the relationship between event, definitive tertiary clinical intervention and the patient's survival is the reason why the construction of a new on-site helipad that will allow immediate access for the State Emergency Rescue Helicopter Service's (ERHS's) upgraded helicopter fleet at RPH is critical for the ongoing provision of emergency healthcare in WA.

I trust this information is sufficient to allow the City of Perth to progress the Scheme Amendment Request.

Please do not hesitate to contact Emma Morony at [emma.morony@health.wa.gov.au](mailto:emma.morony@health.wa.gov.au) for further information should you require it.

Kind regards,



**Dr Sudhakar Rao**  
State Director of Trauma  
Royal Perth Hospital

4 November 2021

Wellington Street Campus > Box X2213 GPO > Perth 6847 > Western Australia  
Tel: (08) 9224 2244 > Fax: (08) 9224 3511

[rph.health.wa.gov.au](http://rph.health.wa.gov.au) >

Where tradition plus innovation equals excellence >>>



Royal Perth Hospital Flight Path Protection Scheme Amendment Request

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element.

## Appendix 2

DFES Letter of Support



Government of Western Australia  
Department of Fire & Emergency Services



Our Ref: 20210129

Your Ref:

Mr. Graeme Jones  
Executive Director, Finance and Infrastructure  
East Metropolitan Health Service  
197 Wellington Street  
EAST PERTH WA 6004

Dear Mr. Graeme Jones,

### ROYAL PERTH HOSPITAL HELIPORT'S APPROACH AND DEPARTURE PATHS

Following the approval of the East Metropolitan Health Services (EMHS) development application by the State Planning Commission for the construction of a new hospital heliport at Royal Perth Hospital (RPH) in October 2019, consultation commenced with the Department Fire and Emergency Services (DFES) Aviation Services for design input and aviation expertise. As the managing agency for the State's Emergency Rescue Helicopter Service (ERHS) and the primary user of the RPH heliport, DFES Aviation Services have been in consultation with EMHS to address the new heliport operational requirements and provided consultation with aviation regulatory requirements.

These discussions included the securing of approach and departure flight paths from the edge of the RPH heliport Safety Area as mandated under current Civil Aviation Safety Authority (CASA) and International Civil Aviation Organisation (ICAO) legislation and Commonwealth Department of Infrastructure, Transport, Regional Development and Communications (DITRDC) guidelines. Establishment and protection of these flight paths must be ensured by the responsible local government for continued helicopter operations into the new RPH heliport. Failure to comply may result in non-compliance and permanent cease of operations into the RPH heliport.

The flight paths presented to the Central Perth Planning Committee in September 2018 did not meet the regulatory requirements for RPH heliport's approach and departure flight paths. The most prominent issues and non-compliances identified by DFES and their contracted helicopter service provider with the September 2018 flight paths are:

- Length of the approach and departure flight paths were not developed out to the regulatory distance requirement of 3,386 metres;
- Only a one, constant radius of turn is permitted by regulation with the flight paths. The north-eastern flight path was designed with two;
- Width of the flight paths did not incorporate the future ERHS aircraft fleet, or other emergency services helicopters that could operate into the new RPH heliport; and
- Elevations depicted were not compliant with the mandatory 4.5% incline slope commencing from the edge of the heliport's Safety Area. This requirement limit building heights and construction activities underneath and to the side of the flight paths, ensuring compliance and safe operation with the heliport.

Emergency Services Complex | 20 Stockton Bend Cockburn Central WA 6164 | PO Box P1174 Perth WA 6844  
Tel (08) 9395 9300 | Fax (08) 9395 9384 | [dfes@dfes.wa.gov.au](mailto:dfes@dfes.wa.gov.au) | [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)

ABN 39 563 851 304

Due to these regulatory non-compliances with the September 2018 approach and departure flight paths, DFES recommended EMHS to consult with an alternative aeronautical consultant to provide revised flight paths to ensure regulatory and legislative compliance. EMHS completed this consultation for design of new approach and departure flight paths in early 2020.

DFES was asked to participate by Rehbein Airport Consulting during this consultation process for the development of the new flight paths, as presented in their report: *'Royal Perth Hospital Helicopter Landings Site Flight Path Requirements'* (revision 2). These north-east and south-west flight paths for RPH's heliport were developed to meet regulatory compliance, whilst minimising impact on Perth International Airport's approach and departure paths and the city building schemes for the City of Perth and City of Vincent.

In 2015, the Royal Melbourne Hospital the heliport / helipad was shut down due to construction of high-rise building impeding into the hospital's heliport flight path. The approach and departure paths were not secured for the hospital's heliport. The Victorian State planning tribunal over-ruled the Melbourne City Council building approval, which resulted in the new construction building height being reduced by three floors. Subsequently, the Commonwealth's DITRDC published the *Protecting Strategically Important Helicopter Landing Sites* document, which was endorsed by all States and Territories. This document directly addressed protecting Strategically Important Helicopter Landing Sites (i.e. hospital heliports) and their respective approach and departure flight paths.

It is critical that the RPH heliport approach and departure flight paths are secured and protected to ensure ERHS helicopter operations into the future. As demonstrated with the Royal Melbourne Hospital, if these flight paths are not secured and protected from future development, there is significant risk that ERHS operations will cease with into the Western Australia's only Level 1 Trauma Centre.

If you have any further queries on the above, please do not hesitate to contact Steven Sartain, Manager Emergency Rescue Helicopter Service, DFES on 6499 1888.

Yours sincerely



**TERRY SHEHAN**  
**SUPERINTENDENT AVIATION SERVICES**

28 January 2021

Royal Perth Hospital Flight Path Protection Scheme Amendment Request

element.

## Appendix 3

Development Approval - Helicopter Landing Site



Our Ref : 10-50286-1  
Your Ref :  
Enquiries : Suzanne Roach (Ph 6551 9181)

Department Of Finance - Building Management & Works  
Optima Centre  
16 Parkland Road  
OSBORNE PARK WA 6017

Application for Approval to Commence Development dated 21 June 2019 received 2 July 2019.

Lot Number	: 916
Location	:
Plan / Diagram	: Deposited Plan 183230
Volume/Folio	: 2820/191
Locality	: No. 212 Wellington Street, Perth
Owner	: Metropolitan Health Service Board C/- Department Of Health - East Metropolitan Health Service G P O Box X2213 PERTH WA 6847

Under the provisions of the Metropolitan Region Scheme this application has been referred for determination by the Western Australian Planning Commission.

The application has now been considered by the Commission and the formal notice setting out the terms of the decision is attached.

A copy of this decision has been forwarded to the Local Government for information.

Should the applicant be aggrieved by this decision there is a right to apply for a review pursuant to the provisions of Section 252 of the *Planning and Development Act 2005*. Such an application for review must be submitted to the State Administrative Tribunal, Level 6, State Administrative Tribunal Building, 565 Hay Street, PERTH WA 6000 in accordance with Part 14 of the *Planning and Development Act 2005*. It is recommended that you contact the State Administrative Tribunal for further details (telephone 9219 3111) or go to its website: <http://www.sat.justice.wa.gov.au>.

A handwritten signature in dark ink, appearing to read "S Fagan".

Ms Sam Fagan  
Secretary  
Western Australian Planning Commission  
6 November 2019

140 William Street, Perth, Western Australia 6000, Locked Bag 2506 Perth, 6001  
Tel: (08) 6551 8002; Fax: (08) 6551 9001; Infoline: 1800 626 477  
e-mail: [info@dplh.wa.gov.au](mailto:info@dplh.wa.gov.au); web address <http://www.dplh.wa.gov.au>  
ABN 35 482 341 493





Our Ref : 10-50286-1  
Your Ref :  
Enquiries : Suzanne Roach (Ph 6551 9181)

## METROPOLITAN REGION SCHEME

City of Perth

### APPROVAL TO COMMENCE DEVELOPMENT

Name and Address of Owner and Land on which Development Proposed:

Owner	: Metropolitan Health Service Board C/- Department Of Health - East Metropolitan Health Service G P O Box X2213 PERTH WA 6847
Lot Number	: 916
Location	:
Plan / Diagram	: Deposited Plan 183230
Volume/Folio	: 2820/191
Locality	: No. 212 Wellington Street, Perth
Application Date	: 21 June 2019
Application Receipt	: 2 July 2019
Development Description	: Construction Of Roof Mounted Helipad And Associated Structures On North East Corner Of R-Block Building

The application for approval to commence development in accordance with the plans submitted thereto is granted subject to the following condition(s):

1. The development is to be carried out in accordance with the plans date stamped 4 July 2019, subject to any modifications as required by the conditions of approval.
2. The development approval is valid for two years from the date of this letter. If the subject development is not substantially commenced within a two-year period, the approval shall lapse and be of no further effect.
3. Prior to commencement of works, final details of the design and a sample board of the materials, colours and finishes and details of the signage illumination shall be submitted and approved to the specification of the City of Perth and to the satisfaction of the Western Australian Planning Commission.

If the development the subject of this approval is not substantially commenced within a period of two years from the date of this letter, the approval shall lapse and be of no further effect.

140 William Street, Perth, Western Australia 6000, Locked Bag 2506 Perth, 6001  
Tel: (08) 6551 8002; Fax: (08) 6551 9001; Infoline: 1800 626 477  
e-mail: [info@dplh.wa.gov.au](mailto:info@dplh.wa.gov.au); web address <http://www.dplh.wa.gov.au>  
ABN 35 482 341 493



Where an approval has so lapsed, no development shall be carried out without the further approval of the responsible authority having first been sought and obtained.

A handwritten signature in black ink, appearing to read "S. Fagan".

Ms Sam Fagan  
Secretary  
Western Australian Planning Commission  
6 November 2019

140 William Street, Perth, Western Australia 6000, Locked Bag 2506 Perth, 6001  
Tel: (08) 6551 8002; Fax: (08) 6551 9001; Infoline: 1800 626 477  
e-mail: [info@dplh.wa.gov.au](mailto:info@dplh.wa.gov.au); web address <http://www.dplh.wa.gov.au>  
ABN 35 482 341 493

Royal Perth Hospital Flight Path Protection Scheme Amendment Request

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element.

## Appendix 4

[HLS Flight path Requirements \(Rehbein Airport Consulting\)](#)



# ROYAL PERTH HOSPITAL HELICOPTER LANDING SITE FLIGHT PATH REQUIREMENTS

EAST METROPOLITAN HEALTH SERVICE





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Revision	Date	Description	Author	Verifier	Approver
0	12/06/2020	DRAFT	BMW		
1	07/07/2020	FINAL DRAFT for approval	BMW	BJH	BJH
2	10/08/2020	FINAL	BMW	BJH	BJH



Reviewed by:

Steven Sartain

Manager, Emergency Rescue Helicopter Service

**Department of Fire and Emergency Services**





## 1. INTRODUCTION

REHBEIN Airport Consulting was engaged by East Metropolitan Health Service (EMHS) to prepare a report on the technical requirements for helicopter flight paths associated with the proposed helicopter landing site at the Royal Perth Hospital (RPH).

The purpose of establishing and protecting helicopter flight paths for the Royal Perth Hospital (RPH) is to ensure new developments (and associated activities) do not prevent helicopters from arriving or departing from the new RPH Helicopter Landing Site (HLS). An effective and safe helicopter service to support emergency services relies entirely on a clear flight path which is free from obstructions.

The responsibility for determining the suitability of a place as a HLS is held, under Civil Aviation Regulation 92, by the pilot-in-command and the organisation that holds the helicopter operating certificate. This means that the pilot in control of the aircraft will decide during each and every mission as to whether it is safe to arrive or depart the RPH HLS. This decision will be based on a number of factors including whether the flight path required is clear of obstructions.

The Australian Government Department of Infrastructure, Transport, Regional Development and Communications in May 2018 published the National Airports Safeguarding Framework Guideline H: *Protecting Strategically Important Helicopter Landing Sites*. Guideline H is intended to assist planners in making decisions around important HLSs that should be safeguarded through land use planning controls and in making decisions about applications, proposals, planning permits or planning scheme amendments that relates to a facility's essential flight paths.

Guideline H provides guidance to State/Territory and local government decision makers to safeguard ongoing operations at strategically important HLSs, as well as to ensure any new HLS is appropriately located. Importantly, this Guideline assists in making decisions around developments encroaching into flights that would render the approach or departure path unsafe and result in the pilot-in-command aborting a mission.

The Guideline identifies a HLS which is associated with a hospital, or one which is elevated within a populated area, as being strategically important.

In Australia, helipads are not currently licensed, certified or regulated in the same way that aerodromes are under Part 139 of the Civil Aviation Safety Regulations 1998 (CASR).

Relevant regulations and references pertaining to the physical characteristics of a HLS as well as the associated flight paths are:

- The Civil Aviation Safety Authority (CASA) Civil Aviation Advisory Publication CAAP 92-2(2) *Guidelines for the establishment of on-shore helicopter landing sites* (February 2014);
- International Civil Aviation Organisation ICAO Annex 14 *Aerodromes – Volume II: Heliports* (4th edition July 2013); and
- Civil Aviation Safety Authority NPRM 1304OS *Regulation of aeroplane and helicopter 'ambulance function' flights as Air Transport Operations*.

The pilots of the helicopter service currently operating the ambulance services have stated that the flight paths must be protected in accordance with ICAO Annex 14 for them to safely conduct flights to and from the RPH HLS.



## 2. RELATED GUIDELINES AND APPLICABLE STANDARDS

The Civil Aviation Safety Authority (CASA) does not currently have a legal instrument to certify or register HLSs that are not part of a certified or registered aerodrome under Part 139 of the Civil Aviation Safety Regulations 1998.

The responsibility for determining the suitability of a place as a helicopter landing site is held under Civil Aviation Regulation 92 by the pilot-in-command and/or by the helicopter operator.

The primary guidance pilots will use to decide whether to operate to an HLS is the Civil Aviation Advisory Publication (CAAP) 92-2(2) *Guidelines for the establishment and operation of onshore Helicopter Landing Sites*. CAAP 92-2(2) sets out factors that may be used to determine the suitability of a place for the landing and taking-off of helicopters.

In relation to flight paths and their protection from obstacles CAAP 92-2(2) refers to the Standards and Recommended Practices (SARPs) for Heliports, as set out in Volume II of Annex 14 to the Convention of International Civil Aviation (the Chicago Convention).

The International Civil Aviation Organisation (ICAO) sets out international standards and recommended practices for the safe conduct of civil aviation activities in various Annexes to the *Convention on International Civil Aviation (Chicago, 1944)*, to which Australia is a signatory.

In 2013 CASA released a Notice of Proposed Rule Making (NPRM) 1304OS *Regulation of aeroplane and helicopter 'ambulance function' flights as Air Transport Operations*. The NPRM provides directional guidance to the future regulatory environment for helicopter medical transport flights in Australia.

### 2.1 GUIDELINES FOR ESTABLISHMENT AND OPERATION OF ONSHORE HELICOPTER LANDING SITES – CIVIL AVIATION ADVISORY PUBLICATION (CAAP 92-2(2))

CASA CAAP 92-2(2) recommends that approach and departure paths for emergency medical service operations at metropolitan hospital sites should be in accordance with the standards and recommended practices set out in ICAO Annex 14 Volume II Heliports.

The factors that determine the characteristics of the helicopter flight path obstacle limitation surfaces (OLS) are:

- The specifications of the largest helicopter that is intended to use the HLS;
- Certain physical characteristics of the HLS itself; and
- The Performance Class applicable to the helicopter operation.

The Department of Fire and Emergency Services (DFES) and the current aeromedical service provider identified and confirmed the design helicopter characteristics as listed in **Section 3**.

### 2.2 CASA NOTICE OF PROPOSED RULE MAKING

The Australian Civil Aviation Safety Authority has released in July 2013 a Notice of Proposed Rule Making (NPRM) 1304OS entitled *Regulation of aeroplane and helicopter 'ambulance function' flights as Air Transport Operations*.

The purpose of the NPRM is to advise the public and aviation community of CASA's intent to regulate, to the greatest extent practicable, ambulance function flights to the same safety standards that are currently applicable to air transport operations. This will extend to certification requirements, operating standards and maintenance standards.

Annex A to the NPRM clarifies that helicopters conducting operations to/from a final approach and take-off area (FATO), at a hospital that is located in a populous area and that is used as a Helicopter Medical Transport (HMT) heliport or HMT operating base, will be operated in accordance with the requirements of Performance Class 1 or Performance Class 2 with exposure. The exception to this is when the heliport approach and departure pathways provide sufficient safe forced landing areas for Performance Class 2 operations, in which case Performance Class 2 operations may be used.



Given that safe forced landing areas do not exist in proximity to RPH, what NPRM effectively means is that the flight paths for the RPH helipad need to meet the obstacle clearance requirements associated with Performance Class 1 helicopter operations.

### 2.3 ICAO ANNEX 14 AERODROMES VOLUME II HELIPORTS JULY 2013

The minimum standards and recommended practices for helipad approach and departure paths are set out in Chapter 4 *Obstacle Environment* of ICAO Annex 14 Volume II.

The objective of these specifications is to describe the clear airspace required around heliports so as to permit intended helicopter operations to be conducted safely and to prevent, where appropriate State controls exist, heliports from becoming unusable by the growth of obstacles around them. This is achieved by establishing a series of obstacle limitation surfaces that define the limits which objects may project into the airspace in the vicinity of heliports.

## 3. HELICOPTER DESIGN CHARACTERISTICS

The *Royal Perth Hospital Rooftop Helipad Concept Design Report* (Revised 190527) prepared by PSNK Aeronautical Services (hereafter referred to as the 'PSNK Report 190527'), submitted as Appendix A of the Planning Report, and identifies key characteristics of the design helicopter to be:

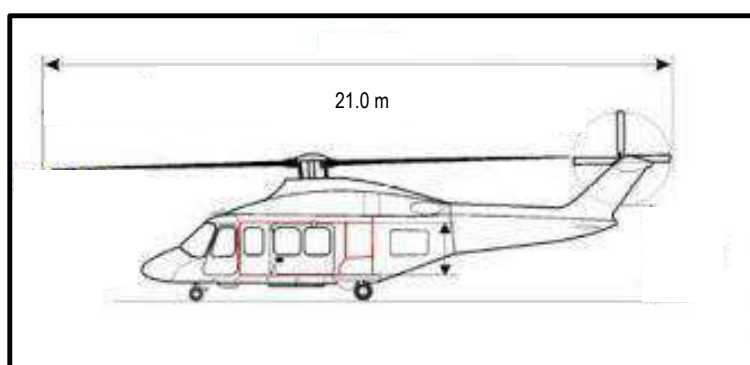
- D-value, the largest overall dimension with rotors turning 21.0 metres
- Rotor diameter 16.5 metres
- Maximum mass 12 tonnes
- Performance Class 1
- Night operations

These specifications have been confirmed by DFES and the current aeromedical services provider as meeting the current and likely future helicopter specifications.

#### D-Value

The D-Value is the largest overall dimension of the helicopter when rotor(s) are turning, normally measured from the most forward position of the main rotor tip path plane to the most rearward position of the tail rotor tip path plane. The physical size of the new RPH HLS is 27 x 27m which provides for a civil medical transport helicopters operating in Performance Class 1 to 1.5\*D<sub>18</sub>, the utilisation of a 21m D-Value for the 'Operational Airspace' accommodates current and potential future medical transport helicopters.

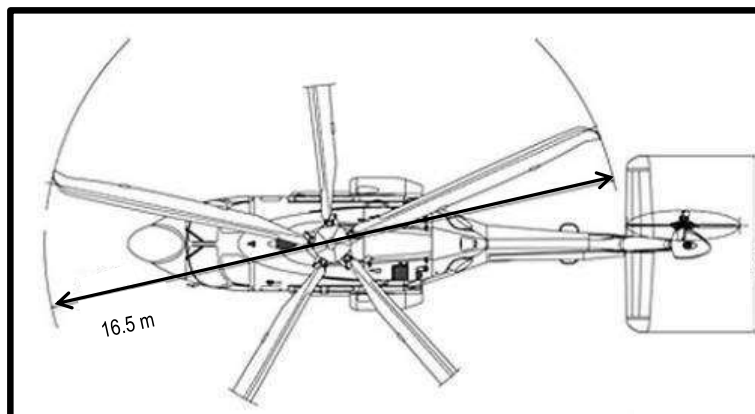
A D-value of 21 m was established as the largest helicopter that may use the facility.





#### Rotor Diameter

Rotor diameter is the diameter of the main rotor with the engine(s) running. A rotor diameter of 16.5 m was established as the largest helicopter that may use the facility.



#### Performance Class

Performance Class 1 means the operations where, in the event of failure of an engine, performance is available to enable the helicopter to land within the rejected take-off distance available or safely continue the flight to an appropriate landing area, depending on when failure occurs.

Performance Class 1 is the operation which must be protected for at RPH HLS.

## **4. ROYAL PERTH HOSPITAL HELICOPTER LANDING SITE**

CASA CAAP 92-2(2) defines the basic areas of a helicopter landing site (HLS). Specific to the construction of flight paths the relevant HLS characteristic is the size of the Final Approach and Take-off Area (FATO) and the associated Safety Area. The FATO is the area over which the final approach is completed and the take-off conducted. The Safety Area surrounds the FATO and is free of obstacles, other than those required for air navigation purposes and intended to reduce the risk of damage to helicopters accidentally diverging from the load-bearing area primarily intended for landing or take-off.

Both the FATO and the safety area are determined by the D-value of the largest helicopter intended to use the HLS facility.

The DFES and the East Metropolitan Health Services (EMHS) identified and confirmed the below RPH HLS characteristics. These characteristics were confirmed and reviewed to ensure that all current and potential operations are protected.

The RPH HLS is confirmed through the PSNK Report 190527 to have the following characteristics

- |                               |             |
|-------------------------------|-------------|
| • Safety Area (2 x 'D-Value') | 42 m x 42 m |
| • HLS elevation               | 48.5 m AHD  |



## 5. FLIGHT PATH CONSTRUCTION

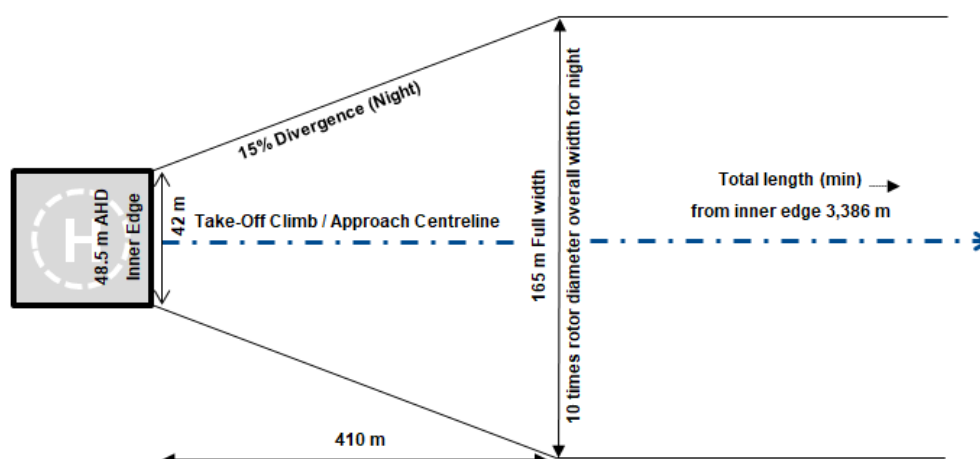
Land-use planning authorities should be aware that all intrusions into the flight paths have the potential to create aviation safety risks and to limit the scope of operations possible from the HLS. This is a determination and responsibility of the pilot on every approach and departure.

The ICAO and CAAP 92-2(2) compliant flight path construction is summarised in **Table 1** and **Figure 1** below with a detailed explanation following.

**Table 1: Flight Path Construction**

Approach and Take Off Climb Surface and Dimensions	
Length of inner edge	42 m
Elevation of inner edge	48.5 m AHD
Night Use	15%
Total Length	3,386 m (min.)
Slope	4.5%
Outer Width	165 m

**Figure 1: Flight Path Construction**



### Approach and take-off climb surfaces

Both ICAO Annex 14 and CASA CAAP 92-2(2) require a HLS to have at least two (2) approach and take-off climb surfaces. These surfaces must be separated by a minimum angle of 150°.

The flight paths may be curved to avoid obstacles or take advantage of more advantageous flight paths, however only one curve is allowed which must have a constant rate radius of turn.

The approach and take-off climb surfaces slope upwards from the edge of the HLS safety area starting at the height of the Final Approach and Take-Off Area (FATO).

Both surfaces are comprised of an inner edge, two side edges and an outer edge specified as follows.



### *Inner Edge*

The inner edge is equal in length to the minimum specified width of the HLS FATO plus safety area and located at the outer edge of the safety area.

The HLS Safety Area for the RPH HLS is 42 m wide and the elevation of the FATO is 48.5 m AHD as illustrated in **Figure 1** above.

The OLS inner edge is therefore also 42 m wide, 21 m either side of the flight path centreline.

In the absence of restricting obstacles, the elevation of the OLS inner edge shall be the elevation of the FATO. However, for heliports intended to be used by helicopters operated in Performance Class 1 the origin of the inclined plane may be raised directly above the FATO. The intention in raising the origin of the inclined plane may be to avoid already existing obstacles within the flight path.

The south-west flight path at RPH appears to be obstructed by the RPH building to the south. The PSNK Report 190527 identifies the hospital south block as an obstacle. The south-west flight path must pass over the existing hospital building which is approximately 15 m higher than the proposed FATO elevation. Accordingly, the inner edge for the south-west approach and take-off climb surfaces was set at 15 m above the HLS which is at 48.5 m AHD, therefore the inner edge elevation is 63.5 m AHD (Refer GHD Drg No 61-12512706/Figure 01/RevC). Refer **Section 6.2** for further discussion.



Source: Google Earth

### *Side Edges*

The two side edges originate at the ends of the inner edge and diverge uniformly from the centreline at a specified rate. The divergence rate for night operations is 15% each side. The overall width of the approach and take-off climb surfaces increases by 30 m (15 m each side of the centreline) for every 100 m along the centreline.

The final width of the surface for night operations is 10 times the design helicopter rotor diameter. For RPH HLS flight paths this means 165 m (10 x 16.5m). This makes the length of the splayed section 410 m.





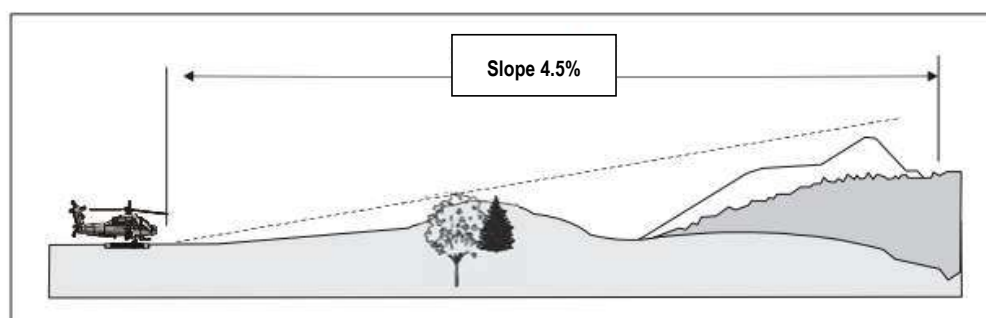
### Outer Edge

The outer edge is horizontal and perpendicular to the flight path centreline and located at a specified height of 152 m (500 feet) above the FATO.

### Slope of the surface

The slope of the approach and take-off climb surfaces is measured in the vertical plane containing the centreline of the surface. The slope of the surface is determined by the performance class of operations at the HLS.

The operations at RPH HLS are required to be Performance Class 1. As such the maximum slope of the approach and take-off climb surface permitted is 4.5% as illustrated below.



Source: ICAO Annex 14-II Figure 4-6

### Curved approach and take-off climb surface

In the case of an approach or take-off climb surface involving a turn, ICAO Annex 14 stipulates that the surface must not contain more than one curved portion.

In addition, the minimum radius of turn permitted is 270 m. The sum of the radius of arc defining the centreline of the approach and take-off climb surfaces and the length of the straight portion originating at the inner edge shall not be less than 575 m.

### Total length of the surface

The total length of the approach and take-off climb surface from the inner edge for slope design category A is 3,386 m. This length brings the helicopter to 152 m (500 ft) above the FATO elevation of 48.5 m AHD. Flight paths for the RPH HLS are each constructed to 3,400 m in total length bringing each flight path to a total of 201.5 m AHD or 153 m above the FATO elevation.

## 6. RPH HLS FLIGHT PATHS

### 6.1 NORTH-EAST FLIGHT PATH

The North-east flight path is illustrated on **Figure NE-1** included at **Appendix A**. This flight path consists of a curved take-off climb surface initiated from a bearing of 020° True. The radius of turn is 915 metres until it reaches a bearing of 180° True and then continues straight on bearing 180° to its full length of 3,400 metres.

#### Emergency Rescue Helicopter Service

Consultation with helicopter pilots through DFES ERHS indicated that a bearing of 020° True avoids an obstacle, the hospital stack, in the event of a back-up procedure for departure as per the Flight Manual.

Deviation from this bearing means the hospital stack is an obstacle in their back-up procedure and must be taken into account. This limits the number of pilots that can service RPH safely as special training is required and not all pilots will be suitably qualified to accommodate such a procedure. An initial departure bearing other than 020° True risks the ERHS being unable to access the RPH HLS.

#### Planning Environment



The North-east flight path is within the City of Perth local government area and crosses partially into the City of Vincent as illustrated on **Figure NE-1**.

#### **Impact on building areas**

The impact on building areas as identified allocated by Element Advisory drawing number 19-139 CP-1/A (10 February 2020) *RPH Flight path – Height Limitations* has been assessed. This assessment should be treated as an indicative order of magnitude only. These heights and areas should not be used directly to inform planning controls. Any planning controls should be based on the technical flight path geometry as shown on Figures NE-1 and NE-2.

The orange areas on **Figure NE-2** illustrate the area of land where current/proposed development on land does not exceed the elevation of the HLS and therefore would not be considered as part of the obstacle environment to the OLS. The blue areas represent land where development either currently exists, is planned and could exceed the elevation of the HLS at 48.5 m AHD and therefore may require further consideration.

The total area (blue areas only) affected by the North-east flight path is 34,212 square metres.

The North-east flight path partially covers development areas identified as 4, 6, and 9.

Area 6 is identified as having no prescribed height limit. The flight path OLS covers a small area of 122 metres square of the south-eastern corner of Area 6. The flight path OLS ranges from a lower limit at 61 m AHD to 63 m AHD. The ground elevation is estimated at 12 m AHD therefore the available building height would be in the order of 49 m to 51 m high, depending on the exact location on the block. A newly constructed development / under construction at 40 m (10 storey) is identified as 'H' in Area 6 as per the Element Advisory drawing number 19-139 CP-1/A (10 February 2020) *RPH Flight path – Height Limitations*. Element Advisory has confirmed that this development is outside the flight path OLS.

Areas 4 and 9 are identified as having a limited planning framework in place and therefore no height restrictions have been applied at this stage. Area 4 is the Claisebrook Village precinct numbered 16B in Figure 3 of the City of Perth letter dated 7 October 2019. Area 9 is the Claisebrook Village precinct numbered as 5.

Area 4 is 23,326 square metres in total area. The North-east flight path effectively covers this whole area (23,202 square metres). The flight path OLS ranges from a lower limit of 100 m AHD to an upper limit of 118 m AHD. The ground elevation is estimated at 12 m AHD therefore available building height would be in the order of 88 m to 106 m high depending on the exact location within this precinct.

Area 9 is a total area of 76,670 square metres. The North-east flight path covers 10,797 square metres of the western portion of the block. The flight path OLS ranges from a lower limit of 55 m AHD to 68 m AHD. The ground elevation is estimated at 11 m AHD therefore available building height would be in the order of 44 m to 57 m high depending on the exact location on the block.

## **6.2 SOUTH-WEST FLIGHT PATH**

The south-west flight path is based on the previous GHD Figure 01 Rev C. The current ambulance helicopter service provider for Western Australia, identifies that the dominant period of activity for RPH flights is in the afternoon when there are prevailing winds from the south west, there is a requirement for a south-west flight path so as to provide Performance Class 1 departure capability during this high activity period.

The south-west flight path commences with a straight section bearing 029°/209° True for a distance of 790 m at which point it transitions to a curve radius 300 m then onto a straight section bearing of 079°/259° True for a total length of 3,400 m as illustrated on **Figure SW-1**.

The inner edge width is 42 m at an elevation of 63.5 m AHD. In accordance with ICAO Annex 14 Vol II paragraph 4.1.3 and 4.1.15 the elevation of the inner edge may be raised directly above the FATO, for use by helicopter in performance class 1 and must be approved by an appropriate authority. In the absence of specific CASA rules on this matter, it would be reasonable for the current helicopter operator to be considered the appropriate authority.

The south-west flight path is within the City of Perth local government area as illustrated on **Figure SW-1**.

#### **Surrounding Building Environment**





The OLS for the south-west flight path, based on GHD Figure 01 Rev C, commences 15m above the FATO elevation at 63.5 m. It appears the OLS has been raised in this manner in order to clear the building to the south, by applying the provisions of ICAO Annex 14 Vol. II Chapter 4 - *Obstacle Environment*. Given the presence of the building, the OLS as defined in GHD Figure 01 is considered appropriate for the purposes of protecting the OLS from any future intrusions. The flight path direction is positioned so that the OLS avoids the following buildings as illustrated in **Figure SW-2**:

- The Westin Hotel (120 m AHD approx.)
- Condor Tower building at 22 St Georges Terrace (approx. 103m AHD). This building would remain just outside the western edge of the south-west flight path.
- A building at approximately 83 m AHD on the north-east corner of Victoria Ave and St Georges Terrace. This building would remain just outside of the eastern edge of the south-west flight path.

These latter two buildings constrain the location of the south-west flight path to the extent that no other location option exists.

The Duxton Hotel on the south-west corner of Victoria Ave and St Georges Terrace is within the lateral extents of the south-west flight path. The building at approximately 74m AHD would remain below the south-west flight path OLS which will be approximately 87 m AHD over the site.

## 7. CONCLUSION

The purpose of establishing and protecting helicopter flight paths for the Royal Perth Hospital (RPH) is to ensure new developments (and associated activities) do not prevent helicopters from arriving or departing from the new RPH Helicopter Landing Site (HLS).

The responsibility for determining the suitability of a place as a HLS is held by the pilot-in-command and the organisation that holds the helicopter operating certificate. The pilot in control of the aircraft will make the decision as to whether it is safe to arrive or depart the RPH HLS during each mission.

The North-east flight was developed taking into account the following considerations in the construction of the approach and take-off climb surfaces for helicopters arriving north-easterly direction for RPH HLS:

- The physical characteristics and immediate surrounds of the HLS;
- Flight paths must comply with ICAO Annex 14 Volume II criteria;
- Helicopter pilot feedback; and
- The obstacle and planning environment.

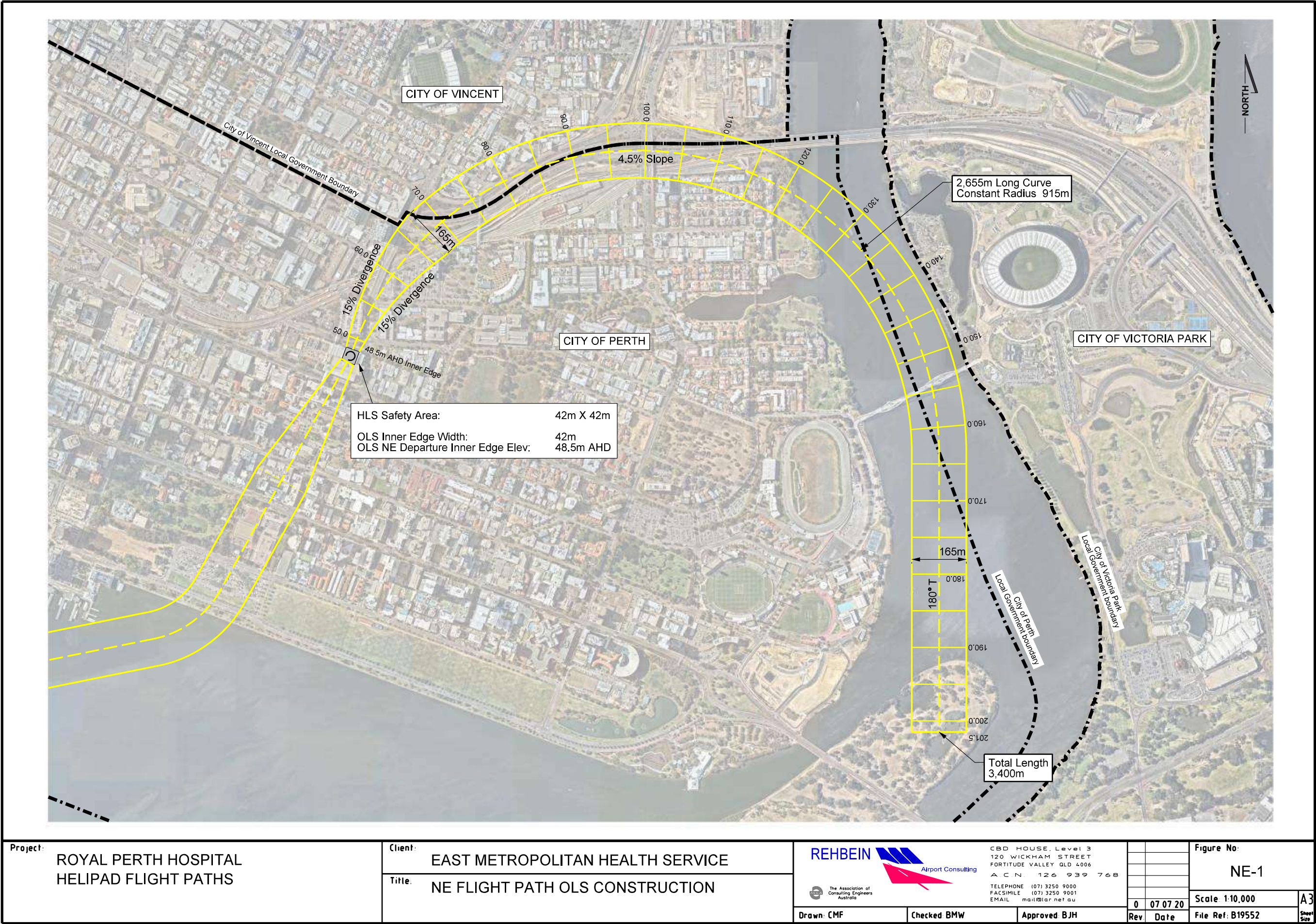
The south-west flight path commences 15m above the FATO elevation. It appears the OLS has been raised in this manner in order to clear the building to the south. EMHS should confirm the current aeromedical service provider and DFES that the presence of the RPH South building is accounted for adequately in helicopter operations to the new helipad.



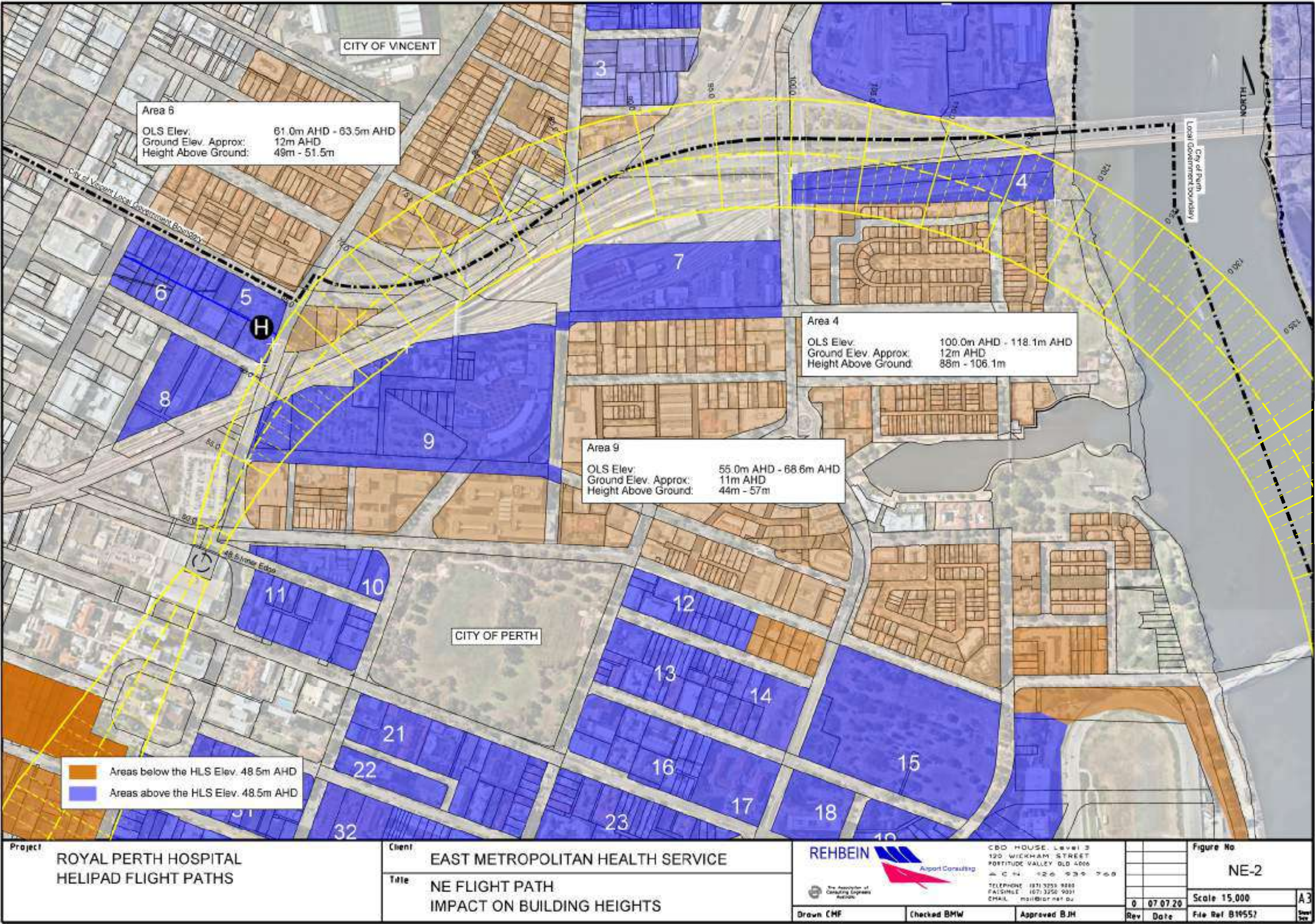
## APPENDIX A

RPH HLS Flight Paths

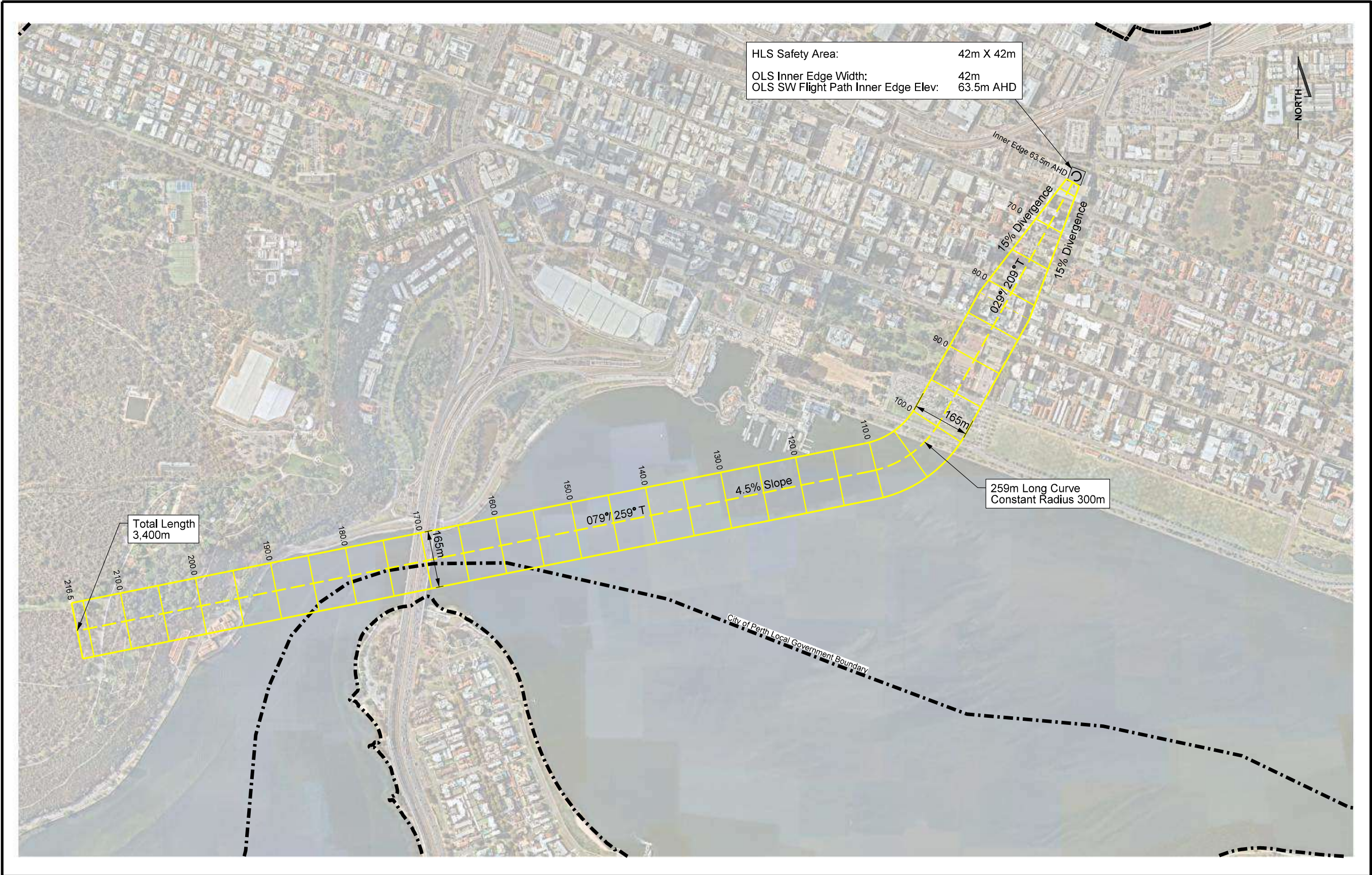






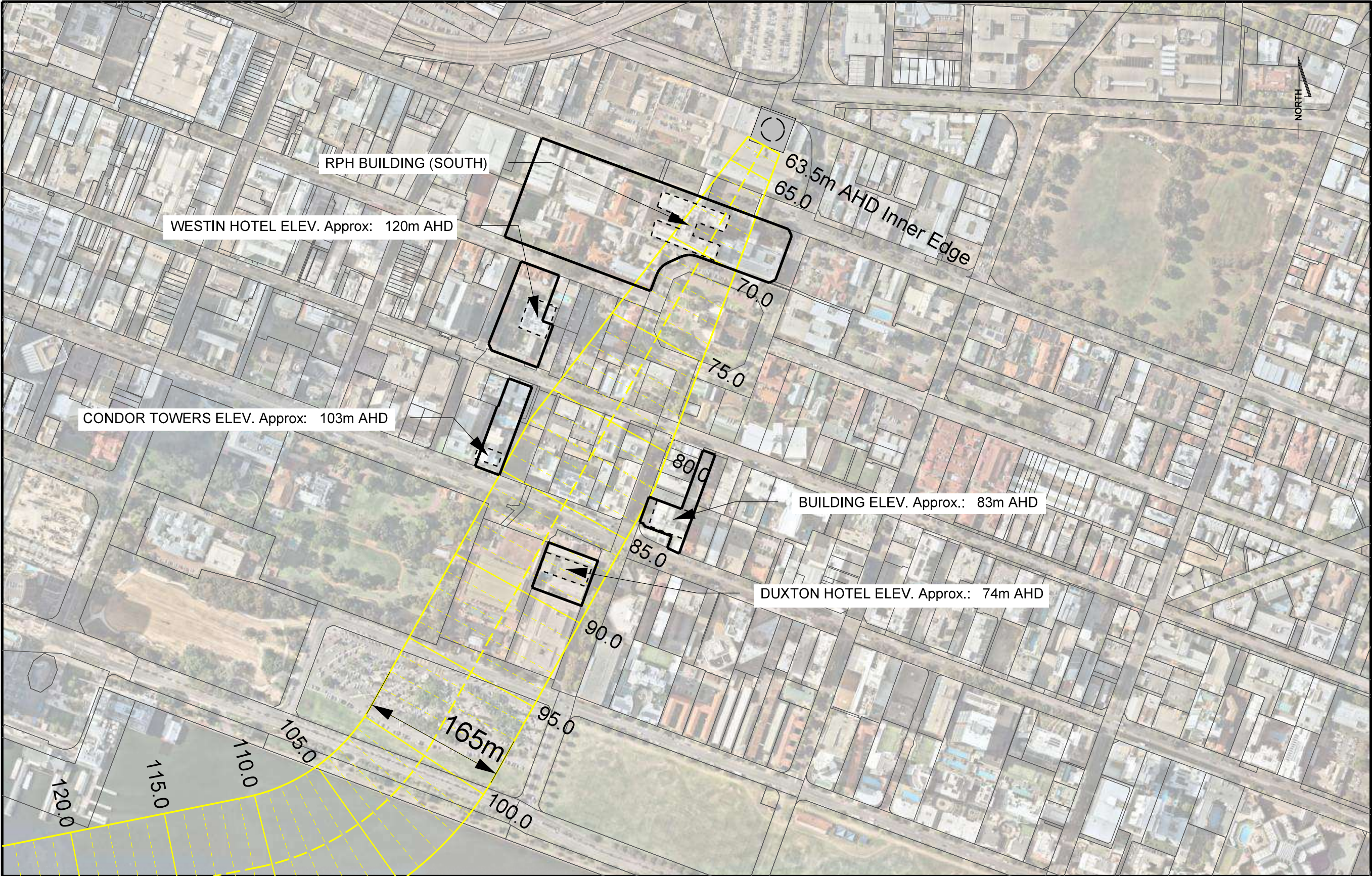


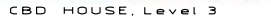





Project: ROYAL PERTH HOSPITAL HELIPAD FLIGHT PATHS	Client: EAST METROPOLITAN HEALTH SERVICE	<div>REHBEIN Airport Consulting</div> <div><small>THE ASSOCIATION OF CONSULTING ENGINEERS AUSTRALIA</small></div>	<div><small>CBD HOUSE, Level 3 120 WICKHAM STREET FORTITUDE VALLEY QLD 4006</small></div> <div><small>A C N 126 939 768</small></div> <div><small>TELEPHONE (07) 3250 9000 FACSIMILE (07) 3250 9001 EMAIL mail@ar.net.au</small></div>	Figure No: SW-1	
	Title: SW FLIGHT PATH OLS CONSTRUCTION			Scale: 1:10,000	A3
Drawn: CMF		Checked: BMW	Approved: BJH	Rev: 0 Date: 30.03.20	File Ref: B19552





Project:  ROYAL PERTH HOSPITAL HELIPAD FLIGHT PATHS	Client:  EAST METROPOLITAN HEALTH SERVICE	<div>REHBEIN</div> <div> Airport Consulting</div> <div><div><div></div><div>The Association of Consulting Engineers Australia</div></div><div>CBD HOUSE, Level 3 120 WICKHAM STREET FORTITUDE VALLEY QLD 4006 A C N 126 939 768 TELEPHONE (07) 3250 9000 FACSIMILE (07) 3250 9001 EMAIL mail@ar.net.au</div></div>				Figure No:  SW-2			
	Title:  SW FLIGHT PATH OLS BUILDING SURROUNDS							Scale: 1:10,000	A3
									File Ref: B19552
		Drawn: CMF	Checked: BMW	Approved: BJH	Rev	Date			
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Royal Perth Hospital Flight Path Protection Scheme Amendment Request



element.

## Appendix 5

Interpretation of Aviation Regulations (Rehbein Airport Consulting)



10 February, 2021  
Our File Ref: B19552AL001  
Contact: Ben Hargreaves

Senior Project Manager  
East Metropolitan Health Service  
Level 4, Room 4202, O Block (Goderich St)  
Royal Perth Hospital  
Perth, WA 6000

Attention: Emma Morony

**RE: PROPOSED RPH HELIPAD  
HELICOPTER FLIGHT PATH PROTECTION**

---

**1. INTRODUCTION**

REHBEIN Airport Consulting was engaged by East Metropolitan Health Service (EMHS) to review aspects of helicopter flight path protection associated with the proposed Royal Perth Hospital (RPH) helipad, which was recently approved for construction.

Previously, PSNK Aeronautical Services was engaged by EMHS, to provide advice on suitable flight paths for the proposed helipad at Royal Perth Hospital based on the operational needs of helicopters with performance capabilities equivalent to that of the AW139.

The result was report titled *RPH Rooftop Helipad Assessment of Operational Airspace* Version 180424. Following consultation between EMHS and DFES, two points were raised:

- Flight path geometry must be compliant with International Civil Aviation Organisation (ICAO) specifications for obstacle limitation applicable to Performance Class 1 / Category A operations; and
- Obstacle-free airspace must accommodate a wider range of potential future helicopter types.

The purpose of this letter is to confirm the flight path protection requirements, based on the nominated helicopter characteristics and ICAO specifications.

**2. RELEVANT REGULATIONS**

There are currently no legislative regulations specifically addressing the requirements for physical characteristics of helicopter flight paths and an HLS. Rather, the *Civil Aviation Regulations 1998* Regulation 92 places the responsibility on the pilot-in-command/helicopter operator for determining whether an HLS is safe or not to use.

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10 February, 2021  
Our File Ref: B19552AL001  
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There is, however, strong and accepted guidance material from the Civil Aviation Safety Authority (CASA) and International Civil Aviation Organisation (ICAO) that is broadly accepted by helicopter operators in Australia and internationally as indicating whether facilities offer acceptable levels of safety.

This is reinforced by the National Airports Safeguarding Advisory Group comprising high-level Commonwealth, State and Territory transport and planning offices who prepared the National Airports Safeguarding Framework which includes Guideline H *Protecting Strategically Important Helicopter Landing Sites*. The purpose of Guideline H is to provide guidance to State/Territory and local government decision makers of identified strategically important HLS particularly in recognition that HLS in Australia are not licensed, certified or regulated in the way that aerodromes are. Strategically important HLS includes an HLS associated with a hospital and an elevated HLS within a populated area.

Relevant regulations and guidance pertaining to the use of a HLS as well as the associated flight paths are:

- *Civil Aviation Regulations 1988* – Regulation 92;
- The Civil Aviation Safety Authority (CASA) Civil Aviation Advisory Publication CAAP 92-2(2) *Guidelines for the establishment of on-shore helicopter landing sites* (February 2014);
- International Civil Aviation Organisation ICAO Annex 14 Aerodromes – Volume II: Heliports (4th edition July 2013) – herein referred to as ICAO Annex 14-II; and
- Civil Aviation Safety Authority NPRM 1304OS Regulation of aeroplane and helicopter ‘ambulance function’ flights as Air Transport Operations.

Paragraph 4.6 of CAAP 92-2(2) states:

*‘In keeping with its submissions to ICAO on this topic, CASA recommends owners and operators of an HLS who intend to develop and operate a heliport for the purposes of RPT or Charter operations refer to, and comply with, the SARPs [standards and recommended practices] as set out in Annex 14.’*

Per NPRM1304OS, CASA has signalled its intention to create legislation treating emergency medical transport operations in a similar category to RPT and Charter.

Until there exists legislation to the contrary, it is for the relevant service provider, or any operator into and out of RPH, to determine the appropriateness of the RPH HLS facilities and flight path protection. The pilots of the helicopter service currently operating the ambulance services (CHC Helicopter Services) and DFES have stated to EMHS and REHBEIN Airport Consulting that the flight paths must be protected in accordance with ICAO Annex 14 for them to safely conduct flights to and from the RPH HLS. It will, therefore, be for the current helicopter operators and DFES to approve any deviation from the ICAO Annex 14 specifications.

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Our File Ref: B19552AL001  
Contact: Ben Hargreaves

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### 3. HELICOPTER CHARACTERISTICS

The critical characteristics of the design helicopter dictate the physical characteristics of the airspace required to be protected in order to ensure safe operations in a non-normal operating situation (i.e. with one engine inoperative), by reference to the relevant standards and guidance. These characteristics include the helicopter D-value (largest overall length/width) and the main rotor diameter.

The PSNK report v180424 determines flight path characteristics based on a design helicopter with a D-value of 21.0 metres and main rotor diameter of 15.0 metres.

DFES has subsequently advised that the emergency flight path airspace needs to accommodate a design helicopter with a main rotor diameter of 16.5 metres. This is larger than the design helicopter rotor diameter used for the PSNK report and requires a wider overall width of OLS (165 m vs. 150 m).

### 4. OLS EXTENTS

The PSNK report is predicated on obstacle limitation surfaces (OLS) dimensions for the flight paths as follows. These extents are not compliant with ICAO Annex 14-II requirements, as noted below.

#### 4.1 North-east Flight Path OLS

The north-east flight path OLS (Figure 6 in the PSNK Report – reproduced below) extends a distance of approximately 1,600 metres. The minimum distance for Performance Class 1 OLS is 3,386 metres, per attached extract of ICAO Annex 14-II, Table 4-1.

The PSNK flight path also includes two (2) curved segments. ICAO Annex 14-II only permits one (1) curved portion:

4.1.6 In the case of an approach surface involving a turn, the surface shall not contain more than one curved portion.

4.1.19 In the case of a take-off climb surface involving a turn, the surface shall not contain more than one curved portion.

This requirement is described in the PSNK report and has been applied to the south-west flight path OLS but does not seem to have been adopted for the north-east flight path OLS.<sup>1</sup>

#### 4.2 South-west Flight Path OLS

The south-west flight path OLS is shown in the PSNK Report (Figure 7 – reproduced below) extending a distance of approximately 850 metres, to the Swan River. The remainder of the south-west flight path length (if it was defined by PSNK) is not shown in the PSNK Report. However, by definition above, having already adopted a curved segment on departure from the helipad, the remaining length of 2.5 kilometres approximately would need to be straight in order to comply with ICAO Annex 14-II specifications. Alternatively the curved portion on departure would need to be removed in order to accommodate a curve further out.

<sup>1</sup> A subsequent version of the PSNK Report (190527) appears to address the limitation to a single curved section, but does not extend the flight path protection to the required length

10 February, 2021  
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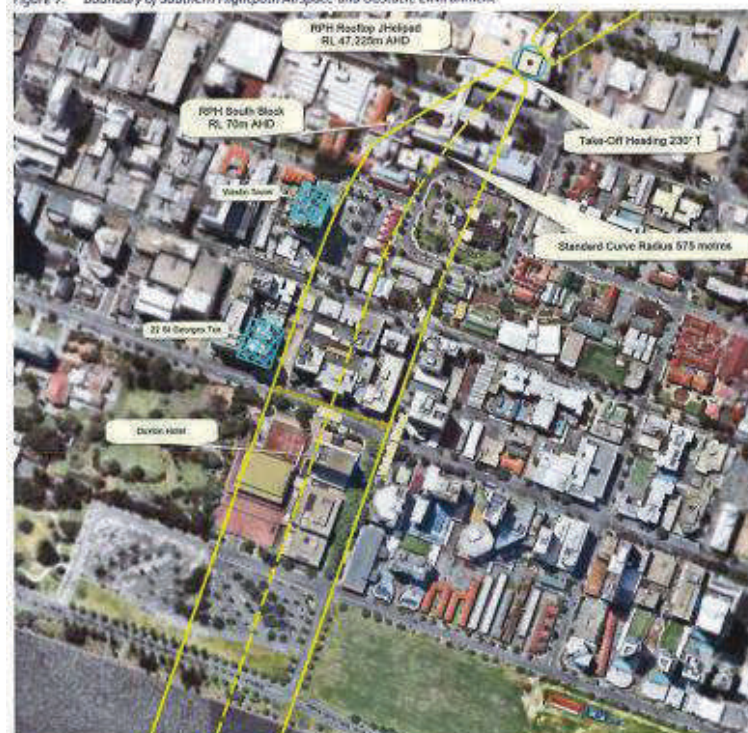
- 4 -

Figure 6: Airspace extent for northern and southern flightpath tracks



Source: PSNK Report V180424

Figure 7: Boundary of Southern Flightpath Airspace and Obstacle Environment



Source: PSNK Report V180424



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 Our File Ref: B19552AL001  
 Contact: Ben Hargreaves

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## 5. OLS SLOPES

Annex 14-II specifies the slope design categories which apply to different helicopter performance class operations. For performance class 1 operations, the slope design category is A, and the required slope is 4.5%, per Annex 14-II Table 4-1 and Figure 4-6 (attached).

ICAO Annex 14-II also describes how the inner edge of the 4.5% slope may be raised in order to clear close in obstacles (see Figure 4-4, attached). Raising the inner edge is permitted under Annex 14-II with approval from the appropriate authority.

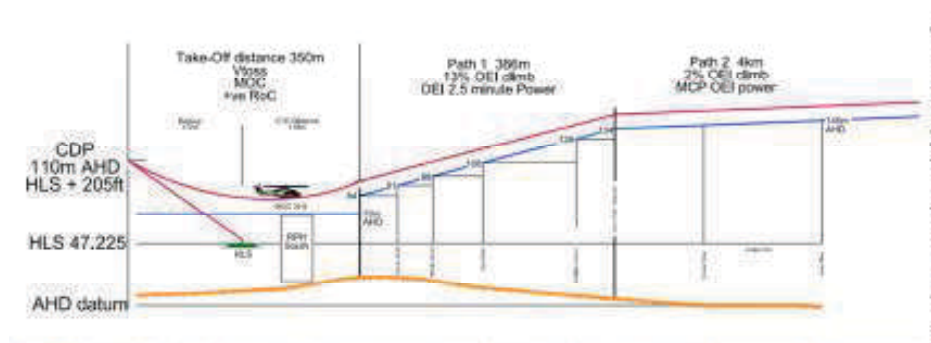
4.1.15 The elevation of the inner edge shall be the elevation of the FATO at the point on the inner edge that is intersected by the centre line of the take-off climb surface. For heliports intended to be used by helicopters operated in performance class 1 and when approved by an appropriate authority, the origin of the inclined plane may be raised directly above the FATO.

In Australia currently, the appropriate authority would be the pilot-in-command/Chief Pilot of the helicopter operator, as the responsibility under the available regulations (*Civil Aviation Regulations 1998*) for the safety of operations lies with the operator.

The 4.5% OLS slope specified in ICAO Annex 14-II is a generic slope intended to protect for a wide range of helicopter operating capabilities and conditions. It forms an internationally accepted 'standard' which provides a quantifiable degree of certainty around the obstacle environment.

In our experience, helicopter operators providing emergency medical transport generally expect a 4.5% slope to be protected, as a minimum. For reference the Ministry of Health policy in NSW and Queensland Health guidelines both require a 4.5% slope commencing at the helipad elevation. The Department of Health and Human Services guidelines in Victoria require protection of (RPH-equivalent) helipads with a horizontal segment at the helipad elevation for the first 240 metres, followed by a 4.5% slope for 3,386 metres.

The PSNK report includes a technical analysis demonstrating that the AW139 helicopter, on a representative operating day of 40°C can exceed the 4.5% slope during the early part of the one engine inoperative climb (part of Figure 15 – reproduced below. This is a specific analysis for a particular helicopter type (which we have not verified but assume to be accurate).



Source: PSNK Report V180424 Figure 15 (part)

10 February, 2021  
Our File Ref: B19552AL001  
Contact: Ben Hargreaves

- 6 -

Although in common use for emergency medical transport operations, The AW139 is not the only type that might operate to the RPH helipad. DFES has noted in consultation that use of the helipad by a range of potential helicopter types must be protected into the future. DFES is not able to specify or guarantee the helicopter type or capability in soliciting future service providers.

While it may be sufficient for current operations to protect the slopes identified in the PSNK report, instead of the 4.5% required by ICAO, this may not be sufficient to ensure future operations.

#### 6. FLIGHT PATH APPROVAL

Under Civil Aviation Regulation 92-2 and Civil Aviation Advisory Publication 92-2(2) a person must not land an aircraft on, or engage in conduct that causes an aircraft to take-off from, a place unless that place is suitable for use for the purposes of the landing and taking-off of aircraft. The assessment of suitability lies with the pilot, including in particular the flight paths available for use in a one engine inoperative or other emergency situation.

Day-to-day approval of the RPH flight path obstacle clearances therefore comes from the Chief Pilot/s of the respective organisations which are required to operate there in providing emergency medical transport services (refer **Section 2**).

However, as custodian of the aeromedical services contract, we suggest DFES would be the appropriate overarching approval authority, in consultation with current and potential future helicopter operators and, at its discretion, CASA. We would expect that consultation to result in adoption of the current CASA guidance and ICAO Annex 14 Volume II specifications for obstacle limitation surface dimensions, geometry and slope.

Yours faithfully  
For and on behalf of  
LAMBERT & REHBEIN (SEQ) PTY LTD



**B.J. HARGREAVES** M.Eng, M.Sc, C.Eng MICE, MIEAust, CPEng, RPEQ  
SENIOR ASSOCIATE

Enc: ICAO Annex 14 Volume II Table 4-1  
ICAO Annex 14 Volume II Figure 4-6  
ICAO Annex 14 Volume II Figure 4-4



## Chapter 4

## Annex 14 — Aerodromes

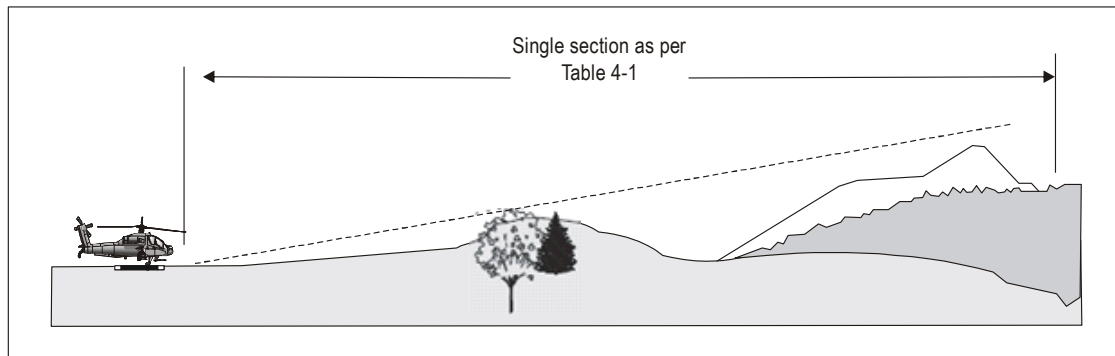
Table 4-1. Dimensions and slopes of obstacle limitation surfaces for all visual FATOs

SURFACE and DIMENSIONS	SLOPE DESIGN CATEGORIES		
	A	B	C
<b>APPROACH and TAKE-OFF CLIMB SURFACE:</b>			
Length of inner edge	Width of safety area	Width of safety area	Width of safety area
Location of inner edge	Safety area boundary (Clearway boundary if provided)	Safety area boundary	Safety area boundary
<b>Divergence:</b> (1st and 2nd section)			
Day use only	10%	10%	10%
Night use	15%	15%	15%
<b>First Section:</b>			
Length	3 386 m	245 m	1 220 m
Slope	4.5% (1:22.2)	8% (1:12.5)	12.5% (1:8)
Outer Width	(b)	N/A	(b)
<b>Second Section:</b>			
Length	N/A	830 m	N/A
Slope	N/A	16% (1:6.25)	N/A
Outer Width	N/A	(b)	N/A
Total Length from inner edge (a)	3 386 m	1 075 m	1 220 m
<b>Transitional Surface:</b> (FATOs with a PinS approach procedure with a VSS)			
Slope	50% (1:2)	50% (1:2)	50% (1:2)
Height	45 m	45 m	45 m

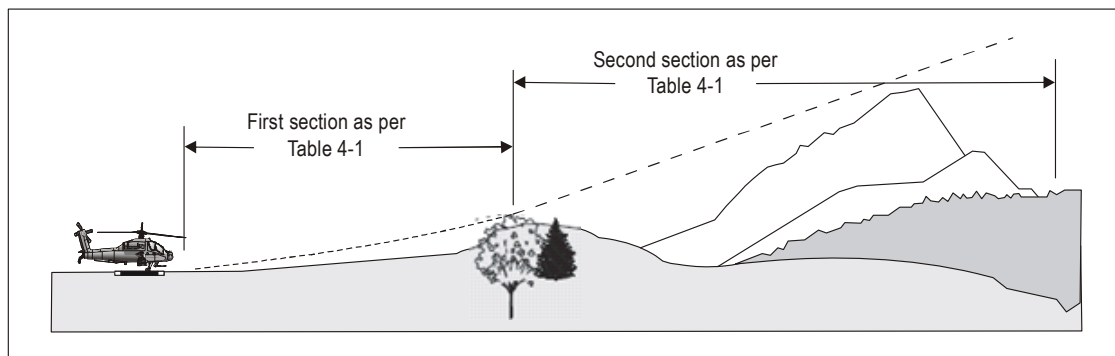
(a) The approach and take-off climb surface lengths of 3 386 m, 1 075 m and 1 220 m associated with the respective slopes, brings the helicopter to 152 m (500 ft) above FATO elevation.

(b) Seven rotor diameters overall width for day operations or 10 rotor diameters overall width for night operations.

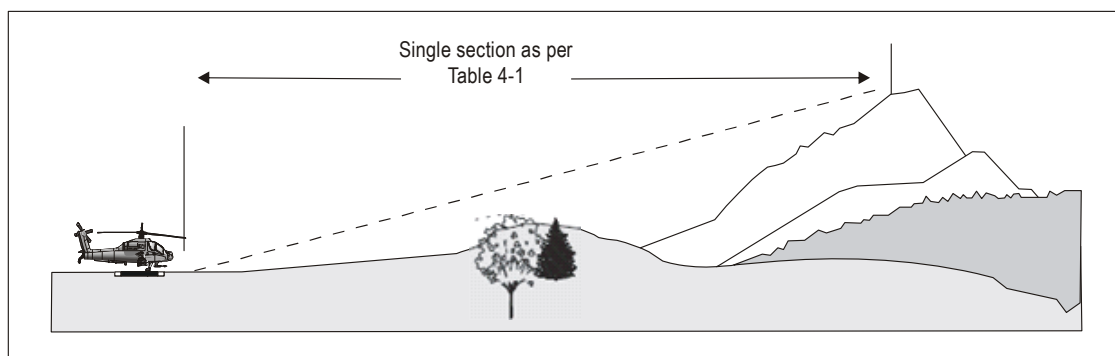
*Note.— The slope design categories in Table 4-1 may not be restricted to a specific performance class of operation and may be applicable to more than one performance class of operation. The slope design categories depicted in Table 4-1 represent minimum design slope angles and not operational slopes. Slope category “A” generally corresponds with helicopters operated in performance class 1; slope category “B” generally corresponds with helicopters operated in performance class 3; and slope category “C” generally corresponds with helicopters operated in performance class 2. Consultation with helicopter operators will help to determine the appropriate slope category to apply according to the heliport environment and the most critical helicopter type for which the heliport is intended.*



a) Approach and take-off climb surfaces - "A" slope profile - 4.5% design

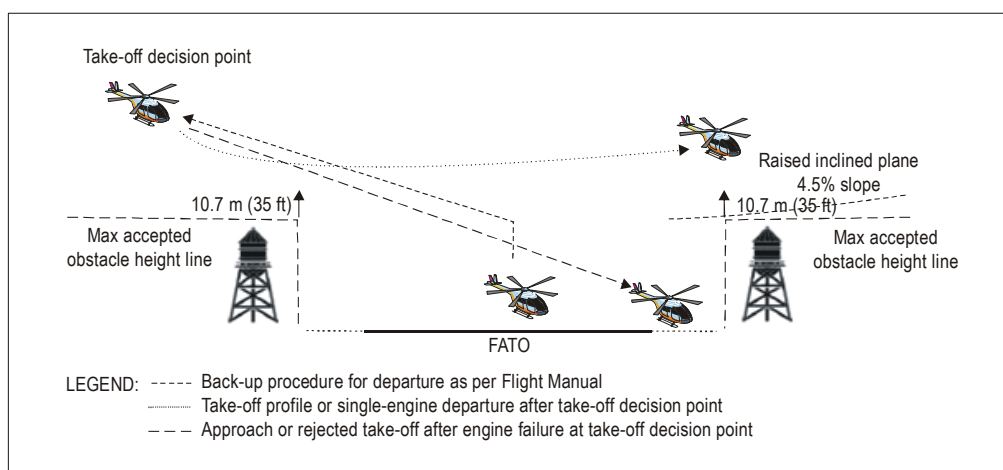


b) Approach and take-off climb surfaces - "B" slope profile - 8% and 16% design



c) Approach and take-off climb surfaces - "C" slope profile - 12.5% design

**Figure 4-6. Approach and take-off climb surfaces with different slope design categories**



**Figure 4-4. Example of raised inclined plane during operations in Performance Class 1**

*Note 1.— This example diagram does not represent any specific profile, technique or helicopter type and is intended to show a generic example. An approach profile and a back-up procedure for departure profile are depicted. Specific manufacturers operations in performance class 1 may be represented differently in the specific Helicopter Flight Manual. Annex 6, Part 3, Attachment A provides back-up procedures that may be useful for operations in performance class 1.*

*Note 2.— The approach/landing profile may not be the reverse of the take-off profile.*

*Note 3.— Additional obstacle assessment might be required in the area that a back-up procedure is intended. Helicopter performance and the Helicopter Flight Manual limitations will determine the extent of the assessment required.*

Royal Perth Hospital Flight Path Protection Scheme Amendment Request

element.

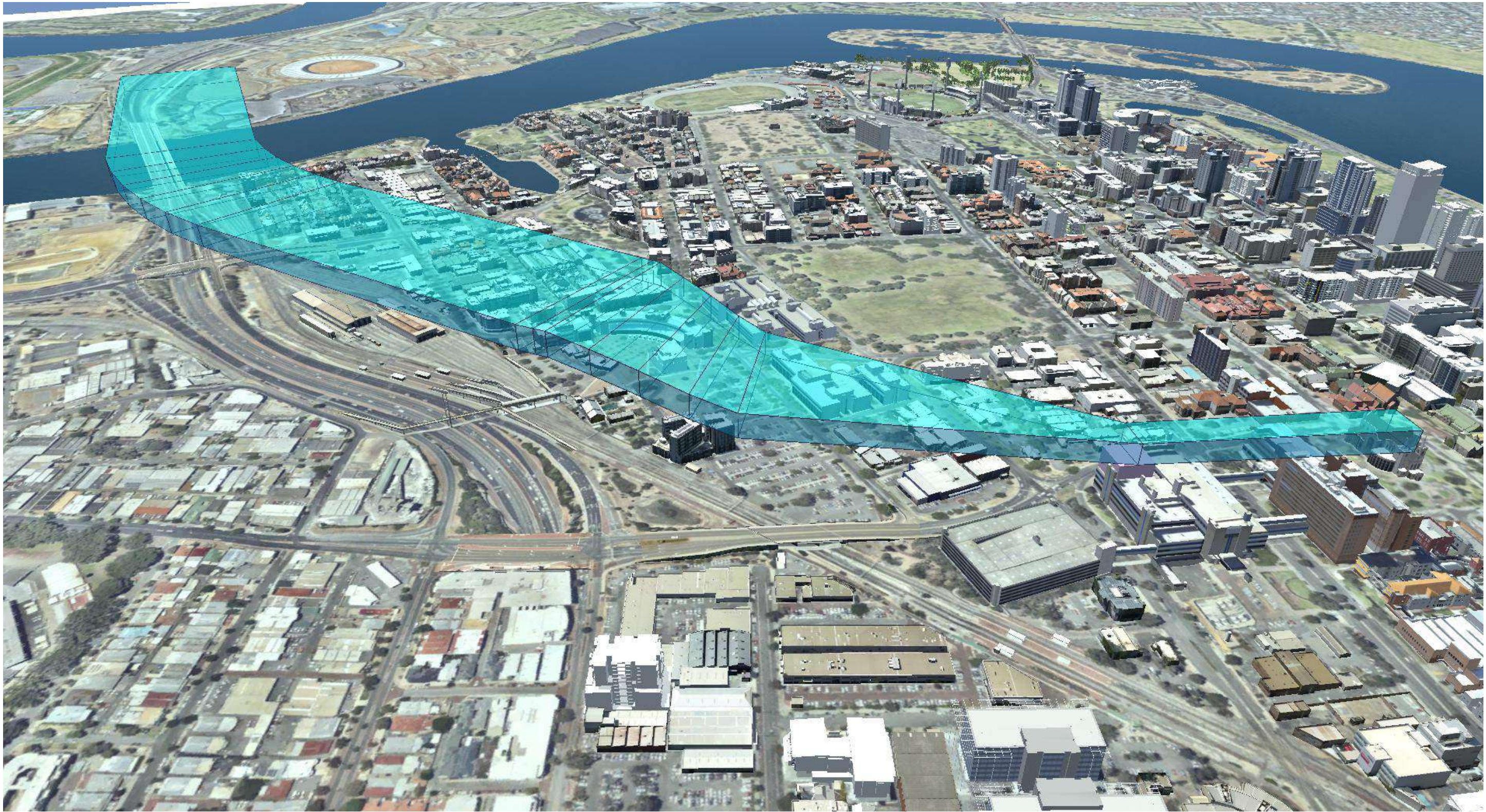
## Appendix 6

Central Perth Planning Committee Meeting (3 September 2018)

















Your ref: N/A  
Our ref: DP/11/01552  
Enquiries: Tyrone Desai (6551 9638)

Liz MacLeod  
Chief Executive  
East Metropolitan Health Service  
PO BOX 8172  
Perth Business Centre  
PERTH WA 6849

Dear Ms MacLeod

**CENTRAL PERTH PLANNING COMMITTEE MEETING – ROYAL PERTH HOSPITAL HELIPAD FLIGHT PATHS**

The amended proposal for the Royal Perth Hospital Helipad flight paths was considered by the Central Perth Planning Committee on 3 September 2018 where the following resolution was passed:

*That the Central Perth Planning Committee resolves to;*

- 1. provide support for the amended flight paths as detailed in Attachment 1;*
- 2. provide support for the lodgement of a Development Application relating to the proposed helipad and helicopter flight paths; and*
- 3. provide support for the preparation of a scheme amendment to protect the proposed flight paths from future development.*

If you have any queries regarding this advice, please contact Tyrone Desai on 6551 9638 or [Tyrone.Desai@dplh.wa.gov.au](mailto:Tyrone.Desai@dplh.wa.gov.au)

Yours sincerely

Sam Fagan  
Secretary  
Western Australian Planning Commission

7 September 2018

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000  
Tel: (08) 6551 8002 Fax: (08) 6551 9001 [info@dplh.wa.gov.au](mailto:info@dplh.wa.gov.au) [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)  
ABN 35 482 341 493  
[wa.gov.au](http://wa.gov.au)







Royal Perth Hospital Flight Path Protection Scheme Amendment Request

element.

## Appendix 7

Letters of Support (previous indicative flight paths)





Metropolitan  
Redevelopment  
Authority

31 May 2018

Ms Elizabeth MacLeod  
Chief Executive Officer  
East Metropolitan Health Service  
PO Box X2213  
PERTH WA 6847

File No: MRA-09705  
Doc Id: A563193

Dear Ms MacLeod

### PROPOSED ROYAL PERTH HOSPITAL HELIPAD AND FLIGHT PATHS

I write in relation to your correspondence received on 7 May 2018 regarding the proposed Royal Perth Hospital (RPH) helipad upgrade and associated flight paths.

The Metropolitan Redevelopment Authority (MRA) understands two designated flight paths have been identified, in accordance with emerging Civil Aviation Safety Authority (CASA) regulations. The proposed northern flight path will pass through a portion of the MRA's Central Perth Redevelopment Area, including portions of Claisebrook Village (at a minimum flight height of 60m) and the East Perth Power Station (at a minimum flight height of 150m).

I can advise that the MRA supports in-principle the proposed northern flight path, as indicated in Attachment 1 to this letter. It is requested that the Department of Health continue to work to minimize impacts on potential development options for the identified sites in the context of ensuring safe flight paths. Please advise the MRA of the final designated flightpaths, so that the MRA can inform prospective purchasers of sites such as the East Perth Power Station that the lots are situated in the vicinity of a designated helicopter flight path route.

The MRA encourages Department of Health to continue to liaise with the City of Perth regarding the southern flightpath.

Thank you for the opportunity to comment on the proposal and should you have any further queries regarding this matter please contact Ms Conor Ward on 6557 0781 or via email [conor.ward@mra.wa.gov.au](mailto:conor.ward@mra.wa.gov.au).

Yours sincerely

**Ryan Keys**  
**Executive Director Planning**

Att Attachment 1 – Proposed Flight Paths

**HEAD OFFICE** GPO Building Level 3, Forrest Place, Perth WA  
**P** Locked Bag 8, Perth Business Centre, WA 6849

**ABN** 69 902 571 142

**T** +61 (0)8 6557 0700 **E** [reception@mra.wa.gov.au](mailto:reception@mra.wa.gov.au)  
**F** +61 (0)8 9281 6020 **W** [www.mra.wa.gov.au](http://www.mra.wa.gov.au)



Attachment 1 – Proposed Flight Paths (from ‘Royal Perth Hospital Helipad Strategic Overview’ prepared by PWC April 2018)





CATHOLIC ARCHDIOCESE OF PERTH



Administration Centre

23 August 2018

Mr Brad Caldwell  
Director  
PricewaterhouseCoopers  
GPO Box D198  
PERTH WA 6840

Dear Mr Caldwell

**Proposed Royal Perth Hospital Helipad and Flight Paths**

Further to your recent correspondence I am writing to confirm the following:

The Roman Catholic Archbishop of Perth:

- is the owner of a number of significant properties located within the 'Victoria Square Precinct'.
- is a stakeholder and neighbour of the Royal Perth Hospital
- supports in-principle, the proposed relocation of the existing helipad
- understands the relocation of the helipad is necessary to accommodate the new heavier helicopters being purchased to replace the existing helicopters currently in operation
- acknowledges the proposed protected flight path associated with the helicopter service is required for the service to continue providing this critical service to the community during "emergency" conditions and at other times flight paths will be dictated, as they are now by climatic conditions.

If you have any further queries, please do not hesitate to contact the Catholic Administration Centre.

Yours sincerely

Theresa Carroll  
Manager Property

**Address:**  
Graver House, Administration Centre  
249 Adelaide Terrace, Perth WA 6000, Australia

**Mailing Address:**  
GPO Box 11662  
Perth WA 6843

**Telephone:** +61 8 6104 3600  
**Facsimile:** +61 8 6162 0345

**Email:** [admin@perthcatholic.org.au](mailto:admin@perthcatholic.org.au)  
**Website:** [www.perthcatholic.org.au](http://www.perthcatholic.org.au)

**element.**  
the art and science of place

Level 18, 191 St Georges Tce, Perth WA 6000  
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[elementwa.com.au](http://elementwa.com.au)

**9.6 OUTCOMES OF ADVERTISING AND ADOPTION OF AMENDED DEVELOPMENT COMPLIANCE ENFORCEMENT POLICY**

Attachments: 1. Development Compliance Enforcement Policy 

**RECOMMENDATION:**

That Council:

1. **NOTES** the outcomes of advertising the proposed Development Compliance Enforcement Policy as detailed in this report;
2. **RESCINDS** Policy No. 4.1.22 – Prosecution and Enforcement; and
3. **ADOPTS** the Development Compliance Enforcement Policy at Attachment 1.

**PURPOSE OF REPORT:**

To detail the outcomes of advertising the Development Compliance Enforcement Policy (at **Attachment 1**) and consider whether to adopt that policy, which would include rescinding the superseded [Policy No. 4.1.22 – Prosecution and Enforcement](#).

**BACKGROUND:**

The Development Compliance Enforcement Policy (Policy) has been generated from the review of Policy No. 4.1.22 – Prosecution and Enforcement and, if adopted, the new Policy would supersede Policy No. 4.1.22.

The Development Compliance Enforcement Policy was presented to the Ordinary Meeting of Council on 15 December 2020 where it was determined the policy review should be deferred to enable further consultation with Council and the community. Following further amendments, the Policy was presented to the Ordinary Meeting of Council on 26 July 2022 where the Policy was approved for advertising.

The amendments to the Policy as advertised are outlined below:

- Objectives have been amended to include:
  - The principles of fairness, impartiality, consistency, transparency, and accountability; and
  - Encouraging self-resolution between affected parties where appropriate.
- Scope of the Policy has been amended to relate to planning and building compliance only.
- Guidance has been included on what could be a civil matter.
- Information has been provided on risk management and a prioritisation approach to deal with high-risk matters.
- Clarification has been provided on circumstances where unauthorised development would be allowed to continue. The factors to be considered include:
  - Impacts on neighbours and the broader community,
  - The objectives of the City's Public Health Plan, and
  - Reasonable prospects of approvals being obtained.
- A strong emphasis has been placed on proportionate and graduated responses to compliance matters.
- The Policy now includes stronger recognition of the 'Director of Public Prosecutions - Statement of Prosecution Policy and Guidelines'. This is a state government policy, but the City can still adopt the approach outlined by the Director of Public Prosecutions.

**DETAILS:**

No clear stakeholder groups exist to engage with on this policy, so comments were sought from the general community.

In accordance with the City's [Community and Stakeholder Engagement Policy](#), the Development Compliance Enforcement Policy (Policy) was advertised from 10 August 2022 until 2 September 2022 (23 days total) in the following ways:

- Notice published on the 'Imagine Vincent' website.
- Notice posted to the City's social media.
- Notice published in the 'Perth Voice'.
- Notice exhibited on the notice board at the City's Administration, Library and Local History Centre.

The Imagine Vincent website page advertising the Policy was accessed 50 times and copies of the Policy were downloaded 13 times. No submissions have been received via the survey provided on the Imagine Vincent website; and Administration have not received any written or verbal feedback on the Policy during the consultation period.

Given the outcomes of consultation, it is recommended that the Policy at Attachment 1 is adopted by Council per clause 4.5 of the City's [Policy Development and Review Policy](#) which states: "if no submissions are received a report is prepared for Council advising this, and recommending that the policy document is adopted".

#### **CONSULTATION/ADVERTISING:**

The Policy has already been advertised for community consultation as detailed above. No further consultation or advertising is proposed prior to adoption of the Policy.

#### **LEGAL/POLICY:**

Clause 2.7(2)(b), Division 2, Part 2 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 repealing and adopting policies.

#### **RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to adopt the Development Compliance Enforcement Policy.

#### **STRATEGIC IMPLICATIONS:**

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

##### Sensitive Design

*Our built form character and heritage is protected and enhanced.*

##### Innovative and Accountable

*Our community is aware of what we are doing and how we are meeting our goals.*

#### **SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any environmental sustainability outcomes.

#### **PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

#### **FINANCIAL/BUDGET IMPLICATIONS:**

Nil.



**COMMENTS:**

The proposed Development Compliance Enforcement Policy (Policy) would ensure a consistent approach to ensuring planning and building decisions made by Council and Administration are implemented and the legislative framework is upheld.

Council have provided insights to support this policy review. The Policy has been advertised to the community however no feedback was received during the consultation period.

It is recommended that the Development Compliance Enforcement Policy is adopted by Council and the superseded Policy No. 4.1.22 – Prosecution and Enforcement is rescinded.

# Development Compliance Enforcement Policy



<b>Legislation / local law requirements</b>	Any legislation, regulations and local laws referred to in the City's Register of Delegations, Authorisations and Appointments relevant to Planning and Building compliance matters
<b>Relevant delegations</b>	Appointment of authorised and designated officers in accordance with the City's Register of Delegations, Authorisations and Appointments
<b>Related policy procedures and documents</b>	Director of Public Prosecutions Act 1991 – Statement of Prosecution and Policy Guidelines (DPP Guidelines) Other State Government Guidelines Register of Delegations, Authorisations and Appointments Administration Enforcement Procedure Service Area Practice Notes

## PURPOSE

To establish the process for administering compliance with the acts, regulations and local laws relevant to Planning and Building compliance matters under the City of Vincent's (City's) control.

## OBJECTIVES

In undertaking any enforcement action the City will consider the rights of the offender, the interests of the community, the circumstances of each individual case and the risk associated with enforcement decisions.

The City will conduct its compliance and enforcement investigations and actions in a manner that is impartial, fair and consistent. The City endeavours to emulate the approach outlined in the DPP Guidelines, Court decisions and State Government guidelines. To ensure transparency and accountability, decision making processes will be documented in accordance with the Administration Enforcement Procedure and process mapping.

The City strongly supports affected parties genuinely attempting to resolve compliance matters directly with one another. In most scenarios this will lead to a more timely, amicable and efficient resolution.

## SCOPE

This Policy applies to the investigation and resolution of offences for breaches of acts, regulations and local laws relevant to Planning and Building compliance matters.



## POLICY

### 1. Investigation of alleged breaches

#### 1.1 The City will investigate an alleged breach where:

- (a) A customer has contacted the City in respect to it; or
- (b) It relates to an activity that poses an unacceptable risk to the City or community; and/or
- (c) A monitoring observation has been made by an Authorised Officer which is considered to pose an unacceptable risk or outcome to the community.

#### 1.2 The City may utilise its discretion to not investigate an alleged breach, or may discontinue an investigation if the alleged breach:

- (a) Is assessed as 'low' in accordance with the City's Risk Management Policy and does not directly affect the health, safety or amenity of the Customer;
- (b) Arises from the negotiation of a contract of sale of Property, where resolution of the breach should be negotiated by the buying and selling parties;
- (c) Is unsubstantiated, vexatious or involves an ongoing neighbourhood dispute which the parties could reasonably resolve;
- (d) Is a civil matter (no prescribed legislation administered by local government) ;
- (e) Is being managed by the offender submitting an application for existing unauthorised development; or
- (f) When enforcement proceedings are unlikely to be successful due to:
  - (i) The time elapsing since the development was undertaken or statute of limitations expiring; and/or
  - (ii) A lack of documentary evidence (such as plans/documents, reliable witnesses), including if it is unclear who the offender is.

#### 1.3 Where an alleged breach is raised by a Customer, for evidentiary and contact purposes the City would normally request the complaint be made in writing, including:

- (a) Name, address and phone number or email address of the complainant;
- (b) Address of the Property to which the complaint relates;
- (c) Details of the alleged breach; and
- (d) Details of how the matter is affecting the Customer.

The City will advise the customer if they may be required to appear as a witness if prosecution is determined to be the appropriate course of action.



- 1.4 Complaints will be prioritised for investigation in the order set out below, based on an assessment of the 'Risk Classification Matrix' as contained within the Risk Management Policy (Attachment)
- (a) Any matter relating to a property that is considered to be a high risk;
  - (b) Any matter involving irreversible and permanent damage to a Heritage Building;
  - (c) The seriousness/impact of the alleged breach or offence, consistent with legal requirements; and
  - (d) All other alleged breaches will be processed in the order in which they arise.
- 2. Enforcement**
- 2.1 Enforcement action often involves a range of options depending on the legislation which is being applied, including:
- Taking no further action;
  - Verbal direction;
  - Written correspondence;
  - Issue of infringement notice/s;
  - Issue of notices/orders/directives;
  - Seeking an injunction; or
  - Prosecution action.
- 2.2 The City would determine the most appropriate method of enforcement action through consideration of the following principles:
- (a) Graduated response – this principle recognises that less severe enforcement options could be utilised and tried first, before progressing to more severe enforcement options;
  - (b) Proportionate response – this is an assessment of the severity of the alleged breach which should lead to more serious enforcement action being utilised to manage more severe breaches or deliberate and/or repeated non-compliance;
  - (c) Applications for existing unauthorised development may be invited if it is established there is a reasonable prospect of Development and/or Building Approval being obtained;
  - (d) Discretion to allow the continuation of an existing unauthorised development while approval is being obtained is to be assessed on a case by case basis. Factors for consideration are to include:
    - (i) Impact to neighbouring properties, public property or the community;
    - (ii) Consideration of the objectives of the City's Public Health Plan; and
    - (iii) Reasonable prospect of Development and/or Building Approval being obtained;
  - (e) Public interest assessment if there is a significant monetary penalty;
  - (f) Consideration of mitigating or aggravating circumstances;



- (g) Provision of legal advice received from the City's legal representatives or precedence of similar cases;
- (h) The prospects of conviction including *prima facie* evidence to prove the case beyond reasonable doubt including but not limited to written or verbal admissions and witness statements; and
- (i) An assessment against the City's Risk Management Policy.

2.3 Prosecution proceedings may be discontinued where:

- (a) There is an error at law or in the charges;
- (b) There is a mistake of fact;
- (c) The alleged offender is deceased, cannot be located or is declared bankrupt;
- (d) The City's legal advisors recommend this;
- (e) The age, state of physical health and/or mental health of the alleged offender is a determining factor;
- (f) The Court has made comments which would support discontinuing the case;
- (g) There has been consultation with the defendant or their legal representatives to achieve a suitable resolution, noting the City still has the discretion to continue the prosecution even if steps towards compliance are made following commencement; or
- (h) It is not in the Public Interest to continue to pursue the charges.

**3. Recovery of legal costs and penalties**

- 3.1 The City will seek to recover its fair and reasonable costs in all matters where costs are recoverable, either by consent or by order of the Court.
- 3.2 The City is unable to assist third parties in the recovery of legal costs.

**4. Injunctions/Prosecution Appeals**

- 4.1 The City may seek an injunction by a court for a breach of statute. The decision will be made at the discretion of the Chief Executive Officer.
- 4.2 The decision to appeal a decision/penalty made by a court will be made at the discretion of the Chief Executive Officer, based on the following factors:
  - (a) The approach documented in the DPP Guidelines; and
  - (b) At the recommendation of the City's legal advisors.



## DEFINITIONS

**Authorised Officer** means an employee of the City who has been appointed by Council, the CEO or the CEO's delegate, pursuant to the *Local Government Act 1995* or other legislation, to fulfil certain powers and duties assigned under that legislation or local law to an "authorised officer" or "authorised person".

**Public Interest** means:

- Action and/or conduct which is for the good of society and for the well-being of its members. The interest is therefore the interest of the public as distinct from the interest of an individual or individuals (Reference: *DPP v Smith* [1991] 1 VR 63). In the local government context, it specifically relates to the general function of the City to provide for the good governance of persons in its district (see section 3.3(1) of the *Local Government Act 1995*); and
- This definition of public interest was developed following consideration of the principles of 'Evaluation of the Public Interest' as stated in the *Director of Public Prosecutions Act 1991* – Statement of Prosecution and Policy Guidelines.

OFFICE USE ONLY	
Responsible Officer	Manager Built Environment and Wellbeing
Initial Council adoption	Date: <Approval Date>, Ref#
Reviewed / Amended	Date:                      Ref#:
Next Review Date	Date: <review Date>



**9.7 REDEVELOPMENT PROPOSALS - THE AVENUE AND FRAME COURT CAR PARKS, LEEDERVILLE**

- Attachments:**
1. **Redevelopment Proposals Process**  
  2. **Request for Proposals Material**  
  3. **Evaluation Assessment - Confidential**

**RECOMMENDATION****That Council:**

1. **NOTES** the outcome of the evaluation process for the Request for Proposals relating to The Avenue and Frame Court Car Parks, Leederville;
2. **ENDORSES** the three shortlisted proposals for progression to Stage 2 of the Redevelopment Proposals Process set out in Attachment 1; and
3. **REQUESTS** the Chief Executive Officer present a report to Council to determine the additional information required from the shortlisted proposals and the selection criteria to be used to determine the preferred proposal prior to the commencement of Stage 2 of the Redevelopment Proposals Process set out in Attachment 1.

**PURPOSE OF REPORT:**

For Council to endorse the shortlisted proposals for progression to Stage 2 of the Redevelopment Proposals Process for the redevelopment of The Avenue and Frame Court Car Parks, following the evaluation process.

**BACKGROUND:**Leederville Masterplan

In 2012, the City adopted the Leederville Masterplan. The [Leederville Masterplan Built Form Guidelines](#) established redevelopment plans for the two City-owned at-grade car parks; The Avenue and Frame Court Car Parks.

Leederville Precinct Structure Plan

Leederville is identified as a Secondary Centre in accordance with the Western Australian Planning Commission's (WAPC) State Planning Policy 4.2 – Activity Centres for Perth and Peel (SPP 4.2). In accordance with SPP 4.2, the City has prepared the Leederville Precinct Structure Plan (LPSP) which will replace the Leederville Masterplan and guide future development within the locality.

Prior to being drafted, the LPSP was subject to significant research and public consultation through the 'Design Leederville' community consultation campaign in late 2019.

At its meeting on 14 September 2021, Council recommended that the WAPC approve the LPSP subject to modifications.

Under the LPSP The Avenue and Frame Court Car Parks would be zoned Mixed Use R-AC0 and are earmarked as Key Development Sites. The LPSP provides further guidance for the two landholdings as follows:

*The Avenue Car Park*

The site is situated within the Cityscape precinct, which is described as:

- A place with mixed uses that complement each other.
- The location for long-term development outcomes.
- The place where landmark development shapes the Leederville skyline.
- Designed to encourage public transport usage.

- A showcase for sustainability and reuse.
- A higher density mixed-use and residential area.
- A key contributor to the success of the Village.

This identifies an acceptable height standard of 18 storeys, which could increase to a maximum height of 23 storeys subject to bonus criteria being met.

#### *Frame Court Car Park*

The site is situated within the Urban Frame Type A precinct, which is described as:

- A mixed use area.
- Carefully designed to avoid impacts on existing neighbours.
- An attractive and safe entry point to the core of Leederville for pedestrian, cyclists and vehicles.
- Well-landscaped with lots of shade, green spaces and places to relax.

This identifies an acceptable height standard of 10 storeys, which could increase to a maximum height of 14 storeys subject to bonus criteria being met.

The LPSP is required to be approved by the WAPC before it becomes operational.

#### Request for Proposals

At its meeting on 14 December 2021, Council approved the Chief Executive Officer to commence an expression of interest process for the redevelopment of the City's major landholdings in Leederville, being The Avenue Car Park and Frame Court Car Park.

At its meeting on 21 June 2022, Council approved the redevelopment proposals process, included as **Attachment 1**, and the RFP material, included as at **Attachment 2**, for the purpose of advertising and authorised the Chief Executive Officer to advertise the RFP material for the purpose of receiving redevelopment concepts for The Avenue Car Park and Frame Court Car Park, Leederville.

The City has engaged Cygnet West to provide commercial expertise and Stantons to provide independent probity advice throughout Stage 1 of the redevelopment proposals process (**Attachment 1**).

Stage 2 of the redevelopment proposals process would involve Council, at a subsequent Council Meeting, reviewing the proposals that are shortlisted and determining the assessment criteria for Stage 2.

The City would again engage a commercial and probity adviser to support this process.

#### **DETAILS:**

##### RFP Submissions

Eight submissions were received throughout the advertising period from 27 June to 8 August 2022 as follows:

1. ABN Group;
2. Australian Development Capital;
3. Axiom Properties;
4. Blackoak Capital Ventures;
5. Cedar Woods;
6. Hesperia;
7. Mirvac; and
8. Urban Flux.

Evaluation Panel

The evaluation panel who assessed the submissions comprised of six voting members including:

- One representative from DevelopmentWA who has significant experience in assessing submissions of a similar nature and scale;
- Two representatives from the City's Design Review Panel who have extensive design and built form expertise; and
- Three representatives from Administration who have the appropriate land, legal, planning and development knowledge and skills.

The evaluation panel was advised by an external independent probity advisor, Administration's Coordinator Procurement and Contracts as well as two subject matter experts from Cygnet West.

Compliance Assessment

One submission was determined to be non-compliant due to failure to meet the essential non weighted selection criteria and therefore was not progressed to the qualitative selection criteria evaluation stage.

Evaluation Method and Weighting

The selection criteria is reflected in the RFP materials at **Attachment 2**.

The following non weighted compliance criteria was essential, a failure to address these key commercial terms resulted in disqualification of the submission.

-	Provide a minimum of 400 public parking bays across one or both sites with 10% of car parking bays to provide easy access for mobility impaired and provide short term access.
-	Public car park design concept, proposed ownership and tenure structure, lease and or management agreement draft principles, operational management plan, and in the event of a lease or management agreement, a parking fee schedule and operating expenditure plan, and 10-year operational cashflow.
-	Indicative commercial terms to outline the proposed transaction arrangement (e.g., buy, lease, trade or enter joint venture with CoV).

The qualitative selection criteria and weighting used in evaluating the submissions were as follows. Each of the sub-criteria were weighted equally within each of the three criteria sections.

<b>Project Vision and Design Principles (50%)</b>	
<u>Context and Character</u>	<ul style="list-style-type: none"> <li>- Developer understanding of the distinctive character of the Leederville precinct and how a new development would integrate, celebrate, and speak to the character of Leederville.</li> <li>- Effective interface with adjacent heritage and character buildings including the YMCA HQ adjacent to the Frame Court site.</li> </ul>
<u>Landscape Quality</u>	<ul style="list-style-type: none"> <li>- Removal of mature trees and planting within the site must be replaced with mature trees and planting within the development site.</li> <li>- Consideration of Water Corporation drain on both sites as a key access route and potential walking trail. Achieved through built form design and delivery infrastructure considerations including maintenance access, and a celebration of the former seasonal freshwater stream.</li> <li>- Active interface with the area zoned Public Open Space within the Leederville Precinct Structure Plan, adjacent to Site 2.</li> </ul>
<u>Built Form &amp; Scale</u>	<ul style="list-style-type: none"> <li>- Quality of the proposed ground floor interface and its contribution to the experience of the precinct. Includes streetscape and landscape design, cultural infrastructure, and the delivery of active public spaces, both linear (laneways) and open (plazas).</li> <li>- Architectural aspirations, design approach and strategies to achieve design excellence (including design review by the City's panel).</li> <li>- Conceptual designs illustrating the project and vision inclusive of plan views, sections, elevations, height, and massing in perspectives.</li> </ul>

<u>Functionality and Build Quality</u> <ul style="list-style-type: none"> <li>- Commitment to innovation, which may include energy and water sourcing, built form and design, community, social and economic outcomes.</li> </ul>
<u>Sustainability</u> <ul style="list-style-type: none"> <li>- Approach to sustainable development to outline key environmentally sustainable design initiatives that will be included. Achievement of minimum Green Building Council of Australia 5 Green Star Certificate.</li> </ul>
<u>Amenity</u> <ul style="list-style-type: none"> <li>- Design, accommodate and demonstrate economic activation towards the improvement of the daytime and evening economy of the precinct.</li> <li>- Demonstrated diversity in product mix and pricing targeted to meet a wide variety of household demographics.</li> </ul>
<u>Legibility</u> <ul style="list-style-type: none"> <li>- Provision of a pedestrian link along 1) the eastern side of the Leederville Parade site, to integrate with existing Oxford Street built form and 2) along the eastern side of the Frame Court site, to integrate with adjacent site.</li> <li>- Prioritise access and connectivity to public transport (particularly Leederville train station) and active transport modes.</li> <li>- Understanding of existing and subsequent traffic issues; access and circulation, with a project design that delivers appropriate mitigation strategies.</li> </ul>
<b>Development Proposal (30%)</b>
<ul style="list-style-type: none"> <li>- Approach to land assembly to address amalgamation, subdivision, and issue of Title(s) for each site</li> <li>- Statutory planning and development programme, and if applicable staging concepts and programme, inclusive of a public car parking strategy ensuring reasonable public carparking is retained throughout the planning and development process.</li> <li>- Proposed development mix in schedule form for each site, setting out the various uses by product typology, floor areas and parking ratios.</li> <li>- Anticipated construction and operational employment generation.</li> </ul>
<b>Financial Capacity and Track Record (20%)</b>
<ul style="list-style-type: none"> <li>- Proponent contact details.</li> <li>- Proponent corporate structure.</li> <li>- Proponent business and company profile.</li> <li>- Demonstrated: <ul style="list-style-type: none"> <li>• Financial capacity;</li> <li>• Capability and experience in delivering similar scale projects; and</li> <li>• Capacity to deliver the proposed development, including details of other projects, current and planned for year 2023 – 2025.</li> </ul> </li> </ul>

### Evaluation Assessment

Please refer to **Confidential Attachment 3** for further detail.

### Evaluation Summary

The evaluation panel recommended that three of the submissions received be progressed to stage two of the redevelopment proposals process, for the following reasons:

- Compliance with the submission requirements;
- Addressed all essential, non-weighted selection criteria and key commercial terms; and
- Ranked highest in the evaluation panel's assessment of the qualitative selection criteria.

Three submissions were recommended to ensure that Stage 2 of the redevelopment proposals process remained competitive.

If submission are shortlisted for Stage 2 by Council, the full proposals provided by those shortlisted submissions would be provided to Council Members at a subsequent Council Workshop. Council would then determine the additional information and assessment criteria required for Stage 2 of the process at a subsequent Council Meeting.

**CONSULTATION/ADVERTISING:**

The RFP material (**Attachment 2**) was distributed through the following channels:

- notice published on the City and Cygnet West's website;
- notice published in The West Australian newspaper;
- notice published in the Australian Financial Review newspaper;
- notice published in The Voice newspaper;
- notice posted to RealCommercial online;
- notice posted to Development Ready online; and
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

Further community consultation would occur with any preferred concept and business plan Council endorses during Stage 2 of the redevelopment proposals process prior to Council considering whether to proceed with a major land transaction or the redevelopment of the sites.

**LEGAL/POLICY:**

Stage 2 of the redevelopment proposals process would comply with the requirements of S3.59. S3.59(2) which states that 'a local government is to prepare a business plan' and invite and consider public submissions on that business plan before it enters into a major land transaction.

The business plan can be prepared by the City's consultants on behalf of the City or by the City itself. During the advertisement of the business plan, submissions or entirely new proposals may be received.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to accept the shortlisted proposals following the evaluation process and to authorise the Chief Executive Officer to enter a negotiation period on design and proposed terms and conditions with the shortlisted proposals.

**STRATEGIC IMPLICATIONS:**

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

Thriving Places

*We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.*

*Our physical assets are efficiently and effectively managed and maintained.*

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

Sensitive Design

*Our built form is attractive and diverse, in line with our growing and changing community.*

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

Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.*

**SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*, however the selection criteria used in the evaluation process included the following criteria:

- Removal of mature trees and planting within the site must be replaced with mature trees and planting within the development site.

- Approach to sustainable development to outline key environmentally sustainable design initiatives that will be included. Achievement of minimum Green Building Council of Australia 5 Green Star Certificate.

**PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

The cost of the redevelopment proposals process would be met through the City's existing operational budget.

The proceeds that come from this process could be utilised to fund Unfunded Projects listed in the City's Long Term Financial Plan including but not limited to:

- Underground Power;
- Beatty Park 2062;
- Leederville Oval;
- Litis Stadium (dependent on approval of grant funding).

**COMMENTS:**

The LPSP is intended to influence and guide decision making for new development in the precinct, with respect to activity, movement, urban form, and resource conservation. The LPSP sets out a vision for Leederville:

*A thriving connected and sustainable local village that showcases and preserves its rich cultural and natural elements.*

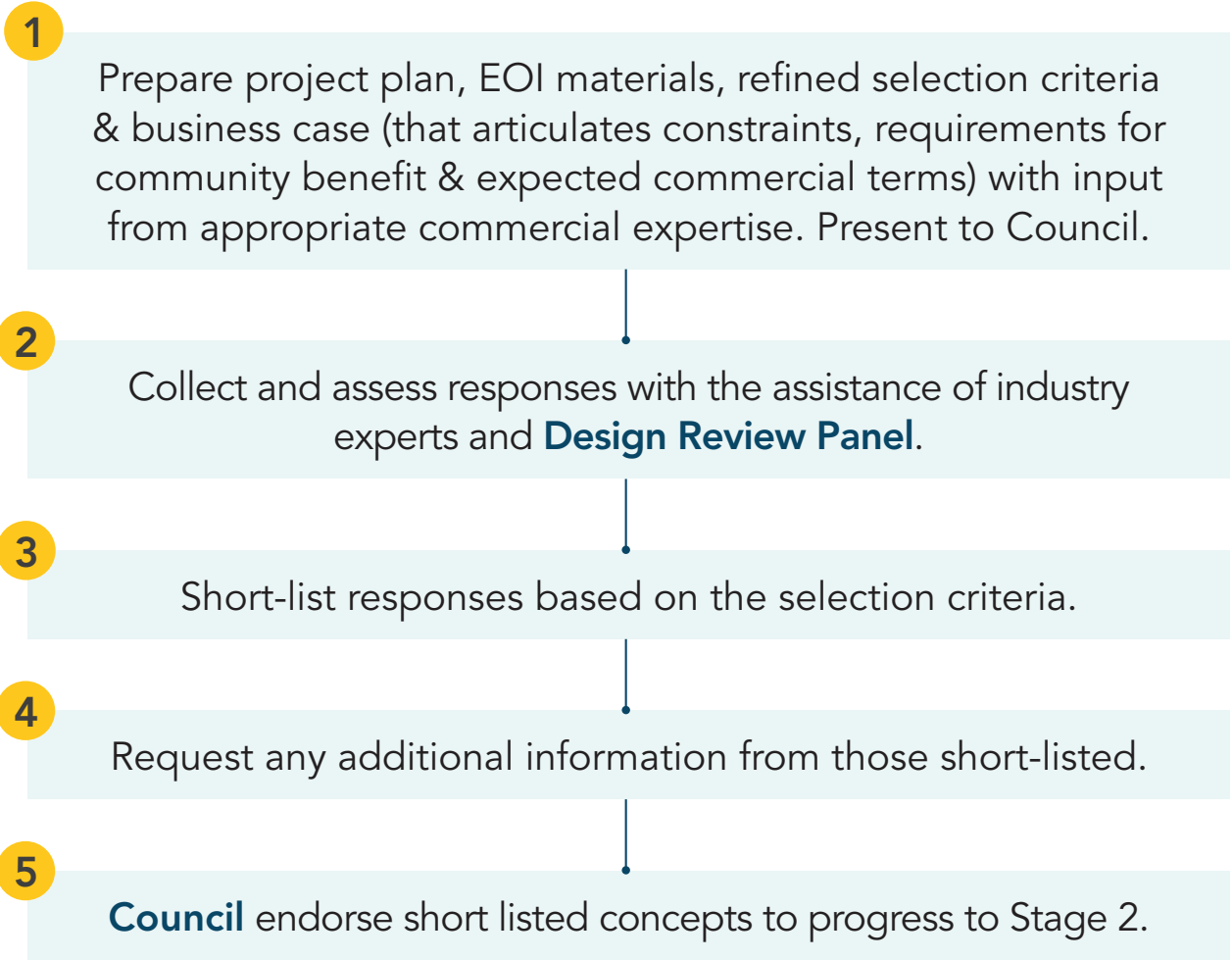
As a Secondary Centre, it is important that Leederville does not develop as a single-purpose centre, but instead continues to expand on its offering of a wide variety of land uses.

The progression of the LPSP and change in market conditions allows the City to effectively conduct the redevelopment proposals process at this time.

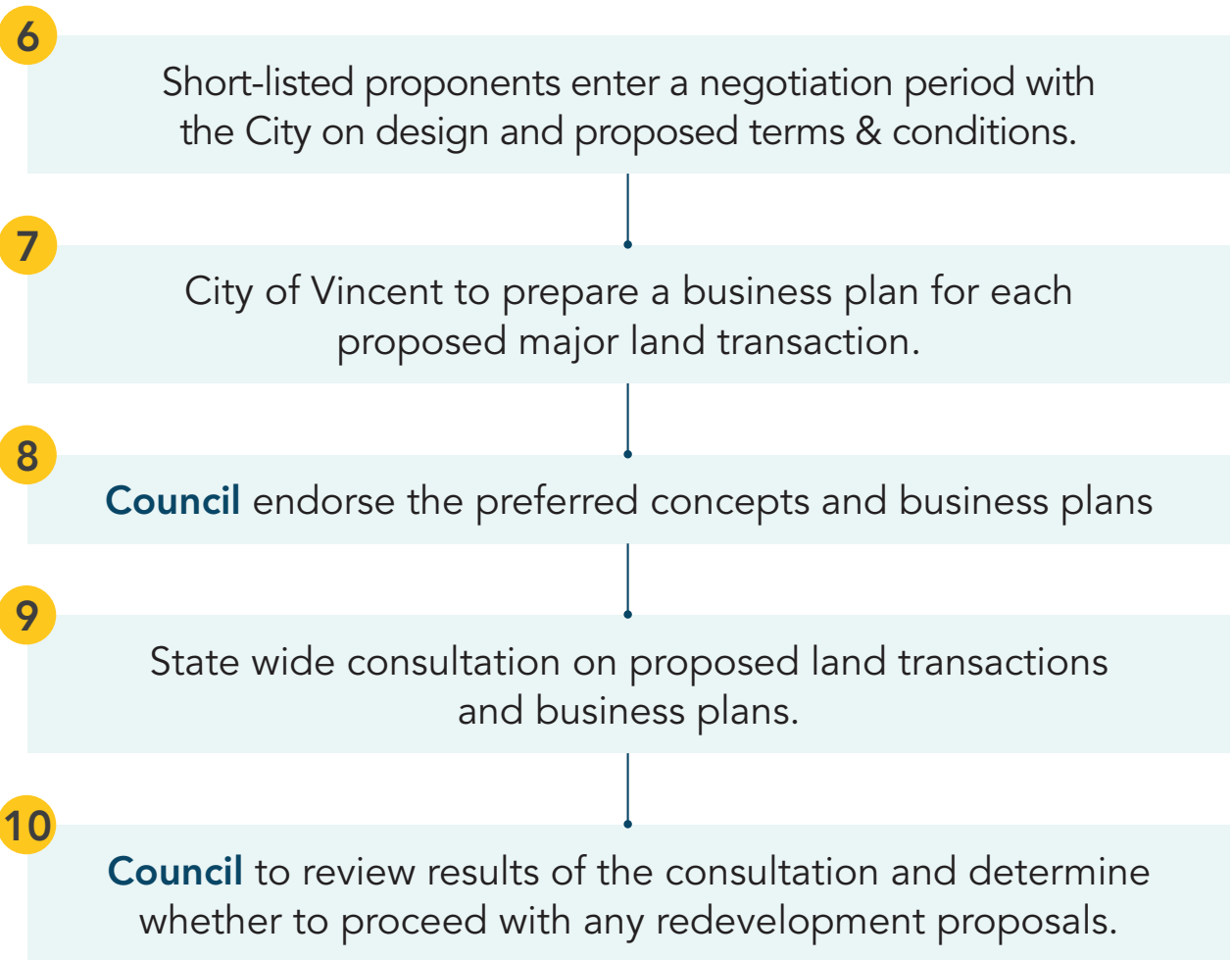
It is recommended that Council shortlist the three recommended submissions. Council would then be provided with the shortlisted proposals before determining the additional information and assessment criteria for Stage 2.



# STAGE 1



# STAGE 2





CITY OF VINCENT

# REQUEST FOR PROPOSALS REDEVELOPMENT CONCEPTS

8 August 2022





**Acknowledgement of Country**

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

We recognise the unique and incomparable contribution the Whadjuk people have made and continue to make to our culture and in our community. We will continue to seek the input of the Traditional Owners.

The land on which we live, meet and thrive as a community always was and always will be Noongar land.







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4 | City of Vincent

## 1.0 INTRODUCTION

### PROCESS

The City of Vincent (CoV), through its agent Cygnet West, is pleased to invite offers from suitably qualified developers and operators ("Proponent") to submit Request for Proposals individually or collectively in Site 1 and Site 2 in the Leederville Town Centre (refer Attachment 1).

Preferred Proponent(s) will likely be shortlisted as a result of this Request for Proposals. CoV will then determine whether to proceed with negotiations and enter into the second stage, as outlined in Section 5.0 with the preferred Proponent(s). Based on this, the level of detail required at this stage is conceptual with further detail being requested if the Request for Proposals is progressed to stage two.

Proponents should aim to achieve the commercial expectations of CoV but also demonstrate the capacity to deliver built form outcomes that reflect the strategic importance of the sites within the Leederville Town Centre. Proposed design outcomes, land use, placemaking and amenity should be in line with the suite of planning instruments referenced in Section Attachment 4.

Participating Proponents will need to demonstrate how this will be achieved through their proposal. Request for proposals responses are to be submitted to CoV no later than 2pm (AWST) 8 August 2022.

By submitting a proposal, Proponents agree to be bound by the Terms and Conditions in Section 6.0.

### 1.2 CONTACT INFORMATION

All communications and enquiries relating to this document and the opportunity should be directed solely to Cygnet West. Cygnet West will perform an initial review of any communication before distributing to CoV for the provision of a response within the agreed timelines. CoV will coordinate necessary input for the provision of a response including obtaining any necessary probity clearance before release.

Any enquiries should be directed to Cygnet West.

**Ian Mickle** | Head of Agency, Cygnet West  
+61 434 659 800  
[Ian.Mickle@cygnetwest.com](mailto:Ian.Mickle@cygnetwest.com)





## 2.0 THE OPPORTUNITY

### 2.1 LEEDERVILLE TOWN CENTRE OVERVIEW

The Leederville Town Centre has a unique mix of retail, civic uses, restaurants, bars, and residential dwellings which all function in a cohesive environment and flourish together as one mixed-use hub. It is bounded by the Mitchell Freeway and Loftus Street and extends north to Bourke Street.

As some suburbs in Perth's inner-city have gentrified over time, Leederville has retained a distinctive feel whilst developing a unique, vibrant, and youthful atmosphere. The Town Centre has great potential to accommodate higher density development and creating a high-quality public realm, whilst retaining the existing Town Centre character.

### 2.2 THE OPPORTUNITY SITES 1 & 2

CoV is seeking Request for Proposals regarding the land parcels individually or together outlined as Site 1 and Site 2. Preferred Proponents will be shortlisted based on specified weighted and non-weighted criteria addressed by Proponents, as outlined in Section 4.0.

This is a rare and exciting opportunity to deliver quality mixed-use outcomes at scale in one of the most popular town centres in Perth.





### 2.3 LAND DETAILS

LAND	Site 1 (The Avenue) ~8,600sqm Site 2 (Frame Court) ~4,300sqm	
ZONING	<b>Draft Leederville Precinct Structure Plan</b> Site 1 – Mixed Use R-AC0 Site 2 – Mixed Use R-AC0	<b>Local Planning Scheme</b> Regional Centre  <b>Built Form Policy</b> Town Centre built form area.
BUILDING HEIGHT	<b>Draft Leederville Precinct Structure Plan</b> Site 1 – Cityscape: 18 storeys, increase to maximum of 23 storeys subject to achieving community benefit criteria Site 2 – Urban Frame Type A: 10 storeys, increase to maximum of 14 storeys subject to achieving community benefit criteria	
REGISTERED PROPRIETOR	City of Vincent	
CERTIFICATE OF TITLE	The sites are comprised of multiple titles Contained in attachment – Certificate of Titles (Attachment 3).	



<b>LAND</b>	<b>Site 1 (The Avenue) ~8,600sqm</b> <b>Site 2 (Frame Court) ~4,300sqm</b>
<b>PLANNING FRAMEWORK</b>	<p>The primary documents for the local planning framework comprise the following:</p> <ul style="list-style-type: none"> <li>• <i>Planning and Development Act 2005</i>;</li> <li>• Planning and Development (Local Planning Schemes) Regulations 2015;</li> <li>• Local Planning Scheme No. 2 (LPS2);</li> <li>• Residential Design Codes;</li> <li>• City's Policy No. 7.7.1 – Built Form;</li> <li>• Leederville Masterplan; and</li> <li>• Draft Leederville Precinct Structure Plan</li> </ul>
<b>STRUCTURE PLAN</b>	<p><b>Draft Leederville Precinct Structure Plan</b></p> <p>Leederville is identified as being a Secondary Centre in accordance with the Western Australian Planning Commission's (WAPC) State Planning Policy 4.2 – Activity Centres for Perth and Peel (SPP 4.2). In accordance with SPP 4.2, the City has prepared the draft Leederville Precinct Structure Plan (LPSP) which will replace the current Leederville Masterplan and guide future development within the locality.</p> <p>At its meeting on 14 September 2021, Council recommended that WAPC approve the draft LPSP subject to modifications. The draft LPSP is required to be approved by the WAPC before it becomes operational.</p> <p>Both sites are identified as key development sites within the <b>draft LPSP</b></p>

## 3.0 ABOUT LEEDERVILLE TOWN CENTRE

### 3.1 LOCATION AND CONTEXT

Located 2 kilometres from the Perth Central Business District, Leederville is recognised as a secondary activity centre in the Perth and Peel @ 3.5 million – Central Sub-regional Planning Framework.

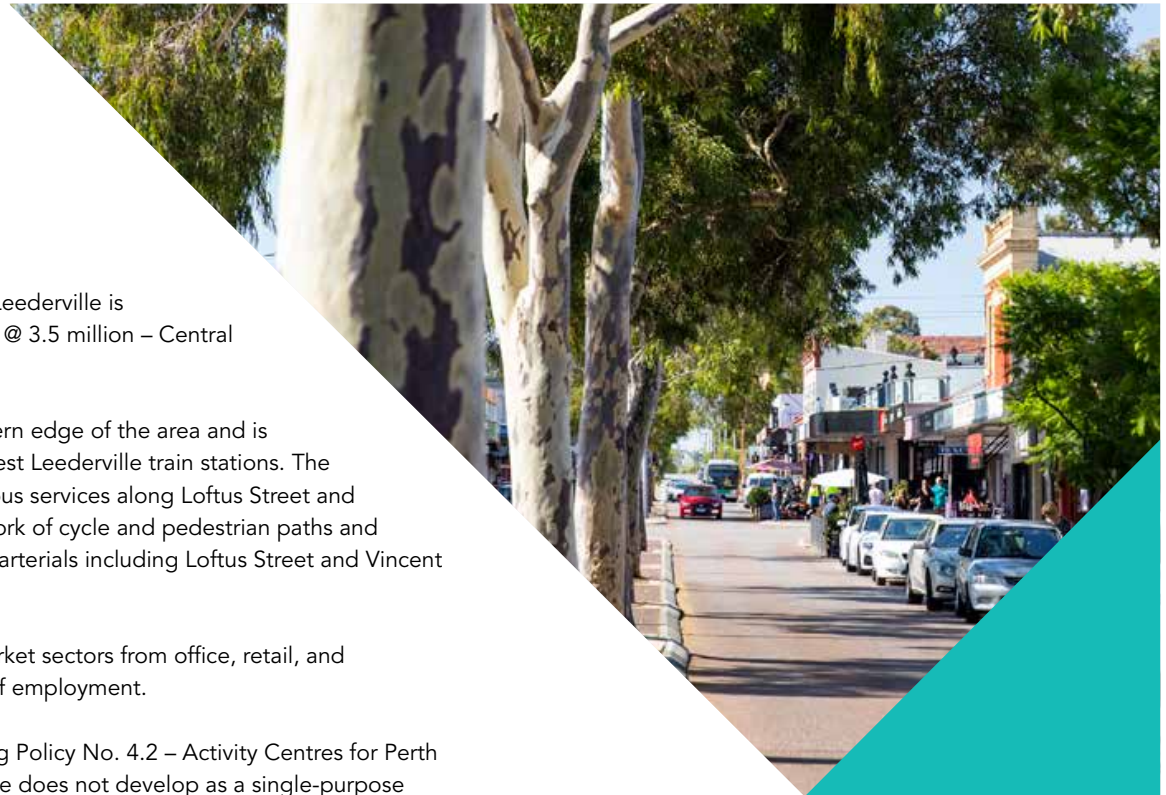
Leederville is serviced by Leederville Train Station on the western edge of the area and is located approximately 15 minutes' walk from City West and West Leederville train stations. The area is also serviced well by bus networks, including frequent bus services along Loftus Street and Oxford Street. Additionally, Leederville is connected to a network of cycle and pedestrian paths and maintains strong vehicle connections via the Mitchell Freeway, arterials including Loftus Street and Vincent Street.

Due to its proximity to the CBD land uses extend across all market sectors from office, retail, and hospitality and residential, this makes the area a strong node of employment.

Leederville is identified as a Secondary Centre in State Planning Policy No. 4.2 – Activity Centres for Perth and Peel. As a Secondary Centre, it is important that Leederville does not develop as a single-purpose centre, but instead continues to expand on its offering of a wide variety of land uses.

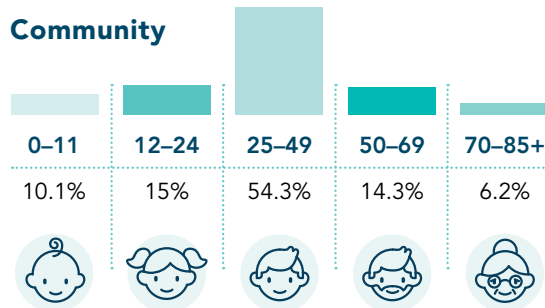
The regional planning framework identifies Leederville as an important part of meeting the housing and employment demands of Perth's future population growth, with an expectation for future planning for Leederville to facilitate additional residential development and employment generating land uses.

Local strategic planning documents recognise the need for Leederville to support growth, with high density residential development being focused on proximity to train stations and along high frequency bus routes. Leederville is specifically identified for redevelopment as a Secondary Centre through a Precinct Structure Plan.



## LEEDERVILLE SNAPSHOT

### Community



**37.2%** of Leederville households are high income (\$2500/wk+) compared to 24.8% in Greater Perth

**58.6%** of households are lone person or couple only compared to 47.1% in Greater Perth

### Transport



#### Active transport

**10.2%** of Leederville residents commute using active modes compared to **3.1%** in Greater Perth



#### Public transport

**17.2%** of Leederville residents commute to work on public transport compared to **10.2%** in Greater Perth



#### Car ownership

**7.3%** of Leederville households do not own a car compared to **4.7%** in Greater Perth

### Housing

Diversity of **Leederville** housing stock and tenure compared to **Greater Perth**:



- **40.4%** separate house (**74.6%** Greater Perth)
- **46.5%** medium density (**19.6%** Greater Perth)
- **11.8%** high density (**5.1%** Greater Perth)
- **47.9%** own or mortgage (**66.4%** Greater Perth)
- **40.8%** rent (**25.5%** Greater Perth)

### Leederville

currently has the **lowest population** (people/ha) and dwelling unit (units/ha) density in the City.



### 3.2 PROJECT VISION

The key vision for Leederville is:

A thriving connected and sustainable local village that showcases and preserves its rich cultural and natural elements. Developers are expected to meet the aspirations of the project with innovative design responses of significant build quality.

The project will provide a diverse range of land uses that are consistent with the town centre's vision. The proposed land uses will complement the existing fabric of Leederville with residential, commercial, retail, entertainment, and community/civic uses to support the area.

### 3.3 GUIDING OBJECTIVES

The Leederville objectives can be summarised as follows:



#### ENHANCED ENVIRONMENT

1. Retain and increase tree canopy.
2. Include high quality landscaping in new developments.
3. Provide public open space to meet the future needs of the precinct.
4. Prioritise sustainable development outcomes.



#### THRIVING PLACES

16. Activate street-facing shop fronts and offices.
17. Provide a diverse range of land uses and dwelling types to cater for all members of the community.
18. Achieve a critical mass of residents, visitors and workers to support new retail and community offerings.
19. Improve the quality, safety and comfort of the precinct.



#### ACCESSIBLE CITY

5. Prioritise universal access.
6. Prioritise pedestrians; followed by cyclists; followed by public transport users; followed by people who choose to drive.
7. Prioritise pedestrian, cycling and public transport users' safety and efficiency.
8. Provide a variety of land uses around public transport nodes.
9. Facilitate a mode shift away from private vehicles.
10. Improve access into and around the precinct.
11. Improve public transport patronage.



#### SENSITIVE DESIGN

20. Maintain daylight access to public and private open spaces.
21. Retain and enhance established character and heritage elements.
22. Scale and design buildings to respect and complement existing character.
23. Facilitate height and density that is sensitive to human scale.
24. Achieve exemplary design outcomes.
25. Facilitate sustainable building and place design, construction and operation.



#### CONNECTED COMMUNITY

12. Provide spaces for events, festivals, markets and activities.
13. Build places to play, relax and be entertained.
14. Maintain and enhance community and education options.
15. Provide and plan for equitable and inviting community.



#### INNOVATIVE & ACCOUNTABLE

26. Conduct transparent and sincere assessment and engagement.
27. Respond to infrastructure and asset deficiencies.
28. Advocate for changes outside of the City's control.





## 4.0 SELECTION CRITERIA

### 4.1 SELECTION CRITERIA

The criteria which CoV will use to assess Proponent's Submissions in response to this Request for Proposals campaign are detailed in this section. It is at the discretion of Council to accept the most commercial, the highest scored option or a combination of both.

Proponents are required to provide sufficient information against each of the requirements to demonstrate the ability to satisfy all the assessment criteria using the indicative page limits provided. Proponents should refer to Sections 4.2, 4.3, 4.4, 4.5 for further details.

All Submissions must be aligned with the following:

- A. The draft Leederville Precinct Structure Plan,
- B. The Leederville Masterplan,
- C. The Leederville Town Centre Place Plan, and
- D. The City of Vincent Strategic Community Plan

CoV's preference is to contract both lots to ensure the project vision is brought to life. Proponents should note the following:

- Proponents making a Submission for a single lot are required to confirm their proposed portion of the minimum public car parking requirement (on land area/bay basis) can be accommodated within their proposed scheme.
- Proponents making a Submission for both Lots under a single offer must identify within their commercial terms, the dollar value offered for each Lot as part of the overall commercial terms.



**Non-Weighted Compliance Selection Criteria**

The following non weighted criteria is essential for the full assessment of Proponents Submissions, a failure to address the key commercial terms would result in disqualification of the Proponents Request for Proposals.

<b>4.2 NON-WEIGHTED COMPLIANCE CRITERIA – COMMERCIAL TERMS</b>		
<b>CRITERIA</b>	<b>COMPLETED Y/N</b>	<b>Proponents to reference the criteria response location in their submission, i.e., pages or section numbers</b>
Provide a minimum of 400 public parking bays across one or both sites with 10% of car parking bays to provide easy access for mobility impaired and provide short term access.	Yes / No	
Public car park design concept, proposed ownership and tenure structure, lease and or management agreement draft principles, operational management plan, and in the event of a lease or management agreement, a parking fee schedule and operating expenditure plan, and 10-year operational cashflow.	Yes / No	
Indicative commercial terms to outline the proposed transaction arrangement (e.g., buy, lease, trade or enter joint venture with CoV).	Yes / No	

<b>4.3 PROJECT VISION AND DESIGN PRINCIPLES (50% WEIGHTING) Page limit of 10 A4 pages for this section</b>		
<b>CRITERIA</b>	<b>COMPLETED Y/N</b>	<b>Proponents to reference the criteria response location in their submission, i.e., pages or section numbers</b>
<b>1. Context and Character</b> <ul style="list-style-type: none"> <li>Developer understanding of the distinctive character of the Leederville precinct and how a new development would integrate, celebrate, and speak to the character of Leederville.</li> <li>Effective interface with adjacent heritage and character buildings including the YMCA HQ adjacent to the Frame Court site.</li> </ul>	Yes / No	

4.3 PROJECT VISION AND DESIGN PRINCIPLES (50% WEIGHTING) Page limit of 10 A4 pages for this section		
<b>2. Landscape Quality</b> <ul style="list-style-type: none"> <li>Removal of mature trees and planting within the site must be replaced with mature trees and planting within the development site.</li> <li>Consideration of Water Corporation drain on both sites as a key access route and potential walking trail. Achieved through built form design and delivery infrastructure considerations including maintenance access, and a celebration of the former seasonal freshwater stream.</li> <li>Active interface with the area zoned Public Open Space within the Leederville Precinct Structure Plan, adjacent to Site 2.</li> </ul>	Yes / No	
<b>3. Built Form &amp; Scale</b> <ul style="list-style-type: none"> <li>Quality of the proposed ground floor interface and its contribution to the experience of the precinct. Includes streetscape and landscape design, cultural infrastructure, and the delivery of active public spaces, both linear (laneways) and open (plazas).</li> <li>Architectural aspirations, design approach and strategies to achieve design excellence (including design review by the City's panel).</li> <li>Conceptual designs illustrating the project and vision inclusive of plan views, sections, elevations, height, and massing in perspectives.</li> </ul>	Yes / No	
<b>4. Functionality and Build Quality</b> <ul style="list-style-type: none"> <li>Commitment to innovation, which may include energy and water sourcing, built form and design, community, social and economic outcomes.</li> </ul>	Yes / No	
<b>5. Sustainability</b> <ul style="list-style-type: none"> <li>Approach to sustainable development to outline key environmentally sustainable design initiatives that will be included. Achievement of minimum Green Building Council of Australia 5 Green Star Certificate.</li> </ul>	Yes / No	
<b>6. Amenity</b> <ul style="list-style-type: none"> <li>Design, accommodate and demonstrate economic activation towards the improvement of the daytime and evening economy of the precinct.</li> <li>Demonstrated diversity in product mix and pricing targeted to meet a wide variety of household demographics.</li> </ul>	Yes / No	

**4.3 PROJECT VISION AND DESIGN PRINCIPLES (50% WEIGHTING) Page limit of 10 A4 pages for this section****7. Legibility**

- Provision of a pedestrian link along 1) the eastern side of the Leederville Parade site, to integrate with existing Oxford Street built form and 2) along the eastern side of the Frame Court site, to integrate with adjacent site.
- Prioritise access and connectivity to public transport (particularly Leederville train station) and active transport modes.
- Understanding of existing and subsequent traffic issues; access and circulation, with a project design that delivers appropriate mitigation strategies.

Yes / No

**4.4 DEVELOPMENT PROPOSAL (30% WEIGHTING) Page limit of 8 A4 pages for this section**

CRITERIA	COMPLETED Y/N	Proponents to reference the criteria response location in their submission, i.e., pages or section numbers
1. Approach to land assembly to address amalgamation, subdivision, and issue of Title(s) for each site	Yes / No	
2. Statutory planning and development programme, and if applicable staging concepts and programme, inclusive of a public car parking strategy ensuring reasonable public carparking is retained throughout the planning and development process.	Yes / No	
3. Proposed development mix in schedule form for each site, setting out the various uses by product typology, floor areas and parking ratios.	Yes / No	
4. Anticipated construction and operational employment generation.	Yes / No	

**4.5 FINANCIAL CAPACITY AND TRACK RECORD (20% WEIGHTING) Page limit of 6 A4 pages for this section**

CRITERIA	COMPLETED Y/N	Proponents to reference the criteria response location in their submission, i.e., pages or section numbers
1. Proponent contact details – Table 1 provided below	Yes / No	
2. Proponent corporate structure	Yes / No	
3. Proponent business and company profile	Yes / No	
4. Demonstrated: <ul style="list-style-type: none"> <li>Financial capacity;</li> <li>Capability and experience in delivering similar scale projects; and</li> <li>Capacity to deliver the proposed development, including details of other projects, current and planned for year 2023 – 2025.</li> </ul>	Yes / No	

**TABLE 1 – PROPONENTS CONTACT DETAILS**

Full Names of Proponent including all Directors and Shareholders:	
Trading Name (if applicable):	
Registered Business Name (if applicable):	
Street Address:	
ACN Number:	
ABN Number:	
Primary Contact Person:	
Email:	
Telephone:	
Mobile:	
Details of all advisors assisting with the project (if applicable):	

## 5.0 EVALUATION PROCESS

### 5.1 SUBMISSION OF OFFER

Proponents are to submit a Request for Proposals Submission which adheres to the criteria outlined in this document, in sections 4.2, 4.3, 4.4, 4.5.

Submissions must be submitted via the City's online public tenders portal no later than 2pm Western Standard Time (AWST) on 8 August 2022.

### 5.2 SUBMISSION CHECKLIST

- Response to Non-Weighted – Commercial Terms – Returnable Schedule 1.
- Response to Criteria 1: Project Vision and Design Principles (50%) – Returnable Schedule 2.
- Response to Criteria 2: Development Proposal (30%) – Returnable Schedule 3.
- Response to Criteria 3: Financial Capacity and Track Record (20%) – Returnable Schedule 4.

### 5.3 ASSESSMENT OF OFFERS AND SELECTION OF PREFERRED PROPONENT(S)

The following methodology will be used by CoV to assess the Request for Proposals Submissions and to select a Preferred Proponent:

- Submissions are checked for completeness and compliance. Submissions that do not contain all information requested may, at CoV's discretion, be excluded from consideration.
- Submissions are assessed against the Selection Criteria. Information that is not specific to the selection criteria will not be assessed by CoV and cannot be considered.
- The assessment panel for this Request for Proposals process will consist of suitably qualified and experienced representatives from CoV, its Design Review Panel and its consultants. It is anticipated that CoV will require up to 14 business days from the closing time for Request for Proposals to complete the assessment.

In determining the preferred Proponent, Proponents may be required to undertake a short presentation to provide members of the assessment panel or Executive of CoV with an overview of the project vision, objectives and response to the Selection Criteria.

CoV may in its absolute discretion accept or reject any Submission. Without limitation, CoV may do any of the following:

- Decide not to proceed at all;
- Negotiate as to the terms of a submission with one or more of the prospective Proponents to the exclusion of others and terminate those negotiations at any time; and
- Reject all Submissions received.

No legal or other obligations will arise between a prospective Proponent and CoV unless or until a Contract has been executed by CoV and a Proponent.

All prospective Proponents will be notified by CoV's agent, Cygnet West, of the outcome of the Request for Proposals.

## 6.0 TERMS AND CONDITIONS

The Terms and Conditions relate to the City and/or Cygnet West acting on behalf of the City and the Proponent. The Request for Proposals seeks submissions for disposal of land and development proposal in accordance with section 3.58 and 3.59 of the LGA.

### 6.1 COMMERCIALITY AND GOVERNANCE

CoV aims to ensure the broad policy principles applied by the State Supply Commission policy suite are appropriately incorporated into this procurement processes and practices guidelines relate to;

- Value for money;
- Open and effective competition;
- Integrity, ethics and probity;
- Assuring quality;
- Complaints and communications; and
- Forward procurement reporting.

### 6.2 PROBITY

An Independent Probity Advisor has been appointed to oversee this Request for Proposals.

The Probity Advisor's role is to ensure:

- Information exchanged between CoV and Proponents is held in confidence;
- The agreed Submission and evaluation processes are followed at all times
- Fairness and impartiality are observed; and
- The selection criteria are considered in a consistent and uniform manner at all times.

Proponents may contact the Probity Advisor to discuss any probity matter on a confidential basis.

#### Probity Advisor

Stanton's International

T: +61 8 9481 3188

### 6.3 CONFIDENTIALITY

Confidential technical and financial detail received from Proponents will be treated in confidence.

Proponents should recognise information which one Proponent submitted in confidence, may also be submitted in confidence by other Proponents.

A Proponent should clearly indicate if any part of its Submission constitutes intellectual property or information which it claims is confidential.

Global claims of confidentiality over entire Submissions from Proponents will be disregarded.

Confidential information will be kept confidential, but CoV reserves the right to determine if a claim of confidentiality is justified. CoV will respect Proponent's intellectual property rights but CoV may require a Proponent to substantiate any claim of intellectual property.

The City, being a government authority is subject to the Freedom of Information Act 1992.

### 6.4 RIGHT TO AMEND PROCESS OR DISCONTINUANCE

CoV reserves the right to amend or discontinue the process set out for the Request for Proposals by notice in writing to Proponents who have not withdrawn or who have not been excluded from the process.





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### 6.5 ABSENCE OF OBLIGATIONS

No legal or other obligations will arise between a Proponent and CoV unless or until formal documentation has been signed. In this regard, CoV is not obliged to proceed with any Request for Proposals Submission. CoV may also elect not to proceed with the Request for Proposals process at any time.

### 6.6 NO EXPECTATION

Proponents should be aware that there should be no expectation that CoV will proceed towards a Contract and that there is no legally binding obligation for it to do so.

### 6.7 COSTS

All costs and expenses incurred by prospective Proponents in any way associated with the preparation or Submission of any offer will be at the sole cost of the prospective Proponent. CoV is not in any way responsible and liable for any such costs.

### 6.8 ACCEPTANCE OF REQUEST FOR PROPOSALS TERMS

By making a submission in accordance with this Request for Proposals, a Proponent agrees to the terms and conditions of this Request for Proposals.

### 6.9 PROPONENT MAY REQUEST CLARIFICATION OR ELABORATION

A Proponent may submit a question in writing via email about this Request for Proposals to the appointed agent Cygnet West. The question and response will be provided to all Proponents (without identifying the originating Proponent). The Proponent who submitted the question will be advised and given the opportunity to withdraw the question.

Enquiries and/or questions received within 2 business days before the closing date may or may not be answered at CoV's discretion

All Request for Proposals information that CoV provides, whether in the Request for Proposals documents or not, is provided in good faith to assist Proponents to put forward a Submission. CoV gives no warranty to the accuracy of the information. It is the Proponent's responsibility to interpret and assess the relevance of the information provided. CoV is not liable for any loss, damage or expense suffered by a Proponent as a result of any information provided.

### 6.10 PROPONENT MUST INFORM ITSELF

It is the Proponent's responsibility to make all necessary investigations for it to become thoroughly informed about the subject matter of the Request for Proposals, the project and the nature and location of the sites. The City makes no representations or warranties, whether expressed or implied as to the accuracy, adequacy, performance, availability or completeness of the information contained in the Request for Proposals and that the Proponent must make its own enquiries to satisfy itself of the accuracy and adequacy of any information contained within.

### 6.11 COV MAY VARY THE SCOPE OF THE REQUEST FOR PROPOSALS

The scope, or the conditions of the Request for Proposals, may be varied by giving written notice of the variation to all Proponents at any time before the closing date for Submission of the Request for Proposals.

### 6.12 GOVERNING LAW

The Request for Proposals documents are governed by the law of Western Australia.

### 6.13 INTELLECTUAL PROPERTY

Copyright in all Request for Proposals documents (including, without limitation, this document and any other agreements to which CoV) is a party or prepared by or on behalf of CoV belongs to, and remains the property of, CoV. CoV expressly reserves the right to use such documents for other transactions to which CoV is a party.

### 6.14 NO CONTRACT

Submission of a Request for Proposals does not in any way create a contract nor does it create an obligation or expectation to enter into a contract on the part of CoV or a Proponent.

### 6.15 NO CHANGE OF OFFER AFTER SUBMISSION

A Proponent may not change its Submission after the closing date, unless CoV invites it in writing to do so.

### 6.16 COV HAS ABSOLUTE DISCRETION

CoV has absolute discretion in relation to the evaluation of a Submission received and the selection of a preferred or successful Proponent, if any. After evaluation of all Submissions, CoV may (in its absolute discretion and before, during or after negotiation with one or more Proponents) decide not to appoint any preferred Proponent.





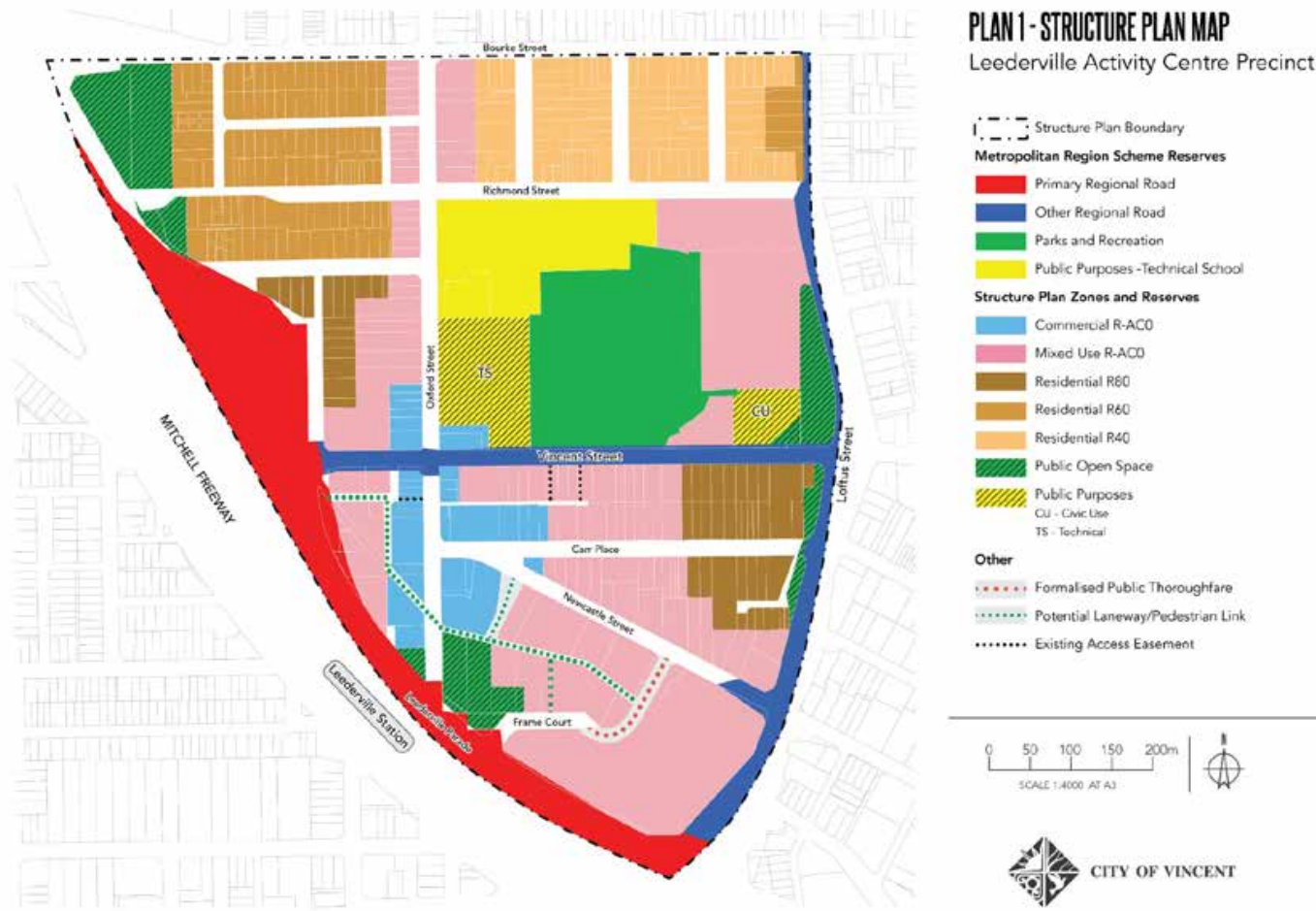


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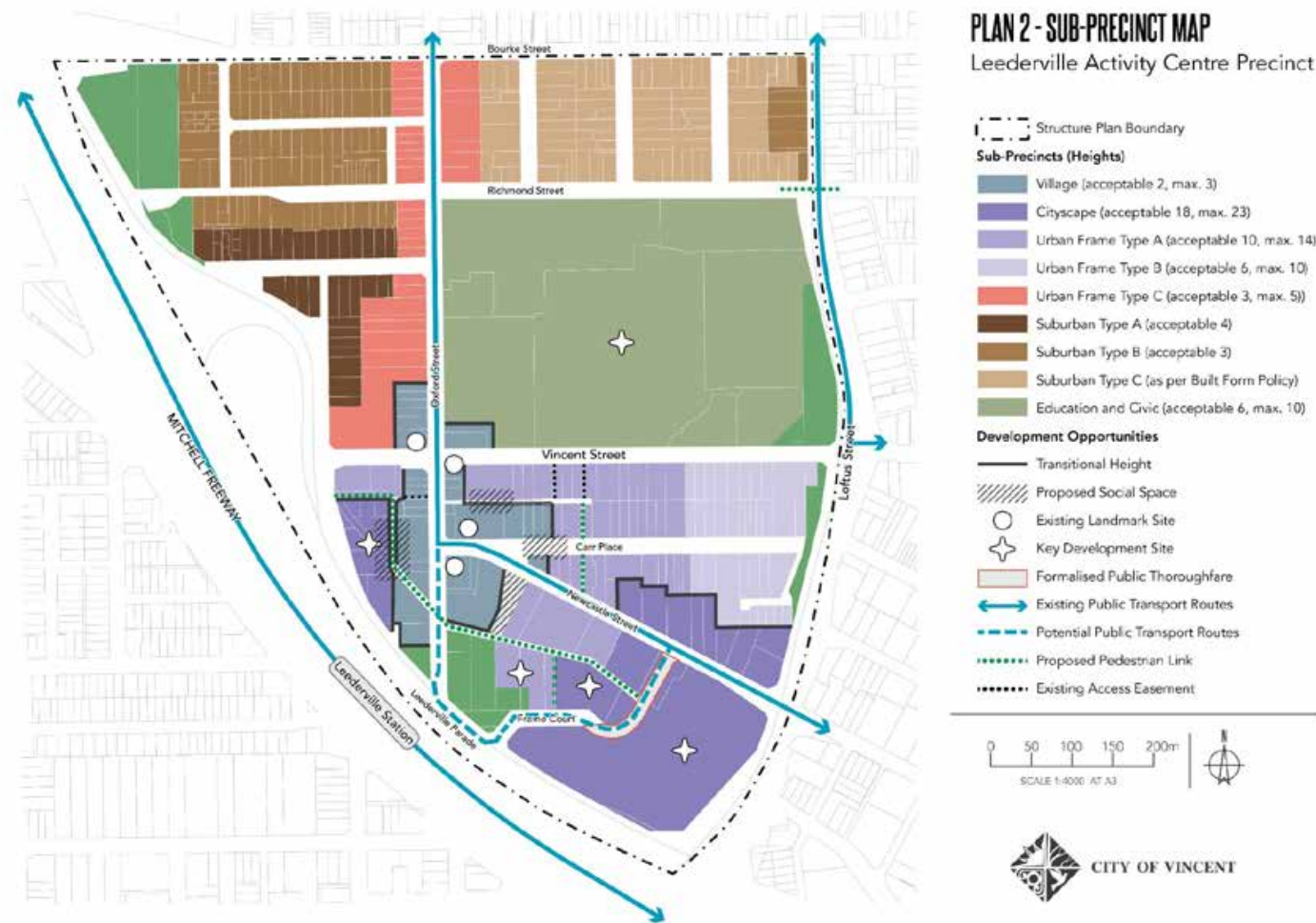
ATTACHMENT 1 SITE MAP



ATTACHMENT 2 DRAFT LEEDERVILLE PRECINCT PLAN



ATTACHMENT 2 DRAFT LEEDERVILLE PRECINCT PLAN



## ATTACHMENT 3 TITLE INFORMATION

Request for Proposals process is subject to a land survey of the lots to confirm actual land area

AVENUE CAR PARK LAND			
Lot	Plan	Landgate Area m <sup>2</sup>	CT Vol / Fol
33	53031	1,214	1696/605
1	63619	1,135	2724/679
8	880	374	1218/28
9	880	374	1218/28
10	880	301	1053/306
25	24301	1,755	1246/990
217	27936	640	2215/301
301	31811	1,455	2128/547
34	53032	386	1794/602
36	61931	1,606	1833/196
		9,240	

FRAME CAR PARK LAND			
Lot	Plan	Landgate Area m <sup>2</sup>	CT Vol / Fol
27	450	2,453	1079/117
28	450	2,226	1079/117
5	940	836	1382/300
		5,515	

## ATTACHMENT 4 DOCUMENTS

- A. Draft Leederville Precinct Structure Plan
- B. Leederville Masterplan
- C. Leederville Town Centre Place Plan
- D. City of Vincent Strategic Community Plan
- E. Leederville Connect Town Team – Design Resource
- F. Leederville Connect Town Team – UX2








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**9.8 MOUNT HAWTHORN YOUTH SKATE SPACE**

- Attachments:**
1. **Mount Hawthorn Youth Skate Space - Preliminary Consultation Summary**  
  2. **Mount Hawthorn Youth Skate Space - draft Concept Plan**  
  3. **Mount Hawthorn Youth Skate Space - Concept Perspectives**  

**RECOMMENDATION:****That Council:**

1. **NOTES** the submissions received during the preliminary consultation period and Administration's responses, included as Attachment 1; and
2. **APPROVES** the draft Mount Hawthorn Youth Skate Space Concept Plan, included as Attachment 2 to be advertised for community consultation in accordance with the City's Community and Stakeholder Engagement Policy.

**PURPOSE OF REPORT:**

To seek Council approval of the draft Mount Hawthorn Youth Skate Space Concept Plan (Concept Plan) for the purpose of community consultation.

**BACKGROUND:**

In August 2020, John Carey MLA started a 'community conversation' on Facebook and conducted a community survey to obtain feedback on potential skate and scooter facilities in either Mount Hawthorn or North Perth. 207 respondents participated including 113 (54.59 percent) from Mount Hawthorn, 60 (28.99 percent) from North Perth, 18 (8.7 percent) from Leederville and the remaining 16 (7.72 percent) were from surrounding suburbs.

The survey findings indicated strong support for a youth skate space in or around the suburb of Mount Hawthorn. The findings indicated there was a gap of skate facilities in this area, while also acknowledging the proximity to the Leederville Skate Park. Survey respondents highlighted the potential for a Mount Hawthorn skate facility to complement the Leederville Skate Park through the provision of smaller facilities suited to entry level skaters.

During the State Election in 2021, an election commitment of \$200,000 was announced for a new skate/scooter park in Mount Hawthorn. Following the results of the State Election, the City submitted a funding application for the \$200,000, made as a part of the State Government Election Commitment to *"Create a new skate facility for the children in Mount Hawthorn and surrounding suburbs."* The City's application was successful, and the total \$200,000 election commitment funding amount has since been received.

In July 2021, the Mount Hawthorn Skate Working Group (Working Group) was established to collaborate and progress the planning of the Mount Hawthorn Youth Skate Space (skate space) project. The Working Group consists of Council Members, representatives from Administration and key stakeholders representing the Mount Hawthorn youth and the local skate community.

**DETAILS:**

On 14 September 2021, the Working Group conducted a site analysis of Axford Park, Britannia Reserve and Charles Veryard Reserve. The site selection criteria for consideration included physical site conditions, access and transport, natural surveillance and security, proximity to amenities, impact on existing facilities and users, distance from housing and maintenance of the space.

The site analysis concluded that Britannia Reserve was the preferred site. The Working Group reviewed a number of different locations within Britannia Reserve and determined that the proposed site adjacent to the pump track would allow for the best design outcome and maximise user benefit to the local community, due to its sizeable area and ability to co-locate with amenities that cater towards a similar user demographic.

### Preliminary Consultation

The preliminary community consultation was conducted from 22 July to 3 August 2022, 140 survey responses were received during this period.

A summary of submissions is included at **Attachment 1**. The report details the comments received in relation to the proposed location of the skate space, and initial design considerations to inform the draft Concept Plan.

Responses via the survey were supportive (78.6 percent) for the proposed skate space location at Britannia Reserve. The comments included suggestions or considerations to achieve the best outcome for current reserve users and prospective users of the skate space. Supportive comments related to the location and provided design considerations, including natural greening and shade structures, adequate separation from the active pathway and integrating the skate space into the existing landscape. Supportive comments also related to the skate space complementing current usage at Britannia Reserve, its co-location with the pump track and being a suitable distance from residential housing while retaining clear site lines.

The non-supportive responses (21.4 percent) for the proposed location at Britannia Reserve were generally either not supportive of a skate space due to perceived increase in anti-social behaviour, increases in conflicts along the adjoining active pathway, not wanting skate related infrastructure at the reserve, or preferring a skate space in another Vincent location. These concerns have been addressed where possible through the draft Concept Plan.

### Draft Concept Plan

The draft Concept Plan as included in **Attachment 2**, has been designed to complement the existing amenities at Britannia Reserve and includes the most favourable skate elements submitted from the consultation. The 'bowl' was the only favourable element that was not included, as it was deemed not suitable for this scale of skate space, ensuring this space achieves its intent to be small scale and inviting to young children and entry-level skaters. The skate space footprint, orientation and landscaping in the draft Concept Plan has been designed to consider varying respondent's comments in addition to specific skateable design features.

The skate space and elements have been designed to cater towards younger children and entry-level skaters, with all elements being under 1m high from the current surface level. With skate elements being of this smaller scale, it will also assist with integrating the skate space into the existing landscape. Additional planting and turf banks will create this integration.

The draft Concept Plan includes 'earthy tone' coloured concrete to also complement the existing landscape, as well as being a cost effective colour choice. The draft Concept Plan Perspectives as included in **Attachment 3**, show a number of differing viewing perspectives that were noted by consultation respondents.

The draft Concept Plan presents a skate space that would be approximately 350sqm. This is deemed appropriate for young children to safely use and includes amenities such as shade structures and seating to allow parents and families to comfortably spend more time at the location, which was a feature frequently referenced in the consultation responses.

The skate space has been designed to enable a suitable buffer zone through planting and greenspace to clearly separate the skate space and the reserve, adjoining active pathway, and sporting grounds to limit impacting current user activities such as sporting and dog walking. The use of logs will also provide additional seating and serve as buffers from the nature trail and pump track, to reduce unexpected drop-ins from BMX and mountain bike riders.

Active lighting of the skate space was considered by the Working Group however was not included in the draft Concept Plan due to its intent to accommodate younger children that would not be using the skate space after dark.

The draft Concept Plan has been designed to allow for effective drainage with consideration for ongoing maintenance. The City's Parks team have indicated that this space would be blown down twice weekly, opposed to other locations that would require daily sweeping due to the close proximity to overhanging trees.

**CONSULTATION/ADVERTISING:**

If approved for advertising, community consultation will be undertaken in accordance with the City's Community and Stakeholder Engagement Policy. Community consultation is a key element to ensure the skate space, supporting infrastructure and surrounding landscaping appropriately reflect the community's feedback. The community consultation will occur through October and November 2022.

**LEGAL/POLICY:**

Nil.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to approve the draft Concept Plan for community consultation.

**STRATEGIC IMPLICATIONS:**

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

*Enhanced Environment*

*Our parks and reserves are maintained, enhanced and well utilised.*

*Connected Community*

*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*

*Our physical assets are efficiently and effectively managed and maintained.*

*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. This action/activity is environmentally neutral.

**PUBLIC HEALTH IMPLICATIONS:**

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

*Increased mental health and wellbeing*

*Increased physical activity*

**FINANCIAL/BUDGET IMPLICATIONS:**

The Concept Plan has been designed to the construction budget of \$200,000, which is the amount of funding received by the State Government. The funding agreement term is due to expire 30 June 2023.

To develop the draft Concept Plan and consultation with the community on this, \$30,000 was included in the City's 2022/23 annual budget.

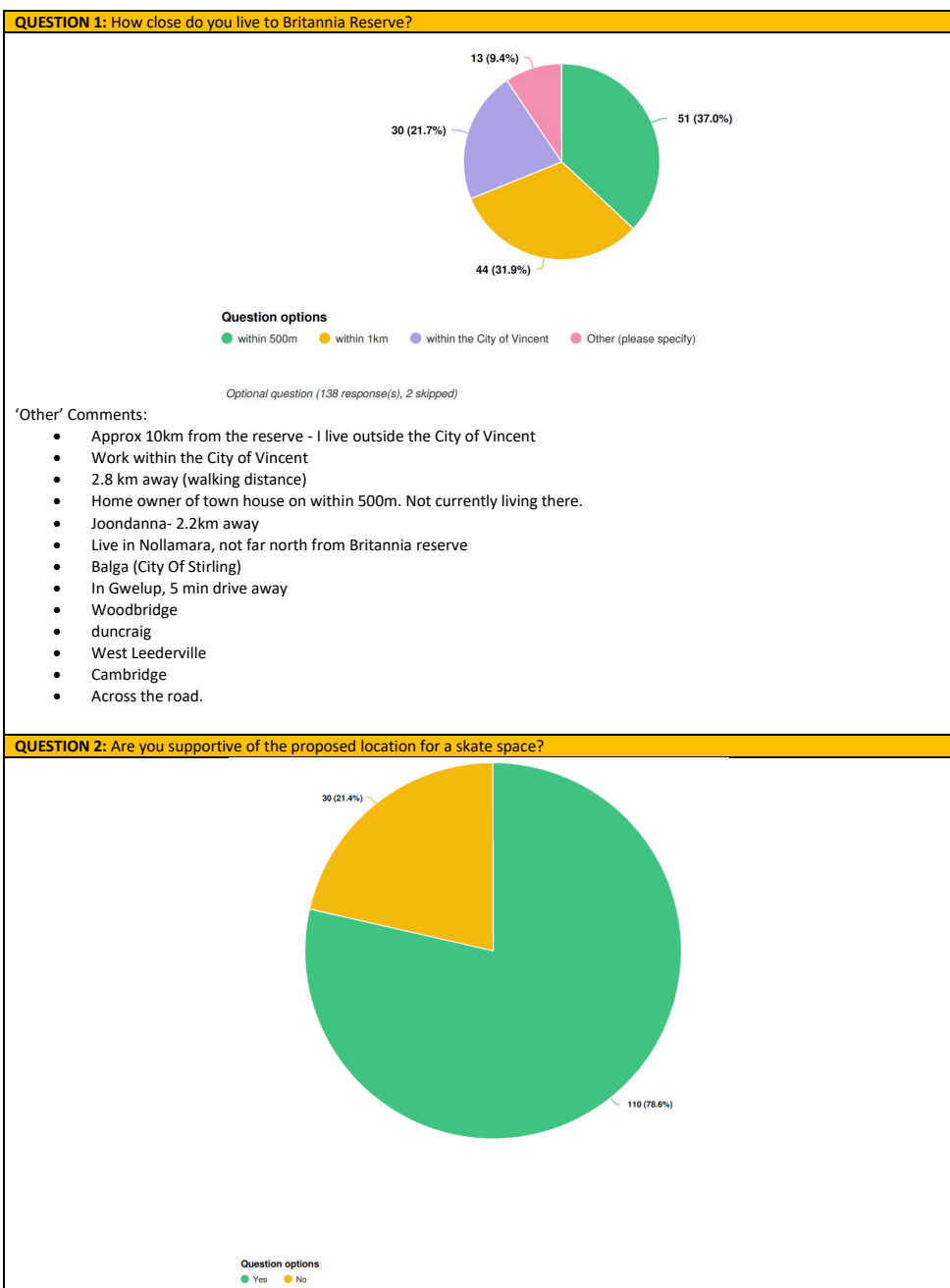
**COMMENTS:**

Britannia Reserve is an active recreational hub that services the immediate Mount Hawthorn area, wider Vincent and neighbouring inner-city catchments. Classified as Regional Open Space in the City's Public

Open Space Strategy it has the description to “*serve one or more geographical or social regions and is likely to attract visitors from outside any one local government area.*”

The survey results from the preliminary consultation suggest strong support for a small-scale skate facility in the proposed area of Britannia Reserve with the appropriate design considerations. The Mount Hawthorn Skate Working Group are supportive of the Concept Plan and are confident this will complement the existing Britannia Reserve pump track, mountain bike trails and sporting facilities, while not compromising the existing users such as sport and dog walkers.

## Mount Hawthorn Youth Skate Space – Preliminary Consultation Summary





QUESTION 3: Do you have any comments on the proposed location of a skate space?	
Submitter Comments Verbatim	Administration Comments
Cambridge have just built a skate park on the eastern side of Lake Monger, so the proposed location at Britannia will mean two skate parks within spitting distance. It may be better to have the skate parks more spread out in the community	The Town of Cambridge recently opened their Lake Monger Pump Jump Track, however this is not the same facility. This proposed skate space will be designed towards younger children and entry-level skaters, and will enable them to develop their skills and eventually transition to the Leederville Skate Park and other more advanced skate parks.
think make more sense in north perth given closer skate park in Leederville already but also makes sense given the pump track	Noted.
Pleased it is a reasonable distance from residential areas to minimise noise disruption. Also pleased it is at a multi use park in terms of visiting not solely to use the skate facility but also the oval and playground.	Noted.
I would have put it further up from the proposed location, where the ramp down to car park is in front of the cricket oval	This area was considered, however would impact on the sporting grounds and be in the potential vicinity of cricket balls.
Ensure good lighting and security surveillance is in place, and it's included in city security drives	Design related submission noted for consideration.
Its a fantastic idea. Young people need places to go to be able to socialise, meet friends old and new, to be outdoors in the fresh air.	Noted.
Please note I am 100% for a skate park in Mount Hawthorn.	Noted.
Teenagers should be able to easily get to the skatepark by themselves. Locating it at Britannia means that it is not near any major thoroughfare or bus routes. Several roads on the north side of Britannia have not been resurfaced for a while and so are poor to ride on with skateboards and scooters that have hard wheels. There are also no local shops nearby where people can get drinks/snacks. In my opinion Axford would have been a much better location.	
Too hidden there, need to be closer to public space, Leederville skate park is only a 5 minute walk away, needs to be closer to the mezz and more visible	Noted.
It's a great location - I'm very excited to see this go ahead.	Noted.
What a fantastic location and addition to the Britannia Reserve precinct!	Noted.
I am largely in favour of a skatepark anywhere. However, there are already facilities in this space (pump track) and it is in relatively close proximity to the Leederville skatepark. I think somewhere closer to the heart of Mt Hawthorn would be preferable, such as Axford Park, Blackford St Park or Braithwaite.	The proposed location was preferred by the project Working Group to complement the existing amenities at the site. Also acknowledging the proximity to Leederville Skate Park, however will provide the opportunity for younger skaters with smaller scale skate elements compared to Leederville. Various parks around Mount Hawthorn and North Perth were identified, however Britannia Reserve was the preferable site to achieve the best design outcome and benefit to the community.
brilliant	Noted.
make sense to put it near the pump track. Will there be room to expand the skate park in the future?	There is no current scope to expand in future, however the proposed area would allow for the inclusion of future skate elements to be added.
Being near the pump track is great!	Noted.
Should be close to parking if possible	Site analysis was conducted with locations closer to the car park, however would impact the current sporting activities. The proposed site is still seen as within an appropriate distance to walk/ride/skate from the car park.
Britannia (and Mt Hawthorn in general) already have a lot of recent upgrades to facilities including the pump track and Braithwaite Park playground. North Perth has very little in terms of options for older children so I would prefer to see a skate/scooter park at Charles Veyard.	The funding was nominated to the Mount Hawthorn and North Perth areas respectively. Upon conducting site analysis, Charles Veyard needed further considerations to ensure a skate space would not impact the current sporting activities and dog exercise area, and was noted as a potential site in future.
This is too close to off lead dogs. Many dogs are reactive to skateboards and will chase and snap at the riders. Having the skate park in that location will also result in more skateboards on the bike paths around the park. This is dangerous and may result in serious accidents. If a skate park is located on Britannia oval many people will be unable to have their dogs on the park. I would be very sad if this proposal goes ahead.	The high frequency of dog walkers was acknowledged when considering the proposed location and accounting for the size of the reserve that these users could co-exist with an appropriate design. The skate space will be located as far as possible from the active path and sporting reserve, and will include natural buffering with trees, greenspace and logs.
It should not be near an aged care facility or in an area used by so many pedestrians and dog walkers	The high frequency of dog walkers and general users was acknowledged when considering the proposed location and accounting for the size of the reserve that these users could co-exist with an appropriate design. The skate space will be located as far as possible from the active path and sporting reserve, and will include natural buffering with trees, greenspace and logs.
As someone who works with youth through arts and education, I can confidently say that a very limited group of young people use skate parks. There is already one 2.5km at the YMCA. Instead of pulling out the stock standard, consult with the local youth about what they want or think is missing from the local area. If young people are involved in the creation, they are more likely to use the space and respect the space!  Alternatively consider creating a nature playground for younger people.	The initial survey conducted by John Carey MLA and the local town team (Mount Hawthorn Hub) received close to 200 submissions supporting a skate and scooter facility in the area. The project Working Group contains varying representation of schools, youth and the skate community have also advised of the support for a skate space that will target younger children and families in the local area.  The City have recently upgraded a number of nature playgrounds, and are always interested to hear from the community on what other facilities/amenities they would like to see in their local area.
It's a great idea for this space. Strongly support it.	Noted.
Restively close to the Leederville skate park but great to make use of the new lights. No residents close by so noise shouldn't be an issue. Close to me so I'm happy.	Noted.
Perfect location	Noted.
There are two skate parks within 2 km of Britannia Reserve. If the City must spend the grant on a skate park, it would be better built elsewhere. I would, however, prefer the funds were spent on something more inclusive to all age groups, or on improvements to existing facilities in the City Although it is a bit remote from other facilities, it is part of a hub for biking, skating etc.	The funding objective from the State Government grant is to construct a youth facility that will be catering towards families and young skaters that will be addressing a need outlined by the community. The skate space design will also include considerations to enable any ability skater to use the skate space.
Would love to see similar pump track/jump line (for all ages) that is at Lake Monger but understand budget limitations. The location would compliment the existing pump track and nature trail, offering more choices for everyone.	Noted.
This would be an amazing addition to the pump track which we already use regularly. Fantastic to see facilities yo keep youth engaged in positive activities	Noted.
The location is isolated in the park, however may offer some reduction in noise disturbances for local residents if they were to perceive that as an issue.	Noted.
"This isn't a Yes/No question. It's a "YES" if the facility provides sufficient barriers, physical or otherwise, to protect kids and dogs. It's a "NO" if it results in dogs and kids having unsafe interactions.  I am the admin on a page for dog walkers at Britannia Reserve. Mostly we reconnect people with things they've lost, and encourage each other to pick up dog poop.  I'm in favour of community facilities for families, and am conscious I am part of a growing cohort of people who - for whatever reason - couldn't have kids. This means my dog is a family member.  In the past year there has been at least one dog was seriously injured when a kid on a bike ran over it. I am sure you saw the commentary around this.	The high frequency of dog walkers and general users was acknowledged when considering the proposed location and accounting for the size of the reserve that these users could co-exist with an appropriate design. The skate space will be located as far as possible from the active path and sporting reserve, and will include natural buffering with trees, greenspace and logs.

A facility with fast-moving skateboards and scooters - which even the most well-behaved dog might be spooked by - does in my view pose a risk to the many dog walkers who use Britannia often twice a day.	Design related submission noted for consideration.
<p>Providing some sort of strategy is in place, this seems like a cool thing. I am sure there are smarter planning people than me at this type of challenge but I'd reckon maybe things like:</p> <ul style="list-style-type: none"> <li>- No food in or near the skate park</li> <li>- Surrounding the park with a barrier - the big logs seem like a decent solution</li> <li>- maybe some peak times to avoid for kids. Dog walkers are usually a 7am-9am and 5pm-6pm mob.</li> <li>- Age requirements to under 12s.</li> <li>- Adult supervision requirements</li> <li>- Clear rules to "not" skate down the footpath, but instead access via the pump track.</li> </ul>	
I have been unable to walk safely around the path on the reserve since pump track put in. This is rarely used, but kids on bikes have ridden 'open slather' on the foot path. God only knows how it will be with a skate park here. Presently they whiz along the path at break neck speed, ignoring pedestrians. Seniors have been eradicated from the equation & no attempt has been made to include us.	The active footpath is not in the project scope, however note this comment for reserve considerations and if regular conflicts emerge following its implementation then will look at measures to alleviate this.
It's a good location, Les Lilliman reserve would be better	Noted.
I do not want a skate park to be placed at Britannia Park. It would ruin the peaceful enjoyment and natural elements of the park. Leederville already has a skate park on Oxford Street.	Noted.
As a dog owner, my only concern would be to ensure adequate separation between dogs & the skate park to keep both kids & pets safe. The worst case scenario would be a dog falling into a skate bowl or a child being attacked by a larger dog that is triggered to 'chase' a child on a skateboard. The current scenario with the tree trunks provides a good barrier for the bike track. I'd also be sad if this meant that the current "mini" jumps track was removed (I've even seen little kids bringing their remote control cars to use which is a gorgeous use of the space!). It would be a better use of area if there was tables & chairs put there for people to have a coffee/brunch and a spot for food trucks to park - like the acai van that goes to Lake Monger or the food trucks in Mt Hawthorn/Floreat (could be a Bites at Britannia events over summer). especially on weekends for those families watching sports.	This high frequency of dog walkers and general users was acknowledged when considering the proposed location and accounting for the size of the reserve that these users could co-exist with an appropriate design. The skate space will be located as far as possible from the active path and sporting reserve, and will include natural buffering with trees, greenspace and logs. Shade structure and appropriate seating will also be considered with the design.
I think the idea of using this space for youth amenity is great but not sure if a skatepark is the right thing as there is one in Leederville and Lake monger has good new bmx pump track. Maybe a 'ninja' obstacle course for teenagers/ young adults would be better?	The skate space has been funded by the State Government to address community feedback towards the shortage of skateable infrastructure that caters to younger children. The City have recently upgraded a number of nature playgrounds, and are always interested to hear from the community on what other facilities/amenities they would like to see in their local area.
I am not in favour of this proposal. There is already a skate park in Leederville. A skate park is not consistent with the existing nature of the area. Even though there is already a jump park the introduction of scooter, skateboards and more bikes conflicts with other activities in particular elderly people walking and odd exercising. Many dogs get spooked by scooters and skate board which could lead to injuries to both dogs and users of the proposed facilities. I do not wish to see further reduction in vegetation. On the contrary there ought to be greater vegetation.	This high frequency of dog walkers and general users was acknowledged when considering the proposed location and accounting for the size of the reserve that these users could co-exist with an appropriate design. The skate space will be located as far as possible from the active path and sporting reserve, and will include natural buffering with trees, greenspace and logs. The skate park in Leederville caters to older and more advanced skaters, this skate space will cater towards younger children and entry-level skaters. The proposed location also contains limited vegetation and is used for the City to store mulch, and would look to increase the natural greenspace and trees surrounding the area.
The existing pathway around Britannia reserve will have increased traffic of skateboards and scooters. I don't see it as a problem as it is a logical extension of the placement of the skatepark. It could however potentially, be a source of conflict with other users of the path.	The active footpath is not in the project scope, however note this comment for reserve considerations and if regular conflicts emerge following its implementation then will look at measures to alleviate this.
Good location for siblings of other kids playing sports.	Noted.
No	Noted.
Not to replace the bmx place to keep bmx and skateboard separated	The proposed skate space location will not affect the pump track.
Closer toward existing carpark	Noted.
Yes. See responses through other questions.	Noted.
I think this will be great for the youth in the area	Noted.
I just pray it doesn't end up like the one in Leederville where I have seen drug dealings happen on several occasions	
It's quite isolated; skate parks are normally towards the edges of the reserve foot easier access.	Noted.
It would be a shame to lose the gravel small pump track for the younger kids. There are skate parks close by. The park is full of dogs & kids, always. It feels a bit hectic.	The proposed skate space location will not affect the pump track.
Should happen as soon as possible	Noted.
Good idea	Noted.
I approve of Britannia as a location but believe it should be in an area that can be surveilled easily. The 'walk' to the current location is off putting for those who simply want to watch their kids scooter / skate and will be an impediment for some. I think having the area able to be readily and easily surveilled will encourage a mix of ages to attend, including adults, and in doing so will discourage antisocial behaviour. Where it's done right? Look at how the Perry Lakes skate park is situated, close so parents can 'park up' and be watching but also lovely and close to easily hop out and sit on lawn/seats right there. I understand it needs to be sufficiently away from homes due to noise issues so either the corner where basketball hoop (to be moved of course, not removed) near tennis courts or between back of Athena and the cricket club room on MH side would allow easy access and room for a row of parking 'to face' the skate park for easy surveillance/attendance.	Families and parents already ride and walk with their young children to the pump track and mountain bike trail, and the intention to then co-locate the skate space would be to allow them to sit and watch/interact with them across the added infrastructure. The proposed location was deemed preferable based on the clear sightlines to the area from across the reserve and frequent use resulting in good passive surveillance.
Make this area for multiple age groups with a playground attached for families	Noted.
There is dog poo all over that oval. In the last few years it has become one giant toilet for dogs, particularly around the edge of the car park near the cricket club.	Noted.
Make it epic and suitable for children aged 3-17 years of age.	Noted.
Great idea for the kids and teenagers	Noted.
There is too little detail about the project - as usual eg., what age range will this cater too?	The skate space will be designed to cater primarily to young children and 'twens', however will be considerate to enable any age or ability of skater to use the facility.
What else is the City planning to force on to Britannia Reserve users? Enough is enough! The area is being completely ruined as a community space for all ages as users have to now compete for space. It is already too dangerous for the elderly users to walk on the paths because of e-scooters, skate boards, bikes, roller blades and even recently a trail bike cutting across the Reserve!	The design will include a natural buffer zone between the pump track and the proposed skate space location. It will also be designed to complement the current wheeled sport amenities, and be small-scale to suit similar user demographics.
How is the skate space going to work with toddlers on trikes on the pump track?	
How will the anti-social behaviour in the space be managed by the City? Simply ignored as usual?	The proposed location was deemed preferable based on the clear sightlines to the area from across the reserve and frequent use resulting in good passive surveillance.
Don't make it as dangerous as the one at Lake Monger! Maybe have a separate area for little kids to use scooters safely.	The skate space will be designed to suit younger children and entry-level skaters, which will result in smaller scale skateable elements.
Britannia Park already consists of a huge green for kids to play on, two playgrounds as well as two pump tracks. There are areas within mount hawthorn for primary school kids with no kid friendly areas whatsoever. Instead of filling up Britannia park maybe consider making the area between Brady street and jugan Street more family and kid friendly.	The intention of the proposed location, is to co-locate two small scale amenities together to create a 'youth hub' in this area of the reserve. Various parks/reserves around Mount Hawthorn and North Perth were identified, however Britannia Reserve was the preferable site to achieve the best outcome of facility and environment.

Hopefully it won't reduce the pump track that's there	The proposed skate space location will not affect the pump track.
It's a good spot. Just need to ensure the safety of skaters and dogs with some sort of separation	Design related submission noted for consideration.
Create an accessible path for emergency vehicles, injuries can occur easily and quickly.	There is vehicle access to the reserve near the sports club room.
Britannia is already busy from people coming from other suburbs to use. Also there are 2 other skate parks close by in Leederville and Cambridge. Many people from other areas of Vincent want a skate park close to them as there is nothing exists close to them it seems you are doing what is convenient for the council not in best interest of all residents	Noted.
Fence the whole place up	Design related submission noted for consideration.
Excellent addition to the Mt Hawthorn community :)	Noted.
I think it's a suitable space	Noted.
This space must be accessible for little kids as well as more advanced skaters.	Noted.
Should be readily accessible, close to transport and facilities, toilets / food / drink and not an isolated spot which could become a hazard at night.	Noted.
Good location as any.	Noted.
Makes total sense.	Noted.
Disappointed in the lack of outdoor spaces that welcome young girls. Let's face it, most pump tracks, skate parks have a majority male following.	Noted.
Looks like a great choice	Noted.
Sounds great	Noted.
Good location, as long as it doesn't take space away from the existing bike tracks	Noted.
Ensure enough lighting	
Great location with good existing facilities for bikes and families	Noted.
I think it's a much needed facility for our City's young people. I would like to stress the need for shade though please, a great park with no reprieve from the searing sun is an under-utilised one. Also a drink fountain, more shade trees, and some bench seating close to the park area please. The current pump track we use once a week even in winter, and a couple of bench seats or picnic tables close by would improve the space for us poor parents :) Thank you, great initiative CoV.	Design related submission noted for consideration.
Yes, a court for roller hockey pls	Due to varying constraints, unfortunately this will not be possible for this project.
Make it indoor	Due to varying constraints, unfortunately this will not be possible for this project.
Concerned to close to junior bike area. Families sit and have lunch etc there. Skateboards can be annoyingly noisy	Design related submission noted for consideration.
There is a skate space at Leederville. How many do we need in Leederville. Great location, not close to the street and far away enough from houses	The skate park in Leederville caters to older and more advanced skaters, this skate space will cater towards younger children and entry-level skaters, and location is more approachable for families to use it along with the other features in the reserve.
Yes a great use of unused space and great to see it being updated to meet the times and provide for the growing families in the area	Noted.
Could be closer to parking facilities	Noted.
Great use of space. Covered seating would be great for carers.	Design related submission noted for consideration.
Perfect access for local kids	Noted.
No	Noted.
It is an unused area that would be perfect for a skate space.	Noted.
I'm not opposed as it's a good spot for a number of reasons. However, two concerns: skating kids will most certainly use the footpath to ride their skateboards to the facility regardless of signs or any kind of enforcement. This will create issues with pedestrians, kids on bikes and dogs. How do you propose managing this? And judging by the number of Facebook comments, there are similar facilities nearby. Have other locations been considered and reviewed (Charles Veryard, etc.)?	The high frequency of dog walkers and general users was acknowledged when considering the proposed location and accounting for the size of the reserve that these users could co-exist with an appropriate design. The skate space will be located as far as possible from the active path and sporting reserve, and will include natural buffering with trees, greenspace and logs. Various parks/reserves around Mount Hawthorn and North Perth were identified, however Britannia Reserve was the preferable site to achieve the best design outcome and value to the community.
Thrilled to have a skatepark in neighbourhood. Shame the location is so small therefore will offer limited skating features to accommodate range in ages using the facility. Understand challenges in finding a location.	Noted.
This location links extremely well with the currently overcrowded new pump track at Lake Monger	Noted.
It needs to be a bit of a destination otherwise its over in the 'corner' by itself. Like other Skate Sculpture projects it should include gazebo shelters and other activation items to attract people to make it feel lively.	Design related submission noted for consideration.
I support the proposed location - it seems entirely appropriate.	Noted.
YIPPEEEEE! Me and my kids (who skate) are stoked!	Noted.
Perfect Spot!!!!	Noted.
Extensive consultation. Don't want to lose more green space. Make sure site is within under utilised space. Doesn't make sense so close to Leederville. Already a lot of amenities. If goes ahead more greenery.	Design related submission noted for consideration.
Sloppy back & spine included. Simple is good.	Design related submission noted for consideration.
Great to be near bikes. Not near residential which is good.	Noted.
Concerned about view from surrounding residents. Don't want to look at concrete but want to continue looking at landscaping. Have natural elements incorporated where possible.	Design related submission noted for consideration.
There are already too many uses for the Britannia reserve	Noted.
The bike pump track has been fantastic. Another great initiative.	Noted.
Next to the bike area is good. Does it get coverage from the new lights?	It will only get limited lighting from the sports lighting, this is intended due to catering towards younger aged children and not enticing late night activity in this location.
Would prefer if the lighting is turned off by late evening to discourage late-night use and the associated noise from skateboards and youths hanging around.	Noted.
The impact of the independent elderly residence, the young families with children and the off lead dogs by having unsupervised youths is reckless. Putting the safety of our community at risk.	The high frequency of dog walkers and general users was acknowledged when considering the proposed location and accounting for the size of the reserve that these users could co-exist with an appropriate design. The skate space will be located as far as possible from the active path and sporting reserve, and will include natural buffering with trees, greenspace and logs.
The City of Vincent has already (2) two skate parks already - Leederville and Lake Monger. Another skate park is not required - Money can be used elsewhere.	The Town of Cambridge recently opened their Lake Monger Pump Jump Track, however this is not the same facility. This proposed skate space will be designed towards younger children and entry-level skaters, and will enable them to develop their skills and eventually transition to the Leederville Skate Park and other more advanced skate parks.

I would prefer to keep Britannia as it is as it is relatively peaceful for walking around and feel the skate park would do a lot of noise at all times of day. I think a much better location would be the small patch of grass behind the stadium next to the mulch supply. It is a bit of a waste ground. There are also less houses nearby for noise impact.	The high frequency of dog walkers and general users was acknowledged when considering the proposed location and accounting for the size of the reserve that these users could co-exist with an appropriate design. The skate space will be located as far as possible from the active path and sporting reserve, and will include natural buffering with trees, greenspace and logs. The proposed location was preferred by the project Working Group to complement the existing amenities and co-locate with them at the site, attracting the same user demographic that already use the pump track and mountain bike trail.
Great spot for it, not too close to residents is great	Noted.
Please don't cut down any trees	Noted.

QUESTION 4: Would you foresee this proposed skate space location impacting on your current activities at Britannia Reserve?	
Submitter Comments Verbatim	Administration Comments
No add long as the cricket ovals are not impacted	The proposed location will not impact the current cricket activities.
No	Noted.
Impacting in a positive way in that I would visit more often in the future.	Noted.
Yes I think it will mean lots of over 12s cycling on the footpath and causing harm to walkers/dogs /younger children	The active footpath is not in the project scope, however note this comment for reserve considerations and if regular conflicts emerge following its implementation then will look at measures to alleviate this.
No	Noted.
Yes, I'd see it as positively improving current activities by providing facilities for more people to use and engage with the reserve. More people utilising reserves/public spaces creates better atmosphere.	Noted.
No, even though I walk regularly past the area.	Noted.
No	Noted.
No	Noted.
Negative at night, okay thru the day but not the best location	Noted.
Only in a positive manner.	Noted.
No. However, with the number of dogs being regularly exercised at the park, there would need to be some sort of fence to ensure they are kept out of the skatepark.	Design related submission noted for consideration.
No, it's a great compliment to the pump track and tennis courts	Noted.
No.	Noted.
no	Noted.
No	Noted.
The more activation the better!	Noted.
would be using it as it's closer than our usual skateparks	Noted.
Yes, in a positive way.	Noted.
No	Noted.
Absolutely not, I think it'd be fantastic	Noted.
Yes definitely. We would not be able to take our dog to the park as she is frightened of skateboards	Design related submission noted for consideration.
yes, I am an elderly lady and my safety, when walking in the park, is already threatened by skate boarders, scooters and cyclist all speeding through - this is already a dangerous walk - and will obviously get much worse. I live very close to this area and am surprised that those of us living in this area have not been consulted.	The high frequency of dog walkers and general users was acknowledged when considering the proposed location and accounting for the size of the reserve that these users could co-exist with an appropriate design. The skate space will be located as far as possible from housing, and will include natural buffering with trees, greenspace and logs. The skate park in Leederville caters to older and more advanced skaters, this skate space will cater towards younger children and entry-level skaters. The active footpath is not in the project scope, however note this comment for reserve considerations and if regular conflicts emerge following its implementation then will look at measures to alleviate this.
No	Noted.
Increase how often we visit as kids grow and are confident enough to ride it on their bikes or scooters	Noted.
No	Noted.
Question is rather: What value would the proposed skate space add to my family's current activity at Britannia Reserve? Answer: Zero	Noted.
No	Noted.
Not at all	Noted.

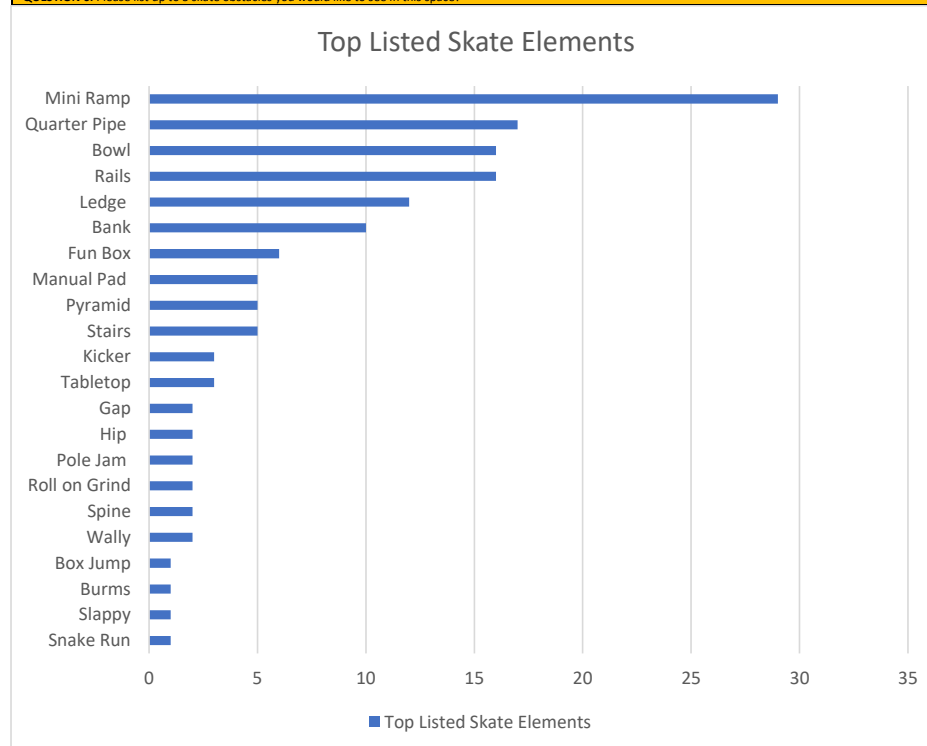
No	Noted.
No	Noted.
Not negatively, we'd probably be there more frequently	Noted.
Not at all, only encourages use of the space	Noted.
As above - i do hold concerns for dogs that might go onto the skate park lured by food, kids or fast-moving scooters and skateboards and get injured.	Design related submission noted for consideration.
Definitely.	Noted.
Not really but some logs around to deter the dogs running thru as this could be dangerous for the kids	Design related submission noted for consideration.
No how many boring ovals does this region need	Noted.
Yes, it will have a negative impact on the current regular park users due to the noise that skate parks create.	Design related submission noted for consideration.
Potentially yes. If older kids frequent it then it becomes a space for anti social behaviour after dark when younger kids have sports training. If there isn't adequate safe separation, it would limit the off lead activities for pet owners.	Design related submission noted for consideration.
Will visit more with kids on scooters if it accommodated entry level obstacles	Noted.
Yes. I would likely clash with use of the area for dog exercise and walking.	The proposed location is currently used for the City to store mulch, and would look to increase the natural greenspace and trees surrounding the area. The high frequency of dog walkers and general users was acknowledged when considering the proposed location and accounting for the size of the reserve that these users could co-exist with an appropriate design. The skate space will be located as far as possible from the active path and sporting reserve, and will include natural buffering with trees, greenspace and logs.
No.	Noted.
No	Noted.
No	Noted.
It would improve the time we spend their with our children and dog	Noted.
I would for sure go more often with my kids to practice skateboarding.	Noted.
No	Noted.
Yes. This is already a well used park by many sporting groups etc. It can often feel crowded so I use this space to exercise.	Noted.
No	Noted.
No	Noted.
Not unless the pump track is going to be removed to accomodate it; this is still very popular	The proposed skate space location will not affect the pump track.
Yes, as above. Skateboards etc using the same paths as dogs, small kids, bikes.	Noted.
No	Noted.
No, great addition	Noted.
No	Noted.
N/a	Noted.
No not at all , it would enhance the reserve	Noted.
It will take away space from where the dogs can deficate	Noted.
It would add to the facilities.	Noted.
No - in fact i will enjoy watching them skate and no doubt my grandkids would also use it.	Noted.
Yes I rarely go to Britannia as there is a park much closer to my house but would love another option to skate at other than the footpath.	Noted.
No	Noted.
Yes, as this is yet another ill-considered vote catching exercise that once installed won't be properly managed by the City.	The high frequency of dog walkers and general users was acknowledged when considering the proposed location and accounting for the size of the reserve that these users could co-exist with an appropriate design. The skate space will be located as far as possible from housing, and will include natural buffering with trees, greenspace and

What about the nearby elderly residents? What is the City doing for them other than make the Reserve too dangerous for them to use?	logs. The skate park in Leederville caters to older and more advanced skaters, this skate space will cater towards younger children and entry-level skaters. The proposed location also contains limited vegetation and is used for the City to store mulch, and would look to increase the natural greenspace and trees surrounding the area.
No	Noted.
No	Noted.
No	Noted.
Only that we might use it with our toddler. Alternatively we will have to keep our dog away whe we walk at Britannia	Noted.
Some concern re small kids on skateboards not staying within park and interacting with pedestrians and dog on walk path	Design related submission noted for consideration.
no	Noted.
No	Noted.
Yes already I'm driven off the path when I walk daily by bikes. As an older person the path was originally supposed to benefit the older age group.	The active footpath is not in the project scope, however note this comment for reserve design considerations and if regular conflicts emerge following its implementation then will look at measures to alleviate this.
Not if it's fenced	Design related submission noted for consideration.
Yes	Noted.
No	Noted.
No, I do not foresee this proposed space impacting on my current activities at Britannia Reserve	Noted.
No	Noted.
No	Noted.
Hopefully not. Use it primarily to exercise dog. Only thing that could impact is if my dog decides to visit the skaters and gets in the way!	Design related submission noted for consideration.
Only to add value.	Noted.
No but we just wouldn't go there with our kids. Do you know how many kids this would service? And aren't kids in this group already well serviced by nearby parks? Could a series of half netball/ bball/ tennis/volley/badminton courts attract a much wider usage?	The skate space has been funded by the State Government to address community feedback towards the shortage of skateable infrastructure that caters to younger children. The City have recently upgraded a number of nature playgrounds, and are always interested to hear from the community on what other facilities/amenities they would like to see in their local area.
It would improve my families activities there, and my own	Noted.
No, the proposed facility will be adding amenity the the current Britannia Reserve along with the current oval and playgrounds.	Noted.
It would give me another reason to use the park	Noted.
Not at all. It is essential that facilities that meet the needs of our young citizens are provided. As a group, we will all reap the benefits.	Noted.
No impact as long as it doesn't take space away from bike tracks	The proposed location will not impact the current pump track or mountain bike trails.
No only would increase our uso	Noted.
Not at all, it will be great for the community	Noted.
No, only an improvement, better use of space, more people outdoors!	Noted.
Yes, I would increase my visitations	Noted.
not at all	Noted.
No	Noted.
Yes if they skateboard along path to get there. Skateboards, dogs, elderly and prams don't mix	The active footpath is not in the project scope, however note this comment for the reserve consideration and if regular conflicts emerge following its implementation then will look at measures to alleviate this.
Yes. Although there would be a skate park you will find people will stake on the path to get there. Unfair for older people and dogs.	The active footpath is not in the project scope, however note this comment for the reserve considerations and if regular conflicts emerge following its implementation then will look at measures to alleviate this.
It will add another use to the reserve for young people which is good	Noted.
Only in a positive way, plus there is plenty of park still available to dog walkers if they are worried, the the reserve should be shared.	Noted.
This would definitely make our family use the public space more often.	Noted.
No	Noted.



It would not affect our use of the pump track or running around the footpath loop. I believe our family would also use this facility	Noted.
No.	Noted.
No	Noted.
No	Noted.
No	Noted.
No absolutely not. It would enhance my family's activities.	Noted.
See above. Just general noise and kids skating on the footpaths to get there.	Noted.
No it is located away from other sporting facilities.	Noted.
No negative impact, only positive. Adds another terrific activity space to a great community location.	Noted.
Yes, as my child grows I will encourage use of a skate space.	Noted.
Increase in noise, what age group is this skate park aimed at? Under twelves not so bad. Over 12 Definley not.	The proposed skate park will be designed to cater towards younger children and include entry-level skate elements that will be much smaller than at Leederville Skate Park, however would still anticipate usage from a range of other demographics, particularly in the short term following construction.
Not in a negative way.	Noted.
It will mean we will be coming down here a lot more and take our dogs.	Noted.
No, It's so small people would hardly feel the impact.	Noted.
Yes, as it will bring more people to the area. Will be negative if impacts natural view and tranquility.	The skate space design will include consideration to the current surrounds and incorporate appropriate landscaping to integrate the provision into the reserve.
Yes, would come to skate.	Noted.
No, dog walker	Noted.
Yes negativity if can see lots of concrete.	The skate space design will include consideration to the current surrounds and incorporate appropriate landscaping to integrate the provision into the reserve.
No, I walk my dog around that area but generally stay on the path	Noted.
Yes. There are already too many activities within the park which is extremely noisy from pre dawn to well after dark, not to mention the light pollution. It no longer has aesthetic value.	Noted.
No, it would be great for kids	Noted.
No	Noted.
No.	Noted.
No	Noted.
Please tell me when and how you have gathered support for this proposal. This is too much. Please show some respect for the residents on the park.	The skate space has been funded by the State Government to address community feedback towards the shortage of skateable infrastructure that caters to younger children and entry-level skate abilities. The skate space is viewed to complement the existing features at the reserve for families and children to interact with.
Noise - screaming - graffiti - Drug Use and dealing - such as Leederville!	The skate space will be designed to cater primarily to young children and 'tweens', however will be considerate to enable any age or ability of skater to use the facility.  The design will include a natural buffer zone between the pump track and the proposed skate space location. It will also be designed to complement the current wheeled sport amenities, and be small-scale to suit similar user demographics.  The proposed location was deemed preferable based on the clear sightlines to the area from across the reserve and frequent use resulting in good passive surveillance.
Yes.	Noted.
No	Noted.
No	Noted.



**QUESTION 6: Please list up to 5 skate obstacles you would like to see in this space?****QUESTION 7: Do you have any other comments on the location or design aspect of the skate space?**

Submitter Comments Verbatim	Administration Comments
No	Noted.
make accessible to all age groups, focus on younger given older kids already have Leederville and the new one at lake monger	The proposed skate park will be designed to cater towards younger children and include entry-level skate elements that will be much smaller than at Leederville Skate Park, however would still anticipate usage from a range of other demographics, particularly in the short term following construction.
No thank you.	Noted.
I support a skate park, just question the proposed location right in middle of the reserve	Noted.
Design would ideally be suitable for a range of ages and abilities	The proposed skate park will be designed to cater towards younger children and include entry-level skate elements that will be much smaller than at Leederville Skate Park, however would still anticipate usage from a range of other demographics and abilities.
As long it is big enough to cater for a variety of ages using the facility	The proposed skate park will be designed to cater towards younger children and include entry-level skate elements that will be much smaller than at Leederville Skate Park, however would still anticipate usage from a range of other demographics and abilities.
I think this will be an awesome addition to britannia!	Noted.
Shaded seating areas would be great, as well as a drink fountain (with a bottle refill tap). Local artists should be asked to paint the skatepark.	Design related submission noted for consideration.
Closer to the mezz and Leederville have a skate park, a bus service close by would help teenagers get there and not walk along a dark bike path to get there	The proposed location was preferred by the project Working Group to complement the existing amenities and co-locate with them at the site, attracting the same user demographic that already use the pump track and mountain bike trail.

	This proposed skate space will be designed towards younger children and entry-level skaters
Please keep roller skaters in mind when designing the park, not just skateboards and scooters, thanks.	Noted.
Needs lights and also smaller obstacles where kids can build confidence on.	Design related submission noted for consideration.
do it now!	Noted.
two tone concrete!	Design related submission noted for consideration..
Get skaters to design it.	Noted.
I think the location is perfect, far away from houses for potential noise but also great for parents to keep an eye on their kids	Noted.
Please place it away from Britannia oval.	The proposed location was preferred by the project Working Group to complement the existing amenities and co-locate with them at the site, attracting the same user demographic that already use the pump track and mountain bike trail.
I thought we already had a skate park near the train station - why do we need another?	The proposed location was preferred by the project Working Group to complement the existing amenities and co-locate with them at the site, attracting the same user demographic that already use the pump track and mountain bike trail.  This proposed skate space will be designed towards younger children and entry-level skaters, and will enable them to develop their skills and eventually transition to the Leederville Skate Park and other more advanced skate parks.
There should be adequate signage that this is for skateboard/scooter use only - to avoid hazards of toddlers or children not on scooters playing in the area.	Design related submission noted for consideration.
I would think about how to differentiate it from the one at Leederville and make that a key design goal. It would be good to have some obstacles for beginner-intermediate skaters/bikers as well as some for more advanced with progression so kids can build their skills. I'm likely dreaming but it would be great to upgrade the pump track to a proper one so it serves as a complementary asset to the skate park more focussed on bikes. The current pump track isn't fit for purpose. The kids are still building jumps at the north end of the park because you can't jump anything in the pump track.	The proposed skate park will be designed to cater towards younger children and include entry-level skate elements that will be much smaller than at Leederville Skate Park, however would still anticipate usage from a range of other demographics and abilities.
Adequate night lighting Adequate Shade Water fountain Benches Litter bins Distance from parking is a plus and minus - will keep it more for locals, but may increase the foot traffic (and skaters) on the access paths to the skate park itself.	Design related submission noted for consideration.
Find another site in the City of Vincent that does not already have two nearby.	The proposed location was preferred by the project Working Group to complement the existing amenities and co-locate with them at the site, attracting the same user demographic that already use the pump track and mountain bike trail.  This proposed skate space will be designed towards younger children and entry-level skaters, and will enable them to develop their skills and eventually transition to the Leederville Skate Park and other more advanced skate parks.
We visited the one in Miami on the Gold Coast recently which was very impressive that might offer some design ideas.	Noted.
^ being remote from other facilities, is there a likelihood of poor behaviour or vandalism?	The proposed location was preferred by the project Working Group to complement the existing amenities and co-locate with them at the site, attracting the same user demographic that already use the pump track and mountain bike trail.
Would love to see separation of the older obstacles from the younger ones for safety and allowing the older kids/adults a space to safely take risks without fear of hurting younger users. The Albany skate park is an amazing example of this separation with something for younger users, medium obstacles for mid range and then advanced obstacles for older/advanced skills	The proposed skate park will be designed to cater towards younger children and include entry-level skate elements that will be much smaller than at Leederville Skate Park, however would still anticipate usage from a range of other demographics and abilities.
A very pleasant idea for a suburb that is appealing to youth and families. Will bring young people to central areas and cultural hubs	Noted.
Use another area in Vincent	The proposed location was preferred by the project Working Group to complement the existing amenities and co-locate with them at the site, attracting the same user demographic that already use the pump track and mountain bike trail.
Similar to perry lakes would be great	Noted.
Would be nice to fix the kids pump track while you are at it	Noted.

<p>This is much too close to the Leederville Skate Park. Please do not ruin our peaceful enjoyment of Britannia Reserve. A lot of elderly people and dog owners seek out a quiet peaceful experience there on a daily basis. It is one of the only large green spaces left around here. If you put in a skate park it will detract from this and you may see a number of local residents using it less. Please don't forget that there is a retirement village next to this park too. Thank you.</p>	<p>This proposed skate space will be designed towards younger children and entry-level skaters, and will enable them to develop their skills and eventually transition to the Leederville Skate Park and other more advanced skate parks.</p> <p>The skate space is viewed to complement the existing features at the reserve for families and children to interact with. The skate space design will include consideration to the current surrounds and incorporate appropriate landscaping to integrate the provision into the reserve.</p>
As above	Due to varying constraints, this will not be possible for this project.
Good location for more youth amenity but not sure if skatepark is in demand.	Noted.
<p>By their nature they are usually a heat sink. Trees unfortunately do not form a good fit due to debris and consequent accidents from wheels jamming on nuts, twigs etc. Some shade in a suitable spot would be good, maybe seasonal shade sails to extend the life of them. Water fountain if possible. Seating for parents, maybe raised for visual observation over the skatepark and the small bike track incorporated into an adjoining nature scape area which would have multiple benefits and uses.</p>	Design related submission noted for consideration.
Aim at complete beginner to intermediate or primary school age. have some kind of seating for parents and carers.	Design related submission noted for consideration..
<p>It would be great to see construction of a wider (less narrow) skate space, rather than a 'skate path'. While I understand that the intention of parks of this 'path' style is to channel movement in one of two directions in an up/down flow, this layout often causes conflicts of use between beginner and more advanced users.</p> <p>As such, I believe that a 'squarer' slab arrangement (such as Crimea Skatepark in the City of Bayswater) will facilitate more freedom of movement around the space, allowing beginners, intermediate and advanced riders alike to pick and choose their 'lines' in a way that minimises conflict.</p> <p>Noting the area constraint of 300m2, I believe that dimensions in the order of 25m long by 12m wide would strike the right balance between channeling flow and allowing freedom for riders to choose their own lines around the space.</p> <p>Thank you!</p>	Design related submission noted for consideration.
<p>3 different levels :</p> <p>Beginner</p> <p>Intermediate</p> <p>Pro</p> <p>+ covered area would be perfect for hot or rainy days</p>	Design related submission noted for consideration.
If it could be designed to be multi use	Design related submission noted for consideration.
Another concrete fixture in a beautiful green space that limits the use of the park by majority of the local population is not well thought out. It's a busy & well used park.	<p>The high frequency of dog walkers and general users was acknowledged when considering the proposed location and accounting for the size of the reserve that these users could co-exist with an appropriate design. The skate space will be located as far as possible from housing, and will include natural buffering with trees, greenspace and logs. The skate park in Leederville caters to older and more advanced skaters, this skate space will cater towards younger children and entry-level skaters. The proposed location also contains limited vegetation and is used for the City to store mulch, and would look to increase the natural greenspace and trees surrounding the area.</p>
No some good council skate parks around	Noted.
See above. Design and layout of Perry lakes is outstanding. Allows 'areas' for all abilities and is large enough to accommodate the very small, young scooters and those older and more adventurous and with higher skills at skateboarding/scooting to be separated into skill level areas.	Design related submission noted for consideration.
Attach a small play area for smaller children	Design related submission noted for consideration.
<p>I think this is brilliant and the kids are really lucky.</p> <p>Do the best consultation you can with regular users of skate parks and the kids.</p> <p>It's hard combining 4 year olds on scooters and 14 year olds on BMX but let the kids solve it, not the adults</p>	Noted.
Please just build it and let's get the kids off the street participating in a healthy activity.	Noted.
Please don't scrimp on budget do something decent like at Perry lakes. COV is way behind other councils ATM	Noted.
<p>Properly consult with the whole community, especially the residents of Leederville Gardens who will be most impacted by yet another high-impact eye sore on Britannia Reserve.</p> <p>Why is this consultation period so short? To push the proposal through?</p> <p>Who is benefiting from all of the money being spent on installations on Britannia Res, certainly not the whole community.</p>	<p>The comments and feedback collected from this 14 day preliminary consultation period was used to inform the development of the draft Concept Design. The properties within Leederville Gardens Retirement Village were provided letter notification of the survey, pop-up event and consultation period.</p> <p>Further formal consultation will occur following advice from Council.</p>

	The funding objective from the State Government grant is to construct a youth facility that will be catering towards families and young skaters that will be addressing a need outlined by the community.
As above	Noted.
Younger kid area and older kid area to separate speeds etc.	Design related submission noted for consideration.
It's badly needed in the area	Noted.
Again, would like to see some elevation of skaters and dogs using the park, for safety reasons it might need to be fenced.	Design related submission noted for consideration.
No	Noted.
If you proceed which I hope not as far away from homes as possible fenced with access from bush freeway side and not the footpath on the inside near the grass	Design related submission noted for consideration.
Skate park should be near the water corp and youth centre	This proposed skate space will be designed towards younger children and entry-level skaters, and will enable them to develop their skills and eventually transition to the Leederville Skate Park that is located next to the Leederville YMCA (and other more advanced skate parks).
No	Noted.
Because of isolation, evening / night time use might be limited for users as it may be unsafe.	Noted.
Maybe fenced to stop dogs being walked - getting into area and possibly getting hurt or causing an accident with skaters etc..	Design related submission noted for consideration.
The best part about pump and jump track is that it integrates with natural elements of park well. I'm sure it's harder to achieve for a surface suitable to skates - but would like to see this considered. Also would love to include integrated artwork. It makes it enjoyable for the kids - especially for the young ones - if there are different points of interest at different obstacles within the course/track. That helps when they are feeling challenged to learn a new skill. So fun designs - or better yet, artwork - that are also sympathetic to natural elements would get my vote!	Design related submission noted for consideration.
This funding has already been allocated and decided. I guess the teenage and younger girls can go hang out on tik tok and the shopping mall.	Noted.
Its a great idea	Noted.
Willeton skate plaza is a great example Similar elements please	Design related submission noted for consideration.
The council must ensure that this project doesn't impact on others who enjoy this park in various ways.	Noted.
Great idea!	Noted.
Great location and good to see COV looking to expand its skate facility options for the community! Please start building it soon 🙌	Noted.
Please include: A drink fountain. Trees & shade around the perimeter with seating for tired kids.  My comments are on behalf of my family with young children. Thank you	Design related submission noted for consideration.
Yes, definitely look at a roller hockey court	Due to varying constraints, this will not be possible for this project.
Make it indoor with big fans on the roof	Due to varying constraints, this will not be possible for this project.
I can't see concept? I think it definitely must be limited to younger kids else they can go to the existing one at Leedy. Carpark at Aranmore Primary used at night often with music. Very annoying. Maybe up to 12 years old and not after 7pm.	The comments and feedback collected from this preliminary consultation was used to inform the development of the draft Concept Design. Further formal consultation will occur following advice from Council.
Not in a park. This park is busy at all times of the day and I foresee accidents on walking paths.	The skate space design will include consideration to the current surrounds and incorporate appropriate landscaping to integrate the provision into the reserve.
Do not put ramps close/squished together	Design related submission noted for consideration.
Great location next to the mountain bike track and so needed for an area with growing families and young kids	Noted.
Love that the council is continuing to improve the area	Noted.



Well lit, spaces to rest.	Noted.
Drinking water please nice and close to skate park	Design related submission noted for consideration.
No.	Noted.
It would be really awesome to have a skate space where we live :P	Noted.
Good to have some features for older kids with lighting available particularly weekend evenings, with consideration to toilet facilities open. Thank you ToV for always seeking new spaces for our kids :)	Noted.
Please don't do a half job! Do it right, make it amazing. Also please don't let antiquated views of a small minority (for whom a skate park would have next to no impact), derail positive projects like this that are valued by so many of all ages.	Noted.
Like other Skate Sculpture projects it should include gazebo shelters and other activation items to attract people to make it feel lively. The nature design that Skate Sculpture used in Forrestfield and Boddington would be good aesthetically.	Design related submission noted for consideration. Through the design phase, supporting infrastructure will be considered. The skate space design will include consideration to the current surrounds and incorporate appropriate landscaping to integrate the provision into the reserve.
No.	Noted.
Please do not use gravel, mulch, stones or trees/bushes that drop nuts surrounding the park and make sure the flat ground (concrete pad) level is higher than the grass level to assist sweeping debris off the park without it blowing back on.	Design related submission noted for consideration.
The more transition with coping the better.	Design related submission noted for consideration.
Keep natural elements.	Design related submission noted for consideration.
Good location.	Noted.
Include water feature.	Design related submission noted for consideration.
There are already so many activities within the park. Since I purchased the property abutting the park, off-lead dogs have been permitted throughout the park (constant yelling, whistling and clapping is heard from pre dawn to after dark), a path has been installed within metres of the property line, lights have been installed around the path, multiple organised sports are played, an off-road bike track was installed, enormous lights have been installed and are lit every night, the school uses the park for exercise sessions, and a technology tower is soon to be installed. Enough is enough!	The high frequency of dog walkers and general users was acknowledged when considering the proposed location and accounting for the size of the reserve that these users could co-exist with an appropriate design. The skate space will be located as far as possible from housing, and will include natural buffering with trees, greenspace and logs. The skate park in Leederville caters to older and more advanced skaters, this skate space will cater towards younger children and entry-level skaters. The proposed location also contains limited vegetation and is used for the City to store mulch, and would look to increase the natural greenspace and trees surrounding the area.
Toilet's please and the current playground would benefit of an uplift	Design related submission noted for consideration.
Can we please get some tables installed at Britannia Reserve? There are currently only a few benches, but no tables.	Design related submission noted for consideration.
Move to a more appropriate location for the youth's to have access to public transport ie near bus depot or train stop	The proposed location was preferred by the project Working Group to complement the existing amenities and co-locate with them at the site, attracting the same user demographic that already use the pump track and mountain bike trail. Distance to public transport was a consideration in the site selection process, the closest bus stop is on Britannia Rd at the north-east corner of the reserve.
YES. One is already going in Leederville - Another at Lake Monger - How many SKATE PARKS do you have to have.	The Town of Cambridge recently opened their Lake Monger Pump Jump Track, however this is not the same facility. This proposed skate space will be designed towards younger children and entry-level skaters, and will enable them to develop their skills and eventually transition to the Leederville Skate Park and other more advanced skate parks.
Move it to the above mentioned area next to the mulch patch.	Noted.
Please maintain pathway and trees!	Noted.





LEGEND

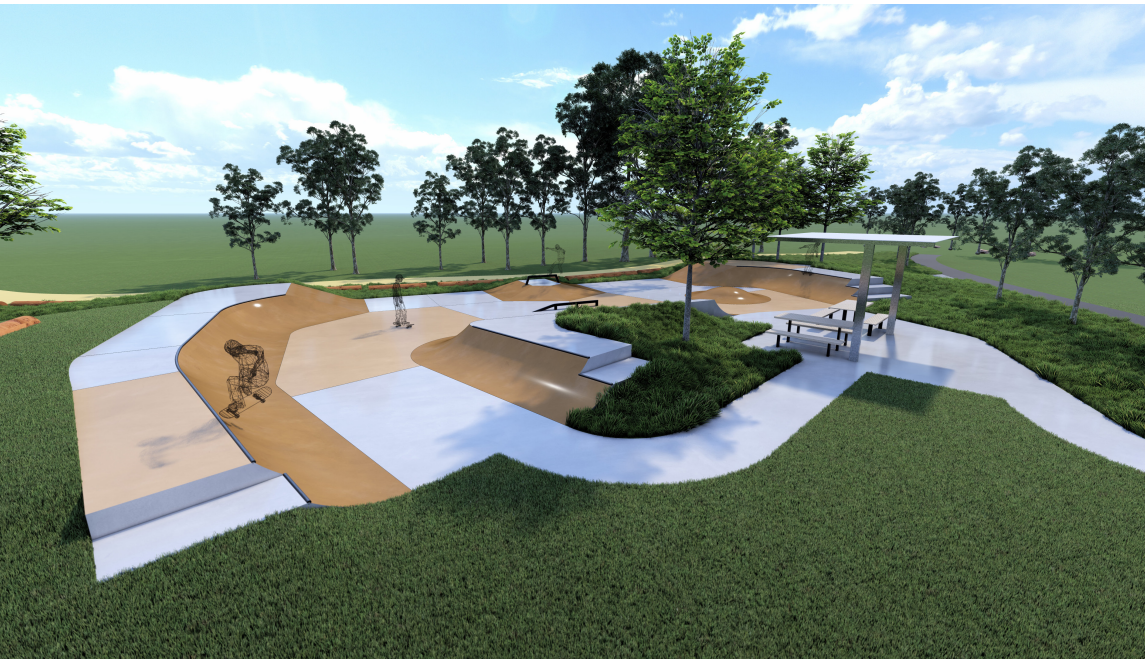
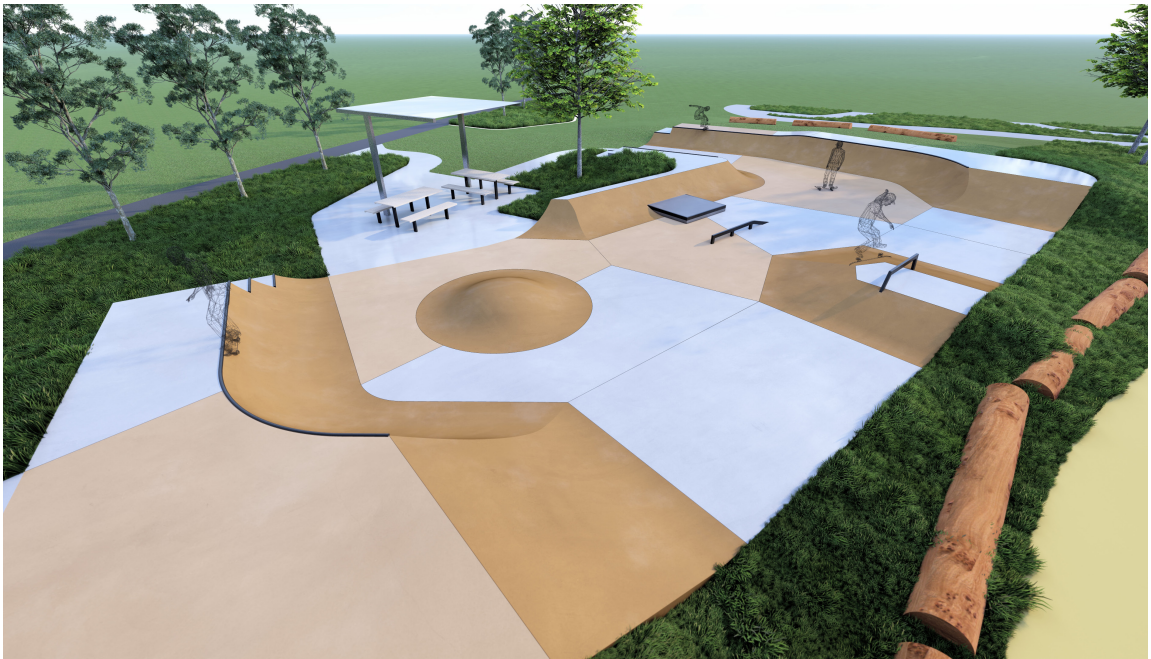
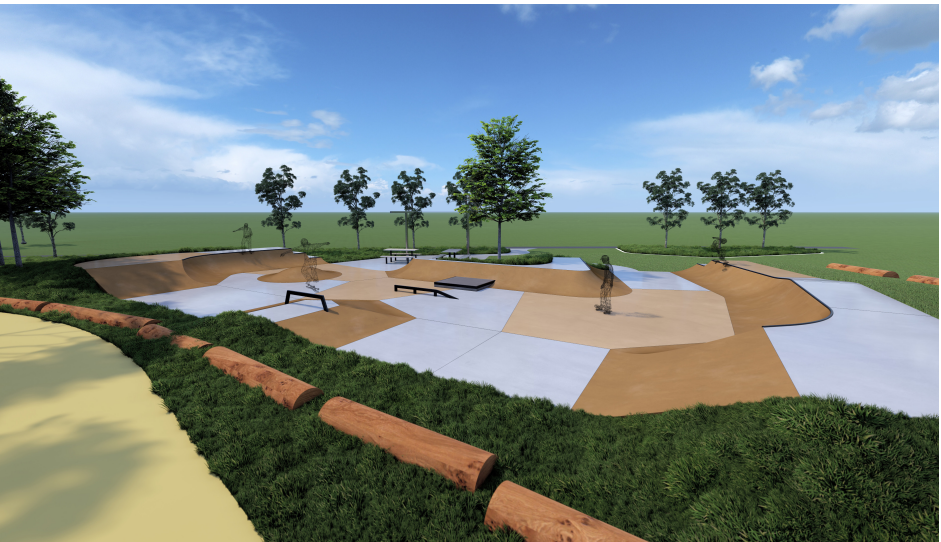
- 1 QUARTER PIPE (900H) WITH STEP DOWN AND POCKET BANK (900H)
- 2 BANK (900H)
- 3 PYRAMID BOX (400H) WITH RAIL (400H)
- 4 FLAT RIDE UP RAIL (250H)
- 5 TURN AROUND QP WITH POCKET (900H)
- 6 MINI RAMP (750H) WITH STEP DOWN END (450H)
- 7 SLAPPY BANK (750H) WITH MANUAL PAD (200H)

- 8 PUMP BUMP (450H)
- 9 LOG SEATING
- 10 GRASS HANGOUT
- 11 SHADE STRUCTURE WITH PICNIC BENCHES
- 12 EXISTING PUMP TRACK LOCATION



BRITANNIA LOCAL YOUTH SKATE SPACE  
CONCEPT MASTER PLAN



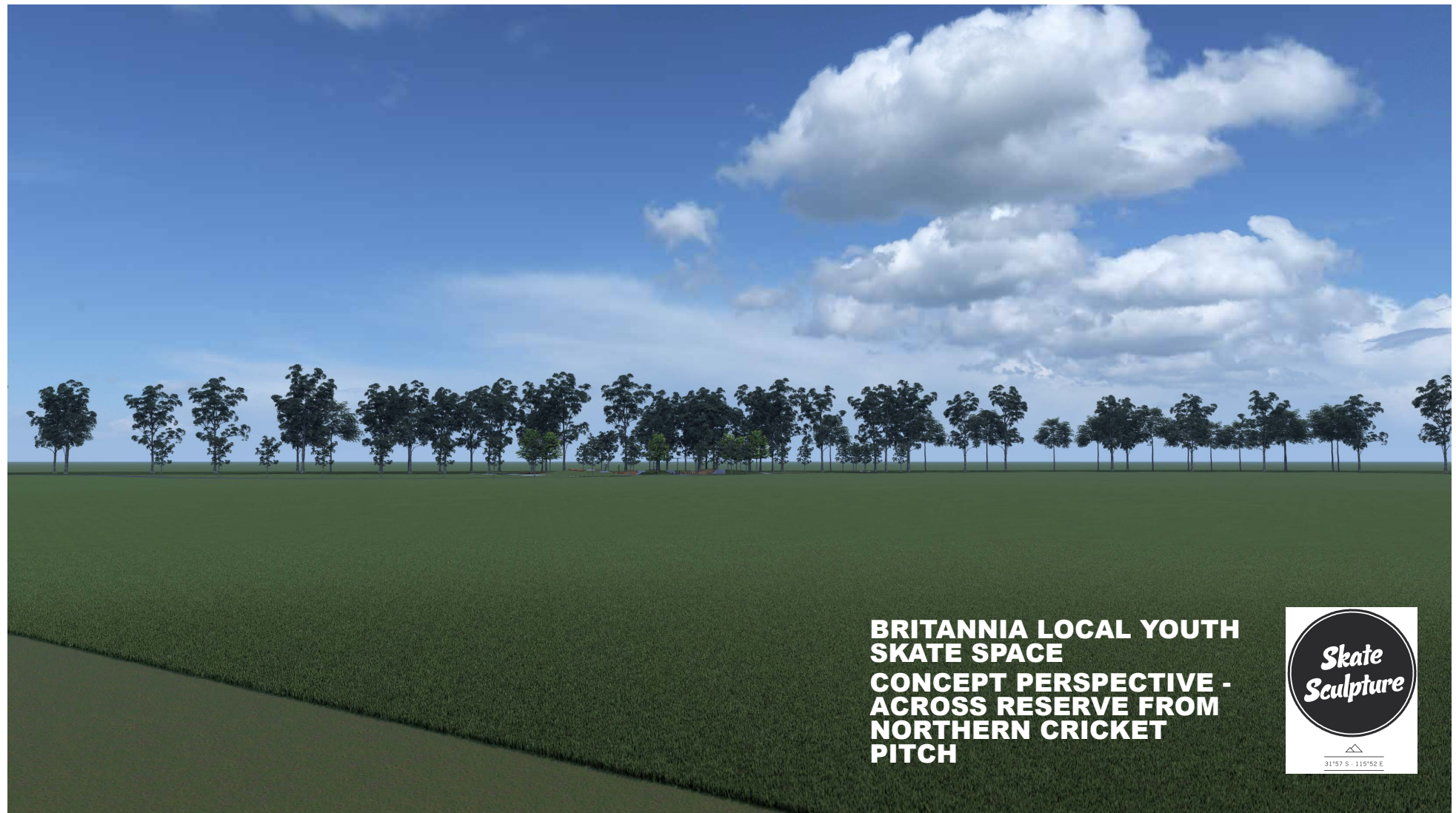


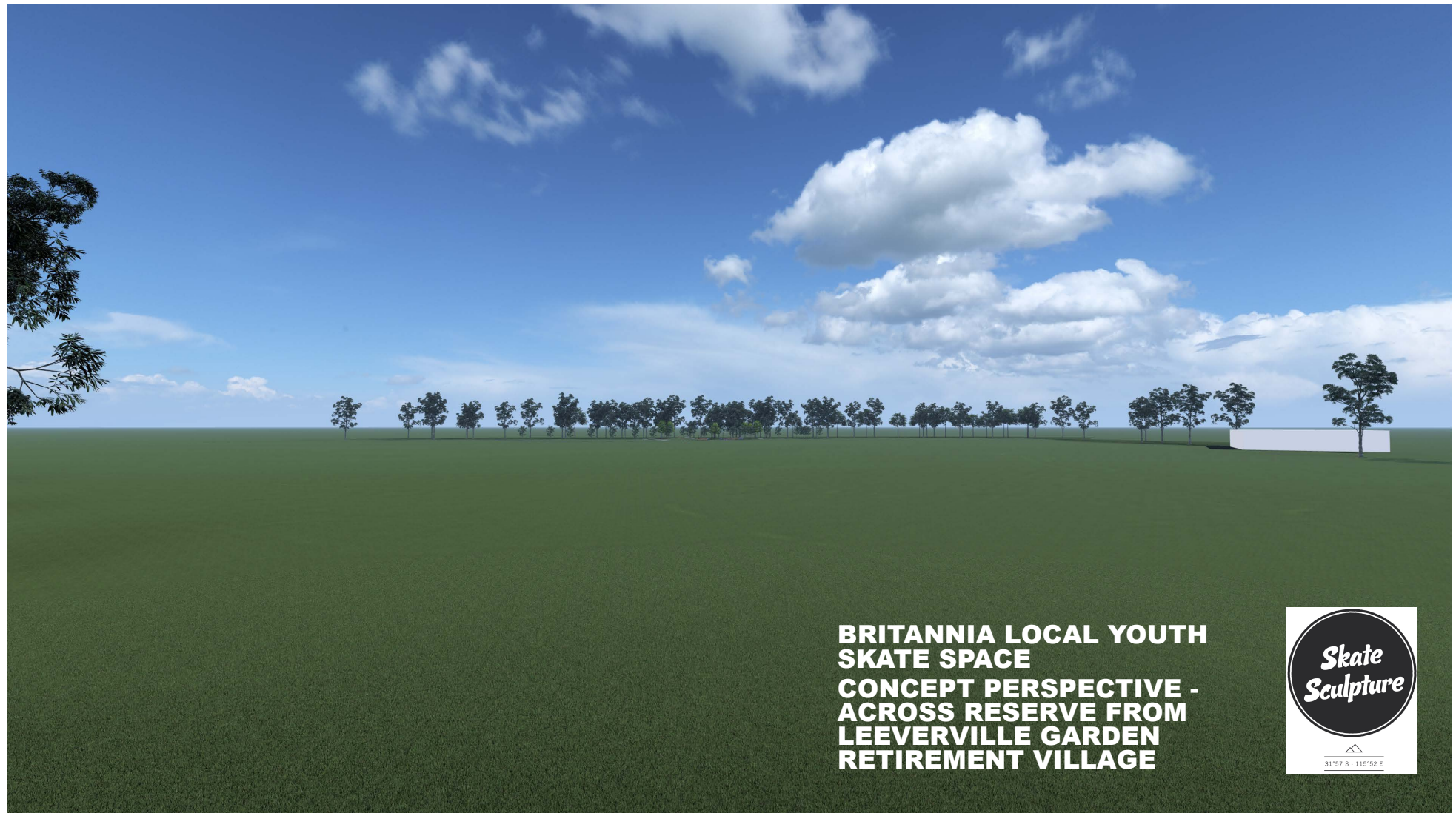
**BRITANNIA LOCAL YOUTH SKATE SPACE**  
CONCEPT RENDERS















**9.9 APPOINTMENT OF COMMUNITY REPRESENTATIVES TO ARTS ADVISORY GROUP**

**Attachments:** 1. Arts Advisory Group Nominations 2022 - Administration  
Recommendations - Confidential

**RECOMMENDATION:**

**That Council:**

1. **RECEIVES** the community nominations for the City's Arts Advisory Group in Confidential Attachment 1; and
2. **APPOINTS** the community representatives detailed in Confidential Attachment 1 to the City's Arts Advisory Group for the term expiring on 21 October 2023.

**PURPOSE OF REPORT:**

To appoint community representatives to the City's Arts Advisory Group.

**BACKGROUND:**

Council Policy No:4.2.12 – Advisory Groups provides that:

- 11.1 *The Council will appoint a member to the Advisory Group including the prescribed Terms and any conditions;*
- 11.2 *The Advisory Group Membership is normally for a period of two (2) years from the period of ratification of the advisory group by the Council (generally the term is from November after the Ordinary local government elections to October of the second year). Membership of the Group terminates when an Ordinary local government election occurs every two years, in October.*

**DETAILS:**

Arts Advisory Group nominations in October 2021 were low and there are currently only five community representatives on the City's Arts Advisory Group, leaving six available positions. With some important arts projects on the horizon, it is necessary to fill the available positions to achieve more diversity in expertise amongst the group and ensure sufficient attendance and attention across all Arts Advisory Group obligations and responsibilities.

Nominations opened 4 August 2022 and closed 9 September 2022 in which time the City received six nominations for the Arts Advisory Group.

Administration has assessed the nominations in terms of the relevant skills and experience of each applicant and have made recommendations for appointments as detailed in **Confidential Attachment 1**.

**CONSULTATION/ADVERTISING:**

Nominations were invited in the following ways:

- local newspapers;
- City's social media pages; and
- correspondence to previous members and members of relevant community groups.

**LEGAL/POLICY:**

The membership requirements for the Advisory Groups is set out in clause 10 of the City's [Policy No. 4.2.12 – Advisory Groups](#).

The Terms of Reference for the City's Arts Advisory Group is available on the [City's website](#).

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to appoint new community representatives to the City's Arts Advisory Group.

**STRATEGIC IMPLICATIONS:**

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

Connected Community

*We have enhanced opportunities for our community to build relationships and connections with each other and the City.*

Innovative and Accountable

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

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







**PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.

**9.10 PLACE PLAN ANNUAL REVIEW**

- Attachments:**
1. **2022 Volume 01 Vincent Town Centre Place Plan - Implementation Framework Progress Update - Review IIII** [↓](#) 
  2. **2022 Volume 02 North Perth Town Centre Place Plan - Implementation Framework Progress Update - Review IIII** [↓](#) 
  3. **2022 Volume 03 Mount Hawthorn Town Centre Place Plan - Implementation Framework Progress Update - Review III** [↓](#) 
  4. **2022 Volume 04 Leederville Town Centre Place Plan - Implementation Framework Progress Update - Review I** [↓](#) 
  5. **2022 Volume 05 Beaufort Street Town Centre Place Plan - Implementation Framework Progress Update - Review I** [↓](#) 
  6. **2022 Volume 07 Pickle District Place Plan - Implementation Framework Progress Update - Review I** [↓](#) 

**RECOMMENDATION:**

**That Council NOTES the:**

1. **Final review of Volume 1: Vincent Town Centre Place Plan and Volume 2: North Perth Town Centre Place Plan, as shown in Attachments 1 and 2; and**
2. **Annual review of Volume 3: Mount Hawthorn Town Centre Place Plan, Volume 4: Leederville Town Centre Place Plan, Volume 5: Beaufort Street Town Centre Place Plan and Volume 7: Pickle District Place Plan, as shown in Attachments 3, 4, 5 and 6 and ENDORSES these place plans being updated in accordance with these reviews.**

**PURPOSE OF REPORT:**

To provide Council with a progress report on the implementation of the Place Plan actions over the past 12 months, to recommended minor amendments to ensure the Place Plans continue to be robust and responsive documents.

To detail the closure and next steps for the Vincent Town Centre Place Plan and North Perth Town Centre Place Plan.

**BACKGROUND:**

On 23 August 2016 (Item 9.1.5) at its Ordinary Meeting, Council endorsed Administration's approach to Place Management and the preparation of a Place Plan for each of the City's town centres.

On 1 May 2018 (Item 9.10) at its Ordinary Meeting, Council adopted Volume 1: Vincent Town Centre Place Plan and Volume 2: North Perth Town Centre Place Plan. Following adoption, Place Plans are scheduled for a minor annual review and a major review every four years. The minor review includes progress reporting to Council on the implementation of the actions and the major review includes significant changes to the Place Plan document.

On 25 June 2019 (Item 9.7) at its Ordinary Meeting, Council endorsed the first minor annual review of the Vincent Town Centre Place Plan and North Perth Town Centre Place Plan and on 17 September 2019 (Item 9.4) at its Ordinary Meeting, Council adopted Volume 3: Mount Hawthorn Town Centre Place Plan.

On 17 November 2020 (Item 9.5) at its Ordinary Meeting, Council endorsed the second minor annual review of the Vincent Town Centre Place Plan and North Perth Town Centre Place Plan, and the first annual review of the Mount Hawthorn Town Centre Place Plan.

On 14 September 2021 at its Ordinary Meeting, Council adopted (Item 9.7) Volume 4: Leederville Town Centre Place Plan, (Item 9.9) Volume 5: Beaufort Street Town Centre Place Plan and (Item 9.8) Pickle District Place Plan.

On 16 November 2021 (Item 9.4) at its Ordinary Meeting, Council endorsed the third minor annual review of the Vincent Town Centre Place Plan and North Perth Town Centre Place Plan, and the second annual review of the Mount Hawthorn Town Centre Place Plan.

At the 23 August 2022 (Item 9.8) Ordinary Meeting, Council considered the annual review of the City's current place plans. Council deferred the review in order for the review to be discussed at a Council Workshop. The annual review of the Place Plans was discussed at the 30 August Council Workshop.

#### DETAILS:

The fourth and final minor annual review of the Vincent Town Centre Place Plan and North Perth Town Centre Place Plan are included as **Attachments 1 and 2** and provide an update on each action's status and how this action will be implemented in the future. Any reference to Vincent Town Centre Place Plan actions in other Place Plans has been removed to reflect the final minor annual review.

The third minor annual review of Mount Hawthorn Town Centre Place Plan, and the first minor annual review of the Leederville Town Centre Place Plan, Beaufort Street Town Centre Place Plan and Pickle District Place Plan have been undertaken. The progress of the actions outlined within the Place Plans and the associated document changes are reported in the Implementation Framework Progress Updates included as **Attachments 3, 4, 5 and 6**.

Council direction has resulted in the addition of one new action in the Leederville Town Centre Place Plan as follows:

- Action 4.8: Seek and assess redevelopment concepts relating to the Avenue Car Park and frame court Car Park to create thriving, connected and sustainable mixed-use areas in the heart of Leederville.

Other changes made as part of the review include:

- Updates to reflect completed projects/actions;
- Updates to project/action timing and delivery dates;
- Updates to reflect changes in project/action scopes; and
- Reassignment of actions to alternative business units.

The annual review has involved consideration of the following informing documents that have been prepared or reviewed within the past 12 months:

- Asset Management and Sustainability Strategy.
- Leederville Precinct Structure Plan.
- Vincent Rebound Plan.
- Woodville Reserve Landscape Plan.
- Small Business Friendly Approvals Program.

#### CONSULTATION/ADVERTISING:

The Place Plans are advertised to the community during their preparation and through the four year major review.

Further consultation would take place as required when completing each of the actions within the Place Plans.

#### LEGAL/POLICY:

The Integrated Planning and Reporting Framework outlined by the *Local Government (Administration) Regulations 1996* requires the City to adopt a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP) to be supported by the Annual Budget and a range of informing strategies. The Place Plans are outlined as deliverables in the City's CBP.

#### RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to endorse revisions to the adopted Place Plans.

**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.*

Accessible City

*Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.  
We have better integrated all modes of transport and increased services through the City.*

Connected Community

*We have enhanced opportunities for our community to build relationships and connections with each other and the City.*

Thriving Places

*We are recognised as a City that supports local and small business.  
Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority.*

Sensitive Design

*Our built form is attractive and diverse, in line with our growing and changing community.  
Our planning framework supports quality design, sustainable urban built form and is responsive to our community and local context.*

Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.  
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  
Sustainable Transport*

**PUBLIC HEALTH IMPLICATIONS:**

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

*Increased mental health and wellbeing*

**FINANCIAL/BUDGET IMPLICATIONS:**

The implementation of the actions within the Place Plans are resourced through the City's approved operating and capital budgets as detailed in **Attachments 3, 4, 5 and 6**.

**COMMENTS:**

The Place Plans are 'place based' strategic action plans that guide the allocation of funding and resources in the City's town centres and places. The Place Plans direct the City's service units to deliver a range of place-based initiatives and enable the City to effectively support and coordinate change.



The preparation, implementation and review of the Place Plans aligns with the City's adopted approach to Place Management and allows the progress of existing actions to be monitored, reported, and updated, and new actions to be included as they are identified.

The ongoing review of the Place Plans will ensure that the City's town centres and places keep pace with emerging trends and community aspirations.

## VOLUME 1: VINCENT TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	Future Implementation
			18/19	19/20	20/21	21/22			
Key Focus Area 1: ACTIVITY									
V1.1 Promote Town Centre Public Space Activation	C&B	S&D	✓	✓	✓	✓	<p>Successfully activating town centre public spaces requires careful curation and resources. Activations and events can require health, event and in some instances development approvals, and resource limitations have prevented the City from preparing an activation program for each of its town centre public spaces.</p> <p>To assist with the delivery of this action utilising available resources, the City has adopted a contemporary, collaborative approach to place activation and vibrancy by collaborating with community, not-for-profit and other creative organisations to deliver a range of activities through annual festivals and events sponsorship.</p> <p>An amount of \$229,000 was approved for event sponsorship in 2021/22 with \$60,000 specifically allocated to town team run town centre events.</p> <p>The City also holds annual City initiatives, such as the Native Plant Sale, in town centre public spaces and actively promotes town team and community events via social media, newsletters and on the City's events website and social media events calendars. To reflect the City's approach to place activation this action should be updated to reference the promotion of town centre public space activation rather than the preparation of public space activation schedules.</p>	<p>At its Ordinary Meeting of Council 27 July 2021, Council approved the 2021/22 Event and Festival Funding. Events funding is available to town teams and event providers. A number of events have been provided in 2021/22 including but not limited to:</p> <ul style="list-style-type: none"><li>• Mt Hawthorn Hubs, Little Day Out.</li><li>• The Pickle Districts, Pickle Lit.</li><li>• Leederville Connects Kratorville and Arty Farty Christmas Party.</li></ul> <p>The City also holds annual City initiatives, such as the Native Plant Sale, in town centre public spaces and actively promotes town team and community events via social media, newsletters and on the City's events website and social media events calendars.</p> <p>These events have successfully activated the City's spaces and places, promoted town teams and increased the mental health and wellbeing of our community by creating opportunities for the public to engage with their neighbours.</p> <p>Future implementation is to be delivered through the Community Funding Policy (Festival and Events Sponsorship).</p>	Community Funding Policy (Festival and Events Sponsorship).
V1.2 Review hire fees and create an improved Online Hire Platform and booking system for town centre public spaces	C&B		✓	✓	Complete		<p>This action was completed in 2020/21 in line with Action 1.1 of the Vincent Rebound Plan.</p> <p>Town centre public spaces are now available on SpacetoCo and are free for hire, including 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).</p>	Action completed in 2020/21.	Completed
V1.3 Streamline the City's Event Approvals Processes	C&B	S&D/I&E	✓	✓	✓	✓	<p>An internal City wide events working group has been established. The working group meet quarterly and have created a list of priority actions, including improving application lodgement methods, simplifying the event application form, updating the website, and arranging pre/post event meetings with interested event holders and those holding large/high risk events.</p> <p>This action is captured in Action 1.1 of the Vincent Rebound Plan and these improvements are scheduled for completion in late 2021.</p>	<p>The City has remained agile in the face of COVID-19 event restriction, prioritising the processing of event applications in line with ever evolving COVID 19 event requirements.</p> <p>This City has begun process improvements and progressed priority actions identified through the event working group meetings. These targeted actions to improve the events application and assessment process will continue to be undertaken, in line with the following reforms committed to as part of the Small Business friendly Approvals Program:</p> <ul style="list-style-type: none"><li>• 1.15 Develop and consolidate information for events approvals and small businesses operating at events; and</li><li>• 3.3 Review and simplify the City's event approval process to make it easier for small business.</li></ul>	Small Business Friendly Approval Program

## VOLUME 1: VINCENT TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	Future Implementation
			18/19	19/20	20/21	21/22			
<b>V1.4</b> Provide ongoing support for Town Team Events & Other Public Events	C&B	S&D/I&E	✓	✓	✓	✓	<p>Funding for activations and events was reallocated for the 2020/21 financial year due to the uncertainty of COVID-19.</p> <p>An amount of \$229,000 was approved for event sponsorship in 2021/22 with \$60,000 specifically allocated to town team run town centre events. This sponsorship will fund a variety of events with 14 events currently approved and six of these scheduled to be held in the City's town centres.</p>	<p>At its Ordinary Meeting of Council 27 July 2021, Council approved the 2021/22 Event and Festival Funding. Events funding is available to town teams and event providers. A number of events have been provided in 2021/22 including but not limited to:</p> <ul style="list-style-type: none"> <li>Mt Hawthorn Hubs, Little Day Out.</li> <li>The Pickle Districts, Pickle Lit.</li> <li>Leederville Connects Kratorville and Arty Farty Christmas Party.</li> <li>Northbridge Commons Block Party.</li> </ul> <p>The City also funded the 100 X Town Teams celebration at the Barlee Street Carpark 29 June 2022. This was a celebration of 100 registered Town Teams, taking place where the town team movement begun on Beaufort Street. The event included addresses from Town Team Directors and Founders, Town Team members, Hon. John Carey MLA and Mayor Emma Cole. Local Artist Jerome Davenport also provided a refresh of the 'Faces of Beaufort Street' mural, painted as part of the 2014 Beaufort Street Festival as part of the event.</p> <p>An amount of \$238,000 was approved for event sponsorship in 2022/23 with \$84,500 specifically allocated to town team town centre events. \$20,000 has been included as Event Allocation for Year-Round Applications.</p>	Community Funding Policy (Festival and Events Sponsorship).
<b>V1.5</b> Improve and monitor the level of Service & Maintenance provided in the town centres	I&E	S&D		✓	✓	✓	<p>Deep cleans of the pavement in all town centres (Leederville, William Street, Mount Hawthorn, North Perth, and Beaufort Street) have been completed for the 2020/21 financial year at a cost of \$42,000 and are budgeted for \$48,000 in 2021/22.</p> <p>High pressure cleaning of public litter bin frames is scheduled monthly in all town centres.</p> <p>Current daily precinct cleaning schedules have been established and include waste/litter removal, street sweeping and graffiti removal. An extra 0.5 FTE for graffiti removal has been approved for the 2021/22 financial year.</p> <p>This action is captured in the Vincent Rebound Plan Action 1.3.</p>	<p>The City's cleaning services were reviewed and resulted in six pavement deep cleans in town centres in 2021/22, an extra 0.5 FTE for graffiti removal allocated in 2021/22, scheduling of monthly pressure cleaning of public litter bin frames, and scheduling of daily precinct cleaning.</p> <p>Annual deep cleans, monthly pressure cleaning and daily precinct cleaning will continue to be implemented and monitored in 2022/23, to ensure an acceptable level of street cleaning is being achieved. Where cleaning issues continue to arise, these will be referenced and addressed in the relevant Place Plan.</p>	Town Centre Place Plans
<b>V1.6</b> Manage the Town Team Grant Program	S&D	C&B/I&E	✓	✓	✓	✓	Town teams received a total of \$59,285.05 in grant funding during 2020/21. \$60,000 is available for the town teams to access in 2021/22.	Town teams received a total \$54,240.36 in grant funding during 21/22. \$60,000 is available for the town teams to access in 2022/23.	Town Centre Place Plans
<b>V1.7</b> Prepare and implement Town Centre Marketing & Branding Plans	C&B	S&D	✓	✓			This was discontinued in 2020/21 as a corporate project to reallocate resources to the Visit Perth collaboration.	Action discontinued 2020/21.	
<b>V1.8</b> Work collaboratively with the Inner Perth Assembly to promote and improve Visit Perth website.	C&B	S&D	✓	✓			<p>The City worked collaboratively with the Inner Perth Assembly to promote and improve the Visit Perth website in 2020/21.</p> <p>The Visit Perth website content and map were updated with Vincent business and events.</p> <p>The Mount Hawthorn Visit Your Neighbourhood video was launched on the Visit Perth website in May 2021, and a partnered blog schedule has been established.</p>	Action completed 2020/21.	

## VOLUME 1: VINCENT TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	Future Implementation
			18/19	19/20	20/21	21/22			
							This action is capture in the Vincent Rebound Plan Action 2.3 and has now been completed.		
<b>V1.9</b> Amend the Trading in Public Places Local Law 2008 & Local Government Property Local Law 2008	S&D		✓	✓	✓	✓	The amendment Trading in Public Places Local Law requires redrafting as a new local law. This will be drafted by Administration (Strategy & Development) in 2021/22 for presentation to Council.	<p>The amendment Trading in Public Places Local Law requires redrafting as a new local law. This will be drafted by Administration (Strategy &amp; Development) for presentation to Council. Due to resourcing capacity this has been delayed and will be presented to Council 2022/23.</p> <p>The Local Government Property Local Law 2021 (Gazetted on 30 November 2021) was provided to the Joint Standing Committee on Delegated Legislation (JSCDL) who requested several undertakings. The City was required to make the Local Government Property Amendment Local Law 2022 to address the undertakings, which was adopted by Council at its July Meeting. After Council adoption and Gazetted of the Amendment Local Law, the City must provide it to JSCDL, who may still exercise its discretion to disallow part or all of the substantive Local Law 2021 or the Amendment Local Law 2022.</p>	<p>Trading in Public Places Local Law 2008</p> <p>Local Government Property Amendment Local Law 2022</p>
<b>V1.10</b> Implement a Business Engagement Program	S&D	C&B	✓	✓	✓	✓	<p>A Business E-News database was established in 2019/20 and has been expanded to 971 businesses. E-Newsletters are sent out quarterly and the database is continuing to be expanded.</p> <p>The City is currently promoting the Small Business Development Corporation (SBDC) events as and when they arise and recently applied for Round Two of the SBDC Small Business Friendly Approvals Program.</p> <p>This action is supported by Actions 2.3 and 2.4 in the Vincent Rebound Plan.</p>	<p>The City was accepted into the SBDC's Small Business Friendly Approvals Program which represents the City's quest to improve customer experiences for businesses. The program commenced 9 February 2022. The City is continuing to engage with the SBDC and is now implementing 33 reforms relating to the Small Business Friendly Approvals Program including providing better information and enhancing business support.</p> <p>An Executive Summary of the Small Business Friendly Approvals Program was reported to the 21 June 2022 Ordinary Council Meeting for noting.</p> <p>SBDC initiatives are promoted through the City's Business E-News. Small Business Friendly Approvals Program to increase business engagement with the SBDC as per reform</p> <ul style="list-style-type: none"> <li>1.11 Expand access and reach of business e-news to keep small business updated on the City's programs and initiatives.</li> </ul> <p>The business E-News has been expanded to 1001 subscribers.</p> <p>Continued engagement with SBDC and promotion of SBDC initiatives, is now part of the City's business as usual operational services.</p>	Small Business friendly Approvals Program
<b>V1.11</b> Advocate for Live Music Venue Protection	S&D		✓	✓	✓	✓	Public consultation on the proposed Northbridge Special Entertainment Precinct amendment to the City of Perth Planning Scheme closed in February 2021. The City continues to work with the Department of Planning, Lands and Heritage and the Department of Water and Environmental Regulation on the proposed regulatory reform and its potential for broader application to the State as opportunities arise.	The City will continue to work with the Department of Planning, Lands and Heritage and the Department of Water and Environmental Regulation on the proposed regulatory reform and its potential for broader application to the State as opportunities arise.	Thriving Places Strategy
<b>V1.12</b> Prepare a Strategy for City of Vincent Owned Land within the town centres	CEO	S&D			✓	✓	A consolidated version of the Register of City land with sale or development potential was presented to Council at its 7 April 2020 Meeting (Item 12.3). Administration is now preparing a strategic framework for City-owned property to be presented to Council in mid-2022.	The development of this action has been delayed due to resourcing capacity. Future development of the strategic framework for City-owned property will be considered in the 2023/24 period.	<p>Register for City Land</p> <p>Strategic framework for City-owned property</p>

## Key Focus Area 2: MOVEMENT

## VOLUME 1: VINCENT TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	Future Implementation
			18/19	19/20	20/21	21/22			
<b>V2.1</b> Prepare an Integrated Transport Plan	S&D	I&E	✓	✓	Complete		Public consultation for the draft Accessible City Strategy was concluded in February 2021 and the Accessible City Strategy was adopted by Council in May 2021.	Action completed in 2020/21.	
<b>V2.2</b> Advocate to State Transport Authorities for Improvements to Transport Infrastructure including improved east-west connections	I&E	S&D	✓	✓	✓	✓	The City's administration currently sits on a number of working groups which relate to station access and connection throughout the City. These groups involve stakeholders such as the Public Transport Authority and the Department of Transport. This is an ongoing action and the City will continue to advocate to the relevant State Government authorities over the next year.	The City is continually advocating for improved east-west active transport connections across Vincent. A concept for a direct east-west bus route which includes Vincent Street was presented to the Public Transport Authority but was unable to be supported due to lack of budget allocated to Transperth. Advocacy for the implementation of this connection is ongoing with future action including the development of a business case for a circular route to be introduced to Vincent.  This Action will continue to be delivered through Action 2.1.3 of the Accessible City Strategy.	Advocacy Agenda  Accessible City Strategy
<b>V2.3</b> Implement a Transport Education Program	I&E	S&D		✓	✓	✓	The City is currently progressing Actions 1.2.4, 1.2.5 and 3.2.1 of the Accessible City Strategy. These actions have involved working with schools located in the City to extend the reduced speed zone areas around the schools.  The City continues to support the Your Move program and work with schools to promote active transport.	The Your Move program has been presented to schools within the City by the department of Transport. The travel change program has identified current traffic issues and is helping to provide practical ways to teach and develop use of active modes of transport. This program will be delivered on an ongoing basis and further built upon by the City as it progresses.  The City will continue to progress this Action through Actions 1.2.4, 1.2.5 and 3.2.1 of the Accessible City Strategy.	Accessible City Strategy
<b>V2.4</b> Advocate for After-hours Transport Options	I&E	S&D	✓	✓	✓	✓	Advocacy to the Public Transport Authority by the City is ongoing.	Advocacy to the Public Transport Authority by the City is ongoing.	Advocacy Agenda
<b>V2.5</b> Develop a Wayfinding Plan	S&D	C&B/I&E		✓	✓	✓	A consultant has been appointed to complete the Wayfinding Plan. Desktop background analysis has been completed and a series of 'walkshops' with key stakeholders were undertaken in September 2021 to inform the Opportunities, Constraints and Gaps Analysis report. The project is on track to be completed within the 2021/22 financial year.  This action is captured in the Vincent Rebound Plan Action 1.4.	Development of the City's Wayfinding Plan commenced July 2021. The Wayfinding Plan includes the following four phases: Phase One – Analysis Report Phase Two – Draft Wayfinding and Signage Plan Phase Three - Final Wayfinding Plan and Guidelines Phase Four – Implementation Plan  The Wayfinding Plan will highlight the unique character and distinct local aesthetic of the town centre. Phase One of the project has been completed and Phase Two significantly progressed. The development of the Wayfinding Plan is due to be completed December 2022. Implementation will commence following this.	The Wayfinding Plan
<b>V2.6</b> Review the naming requirements within the Laneways and Rights of Way Policy 2.2.8	S&D	C&B/I&E	Complete					Action completed in 2018/19.	
<b>V2.7</b> Advocate for Bus Noise Emissions Improvements to Public Transport Authority	S&D	I&E			✓	✓	The Public Transport Authority (PTA) announced plans to update the PTA fleet to be more environmentally efficient and reduce noise emissions. This is to be done as part of a staged approach with the first of the electric fleet introduced in 2022. The City will continue to advocate to the PTA to ensure that this occurs, and that continual upgrades are implemented where required.	The PTA have commenced a trial of Electric buses through the Joondalup CAT service. The trial will determine the reliability and efficiency of the buses, with factors to be evaluated including performance, energy efficiency, emission reductions life cycle costs and risks.	Advocacy Agenda



## VOLUME 1: VINCENT TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	Future Implementation
			18/19	19/20	20/21	21/22			
								The City will continue to monitor the trial and advocate to the PTA to ensure that this upgrade of services occurs, and that continual upgrades are implemented where required.	
<b>V2.8</b> Investigate the costs and benefits of Underground Power in Vincent's town centres	I&E	CEO	✓	✓	✓	Complete	An investigation report is currently being drafted by an external consultant for completion by the end of 2021. The State Underground Power Program is ongoing through Western Power.	<p>At its Ordinary Council meeting 17 May 2022, Council:</p> <ul style="list-style-type: none"> <li>Noted the invitation from Western power for the City of Vincent to participate in Tranche 2 of the Network Renewal Underground Pilot Program (NRUPP); and</li> <li>Authorised the CEO to sign the Memorandum of Understanding (MOU) to enable Western power to commence the detailed design of the project</li> </ul> <p>An MOU has been signed between the City and Western Power to participate in Tranche 2 of the Network Renewal Underground Pilot Program, enabling Western Power to commence detailed design of the project.</p> <p>This action will be continued to be delivered through the Vincent Underground Power Project.</p>	Vincent Underground Power Project
<b>Key Focus Area 2: CHARACTER</b>									
<b>V3.1</b> Advocate for High Quality Ground Floor Design to the development industry and business community	S&D		✓	✓	✓	✓	<p>The City implements the Built Form Policy which includes controls for the Design of Ground Floor Spaces. Amendment 3 of the Policy was endorsed by Council 22 June 2021 and is currently with the WAPC for approval.</p> <p>With the release of Design WA the City's controls continue to apply as Acceptable Outcomes and ongoing advocacy will continue moving forward.</p> <p>The City continues to advocate for high quality ground floor outcomes through continual improvements to the planning framework. The Draft Leederville Precinct Structure Plan was presented to Council on 14 September 2021 and is currently with the WAPC for approval. The review of the Local Planning Strategy and Local Planning Scheme No. 2 commenced in 2021/22 and are scheduled for completion in 2022/23. Future precinct planning and updates to the Built Form Policy will continue to address and improve ground floor design requirements to achieve quality ground floor design outcomes.</p>	<p>The City continues to advocate for high quality ground floor outcomes through continual improvements to the planning framework.</p> <p>The Draft Leederville Precinct Structure Plan was presented to Council on 14 September 2021 and is currently with the WAPC for approval.</p> <p>The review of the Local Planning Strategy and Local Planning Scheme No. 2 has commenced.</p> <p>Future precinct planning and updates to the Built Form Policy will continue to address and improve ground floor design requirements to achieve quality ground floor design outcomes.</p>	<p>Advocacy Agenda</p> <p>Leederville Precinct Structure Plan</p> <p>Local planning Strategy and Local Planning Scheme No.2</p> <p>Built Form Policy.</p>

Community &amp; Business Services (C&amp;B), Strategy &amp; Development (S&amp;D), Infrastructure &amp; Environment (I&amp;E), Information &amp; Communications Technology (ICT), Office of the CEO (CEO)



## VOLUME 2: NORTH PERTH TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	Future Implementation
			18/19	19/20	20/21	21/22			
Key Focus Area 1: ACTIVITY									
1.1 Review North Perth Common Stage 1 to inform future public space design and activation	S&D	I&E/C&B	✓	✓	✓	✓	<p>On 17 September 2019 at its Ordinary Meeting, Council noted the North Perth Common project closure report which included recommendations to:</p> <ul style="list-style-type: none"><li>Monitor the function of the space and adjust furniture and landscaping as required to enhance the function of the space;</li><li>Traffic studies should be undertaken to determine changes in vehicle speeds and behaviours and the impact of the space on the broader road network. The City should investigate the viability of one way left turn only, and complete road closure, in the longer term future;</li><li>Monitor pedestrian movements and use of the space, particularly the two apple gum trees closest to Paragon; and</li><li>The impact of the project should be incorporated into the View Street Car Park Urban Design Study project.</li></ul> <p>A range of data collection has been undertaken to assess the above recommendations, as well as to review the performance of the space against the eight design objectives developed by the North Perth Common Working Group. Advice regarding opportunities to enhance the functionality of the space was sought from members of the North Perth Common Working Group at a 4 September 2020 meeting, and the Design Review Panel at the 16 September 2020 meeting. At the 15 December 2020 Ordinary Meeting, Council approved a 12-month trial closure of the Fitzgerald Street median restricting access to and from View Street to left turn only.</p> <p>The collective findings, recommendations, and future considerations were presented at 24 August 2021 Council Workshop, including the following:</p> <ul style="list-style-type: none"><li>The function of North Perth Common is impacted by a lack of adjacent active frontages, and future strategic urban planning and design opportunities should be considered to improve connectivity and introduce active frontages;</li><li>The speed and volume of vehicular traffic has decreased since the construction of the space, and reduced further after the implementation of the Fitzgerald Street median closure trial; and</li><li>The space does not encourage passive users moving through to stop and stay, with primary reasons cited including a lack of shade, shelter and seating, and unpleasant sensory impacts including noise and odour from Fitzgerald and View Street traffic.</li></ul> <p>Community consultation regarding North Perth Traffic Calming was undertaken in May 2021 and sought feedback on a range of proposals including the trial Fitzgerald Street median closure. Results of this consultation will be presented to Council later this year.</p> <p>These collective findings and a plan to address the lack of shade, shelter and seating are scheduled to be reported to Council in early 2022 and will inform future interventions in the short, medium, and long-term through corporate strategic planning projects, including the major review of the North Perth Town Centre Place Plan, development of the Wayfinding Plan, and delivery of the View Street Urban Design Concept (Action 1.7) to improve the functionality of the space.</p> <p>The action is proposed to be updated to reflect the change in project timing.</p>	<p>In 2021/22, Administration undertook additional analysis to inform the review including:</p> <ul style="list-style-type: none"><li>Monitoring of traffic speed and volume on View Street, Alma Road, Leake Street and Glebe Street in September 2021 and February 2022</li><li>Presenting initial findings of the review and proposed interventions to the Design Review Panel meeting on 9 February 2022</li><li>Engaging Inhabit Place to undertake a place audit on 3 March 2022.</li><li>Developing shadow studies in March 2022</li></ul> <p>At the 22 March 2022 Council Workshop, Administration presented the findings of the North Perth Common (NPC) Review and potential interventions to improve the space.</p> <p>In June 2022, after consideration of feedback from Elected Members, Administration planted three trees, installed three picnic settings and reinstated a water fountain in NPC.</p> <p>The permanent extension of the Fitzgerald Street median strip at View Street will be considered in a consultation report due to go to Council in 2022/23.</p> <p>All future public space design in the broader North Perth Town Centre will be informed by the NPC review.</p>	Action completed 2021/22.

## VOLUME 2: NORTH PERTH TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	Future Implementation
			18/19	19/20	20/21	21/22			
1.2 Prepare and implement Woodville Reserve Landscape Plan	S&D	I&E		✓	✓	✓	<p>In 2020/21 the Woodville Reserve Master Plan was delayed to allow the preparation of informing documents (Asset Management and Sustainability Strategy, Sport and Recreation Facilities Plan) and inclusion in the Long Term Financial Plan (LTFP). A draft landscape plan for the northwest corner of the site has been prepared to enhance the amenity and functionality of the reserve in the interim.</p> <p>On 27 July 2021 at its Ordinary Meeting, Council endorsed the draft Woodville Reserve Landscape Plan (Landscape Plan) for community consultation. The revised Landscape Plan is scheduled to be presented to Council in December 2021. It is anticipated the Landscape Plan will be implemented in 2022 pending the outcomes of the December Council decision and budget allocation.</p> <p>The action is proposed to be updated to reflect the change in project scope.</p>	<p>On 14 December 2021 at its Ordinary Meeting, Council endorsed the revised Woodville Reserve Landscape Plan to enhance the amenity and functionality of the northwest corner of the site.</p> <p>The Landscape Plan was implemented between April and June 2022 at a cost of \$80,000.00.</p>	Action completed 2021/22.
1.3 Ensure updates to the planning and policy framework facilitate the development of North Perth's night time economy	S&D		✓	✓	✓	✓	<p>An investigation into the Town Centre Planning Framework has been completed. The findings were presented at the City's 19 November 2020 Executive Management Committee meeting. The investigation determined that the City's planning framework responds to the current needs of established town centres but also identified that there are several issues common between town centres, including underactive day and night time economies. The report makes the following recommendation:</p> <ul style="list-style-type: none"> <li>Amend Local Planning Scheme to address land uses to support a night time economy supported by data measures.</li> </ul> <p>North Perth (Fitzgerald Street) is identified as an activity centre (district centre) by State Planning Policy 4.2 Activity Centres. It requires a higher level of planning and design focus due to its designation as an activity centre and may require precinct planning in line with State Planning Policy 7.2 Precinct Design.</p> <p>On 16 September 2020, the City's Design Review Panel identified the opportunity to develop a site-specific planning framework for North Perth Town Centre to guide and optimise outcomes of future redevelopment of the area bounded by Fitzgerald, Glebe and Angove Streets, and Alma Road as a part of the advice received during the review of North Perth Common (Action 1.1).</p> <p>The major review of NPTCPP is scheduled late 2021/22 to early 2022/23 and will result in an updated NPTCPP 2022/23 – 2025/26. The major review will consider the potential for precinct planning and determine the preferred planning framework approach for North Perth Town Centre. The potential continuation of this action, with consideration to the preferred planning framework approach, will be captured in the updated NPTCPP 2022/23 – 2025/26.</p>	<p>An investigation into the Town Centre Planning Framework has been completed and presented at the City's 19 November 2020 Executive Management Committee meeting.</p> <p>In 2022/23 and 2023/24, the City will be developing the North Perth Town Centre Precinct Planning Framework (NPTCPPF) which will additionally address the further development of North Perth's night time economy.</p> <p>This action is proposed to be discontinued as a standalone initiative and will instead be included in the updated NPTCPP 2022/23 – 2025/26 as part of the broader NPTCPPF action.</p> <p>In 2022/23, the City will be developing the View Street Urban Design Concept (VSUDC) to guide and optimise outcomes of future redevelopment of the area bounded by Fitzgerald Street, Angove Street, Glebe Street and Alma Road.</p> <p>This action will be included in the updated NPTCPP 2022/23 – 2025/26.</p>	<p>NPTCPPF</p> <p>VSUDC</p> <p>NPTCPP 2022/23 – 2025/26.</p>
1.4 Implement the recommendations of the review of the City's CCTV Network	I&E	S&D	✓	✓	Defer		<p>The 2017/18 review of the City's CCTV Network has not been completed. Administration is currently considering how CCTV should be implemented in the City in the future. It is recommended this action be deferred, and CCTV and other community safety initiatives be reconsidered in the NPTCPP 2022/23 – 2025/26.</p> <p>The action is proposed to be updated to reflect the change in project scope. The potential to implement the recommendations of the review of the City's CCTV Network is to be considered once the review has been undertaken.</p>	<p>The 2017/18 review of the City's CCTV Network has not been completed. Administration is currently considering how CCTV should be implemented across the City in the future.</p>	

## VOLUME 2: NORTH PERTH TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	Future Implementation
			18/19	19/20	20/21	21/22			
1.5 Investigate Lighting Improvements on View Street and Angove Street	I&E	S&D		✓	✓	✓	<p>There is an opportunity to use cash-in-lieu for car parking funds to upgrade existing street lights on both streets to LED, which provides better lighting and are more energy efficient. The estimated cost of replacing the globes within the town centre on View Street and Angove Street is \$40,000.</p> <p>Further investigation is required to assess the total cost and value of the replacement, with consideration to the remaining life of the existing poles relative to the expected life of new globes, and the timing of any underground power projects in the area. It is recommended this investigative work be undertaken in 2021/22 to inform the potential inclusion of this item in the Capital Works Program pending the outcomes of the investigation.</p> <p>The action is proposed to be updated to reflect the change in project timing.</p>	<p>Planning students from the Curtin University undertook a preliminary lighting review in April 2022. During this review, it was determined that Angove Street and View Street had sufficient lighting when compared to some other streets in the Town Centre.</p> <p>It is recommended that a lighting audit be included as an action in the NPTCCPP 2022/23 – 2025/26. In conjunction with the lighting audit, Administration will:</p> <ul style="list-style-type: none"> <li>Assess the remaining life of the poles and globes of the existing street lights;</li> <li>Investigate timing of any underground power projects; and</li> <li>Investigate funding opportunities including cash-in-lieu funds.</li> </ul>	NPTCCPP 2022/23 – 2025/26.
1.6 Facilitate stakeholder engagement with strata owners and property managers to inform future strategic planning considerations for North Perth Plaza	S&D	C&B	✓	✓	✓	✓	<p>North Perth Plaza is strata titled as 21 properties with different owners. It is likely that a catalyst will be required for investment and redevelopment to occur, such as an anchor tenant choosing to close or relocate, adjacent redevelopment, changes to the planning framework, or other external economic forces. This is supported by the findings of the Town Centre Planning Framework investigation.</p> <p>It is proposed this action be amended to reflect the importance of engaging directly with the owners and property managers during the relevant consultation processes to inform the review of the Local Planning Strategy, Local Planning Scheme No. 2 and NPTCCPP 2022/23 – 2025/26. It is proposed this action is supported by the Marketing team within Community &amp; Business Services.</p>	<p>In 2022/23 and 2023/24, the City will be developing the NPTCCPP which will include extensive stakeholder engagement with the strata owners and property managers of North Perth Plaza.</p> <p>This action is proposed to be discontinued as a standalone initiative and will instead be included in the updated NPTCCPP 2022/23 – 2025/26 as part of the broader North Perth Town Centre Precinct Planning Framework action.</p>	<p>NPTCCPP</p> <p>NPTCCPP 2022/23 – 2025/26.</p>
1.7 Prepare an Urban Design Concept for View Street Car Park and surrounds	S&D	CEO/I&E	✓	✓	✓	✓	<p>Budget has been approved in 2021/22 to complete the project. The concept development will be informed by the above recommendations from the North Perth Common Stage 1 review (Action 1.1).</p> <p>A cost benefit analysis of the City owned building asset, within the urban design concept site, was completed in October 2020 resulting in the following:</p> <ul style="list-style-type: none"> <li>Significant capital works will be required to the building within 24 months;</li> <li>The building is currently tenanted by a community group for \$2,600 per annum, and the condition remains suitable for this use;</li> <li>It is possible to modernise the property, including new lights, carpet, and improving the room layout, to extend the asset life by three years at a cost of \$30,000. This would not include works to the kitchen or bathroom, and would not make the building suitable for a commercial tenancy or integration into a public square; and</li> <li>It has been determined that the building is at the end of its economic life.</li> </ul> <p>It is recommended that no further capital investment be undertaken to extend the life of the building asset for its current use as the cost would not provide adequate return and would exceed the cost to demolish the building. It is recommended that the future use of the building and site is considered as part of the concept design, including additional investigation into the cost and feasibility of retrofitting the building for future economic use.</p>	<p>A Building Condition Assessment of the City owned building at 4 View Street, North Perth was completed in October 2021 which determined that the building is nearing the end of its economic life and significant capital works will be required to the building within 24 months.</p> <p>A cost benefit analysis recommended that no further capital investment be undertaken to extend the life of the building asset for its current use (tenanted by a community group for \$2,600 per annum) as the cost would not provide adequate return and would exceed the cost to demolish the building.</p> <p>A follow-up Building Condition Assessment was undertaken February 2022 which found that no urgent capital works are required and that the building can continue to be leased as community office space.</p> <p>The City will continue to undertake regular Building Condition Assessments and monitor the economic life of the building.</p> <p>In 2022/23, the City will be developing the VSUDC to guide and optimise outcomes of future redevelopment of the area bounded by Fitzgerald Street, Angove Street, Glebe Street and Alma Road. This action will be included in the updated NPTCCPP 2022/23 – 2025/26.</p>	<p>VSUDC</p> <p>NPTCCPP 2022/23 – 2025/26.</p>

## VOLUME 2: NORTH PERTH TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	Future Implementation
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							North Perth Common Stage 1 (Action 1.1) will occur ahead of this project. Administration will report on the status of this project as part of the North Perth Common Stage 1 review Council report and any changes to this action will be reflected in the NPTCPP 2022/23 – 2025/26.		
<b>Key Focus Area 2: MOVEMENT</b>									
<b>2.1</b> Plan Angove/Fitzgerald Street intersection improvements	I&E	S&D		✓	✓	✓	The Design Review Panel identified the opportunity to create a pedestrian spine between Alma Road and Angove Street, offset west of Fitzgerald Street through the current North Perth Plaza site, North Perth Common, and View Street car park. This opportunity will be further investigated as part of Actions 1.3, 1.6, and 1.7. It is recommended improvements to the Angove/Fitzgerald Street intersection are investigated as part of the wider strategic context as outlined in these actions. It is proposed that the timing of this action be extended to align with the timing of Action 1.7.	Further investigation determined that there is currently no opportunity for improvements to the intersection of Angove Street and Fitzgerald Street. This is due to limited opportunities to tighten the corner radii and the requirements for cycling starter boxes and the recent amendment of all way crossings.  The City will be developing the VSUDC in 2022/23 to guide and optimise outcomes of future redevelopment of the area bounded by Fitzgerald Street, Angove Street, Glebe Street and Alma Road. This will consider the opportunity to create a pedestrian spine between Angove Street and Alma Road. This action will be included in the updated NPTCPP 2022/23 – 2025/26.	NPTCPP 2022/23 – 2025/26.  VSUDC
<b>2.2</b> Plan and implement streetscape improvements at Albert Street Junction and the adjacent public open space	S&D	I&E			✓	✓	<p>The proposed shared space at Albert Street Junction was considered before the construction of North Perth Common, and has not been considered as a part of the City's LTFP. It is recommended that a business case for a future shared space at this location be considered in the NPTCPP 2022/23 – 2025/26, with consideration given to the relationship with North Perth Primary School and future redevelopment opportunities in the town centre.</p> <p>In the interim, there is an opportunity to change the scope of the action to plan streetscape improvements to improve the amenity of the public open space and connection to North Perth Primary School. The following opportunities have been identified as fitting within the existing 2021/22 budget and have the capacity to be delivered:</p> <ul style="list-style-type: none"> <li>Engage an artist to create a mural on the City's bore pump utility box;</li> <li>Refurbish the timber picnic benches in the space;</li> <li>Plant a tree in the southwest corner to provide additional shade.</li> </ul> <p>The following opportunities have been identified, but require additional budget to be considered:</p> <ul style="list-style-type: none"> <li>Installation of wheel stops in the parking bays to prevent vehicle overhang into the footpath (\$3,000);</li> <li>Mulch or native plantings in the cul-de-sac verges and tree wells to prevent parking and improve the amenity (\$3,000). These plantings would require ongoing maintenance and manual watering; and</li> <li>Bike filter through the cul-de-sac (\$11,000).</li> </ul> <p>The streetlights on this segment of Albert Street may also be suitable for upgrade to LED globes to improve lighting quality and efficiency. This should be considered as a part of Action 1.5.</p> <p>The City's Public Open Space Strategy 2018 identifies the following key action:</p> <ul style="list-style-type: none"> <li>Establish Shared Use Agreements with the Department of Education to enable community access to school ovals and other amenities in the short (1-3 years) to medium (4-7 years) term. North Perth Primary School is identified as a priority site.</li> </ul> <p>Progressing a Shared Use Agreement with North Perth Primary should be prioritised as there is an opportunity to reinstate and improve connectivity for pedestrians and cyclists between Albert and View Streets.</p>	<p>In 2021/22, the City actioned the following streetscape improvements to improve the amenity of the public open space and connection to North Perth Primary School:</p> <ul style="list-style-type: none"> <li>Engaged an artist to create a mural on the City's bore pump utility box; and</li> <li>Refurbish the timber picnic benches in the space.</li> </ul> <p>Planting in the southwest corner of Albert Square was deferred following consideration of the findings of the North Perth Common Review. This will also allow further investigation for the staging and locations of future underground power projects in the area.</p> <p>Additional small-scale improvements including the additional tree planting in Albert Square, wheel stops in the parking bays, mulch or native plantings in the cul-de-sac verges and tree wells and bike filter through the cul-de-sac will be considered in the NPTCPP 2022/23 – 2025/26.</p> <p>A business case for a future shared space at this location will be considered in the NPTCPP 2022/23 – 2025/26, with consideration given to the relationship with North Perth Primary School and future redevelopment opportunities in the town centre.</p>	NPTCPP 2022/23 – 2025/26.



## VOLUME 2: NORTH PERTH TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	Future Implementation
			18/19	19/20	20/21	21/22			
							The action is proposed to be updated to reflect the change in project scope.		
2.3 Plan and implement upgrades to Fitzgerald Street	I&E	S&D	✓	✓	Complete		<p>The City replaced 21 planter boxes on Fitzgerald and Angove Streets in October 2021. These have been adopted by adjacent businesses who care for the plants.</p> <p>The current design and function of Fitzgerald Street is a significant constraint to the implementation of additional public realm improvements, particularly on the western edge. The footpaths are narrow and contain obstructions such as utility poles, and the current design of North Perth Plaza impacts the pedestrian realm as there is nearly 50 meters of car park frontage. Additional upgrades will be achieved through the delivery of Actions 1.3, 1.6, 1.7, and 2.4.</p>	Action marked as complete as part of 2020/21 annual review.	
2.4 Advocate to the Public Transport Authority for North Perth Plaza bus stop upgrade and naming	I&E	S&D	✓	✓	✓	✓	<p>The Public Transport Authority (PTA) has advised that displaying alternative branding or unique stop name on PTA managed or owned bus stop signage would not be considered for the following reasons: Each bus stop is assigned a number and geographic name (e.g. Fitzgerald Street after View Street);</p> <ul style="list-style-type: none"> <li>Stops identified as timed stops, where buses must dwell if running early, landmark names may be used. In this case, stop 12823 (before View Street) and 12814 (before Forrest Street) are timed stops and named 'North Perth Plaza';</li> <li>When people search for a bus stop within the Transperth system, there are various options (e.g. stop number, geographic name, or landmark); and</li> <li>Each of these identifiers are key pieces of system-wide wayfinding for public transport users.</li> </ul> <p>As shelters are typically Local Government property, the City could feature naming, branding, or other creative elements on the shelter, noting both the northbound and southbound stops are currently named 'North Perth Plaza'.</p> <p>The footpath area the northbound shelter is currently located on is the minimum width of 1.5m, with an alfresco area behind the shelter on private land, which further limits the options for alternative bus shelter designs or improved amenity. There is an opportunity to consider moving the bus stop location further north toward View Street, before the pedestrian crossing, which would allow additional space to improve amenity, pending agreement by the PTA and North Perth Plaza. This could be considered as part of Action 1.6.</p> <p>The southbound stop does not currently have a shelter, but is well served by seating and an awning, and is located on a wider footpath. It is recommended to prioritise the northbound environment in the first instance. Administration will determine options to name and upgrade the northbound bus stop in 2021/22.</p>	The PTA have previously advised that displaying alternative branding or a unique stop name on PTA managed or owned bus stop signage would not be supported.	

Key Focus Area 3: CHARACTER

## VOLUME 2: NORTH PERTH TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	Future Implementation
			18/19	19/20	20/21	21/22			
3.1 Encourage North Perth Plaza Site Improvements	S&D	I&E	✓	✓	✓	Defer	Improvements to North Perth Plaza site should be considered as a part of holistic redevelopment guided by the recommendations in Actions 1.3 and 1.6.  It is recommended that this action be deferred in its current form, and site improvements be considered as part of the stakeholder engagement proposed in Action 1.6 and as part of the development of NPTCPP 2022/23 – 2025/26.	Action marked as defer as part of 2020/21 annual review.  In 2022/23 and 2023/24, the City will be developing the NPTCPPF which will address the North Perth Plaza Site. This action will be included in the updated NPTCPP 2022/23 – 2025/26.	NPTCPPF  NPTCPP 2022/23 – 2025/26.
3.2 Increase the use of North Perth Town Hall by 5% annually and capitalise on its cultural significance and character	C&B	S&D/I&E	✓	✓	✓	✓	The number of booked hours increased from 837 in 2019/2020 to 1499.15 in 2020/21, a 79% increase, resulting in a 74% increase in earnings. The number of hirers also increased from 69 to 101. Regular hirers of the space include a range of community groups including the Vincent Community Kitchen and Repair Café, and dance classes. Civic events, including Citizenship ceremonies, continue to be held in the Town Hall as well.  Facility Bookings are currently in the process of engaging with regular hirers to confirm their ongoing bookings for 2022, and will continue to manage activation of the space by ensuring booking requests received are suitable to the venue.	The number of booked hours increased from 1499.15 in 2020/21 to 1573.23 in 2021/22. The number of hirers also increased from 101 in 2020/21 to 153 in 2021/22, a 51% increase.  Regular hirers of the space continue to include a range of community groups including the Vincent Community Kitchen and Repair Café, Vincent Writers Centre and dance classes. Civic events, including Citizenship ceremonies, continue to be held in the Town Hall as well.  Facility Bookings continue to engage with regular hirers to confirm their ongoing bookings for 2022/23 and will continue to manage activation of the space by ensuring booking requests received are suitable to the venue.	Action completed 2021/22.
3.3 Plan and implement a View Street landscape link between Fitzgerald Street and the traditional heritage buildings	I&E	S&D	✓	✓	✓	✓	View Street has a number of mature street trees providing 1495m2 of canopy cover over 3m between Fitzgerald and Leake Streets (DPLH, 2018). This equates to 33.3% canopy cover for the street block, exceeding the best practice target of 25% canopy cover over 2.5m for residential and light commercial areas (City of Vincent Greening Plan, 2018-2023).  Opportunities for additional landscaping, such as eco-zoning and additional planting will be investigated in 2021/22 as a part of the Review of North Perth Common Stage 1 (Action 1.1) and the View Street Urban Design Concept (Action 1.7).	The City has not progressed the View Street landscape link due to: <ul style="list-style-type: none"><li>North Perth Common review – the landscape link is to be informed by the findings of the NPC review which was presented to council in March 2022</li><li>Vincent Underground Power Project (VUPP) – View Street between Woodville Street and Fitzgerald Street has been identified in Tranche 2 of Western Power's Network Renewal Underground Pilot Program.</li><li>Long Term Cycling Network – View Street has been identified as a Secondary Route in the Long Term Cycling Network as adopted by Council on 18 August 2020. In 2022/23, the City will be developing the Cycling Plan 2022-2027 which will provide further clarity on timing and potential design interventions for View Street.</li></ul> The above projects provide a number of opportunities to increase landscaping opportunities and improve the streetscape on View Street.  This action is proposed to be continued in the updated NPTCPP 2022/23 – 2025/26.	NPTCPP 2022/23 – 2025/26.

Community &amp; Business Services (C&amp;B), Strategy &amp; Development (S&amp;D), Infrastructure &amp; Environment (I&amp;E), Information &amp; Communications Technology (ICT), Office of the CEO (CEO)



## VOLUME 3: MOUNT HAWTHORN TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
			19/20	20/21	21/22	22/23				
Key Focus Area 1: ACTIVITY										
1.1 Determine options to implement Free Wifi in priority town centre locations	ICT	I&E			Complete		Preliminary investigations undertaken in 2020/21. Axford Park determined as the most suitable location. Approximate costs for public wifi in Axford Park include: <ul style="list-style-type: none"><li>One-off Basic Installation \$2,500</li><li>Monthly service fee \$300</li><li>Monthly bandwidth \$120</li></ul> Determining options complete. Funding for implementation proposed in 2021/22 and not supported through the budget process.  The potential to implement Free wifi in Axford Park to be considered during the development of the MHTCPP (Mount Hawthorn Town Centre Place Plan) 2023/24 -2026/27 and Axford Park Upgrade project.	Action completed in 2020/21.  The potential to implement Free wifi in Axford Park to be considered during the development of the MHTCPP 2023/24 - 2026/27and Axford Park Upgrade project.		
1.2 Install Banner Poles along Oxford Street North	S&D	I&E			Defer		A location plan was prepared and quotes for the manufacture and delivery of 7 banner poles along the central median of Oxford Street North obtained in 2020/21. Multi-functional light and banner poles were costed at \$42,500 (ex GST – excluding installation) and banner poles to replicate those along Scarborough Beach Road were costed at \$18,000 (ex GST - excluding installation). The installation of the \$18,000 banner poles was costed at \$31,000. The \$49,000 purchase and installation of banner poles was considered a discretionary spend and not proposed as part of 2020/21 budget prepared during the COVID-19 pandemic. Project details and costings to inform the preparation of the 2021/22 budget.  Funding for implementation proposed in 2021/22 and not supported through the budget process. Action to be deferred for re-evaluation and consideration during the development of MHTCPP 2023/24 -2026/27.	Action marked as defer as part of 2020/21 annual review for re-evaluation and consideration during the development of MHTCPP 2023/24 -2026/27 and with consideration to the Long Term Financial Plan (LTFP).		
1.3 Design and deliver the first phase of Axford Park Upgrade	S&D	I&E			Defer		Funding proposed in 2021/22 and not supported through the budget process.  Axford Park Upgrade is proposed to be included in the LTFP in outer years, with \$206,700 attributed in 2024/25 and \$790,000 in 2025/26.  Action to be deferred for re-evaluation and consideration during the development of MHTCPP 2023/24 -2026/27 and with consideration to the LTFP.	Action marked as defer as part of 2020/21 annual review for re-evaluation and consideration during the development of MHTCPP 2023/24 -2026/27 and with consideration to the LTFP.		
1.4 Identify barriers inhibiting Mount Hawthorn's Night Time Economy in consultation with local businesses and determine actions to address these	ICT	I&E	✓	✓	✓	✓	Administration commenced discussions with businesses in 2019/20 to identify barriers and determine opportunities to encourage businesses to stay open longer. Initial findings included: <ul style="list-style-type: none"><li>businesses unable to trial longer hours given staffing resource requirements; and</li><li>businesses suggesting evening activations would increase the likelihood of opening longer.</li></ul> In response to the COVID-19 pandemic, consultation regarding the night time economy ceased and Business Health Checks commenced. Supporting businesses following COVID-19 restrictions has become a focus for the City and is	Administration to continue liaising with businesses to determine opportunities to retain night-time economy, primarily on weeknights.  As expected, a reduction in interstate and international travel restrictions has resulted in a decreased level of patronage. Sentiment from businesses is also that the current sensitive financial environment has impacted foot traffic levels.  A focus for food and beverage businesses is still to supply outdoor dining, with a significant percentage of customers still preferring to receive outdoor service. Administration are continuing to work with a number of businesses on maximising		

## VOLUME 3: MOUNT HAWTHORN TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

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			19/20	20/21	21/22	22/23				
							being addresses through the Vincent Rebound Plan. Consultation regarding the night time economy will recommence following the implementation of the Rebound Plan which is scheduled to be implemented 2020/21-2021/22.  The Mount Hawthorn night time economy is continuing to improve organically with new and emerging small bars. Anecdotal business feedback suggests the town centre has been busier in the evenings in 2021/22 than in the pre-pandemic period. This is likely due to limited interstate and international travel. It is anticipated that this higher level of patronage may decrease once travel restrictions are reduced and so the need to continue to monitor the night time economy and identify barriers continues to be a relevant action.	their outdoor dining capacity to cater for a higher portion of outdoor patrons.  As restrictions ease, Administration along with the Mount Hawthorn Hub are collaboratively investigating opportunities to activate the town centre during evenings and weekend periods.		
1.5 Install LED Street Lights along Scarborough Beach Road and Oxford Street	I&E	S&D	✓	✓	✓	✓	Potential to use cash-in-lieu for car parking funding (CIL), to replace existing lights with LED lights.  Further investigation is required to assess the total cost and value of the replacement, with consideration to the remaining life of the existing poles relative to the expected life of new globes, and the timing of any underground power projects in the area. It is recommended this investigative work be undertaken in 2021/22 to inform the potential inclusion of this item in the Capital Works Program pending the outcomes of the investigation.	Western Power provided a quote of \$95,679 to upgrade 23 streetlights along Scarborough Beach Rd and Oxford St. Administration requested this project be funded through cash-in-lieu, which was approved at March 2022 quarterly budget review.  Western Power have advised that upgrades cannot be undertaken prior to September 2022. Based on this, funding is required to be re-requested at the quarterly budget review in October 2022.  A Federal Election Funding Commitment of \$200,000 through their <i>Light Up Perth</i> program has been announced to improve lighting in the Mount Hawthorn Town Centre. It noted the LED Street Lights and lighting at Axford Park projects respectively.  Western Power has provisionally scheduled the works to be conducted on the 18 & 19 January 2023, pending budget outcomes.		
1.6 Investigate and implement Lighting Improvements in the Flinders Street Car Park	I&E	S&D	✓	Complete			Investigation completed in 2019/20. Lighting improvements costed at \$7,000 (ex GST) and included in 2020/21 budget. Improvements scheduled to be complete in 2020/21 and include supply and install: <ul style="list-style-type: none"> <li>• SL3 30W LED to the existing light fitting;</li> <li>• SL2 30W single solar light with new pole; and</li> <li>• Double SL2 30W solar lights with new pole.</li> </ul> Lighting upgrade improvements as outlined above implemented in June 2021.	Action completed in 2020/21.		
1.7 Implement Lane Lighting Improvements in the lanes between Flinders Street and Oxford Street	C&B	I&E	Complete				Project complete. Lighting installed in 2019/20.	Project complete. Lighting installed in 2019/20.		
1.8 Identify and deliver a Future Youth Space in the town centre or surrounds	S&D	C&B	✓	✓	✓	✓	In August 2020, John Carey MLA started a 'community conversation' on social media and undertook a community survey regarding potential locations for skate/scooter facilities in Mount Hawthorn. The survey findings aligned to this action and John Carey MLA committed \$200,000 to this project. A Mount Hawthorn Youth Skate Space working group was subsequently formed and includes key stakeholders from the	In September 2022, the Mount Hawthorn Youth Skate Space working group conducted site analysis to determine the preferred location for the Mount Hawthorn Youth Skate Space of the following reserves: <ul style="list-style-type: none"> <li>• Britannia Reserve (north and central);</li> <li>• Charles Veryard Reserve; and</li> <li>• Axford Park</li> </ul>	\$230,000	

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			19/20	20/21	21/22	22/23				
							local community. As this project progresses through the working group, further consultation will be undertaken to confirm the preferred location and suitable youth space elements to be facilitated with this funding.	<p>The site analysis concluded Britannia Reserve as the preferred site. Administration conducted further site analysis of the Britannia Reserve locations based on the comments and feedback from the Working Group.</p> <p>A preferred location has been determined with targeted engagement to confirm the location within Britannia Reserve and seek feedback on the space and skateable elements to inform the draft Concept Design.</p>		
<b>Key Focus Area 2: MOVEMENT</b>										
2.1 Plan and facilitate Scarborough Beach Road/Oxford Street Intersection Improvements	S&D	I&E	✓	✓	✓	✓	<p>The original plans for the upgrade of Oxford Street North included an advanced stop line at the junction of Oxford Street and Scarborough Beach Road. This was not approved by Main Roads Western Australia (MRWA) due to a lack of road space for a lead in lane. Administration is seeking for this decision to be reconsidered to ensure consistency along Oxford Street and Scarborough Beach Road. Advanced stop lines are currently in place at all other legs of the junction between Oxford Street and Scarborough Beach Road as well as along the rest of these routes. Administration believes it is essential to treat this junction consistently in order to prevent confusion and maintain highest possible level of safety.</p> <p>Administration has sought approval from MRWA to make the westbound left hand lane on Scarborough Beach Road left turn only into Oxford Street as there is insufficient space for the two lanes to merge through the junction and an increasing number of complaints and reports have been received from residents and businesses requesting improvements.</p> <p>These improvements are considered the first stage of improving this intersection. Given the ongoing negotiations with MRWA, Administration will continue to investigate opportunities to reduce conflict at this intersection and the potential to incorporate art into any improvements that are supported by MRWA. To reflect this change, the timing of this initiative will be extended as the project will likely only be realised through ongoing, staged negotiation with MRWA.</p>	<p>Administration are continuing the investigation of potential improvements and liaising with MRWA to determine what opportunities may be feasible, while acknowledging the potential to again seek the initial decision to be reconsidered.</p> <p>The City of Vincent Cycling Plan 2022-2027 is currently being developed, with the aim to have the report finalised in December 2022. Similar constraint issues have been noted for their inclusion into the list of possible future improvements.</p>		
2.2 Implement the Mount Hawthorn specific findings of Action 3.3.1 of the Accessible City Strategy, including the Development of a Mount Hawthorn Precinct-specific Parking Management Plan.	I&E	S&D				✓	<p>Project scheduled to be undertaken in the first half of 2021. Adjacent business owners were contacted in 2020/21 to consider the potential to consolidate parking restrictions and signage. Further follow up and discussion is required to determine if an agreeable solution is able to be achieved.</p> <p>The timing and costs associated with delivering Mount Hawthorn precinct-specific parking management plans, which will assist with the rationalisation of parking management, are currently being investigated as part of the delivery of Action 3.3.1 of the Accessible City Strategy.</p> <p>The following text has been amended under Item 2.2 – Parking Management to reference Action 3.3.1 of the Accessible City Strategy (ACS) and the intent to deliver a Mount Hawthorn precinct-specific parking management plan. The timing of the delivery of this project will be dependent on the outcomes of Action 3.3.1 of the ACS. Should the</p>	<p>Administration developed a Request for Quote (RFQ) for a consultant to complete the review of the current precinct parking management plans and make recommendations accordingly. A low level of responses were received due to the prescribed timeframe for the project and capacity of consultancies.</p> <p>The RFQ is scheduled to be re-issued with an increased timeframe to allow for a greater response rate. This will provide the City with the opportunity to appoint the most suitable consultant, based on value for money and achieving the best service and outcome.</p>		

## VOLUME 3: MOUNT HAWTHORN TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
			19/20	20/21	21/22	22/23				
							<p>development of the Mount Hawthorn precinct-specific parking management plan be scheduled post 2022/23, this action will be included in the MHTCPP 2023/24 -2026/27.</p> <p><del>The parking restrictions in lots adjoin Flinders Street Car Park are inconsistent and cause confusion.</del></p> <p>The parking restrictions in Mount Hawthorn Town Centre are inconsistent, cause confusion, and do not maximise parking efficiencies.</p> <p><del>There are three separately owned car parks adjoin the City's Flinders Street Car Park. The boundaries of these car park areas are unclear and the varied restrictions and signage confusing. The fragmentation of the car parking inevitably means the available parking is not fully utilized.</del></p> <p><del>An opportunity exists to consolidate the management of these car parks to maximise the use of available car parking. With consistent external and internal signage there will be more effective sharing of parking and improved perceptions of the availability of public parking.</del></p> <p>A precinct parking management plan was developed for the Mount Hawthorn precinct in 2009. Actions within the management plan were incrementally delivered over the past decade in an ad-hoc manner which has resulted in varied restrictions and signage which do not consider the precinct holistically.</p> <p>This piecemeal approach to parking management is reflected in available parking not being fully utilised. An opportunity exists to rationalise parking management and maximise parking efficiencies by delivering an up-to-date Mount Hawthorn precinct-specific parking management plan. The City identified this opportunity through Action 3.3.1 of the Accessible City Strategy and will determine the preferred approach and timing to deliver an updated Mount Hawthorn precinct-specific parking management plan in 2021/22.</p> <p><del>Rationalise the Parking Management of adjoining car parks between Fairfield Street and Flinders Street</del></p> <p>Implement the Mount Hawthorn specific findings of Action 3.3.1 of the Accessible City Strategy, including the Development of a Mount Hawthorn Precinct-specific Parking Management Plan.</p>			
2.3 Investigate the potential to Formalise Parking along Edinboro Street	I&E	S&D			Defer		<p>Preliminary investigations completed and costed the formalisation of parking at \$52,000 (ex GST). A detailed design has not been prepared as the delivery of this project was planned and scheduled to coincide with the delivery of the detailed design for Axford Park Upgrade (Action 1.3).</p>	<p>Action marked as defer, to coincide with the re-evaluation and consideration of the Axford Park Upgrade (Action 1.3) during the development of MHTCPP 2023/24 -2026/27.</p>		Mark action as defer in 2021/22.

## VOLUME 3: MOUNT HAWTHORN TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
			19/20	20/21	21/22	22/23				
2.4 Install decorative lighting at the Anzac Road roundabout to denote the southern town centre entry and complete the Oxford Street North Upgrade	S&D	I&E	Complete				Project complete. Lighting installed in 2019/20.	Project complete. Lighting installed in 2019/20.		
2.5 Advocate for a 30km/h Speed Zone along Oxford Street North	I&E	C&B	✓	✓	✓	✓	The previously advocated reduced 40km/h speed zone came into effect 9 November 2020.  MRWA has confirmed the minimum timeframe between reviews is five years but noted a shorter timeframe for review could be considered if there has been a significant change in conditions since the previous review. The City will continue to negotiate with MRWA to achieve the desired 30km/h.	Advocacy for this action to continue. No significant change in conditions has been identified for MRWA to determine shorter timeframe for review of reducing speed zone. The City will continue to negotiate with MRWA to achieve the desired 30km/h acknowledge that unless significant change such as higher density development occurs in the area, it will likely not be reviewed until the five year review period has concluded in November 2025.		
2.6 Advocate for the extension of the 40km/h Speed Zone east along Scarborough Beach Road	I&E		Complete				Action completed in 2019/20.	Action completed in 2019/20.		
2.7 Advocate for the extension of the 40km/h Speed Zone west along Scarborough Beach Road	I&E		✓	✓	✓	✓	In February 2020 Administration requested MRWA conduct a speed zone review to consider extending the 40km/h town centre zone to the 40km/h school zone along Scarborough Beach Road.  The proposed 40km/h speed limit extension was rejected by MRWA.  Ongoing investigation is taking place based on previous correspondence with MRWA and the City will continue to negotiate the extension of the 40km/h speed zone further west along Scarborough Beach Road to meet the 40km/h school zone.	Ongoing investigation is taking place based on previous correspondence with MRWA. The City will continue to negotiate the extension of the 40km/h speed zone further west along Scarborough Beach Road to meet the 40km/h school zone.		
<b>Key Focus Area 3: CHARACTER</b>										
3.1 Undertake a Streetscape Audit to determine opportunities for streetscape improvements	S&D	I&E	✓	✓	✓	✓	Streetscape 'street walk' audit undertaken with Mt Hawthorn Hub in December 2019. Improvement opportunities identified including additional planting and street furniture.  The preparation of a detailed plan of the town centre streetscape audit and costings was delayed in 2020/21. The detailed plan is required to inform the Capital Works Program and LTFP updates and is now proposed to be prepared in 2021/22.	The preparation of a detailed plan of the town centre streetscape audit was delayed in 2021/22. This delay allows administration to deliver this action across all Town Centres simultaneously. This will provide consistency in the reporting phase to inform the Capital Works Program and LTFP.  The timing has been extended to 2022/23 to inform actions and deliverables in the development of MHTCPP 2023/24 - 2026/27.		Continuation of action. Extend timing to 2022/23.
3.2 Develop a Mount Hawthorn Town Centre Streetscape Palette	S&D	C&B	✓	✓	✓	✓	Project commenced but not delivered in 2019/20. Timing to align with Action 3.1 and be extended to 2021/22.	Timing to be extended to 2022/23 to align with Action 3.1.		Continuation of action. Extend timing to 2022/23.



## VOLUME 3: MOUNT HAWTHORN TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2020/21 Annual Review Update (November 2021)	2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
			19/20	20/21	21/22	22/23				
3.3 Determine a preferred location for an Iconic Town Centre Artwork in consultation with the community	S&D	C&B	✓	✓	Complete		Potential Mount Hawthorn locations for a major public artwork, to be funded as part of the COVID-19 Arts Relief Grant funding, were identified and provided to the Arts Working Group in May 2020.  A preferred location for a future iconic town centre artwork will be identified during the preparation of the Wayfinding Plan and opportunities to engage with the community on the preferred location will occur as part of the Wayfinding Plan consultation.	The pedestrian bridge on Scarborough Beach Road between Braithwaite Park and Mt Hawthorn Primary School has been identified as a preferable location for future iconic town centre artwork with support from the City's Arts Advisory Group and the Mount Hawthorn Hub.  Further consultation will occur through the advertising of the Wayfinding Plan.		Mark action as complete on 2021/22.  Amend responsible team to S&D and support team to C&B.
3.4 Investigate the potential to Underground Power along Oxford Street North and Hobart Street	I&E	CEO	✓	✓	Complete		An investigation report is currently being drafted by an external consultant for completion by the end of 2021. The State Underground Power Program is ongoing through Western Power.	Action Completed in 2021/22.  A memorandum of understanding (MOU) has been signed between the City and Western Power to participate in Tranche 2 of the Network Renewal Underground Pilot Program, enabling Western Power to commence detailed design of the project. The proposed project area boundary of 2) North Perth/Mount Hawthorn includes both Hobart St and Oxford St (north) within the Town Centre.		Mark action as complete in 2021/22.
3.5 Negotiate the Beautification of Lot 100 Scarborough Beach Road with Telstra Corporation Limited	S&D	I&E	Complete				Action completed in 2019/20.	Action completed in 2019/20.		

Community &amp; Business Services (C&amp;B), Strategy &amp; Development (S&amp;D), Infrastructure &amp; Environment (I&amp;E), Information &amp; Communications Technology (ICT), Office of the CEO (CEO)



## VOLUME 4: LEEDERVILLE TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
			21/22	22/23	23/24	24/25			
Priority Area 1: ENHANCED ENVIRONMENT									
1.1 Develop a concept plan to enhance the community use, connectivity, and vibrancy of Oxford Street Reserve.	S&D	I&E	✍	✍	✓	✓	<p>Oxford Street Reserve is a local level public open space that was last upgraded in 2014. The draft Leederville Precinct Structure Plan outlines an opportunity for the Reserve to be expanded into the carpark to the east.</p> <p>The City is currently assessing submissions in response to the Request for Proposal for Redevelopment Concepts relating to The Avenue and Frame Court car parks.</p> <p>Action 1.1 to commence in 2023/24 following WAPC approval of the Leederville Precinct Structure Plan and assessment of the Proposals for Redevelopment Concepts.</p> <p>Directly adjacent to the Oxford Street Reserve is the Leederville Skate Park which will reach end of life in 2027.</p> <p>It is recommended an entire site analysis be undertaken to determine the optimum layout for the site. The site analysis will consider connections with Oxford Street Reserve, Leederville Skate Park, the Y, the car park, pedestrian links and the Leederville train station.</p> <p>To ensure the concept plan preserves existing visual connections of the site, the Analysis is to be amended as follows:</p> <p><b>Analysis:</b> Oxford Street Reserve incorporates a seating area, playground, green space, passive recreation area, and is adjacent to Leederville Skate Park.</p> <p>The passive recreation area at the southern edge of the reserve includes a ping pong table, chess/checker board tables, a four square court, and a BBQ. This area is not well used, and the permanent game elements have been heavily vandalised.</p> <p>The central green space lacks shade and functionality. Sightlines to the playground from both the seating area to the north and the grassed area to the south are obstructed.</p> <p>The skate park is well used, due for renewal, and an opportunity exists to improve connectivity between the skate park and the rest of the reserve and Town Centre.</p> <p>A concept plan, employing CPTED principles, and taking into consideration pedestrian amenity, shade, power supply, signage, lighting, greenery and recycling stations, could be developed to better connect the elements of Oxford Street Reserve to each other, the Town Centre and the train station.</p> <p>There are currently no noise walls along the Mitchell Freeway between Vincent Street and Loftus Street. Should additional noise walls be proposed, there is an opportunity to advocate to Main Roads WA for noise walls which both encourage visual permeability and embrace the character of the Town Centre</p> <p>Leederville UX has identified public art walls to screen the noise as Focused Intervention 23.</p>		<p>Amend analysis text.</p> <p>Action to be delivered 2023/24 and 2024/25.</p>
1.2 Investigate Black Spot funding for a safer pedestrian crossing environment on Leederville Parade.	I&E		Complete				<p>The Blackspot grant funding criteria for a pedestrian crossing was investigated. It was determined that the criteria will not be met for this location. The City will continue to monitor the area for potential funding opportunities.</p>		<p>Mark action as complete in 2021/22.</p>

## VOLUME 4: LEEDERVILLE TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
			21/22	22/23	23/24	24/25			
1.3 Undertake the beautification and eco-zoning of Lot 210 Leederville Parade.	I&E	S&D	Complete				Beautification of Lot 210 Leederville Parade was completed in 2021/22 as part of the City's program of works. This included: <ul style="list-style-type: none"> <li>Removal of existing turf;</li> <li>Application of landscaping gravel;</li> <li>Instalment of a gravel footpath;</li> <li>Instalment of recycled logs and rocks;</li> <li>Planting of native shrubs; and</li> <li>Planting of two grass trees.</li> </ul>		Mark action as complete in 2021/22.
1.4 Support the potential installation of a fast-charging electric vehicle station in the Avenue Car Park.	CEO	I&E	Complete				Due to the possible outcomes of the Request for Proposal for redevelopment concepts for The Avenue and Frame Court car parks, the City has since come to an agreement with charging operator to install a charging station at an alternative location in the Beaufort Street Town Centre.		Mark action as complete in 2021/22.
<b>Priority Area 2: ACCESSIBLE CITY</b>									
2.1 Advocate to the Public Transport Authority for a Leederville Station upgrade.	I&E/S&D		✓	✓	✓	✓	<p>The State Government is required to upgrade the Leederville Train Station to provide universal access. The Leederville Station Upgrade Project has been identified in the Advocacy Agenda. The City has provided input to the Public Transport Authority and is currently awaiting response.</p> <p>The City has approached the Public Transport Authority (PTA) to discuss the installation of a secure cycle parking cage, to which the response was positive. The unique conditions of the site will require a non-standard cage to be designed. The City will continue to advocate to and work with the PTA to have a cage installed.</p>		
2.2 Advocate to the Public Transport Authority <del>and the Water Corporation</del> for bus route 15 to be rerouted around the perimeter of the Town Centre.	I&E/S&D		✓	✓	✓	✓	<p>As discussed in the 'Analysis' of the action, a portion of Frame Court is privately owned by the Water Corporation. The left turn from Frame Court onto Newcastle Street is considered too tight for buses to move through the area safely and requires them to cross the centre line to make the turn. The City will continue to advocate to PTA to have Bus Route 15 re-routed, however it is proposed to seek an alternative route around the town centre and therefore reference to Frame Court and the Water Corporation is proposed to be removed from the action and analysis as follows:</p> <p><b>Analysis:</b> Bus route 15 is a quarter-hourly route between Perth Bus Port and Glendalough Station. Currently, it runs through the Town Centre on Newcastle Street and Oxford Street. This includes the Village Square, and the northern portion of the café strip.</p> <p>The noise and emissions from the bus route makes the Village Square and surrounding alfresco and parklet areas less desirable for pedestrians. Closing the Village Square for events also requires the detour of the bus route.</p> <p>Rerouting the bus and exploring other options to decrease noise and emissions (e.g., advocating to the Public Transport Authority for use of zero-emission alternative busses) provides an opportunity to improve the amenity of the Town Centre. <del>Leederville UX proposes the bus uses Frame Court to connect the bus from Newcastle Street and Leederville Parade. However, half of this road is owned by Water Corporation and an agreement for use would need to be negotiated.</del></p> <p><del>As a part of the potential reroute of the bus, there is an opportunity to include a stop at Leederville Station, and outside the Water Corporation administration building.</del></p> <p>Rerouting the bus is identified in Leederville UX as Focused Intervention 7.</p>		Amend action and analysis text.

## VOLUME 4: LEEDERVILLE TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
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2.3 Prepare a plan to improve the pedestrian and cyclist environment crossing Loftus Street.	I&E	S&D		✓	✓		Due to the number of traffic signal intersections along Loftus Street, a separate crossing would not be supported by Main Roads Western Australia (MRWA). This is based on the need to balance these requests against network efficiency.  The City is currently progressing a review of its Cycling Plan 2022-2027. This review will include revisiting each bike route with aim to identify issues (such as crossings points across Loftus Street) and suggest improvements in access and safety. A budget of \$30,000 has been allocated in 2022/23 for planning.	\$30,000	
2.4 Collaborate with the Town of Cambridge and Main Roads to plan upgrades to the Lake Monger connection.	I&E/S&D	C&B			✓	✓	To be undertaken as part of the Cycling Plan 2022-2027.		
2.5 Plan improvements to the Oxford Street and Vincent Street cycling and pedestrian environment <del>to support extending the 30km/h speed zone north of Vincent Street.</del>	I&E	S&D		✓	✓	✓	<p>Planned improvements will be documented in the forthcoming Cycling Plan 2022-2027. Due to the similarities in Actions 2.5 and 2.6, it is proposed Action 2.6 be merged into 2.5 and the Action, Diagnosis, Analysis and Solution be amended as follows:</p> <p><b>Diagnosis:</b> Oxford Street and Vincent Street <del>does</del> not allow for cars and bicycles to share the road safely, <del>and there</del> are limited crossing opportunities for pedestrians.</p> <p><b>Analysis:</b> Oxford Street <del>and Vincent Street has have</del> been identified as a local route <del>and a secondary route</del> in the Long Term Cycling Network respectively, <del>and connect West Leederville, Leederville, Mount Hawthorn, and the Mitchell Freeway Principal Shared Path.</del></p> <p><del>Oxford Street There is</del> currently <del>has</del> an on-road painted bicycle lane northbound <del>from north of</del> Vincent Street to Bourke Street, and southbound between Bourke Street and Richmond Street. There are green bicycle starter boxes at the intersection of Oxford Street and Vincent Street.</p> <p><del>The Department of Transport noted in the 2015 Detailed Cycling Imagineering Workshop Report that nearly 50% of serious and fatal injury collisions occur on local roads with speeds of 50km/h or greater. The report also noted that vehicle speeds should be reduced to 30km/h through streetscape improvements where separation between cyclists and vehicles is not an option.</del></p> <p>Between Leederville Parade and Vincent Street, the speed limit for vehicles is 30km/h. However, north of Vincent Street, the speed limit increases to 50km/h. Where there are gaps in cycling infrastructure, this is not considered to be safe for cyclists.</p> <p>Vincent Street is currently not a suitable road to be shared by cars and bicycles due to the volume and speed of traffic, and bicycles share the footpath with pedestrians. This impacts the safety and amenity for both cyclists and pedestrians.</p> <p>There are no crossing points for pedestrians or cyclists along the approximately 500m length of Vincent Street between Oxford Street and Loftus Street.</p> <p>There is an opportunity to plan improvements to the Oxford Street <del>and Vincent Street cycling environment</del> to improve safety and amenity <del>for pedestrians and cyclists</del>, including but not limited to cycling infrastructure, <del>pedestrian crossings</del> and traffic calming measures.</p> <p>Leederville UX identifies Vincent Street as a pedestrian arterial in Focused Intervention 12.</p> <p><b>Solution:</b> Plan improvements to the Oxford Street <del>and Vincent Street cycling and pedestrian environment to support extending the 30km/h speed zone north of Vincent Street.</del></p>		Amend action, diagnosis, analysis and solution text to combine actions 2.5 and 2.6.  Action to be delivered 2022/23, 2023/24 and 2024/25.

## VOLUME 4: LEEDERVILLE TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
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<del>2.6</del> Plan improvements to the Vincent Street cycling and pedestrian environment	I&E	S&D		✓	✓		As above.		Actions 2.5 and 2.6 combined. Remove Action 2.6.  Renumber Action 2.7 and Action 2.8 accordingly.
<del>2.7</del> 2.6 Develop and implement the Wayfinding Plan.	S&D	I&E/LC	✓	✓	✓	✓	<p>Development of the City's Wayfinding Plan commenced July 2021. The Wayfinding Plan includes the following four phases:            Phase One – Analysis Report            Phase Two – Draft Wayfinding and Signage Plan            Phase Three – Final Wayfinding Plan and Guidelines            Phase Four – Implementation Plan</p> <p>The Wayfinding Plan will highlight the unique character and distinct local aesthetic of the town centre. Phase One of the project has been completed and Phase Two significantly progressed. The development of the Wayfinding Plan is due to be completed December 2022. Implementation will commence following this.</p> <p>The Analysis and Solution are to be amended as follows:</p> <p><b>Analysis</b>            Wayfinding is a critical component to the legibility and walkability of a place. Wayfinding can help determine how people decide to move through spaces. The decisions people make when moving through places are guided by architecture, urban design, landmarks and views.</p> <p>Wayfinding in Vincent's Town Centres has significant room for improvement. An over proliferation of signage and styles compete for attention and can result in confusion. Moreover, the previous Wayfinding Signage Strategy (2012) has an emphasis on vehicles and car parking.</p> <p>A Wayfinding Plan should be prepared and implemented to:</p> <ul style="list-style-type: none"> <li>• Create a comprehensive, clear and consistent visual communication system with concise messaging;</li> <li>• Only include the information that is relevant to the space, location and navigation path; and</li> <li>• Focus on active transportation mode users, particularly pedestrians and cyclists.</li> </ul> <p><b>Solution</b>            Develop and implement the Wayfinding Plan.</p>		<p>Renumber to Action 2.6.</p> <p>Amend action and solution text.</p> <p>Continuation of action. Extend timing to i2022/23, 2023/24 and 2024/25.</p>
<del>2.8</del> 2.7 Investigate the feasibility and impact of designated pick-up points for on-demand transport and third party delivery partners and plan design solutions to deter parking in the Leederville Village Square median.	S&D	I&E		✓	✓		<p>City officers will investigate designated pick-up points for third-party delivery drivers and on-demand transport drivers in the Leederville Town Centre. This will focus on investigation into design solutions for the Newcastle Street median parking issue (Action 4.5) where this issue is most prevalent.</p> <p>The management of parking spaces for e-scooters will be addressed through the implementation of the proposed Inner-City e-scooter share system that is being worked through by the Inner-City Working Group.</p> <p>The Diagnosis, Analysis and Solution are to be amended as follows:</p> <p><b>Diagnosis:</b>            On-demand transport and delivery services can cause congestion in the Town Centre at peak times and increases the likelihood of vehicles parking in the Leederville Village Square median where parking is not permitted.</p> <p><b>Analysis:</b>            Leederville was identified as an on-demand transport hot spot during peak hour commute, as well as Friday and Saturday evening and late night, and Sunday morning.</p> <p><del>As the Town Centre continues to be home to a diverse mix of events, hospitality and retail offerings, and trial street closures and interventions to improve the prioritisation of pedestrians and cyclists, the demand</del></p>		<p>Renumber to Action 2.7.</p> <p>Amend action, diagnosis, analysis and solution text to combine actions 2.8 and 4.5.</p>

## VOLUME 4: LEEDERVILLE TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

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							<p><del>for on-demand transport options is likely to continue and access to customers exact locations may not always be feasible.</del> There are currently no designated pick-up points for on-demand transport vehicles. This leads to vehicles double parking (often in the Leederville Village Square median strip) or parking bicycles and scooters on the footpath while loading and unloading passengers. This increases congestion, creates an obstacle and safety hazard for pedestrians and impacts the pedestrian amenity in the heart of the Town Centre. Leederville is a high demand location for delivery partners during peak times, and many restaurants in Leederville are available on at least one delivery app.</p> <p>There is an opportunity to investigate the feasibility and impact of designated on-demand pick-up points on the perimeter, or similar to those surrounding Forrest Chase and Perth Station. There is also an opportunity to investigate consolidated third party delivery partner pick-up points for adjacent businesses, including existing motorcycle bays and bicycle parking areas, to minimise the clutter on the footpath during peak times.</p> <p>The ample space between the median trees in Leederville Village Square is meant to facilitate event set-up and increase crossing opportunities for pedestrians and cyclists; however it is large enough for one to two vehicles to park impacting on amenity and creating safety issues. There is currently post-signage to enable enforcement, however vehicles continue to park in this area. There is an opportunity to investigate design solutions that will be complementary to the Town Centre Artwork lighting installation, to proactively deter parking, this could include modular art, movable planter boxes, retractable bollards or something similar.</p> <p><b>Solution:</b> Investigate the feasibility and impact of designated pick-up points for on-demand transport and third-party delivery partners and plan design solutions to deter parking in the Leederville Village Square median.</p>		
<b>Priority Area 3: CONNECTED COMMUNITY</b>									
3.1 Seek opportunities to collaborate with YMCAHQ, Foyer Oxford, and TAFE to activate the Town Centre.	C&B	S&D	✓	✓	✓	✓	The City continues to work with YMCAHQ, Foyer Oxford and TAFE to identify opportunities for collaboration. Contact details for the organisations have been passed on to Leederville Connect and the City will seek opportunities to foster relationships between the Town Team and Leederville youth spaces.		
3.2 Manage the Town Team Grant Program.	S&D	I&E/C&B	✓	✓	✓	✓	<p>Leederville Connect applied for and were successful in obtaining the entire \$10,000 budget for the 21/22 financial year. The grant will be used for:</p> <ul style="list-style-type: none"> <li>Festoon lighting and furniture purchase for events;</li> <li>Printing and launch of a sponsorship prospectus; and</li> <li>Pedestrian surveys.</li> </ul> <p>The City will continue to work with the town team in managing the Town Team Grant Program.</p>	\$10,000	
<b>Priority Area 4: THRIVING PLACES</b>									
4.1 Support Leederville Connect to investigate locations for event furniture and fixtures storage space in the Town Centre.	S&D/LC	CEO	✓	✓			Leederville Connect has received Town Team grant funding to purchase event furniture and festoon lighting. The City will continue to work with Leederville Connect to investigate storage location opportunities.		
<del>4.2 Plan festoon lighting in Leederville Village Square.</del>	<del>I&amp;E</del>	<del>S&amp;D</del>		✓	✓		Permanent festoon lighting in this space is likely to detract from the Town Centre artwork lighting installation that will be installed in 2022/23. Leederville Connect has received town team grant funding to purchase festoon lighting and poles for events in this space. Therefore permanent festoon lighting within Leederville Village Square is not recommended and the action should be removed.		Remove Action 4.2. Renumbr following actions accordingly.
4.3 4.2 Identify locations for power points in Leederville Village Square.	I&E	S&D/LC		✓	✓		Power conduits have been installed in Leederville Village Square ready for power point locations to be determined by City officers in 2022/23 and 2023/24. Costings will be estimated and presented to Council for consideration.		Renumbr to Action 4.2
4.4 4.3 Undertake a lighting audit and prepare and implement a Lighting Improvement Plan to identify opportunities for lighting improvements	S&D	I&E	✓	✓	✓	✓	<p>A lighting audit of Leederville Town Centre has been completed and lighting improvement opportunities identified. It is recommended the action wording be modified to include the implementation of the opportunities identified in the audit over 2022/23, 2023/24 and 2024/25.</p> <p>Key opportunities include:</p>	\$20,000	Renumbr to Action 4.3. Amend action, analysis and solution text.



## VOLUME 4: LEEDERVILLE TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

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							<ul style="list-style-type: none"> <li>Lighting improvements to laneways in the town centre (similar to Electric Lane improvements);</li> <li>Lighting the gumtrees along Oxford Street between Leederville Parade and Vincent Street;</li> <li>Inclusion of luminaires to the pergola structure adjacent to the Oxford Street Reserve; and</li> <li>Additional road lighting for Melrose and Stamford Streets.</li> </ul> <p>To the reflect the action progression, the Analysis and Solution are to be amended as follows:</p> <p><b>Analysis:</b> Town centre pedestrian safety and quality of lighting have been highlighted as areas for concern with the increasing number of vacancies.</p> <p>Although tenancies are beginning to fill, there remains an opportunity to improve the lighting in laneways, open spaces, and on key walking routes that lead to the Town Centre from parking areas to enhance the pedestrian environment after hours.</p> <p>A lighting audit of the Town Centre was completed in June 2022. The audit identified lighting improvement opportunities which can be implemented through a Lighting Improvement Plan.</p> <p><b>Solution:</b> Undertake a lighting audit and prepare and implement a Lighting Improvement Plan to identify opportunities for lighting improvements</p>		Continuation of action. Extend timing to include 2023/24 and 2024/25.
<del>4.5 Plan design solutions to deter parking in the Leederville Village Square median</del>	S&D	I&E	✓	✓			City officers to continue to work with Leederville Connect to investigate design solutions for the median parking issue. The design solution will be complementary to the Town Centre Artwork lighting installation that will be installed in 2022/23. Design solutions to be included in the 2023/24 Capital Works Program. Action to be considered holistically with Action 2.8.		Actions 2.8 and 4.5 combined. Remove Action 4.5.
<del>4.6</del> 4.4 Undertake a streetscape audit and prepare and implement a Streetscape Improvement Plan to identify opportunities for streetscape improvements.	S&D	I&E/LC	✓	✓	✓	✓	<p>A streetscape audit of Leederville Town Centre will be completed in early 22/23 financial year and will identify streetscape improvement opportunities. A streetscape improvement plan will be prepared and implemented based on the streetscape audit.</p> <p>The Analysis and Solution are to be amended as follows:</p> <p><b>Analysis:</b> The City understands the importance of canopy cover, street furniture, and streetscape amenities, and the role they play in encouraging people to linger longer. Encouraging people to linger longer in town centres provides the opportunity for multi-purpose trips and passive spending throughout the Town Centre.</p> <p>While Leederville is well serviced by alfresco dining opportunities and parklets, there is a lack of intuitive non-transactional seating throughout the Town Centre. Streetscape amenities, such as bike racks, have not been well maintained.</p> <p><del>An audit should be undertaken to determine current deficiencies in the streetscape and identify opportunities to enhance the streetscape.</del> A streetscape audit of the Town Centre is to be completed. The audit will identify streetscape enhancement opportunities which will be implemented through a Streetscape Improvement Plan. <del>This could include</del> Opportunities <del>for</del> could include additional planting, beautification, urban design improvements, universal access improvements, street art, street furniture rationalisation and upgrades, and reducing clutter.</p> <p><b>Solution:</b> Undertake a streetscape audit and prepare and implement a Streetscape Improvement Plan to identify opportunities for streetscape improvements.</p>		<p>Amend action, analysis and solution text.</p> <p>Continuation of action. Extend timing to 2022/23, 2023/24 and 2024/25.</p> <p>Renumber to Action 4.4.</p>
<del>4.7 Undertake an urban design study for the Avenue Car Park Laneway in collaboration with the Water Corporation to achieve more greening and connectivity.</del>	S&D	I&E			✓	✓	The review of the Avenue Car Park Laneway will be carried out as part of the Request for Proposal for redevelopment concepts of Leederville Land. Therefore it is recommended that this action be removed.		<p>Remove Action 4.7.</p> <p>Renumber following actions accordingly.</p>

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Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
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<del>4.8</del> 4.5 Negotiate the formalisation of the main drain pedestrian corridor with the Water Corporation for implementation in appropriate stages.	S&D	CEO	✓	✓	✓	✓	Negotiations with the Water Corporation have begun for the formalisation of the main drain pedestrian corridor. City officers are working with Water Corporation to draw up easement documents and a landscape plan for the corridor.		Renumber to Action 4.6.
<del>4.9</del> 4.6 Collaborate with developers to deliver laneway beautification elements in Electric Lane	I&E/S&D		Complete				The development of the ABN building at 742 Newcastle Street and the refurbishment of the Leederville Hotel and The Garden occurred in 2020 and 2021. The City collaborated with developers to create an activated laneway in between the two developments which has been named Electric Lane. Laneway beautification elements have now been delivered including catenary lighting, paving works, landscaping, retractable bollards and artwork.		Renumber to Action 4.7.  Mark as complete in 2021/22.
<del>4.10a</del> 4.7a Request the Minister of Lands acquire the right of way linking Oxford Street to the strata lots at 663 Newcastle Street	CEO	S&D	✓	✓			City officers are in the process of requesting the Minister for Lands to acquire the right of way and will continue to implement this action in 22/23.		Renumber to Action 4.8a.  Continuation of action. Extend timing to 2022/23.
<del>4.10b</del> 4.7b Collaborate with the strata to plan improvements to the right of way	S&D	I&E/LC	✓	✓	✓	✓	City officers will collaborate with the strata company of 663 Newcastle Street to identify and plan for improvements in the right of way.		Renumber to Action 4.8b.
4.8 Seek and assess redevelopment concepts relating to The Avenue Car Park and Frame Court Car Park to create thriving, connected and sustainable mixed-use areas in the heart of Leederville.	S&D	CEO		✓	✓	✓	<p>The Request for Proposal for Redevelopment Concepts relating to The Avenue and Frame Court car parks project is likely to be one of the biggest developments for the Leederville Town Centre in the next ten years; and as the Place Plan is a document that captures all of the initiatives that the City is working on in the Town Centre it is recommended that a new action be added to capture this project.</p> <p>The Diagnosis, Analysis and Solution should be included as follows:</p> <p><b>Diagnosis:</b> There is an opportunity to redevelop The Avenue Car Park and Frame Court Car Park as thriving, connected and sustainable mixed-use areas in the heart of Leederville.</p> <p><b>Analysis:</b> Leederville Town Centre is home to an eclectic mix of shops, offices, restaurants, cafes, bars, and homes, and has great potential to accommodate higher density development and create a high-quality public realm, whilst retaining the existing Town Centre character.</p> <p>The Avenue Car Park and Frame Court Car Park have been earmarked as Key Development Sites in the draft Leederville Precinct Structure Plan, cover 12,800sqm and currently provide over 400 parking bays at ground level. There is potential for better public carparking, diverse housing options, new laneways, and more parkland and landscaping.</p> <p>The City has begun the process of requesting proposals for redevelopment concepts of The Avenue Car Park and Frame Court Car Park based on the vision and objectives outlined in the Leederville Precinct Structure Plan, as reflected by the community through the Design Leederville community consultation process. Once the advertising period has closed, preferred proponents will be shortlisted based on specified criteria and presented to Council.</p> <p>Potential suitably qualified developers and operators will have to outline their understanding of Leederville's unique character and how they can transform the car parks into innovative and high-quality developments that cater to a mix of uses and community benefits. Developers are expected to meet the aspirations of the project with innovative design response of significant build quality and provide at least 400 public parking bays across one or both sites.</p> <p><b>Solution:</b> Seek and assess redevelopment concepts relating to The Avenue Car Park and Frame Court Car Park to create thriving, connected and sustainable mixed-use areas in the heart of Leederville.</p>		Add in additional action.

## Priority Area 5: SENSITIVE DESIGN

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5.1 Prepare a Precinct Centre Structure Plan in collaboration with Leederville Connect	S&D	LC	Complete				The Leederville Precinct Structure Plan was endorsed by Council on 14 September 2021 and is currently with the Western Australian Planning Commission for approval.		Mark as complete in 2021/22.
<del>5.2 Advocate to Main Roads WA for unique noise walls between the Mitchell Freeway and the Town Centre</del>	<del>I&amp;E</del>	<del>S&amp;D/LC</del>	✓	✓	✓	✓	The City is not aware of any future plans for Main Roads WA to install additional noise walls between the Mitchell Freeway and the Leederville Town Centre. City officers will remain in contact with MRWA to collaborate on any future noise wall works. It is recommended this be incorporated into the 'Analysis' section wording of Action 1.1 to ensure visual connection remains of the Town Centre from the Leederville Train Station rather than remain as a stand-alone action.		Actions 1.1 and 5.2 combined. Remove Action 5.2  Renummer Action 5.3 accordingly
5.3 5.2 Develop a streetscape style guide	S&D	I&E/LC		✓	✓		City officers will begin to develop a streetscape style guide in 2022/23.		Renummer to Action 5.2
<b>Priority Area 6: INNOVATIVE &amp; ACCOUNTABLE</b>									
6.1 Undertake community consultation to review the use of Leederville Village Square and inform the future of the space	S&D	C&B	✓	✓			City officers will undertake the community consultation to inform the review of Leederville Village Square in 2022/23. The consultation and review will be informed by the Grosvenor Road Trial.		Action to be delivered 2022/23.
6.2 Install LED street lights along Oxford Street	I&E			✓			City officers are obtaining quotes from Western Power for the supply and installation of LED streetlights along Oxford Street in 2022/23.		No changes
6.3 Plan public toilet improvements	I&E	S&D		✓	✓		Improvements to the existing Avenue Carpark toilets will continue to be investigated in 2022/23.	\$50,000	No changes
6.4 Develop and deliver a smoke-free town centres project with involvement from the community, health partners, and local businesses.	S&D	C&B	✓	✓	✓	✓	Draft smoke free boundaries for Leederville, Mount Hawthorn, North Perth, Beaufort Street and William Street were consulted upon from May to August 2021. A total of 345 submissions were received from residents, property owners, workers, business owners and visitors and final smoke free boundaries were created for each Town Centre. The Local Government Property Local Law 2021 became operational on 14 December 2021 which provides Council with the power to prescribe an area where smoking is prohibited. Smoke Free Areas – Education and Enforcement Policy was developed to guide the implementation, education and enforcement of smoke free areas to reduce community exposure to harmful second-hand smoke. An amount of \$40,000 is included in the 2022/2023 operational budget for costs associated with prescribing new smoke free areas e.g. smoke free signage Administration has been successful in receiving a \$72,557 grant from Healthway to support the implementation of this project. The grant will cover further community engagement, education and communication strategies, along with design and installation of suitable smoke free signage. The grant will also include evaluation of the project and includes a part-time contract role to support the project.	\$112,557 (including Healthway funding)	No changes

Community & Business Services (C&B), Strategy & Development (S&D), Infrastructure & Environment (I&E), Information & Communications Technology (ICT), Office of the CEO (CEO)

## VOLUME 5: BEAUFORT STREET TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

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Priority Area 1: ENHANCED ENVIRONMENT									
1.1 Support the potential installation of a fast-charging electric vehicle station in the Beaufort Street Town Centre.	CEO	I&E	Complete				Two fast chargers operated by Evie Networks will be installed in Chelmsford Road Car Park in 2022/23.  A licence to Fast Cities Australia Pty Ltd (trading as Evie Networks) for the use of the City's car parking bays at Chelmsford Road Car Park (2 Chelmsford Road) was Approved by Council in June 2022.  The lease term of two car bays is a 5 year Initial Term (July 2022 to July 2027), with a 5 year Further Term (July 2027 to July 2032). During the Initial Term, a Licence Fee of \$1 per annum will be payable if demanded. For the Further Term, the Licence Fee will be \$1,500 per annum (plus GST).  Evie Networks will construct, maintain and operate the electric vehicle parking and charging station.		Mark action as complete in 2021/22
1.2 Develop and implement a trial installation of a Containers for Change attachment for existing Beaufort Street Town Centre bins.	S&D	I&E	Complete				Administration explored various options for installing an attachment to the City's existing bins across the Beaufort Street and Northbridge Town Centres. A prototype was designed and costed by Respoke in 2021/22, however due to the impacts of COVID-19 pandemic on manufacturing, the costs for production of the prototype increased to over \$1,000 per unit and was not pursued.  Following the initial planning Administration was approached by the Western Australia Return Recycle Renew Limited (WARRRL) and since April 2022 has been working together to deliver Containers for Change Trial and community engagement through a more cost-effective and City-wide approach. There is no operational cost for the City for this trial.  WARRRL has commenced a trial in parks and public spaces around Perth, allowing members of the public to recycle 10c containers otherwise destined for landfill. The points are attached to public bins and hold between six and 100 drink containers. Containers placed in the Container Exchange points are then available for anyone to collect and return to a Containers for Change refund point. The Container Exchange points are easy to install, require limited maintenance from local governments and allow members of the community to do the right thing by keeping their 10c containers out of landfill.  The City of Vincent trial includes the provision of Container Exchange infrastructure for up to four locations as well as pre and post audits, with post-trial reduced costs for further Container Exchange points in the future (approx. \$150 for baskets, \$85 for cradles excl. delivery and installation, pricing TBC pending updated design). The minimum duration of the trial is 8 weeks, infrastructure can remain in place after the trial.  Container Exchange Trial areas: <ul style="list-style-type: none"><li>Hyde Park commenced April 2022;</li><li>Oxford Street Reserve commenced April 2022;</li><li>Beaufort Street (two Container Exchange points) due to commence August 2022; and</li><li>William Street (two Container Exchange points) due to commence August 2022.</li></ul> The City's Park's team and local residents have reported that containers are regularly dropped in the Container Exchange points and are regularly collected by community members to redeem the 10c refund.  Popular locations include the Container Exchange points located opposite Chu Bakery on William Street, Hyde Park playground and Oxford Street Reserve on Oxford St near the train station overpass.  WARRRL will continue to monitor the bin activity with audits and reporting at the end of the trial. If deemed successful, additional baskets and cradles may be installed in parks and town centres, which would need to be funded by the City.		Mark action as complete in 2021/22.

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1.3 Engage with local business and property owners directly <del>and through the town team</del> , to communicate the benefits of solar and support further actions being undertaken.	CEO	S&D		✓	✓	✓	<p>It is proposed to delay commencing this action until 2023/24.</p> <p>Feedback from engagement to date with businesses suggests that, due to impacts of the COVID-19 pandemic, they have limited funding to take up solar or other technologies, without significant incentives or subsidies.</p> <p>Action requires direct engagement with property owners and businesses rather than through the town team. Action amended to reflect this requirement. This change is consistent with Action 1.1 of the Pickle District Place Plan.</p> <p>The Solution has been amended as follows:</p> <p><b>Solution:</b> Engage with local business and property owners directly <del>and through the town team</del>, to communicate the benefits of solar and support further actions being undertaken.</p>		Amend action and solution text.  Action to be delivered 2023/24 and 2024/25.
<b>Priority Area 2: ACCESSIBLE CITY</b>									
2.1 Plan improvements to Long Term Cycling Network.	I&E	S&D		✓	✓	✓	The City of Vincent Cycling Plan 2022-2027 is currently being developed. The aim of the plan is to increase cycling participation levels for people of all ages and abilities. Included within the scope will be a schedule of works to improve the Long Term Cycle Network. The report will be finalised by December 2022.		Action to be delivered in 2022/23.
<p>2.2 <del>Undertake a streetscape audit and develop a plan to improve the pedestrian and cyclist environment experience along on Beaufort Street (St Albans Avenue to Walcott Street) including improvements to road crossings, pedestrian infrastructure, seating, greening and shade.</del></p> <p>2.2 Undertake a streetscape audit and deliver the Beaufort Street Streetscape Improvement Plan.</p>	S&D	I&E	✓	✓	✓	✓	<p>An audit of Beaufort Street and two public life studies have informed the development of the Beaufort Street Streetscape Improvement Plan (BISSIP). This was completed in 2021/22 and noted by Council at the 26 July 2022 Ordinary Council Meeting. Following the development of the BISSIP, Action 2.2 is to be amended to focus on the delivery of the Beaufort Street Streetscape Improvement Plan.</p> <p>BISSIP Improvement Actions to commence 2022/23 are:</p> <ul style="list-style-type: none"> <li>Improvement 1 – Declutter the footpath by removing unnecessary and obstructive objects and reposition street furniture.</li> <li>Improvement 2 – Install new bins where needed.</li> <li>Improvement 4 – Assist businesses to implement Vibrant Public Spaces elements.</li> <li>Improvement 9 – Upgrade the Grosvenor Road crossing as a continuous footpath to improve connectivity and walking experience.</li> </ul> <p>Improvement 9 will be delivered in partnership with RAC through its Reconnect WA initiative. The footpath design was noted by Council at the 26 July 2022 Ordinary Council Meeting. \$71,000 has been allocated for construction works, which are scheduled for September 2022 to be undertaken by the City's Engineering Operations Works team.</p> <p>The following BISSIP Improvement Actions correspond to BSTCPP Actions and will be reported through the annual Place Plan Review process.</p> <ul style="list-style-type: none"> <li>Improvement 15 – Continue to focus on reducing traffic speed and advocate to formalise 40km/h speed limit along Beaufort Street (relates to Action 2.4 BSTCPP).</li> <li>Improvement 16 – Design and deliver streetscape improvements between Harold Street and Mary Street to formalise ride share drop-off/pick-up zones and improve safety at night (relates to Action 2.5 BSTCPP).</li> <li>Improvement 18 – Revitalise Kaadadjiny Lane and Lois Lane with new art and lighting (relates to Action 4.3 BSTCPP).</li> <li>Improvement 19 – Work with Western Power to upgrade Beaufort Street median lights to LED and improve pedestrian visibility at night (relates to Action 6.2 BSTCPP).</li> <li>Improvement 21 – Implement smoke-free town centres and community advocacy program in Beaufort Street (relates to Action 6.4 BSTCPP).</li> <li>Improvement 17 – Promote the use of side street cycle connections through wayfinding and signage (Action 2.6 BSTCPP).</li> </ul> <p>The Analysis and Solution are to be amended as follows:</p> <p><b>Analysis:</b></p>	\$71,000 (includes \$31,000 RAC funding)	<p>Action 2.2 Completed and amended to progress to next phase.</p> <p>Amend action, analysis and solution text.</p> <p>Continuation of new action. Extend timing to 2022/23, 2023/24 and 2024/25.</p>



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							<p>Beaufort Street has lots of vibrant nodes of activity. To visit these, pedestrians are required to cross the street at multiple points throughout the Town Centre. <del>The central median provides some pedestrian refuge but is narrow, raised and in need of repair.</del></p> <p><del>Formalised crosswalks are only located at the northern extent of the Town Centre, at the Beaufort and Walcott Street intersection.</del> There is an opportunity through good urban design to reduce the dominance of cars and improve the pedestrian's ability to negotiate the Town Centre.</p> <p>The City understands the importance of canopy cover, planting, street furniture, and streetscape amenities, and the role they play in improving walkability and encouraging people to linger longer. <del>To plan for the future, an audit should be undertaken to determine current deficiencies in the streetscape and opportunities to improve pedestrian and cycle infrastructure. Identified opportunities should be documented and developed into a plan, and the plan should be used to prioritise and guide other streetscape improvement projects such as the Beaufort Street median repair and replacement. Item 17 within the Brighter Beaufort Action Plan identifies the need to improve the safety and quantity of pedestrian crossings.</del></p> <p>Item 17 within the Brighter Beaufort Action Plan identifies the need to improve the safety and quantity of pedestrian crossings.</p> <p>A streetscape audit and public life study of Beaufort Street was undertaken in 2021/22 to determine current deficiencies in the streetscape and opportunities to improve pedestrian and cycle infrastructure. Following this work, the Beaufort Street Streetscape Improvement Plan (BSSIP) was developed that includes 21 Improvement Actions to be implemented over three financial years (2022/23, 2023/24, 2024/25).</p> <p><b>Solution:</b> Undertake a streetscape audit and deliver the Beaufort Street Streetscape Improvement Plan.</p>		

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2.3 Trial a pedestrian spaces and shared street at Grosvenor Road <del>or Barlee Street</del> .	I&E S&D	S&D I&E	✓	✓	✗		<p>Action to be delivered 2022/23.</p> <p>A site investigation was undertaken to determine a preferred location for the pedestrian trial. The two locations of Grosvenor Road and Barlee Street were considered. Undertaking the trial at Barlee Street would restrict access of 11 on street parking bays and negatively impact visitor convenience on the east side of Beaufort Street. The surrounding active frontages and higher activity of people utilising the Grosvenor Road site provides opportunity to attract people to the area for a trial and is more suited for any longer term use. For these reasons, Administration has determined Grosvenor Road to be the most suitable place to trial a public pedestrian/shared space.</p> <p>The Grosvenor Road Trial will take place from 1 October to 14 November on the corner of Grosvenor Road and Beaufort Street, Mount Lawley. The Grosvenor Road Trial Plan and Community Engagement Plan was approved by Council at its 26 July 2022 Ordinary Council Meeting. A proportion of the \$37,000 grant received from RAC as part of its Reconnect WA initiative will assist to deliver the trial.</p> <p>The space will be transformed into a pedestrian space (16 days) and shared street (four weeks). The City will deliver small scale activities and events in partnership with local businesses, organisations and the Beaufort Street Network. The public area will include picnic tables, moveable seating, pot plants, fairy lights, and road service painting.</p> <p>The outcomes of the trial and community feedback received will be reported back to Council in December 2022.</p> <p>It is proposed Action 2.3 is amended to reflect that the trial will occur at the Grosvenor Road location, and include a shared street trial.</p> <p>The Analysis and Solution are to be amended as follows:</p> <p><b>Analysis:</b> There is an opportunity to investigate and trial the pedestrianisation of the key activated streets, including of Grosvenor Road <del>and Barlee Street</del>.</p> <p>Trials can be undertaken to close these streets to understand if these spaces are suitable for a more permanent transformation of implementing a shared space similar to Leederville Square.</p> <p><b>Solution:</b> Trial a pedestrian spaces and shared street at Grosvenor Road <del>or Barlee Street</del>.</p>	\$26,000 (includes \$6,000 RAC funding)	<p>Amend responsible team to S&amp;D and support team to I&amp;E.</p> <p>Remove 2023/24.</p> <p>Amend analysis and solution text.</p>
2.4 Advocate to Main Roads to formalise 40km/h along Beaufort Street.	I&E	S&D	✓	✓	✓	✓	<p>Action will commence in 2022/23.</p> <p>Action relates to BSSIP Improvement 15 – Continue to focus on reducing traffic speed and advocate to formalise 40km/h speed limit along Beaufort Street.</p>		
<p><del>2.5 Improve the on-demand transport drop off and pick-up point adjacent the Queens Hotel and investigate the potential to incorporate another on the western side of Beaufort Street.</del></p> <p>Design and deliver streetscape improvements between Harold Street and Mary Street to formalise ride share drop-off/pick-up zones and improve safety at night.</p>	I&E	S&D	✓	✓	✓		<p>Options for improvements to the drop-off/pick-up location outside the Queens Hotel were investigated. It was determined to delay long-term improvements until The Beaufort development opened and a streetscape audit and BSSIP was complete.</p> <p>As an immediate enhancement opportunity, Administration installed fresh line marking outside the Queens Hotel in 2021/22 to redefine the drop-off pick up area.</p> <p>New signage was installed in 2021/22 outside The Beaufort to create a new drop-up/pick-up location for ride share and taxi.</p> <p>During the implementation of Action 2.2, the streetscape audit and public life study of the Beaufort Street area between Harold Street and Mary Street/Mary Street Piazza, was observed to be the most actively used by all types of users during day and night: pedestrians, trucks, buses, delivery cyclists and rideshare/taxi. It was also identified as an area requiring safety improvements such as new LED lighting and crossing improvements, particularly at night.</p>		<p>Amend action, diagnosis, analysis and solution text.</p> <p>Continuation of action.</p> <p>Extend timing to 2023/24.</p>

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							<p>The BSSIP includes: Improvement 16 – Design and deliver streetscape improvements between Harold Street and Mary Street to formalise ride share drop-off/pick-up zones and improve safety at night.</p> <p>The BSTCPP Action will be updated to correspond to Improvement 16, and therefore expanded to include other streetscape improvements of the area to improve safety at night.</p> <p>Parking Cash-in-lieu is intended to be used for improvements within the area and will be presented to Council for approval.</p> <p>The Action, Diagnosis, Analysis and Solution are to be amended as follows:</p> <p><b>Action 2.5: On-demand transport and safety improvements</b></p> <p><b>Diagnosis:</b> <del>On-demand transport drop-off and pick-up points are becoming increasingly congested along Beaufort Street.</del> Beaufort Street between Harold Street and Mary Street Piazza is a high-use location and requires on-demand transport and safety improvements.</p> <p><b>Analysis:</b> The Beaufort Street area between <del>Harold Street and Mary Street Piazza</del> is <del>identified as</del> a high-use location <del>for on-demand transport</del> during peak hour commute periods, as well as on Friday and Saturday evenings, and Saturday and Sunday mornings.</p> <p><del>There is currently only one designated on-demand transport drop-off and pick-up point adjacent the Queens Hotel. This has become increasingly congested as the use of on-demand services have increased, particularly during key times that also correlate with activated/busy times within the Town Centre. As the Town Centre continues to accommodate mixed-use development incorporating diverse uses of residential and hospitality offerings, the use of this area by pedestrians, cyclists, on-demand transport users and delivery vehicles will likely continue to increase. The limited availability of designated pick-up and drop-off points for on-demand transport vehicles, results in vehicles double parking while loading and unloading passengers, increasing congestion, and impacting the pedestrian amenity in the Town Centre. There is an opportunity to improve the designated on-demand pick-up and drop-off point adjacent the Queens Hotel on the eastern side of Beaufort Street, between Harold Street and Mary Street, while investigating the potential to incorporate another pick-up and drop-off point on the western side of Beaufort Street.</del></p> <p>Improving the streetscape elements (such as signage, lighting and crossing points) within the area will minimise conflict during peak times and provide a safe environment for all users.</p> <p><b>Solution:</b> Design and deliver streetscape improvements between Harold Street and Mary Street to formalise ride share drop-off/pick-up zones and improve safety at night.</p>		

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Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
			21/22	22/23	23/24	24/25			
2.6 Develop and <b>implement</b> the Wayfinding Plan.							<p>Development of the City's Wayfinding Plan commenced July 2021. The Wayfinding Plan includes the following four phases:</p> <p>Phase One – Analysis Report</p> <p>Phase Two – Draft Wayfinding and Signage Plan</p> <p>Phase Three - Final Wayfinding Plan and Guidelines</p> <p>Phase Four – Implementation Plan</p> <p>The Wayfinding Plan will highlight the unique character and distinct local aesthetic of the town centre. Phase One of the project has been completed and Phase Two significantly progressed. The development of the Wayfinding Plan is due to be completed December 2022. Implementation will commence following this.</p> <p>This Action relates to BSSIP Improvement 17 – Promote the use of side street cycle connections through wayfinding and signage.</p> <p>Beaufort Street Town Centre signage will include wayfinding that connects cyclists with side street connections to key cycling routes.</p> <p>The Analysis and Solution are to be amended as follows:</p> <p><b>Analysis:</b> Wayfinding is a critical component to the legibility and walkability of a place. Wayfinding can help determine how people decide to move through spaces. The decisions people make when moving through places are guided by architecture, urban design, landmarks and views. Wayfinding in Vincent's Town Centres has significant room for improvement. An over proliferation of signage and styles compete for attention and can result in confusion. Moreover, the previous Wayfinding Signage Strategy (2012) has an emphasis on vehicles and car parking. A Wayfinding Plan should be <b>prepared and implemented</b> to:</p> <ul style="list-style-type: none"> <li>• Create a comprehensive, clear and consistent visual communication system with concise messaging;</li> <li>• Only include the information that is relevant to the space, location and navigation path; and</li> <li>• Focus on active transportation mode users, particularly pedestrians <b>and cyclists</b>.</li> </ul> <p><b>Solution:</b> Develop <b>and implement</b> the Wayfinding Plan.</p>	\$198,000	<p>Amend action and solution text.</p> <p>Continuation of action. Extend timing to 2022/23 and 2023/24.</p>
<b>Priority Area 3: CONNECTED COMMUNITY</b>									
3.1 Manage the Town Team Grant Program.	S&D	<del>I&amp;E</del> /C&B	✓	✓	✓	✓	<p>Beaufort Street Network received \$10,000 in 2021/22 for the following projects to be delivered by June 2023:</p> <ul style="list-style-type: none"> <li>• Social Media Strategy &amp; Implementation</li> <li>• Public Liability Insurance &amp; Xero Accounting</li> <li>• Power Cable Covers</li> </ul>	\$10,000	Amend supporting team to be C&B.
<b>Priority Area 4: THRIVING PLACES</b>									
4.1 Partner with Beaufort Street Network to prepare and implement a Lighting Plan.	S&D	C&B	✗	✓	✓		<p>The delivery of Action 4.1 was delayed pending the outcomes of Action 2.2 streetscape audit and BSSIP. The project will commence in 2022/23.</p> <p>Opportunities will be identified with the Beaufort Street Network and presented to Council for consideration for inclusion in the 2023/24 budget.</p> <p>This action relates to BSSIP Improvement 3 – Install lighting and social seating at logical pedestrian 'pause points' along Beaufort Street and side street corners, to be delivered in 2023/24.</p> <p>Works with approved funding allocation include:</p> <ul style="list-style-type: none"> <li>• Solar lighting to be installed as part of the Kaadadjiny Lane and Lois Lane improvements.</li> <li>• Fairy lights to be installed at Grosvenor Road as part of the Grosvenor Road Trial.</li> </ul>		Action to be delivered in 2022/23 and 2023/24.

## VOLUME 5: BEAUFORT STREET TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
			21/22	22/23	23/24	24/25			
4.2 Implement festoon lighting improvements in Mary Street Piazza	I&E	S&D	Complete	✓			Permanent solar festoon lighting and poles were installed at Mary Street Piazza in 2021/22 providing improved amenity and visibility at night.  The infrastructure and installation came to a value of \$14,580 (\$20,000 budget).		Mark action as complete in 2021/22.
4.3 Investigate <del>and deliver existing</del> mural maintenance and renewal.	S&D	C&B	✓	✓	✓	✓	Mural maintenance and renewal projects for 2021/22 included: <ul style="list-style-type: none"> <li>Robert Jenkins pavement mural at the Mary Street Piazza; and</li> <li>Jerome Davenport's faces of Beaufort Street at the Barlee Street Car Park, which was repainted to coincide with the 100 X Town Teams event held by the Town Team Movement in June 2022. The original work was created during the former Beaufort Street Festival.</li> </ul> Future improvements planned for 2022/23 include: <ul style="list-style-type: none"> <li>Revitalisation of Kaadadjiny Lane and Lois Lane with new art and lighting.</li> </ul> The Solution is to be amended as follows:  <b>Solution:</b> Investigate <del>and deliver existing</del> mural maintenance and renewal.	\$49,000	Amend action and solution text.  Amend responsible team to S&D and support team to C&B.
<b>Priority Area 5: SENSITIVE DESIGN</b>									
5.1 Develop a Beaufort Street Town Centre Streetscape Palette.	S&D	C&B	✓	✓			Action to commence 2022/23.  Action will integrate with the Beaufort Street Streetscape Improvement Plan.		Action to be delivered in 2022/23
<b>Priority Area 6: INNOVATIVE &amp; ACCOUNTABLE</b>									
6.1 Work collaboratively with the City of Stirling.	S&D	I&E/C&B	✓	✓	✓	✓	The City of Vincent and City of Stirling engage and discuss Beaufort Street projects and assist with the delivery of communications and community engagement. Both are active in supporting the local town team, the Beaufort Street Network and regularly attend meetings.  An example of this relationship was in the delivery of the Water Corporation's pipes upgrades to the City of Stirling area of Beaufort Street and planning of the Grosvenor Road Trial.		
6.2 Plan and implement Beaufort Street median lighting renewal and improvement work.	I&E	S&D	✓	✓	✓		The five iconic Beaufort Street Art Deco Street Lights between Walcott Street and Chelmsford Road are scheduled to be replaced in 2022/23, including minor median works surrounding the poles.  Action 6.2 relates to the BSSIP Improvement 19 – Work with Western Power to upgrade Beaufort Street median lights to LED and improve pedestrian visibility at night. Opportunities to systematically upgrade the median street lights will occur in 2022/23 and 2023/24.  The action detail has been amended to reflect the scope of works and what is achievable within budget and timeframes. The Analysis is to be amended as follows:  <b>Analysis:</b> Beaufort Street is a busy gateway into the City of Vincent, <del>which includes the busiest bus route in the State. The presentation of the Town Centre is important</del> and the iconic Art Deco lights welcome people to the Town Centre. <del>and kerbing should be renewed and maintained. Renewal works</del> These lights are degraded and require renewal, including <del>should include</del> the replacement of posts, repairing of kerbs and paving, and upgrades to LED lights.  The Beaufort Street median lights are dull and provide a 'yellow' glow over the street. It is timely to upgrade to brighter and more efficient LED lights. The City aims to work with Western Power to upgrade Beaufort Street median lights to LED and improve pedestrian visibility at night.  <del>While undertaking these works, there is an opportunity to implement additional median upgrades including:</del> <del>• Up lighting the Art Deco crown features and six Eucalypts; • Changing the light post colour from the blue</del>	\$220,000	Amend analysis text.  Continuation of action. Extend timing to 2023/24.



## VOLUME 5: BEAUFORT STREET TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
			21/22	22/23	23/24	24/25			
							<p><del>and white to the more vibrant red, orange, yellow, green and pink seen throughout the Town Centre; and Removal of the Palm tree fronds around trunks; and Installation of bud lighting on the three Palms.</del></p> <p>Item 21.3 within the Brighter Beaufort Action Plan identifies the opportunity to up-light large / iconic street trees.</p>		
6.3 Investigate options to repair, replace or improve medians along Beaufort Street.	I&E	S&D		✓	✓		<p>Maintenance works to improve the Beaufort Street medians from St Albans Avenue to Chelmsford Road were undertaken in June 2022. This included replacing damaged kerbs and cutting some of the tree roots. Feasibility of longer term solutions to manage imminent tree growth and median maintenance are being explored.</p> <p>Pedestrian improvements to the medians were explored through the delivery of Action 2.2. and as the medians are narrow (1.3 metres wide) it is not feasible to widen further without removing a traffic lane.</p> <p>Minor improvements for the medians are proposed to be delivered through the BSSIP in 2023/24, including:</p> <ul style="list-style-type: none"> <li>Improvement 8 – Install tactile walking surface indicators at crossing points.</li> <li>Improvement 11 – Visually define high-use Beaufort Street crossing points and improve sightlines for vehicles and pedestrians (Barlee Street, Harold Street and Broome Street).</li> </ul>		Continuation of action. Extend timing to 2023/24
6.4 Develop and deliver a smoke-free town centres project with involvement from the community, health partners, and local business.	S&D	C&B	✓	✓	✓	✓	<p>Draft smoke free boundaries for Leederville, Mount Hawthorn, North Perth, Beaufort Street and William Street were consulted upon from May to August 2021. A total of 345 submissions were received from residents, property owners, workers, business owners and visitors and final smoke free boundaries were created for each Town Centre.</p> <p>The <i>Local Government Property Local Law 2021</i> became operational on 14 December 2021 which provides Council with the power to prescribe an area where smoking is prohibited.</p> <p><i>Smoke Free Areas – Education and Enforcement Policy</i> was developed to guide the implementation, education and enforcement of smoke free areas to reduce community exposure to harmful second-hand smoke.</p> <p>An amount of \$40,000 is included in the 2022/2023 operational budget for costs associated with prescribing new smoke free areas e.g. smoke free signage.</p> <p>Administration has been successful in receiving a \$72,557 grant from Healthway to support the implementation of this project. The grant will cover further community engagement, education and communication strategies, along with design and installation of suitable smoke free signage. The grant will also include evaluation of the project, and includes a part-time contract role to support the project.</p> <p>Anticipated launch of smoke free town centres is 1 November 2022 at Mary Street Piazza, Beaufort Street.</p> <p>Action 6.4 relates to the BSSIP Improvement 21 – Implement smoke-free town centres and community advocacy program in Beaufort Street.</p>	\$112,557 (including Healthway funding)	

## VOLUME 5: BEAUFORT STREET TOWN CENTRE PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
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6.5 Investigate options for the future of Barlee Street Car Park including the relocation of the Beaufort Street sign and removal of other improvements on the property.	CEO	S&D/I&E	Complete	✓			<p>At 22 June 2021 Ordinary Council Meeting, Council were presented with the outcomes from the Barlee Street Car Park Options for Future Use and resolved (in part):</p> <p><i>“That Council:</i></p> <p>2. <i>DOES NOT PROCEED with a land sale of Lot 48 at this time and NOTES that Council will reconsider the sale prior to the expiry of the current lease or if the lease is terminated by the lessors of Lot 49 and 50;</i></p> <p>4. <i>REQUESTS the CEO to prepare for discussion with Council, prior to first quarter budget review:</i></p> <p>a. <i>Costings for the removal and a feasibility analysis for the relocation of the Beaufort Street sign</i></p> <p>b. <i>Removal of other improvements on the property;”</i></p> <p>At the meeting it was noted that in October 2013 the “BEAUFORT STREET” sign was partially built on Lots 49 and 50, privately owned land which the City currently leases for the purpose of a car park (joined with the City owned Lot 48).</p> <p>Options and estimates for the removal or relocation of the Beaufort Street sign were presented to 2 November 2021 Council Workshop for discussion. Options explored include:</p> <ul style="list-style-type: none"> <li>• Demolition and disposal of sign</li> <li>• Dismantle sign and put in storage</li> <li>• Dismantle sign and relocate to new site</li> <li>• Disposal of old sign and build new</li> </ul> <p>Discussions with the agent for owners of Lot 49 and 50 have noted that there is no interest in undertaking a land swap with the City, and the owners are not immediately seeking to develop their Lots.</p> <p>To continue operation of the Barlee Street Car Park, in February 2022 Administration negotiated a new 5 year lease (14 February 2022 to 13 February 2027) term with option for renewal of 2 years (from 14 February 2027 to 13 February 2029) of Lot 49 and Lot 50.</p> <p>It is recommended Action 6.5 is marked as complete, as the new lease for the Barlee Street Car Park will continue until February 2027 or February 2029, and the Beaufort Street sign options have been investigated as far as possible at this stage. A decision on the sign's future will be made by Council once the Lease term is over or property owners choose to proceed with redevelopment of Lot 49 and Lot 50.</p>		Mark action as complete in 2021/22.

Community &amp; Business Services (C&amp;B), Strategy &amp; Development (S&amp;D), Infrastructure &amp; Environment (I&amp;E), Information &amp; Communications Technology (ICT), Office of the CEO (CEO)

## VOLUME 7: PICKLE DISTRICT PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
			21/22	22/23	23/24	24/25			
Priority Area 1: ENHANCED ENVIRONMENT									
1.1 Engage with <del>business owners and building property owners and business owners</del> directly <del>and through the town team</del> , to communicate the benefits of solar and support <del>the business community in implementing solar initiatives</del> further actions being undertaken.	CEO	S&D		✗	✓	✓	Feedback from engagement with businesses and town team to date is that leases are not long term, and it is therefore not financially viable to invest in solar or other technologies  Action requires direct engagement with property owners and businesses rather than through the town team. Action amended to reflect this requirement. This change is consistent with Action 1.3 of the Beaufort Street Town Centre Place Plan.  The Solution text is to be amended as follows:  <b>Solution:</b> Engage with <del>business owners and building property owners and business owners</del> directly <del>and through the town team</del> , to communicate the benefits of solar and support <del>the business community in implementing solar initiatives</del> further actions being undertaken.		Amend action and solution text.  Move commencement to 2023/24.
1.2 Install garden beds and planting, <del>and work with the town team to design and implement Pickle Park</del> along the Old Aberdeen Place verge.	I&E	S&D	✓	✓	✓	✓	Planting and garden bed installation in the verge area near Cleaver Street is complete. Remaining verge area does not currently have water access and would require hand watering.  The Pickle District Town Team have proposed an initiative to create a ‘Pickle Park’ on the remaining area of the verge. Pickle Park would provide a public open space, currently lacking in the district, that can be used for events as well as day-to-day. Administration will design Pickle Park with the Town Team and implement the design in subsequent years.  The Solution text is to be amended as follows:  <b>Solution:</b> Install garden beds and planting, <del>and work with the town team to design and implement Pickle Park</del> along the Old Aberdeen Place verge.		Amend action and solution text.
Priority Area 2: ACCESSIBLE CITY									
2.1 Plan and implement the Safe Active Street upgrades on Golding Street and Strathcona Street.	I&E	S&D	Complete	✗			Completed 2021/22.  Construction works undertaken by the City. Works are intended slow traffic and alert people that they are in a bicycle and pedestrian friendly space. Works included road resurfacing with red asphalt and black car bays, blue Safe Active Street road pavement signs, and entry and speed plateaus positioned as required. Main Roads WA coordinated line marking on plateaus.		Mark action as complete in 2021/22.
2.2 Continue to implement the Cleaver Main Street streetscape upgrade and collaborate with The Pickle District to deliver initiatives on Cleaver Street.	I&E	S&D	Complete				Completed 2021/22.  Cleaver Main Street streetscape upgrade included road resurfacing, new line marking, new curbing, tree planting along verges and on median strip, installation of pathway nibs or ‘artlets’ to host public art, and installation of conduits to artlets for future provision of power to public artworks.		Mark action as complete in 2021/22.
2.3 Investigate options to create a connection between Drummond Place and Loftus Street for pedestrians and cyclists.	S&D	I&E		✗	✓		It is proposed to delay commencing this action to 2023/24 to align with potential Perth Parking Management Area (PPMA) funding opportunities.		Action to be delivered to 2023/24.
2.4 Investigate the feasibility of an underpass to connect Drummond Place to Leederville.	I&E	S&D			✓	✓	Action due to commence 2023/24.		
2.5 Develop and implement the Wayfinding Plan.	S&D	I&E	✓	✓	✓	✓	Development of the City’s Wayfinding Plan commenced July 2021. The Wayfinding Plan includes the following four phases: Phase One – Analysis Report Phase Two – Draft Wayfinding and Signage Plan Phase Three - Final Wayfinding Plan and Guidelines Phase Four – Implementation Plan	\$198,000	Amend action and solution text.  Continuation of action. Extend timing to 2022/23, 2023/24 and 2024/25.

## VOLUME 7: PICKLE DISTRICT PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
			21/22	22/23	23/24	24/25			
							<p>The Wayfinding Plan will highlight the unique character and distinct local aesthetic of the town centre. Phase One of the project has been completed and Phase Two significantly progressed. The development of the Wayfinding Plan is due to be completed December 2022. Implementation will commence following this.</p> <p>The Analysis and Solution are to be amended as follows to include implementation:</p> <p><b>Analysis</b> Wayfinding is a critical component to the legibility and walkability of a place. Wayfinding can help determine how people decide to move through spaces. The decisions people make when moving through places are guided by architecture, urban design, landmarks and views. Wayfinding in Vincent's Town Centres has significant room for improvement. An over proliferation of signage and styles compete for attention and can result in confusion. Moreover, the previous Wayfinding Signage Strategy (2012) has an emphasis on vehicles and car parking. A Wayfinding Plan should be <b>prepared and implemented</b> to:</p> <ul style="list-style-type: none"> <li>• Create a comprehensive, clear and consistent visual communication system with concise messaging;</li> <li>• Only include the information that is relevant to the space, location and navigation path; and</li> <li>• Focus on active transportation mode users, particularly pedestrians <b>and cyclists</b>.</li> </ul> <p><b>Solution</b> Develop <b>and implement</b> the Wayfinding Plan.</p>		
<b>Priority Area 3: CONNECTED COMMUNITY</b>									
<b>3.1</b> Manage the Town Team Grant Program and support the Pickle District to become <b>recognised as precinct that is synonymous with creative events; a sustainable arts precinct.</b>	S&D	I&E/C&B	✓	✓	✓	✓	<p>The Pickle District Town Team received \$10,000 in 2021/22 for the following to be delivered by June 2023:</p> <ul style="list-style-type: none"> <li>• Pickle District Action Plan update</li> <li>• Activations Officer</li> </ul> <p>Town team feedback indicated that they would prefer the grant funding go towards helping them become sustainable as an arts precinct. The Solution is to be amended as follows:</p> <p><b>Solution:</b> Manage the Town Team Grant Program and support the Pickle District to become <b>recognised as precinct that is synonymous with creative events; a sustainable arts precinct.</b></p>	\$10,000	<p>Amend action and solution text.</p> <p>Continuation of action. Extend timing to 2022/23, 2023/24 and 2024/25.</p>
<b>3.2</b> <del>Create a hub for</del> Deliver the NAIDOC activity Festival in the Pickle District <del>by delivering the program</del> in partnership with Aboriginal stakeholders, The Pickle District, and business owners. <del>(Discontinue this action after the 2022 NAIDOC Festival.)</del>	C&B	S&D	✓	✗	✗	✗	<p>Completed for 2021/22.</p> <p>The City of Vincent NAIDOC Festival 2022 took place at Holmes a Court Gallery in the Pickle District from 4:00-7:30pm on Saturday 9 July 2022. The Festival included a Welcome to Country, live music by Gina Williams and Guy Ghouse, live music by Koby Morrison, a kangaroo and veggie stew from Gather Foods, a community canvas, screening of 'Shining the Light' and art projection by Charmaine Cole.</p> <p>Action to be removed from future years as per advice received from the Bridya Elders Group, Reconciliation Action Plan Working Group (RAPWG) and Community Development Team. Feedback from the Elders Group and RAPWG is that they would like NAIDOC celebrations to be in a different location in the future, preferencing one which holds cultural significance. The Solution is to be amended as follows:</p> <p><b>Solution:</b> <del>Create a hub for</del> Deliver the NAIDOC activity Festival in the Pickle District <del>by delivering the program</del> in partnership with Aboriginal stakeholders, The Pickle District, and business owners. <del>(Discontinue this action after the 2022 NAIDOC Festival.)</del></p> <p>Future NAIDOC Festivals will be implemented through the City's Innovate Reconciliation Action Plan (RAP).</p>		<p>Amend action and solution text.</p> <p>Mark action as complete in 2021/22.</p>
<b>Priority Area 4: THRIVING PLACES</b>									
<b>4.1</b> Undertake a Streetscape Audit to determine opportunities for streetscape improvements.	S&D	I&E	✗	✓			<p>Action to commence 2022/23. In 2021/22 streetscape improvements included the provision of four picnic tables ordered for Old Aberdeen Place verge and anti-graffiti coating applied to two prominent murals in the Pickle District (by Sam Bloor and Trevor Richards) in response to repeat graffiti.</p>		<p>Action to be delivered in 2022/23.</p>

## VOLUME 7: PICKLE DISTRICT PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
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4.2 Collaborate with The Pickle District Town Team to curate and deliver artwork in the Cleaver Main Street artlets.	S&D	I&E/C&B	✓	✓	✓	✓	Action to commence 2022/23.  Artworks for artlets on the western side of Cleaver Street to be progressed first due to a large-scale Development Application for Cleaver Street currently under review.	\$40,000	Action to be delivered in 2022/23, 2023/24 and 2024/25.
4.3 Investigate opportunities for an entry statement into the Pickle District.	S&D	C&B	Complete				Completed 2021/22.  Two entry statement locations have been identified and will be included in Wayfinding Plan as follows: <ul style="list-style-type: none"> <li>Intersection of Cleaver Street, Drummond Place and Old Aberdeen Place.</li> <li>The corner of Cleaver and Newcastle Streets.</li> </ul> Implementation will be subject to availability of funding. Potential for funding to be sourced from Percent for Art cash-in-lieu reserve.		Mark action as complete in 2021/22.
4.4 Investigate a location for a sculpture walk to better connect the Pickle District's businesses with the Leederville Town Centre.	S&D	I&E		✓	✓	✓	Action to be postponed to 2023/24 and 2024/25 to await outcomes from Actions 2.3 and 2.4, which investigate pedestrian and cyclist connection between the Pickle District and the Leederville Town Centre.  The sculpture walk will enhance the connections established as part of the outcomes of Actions 2.3 and 2.4.		Action to be delivered in 2023/24 and 2024/25.
<b>Priority Area 5: SENSITIVE DESIGN</b>									
5.1 Host a visioning workshop for owners and occupiers of the Pickle District and analyse the findings to develop a vision and objectives for <del>the future and to help inform the most appropriate a precinct planning framework instrument to pursue this with</del> for the area.	S&D	C&B	✓	✓			Action to commence 2022/23.  The Making Space for Culture report (Action 6.1) recommends the development of a precinct planning framework for the Pickle District to maintain and facilitate creative spaces, whilst allowing for mixed-use development potential. The solution is to be amended as follows:  <b>Solution:</b> Host a visioning workshop for owners and occupiers of the Pickle District and analyse the findings to develop a vision and objectives for <del>the future and to help inform the most appropriate a precinct planning framework instrument to pursue this with</del> for the area.		Amend action and solution text.  Action to be delivered in 2022/23.
<b>Priority Area 6: INNOVATIVE &amp; ACCOUNTABLE</b>									



## VOLUME 7: PICKLE DISTRICT PLACE PLAN – IMPLEMENTATION FRAMEWORK

Action and Proposed Update	Responsible Team(s)	Support Team(s)	Timing				2021/22 Annual Review Update (August 2022)	2022/23 Funding Allocation	Document Changes
			21/22	22/23	23/24	24/25			
<b>6.1</b> Deliver the Making Space for Culture project, whilst working with inner city Local Governments and State and Federal Governments to identify incentives and support mechanisms to retain and establish creative spaces, <del>and</del> creative industries <del>and live music</del> in the Pickle District.	S&D	CEO	Complete				<p>Making Space for Culture study and report completed 2021/22.</p> <p>City of Perth initiated the Making Space for Culture project and invited the other Local Governments which form the Inner City Working Group to be involved. Town of Victoria Park, City of South Perth and City of Vincent accepted the invitation and contributed funding to expand the boundaries of the project to include the three additional municipalities. Hatch RobertsDay was awarded the tender and undertook the study, which included a comprehensive survey to understand the demand for arts and culture facilities, and further details on the types of facilities.</p> <p>1080 survey responses were received from creatives and showed a high demand for creative spaces in Perth and specifically in Vincent. 84% of responses stated interest in an inner city space, and 28% of these specified City of Vincent as the desired location.</p> <p>The resulting Making Space for Culture report summarises findings from the study, research and relevant case studies and then provides recommendations to meet the demand for creative spaces. Part A of the report refers to the full inner city Perth area covering all four LGA boundaries, and Part B of the report is specific to City of Vincent.</p> <p>Strategic Opportunity PP3 from Part B of the Making Space for Culture report recommends the development of a precinct planning framework for the Pickle District to maintain and facilitate creative spaces, whilst allowing for mixed-use development potential. This recommendation is being progressed as Action 5.1 of the Pickle District Place Plan. Wording change proposed for Action 5.1 (above) to reflect the recommendation more accurately.</p> <p>The remaining recommendations from the Making Space for Culture report refer to areas outside of the Pickle District and will be considered for implementation through the Arts Plan 2022-27, currently in development. Propose transferring \$20,000 funding to implementation of Making Space for Culture report through the Arts Plan 2022-27 so it can be expended on recommendations across all of Vincent, including the Pickle District.</p> <p>Action is to be adjusted to reflect feedback from Town Team that indicates support required for retention and establishment of all creative spaces and businesses, without any special attention on live music. The solution is to be amended as follows:</p> <p><b>Solution:</b> Deliver the Making Space for Culture project, whilst working with inner city Local Governments and State and Federal Governments to identify incentives and support mechanisms to retain and establish creative spaces, <del>and</del> creative industries <del>and live music</del> in the Pickle District.</p>	\$20,000	<p>Amend action and solution text.</p> <p>Mark action as complete in 2021/22.</p>
<b>6.2</b> Proactively engage with Pickle District businesses to ensure they are informed of planning, building and public health requirements; assist to provide options to achieve approvals; and seek advice from State Government agencies on how to support businesses to achieve compliance.	S&D	CEO	✓	✓	✓	✓	<p>Action to commence 2022/23.</p> <p>Administration will engage with businesses individually as each has a unique situation.</p>		<p>Action to be delivered in 2022/23, 2023/24 and 2024/25.</p>

Community &amp; Business Services (C&amp;B), Strategy &amp; Development (S&amp;D), Infrastructure &amp; Environment (I&amp;E), Information &amp; Communications Technology (ICT), Office of the CEO (CEO)

<b>9.11 PUBLIC HEALTH PLAN (2020 - 2025) - ANNUAL REVIEW 2</b>
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**Attachments:** 1. Annual Review - Public Health Plan - 2020-2025 - Review 2  

**RECOMMENDATION:****That Council:**

1. **NOTES** the second annual review and progress towards the deliverables within the Public Health Plan 2020 – 2025, at Attachment 1; and
2. **ENDORSES** the removal of deliverable 18.4 to be replaced by deliverable 1.4 as detailed in this report.

**PURPOSE OF REPORT:**

To update Council on the progress of the City's [Public Health Plan 2020 – 2025 \(PHP\)](#) deliverables over the past 12 months, and recommend minor amendments to strengthen the deliverables in the PHP.

**BACKGROUND:**

The [Public Health Act 2016](#) requires each local government to prepare a public health plan that is consistent with the State Public Health Plan and meet the specific needs of the local community.

The PHP was adopted by Council on 20 October 2020. The Plan is a high-level strategy which aligns to the City's Strategic Community Plan 2018-2028 and is to inform the Corporate Business Plan and annual budgets. The PHP provides a framework to support the health and wellbeing of our community, enhancing the City's proactive service delivery approach and focuses efforts and resources on communities that support health.

It sets out 41 deliverables to be implemented across five key pillars of public health, being:

1. Public Health Leadership;
2. Social Environment;
3. Built Environment;
4. Natural Environment; and
5. Health Protection.

On 12 October 2021 (item 9.5) at its Ordinary Council Meeting, Council noted the first annual review and progress towards the deliverables within the PHP. Out of the 41 deliverables within the PHP, 34 deliverables (83 percent) were on track and seven deliverables (17 percent) had not been started. These deliverables were scheduled for implementation in future years.

**DETAILS:**

The second annual review of the 41 deliverables in the PHP has been completed. Actions and achievements relating to each deliverable is detailed in **Attachment 1**. These actions include one-off projects, multi-year programs and ongoing initiatives.

The status of each deliverable has been reported using one of the three categories in the following table:

Colour Code	Meaning
On Track	Deliverable is expected to be completed as originally planned
Not Started	Deliverable has not yet started
At risk	Deliverable is at risk of not being delivered or completed

Out of the 41 deliverables within the PHP, 38 deliverables (92 percent) are on track and three deliverables (eight percent) have not been started. These deliverables are scheduled for implementation in future years.

PHP actions are tracked and measured through an Implementation Plan which is an administrative working document. It is intended to be a flexible and living document, allowing for new actions to be added as they arise over the life of the PHP. The Implementation Plan is under continuous review to facilitate effective and efficient progress.

**Key highlights in 2021/2022 include:**

**Smoking**

- Progress towards Smoke Free Town Centres including receiving 345 submissions for the community consultation on the draft smoke free boundaries;
- Smoke Free Areas – Education and Enforcement Policy developed to guide the implementation, education and enforcement of smoke free areas to reduce community exposure to harmful second-hand smoke;
- Successful in receiving a Healthway grant of \$72,557 to support the implementation of the project;
- Creation of the Local Government Property Local Law 2021 which provides Council with the power to prescribe an area where smoking is prohibited including a penalty for smoking in a smoke free area; and
- Drafting of the Restricted Premises - Smoking (Local Planning Policy) which provides guidance on the exercise of discretion on the operations and location of businesses whose primary purpose is the sale of smoking implements or consumption of tobacco and tobacco related products on site.

**Environmental Health**

- Environmental Health Officers investigated and resolved 505 customer service requests and received over 1000 general public health enquiries. Noise Pollution, Air Pollution, Waste and Hazardous Materials (asbestos) were the most common concerns addressed by the team; and
- Environmental Health Officers were authorised to assist with the management of the COVID-19 pandemic and conducted 728 contact tracing assessments, as well as providing general advice to the public and businesses.

**Public Health Leadership**

- Priority health outcomes have been included in 82 council reports (out of 198);
- Inclusion of public health considerations for Community Funding grants including (but not limited to): Alcohol free events; Smoke free events; Smoke free premises; Inclusive communities; and Promotion of health eating (where applicable); and
- Inclusion of Public Health considerations in new Festival and Event Sponsorship Agreement for community organisations to create a healthier event. Continue to promote and deliver events, which celebrate cultural diversity, reduce social isolation and enhance Vincent as a lively and connected place for everyone to enjoy.

**Healthy Eating**

- Collaborate with North Metro Health Unit on a Healthy Food and Drink Audit for Beatty Park and Loftus Centre cafes. Next steps include working with the operators to increasing availability and promotion of healthier foods and drinks and decreasing availability and promotion of unhealthy foods and drinks;
- Inclusion of healthy food and drink options and marketing in the request for tender and assessment criteria for potential operators of Hyde Park Kiosk; and
- Partner with Telethon Kid's Institute and East Metropolitan Health Service on Food Atlas project measuring healthy food environments. The project will map, measure and monitor food access and inequalities across WA.

**Physical Activity**

- Support external stakeholders to deliver programs to seniors to reducing injuries associated with falls. Examples include On the Move fitness, Chair Yoga, Sound Bath Meditation, Healthy Hearing Checks, Move Your Body workshop (funded by Injury matters) and Energywise at Beatty Park; and
- Successful opening of upgraded indoor pool at Beatty Park has increased attendances by 19 percent on previous year.

**Mental Health and Wellbeing**

- Delivery of Mental Health First Aid training for staff to support someone who has a mental health problem or is experiencing a mental health crisis; and
- Delivery of mental health workshops to local clubs and community groups.

**The next steps for 2022/2023:****Smoking**

- Implementation of the Smoke Free Town Centre Project. Engagement activities will include pop-up events at prominent places and spaces in our Town Centres, public awareness campaigns, and targeted communication campaigns for population groups with higher smoking rates and communication campaigns for young people; and
- A variety of friendly and attractive smoke free signage will be placed in our Town Centres with a focus on places where people currently smoke. Campaign messaging will be included on the signs to educate and inform people of the smoke free areas.

**Healthy Eating**

- Development of a healthier food and drink guideline for the City. Work with Beatty Park and Loftus Centre café operators to increase the availability and promotion of healthier foods and drinks and decreasing availability and promotion of unhealthy foods and drinks.

**Alcohol**

- Facilitate the Perth, Vincent and Subiaco Local Drug Action Group (funded by Mental Health Commission). To develop strategies to reduce alcohol and other drug related harm in the community. Workshops planned for 2023 with stakeholders and community members.

**Public Health Leadership**

- Collaborated with Cancer Council WA on a Bus shelter audit of 'Unhealthy Advertising' showing 41% of the advertising space was advertising alcohol and unhealthy food and drink to our community. Contract negotiations to include restricting 'Unhealthy Advertising' in future contract with bus shelter advertising company;
- Explore networking opportunities to ensure meaningful engagement with priority populations; which include Aboriginal and Torres Strait Islanders, people living in low socioeconomic circumstances, people living with a disability, people experiencing homelessness, seniors and culturally and linguistically diverse populations; and
- Continue to incorporate public health principles and priorities into City policies, plans, reports, programs and activities.

**Physical Activity**

- Development of a new **City of Vincent Cycling Plan 2022-2027** which will provide a blueprint for increasing cycling participation with an increased focus on people of all ages and abilities.

**Minor change to PHP deliverable**

All members of the public, including children and young people, are regularly exposed to high levels of unhealthy advertising (including alcohol and unhealthy food and drink). Studies show that a greater exposure to unhealthy advertising influences preferences and consumption of unhealthy products.

The WA Government has removed alcohol advertising from train stations and Transperth buses and trains. Further recommendations in the [Sustainable Health Review](#) includes removing unhealthy food and drink promotions from State assets. Several local governments have already restricted alcohol and other unhealthy advertising on the assets they own, manage or otherwise control.

Administration recommends a minor amendment to a deliverable within the PHP to ensure we target all unhealthy advertising in our community, such as gambling. This minor amendment, as detailed below, does not change the intent of the PHP therefore would not require community consultation.

**Remove**

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

**Replace with**

- 1.4. Reduce exposure to unhealthy advertising, marketing, promotion and sponsorship (includes, but not limited to alcohol, unhealthy food and drink, smoking, and gambling).

**CONSULTATION/ADVERTISING:**

Nil.

**LEGAL/POLICY:**

Nil.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to note the PHP annual review and progress towards the deliverables.

**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.*

Accessible City

*Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.*

Connected Community

*We have enhanced opportunities for our community to build relationships and connections with each other and the City.  
Our community facilities and spaces are well known and well used.  
We are an inclusive, accessible and equitable City for all.*

Thriving Places

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

Sensitive Design

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

Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.*

**SUSTAINABILITY IMPLICATIONS:**

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

*Sustainable Transport  
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 healthy eating*

*Increased mental health and wellbeing*

*Increased physical activity*

*Reduced harmful alcohol use*

*Reduced injuries and a safer community*

*Reduced exposure to environmental health risks*

*Prevent and control of communicable diseases*

*Reduced smoking*

*Mitigate the impact of public health emergencies*

*Promote screening and immunisation*

*Reduced exposure to ultraviolet radiation*

**FINANCIAL/BUDGET IMPLICATIONS:**

The implementation of the deliverables within the PHP through projects, programs and services is supported through allocations within the City's existing operating budgets.

An amount of \$40,000 is included in the 2022/2023 operational budget to implement the smoke free Town Centre project and Administration has also been successful in receiving a \$72,557 grant from Healthway.

**COMMENTS:**

The City is committed to improving the health and wellbeing across our community, and the PHP is guiding the integration of a public health focus into existing services, programs and future public health initiatives over its lifespan.

The ongoing review of the PHP will include keeping up to date with new evidence, feedback from stakeholders, policy changes and relevant national and international developments to ensure that the City continues to be a leader in the Public Health field.

## Attachment 1 Public Health Plan Annual Reporting – Review 2 (October 2022)

Table 1 Public Health Leadership. City of Vincent Leading by example.			
Priority Area	Deliverable	Status	What have we achieved?
Civic Leadership	1.1 - Incorporate public health, wellbeing and health equity principles and priorities into City policies, plans, reports, programs and activities.	On Track	<ul style="list-style-type: none"> <li>• <b>Council Reports.</b> Priority health outcomes of the City's Public Health Plan 2020-2025 have been included in 82 council reports (out of 198) from November 2021 - August 2022.</li> <li>• <b>Restricted Premises - Smoking (Local Planning Policy).</b> Developed to provide guidance on the exercise of discretion on the operations and location of businesses whose primary purpose is the sale of smoking implements or consumption of tobacco and tobacco related products on site.</li> <li>• <b>Signs and Advertising.</b> Policy updated to include a definition for 'unhealthy foods', and to prohibit the promotion of smoking, alcohol or unhealthy food and drink. Where the primary use of a tenancy relates to tobacco or smoking products, one sign is permitted for the purpose of identifying a registered business name.</li> </ul>
	1.2 - Pursue grant funding opportunities to increase the health and wellbeing of our community through projects, activities and services.	On Track	<ul style="list-style-type: none"> <li>• <b>Cycle Tracks.</b> Grant funding received to undertake a feasibility study for new protected cycle tracks on Claisebrook Road, East Perth. This is an important link between the Principal Shared Path and the existing Bulwer Street cycle tracks to increase the opportunity for more active travel.</li> <li>• <b>Sport lighting upgrades to our public open spaces.</b> External funding commitments for sports lighting upgrades to our public open spaces. Britannia Reserve sports flood lighting upgraded, which includes community lighting. Forrest Park Croquet Club lighting upgrade is completed, Charles Veryard lighting upgrade in progress. This increases community sports provision of training and playing across Vincent.</li> <li>• <b>Mount Hawthorn Youth Skate Facility.</b> Grant funding provided and a project team developed. Concept design for skate facility in progress following the community consultation. This project will increase community connection and physical activity opportunities.</li> <li>• <b>Active Zone at Birdwood Square.</b> The City received a \$100,000 Election commitment to help deliver Construction of new recreational facilities such as a basketball court and a skating ramp at Birdwood Square.</li> <li>• <b>Service WA App.</b> Library received two grants from Public Libraries WA to assist community to access the App. 147 people accessed help and increased their knowledge, understanding and confidence to utilise the service.</li> </ul>

Priority Area	Deliverable	Status	What have we achieved?
<b>Civic Leadership</b>	1.3 -Support a healthy and happy workplace for City staff with a focus on wellbeing and work life balance, and promote this approach to our stakeholders	On Track	<ul style="list-style-type: none"> <li>• <b>E-Bikes.</b> Provided staff training on the use of the e-bike fleet.</li> <li>• <b>Staff activities</b> included Health Checks, Skin Checks, Flu Immunisation, Hep A, Hep B and Tetanus to employees at risk, Self Defence Courses and De-escalation training.</li> <li>• <b>Subsidised Beatty Park Gym Memberships</b> available to City staff.</li> <li>• <b>Employee Assistance Program.</b> Counselling and support services available for all employees and their immediate families through People Sense.</li> <li>• <b>Immunisation Program.</b> Implemented the Immunisation Program for selected staff based on their role and responsibilities including providing staff with Hep A+B and tetanus vaccination.</li> <li>• <b>Working From Home and Flexible Working Arrangements Policies.</b> Working from Home Policy and Flexible Working Arrangements Policy developed to support employee work life balance, flexibility and for staff to understand the City's position and process on these staff benefits.</li> <li>• <b>Mental Health First Aid and First Aid Training.</b> Provide staff opportunity to become Mental Health First Aid champions for the City through formalised training. Offered staff the opportunity to attend First Aid training through St John of God.</li> <li>• <b>Occupational Safety and Health and Wellness Plan.</b> Developed a five-year plan for the City.</li> </ul>
<b>Advocacy</b>	2.1 - Advocate to improve public health and wellbeing outcomes on behalf of our community to State and Federal government, agencies, private organisations and peak bodies for our priority population groups #	On Track	<ul style="list-style-type: none"> <li>• <b>Advocacy letter to the Director General for the Department of Planning, Lands and Heritage and the Director General for the Department of Health.</b> Planning framework and local government challenges to prohibit restricted premises – Tobacco and Smoking Products. Advocate for the planning framework to explicitly recognise the health risks of tobacco consumption and change the planning framework to allow local governments to prohibit businesses whose primary purpose is the sale and consumption of tobacco.</li> <li>• <b>Planning Reform - Phase 2.</b> City submission included requesting the Department of Planning, Lands and Heritage and the Department of Health to work together to ensure the planning framework provides State and Local Governments opportunity to give public and environmental health and social impacts due regard as part of any planning decision in the interest of the community of Western Australia.</li> <li>• <b>Statutory Review of the Western Australian Food Act 2008.</b> City response submitted in May 2022 to improve public health and wellbeing outcomes on behalf of our community.</li> <li>• <b>Draft WA Health Promotion Strategic Framework 2022-2026 Public Consultation.</b> City response submitted in February 2022 to improve public health and wellbeing outcomes on behalf of our community.</li> </ul>

Priority Area	Deliverable	Status	What have we achieved?
<b>Advocacy</b>	2.1 - Advocate to improve public health and wellbeing outcomes on behalf of our community to State and Federal government, agencies, private organisations and peak bodies for our priority population groups #		<ul style="list-style-type: none"> <li>• <b>Submissions to Racing and Wagering WA.</b> The City provides submissions to Racing and Wagering WA in relation to the social impacts of new gambling and liquor venues.</li> <li>• <b>North Metropolitan Local Government network.</b> The City is an active member of the group and presented on the Public Health Plan and its implementation over year one.</li> <li>• <b>The 75th WA State Environmental Health Australia Conference.</b> Two presentations from the City including a presentation on the success of the first 12 months implementing the Public Health Plan.</li> <li>• <b>Local Government Health and Wellbeing Group.</b> The City is an active member of the group providing information and facilitates knowledge sharing between local governments to achieve community health and wellbeing outcomes for the local community.</li> </ul>
<b>Public awareness and engagement</b>	3.1 - Partner with external agencies and community groups on key projects and activities that empower and enable people to live healthy, happy and connected lives in Vincent	<b>On Track</b>	<ul style="list-style-type: none"> <li>• <b>Foundation Housing.</b> Partnership with the Library on a community artwork engagement project. Foundation Housing tenants supplied a range of art pieces and paintings to be displayed in the library as part of reconnecting the tenants to the community they live in.</li> <li>• <b>NBN Co.</b> Partnership with the Library to deliver information sessions on digital technologies.</li> <li>• <b>Alzheimers WA.</b> Partnership with Library to develop memory sensory kits to be loaned to patrons and community members with Alzheimer's. Two information sessions were also delivered to raise community awareness and understanding of dementia and how to communicate with and support a person with dementia.</li> <li>• <b>Foyer Oxford.</b> Delivered two x four week workshops for young people age 12-25 on Drag and Stage Makeup and Stage Dance.</li> <li>• <b>Propel Youth Arts WA and the Valuing Childrens Initiative.</b> Deliver the Moorditj Mural Master Project for Young Aboriginal Artists.</li> <li>• <b>Headspace.</b> Promotion of mental health workshops to local clubs and community groups.</li> </ul>

Priority Area	Deliverable	Status	What have we achieved?
<b>Public awareness and engagement</b>	3.2 - Develop a communication plan to inform, engage and educate residents, visitors, businesses and community organisations on the priority health topics for Vincent	On Track	<ul style="list-style-type: none"> <li><b>Library informs, engages and educates the community.</b> Offers Books on Wheels Service, Stay at Home Book Bags, eBooks, Audiobooks and physical reading material. Promotion of mental health services and toolkits through targeted programs, library website and social media. Development and analysis of surveys identifying community needs and gaps in service.</li> <li><b>Annual health and wellbeing communication plan.</b> Plan developed with regular social media posts delivered on health campaigns including Play it Safe Food Campaign, Asbestos Awareness week, Wood Smoke Awareness week, R U OK? day, World Cancer Day, World Immunisation Day, World No Tobacco Day, Men's Health Week, Mental Health Week, Bike Month, International Women's day and Heart Week.</li> </ul>
<b>Smoke-free Town Centres by 2025</b>	4.1 - Design and implement a smoke-free Town Centre project which considers policy and regulatory options with involvement from health partners and local businesses.	On Track	<ul style="list-style-type: none"> <li><b>Community Consultation on draft smoke free boundaries.</b> A total of 345 submissions were received for Leederville, Mount Hawthorn, North Perth, Beaufort Street and William Street smoke free Town Centre boundaries.</li> <li><b>Local Government Property Local Law 2021.</b> Provides Council with the power to prescribe an area where smoking is prohibited. Waiting to hear back from the Joint Standing Committee on Delegated Legislation on some changes to the Local Law including specifying that smoke free areas do not include vehicles within thoroughfares.</li> <li><b>Smoke Free Areas – Education and Enforcement Policy.</b> To guide the implementation, education and enforcement of smoke free areas to reduce community exposure to harmful second-hand smoke.</li> <li><b>Healthway Funding.</b> Successful in receiving a \$72,557 grant to support the implementation of this project. The grant will cover recruitment of a Health Promotion Project Officer, community engagement, education and communication strategies, along with design and installation of suitable smoke free signage. The grant will also include evaluation of the project.</li> <li><b>Adoption of Smoke Free Town Centre boundaries.</b> Council adopted the five Town Centres to be smoke free at July 2022 OMC.</li> <li><b>Collaboration.</b> Cancer Council WA, North Metropolitan Health Service and Australian Council on Smoking and Health have collaborated with the City to support the project.</li> </ul>
	4.2 - Deliver a public awareness campaign to focus on the benefits of smoke-free environments.	On Track	<ul style="list-style-type: none"> <li><b>Engagement activities.</b> Planned activities include pop-up events at prominent places and spaces in our Town Centres, a launch event, public awareness campaigns, and targeted communication campaigns for population groups with higher smoking rates and young people.</li> <li><b>Signage.</b> A variety of friendly and attractive smoke free signage will be installed in our Town Centres with a focus on places where people currently smoke. Campaign messaging will be included on the signs to educate and inform people of the smoke free areas.</li> </ul>



Priority Area	Deliverable	Status	What have we achieved?
<b>Smoke-free Town Centres by 2025</b>	4.3 - Review proposals to introduce new smoke-free environments on City owned land.	<b>Not Started</b>	<b>Commence in 2023/24 to</b> <ul style="list-style-type: none"><li>• Audit future proposed public places that can become smoke-free within Vincent</li><li>• Present to Council proposed public places to designate as smoke-free areas by resolution.</li></ul>

Table 2 Social Environment - Strengthen community connections and champion physical, mental and social health and wellbeing of our community.			
Priority Area	Deliverable	Status	What have we achieved?
Healthy Eating	5.1 - Increase healthy food and drink options at City venues, public open spaces, events, festivals and community activities.	On Track	<ul style="list-style-type: none"> <li><b>Healthy Food and Drink Audit.</b> Partnership with North Metro Health Unit to carry out audits on Beatty Park and Loftus Centre cafes. Plan to work with operators to increasing availability and promotion of healthier foods and drinks and decreasing availability and promotion of unhealthy foods and drinks.</li> <li><b>Hyde Park Kiosk.</b> Inclusion of healthy food and drink options and marketing in the request for tender and assessment criteria for potential operators of the kiosk.</li> </ul>
	5.2 - Promote and support healthy and sustainable food environments, particularly to our priority population groups.	On Track	<ul style="list-style-type: none"> <li><b>Food Atlas.</b> Participating in a healthy food environments project being initiated by the Telethon Kids Institute to develop a Food Atlas. Food Atlas will map, measure and monitor food access across WA. The final product will be an interactive map of food businesses and a suite of summary metrics helping to identify food access inequities.</li> <li><b>Obesity Prevention Strategy.</b> Collaboration with stakeholders to address the determinants of overweight and obesity. Four priority areas: Improve and promote nutrition; Improve and promote physical activity; Promote a healthy weight; and Support priority population subgroups.</li> <li><b>Kyilla Farmers Market.</b> City supports annual waiver of certain fees and charges to support healthy and sustainable food environments.</li> </ul>
Community activities and programs	6.1 - Deliver and promote activities and programs that contribute to increased physical activity and mental health and wellbeing; including local sports, fitness, community groups and cultural activities.	On Track	<ul style="list-style-type: none"> <li><b>See deliverable 3.1 for more details of activities and programs with external agencies and community groups on key projects and activities.</b></li> <li><b>Library &amp; Local History Centre.</b> Hosted a series of workshops aimed at reducing social isolation, increasing community connections, increase digital inclusion, community participation and improve health and wellbeing. Sessions include, Gut Partnerships, Gardening, Knit Knatter group, Book Clubs, Digital Technology workshops, art and creative workshops, Drag Queen Story Time, Christmas pageant, Service WA drop in sessions, Quiz and Games Nights, Noongar Language Classes, NAIDOC Week celebrations and author talks. Development of programs for days of significance or key weeks such as Seniors Week or National Volunteers Week.</li> <li><b>Youth Activities.</b> Workshops delivered included Youth First Aid Training, Skateboarding Sessions, Superhero Strengths (confidence) workshop, Agility and Pop Up Play sessions.</li> <li><b>NAIDOC Week 2022.</b> Aboriginal Cultural Awareness Training with Jonathan Ford from Kambarang Services; Aboriginal Art and Dreamtime with Dale Tilbrook; Yarning with Ron Bradfield Jnr; Aboriginal Warriors with Marissa Verma from Bindi Bindi Dreaming and NAIDOC Week Festival.</li> <li><b>Reconciliation Week 2022.</b> Cultural Awareness Training, Aboriginal Spirituality workshop, live music with Kobi Morison livestreamed to Facebook.</li> </ul>

Priority Area	Deliverable	Status	What have we achieved?
<b>Community activities and programs</b>	6.2 - Develop new and promote current initiatives that encourage residents to connect with their neighbours and local community, and encourage neighbour connection through the City's service delivery.	On Track	<ul style="list-style-type: none"> <li>• <b>Extended opening hours at Library.</b> Completed a six-month trial opening until 8pm on Thursday nights aimed at people who are unable to make it to the library during business hours and on Saturday mornings due to personal or work commitments. The trial is now ending and hours will be adjusting to close at 7pm on Thursday and 1pm on Saturday.</li> <li>• <b>New programs at Library to connect the community.</b> Games night, Scavenger Hunts for Book Week, Book Banter, and Digital Technology classes.</li> <li>• <b>COVID Conversations project.</b> This project brought together the art of music and conversation with local musician Nunzio Mondia. It provided local community members and artists to express how COVID-19 has affected their lives. Local musicians contributed to the final product of a music video/documentary.</li> </ul>
<b>Inclusive Communities</b>	7.1 - Deliver and promote inclusive health and wellbeing programs and services, particularly through supporting stakeholders that provide health and community support to our priority population groups.	On Track	<ul style="list-style-type: none"> <li>• <b>Books on Wheels service.</b> Catering for residents at 6 Nursing homes and 16 individual homes of vulnerable people including seniors over the age of 60 and people with disability.</li> <li>• <b>Angelfish program.</b> Inclusive swimming program at Beatty Park for people with a disability engaged with 99 participants.</li> <li>• <b>Meals on Wheels service.</b> Subsidising the catering for eligible residents through the City of Stirling Community Care 'Community Food Services' program. Eleven residents currently using the service.edinboro</li> </ul>
	7.2 – Ensure meaningful engagement with our priority population groups that are at risk of or experiencing social exclusion and advocate for health equity within policies, programs and services.	On Track	<ul style="list-style-type: none"> <li>• <b>Access and Inclusion Plan 2022-2027.</b> This plan supports the creation of a social and built environment that is accessible and inclusive for everyone, and particularly for people with disabilities. A number of engagement activities were delivered throughout the consultation period for the plan.</li> <li>• <b>Innovate Reconciliation Action Plan 2022 – 2024.</b> This plan includes actions under three main themes – Relationships, Respect and Opportunities. A number of collaborative approaches have been used to ensure meaningful engagement with Aboriginal and Torres Strait Islander peoples with a specific focus on building relationships with Noongar Elders, business and the local community.</li> <li>• <b>Aboriginal Heritage Interpretation.</b> To be used on a range of projects including signage, place naming, art policies, landscaping, collection development, community engagement, programs and events.</li> <li>• <b>Draft Youth Action Plan 2023 - 2026.</b> The development of a draft Youth Action Plan includes deliverables on Resilience and Wellbeing with the goal to 'Support our youth to be strong, healthy, safe and active'. An extensive community engagement process informed the review of actions and deliverables in the plan.</li> <li>• <b>LGBTQI+ engagement.</b> Library engagement to identify gaps in collection development and collect LGBTQI+ histories and stories for the Local History Centre collection.</li> </ul>

Priority Area	Deliverable	Status	What have we achieved?
<b>Inclusive Communities</b>	7.3 - Provide support to organisations working with people experiencing socio-economic hardship including homelessness	<b>On Track</b>	<ul style="list-style-type: none"> <li>• <b>Partnership with Reclink.</b> Beatty Park partnership enables more than 50 groups (Mission Australia, Headspace, Women's Health and Family Services etc.) to utilise the facilities that would have not been able to access due to financial situations.</li> <li>• <b>Engagement with YARN (Youth at Risk Network).</b> An action based group comprised of several stakeholders within the metro space that support young people that are marginalised and/or disengaged from mainstream community.</li> <li>• <b>ReNew.</b> A social enterprise that works with Dismantle to train up young people at risk of experiencing disadvantage and providing them with an employment opportunity. The City's Parks team provided ReNew a three-year contract for minor maintenance of parks and laneways.</li> <li>• <b>Partnership with The Y.</b> Agreement to deliver services and programs to young people in the community.</li> <li>• <b>Partnership with Nyoongar Outreach Service</b> - Provide support and outreach services to at-risk Aboriginal people on 2728 occasions in the City's public spaces.</li> <li>• <b>Rough Sleeper Count.</b> One rough sleeper count completed this financial year.</li> <li>• <b>Department of Communities Homelessness Working Group.</b> Continue to attend monthly meetings, now coordinated by the Department's new Office of Homelessness, including WA Police and service providers.</li> <li>• <b>City of Perth's Homeless Services Site.</b> Ensures better coordination, safety and links to longer-term support services in close proximity to the City.</li> <li>• <b>Shelter WA Local Government Reference Group.</b> Involvement in developing an online Local Government Homelessness Knowledge Hub and training package for local government staff which was launched in August 2022.</li> </ul>

Priority Area	Deliverable	Status	What have we achieved?
<b>Festivals and Events</b>	8.1 - Deliver and promote festivals and events that encourage community connections, reduce social isolation and cultural barriers.	On Track	<ul style="list-style-type: none"> <li>• <b>COVID Safety Plans for events.</b> During periods of COVID restrictions, the City was responsible for assessing applications to conform to COVID Event Guidelines, and communicating WA Government requirements to event organisers.</li> <li>• <b>Event approvals.</b> Environmental Health Officers managed 383 approvals related to event health and safety.</li> <li>• <b>Festival and Event Sponsorship (2022/2023).</b> The City supports 17 festivals and events through sponsorship. They will continue to activate our Town Centres and public open spaces, and engagement our local community. Year round funding available for the community, not-for-profit and other organisations until funding is exhausted.</li> <li>• <b>Events supported by City funding.</b> Neon Picnic \$5,000, City of Vincent Football Match \$7,500, Pickle District After Dark \$20,000 and Revelation Film Festival \$20,000. These events are designed to encourage connection, participation and engagement, which is important in supporting the mental health and personal wellbeing of our community.</li> <li>• <b>Kyilla Farmers Market.</b> The City's Health Services provided guidance and assistance to Kyilla Farmers Market throughout COVID restrictions to ensure the market continued through lockdowns and state-wide restrictions, as an essential service.</li> <li>• <b>Young Makers Market.</b> Stalls run by children and young people encouraging community connections.</li> </ul>
<b>Sporting clubs, community groups and non-government organisations</b>	9.1 - Build the capacity of local clubs, groups and organisations to deliver health and wellbeing activities and encourage participation of priority population groups including females in sport	On Track	<ul style="list-style-type: none"> <li>• <b>Club development and support.</b> The Coordinator Sport and Recreation regularly communicates with all clubs and acts as an internal point of contact to build the capacity of clubs within the City.</li> <li>• <b>Sport and Recreation Facilities plan.</b> The City is in the process of seeking feedback from all clubs and sporting associations within the City.</li> <li>• <b>Club Development Plan.</b> Developed as part of the Everyclub grant to build clubs organisational capacity and capability with a focus on governance, planning and management practices. (\$15,000 grant funding secured from the Department of Local Government, Sport and Cultural Industries)</li> <li>• <b>KidSport vouchers.</b> There were 107 vouchers handed out in 2021/22 totalling over \$16,630 to support priority population groups play a range of sports in different clubs. This program aims to reduce barriers to get more children in the local community playing sport and growing local clubs.</li> <li>• <b>Community and sporting groups waiver of rates.</b> City supported 16 community and sporting groups by waiving rates at City leased properties. These groups contribute to increased physical activity and mental health and wellbeing through local sports, fitness, community groups and cultural activities.</li> </ul>



Table 3 Built Environment - Build, enhance and maintain well designed places and infrastructure to support the health, wellbeing and growth of our community.			
Priority Area	Deliverable	Status	What have we achieved?
City Buildings and facilities	10.1 – Incorporate public health principles including Healthy Active by Design into City plans and strategies to influence the planning, and development of the built environment	On Track	<ul style="list-style-type: none"> <li>• <b>Project planned for 2023/2024 financial year</b></li> </ul>
	10.2 - Provide and promote welcoming and accessible facilities to encourage greater utilisation by our community and priority population groups	On Track	<ul style="list-style-type: none"> <li>• <b>Beatty Park Leisure Centre membership.</b> Wide variety of membership and access options for the community. Memberships total peaked at 4,150 with 127 programs delivered weekly.</li> <li>• <b>Beatty Park Indoor Pool.</b> Successful opening of upgraded indoor pool at Beatty Park has increased attendances by 19% on previous year.</li> <li>• <b>55 bookable City facilities.</b> For community and sporting groups to access. Seven indoor facilities including pavilions and halls, Ten Sportsgrounds and 38 passive parks and reserves.</li> <li>• <b>Sporting infrastructure and funding.</b> Floodlight upgrades and change room upgrades, to assist clubs in growing their memberships (especially women and girls) and to encourage an increase in participation and physical activity levels. These include LED Floodlight upgrades at Charles Veryard Reserve, Leederville Oval and North Perth Tennis Club.</li> <li>• <b>Asset Management &amp; Sustainability Strategy.</b> Adopted in November 2021 to guide the management of the City's asset portfolio over the next ten years with regular review of progress.</li> <li>• <b>Vincent Community Centre improvements.</b> Provide and promote welcoming and accessible community centre to encourage greater utilisation by our community.</li> </ul>
Active Transport	11.1 - Develop a wayfinding strategy and promote programs to improve walkability of the City.	On Track	<ul style="list-style-type: none"> <li>• <b>Accessible City Strategy 2020 - 2030.</b> The first annual review shows the actions that have progressed over the past year and the contribution that these have had towards improving the walkability of the City.</li> <li>• <b>Wayfinding Plan.</b> To deliver a comprehensive and co-ordinated wayfinding signage system that helps connect Vincent residents and visitors with town centres, public transport and local facilities. Phase One the Opportunities, Constrains and Gaps Analysis report has been completed. Aspect Studios are now developing Phase Two, the Draft Wayfinding Signage Plan.</li> <li>• <b>Safe Active Streets (North Perth / Mount Lawley).</b> Currently investigating a new Safe Active Street in the North Perth / Mount Lawley area. This project has potential to reduce the amount of trips made by private motor vehicle by improving the conditions for walking and cycling. Community consultation has been completed.</li> <li>• <b>Cycle Parking and repair stations.</b> Over 450 parking rails and nine cycle repair stations maintained. Additional rails provided in response to demand or specific requests.</li> </ul>

Priority Area	Deliverable	Status	What have we achieved?
<b>Active Transport</b>	11.1 - Develop a wayfinding strategy and promote programs to improve walkability of the City.		<ul style="list-style-type: none"> <li>• <b>Wayfinding signs and artwork.</b> Seven new wayfinding signs installed on the Principal Shared Paths to improve walkability of the City. Wayfinding artwork installed near Richmond Street (funded through Department of Transport).</li> <li>• <b>Speed reduction.</b> Angove Street speed limit lowered from 50 to 40 through advocating to Main Roads WA. Mount Hawthorn Primary School will also extend their School Speed Zone.</li> <li>• <b>Draft Cycling Plan 2022-2027.</b> Currently researching and consulting with the community. This will provide a blueprint for increasing cycling participation with an increased focus on people of all ages and abilities.</li> <li>• <b>Commercial e-scooter share system.</b> Planning to join with four Inner City Local Governments (Perth, Subiaco, Victoria Park and South Perth) plus Kings Park and the University of WA to have a commercial e-scooter share system within the central Perth metropolitan area. This will provide an alternative active transport option.</li> </ul>
	11.2 - Deliver programs and events that promote active transport to support the community to be more physically active.	<b>On Track</b>	<ul style="list-style-type: none"> <li>• <b>Community Bike Breakfast event</b> held at Banks Reserve to support and encourage people to cycle to work and school.</li> <li>• <b>Bike Maintenance Workshop.</b> Provided an opportunity for people to learn how to maintain their own bicycle so they can ride more often and with more confidence.</li> <li>• <b>Bike Market in partnership with Bicycles for Humanity.</b> Two events delivered where people buy and sell bikes and cycling parts and accessories. The charity sells refurbished bicycles at low prices which helps to reduce a barrier to cycling participation in the City.</li> <li>• <b>Ride to Work Day.</b> Assisted in WALGA Ride to Work Day by providing two of the City of Vincent e-bikes and basis instruction on the use of e-bikes.</li> <li>• <b>Staff e-bike loan (Mercycare).</b> Provided assistance to Mercy Care organisation to help them set up a staff e-bike loan system.</li> </ul>
<b>Town Centres</b>	12.1 - Deliver active spaces within our town centres to increase community connection	<b>On Track</b>	<ul style="list-style-type: none"> <li>• <b>Vibrant Public Spaces Policy.</b> Endorsed at the June 2022 Ordinary Council Meeting. Increase community connection through public spaces including parklets, eatlets, pop-up parklets, pop-up eatlets and street furniture.</li> <li>• <b>Parklets.</b> The parklet fee free trial received 13 enquiries with four parklets approved and three parklets installed. Updated fees and charges now in place. Three parklet/eatlets in Leederville currently going through the approval process. Two new parklets constructed and a parklet query received for the William Street to increase community connection.</li> </ul>

Priority Area	Deliverable	Status	What have we achieved?
<b>Town Centres</b>	12.1 - Deliver active spaces within our town centres to increase community connection		<ul style="list-style-type: none"> <li>• <b>Place Plans.</b> Actions from the Leederville, Pickle District, Beaufort Street, North Perth and Mount Hawthorn Place Plans have been progressed and will be detailed at the annual review at the October 2022 Ordinary Council Meeting. The William Street Place Plan and Claisebrook Place Plan are still to be developed.</li> </ul>
<b>Safer communities</b>	13.1 - Implement the Safer Vincent Plan to improve community safety outcomes	On Track	<ul style="list-style-type: none"> <li>• <b>Constable Care.</b> Partnership with the Constable Care Foundation saw over 1416 local children and young people attend theatre-in-education performances and workshops on topics such as protective behaviours, road safety, cyber safety and racial discrimination.</li> <li>• <b>Neighbourhood Watch and Eyes on the Street.</b> Both programs and associated initiatives continue to be promoted to the broader community. The City will be supporting 40th anniversary promotions this year.</li> </ul>
	13.2 - Support and partner with external stakeholders to deliver programs to seniors including reducing injuries associated with falls	On Track	<ul style="list-style-type: none"> <li>• <b>Digital Literacy Program for Seniors.</b> Library received \$2500 grant from Be Connected to implement a digital literacy program for seniors. The funding was used to purchase technology and equipment to complement the program.</li> <li>• <b>Liveliighter Information Day in partnership with Seniors Recreation Council.</b> Workshops held at the Vincent Community Centre.</li> <li>• <b>Seniors Week.</b> Delivery of activities at the Vincent Community Centre including Macrame Plant Hangers, On the Move Fitness, Chair Yoga, Sound Bath Meditation and a Morning Tea.</li> <li>• <b>Healthy Hearing Checks.</b> Hearing Australia offered hearing checks to Seniors.</li> <li>• <b>Stay on Your Feet</b> – Funding received from Injury Matters to deliver a Move Your Body workshop to reducing injuries associated with falls.</li> <li>• <b>Energywise.</b> Beatty Park offer a specialised seniors group program that change each quarter.</li> </ul>

Table 4 Natural Environment - Provide a sustainable natural environment for the health and wellbeing of our community.			
Priority Area	Deliverable	Status	What have we achieved?
<b>Greening the community</b>	14.1 - Increase the number of trees and green spaces to support the health and wellbeing of our community.	On Track	<ul style="list-style-type: none"> <li>• <b>Greening Plan Projects.</b> There were 220 trees planted through Greening Plan projects (Stirling Street, Beaufort Street median, Flinders Street carpark, Ashby Street, Windich Place, and Claverton Street). An additional 192 verge trees were planted at residential requests and 151 new trees planted in parks and reserves. Trees create more liveable neighbourhoods and reduces the urban heat island effect which supports the health and wellbeing of our community.</li> <li>• <b>Eco-zoning and garden installation projects.</b> Monmouth Street reserve and Edinboro Street reserve eco-zoning. Completed projects include Dunedin Street carpark verge, Vincent Street/Leederville Parade verge beautification.</li> </ul>
<b>Parks, reserves and other open spaces</b>	15.1 - Deliver active and passive parks, playgrounds and additional public open spaces for all ages and abilities to enjoy.	On Track	<ul style="list-style-type: none"> <li>• <b>Robertson Park Development Plan.</b> Proposes a range of additions including multi-sports courts, additional gardens, upgrading the playground and a new dog exercise area for all ages and abilities to enjoy. Development plan approved by Council and includes multi sports courts, additional POS, upgrade and general park improvements</li> <li>• <b>Woodville Reserve Redevelopment.</b> The underutilised area adjacent to the North Perth Community Garden and the North Perth Tennis Club have been redeveloped into a lush public parkland for passive recreation and included improvements to the accessibility, amenities, and the nature free-play area. A Community Planting Event marked this project on National Tree Day.</li> <li>• <b>Banks Reserve.</b> Department of Biodiversity, Conservation and Attractions have provided funding to implement an Interpretation Node in 22/23 and 23/24 which will increase the wellbeing of the community by providing a place to pause, reflect, and engage with the surrounding elements.</li> <li>• <b>Leederville Skate Park and Oxford Street Reserve.</b> The project is temporarily on hold pending the outcome of Leederville Land EOI and potential sale of the Frame Court Car Park.</li> <li>• <b>North Perth Common.</b> Enhancements to the existing Public Open Space including new picnic settings with wheelchair accessibility and additional trees for shade.</li> <li>• <b>Edinboro Street Reserve Pop-up Play.</b> Further consultation completed on design and anticipated installation in October 2022 to increase physical activity opportunities for children and young people to enjoy.</li> <li>• <b>Playground Upgrades.</b> Les Lilleyman Reserve &amp; Gladstone Street playground renewals (installation September/October 2022) to increase physical activity opportunities for children and young people to enjoy.</li> <li>• <b>Menzies Park and Forrest Park exercise equipment renewals.</b> Installation in November 2022 to increase physical activity opportunities for all ages to enjoy.</li> </ul>

Priority Area	Deliverable	Status	What have we achieved?
<b>Parks, reserves and other open spaces</b>	15.1 - Deliver active and passive parks, playgrounds and additional public open spaces for all ages and abilities to enjoy.		<ul style="list-style-type: none"> <li>• <b>Public Open Space Strategy.</b> Continue planning and implementing key actions out of the Public Open Space Strategy. Increased access to parks and green spaces provides access to opportunities for physical activity (including opportunities to cycle and walk) and is important to prevent chronic disease, promote social inclusion and improve mental health and wellbeing.</li> </ul>
	15.2 - Incorporate Healthy Active by Design principles to enhance parks, reserves and other public open spaces	On Track	<ul style="list-style-type: none"> <li>• <b>Healthy Active by Design principles.</b> Continuing to consider principles when developing Master Plans and Development Plans.</li> </ul>
	15.3 - Partner with organisations to develop and implement sun protection strategies	Not Started	<ul style="list-style-type: none"> <li>• <b>Project planned for 2023/2024 financial year</b></li> </ul>
<b>Climate Change</b>	16.1 – Encourage, empower and support the community to make choices that consider the health and environmental impacts of climate change.	On Track	<p><b>Sustainable Environment Strategy deliverables for community education:</b></p> <ul style="list-style-type: none"> <li>• <b>Energy.</b> Promoted solar and energy efficiency via solar for strata workshop, produced solar for strata brochure, pull-up banners in community buildings, community signage in parks, promoting and supporting the Climate Clever Homes and Switch Your Thinking programs.</li> <li>• <b>Waste.</b> FOGO community education campaign continued, modern cloth nappy workshop and rebate, Garage Sale Trail, Schools Waste Education program, Household Hazardous Waste stations installed, FOGO compost giveaway at native plant sale, worm farming, compost bin and bokashi bin subsidies, Plastic Free July workshop.</li> <li>• <b>Greening.</b> Native plant sale, community-planting day, Adopt a Verge program and requirements for development to maximise tree canopy.</li> <li>• <b>Transport.</b> Your Move Program and Safe Active Streets. A public fast charging station has been approved and will be installed.</li> </ul>



Table 5 Health Protection - Deliver evidence based health protection services and programs for our community.			
Priority Area	Deliverable	Status	What have we achieved?
Environmental Health	17.1 - Deliver quality environmental health services and programs to improve public health outcomes.	On Track	<ul style="list-style-type: none"> <li><b>Environmental Health Customer Service Requests.</b> The Health Services team investigated and resolved <b>505 customer service requests</b>, with Noise Pollution, Air Pollution, Waste and Hazardous Materials (asbestos) the most common concerns addressed. Environmental Health also received over <b>1000 general public health enquiries</b>.</li> <li><b>Environmental Health Service Delivery Review.</b> To ensure optimal public health outcomes are reached within operational constraints, and environmental health services are aligned with other City plans and strategies.</li> </ul>
	17.2 - Support and encourage our local businesses to provide safe and healthy food environments to our community.	On Track	<ul style="list-style-type: none"> <li><b>New Food Business Applications.</b> Environmental Health Officers received, processed and approved 127 new food business applications</li> <li><b>Food business assessments.</b> Environmental Health Officers conducted 855 food businesses on site assessments.</li> <li><b>Food handler training.</b> The City provided 270 businesses access to free Food Handler training.</li> <li><b>Food safety monitoring.</b> Environmental Health Officers analysed 44 food samples to ensure they meet safe chemical and microbiological parameters.</li> </ul>
	17.3 - Monitor, investigate and report current and emerging trends in communicable diseases.	On Track	<ul style="list-style-type: none"> <li><b>COVID response.</b> Environmental Health Officers were authorised to assist with the management of the COVID-19 pandemic and conducted 728 contract tracing assessments, as well as providing general advice to the public and businesses.</li> </ul>
	17.4 - Increase the City's understanding to assess the risks of climate change to environmental health.	Not Started	<ul style="list-style-type: none"> <li><b>Project planned for 2024/2025 financial year</b></li> </ul>

Priority Area	Deliverable	Status	What have we achieved?
<b>Environmental Health</b>	17.5 - Review and improve the City's frameworks to respond to environmental health risks such as urban and environmental noise, asbestos and food safety to reduce their impact on human health.	<b>On Track</b>	<ul style="list-style-type: none"> <li>• <b>City's website.</b> Environmental Health webpages continuously updated targeted to Food Businesses, Sport and Recreation Facilities, Licensed Premises, Beauty and Personal Services, Aquatic Facilities, Lodging Houses and Places of Worship.</li> <li>• <b>Electronic Inspection System.</b> Analysis of compliance trends across the City, which will allow for education interventions that address priority areas identified through the City's regulated business surveillance and enforcement programs.</li> </ul>
<b>Alcohol and Smoking</b>	18.1 - Develop partnerships with the community, organisations and licenced premises to reduce the risk of antisocial behaviour and alcohol related harm in the community.	<b>On Track</b>	<ul style="list-style-type: none"> <li>• <b>Perth Vincent and Subiaco Local Drug Action Group.</b> Collaboration with City of Subiaco and City of Perth to develop strategies to reduce alcohol and other drug related harm in the community. Workshops planned for 2023 in partnership with Mental Health Commission.</li> <li>• <b>Drug and Alcohol research.</b> Research collated on drug and alcohol related harm through Public Health and antisocial behaviour through WA Police. Local data also collated through not for profit organisations.</li> <li>• <b>Engagement with WA Police.</b> Strong rapport and communication with Perth, Wembley and Bayswater Police Stations as required, to coordinate responses to homelessness and community safety issues. Weekly hotspot information sent to police and other stakeholders. Monthly Homelessness Working Group meetings to share knowledge of place and local information to inform resourcing and response decisions by WA Police and other agencies</li> </ul>
	18.2 - Support the implementation of alcohol and or smoke free environments including festivals, events, activities and or clubs	<b>On Track</b>	<ul style="list-style-type: none"> <li>• <b>Festival and Event Sponsorship Agreement.</b> Public Health considerations included in new Agreement for community organisations to create a healthier environment at the event and support the City's vision for a 'healthier, happier and connected community for all'.</li> <li>• <b>Community Funding Policy.</b> Inclusion of additional requirements for Community Funding grant recipients to ensure the following alignment to the Public Health Plan including (but not limited to): Alcohol free events; Smoke free events; Smoke free premises; Inclusive communities; and Promotion of health eating (where applicable) into grant agreements for Community Support, Cultural Kickstart, Community Innovation and Collaborative Grants.</li> </ul>
	18.3 - Incorporate public health principles into applications involving the sale and supply of alcohol.	<b>On Track</b>	<ul style="list-style-type: none"> <li>• <b>Section 39 Certificates</b> - Working group established with City of Perth and WALGA to discuss and workshop opportunities to reduce some of the challenges associated with Section 39 Certificates of Local Health Authority (Liquor Licence). This is a state-wide issue, with the City leading the way in advocating for change and improvements to the assessment process.</li> </ul>
	18.4 - Advocate for reduced exposure to alcohol and tobacco advertising, marketing, promotion and sponsorship.	<b>On Track</b>	<ul style="list-style-type: none"> <li>• <b>Bus shelter audit of 'Unhealthy Advertising'.</b> Cancer Council WA carried out an unhealthy advertising audit of bus shelters. Out of 214 advertisements audited, 41% were advertising alcohol and unhealthy food and drink to our community with the majority within 500m of child-friendly locations and/or near important services supporting people experiencing hardship. Planning to restrict 'Unhealthy Advertising' in future contract with bus shelter advertising company.</li> </ul>

Priority Area	Deliverable	Status	What have we achieved?
<b>Emergency Management</b>	19.1 - Lead the development of innovative approaches to care for the health and wellbeing of the community when responding to and recovering from emergencies	On Track	<ul style="list-style-type: none"> <li>• <b>Vincent Rebound Plan.</b> The Rebound Plan tracked the implementation of 21 actions and 54 deliverables. Of these deliverables, 40 have been completed and 14 are being implemented as ongoing projects. The Plan prioritised the community's health and wellbeing as well as providing ongoing business support.</li> <li>• <b>Western Central Local Emergency Management Committee (WCLEMC).</b> The committee focuses on Local Governments role in local recovery management in the case of a disaster and identifying risks that may contribute to such emergencies. A desktop exercise was conducted at the Town of Cottesloe involving all Local Government members of the WCLEMC. The exercise focused on testing out Emergency Local Recovery Plans, improving areas within the plan, and reviewing the plan structure. The exercise also incorporated a discussion and training video on the effects of storm damage within the community and how the community may be impacted.</li> <li>• <b>In-House Emergency Management Plan.</b> A three-year plan developed for Emergency Management focussing on training, equipment, reviewing documents and risk assessment.</li> <li>• <b>AWARE funding Grant, Emergency Risk Register.</b> To develop an Emergency Risk register that will identify major hazards detrimental to the community. The project will be followed up with risk treatment management in partnership with the rest of the Emergency Management Committee.</li> <li>• <b>Emergency response trailer initiative.</b> Currently investigating the purchase of an emergency support management trailer for Ranger section. Essential items and tools will be included on the trailer that will assist in an emergency.</li> <li>• <b>Department of Communities Local Emergency Welfare Plan.</b> The City has nominated a series of facilities that may be used as welfare or evacuation centres for the Perth and Fremantle Regions. Memorandum of Understanding between 8 local governments ensures welfare centres and other recovery resources will be shared if the impact of an emergency event exceeds the capacity of the local government.</li> </ul>
<b>Screening and Immunisation</b>	20.1 - Promote screening and immunisation campaigns to local residents around childhood immunisations, flu vaccination and screening (e.g. cervical cancer).	On Track	<ul style="list-style-type: none"> <li>• <b>COVID vaccinations.</b> Promotion of the local COVID drive-thru testing clinics in Vincent and neighbouring Cities. Promotion of local pharmacies offering vaccinations and regular social media posts for #rollup4WA and posts on Vaccination requirements especially for City facilities such as Beatty Park.</li> <li>• <b>Promotion of Cervical Cancer Self Testing</b> in partnership with Womens Health and Family Service.</li> </ul>

**10      INFRASTRUCTURE & ENVIRONMENT**

Nil

## 11 COMMUNITY & BUSINESS SERVICES

### 11.1 FINANCIAL STATEMENTS AS AT 31 AUGUST 2022

Attachments: 1. Financial Statements as at 31 August 2022 [↓](#) 

#### RECOMMENDATION:

That Council **RECEIVES** the Financial Statements for the month ended 31 August 2022 as shown in Attachment 1.

#### PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 August 2022.

#### BACKGROUND:

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity including the sources and applications of funds, as compared to the budget.

#### DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ending **31 August 2022**:

Note	Description	Page
1.	Statement of Financial Activity by Nature or Type Report	1
2.	Net Current Funding Position	2
3.	Summary of Income and Expenditure by Service Areas	3-10
4.	Capital Expenditure including Funding graph and Capital Works Schedule	11-17
5.	Cash Backed Reserves	18
6.	Rating Information and Graph	19-20
7.	Debtors Report	21
8.	Beatty Park Leisure Centre Financial Position	22-23

#### Explanation of Material Variances

The materiality thresholds used for reporting variances are 10% and \$20,000, respectively. This means that variances will be analysed and separately reported when they are more than 10% (+/-) of the year-to-date budget and where that variance exceeds \$20,000 (+/-). This threshold was adopted by Council as part of the budget adoption for 2021/2022 and is used in the preparation of the statements of financial activity when highlighting material variance in accordance with *Financial Management Regulation 34(1) (d)*.

In accordance with the above, all material variances as of 31 August 2022 have been detailed in the variance comments report in **Attachment 1**.

#### Comments on the Statement of Financial Activity by Nature or Type (as at Attachment 1)

**Revenue by Nature or Type** (on page 1) is tracking higher than the YTD budgeted revenue by \$1,031,105 (2.4%). The following items materially contributed to this position:

- A favourable variance of \$613,717 in Fees and Charges mostly due to:
  - \$122,866 favourable Membership fee income for Beatty Park;
  - \$109,853 favourable due to budget phasing of Rates administration fees;
  - \$103,313 favourable Waste Rubbish Service Charges due to a budget timing variance;
  - \$76,853 favourable Design Application fees and Development Panel fees mostly due to an increase in building applications; and
  - \$53,503 favourable swimming pool inspection fees.



- A favourable variance of interest earnings of \$200,887 mostly due to budget phasing of interest received from rates instalments (~\$160k) and higher than anticipated interest rates on investments (~\$52k).
- A favourable variance of \$175,160 in Other Revenue mostly due to POS cash in lieu for a subdivision, insurance claim recoups and revenue from waste and recycling from micro business.

**Expenditure by Nature or Type** (on page 1) is favourable, attributed by an under-spend of \$3,449,897 (33.2%). The following items materially contributed to this position:

- \$2,144,314 favourable for depreciation expense due to a timing variance.
- \$888,848 favourable for Materials and Contracts mostly due to timing variances for:
  - \$404,241 favourable for contractors and consultants expenses;
  - \$179,081 favourable for ICT software license fees;
  - \$170,744 favourable for Waste Service disposal costs;
  - \$19,024 favourable for subscriptions and memberships (in particular WALGA) due to a timing variance.
- \$154,314 favourable for Utility charges due to timing variances.
- \$127,819 favourable for employee expense mostly due to timing variances for labour expenses.
- Other expenditure favourable by \$88,548 mostly due to the DLGSC lease incentive and equipment maintenance on kerbside parking machines.

### Surplus Position – Year End 2022/23

The surplus position brought forward to 2022/23 is \$7,185,007 compared to the adopted budget amount of \$5,657,084. The actual opening surplus figure will be adjusted after the year audit has been finalised in December 2022.

### 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 Nature or Type Report (Note 1 Page 1)

This statement of financial activity shows revenue and expenditure classified by Nature or Type.

2. Net Current Funding Position (Note 2 Page 2)

'Net current assets' is the difference between the current assets and current liabilities, less committed assets and restricted assets.

3. Summary of Income and Expenditure by Service Areas (Note 3 Page 3-10)

This statement shows a summary of operating revenue and expenditure by service unit including variance commentary.

4. Capital Expenditure and Funding Summary (Note 4 Page 11-17)

Below is a summary of the year-to-date expenditure of each asset category and the funding source associated to the delivery of capital works.

## CITY OF VINCENT

Financial Report for the month ended 31 August 2022

## 5. Capital Expenditure and Funding Summary

	Revised Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Land and Buildings	4,897,377	33,206	97,082	98.0%
Infrastructure Assets	11,099,201	302,000	380,224	96.6%
Plant and Equipment	3,321,879	0	0	100.0%
Furniture and Equipment	1,191,071	131,500	76,009	93.6%
<b>Total</b>	<b>20,509,528</b>	<b>466,706</b>	<b>553,315</b>	<b>97.3%</b>

FUNDING	Revised Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Own Source Funding - Municipal	9,880,093	396,706	327,792	96.7%
Cash Backed Reserves	5,240,858	70,000	65,074	98.8%
Capital Grant and Contribution	3,440,577	0	143,662	95.8%
Other (Disposals/Trade In)	1,948,000	0	16,787	99.1%
<b>Total</b>	<b>20,509,528</b>	<b>466,706</b>	<b>553,315</b>	<b>97.3%</b>

The full capital works program is listed in detail in Note 4 in **Attachment 1**.

5. Cash Backed Reserves (Note 5 Page 18)

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 August 2022 is \$14,311,385.

6. Rating Information (Note 6 Page 19-20)

The notices for rates and charges levied for 2022/23 were issued on 21 July 2022. *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	26 August 2022
Second Instalment	28 October 2022
Third Instalment	6 January 2023
Fourth Instalment	10 March 2023

Rates for 2022/23 were raised on 11 July 2022 after the adoption of the budget.

The outstanding rates debtors balance as at 31 August 2022 was \$21,689,824, excluding deferred rates of \$120,753. The outstanding rates percentage as at 31 August 2022 was 47.37% compared to 48.64% for the similar period last year.

7. Receivables (Note 7 Page 21)

Total trade and other receivables at 31 August 2022 were \$3,623,851.

Below is a summary of the significant items with an outstanding balance over 90 days:

- \$1,065,101 (76%) relates to unpaid infringements (plus costs) over 90 days. Infringements that remain unpaid for more than two months are referred to the Fines Enforcement Registry (FER), which then collects the outstanding balance on behalf of the City for a fee.
- \$214,588 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, as per 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. The exemption granted these debtors to freeze their payments until April 2022. The City has commenced contacting all outstanding debtors to recommencing their payment plans.

8. Beatty Park Leisure Centre – Financial Position report (Note 8 Page 22-23)

As of 31 August 2022, the Centre's operating surplus position was \$171,318 (excluding depreciation) compared to the YTD budgeted deficit amount of \$112,908. Predominantly the surplus is contributed by Gymnasium, Health and Fitness memberships.

**CONSULTATION/ADVERTISING:**

Not applicable.

**LEGAL/POLICY:**

*Section 6.4 of the Local Government Act 1995* requires a local government to prepare an annual financial report for the preceding year and other financial reports as prescribed.

*Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996* requires the local government to prepare a statement of financial activity each month, reporting on the source and application of funds as set out in the adopted annual budget.

A statement of financial activity and any accompanying documents are to be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates. *Section 6.8 of the Local Government Act 1995* specifies that a local government is not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision of Council.

**RISK MANAGEMENT IMPLICATIONS:**

Low: Provision of monthly financial reports to Council fulfils relevant statutory requirements and is consistent with good financial governance.

**STRATEGIC IMPLICATIONS:**

Reporting on the City's financial position is aligned with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.*

*Our community is aware of what we are doing and how we are meeting our goals.*

*Our community is satisfied with the service we provide.*

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

Expenditure within this report facilitates various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

**PUBLIC HEALTH IMPLICATIONS:**

Expenditure within this report facilitates various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

As contained in this report.

CITY OF VINCENT  
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY  
BY NATURE OR TYPE  
FOR THE PERIOD ENDED 31 AUGUST 2022



	Note	Adopted Budget 2022/23 \$	YTD Budget 31/08/2022 \$	YTD Actual 31/08/2022 \$	YTD Variance \$	YTD Variance %
<b>Opening Funding Surplus(Deficit)</b>	1	5,657,084	5,657,084	7,185,007	1,527,923	27.0%
<b>Revenue from operating activities</b>						
Rates		39,910,329	39,815,399	39,848,474	33,075	0.1%
Operating Grants, Subsidies and Contributions		1,067,601	83,076	91,342	8,266	9.9%
Fees and Charges		21,055,384	3,167,783	3,781,500	613,717	19.4%
Interest Earnings		508,000	84,668	285,555	200,887	237.3%
Other Revenue		1,139,329	163,274	338,434	175,160	107.3%
Profit on Disposal of Assets		2,577,476	0	0	0	0.0%
		66,258,119	43,314,200	44,345,305	1,031,105	2.4%
<b>Expenditure from operating activities</b>						
Employee Costs		(28,802,780)	(4,510,960)	(4,383,141)	127,819	-2.8%
Materials and Contracts		(21,707,562)	(3,014,947)	(2,126,099)	888,848	-29.5%
Utility Charges		(1,800,499)	(300,096)	(145,782)	154,314	-51.4%
Depreciation on Non-Current Assets		(12,865,818)	(2,144,314)	0	2,144,314	-100.0%
Interest Expenses		(540,835)	(75,294)	(40,456)	34,838	-46.3%
Insurance Expenses		(647,958)	(107,996)	(96,780)	11,216	-10.4%
Other Expenditure		(1,101,844)	(223,345)	(134,797)	88,548	-39.6%
Loss on Disposal of Assets		(516,540)	0	0	0	0.0%
		(67,983,836)	(10,376,952)	(6,927,055)	3,449,897	-33.2%
<b>Operating activities excluded from budget</b>						
Add Deferred Rates Adjustment		0	0	156,587	156,587	0.0%
Add Back Depreciation		12,865,818	2,144,314	0	(2,144,314)	-100.0%
Adjust (Profit)/Loss on Asset Disposal		(2,060,936)	0	0	0	0.0%
		10,804,882	2,144,314	156,587	(1,987,727)	-92.7%
<b>Amount attributable to operating activities</b>		<b>9,079,165</b>	<b>35,081,562</b>	<b>37,574,837</b>	<b>2,493,275</b>	<b>7.1%</b>
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions		3,440,577	0	143,662	143,662	0.0%
Purchase Property, Plant and Equipment	4	(11,378,268)	(179,706)	(197,206)	(17,500)	9.7%
Purchase Infrastructure Assets	4	(9,131,260)	(287,000)	(356,109)	(69,109)	24.1%
Proceeds from Joint Venture Operations		1,666,666	0	0	0	0.0%
Proceeds from Disposal of Assets		1,948,000	0	16,787	16,787	0.0%
<b>Amount attributable to investing activities</b>		<b>(13,454,285)</b>	<b>(466,706)</b>	<b>(392,866)</b>	<b>73,840</b>	<b>-15.8%</b>
<b>Financing Activities</b>						
Principal elements of finance lease payments		(70,602)	(23,534)	(23,534)	0	0.0%
Repayment of Debentures		(1,501,877)	(479,856)	(479,857)	(1)	0.0%
Proceeds from New Debentures		827,879	827,879	827,879	0	0.0%
Transfer to Reserves	5	(5,646,083)	(3,312,431)	(2,552,927)	759,504	-22.9%
Transfer from Reserves	5	5,240,858	58,014	65,074	7,060	12.2%
<b>Amount attributable to financing activities</b>		<b>(1,149,825)</b>	<b>(2,929,928)</b>	<b>(2,163,365)</b>	<b>766,563</b>	<b>-26.2%</b>
<b>Closing Funding Surplus(Deficit)</b>		<b>132,139</b>	<b>37,342,012</b>	<b>42,203,613</b>	<b>4,861,601</b>	<b>13.0%</b>



**CITY OF VINCENT  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
NOTE 2 - NET CURRENT FUNDING POSITION  
FOR THE PERIOD ENDED 31 AUGUST 2022**



	Note	YTD Actual 31/08/2022 \$	FY Actual 31/08/2021 \$
<b>Current Assets</b>			
Cash Unrestricted		28,953,799	30,053,209
Cash Restricted		14,311,385	12,957,246
Investments		(2,750)	11,000
Receivables - Rates	6	21,689,823	18,908,584
Receivables - Other	7	3,623,851	3,489,587
Inventories		205,868	217,622
		<u>68,781,977</u>	<u>65,637,248</u>
<b>Less: Current Liabilities</b>			
Payables		(10,523,614)	(17,167,134)
Provisions - employee		(4,698,750)	(3,920,290)
		<u>(15,222,364)</u>	<u>(21,087,424)</u>
<b>Unadjusted Net Current Assets</b>		<b>53,559,613</b>	<b>44,549,824</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>			
Less: Reserves - restricted cash	5	(14,311,385)	(12,957,246)
Less: Shares transferred from non current asset		2,750	(11,000)
Add: Current portion of long term borrowings		1,468,993	6,077,033
Add: Infringement Debtors transferred to non current asset		1,436,572	0
Add: Current portion of long term finance lease liabilities		47,068	0
		<u>(11,356,000)</u>	<u>(6,891,213)</u>
<b>Adjusted Net Current Assets</b>		<b>42,203,613</b>	<b>37,658,611</b>

**CITY OF VINCENT  
SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 AUGUST 2022**



	Current Budget 2022/23	YTD Budget 31/08/2022	YTD Actual 31/08/2022	YTD Variance	Variance	Variance Commentary
<b>Chief Executive Officer</b>						
Expenditure						
Materials and Contracts	134,800	61,716	36,531	25,185	41%	- \$13k timing variance for subscriptions/ publications. - \$8k timing variance for Management Initiatives.
<b>Expenditure Total</b>	<b>571,593</b>	<b>130,434</b>	<b>108,702</b>	<b>21,732</b>	<b>17%</b>	
<b>Chief Executive Officer Total</b>	<b>571,593</b>	<b>130,434</b>	<b>108,702</b>	<b>21,732</b>	<b>17%</b>	
<b>Members Of Council</b>						
Expenditure						
<b>Expenditure Total</b>	<b>492,090</b>	<b>77,858</b>	<b>63,044</b>	<b>14,814</b>	<b>19%</b>	
<b>Members Of Council Total</b>	<b>492,090</b>	<b>77,858</b>	<b>63,044</b>	<b>14,814</b>	<b>19%</b>	
<b>Human Resource</b>						
Income						
<b>Income Total</b>	<b>(50,000)</b>	<b>(8,334)</b>	<b>0</b>	<b>(8,334)</b>	<b>100%</b>	
Expenditure						
Employee Costs	1,239,433	157,299	187,815	30,516	-19%	-\$47k higher Paid Parental Leave payments partially offset by a \$11k favourable timing variance relating to annual leave payments.
<b>Expenditure Total</b>	<b>1,509,698</b>	<b>213,127</b>	<b>207,551</b>	<b>5,576</b>	<b>3%</b>	
<b>Human Resource Total</b>	<b>1,459,698</b>	<b>204,793</b>	<b>207,551</b>	<b>2,758</b>	<b>-1%</b>	
<b>Information Technology</b>						
Expenditure						
Materials and Contracts	1,765,575	294,262	86,842	207,420	70%	-\$146k favourable timing variance for software licences. - \$34k favourable timing variance for furniture and equipment purchases. - All other variances are individually immaterial.
Other Expenditure	200	34	27,337	27,303	-80303%	\$27k expenditure relates to software licences.
<b>Expenditure Total</b>	<b>2,376,629</b>	<b>390,719</b>	<b>192,706</b>	<b>198,013</b>	<b>51%</b>	
<b>Information Technology Total</b>	<b>2,376,629</b>	<b>390,719</b>	<b>192,706</b>	<b>198,013</b>	<b>51%</b>	
<b>Records Management</b>						
Income						
<b>Income Total</b>	<b>(16,300)</b>	<b>(2,716)</b>	<b>(2,895)</b>	<b>179</b>	<b>-7%</b>	
Expenditure						
<b>Expenditure Total</b>	<b>371,628</b>	<b>58,988</b>	<b>47,735</b>	<b>11,253</b>	<b>19%</b>	
<b>Records Management Total</b>	<b>355,328</b>	<b>56,272</b>	<b>44,840</b>	<b>11,432</b>	<b>20%</b>	
<b>Sustainability and Environment</b>						
Expenditure						
<b>Expenditure Total</b>	<b>184,171</b>	<b>29,346</b>	<b>39,051</b>	<b>9,705</b>	<b>-33%</b>	
<b>Sustainability and Environment Total</b>	<b>184,171</b>	<b>29,346</b>	<b>39,051</b>	<b>9,705</b>	<b>-33%</b>	
<b>Director Community and Business Services</b>						
Expenditure						
<b>Expenditure Total</b>	<b>331,159</b>	<b>52,320</b>	<b>64,312</b>	<b>11,992</b>	<b>-23%</b>	
<b>Director Community and Business Services Total</b>	<b>331,159</b>	<b>52,320</b>	<b>64,312</b>	<b>11,992</b>	<b>-23%</b>	
<b>Customer Services Centre</b>						
Expenditure						
<b>Expenditure Total</b>	<b>654,987</b>	<b>104,249</b>	<b>95,879</b>	<b>8,370</b>	<b>8%</b>	
<b>Customer Services Centre Total</b>	<b>654,987</b>	<b>104,249</b>	<b>95,879</b>	<b>8,370</b>	<b>8%</b>	
<b>Mindarie and Tamala Park</b>						
Income						
Reimbursements	(126,000)	(21,000)	(69,750)	48,750	-232%	Timing variance in relation to withholding tax contributions from Tamala Park.
<b>Income Total</b>	<b>(205,000)</b>	<b>(34,166)</b>	<b>(81,729)</b>	<b>47,563</b>	<b>-139%</b>	
Expenditure						
<b>Expenditure Total</b>	<b>46,713</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0%</b>	
<b>Mindarie and Tamala Park Total</b>	<b>(158,287)</b>	<b>(34,166)</b>	<b>(81,729)</b>	<b>47,563</b>	<b>-139%</b>	

**CITY OF VINCENT  
SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 AUGUST 2022**



	Current Budget 2022/23	YTD Budget 31/08/2022	YTD Actual 31/08/2022	YTD Variance	Variance	Variance Commentary
<b>Rates</b>						
Income						
Fees and Charges	(260,000)	(43,334)	(153,187)	109,853	-254%	\$100k budget phasing variance for Administration fees income
Interest Earnings	(308,000)	(51,334)	(199,872)	148,538	-289%	\$160k budget phasing variance from instalment interest.
<b>Income Total</b>	<b>(40,488,329)</b>	<b>(39,911,733)</b>	<b>(40,204,845)</b>	<b>293,112</b>	<b>-1%</b>	
Expenditure						
Materials and Contracts	434,450	38,742	9,291	29,451	76%	- \$8k timing variance from Financial Hardship Waiver. - \$6k timing variance from debt recovery costs. - \$6k timing variance from postage and courier costs. - All other variances are individually immaterial.
<b>Expenditure Total</b>	<b>724,014</b>	<b>84,450</b>	<b>53,910</b>	<b>30,540</b>	<b>36%</b>	
<b>Rates Total</b>	<b>(39,764,315)</b>	<b>(39,827,283)</b>	<b>(40,150,935)</b>	<b>323,652</b>	<b>-1%</b>	
<b>Insurance and General Purpose</b>						
Income						
Grants and Subsidies	(763,848)	(45,962)	(78,717)	32,755	-71%	- \$24k budget phasing variance relating to federal grants. - \$9k budget phasing variance relating to local road grants.
Interest Earnings	(200,000)	(33,334)	(85,683)	52,349	-157%	Higher interest rates than anticipated.
<b>Income Total</b>	<b>(1,085,848)</b>	<b>(79,296)</b>	<b>(191,902)</b>	<b>112,606</b>	<b>-142%</b>	
Expenditure						
<b>Expenditure Total</b>	<b>652,958</b>	<b>108,830</b>	<b>97,280</b>	<b>11,550</b>	<b>11%</b>	
<b>Insurance and General Purpose Total</b>	<b>(432,890)</b>	<b>29,534</b>	<b>(94,622)</b>	<b>124,156</b>	<b>420%</b>	
<b>Financial Services</b>						
Income						
<b>Income Total</b>	<b>(1,000)</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0%</b>	
Expenditure						
<b>Expenditure Total</b>	<b>1,485,302</b>	<b>197,355</b>	<b>202,025</b>	<b>4,670</b>	<b>-2%</b>	
<b>Financial Services Total</b>	<b>1,484,302</b>	<b>197,355</b>	<b>202,026</b>	<b>4,671</b>	<b>-2%</b>	
<b>Rec Centre / Beatty Park</b>						
Income						
Fees and Charges	(7,867,043)	(1,105,298)	(1,228,164)	122,866	-11%	- \$68k favourable budget phasing variances for income received from pool admission and enrolment. - \$62k budget phasing variance from membership fees income. - \$10k favourable budget phasing variance for retail sales. - This is partially offset by \$18k hire fee income accrual reversals.
<b>Income Total</b>	<b>(7,904,295)</b>	<b>(1,111,506)</b>	<b>(1,234,727)</b>	<b>123,221</b>	<b>-11%</b>	
Expenditure						
Depreciation	1,160,239	193,374	0	193,374	100%	Timing variance.
Interest Expenses	322,983	49,742	22,855	26,887	54%	The variance is due to a misposting of accrued interest portion of the loan which is to be posted to Jun-2023 period.
Materials and Contracts	1,605,025	283,466	195,724	87,742	31%	- \$18k favourable timing variance from building maintenance. - \$9k timing variance from materials purchased in retail. - All other variances are individually immaterial.
Utilities	497,500	82,916	41,941	40,975	49%	Timing variance from both electricity and water usage.
<b>Expenditure Total</b>	<b>8,159,427</b>	<b>1,345,954</b>	<b>999,682</b>	<b>346,272</b>	<b>26%</b>	
<b>Rec Centre / Beatty Park Total</b>	<b>255,132</b>	<b>234,448</b>	<b>(235,045)</b>	<b>469,493</b>	<b>200%</b>	
<b>Marketing and Communication</b>						
Expenditure						
<b>Expenditure Total</b>	<b>1,239,251</b>	<b>192,860</b>	<b>159,632</b>	<b>33,228</b>	<b>17%</b>	
<b>Marketing and Communication Total</b>	<b>1,239,251</b>	<b>192,860</b>	<b>159,632</b>	<b>33,228</b>	<b>17%</b>	
<b>Art &amp; Culture</b>						
Expenditure						
<b>Expenditure Total</b>	<b>45,000</b>	<b>0</b>	<b>190</b>	<b>190</b>	<b>0%</b>	
<b>Art &amp; Culture Total</b>	<b>45,000</b>	<b>0</b>	<b>190</b>	<b>190</b>	<b>0%</b>	

**CITY OF VINCENT  
SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 AUGUST 2022**



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Variance Commentary
	2022/23	31/08/2022	31/08/2022			
<b><u>Community Partnership</u></b>						
Income						
Income Total	(15,000)	0	0	-	0%	
Expenditure						
Employee Costs	520,829	82,168	51,951	30,217	37%	A few vacant full-time positions causing the favourable variance.
Expenditure Total	942,120	120,556	93,696	26,860	22%	
Community Partnership Total	927,120	120,556	93,696	26,860	22%	
<b><u>Library Services</u></b>						
Income						
Income Total	(29,200)	(17,360)	(5,253)	12,107	70%	
Expenditure						
Expenditure Total	947,176	161,740	157,569	4,171	3%	
Library Services Total	917,976	144,380	152,316	7,936	-5%	
<b><u>Senior and Disability services</u></b>						
Income						
Income Total	(4,000)	(666)	0	666	100%	
Expenditure						
Expenditure Total	46,000	7,668	4,079	3,589	47%	
Senior and Disability services Total	42,000	7,002	4,079	2,923	42%	
<b><u>Loftus Community Centre</u></b>						
Income						
Income Total	(66,500)	(8,334)	(13,823)	5,489	-66%	
Expenditure						
Expenditure Total	23,957	3,994	2,169	1,825	46%	
Loftus Community Centre Total	(42,543)	(4,340)	(11,655)	7,315	-169%	
<b><u>Director Infrastructure and Environment</u></b>						
Expenditure						
Employee Costs	339,516	53,557	87,958	34,401	-64%	\$39k unfavourable timing variance for employee termination leave payments.
Expenditure Total	409,358	65,151	89,335	24,184	-37%	
Director Infrastructure and Environment Total	409,358	65,151	89,335	24,184	-37%	
<b><u>Ranger Services/Administration</u></b>						
Income						
Income Total	(500)	0	0	-	0%	
Expenditure						
Materials and Contracts	263,000	42,332	19,154	23,178	55%	\$21k timing variance from the furniture and equipment purchases.
Expenditure Total	3,240,070	502,576	440,564	62,012	12%	
Ranger Services/Administration Total	3,239,570	502,576	440,564	62,012	12%	
<b><u>Animal Control / Dog Pound</u></b>						
Income						
Income Total	(73,200)	(4,200)	(11,909)	7,709	-184%	
Expenditure						
Expenditure Total	31,400	0	3,029	3,029	0%	
Animal Control / Dog Pound Total	(41,800)	(4,200)	(8,880)	4,680	-111%	
<b><u>Local Laws and Abandoned Vehicles</u></b>						
Income						
Income Total	(147,300)	0	(28,680)	28,680	0%	
Expenditure						
Expenditure Total	8,800	0	0	-	0%	
Local Laws and Abandoned Vehicles Total	(138,500)	0	(28,680)	28,680	0%	

**CITY OF VINCENT  
SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 AUGUST 2022**



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Variance Commentary
	2022/23	31/08/2022	31/08/2022			
<b><u>Community and Safety</u></b>						
Income						
Income Total	(50,000)	0	0	-	0%	
Expenditure						
Expenditure Total	138,099	8,671	12,778	4,107	-47%	
Community and Safety Total	88,099	8,671	12,778	4,107	-47%	
<b><u>Infringement and Inspectorial Control</u></b>						
Income						
Income Total	(2,988,200)	(497,864)	(518,845)	20,981	-4%	
Expenditure						
Depreciation	258,888	43,148	0	43,148	100%	Timing variance.
Other Expenditure	238,500	6,168	148,681	142,513	-2311%	Budget phasing variance from fine lodgement fees. To be adjusted next month.
Expenditure Total	1,186,388	95,816	192,981	97,165	-101%	
Infringement and Inspectorial Control Total	(1,801,812)	(402,048)	(325,864)	76,184	19%	
<b><u>Car Parks and Kerbside Parking</u></b>						
Income						
Income Total	(6,618,671)	(1,103,122)	(1,135,499)	32,377	-3%	
Expenditure						
Depreciation	381,389	63,562	0	63,562	100%	Timing variance.
Other Expenditure	554,622	90,260	43,588	46,672	52%	Favourable timing variance for various carpark equipment maintenance.
Expenditure Total	1,428,188	216,032	84,352	131,680	61%	
Car Parks and Kerbside Parking Total	(5,190,483)	(887,090)	(1,051,148)	164,058	-18%	
<b><u>Engineering Design Services</u></b>						
Income						
Income Total	(119,185)	(1,198)	0	1,198	100%	
Expenditure						
Depreciation	124,570	20,762	0	20,762	100%	Timing variance.
Employee Costs	926,123	146,168	113,413	32,755	22%	-\$16k to be re-allocated from Director I&E due to miscoding error.
Materials and Contracts	611,850	72,930	14,416	58,514	80%	-\$36k favourable timing variance for the underground power project. -\$13k timing variance from parking and street name signs. - This is partially offset by the budget phasing variance from professional fees relates to asset management data collection. - All other variances are individually immaterial.
Utilities	770,391	128,398	44,858	83,540	65%	\$81k timing variance from electricity expenditure relates to street lighting.
Expenditure Total	2,488,599	377,542	174,202	203,340	54%	
Engineering Design Services Total	2,369,414	376,344	174,202	202,142	54%	
<b><u>City Buildings</u></b>						
Income						
Income Total	(1,385)	(230)	0	230	100%	
Expenditure						
Employee Costs	676,266	106,693	62,153	44,540	42%	A few vacant positions causing the favourable variance.
Expenditure Total	711,973	112,793	63,313	49,480	44%	
City Buildings Total	710,588	112,563	63,313	49,250	44%	
<b><u>Roads and Public Works Admin</u></b>						
Income						
Income Total	(44,885)	(7,480)	(1,019)	6,461	86%	
Expenditure						
Expenditure Total	564,518	90,632	101,401	10,769	-12%	
Roads and Public Works Admin Total	519,633	83,152	100,382	17,230	-21%	

**CITY OF VINCENT  
SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 AUGUST 2022**



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Variance Commentary
	2022/23	31/08/2022	31/08/2022			
<b><u>Parks and Environmental Services</u></b>						
Income						
<b>Income Total</b>	<b>(127,875)</b>	<b>(24,642)</b>	<b>(15,314) -</b>	<b>9,328</b>	<b>38%</b>	
Expenditure						
Depreciation	1,194,753	199,130	0	199,130	100%	Timing variance.
Employee Costs	1,727,084	287,886	193,140	94,746	33%	- \$15k timing variance relating to parks general maintenance. - Other variances are individually immaterial.
Materials and Contracts	3,542,761	750,760	657,511	93,249	12%	- \$85k timing variance from pruning. - \$56k timing variance from various parks maintenance. - \$10k timing variance from tree survey and investigation. This is partially offset by: - \$70k budget phasing variance for various parks maintenance. - \$18k unfavourable variance due to high agency labour costs from Tony Di Scerni Pathway maintenance. - \$11k budget phasing variance from 'Adopt a Verge Program'. - Other variances are individually immaterial.
<b>Expenditure Total</b>	<b>6,549,707</b>	<b>1,251,968</b>	<b>854,597</b>	<b>397,371</b>	<b>32%</b>	
<b>Parks and Environmental Services Total</b>	<b>6,421,832</b>	<b>1,227,326</b>	<b>839,283</b>	<b>388,043</b>	<b>32%</b>	
<b><u>Waste Services</u></b>						
Income						
<b>Income Total</b>	<b>(125,872)</b>	<b>(692)</b>	<b>(126,443)</b>	<b>125,751</b>	<b>-18172%</b>	
Expenditure						
Materials and Contracts	4,958,806	425,568	319,724	105,844	25%	- \$170k timing variance for Waste Tipping Costs. - \$38k timing variance for bulk verge collection expenditure. - \$21k timing variance for Three Bin Food Consultation Strategy. - \$17k timing variance relating to the purchase of green waste bags. - \$15k timing variance for household garbage bins maintenance. - \$14k timing variance for the Waste Management Strategy.  This is partially offset by: - \$77k budget phasing variance for plant hire - Refuse collection. - \$59k budget phasing variance for MRC governance and administration charges. - \$31k budget phasing variance for waste recycling cost.
<b>Expenditure Total</b>	<b>7,389,615</b>	<b>779,089</b>	<b>655,284</b>	<b>123,805</b>	<b>16%</b>	
<b>Waste Services Total</b>	<b>7,263,743</b>	<b>778,397</b>	<b>528,841</b>	<b>249,556</b>	<b>32%</b>	
<b><u>Works Depot</u></b>						
Income						
<b>Income Total</b>	<b>(1,385)</b>	<b>(230)</b>	<b>(145) -</b>	<b>85</b>	<b>37%</b>	
Expenditure						
<b>Expenditure Total</b>	<b>239,293</b>	<b>37,876</b>	<b>40,421 -</b>	<b>2,545</b>	<b>-7%</b>	
<b>Works Depot Total</b>	<b>237,908</b>	<b>37,646</b>	<b>40,276 -</b>	<b>2,630</b>	<b>-7%</b>	
<b><u>Plant Operating</u></b>						
Expenditure						
Depreciation	1,605,113	267,518	0	267,518	100%	Timing variance.
<b>Expenditure Total</b>	<b>2,236,113</b>	<b>372,684</b>	<b>112,661</b>	<b>260,023</b>	<b>70%</b>	
<b>Plant Operating Total</b>	<b>2,236,113</b>	<b>372,684</b>	<b>112,661</b>	<b>260,023</b>	<b>70%</b>	
<b><u>Public Works</u></b>						
Expenditure						
Depreciation	4,368,342	728,058	0	728,058	100%	Timing variance.
Employee Costs	1,208,518	201,420	170,154	31,266	16%	- \$22k favourable timing variance for Street Cleaning. - \$19k favourable timing variance for Public Litter Bins Collection.  - This is partially offset by a \$12k budget phasing variance from drainage maintenance - All other variances are individually immaterial.
<b>Expenditure Total</b>	<b>7,042,155</b>	<b>1,108,880</b>	<b>368,068</b>	<b>740,812</b>	<b>67%</b>	
<b>Public Works Total</b>	<b>7,042,155</b>	<b>1,108,880</b>	<b>368,068</b>	<b>740,812</b>	<b>67%</b>	



**CITY OF VINCENT  
SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 AUGUST 2022**



	Current Budget 2022/23	YTD Budget 31/08/2022	YTD Actual 31/08/2022	YTD Variance	Variance	Variance Commentary
<b><u>Child Care and Play Groups</u></b>						
Income						
Fees and Charges	(64,165)	(7,374)	(27,629)	20,255	-275%	\$12k budget phasing variance for Kidz Galore Commercial parking permits. - All other variances are individually immaterial.
<b>Income Total</b>	<b>(80,972)</b>	<b>(9,310)</b>	<b>(28,273)</b>	<b>18,963</b>	<b>-204%</b>	
Expenditure						
<b>Expenditure Total</b>	<b>142,253</b>	<b>23,718</b>	<b>1,201</b>	<b>22,517</b>	<b>95%</b>	
<b>Child Care and Play Groups Total</b>	<b>61,281</b>	<b>14,408</b>	<b>(27,073)</b>	<b>41,481</b>	<b>288%</b>	
<b><u>Stadium and Ovals</u></b>						
Income						
Fees and Charges	(46,844)	(2,802)	(33,976)	31,174	-1113%	Budget phasing variance for Lease Income of HBF Stadium.
<b>Income Total</b>	<b>(205,588)</b>	<b>(29,258)</b>	<b>(59,538)</b>	<b>30,280</b>	<b>-103%</b>	
Expenditure						
Depreciation	437,408	72,902	0	72,902	100%	Timing variance.
<b>Expenditure Total</b>	<b>678,138</b>	<b>111,476</b>	<b>21,488</b>	<b>89,988</b>	<b>81%</b>	
<b>Stadium and Ovals Total</b>	<b>472,550</b>	<b>82,218</b>	<b>(38,050)</b>	<b>120,268</b>	<b>146%</b>	
<b><u>Public Halls</u></b>						
Income						
<b>Income Total</b>	<b>(179,973)</b>	<b>(29,100)</b>	<b>(39,941)</b>	<b>10,841</b>	<b>-37%</b>	
Expenditure						
Depreciation	228,275	38,046	0	38,046	100%	Timing variance.
Materials and Contracts	226,730	35,294	6,372	28,922	82%	Timing variance for cleaning expenditure of North Perth Town Hall, Mount Hawthorn Community Centre and Royal Park Hall. - All other variances are individually immaterial.
<b>Expenditure Total</b>	<b>494,923</b>	<b>79,724</b>	<b>10,296</b>	<b>69,428</b>	<b>87%</b>	
<b>Public Halls Total</b>	<b>314,950</b>	<b>50,624</b>	<b>(29,646)</b>	<b>80,270</b>	<b>159%</b>	
<b><u>Community and Welfare Centre</u></b>						
Income						
<b>Income Total</b>	<b>(45,345)</b>	<b>(7,257)</b>	<b>(7,252)</b>	<b>5</b>	<b>0%</b>	
Expenditure						
Depreciation	194,439	32,408	0	32,408	100%	Timing variance.
<b>Expenditure Total</b>	<b>239,383</b>	<b>39,702</b>	<b>2,980</b>	<b>36,722</b>	<b>92%</b>	
<b>Community and Welfare Centre Total</b>	<b>194,038</b>	<b>32,445</b>	<b>(4,271)</b>	<b>36,716</b>	<b>113%</b>	
<b><u>Sporting Clubs Buildings</u></b>						
Income						
<b>Income Total</b>	<b>(168,221)</b>	<b>(21,226)</b>	<b>(19,105)</b>	<b>2,121</b>	<b>10%</b>	
Expenditure						
Depreciation	774,864	129,148	0	129,148	100%	Timing variance.
Materials and Contracts	275,200	45,878	6,353	39,525	86%	\$30k timing variance for the Litis Stadium demolition project. - All other variances are individually immaterial.
<b>Expenditure Total</b>	<b>1,156,038</b>	<b>192,344</b>	<b>16,042</b>	<b>176,302</b>	<b>92%</b>	
<b>Sporting Clubs Buildings Total</b>	<b>987,817</b>	<b>171,118</b>	<b>(3,063)</b>	<b>174,181</b>	<b>102%</b>	
<b><u>Reserves Pavilions and Facilities</u></b>						
Income						
<b>Income Total</b>	<b>(24,214)</b>	<b>(4,117)</b>	<b>(4,409)</b>	<b>292</b>	<b>-7%</b>	
Expenditure						
Depreciation	192,971	32,164	0	32,164	100%	Timing variance.
Materials and Contracts	458,100	73,892	23,000	50,892	69%	Favourable timing variances are individually immaterial from various cleaning and maintenance.
<b>Expenditure Total</b>	<b>707,809</b>	<b>114,652</b>	<b>28,285</b>	<b>86,367</b>	<b>75%</b>	
<b>Reserves Pavilions and Facilities Total</b>	<b>683,595</b>	<b>110,535</b>	<b>23,876</b>	<b>86,659</b>	<b>78%</b>	

**CITY OF VINCENT  
SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 AUGUST 2022**



	Current Budget 2022/23	YTD Budget 31/08/2022	YTD Actual 31/08/2022	YTD Variance	Variance	Variance Commentary
<b>Health Clinics</b>						
Income						
Income Total	(12,584)	0	(11,371)	11,371	0%	
Expenditure						
Expenditure Total	187,211	26,108	1,667	24,441	94%	
Health Clinics Total	174,627	26,108	(9,704)	35,812	137%	
<b>Road Reserves</b>						
Expenditure						
Expenditure Total	126,510	21,084	18,167	2,917	14%	
Road Reserves Total	126,510	21,084	18,167	2,917	14%	
<b>Operational Buildings</b>						
Income						
Income Total	(1,481,977)	(246,980)	(234,036)	12,944	5%	
Expenditure						
Depreciation	1,454,084	242,348	0	242,348	100%	Timing variance.
Other Expenditure	202,306	162,500	0	162,500	100%	Budget to be moved to Lease Income in 1st Quarter Budget review.
Expenditure Total	2,465,418	536,740	117,017	419,723	78%	
Operational Buildings Total	983,441	289,760	(117,019)	406,779	140%	
<b>Depot Buildings</b>						
Expenditure						
Depreciation	183,553	30,592	0	30,592	100%	Timing variance.
Expenditure Total	371,367	56,862	36,224	20,638	36%	
Depot Buildings Total	371,367	56,862	36,224	20,638	36%	
<b>Parks Services Administration</b>						
Income						
Income Total	(2,770)	(462)	(339)	123	27%	
Expenditure						
Depreciation	125,930	20,988	0	20,988	100%	Timing variance.
Employee Costs	1,491,675	239,478	267,635	28,157	-12%	\$41k unfavourable timing variance for employee termination leave payments. - This is partially offset by a \$16k favourable variance from parks salaries.
Expenditure Total	1,783,138	286,370	283,732	2,638	1%	
Parks Services Administration Total	1,780,368	285,908	283,394	2,514	1%	
<b>Recoverable Works</b>						
Income						
Income Total	(15,000)	(2,500)	(13,983)	11,483	-459%	
Expenditure						
Expenditure Total	16,327	2,722	10,056	7,334	-269%	
Recoverable Works Total	1,327	222	(3,927)	4,149	1869%	
<b>Corporate Strategy and Governance</b>						
Income						
Income Total	(200)	0	0	-	0%	
Expenditure						
Expenditure Total	745,684	119,341	101,270	18,071	15%	
Corporate Strategy and Governance Total	745,484	119,341	101,270	18,071	15%	

**CITY OF VINCENT  
SUMMARY OF INCOME AND EXPENDITURE  
BY SERVICE AREAS  
AS AT 31 AUGUST 2022**



	Current Budget	YTD Budget	YTD Actual	YTD Variance	Variance	Variance Commentary
	2022/23	31/08/2022	31/08/2022			
<b>Director Strategy and Development</b>						
Expenditure						
Employee Costs	344,152	54,287	87,466 -	33,179	-61%	Unfavourable variance is due to miscoded salaries, to be adjusted next month.
<b>Expenditure Total</b>	<b>349,152</b>	<b>55,119</b>	<b>89,036 -</b>	<b>33,917</b>	<b>-62%</b>	
<b>Director Strategy and Development Total</b>	<b>349,152</b>	<b>55,119</b>	<b>89,036 -</b>	<b>33,917</b>	<b>-62%</b>	
<b>Development and Design</b>						
Income						
Fees and Charges	(395,865)	(64,153)	(142,267)	78,114	-122%	Budget phasing variance from Development Application fees and panel fees.
<b>Income Total</b>	<b>(397,365)</b>	<b>(64,403)</b>	<b>(142,412)</b>	<b>78,009</b>	<b>-121%</b>	
Expenditure						
<b>Expenditure Total</b>	<b>1,406,590</b>	<b>210,674</b>	<b>189,404</b>	<b>21,270</b>	<b>10%</b>	
<b>Development and Design Total</b>	<b>1,009,225</b>	<b>146,271</b>	<b>46,992</b>	<b>99,279</b>	<b>68%</b>	
<b>Health Admin and Food Control</b>						
Income						
<b>Income Total</b>	<b>(328,439)</b>	<b>(3,180)</b>	<b>(11,450)</b>	<b>8,270</b>	<b>-260%</b>	
Expenditure						
<b>Expenditure Total</b>	<b>1,127,519</b>	<b>157,905</b>	<b>151,059</b>	<b>6,846</b>	<b>4%</b>	
<b>Health Admin and Food Control Total</b>	<b>799,080</b>	<b>154,725</b>	<b>139,609</b>	<b>15,116</b>	<b>10%</b>	
<b>Compliance Services</b>						
Income						
<b>Income Total</b>	<b>(51,270)</b>	<b>(378)</b>	<b>(30,396)</b>	<b>30,018</b>	<b>-7941%</b>	
Expenditure						
<b>Expenditure Total</b>	<b>571,546</b>	<b>89,225</b>	<b>71,093</b>	<b>18,132</b>	<b>20%</b>	
<b>Compliance Services Total</b>	<b>520,276</b>	<b>88,847</b>	<b>40,698</b>	<b>48,149</b>	<b>54%</b>	
<b>Building Control and License</b>						
Income						
<b>Income Total</b>	<b>(517,635)</b>	<b>(82,030)</b>	<b>(97,806)</b>	<b>15,776</b>	<b>-19%</b>	
Expenditure						
<b>Expenditure Total</b>	<b>536,505</b>	<b>81,336</b>	<b>84,934 -</b>	<b>3,598</b>	<b>-4%</b>	
<b>Building Control and License Total</b>	<b>18,870</b>	<b>(694)</b>	<b>(12,872)</b>	<b>12,178</b>	<b>-1755%</b>	
<b>Policy and Place Services</b>						
Income						
<b>Income Total</b>	<b>(5,160)</b>	<b>(230)</b>	<b>(71,963)</b>	<b>71,733</b>	<b>-31188%</b>	
Expenditure						
Materials and Contracts	748,800	50,000	23,173	26,827	54%	\$50k favourable timing variance for the Leederville Activity Centre Plan and this is partially offset by a \$18k budget phasing variances for the Performance Measurement/Data Acquisition.
<b>Expenditure Total</b>	<b>2,564,006</b>	<b>316,733</b>	<b>291,757</b>	<b>24,976</b>	<b>8%</b>	
<b>Policy and Place Services Total</b>	<b>2,558,846</b>	<b>316,503</b>	<b>219,794</b>	<b>96,709</b>	<b>31%</b>	
<b>Grand Total</b>	<b>6,457,023</b>	<b>(32,492,207)</b>	<b>(37,037,395)</b>	<b>4,545,188</b>	<b>-14%</b>	

CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23  
AS AT 31 AUGUST 2022



Description	Budget	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Variance Commentary
	2022/2023	2022/2023	2022/2023		Balance	2022/2023	
<b>Land &amp; Building Assets</b>							
<b>ADMIN CENTRE</b>							
Administration Centre Renewals	50,000	-	-	-	-	-	Scope to be discussed with CEO
Lift Renewal - Administration & Civic Centre	10,000	-	-	-	5,650	5,650	Design scope being developed (Just design this year)
<b>BETTY PARK LEISURE CENTRE</b>							
Beatty Park Leisure Centre – Construction & Fit Out Indoor Pool Changerooms	850,000	-	26,908	(26,908)	72,163	99,070	Detailed design
Beatty Park Leisure Centre - Facilities Infrastructure Renewal	283,500	3,500	28,118	(24,618)	53,203	81,320	Program of works being developed
Beatty Park Leisure Centre – Heritage Grandstand Electrical Works	450,970	-	-	-	-	-	Tender advertised closing next week
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand	264,430	-	-	-	278,128	278,128	Tender award - Project initiation meeting next week or two
Major Plant Renewal	100,000	-	-	-	-	-	
<b>DEPARTMENT OF SPORTS AND RECREATION</b>							
Air Conditioning & HVAC Renewal - 246 Vincent St (Leased DLGSC)	241,800	-	-	-	750	750	Project being scoped for tender
DLGSC LED lighting upgrade/renewal	220,050	-	-	-	6,636	6,636	Scoping by Engineers done. RFQ to be initiated soon.
Lift renewal and non fixed assets renewal	10,000	-	-	-	-	-	Scope to be further determined
Solar Photovoltaic Panel System Installation (Leased DLGSC Building)	115,000	-	-	-	-	-	Building to discuss with Sustainability team.
<b>LIBRARY</b>							
Library Facility Renewals	61,000	-	-	-	-	-	
Upgrade Library counter to enhance customer service delivery	48,500	8,500	-	8,500	32,917	32,917	Administration to commence October due to supplies
Waterproof external balcony area (water damage) - Civic Centre	120,000	-	-	-	-	-	Scope to be developed
<b>MISCELLANEOUS</b>							
Air Conditioning & HVAC Renewal - Loftus Recreation Centre (Leased)	15,000	-	-	-	-	-	Waiting on HVAC audit report
Air Conditioning & HVAC Renewal - Miscellaneous	50,000	-	-	-	-	-	Waiting on HVAC audit report
Carpet Renewal - Subiaco Football Club (Leased)	30,000	-	-	-	25,620	25,620	Purchase order issued
Forrest Park Croquet Club	49,314	-	-	-	-	-	
Gym roof repairs (Leased Belgravia)	50,000	-	-	-	45,690	45,690	Quotation stage
Hyde Park - Gazebo Renewal	50,000	-	-	-	14,326	14,326	Quotation stage
Hyde Park West Toilets & Kiosk	160,803	-	-	-	3,450	3,450	Project nearing completion phase. Will be closed and actuals paid in Septemebr 22.
Leased Property Non Scheduled Renewal - Annual Provision	50,000	4,545	-	4,545	-	-	Program of works being established
Leederville Oval Stadium - Electrical renewal - 3 boards	163,276	-	-	-	91,603	91,603	Electrical Board received.
Leederville Oval Stadium Facility Renewal (Leased)	150,000	-	-	-	-	-	
Leederville Town Centre - Toilet Demolition	50,000	-	-	-	-	-	
Margaret Kindergarten - Toilet Upgrade	70,000	-	-	-	-	-	
Menzies Park Pavilion & Ablutions	260,984	-	175	(175)	139,132	139,307	Will be completed in couple weeks.
Miscellaneous Asset Renewal - City buildings	50,000	-	-	-	11,890	11,890	
Modifications to Litis Stadium Underpass	30,000	-	-	-	27,860	27,860	Awarded contractor - liaising with club on timing/works
North Perth Bowling Club	80,000	750	750	-	-	750	

CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23  
AS AT 31 AUGUST 2022



Description	Budget	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment	Variance Commentary
						Balance	
	2022/2023	2022/2023	2022/2023			2022/2023	
North Perth Town Hall - Kitchen and Toilet Renewal - Lesser Hall	120,000	800	-	800	-	-	Design phase
North Perth Town Hall - Kitchen and Toilet Renewal - Main Hall	167,000	1,600	-	1,600	13,940	13,940	Design phase
Replace electrical distribution boards - multiple buildings - post asbestos	30,000	13,511	1,744	11,767	11,767	13,511	In progress
Solar Photovoltaic Panel System Installation (Leased ASSETS - 286 Beaufort	20,800	-	-	-	-	-	
Solar Photovoltaic Panel System Installation (Leased Leederville Childcare	20,150	-	-	-	-	-	
Solar Photovoltaic Panel System Installation (Leased Tennis West - Robertson	29,900	-	-	-	-	-	
Solar Photovoltaic System Installation (Leased Y WA Headquarters - 62 Frame	29,900	-	-	-	-	-	
Water and Energy Efficiency Initiatives	100,000	-	-	-	19,870	19,870	In progress
Woodville Pavilion - Roofing Renewal Program	150,000	-	-	-	-	-	Scoping works
Works Depot - Non fixed assets renewals	45,000	-	-	-	-	-	
Works Depot - Replacement Box Gutters	10,000	-	-	-	-	-	
Works To Be Done for Halvorsen Hall	40,000	-	-	-	5,625	5,625	Reallocated to North Perth Community Centre. Council resolution - OCM 19/7/22.
Infrastructure Works - Litis Stadium	-	-	39,388	(39,388)	14,534	53,922	In progress
<b>Land &amp; Building Assets Total</b>	<b>4,897,377</b>	<b>33,206</b>	<b>97,082</b>	<b>(63,876)</b>	<b>874,752</b>	<b>971,835</b>	
<b>Furniture &amp; Equipment Assets</b>							
<b>INFORMATION TECHNOLOGY - FURNITURE AND EQUIPMENT</b>							
Enterprise Applications upgrade	533,945	-	45,566	(45,566)	126,905	172,471	In progress
ICT infrastructure renewal (switches, UPS, audio visual, network links)	138,393	-	-	-	50,985	50,985	In progress
<b>MISCELLANEOUS</b>							
Non Fixed Assets - planned allocations - Lifeguard Tower renewal, Shade Sails, Fire alarm System, Umbrellas, Floor Scrubber	135,033	31,500	30,443	1,057	-	30,443	In progress to be installed in September
<b>POLICY AND PLACE - F&amp;E</b>							
Arts Rebound - Town Centre Artworks (COVID 19 Arts Relief - Phase 2)	383,700	100,000	-	100,000	172,000	172,000	In progress
<b>Furniture &amp; Equipment Assets Total</b>	<b>1,191,071</b>	<b>131,500</b>	<b>76,009</b>	<b>55,491</b>	<b>349,890</b>	<b>425,899</b>	
<b>Infrastructure Assets</b>							
<b>BANKS RESERVE MASTER PLAN - IMPLEMENTATION STAGE 1</b>							
Banks Reserve Master Plan Implementation - Stage 1	200,000	-	-	-	-	-	
FY 23 - New public toilets, and other general improvements							
FY 24 - Walter's Brook Crossing, New picnic facilities, 'River Journeys' interpretation node, and complementary elements.							
<b>BICYCLE NETWORK</b>							
Construct Norfolk St N/S Route Stage 1	300,000	-	-	-	17,960	17,960	In progress
Feasibility study for Summers St & Claisebrook Rd Bicycle Route	25,000	-	-	-	-	-	
Travel Smart Actions	10,500	-	-	-	-	-	
Florence/Strathcona/Golding Safe Active Street	-	-	33,070	(33,070)	21,471	54,541	In progress

CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23  
AS AT 31 AUGUST 2022



Description	Budget	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Variance Commentary
	2022/2023	2022/2023	2022/2023		Balance	2022/2023	
<b>BLACK SPOT PROGRAM</b>							
Broome/Wright - Instal Roundabout	250,000	-	-	-	-	-	- Design phase
Fitzgerald/Forrest - Ban right hand turns in/out of Forrest street. Seagul Island installed. Close median in Fitzgerald St.	40,000	-	-	-	-	-	- Design phase
Fitzgerald/Lawley - Ban right turns out of Lawley by insalling half seagul island in Lawley st and narrow median island in Fitzgerald St	80,000	-	-	-	-	-	- Design phase
William/Forrest - instal traffic island on eastern leg of Forrest St and provide	17,000	-	-	-	-	-	- Design phase
<b>CAR PARK DEVELOPMENT</b>							
Access and Inclusion (DAIP) – ACROD Parking Improvement Program	30,000	-	-	-	-	-	-
Accessible City Strategy Implementation (Action 3.3.1, 3.3.4 & 2.2.1)	505,000	-	-	-	-	-	- Scope to be confirmed
Britannia Reserve (Secondary, Litis)	160,000	-	-	-	-	-	- Scope to be confirmed
HBF Stadium Car Park	49,250	-	-	-	-	-	- Scope to be confirmed
Minor Capital Improvements of City Car Parks (General Provision)	36,425	-	-	-	-	-	- Scope to be confirmed
<b>DRAINAGE</b>							
Britannia Reserve Main Drain Renewal Stages 1 & 2	141,670	-	-	-	-	-	-
Gully Soak-well installation program	96,425	-	9,656	(9,656)	-	9,656	In progress
Minor drainage improvement program	60,000	-	-	-	-	-	-
Mt Hawthorn West Catchment Drainage Improvements – Stage 1	40,000	-	-	-	-	-	-
<b>FURNITURE AND EQUIPMENT</b>							
Beatty Park Leisure Centre - Non Fixed Assets Renewal - unplanned	156,462	15,000	14,295	706	27,597	41,892	In progress
<b>HAYNES STREET RESERVE - IMPLEMENTATION STAGES 1 &amp; 2</b>							
Haynes Street Reserve Development Plan Implementation Stages 1 & 2	340,000	-	53	(53)	100,927	100,980	In progress
<b>INFRASTRUCTURE MISCELLANEOUS</b>							
North Perth Tennis Club - Upgrade of floodlighting to LED on two hard courts	8,716	-	-	-	-	-	-
Public Open Space Strategy Implementation (Minor Works)	20,000	2,000	-	2,000	-	-	In progress
Tree Up Lighting	60,000	-	-	-	-	-	In progress
<b>LITIS STADIUM</b>							
Litis Stadium Floodlights	150,000	-	-	-	48,954	48,954	In progress
<b>LOCAL ROADS PROGRAM</b>							
Annual Local Roads Program	1,541,000	200,000	290,633	(90,633)	440,311	730,944	In progress
Annual Roads to Recovery Program	233,740	-	-	-	-	-	In progress
MRWA Direct Road Grant	95,527	-	-	-	-	-	-
Thompson Street - Barnet Street to Loftus Street	500	-	-	-	395	395	In progress
Egina Street - Berryman Street to Anzac Road	5,000	-	-	-	2,385	2,385	In progress



CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23  
AS AT 31 AUGUST 2022



Description	Budget	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Variance Commentary
	2022/2023	2022/2023	2022/2023		Balance	2022/2023	
<b>MISCELLANEOUS</b>							
Artlets - Public Art - Sculpture	40,000	-	-	-	-	-	
Leederville Oval Stadium - Sports lights renewal (above \$344,205 - issue with funding - requires Council decision - grant has time limit)	1,187,663	-	9,820	(9,820)	6,532	16,352	In progress
<b>MT HAWTHORN SKATE PARK</b>							
Mt Hawthorn Skate Park - Youth Skate Facility (Election Commitment)	230,000	-	-	-	-	-	
<b>PARKS - ECO ZONING PROGRAM</b>							
Charles Veryard Reserve - Eco-zoning	20,000	-	-	-	-	-	- Design phase
Edinboro Street Reserve	19,802	-	-	-	3,448	3,448	In progress to be completed in October.
Monmouth Street	9,916	-	1,780	(1,780)	-	1,780	Works on-hold pending structurally unsound fencing issue
<b>PARKS - FENCING RENEWAL PROGRAM</b>							
Forrest Park - renew perimeter bollards and fencing	40,000	-	-	-	-	-	- Quotation stage
<b>PARKS - FURNITURE RENEWAL PROGRAM</b>							
Hyde Park - Renewal of path lighting poles	159,658	-	-	-	86,250	86,250	Poles arriving 30/8/22. Installation commencing September 2022
<b>PARKS - INFRASTRUCTURE RENEWAL PROGRAM</b>							
Beatty Park Reserve Retaining Wall (Flood Mitigation)	50,000	-	-	-	44,863	44,863	
Britannia Reserve - Floodlight Repair	529,376	-	-	-	29,339	29,339	
Charles Veryard Reserve - Flood Lighting	45,000	25,000	0	25,000	52,809	52,809	Ready to be progressed further. Installation next month in September.
Road Reserve - renew furniture	10,000	-	-	-	-	-	- Furniture audit required to prioritise replacement
<b>PARKS - IRRIGATION RENEWAL PROGRAM</b>							
Birdwood Square - renew groundwater bore	45,000	-	-	-	-	-	
Brigatti Gardens - renew electrical cabinet	15,000	-	-	-	-	-	- Quotation stage
Les Lilleyman - upgrade in-ground irrigation system and electrical cabinet	180,000	-	-	-	-	-	- Design phase
Menzies Park - Replace Irrigation System	130,000	-	1,980	(1,980)	12,875	14,855	Pending improvement to electrical cabinet

CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23  
AS AT 31 AUGUST 2022



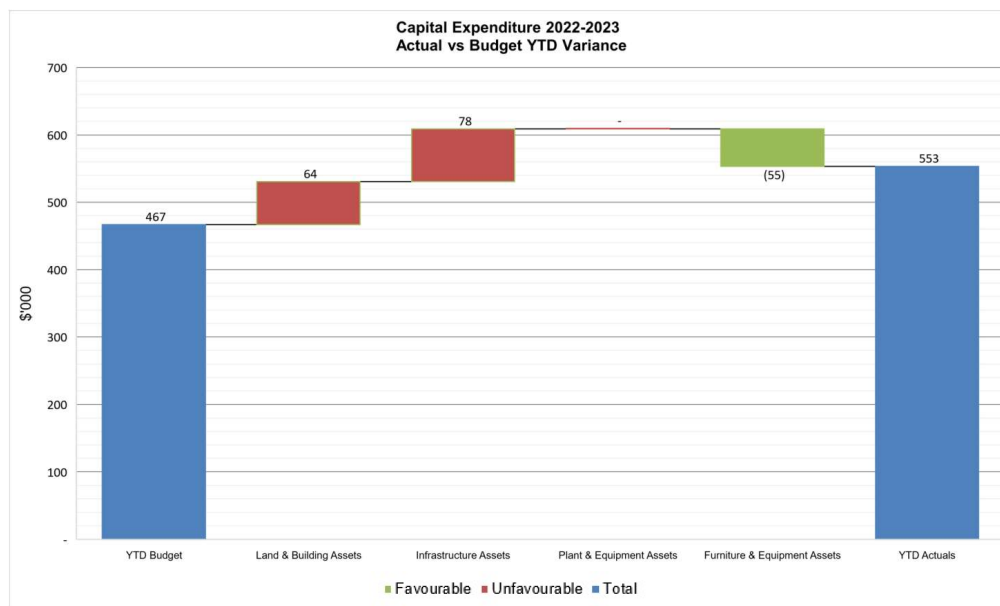
Description	Budget	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Variance Commentary
	2022/2023	2022/2023	2022/2023		Balance	2022/2023	
<b>PARKS - PLAYGROUND/EXERCISE EQUIPMENT RENEWAL PROGRAM</b>							
Braithwaite Park - replace various wooden nature plan elements	50,000	-	325	(325)	-	325	Playground assesment completed, replacements to be prioritised and quoted
Britannia Reserve - replace playground soft fall	40,000	-	-	-	-	-	- Quotation stage
Charles Verryard Reserve - replace exercise equipment	60,000	-	-	-	-	-	- Consultation to commence shortly
Forrest Park - replace exercise equipment (deferred from 2019/20)	60,000	-	-	-	43,200	43,200	Installation November (dates TBD)
Gladstone Street Reserve - upgrade & replace playground equipment	105,000	-	-	-	95,455	95,455	Installation commencing late Spetember 2022
Hyde Park - replace water playground shade sails	25,000	-	-	-	10,600	10,600	Quotation phase completed. Install commencing October
Ivy Park - upgrade & replace playground equipment	90,000	-	-	-	-	-	- Playground condition assesment recieved. Consultation to be organised
Keith Frame Reserve - remove playground and reinstate	10,000	-	-	-	-	-	- Project to be deferred to allow for Playspace Strategy to be developed
Les Lilleyman – Playground and softfall replacement	115,000	-	-	-	104,545	104,545	Installation commencing early October 2022
Lynton Street Reserve - Renew & replace playground equipment	80,000	-	-	-	-	-	- Playground condition assesment recieved. Consultation to be organised
Menzies Park - replace playground shade sails	18,000	-	-	-	7,880	7,880	Quotation phase completed and p/o raised. Install commencing October
Oxford Street Reserve - renew wooden nature play elements	20,000	-	325	(325)	-	325	Playground assesment completed, replacements to be prioritised and quoted
Stuart Street Reserve - remove playground and reinstate reserve	10,000	-	-	-	-	-	- Project to be deferred to allow for Playspace Strategy to be developed
Menzies Park – replace exercise equipment	60,000	-	-	-	42,600	42,600	Installation November (dates TBD)
Hobart/Auckland Street Reserve – Partial Playground Shadesail Replacement	-	-	-	-	7,150	7,150	P/o raised, awaiting installation dates, Insurance claim to be submitted
Multicultural Federation Gardens – Partial Playground Shadesail Replacement	-	-	-	-	5,180	5,180	P/o raised, awaiting installation dates, Insurance claim to be submitted
<b>PARKS AND RESERVES</b>							
Greening program - Project locations to be determined	300,000	60,000	-	60,000	2,120	2,120	In progress
Wayfinding Implementation Plan - Stage 1	198,000	-	-	-	-	-	
<b>PUBLIC OPEN SPACE STRATEGY - IMPLEMENTATION</b>							
<b>RIGHTS OF WAY</b>							
Laneway Lighting Program	40,000	-	-	-	-	-	- Scope to be confirmed
Program based upon the most recent condition assessment survey	150,000	-	-	-	-	-	- Scope to be confirmed
<b>ROADWORKS - REHABILITATION (MRRG PROGRAM)</b>							
Annual MRRG Program	1,091,081	-	-	-	5,320	5,320	In progress
<b>ROBERTSON PARK DEVELOPMENT PLAN - STAGE 1</b>							
Reburbish Courts to accommodate multisports and LED lighting upgrade	231,700	-	-	-	-	-	
<b>SLAB FOOTPATH PROGRAM</b>							
Eton St - Ellesmere Street to Gill Street	8,000	-	-	-	-	-	- Scope to be confirmed
Eton St - Haynes Street to Hobart Street	5,000	-	63	(63)	-	63	- Scope to be confirmed
Footpath Upgrade and Renewal Program (Annual)	300,000	-	-	-	-	-	- Scope to be confirmed
<b>STREET FURNITURE</b>							

CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23  
AS AT 31 AUGUST 2022



Description	Budget	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Variance Commentary
	2022/2023	2022/2023	2022/2023		Balance	2022/2023	
Replacement and Renewal of 94 Bus Shelters (50 shelters derive income from	15,000	-	-	-	-	-	
<b>STREET LIGHTING</b>							
Beaufort St - Art Deco Median Lighting Renewal	220,000	-	-	-	-	-	
Street Lighting Renewal Program - allocated annually	60,000	-	-	-	1,208	1,208	In progress
<b>STREETSCAPE IMPROVEMENTS</b>							
Streetscape Improvements Program - allocated annually	75,000	-	18,224	(18,224)	484	18,708	In progress
<b>TRAFFIC MANAGEMENT PROGRAM</b>							
40kph trail - finalisation report	20,000	-	-	-	-	-	Scope to be confirmed
40kph zone implementation (ACS) with MRWA	50,000	-	-	-	-	-	Scope to be confirmed
Alma/Claverton Local Area Traffic Management	58,790	-	-	-	-	-	Scope to be confirmed
Britannia Road Improvements	40,000	-	-	-	-	-	Scope to be confirmed
Loftus and Vincent Pedestrian improvements, design 22/23, Implement 23/24	30,000	-	-	-	-	-	Scope to be confirmed
Minor Traffic Management Improvements - allocated annually	100,000	-	-	-	20,112	20,112	Scope to be confirmed
<b>Infrastructure Assets Total</b>	<b>11,099,201</b>	<b>302,000</b>	<b>380,224</b>	<b>(78,224)</b>	<b>1,241,970</b>	<b>1,622,193</b>	
<b>Plant &amp; Equipment Assets</b>							
<b>F&amp;E ASSETS - BP LEISURE CENTRE</b>							
Gym equipment - Strength and Group Fitness Equipment	827,879	-	-	-	827,879	827,879	In progress
Gym equipment - Cardio and Fans							
<b>LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME</b>							
Light Fleet - Annual Allocation (Trade-in value of \$648k in FY2024. Further trade-in's for future years)	1,144,000	-	-	-	413,366	413,366	In progress
<b>MAJOR PLANT REPLACEMENT PROGRAM</b>							
5 Tonne Rubbish Compactor Small Rear Loader - 1EKS994 - P3521-AS3772	340,000	-	-	-	-	-	
Heavy Fleet Replacement Program	360,000	-	-	-	38,425	38,425	In progress
Road Sweeper - 1EBC003 - P3762-AS3554	380,000	-	-	-	385,000	385,000	Ordered delivery aprox November 2022
Single Axle Tipper Truck - 1BUF690 - P3261-AS2697	170,000	-	-	-	163,850	163,850	Completed, delivered August 2022
<b>MISCELLANEOUS - PLANT AND EQUIPMENT</b>							
Parking Infrastructure Renewal Program	100,000	-	-	-	26,012	26,012	In progress
<b>Plant &amp; Equipment Assets Total</b>	<b>3,321,879</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,854,533</b>	<b>1,854,533</b>	
<b>Grand Total</b>	<b>20,509,528</b>	<b>466,706</b>	<b>553,315</b>	<b>(86,609)</b>	<b>4,321,145</b>	<b>4,874,460</b>	

CITY OF VINCENT  
 NOTE 4 - CAPITAL EXPENDITURE PROGRAM  
 WATERFALL GRAPH  
 AS AT 31 AUGUST 2022

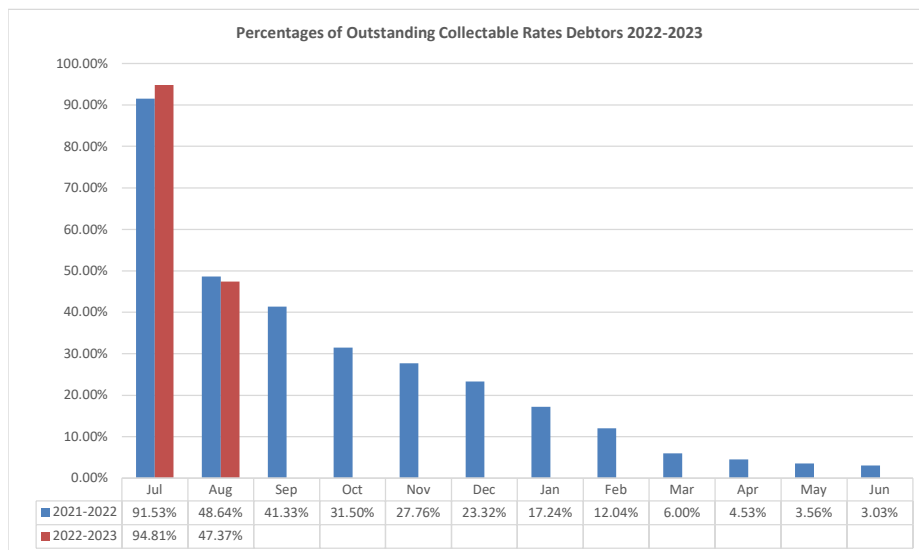




**CITY OF VINCENT**  
**NOTE 5 - CASH BACKED RESERVES**  
**AS AT 31 AUGUST 2022**

Reserve Particulars	Budget Opening Balance 01/07/2022	Actual Opening Balance 01/07/2022	Budget Transfers to Reserve 30/06/2023	YTD Actual Transfers to Reserve 31/08/2022	Budget Interest Earned 30/06/2023	YTD Actual Interest Earned 31/08/2022	Budget Transfers from Reserve 30/06/2023	YTD Actual Transfers from Reserve 31/08/2022	Budget Closing Balance 30/06/2023	Actual Closing Balance 31/08/2022
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Administration Centre Reserve	0	(10)	0	0	0	0	0	0	0	(10)
Beatty Park Leisure Centre Reserve	102,681	102,898	200,000	200,000	1,648	605	(100,000)	(28,118)	204,329	275,385
Capital Reserve	0	(2)	0	0	0	0	0	0	0	(2)
Cash In Lieu Parking Reserve	1,429,508	1,438,577	0	0	4,359	1,601	(893,500)	0	540,367	1,440,178
DSR Office Building Reserve	227,895	299,307	0	0	59	22	(220,675)	0	7,279	299,329
Electronic Equipment Reserve	0	0	0	0	0	0	0	0	0	0
Leederville Oval Reserve	95,952	96,153	0	0	536	197	(30,000)	0	66,488	96,350
Loftus Community Centre Reserve	37,581	37,660	100,000	100,000	1,119	411	0	0	138,700	138,071
Loftus Recreation Centre Reserve	221,069	265,071	60,000	5,201	1,879	690	(50,000)	0	232,948	270,962
Parking Facility and Equipment Reserve	106,956	107,182	0	0	870	319	0	0	107,826	107,501
Plant and Equipment Reserve	83	17,207	0	0	0	0	(83)	0	0	17,207
State Gymnastics Centre Reserve	130,952	131,208	12,000	1,103	1,040	382	(15,000)	0	128,992	132,693
Waste Management Plant and Equipment Res	223,128	223,599	0	0	1,814	666	0	0	224,942	224,265
Tamala Park Land Sales Reserve	1,929,100	1,930,361	1,250,000	0	25,852	9,496	0	0	3,204,952	1,939,857
Asset Sustainability Reserve	5,572,477	5,834,868	2,200,083	2,200,083	38,469	14,131	(3,041,900)	(36,903)	4,769,130	8,012,179
North Perth Tennis Reserve	0	0	0	0	0	0	0	0	0	0
Leederville Tennis Reserve	0	2	0	0	0	0	0	0	0	2
Percent for Art Reserve	335,655	403,707	0	0	16	6	(333,700)	0	1,971	403,713
Land and Building Acquisition Reserve	301,005	301,642	0	0	2,448	899	0	0	303,453	302,541
Strategic Waste Management Reserve	45,899	51,246	0	0	373	137	0	0	46,272	51,383
Aged Persons and Senior Citizens Reserve	0	0	0	0	0	0	0	0	0	0
Heritage Loan Reserve	0	0	0	0	0	0	0	0	0	0
Len Fletcher Pavilion Reserve	0	0	0	0	0	0	0	0	0	0
Light Fleet Replacement Reserve	0	0	0	0	0	0	0	0	0	0
Perth Oval Reserve	0	0	0	0	0	0	0	0	0	0
Perth Oval Stage 2 Reserve	0	0	0	0	0	0	0	0	0	0
Hyde Park Lake Reserve	166,906	168,589	0	0	1,357	499	0	0	168,263	169,088
Public Open Space Reserve - Land Sales	653,071	2,951	900,000	0	11,084	4,072	(190,000)	0	1,374,155	7,023
Underground Power Reserve	215,105	215,555	785,000	0	6,376	2,342	(216,000)	0	790,481	217,897
Parking Funded City Upgrade Reserve	0	0	0	0	0	0	0	0	0	0
Parking Funded Transport Initiative Rese	0	0	0	0	0	0	0	0	0	0
POS Reserve - Haynes Street	196,927	195,760	39,000	9,808	699	257	(150,000)	(53)	86,626	205,772
<b>Total</b>	<b>11,991,950</b>	<b>11,823,532</b>	<b>5,546,083</b>	<b>2,516,195</b>	<b>100,000</b>	<b>36,732</b>	<b>(5,240,858)</b>	<b>(65,074)</b>	<b>12,397,175</b>	<b>14,311,385</b>

**CITY OF VINCENT  
NOTE 6 - RATING INFORMATION  
AS AT 31 AUGUST 2022**





CITY OF VINCENT  
NOTE 6 - RATING INFORMATION  
FOR THE MONTH ENDED 31 AUGUST 2022



	Rateable Value	Rate in Dollar Cents	Budget	Actual	Rates Levied to Budget
	\$		\$	\$	%
<b>Rate Revenue</b>					
<u>General Rate</u>					
10,981 Residential	248,447,916	0.0858	21,212,405	21,314,346	100.5%
194 Vacant Residential	4,616,900	0.0819	378,170	378,170	100.0%
1626 Other	127,522,443	0.0723	9,218,597	9,218,598	100.0%
41 Vacant Commercial	2,587,150	0.1379	356,768	356,794	100.0%
<u>Minimum Rate</u>					
6098 Residential @ \$1,335.32	77,356,652	0.0858	8,145,514	8,142,781	100.0%
195 Vacant Residential @ \$1,180	2,054,440	0.0819	230,100	230,100	100.0%
162 Other @ \$1,288.73	1,973,252	0.0723	208,774	208,774	100.0%
0 Vacant Other @ \$1,631.65		0.1379	0	0	0.0%
Interim Rates	0		300,000	118,817	39.6%
Rates Waiver	0		(140,000)	(119,907)	85.6%
<b>Total Amount Made up from Rates</b>	464,558,753		39,910,329	39,848,474	
<b>Non Payment Penalties</b>					
Instalment Interest @ 5.5%			185,000	191,092	103.3%
Penalty Interest @ 8%			120,000	11,266	9.4%
Administration Charge - \$8 per instalment			140,000	123,624	88.3%
Legal Costs Recovered			10,000	3,313	33.1%
Other Reimbursements			0		0.0%
Interest Write Off			(2,000)	(130)	6.5%
			40,363,329	40,177,640	
<b>Other Revenue</b>					
Exempt Bins - Non Rated Properties			80,798	82,544	102.2%
Commercial / Residential Additional Bins			21,852	20,769	95.0%
Swimming Pools Inspection Fees			63,000	64,003	101.6%
			40,528,979	40,344,955	
<b>Opening Balance</b>				641,853	
<b>Total Collectable</b>			40,528,979	40,986,808	101.13%
<b>Less</b>					
Cash Received				23,063,370	
Rebates Allowed				(1,137,340)	
Rates Write Off				0	
ESL write off				0	
Rates received in advance				(139,229)	
<b>Rates Balance To Be Collected</b>			40,528,979	19,200,008	47.37%
<b>Add</b>					
ESL Debtors				1,986,349	
Pensioner Rebates Not Yet Claimed				529,276	
ESL Rebates Not Yet Claimed				94,944	
<b>Less</b>					
Deferred Rates Debtors				(120,753)	
<b>Current Rates Debtors Balance</b>				21,689,824	



**CITY OF VINCENT**  
**NOTE 7 - DEBTOR REPORT**  
**FOR THE MONTH ENDED 31 AUGUST 2022**

DESCRIPTION	CURRENT	31-59 DAYS	60-89 DAYS	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	1,225	1,927	(3,528)	134,118	133,742
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	0	0	0	214,588	214,588
DEBTOR CONTROL - PROPERTY INCOME	(112,240)	128,240	66,590	5,677	88,268
DEBTOR CONTROL - RECOVERABLE WORKS	735	0	0	3,181	3,916
DEBTOR CONTROL - OTHER	146,907	(166,037)	77,187	63,595	121,651
DEBTOR CONTROL - % ART CONTRIBUTIONS	0	0	0	0	0
DEBTOR CONTROL - PLANNING SERVICES FEES	350	(625)	(80)	1,135	780
DEBTOR CONTROL - GST	0	(166,755)	(213,828)	202,173	(178,410)
DEBTOR CONTROL - INFRINGEMENT	170,850	87,501	80,158	1,065,101	1,403,609
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(198,651)	(198,651)
IMPAIRMENT OF RECEIVABLES	0	0	0	(181,916)	(181,916)
<b>TOTAL DEBTORS OUTSTANDING AS AT 31/08/2022</b>	<b>207,827</b>	<b>(115,748)</b>	<b>6,499</b>	<b>1,309,002</b>	<b>1,407,579</b>
	<b>14.8%</b>	<b>-8.2%</b>	<b>0.5%</b>	<b>93.0%</b>	

ACCRUED INCOME	140,763
ACCRUED INTEREST	147,881
PREPAYMENTS	1,927,628
<b>TOTAL TRADE AND OTHER RECEIVABLES</b>	<b>3,623,851</b>

PROPERTY INCOME, RECOVERABLE WORKS AND OTHER DEBTORS: 214,616				
DATE	SUNDRY DEBTORS OVER 90 DAYS	AMOUNT	DEBT DETAILS	Comments
11/03/2019	Tennis Seniors Western Australia	5,728	Building Insurance 2018/19 & 2019/20	In the process to debt collection
23/02/2021	Kre8 Constructions	930	Damaged to ROW 47 Redfern St	Liquidation - proof of debt sent
04/11/2016	C Caferelli	27,861	Breaches of Planning Development Act	\$150 Monthly Repayment in progress from 8/02/22
21/01/2019	Matthew Slinger	15,485	Outstanding court costs awarded to COV	\$200 Fortnightly Repayment in progress
09/07/2019	R Cox	1,170	Breach of condition of hall hire	Sent to debt collection agency
28/11/2019	A Kindu	2,339	Damage/vandalism to hired venue	Sent to debt collection agency
28/10/2021	K Beykpour	18,800	Court fines and costs 155 Walcott St	Have been handed over to FER
13/10/2020	D Bianchi	15,000	Court fines and costs re: 193-195 Scarborough	\$200 Monthly suspended by FER till further notice
21/07/2021	M Stocco	506	Recoup salary overpayment	Entered payment arrangement

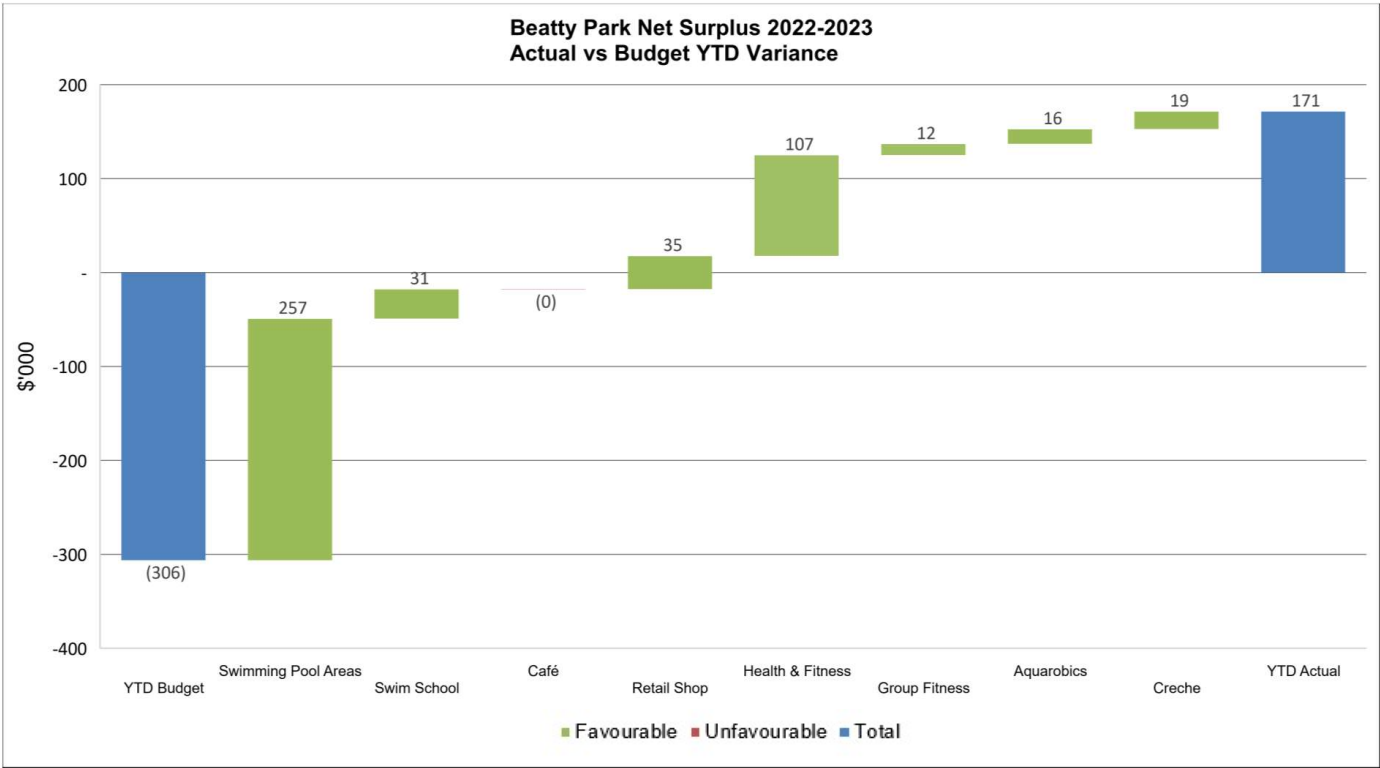
<b>BALANCE OF 90 DAY DEBTORS OVER \$500</b>	<b>87,819</b>
<b>% AGING DEBT OVER 90 DAYS</b>	<b>41%</b>
<b>INFRINGEMENT DEBTORS:</b>	<b>1,403,609</b>
Referred to FER	1,065,101
<b>BALANCE OF 90 DAY DEBTORS OVER \$500</b>	<b>1,065,101</b>
<b>% AGING DEBT OVER 90 DAYS</b>	<b>76%</b>

**CITY OF VINCENT  
NOTE 8 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION  
AS AT 31 AUGUST 2022**





	Original Budget	YTD Budget	YTD Actuals	YTD Actuals	Month Actuals	Month Actuals
	2022/23	Aug-22	Aug-22	Aug-21	Aug-22	Aug-21
	\$	\$	\$	\$	\$	\$
<b><u>ADMINISTRATION</u></b>						
Revenue	0	0	0	(48,048)	(48,652)	(48,048)
Expenditure	0	0	0	0	48,652	47,648
Surplus/(Deficit)	0	0	0	0	0	(400)
<b><u>SWIMMING POOLS AREA</u></b>						
Revenue	2,485,069	275,119	346,033	189,812	174,308	119,552
Expenditure	(4,340,964)	(715,628)	(529,441)	(3,042,485)	(397,246)	(319,274)
Surplus/(Deficit)	(1,855,895)	(440,509)	(183,408)	(2,852,673)	(222,938)	(199,722)
<b><u>SWIM SCHOOL</u></b>						
Revenue	1,773,386	323,668	332,412	48,910	169,727	44,638
Expenditure	(1,364,876)	(219,605)	(196,939)	(799,681)	(141,780)	(76,030)
Surplus/(Deficit)	408,510	104,063	135,473	(750,771)	27,947	(31,392)
<b><u>CAFÉ</u></b>						
Revenue	0	0	0	0	0	0
Expenditure	0	0	(115)	0	18	128
Surplus/(Deficit)	0	0	(115)	0	18	128
<b><u>RETAIL SHOP</u></b>						
Revenue	654,714	62,182	72,545	53,979	35,344	37,466
Expenditure	(531,124)	(79,021)	(53,961)	(359,840)	(32,461)	(57,475)
Surplus/(Deficit)	123,590	(16,839)	18,584	(305,861)	2,883	(20,009)
<b><u>HEALTH &amp; FITNESS</u></b>						
Revenue	1,852,993	276,951	354,236	680,783	197,573	159,582
Expenditure	(1,259,854)	(212,312)	(182,267)	(1,010,089)	(134,008)	(130,075)
Surplus/(Deficit)	593,139	64,639	171,969	(329,306)	63,565	29,507
<b><u>GROUP FITNESS</u></b>						
Revenue	662,458	100,858	125,429	100,061	70,715	58,665
Expenditure	(487,588)	(84,382)	(97,076)	(434,672)	(66,838)	(49,516)
Surplus/(Deficit)	174,870	16,476	28,353	(334,611)	3,877	9,149
<b><u>AQUAROBCICS</u></b>						
Revenue	259,411	37,472	50,340	37,207	27,821	22,069
Expenditure	(151,417)	(28,441)	(25,542)	(107,927)	(19,390)	(14,954)
Surplus/(Deficit)	107,994	9,031	24,798	(70,720)	8,431	7,115
<b><u>CRECHE</u></b>						
Revenue	69,719	10,832	13,351	9,674	7,175	5,395
Expenditure	(328,449)	(53,975)	(37,687)	(204,053)	(28,008)	(24,779)
Surplus/(Deficit)	(258,730)	(43,143)	(24,336)	(194,379)	(20,833)	(19,384)
<b>Net Surplus/(Deficit)</b>	<b>(706,522)</b>	<b>(306,282)</b>	<b>171,318</b>	<b>(4,838,321)</b>	<b>(137,050)</b>	<b>(225,008)</b>
Less: Depreciation	(1,160,239)	(193,374)	0	0	0	0
<b>Surplus/(Deficit)</b>	<b>453,717</b>	<b>(112,908)</b>	<b>171,318</b>	<b>(4,838,321)</b>	<b>(137,050)</b>	<b>(225,008)</b>

CITY OF VINCENT  
NOTE 8 - STATEMENT OF FINANCIAL ACTIVITY  
BY SERVICE - GRAPH  
AS AT 31 AUGUST 2022



## 11.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 AUGUST 2022 TO 31 AUGUST 2022

- Attachments:
1. Payments by EFT and Payroll August 22 [↓](#) 
  2. Payments by Cheque August 22 [↓](#) 
  3. Payments by Direct Debit August 22 [↓](#) 

**RECOMMENDATION:**

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 August 2022 to 31 August 2022 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$5,187,927.96
Cheques	\$174.60
Direct debits, including credit cards	\$666,996.92
<b>Total payments for August 2022</b>	<b>\$5,855,099.48</b>

**PURPOSE OF REPORT:**

To present to Council the list of expenditure and accounts paid for the period 1 August 2022 to 31 August 2022.

**BACKGROUND:**

Council has delegated to the Chief Executive Officer (Delegation No. 2.2.18) the power to make payments from the City's Municipal and Trust funds.

In accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

**DETAILS:**

The Schedule of Accounts paid for the period 1 August 2022 to 31 August 2022, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
<b>Municipal Account (Attachment 1, 2 and 3)</b>		
EFT Payments	2846 - 2853	\$3,055,527.21
Payroll by Direct Credit	August 2022	\$2,132,400.75
<b>Sub Total</b>		<b>\$5,187,927.96</b>
<b>Cheques</b>		
Cheques	82722	\$174.60
<b>Sub Total</b>		<b>\$174.60</b>

**Direct Debits (including Credit Cards)**

Lease Fees	\$395.84
Loan Repayments	\$477,630.84
Bank Charges – CBA	\$175,889.07
Credit Cards	\$13,081.17
<b>Sub Total</b>	<b>\$666,996.92</b>

**Total Payments** **\$5,855,099.48**

**CONSULTATION/ADVERTISING:**

Not applicable.

**LEGAL/POLICY:**

Regulation 12(1) and (2) of the *Local Government (Financial Management) Regulations 1996*:

*“12. Payments from municipal fund or trust fund, restrictions on making*

*(1) A payment may only be made from the municipal fund or the trust fund —*

- if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
- otherwise, if the payment is authorised in advance by a resolution of Council.*

*(2) Council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to Council.”*

Regulation 13(1) and (3) of the *Local Government (Financial Management) Regulations 1996*:

*“13. Lists of Accounts*

*(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*

- the payee’s name;*
- the amount of the payment;*
- the date of the payment; and*
- sufficient information to identify the transaction.*

*(2) A list prepared under sub regulation (1) is to be —*

- presented to Council at the next ordinary meeting of Council after the list is prepared; and*
- recorded in the minutes of that meeting.”*

**RISK MANAGEMENT IMPLICATIONS**

Low: Management systems are in place that establish satisfactory controls, supported by the internal and external audit functions. Financial reporting to Council increases transparency and accountability.



**STRATEGIC IMPLICATIONS:**

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

Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.*

*Our community is aware of what we are doing and how we are meeting our goals.*

*Our community is satisfied with the service we provide.*

*We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

Expenditure covered in this report includes various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

**PUBLIC HEALTH IMPLICATIONS:**

Expenditure covered in this report includes various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

All municipal fund expenditure included in the list of payments is in accordance with Council's annual budget.

Creditors Report - Payments by EFT, BPAY and Payroll 01/08/22 to 31/08/22			
<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
12/08/2022	A Beck	Rebate for purchase of reusable sanitary products	\$ 25.00
12/08/2022	A Chacha-Gan	Rebate for purchase of reusable sanitary products	\$ 50.00
12/08/2022	A Duckworth	Design advisory meeting fee	\$ 440.00
12/08/2022	A Fink	Fitness instructor fees	\$ 530.55
26/08/2022	A Lam	Part refund of Beatty Park Leisure Centre fees	\$ 388.33
12/08/2022	A M Lampard	Rebate for purchase of reusable sanitary products	\$ 27.00
12/08/2022	A M Wilmot	Rebate for purchase of reusable sanitary products	\$ 50.00
12/08/2022	A Roe	Part refund of Beatty Park Leisure Centre fees	\$ 188.95
26/08/2022	A Team Printing	Printing services - BPLC	\$ 2,531.10
12/08/2022	A Vander Vinne	Fitness instructor fees	\$ 60.00
26/08/2022	A Vander Vinne	Fitness instructor fees	\$ 60.00
12/08/2022	A Zevis	Part refund of Beatty Park Leisure Centre fees	\$ 284.18
05/08/2022	A&E Wilmot Superfund	Superannuation	\$ 75.11
12/08/2022	Access Plus WA Deaf	Staff training - Deaf awareness	\$ 495.00
26/08/2022	Acurix Networks Pty Ltd	Public Wi Fi service - various locations	\$ 1,419.00
26/08/2022	Alchemy Saunas Pty Ltd	Sauna rental - BPLC	\$ 2,860.00
12/08/2022	Alinta Energy	Gas charges - Britannia Road Reserve	\$ 45.65
26/08/2022	Allpipe Technologies	CCTV inspection works - Guildford Road	\$ 6,660.50
26/08/2022	Allstate Kerbing and Concrete	Kerbing services - various locations	\$ 16,662.20
26/08/2022	Alsco Pty Ltd	Mat supplies - BPLC	\$ 650.25
12/08/2022	Amerex Pty Ltd	Refund of BCITF and BRB levy	\$ 504.29
12/08/2022	Ampol Australia Petroleum Pty Ltd	Fuel and oils	\$ 31,814.28
26/08/2022	AMS Technology Group Pty Ltd	Air conditioner repairs - BPLC	\$ 379.50
12/08/2022	APARC	Central management system, Ticketor enforcement, meter maintenance, sensors maintenance, software licensing and credit card test transactions	\$ 55,508.48
26/08/2022	APARC	Credit card transactions for parking terminals	\$ 12,207.95
12/08/2022	APOD Pty Ltd	Consultation on demolition of BPLC change rooms	\$ 29,598.25
26/08/2022	APOD Pty Ltd	Consultancy fee - Litis Stadium change rooms construction (progress claim)	\$ 43,327.08
12/08/2022	Aqueo Import & Distribution Pty Ltd	Merchandise - BPLC	\$ 359.04
26/08/2022	ARM Security	Alarm monitoring - various locations	\$ 5,749.74
26/08/2022	Art Jam WA	Creative journals workshop - Library	\$ 450.00
12/08/2022	Aspect Studios Pty Ltd	Design advisory meeting fee	\$ 440.00
26/08/2022	Asphaltech Pty Ltd	Asphalt supplies	\$ 759.99
12/08/2022	Aussie Gold	Uniform embroidery - BPLC	\$ 3,176.69
12/08/2022	Australia Post	Postage charges	\$ 74.60

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
12/08/2022	Australia Post (Agency Commission)	Commission charges	\$ 586.52
12/08/2022	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	\$ 3,972.55
26/08/2022	Australian HVAC Services Pty Ltd	Air conditioning maintenance and repairs - various locations	\$ 1,791.17
11/08/2022	Australian Services Union	Payroll deduction	\$ 259.00
19/08/2022	Australian Services Union	Payroll deduction	\$ 259.00
26/08/2022	Australian Swim Schools Association	Annual membership 2022/23	\$ 549.00
11/08/2022	Australian Taxation Office	Payroll deduction	\$ 259,832.00
19/08/2022	Australian Taxation Office	Payroll deduction	\$ 207,134.00
12/08/2022	Australian Waterslides & Leisure Pty Ltd	Twin waterslide installation and freight - BPLC (final payment)	\$ 12,886.50
26/08/2022	Award Contracting	Locating services - various locations	\$ 1,358.50
12/08/2022	B G Moffitt	Rebate for purchase of reusable sanitary products	\$ 50.00
26/08/2022	B L O'Donnell	Rebate for purchase of reusable sanitary products	\$ 37.48
26/08/2022	Balcatta Mowers & Chainsaws Pty Ltd	Supply of gardening equipment - Depot	\$ 990.00
12/08/2022	Ballroom Fit	Fitness instructor fees	\$ 198.00
12/08/2022	BCITF Building and Construction Industry Training Fund	Levy collection	\$ 6,146.81
12/08/2022	BDD Australia Pty Ltd	Milk supplies - BPLC	\$ 73.36
26/08/2022	BDD Australia Pty Ltd	Milk supplies - BPLC	\$ 43.19
12/08/2022	Beacon Equipment Canning Vale	Supply of gardening equipment - Depot	\$ 5,812.00
26/08/2022	Beatty Park Physiotherapy Pty Ltd	Fitness instructor fees	\$ 720.00
26/08/2022	Beaurepaires	Tyre services and maintenance	\$ 836.08
26/08/2022	Benara Nurseries	Supply of plants	\$ 1,723.65
12/08/2022	Bent Logic	Supply of RFID cards and wristbands	\$ 3,390.75
12/08/2022	Bing Technologies Pty Ltd	Printing, mailing and photocopying services - various departments	\$ 1,918.89
26/08/2022	Bing Technologies Pty Ltd	Printing, mailing and photocopying services - various departments	\$ 3,121.45
26/08/2022	BirdLife Australia	Aussie backyard bird count	\$ 247.50
12/08/2022	BizFurn Express Australia Pty Ltd	Supply of cafe seats - BPLC	\$ 1,826.00
12/08/2022	Blackwoods	Hardware supplies - Depot	\$ 1,192.40
26/08/2022	Blackwoods	Hardware supplies - Depot	\$ 2,871.87
12/08/2022	Blue Heeler Trading	Uniform supplies - BPLC	\$ 151.80
26/08/2022	BOC Limited	Medical oxygen supplies	\$ 142.56
26/08/2022	Boral Construction Materials Group Limited	Concrete supplies	\$ 360.79
26/08/2022	Bowden Tree Consultancy	Arboricultural services - Monger Street	\$ 792.00
12/08/2022	Boyan Electrical Services	Electrical services - various locations	\$ 12,588.71
26/08/2022	Boyan Electrical Services	Electrical services - various locations	\$ 16,280.06
12/08/2022	Bridgestone Australia Ltd	Tyre services	\$ 514.56
26/08/2022	Briskleen Supplies Pty Ltd	Toiletry and cleaning products and sanipod service - BPLC	\$ 10,259.28
12/08/2022	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 1,200.27
26/08/2022	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 148.50
12/08/2022	Bunnings Trade	Hardware supplies - various departments	\$ 1,030.12

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
26/08/2022	Bunnings Trade	Hardware supplies - Depot	\$ 2,491.52
26/08/2022	C A Riley	Rebate for purchase of reusable sanitary products	\$ 38.23
12/08/2022	C K Aylett	Expense reimbursement - supplies for various City events	\$ 240.00
12/08/2022	C Mitchell	Refund of double payment for infringement	\$ 95.00
12/08/2022	C Wills	Rebate for purchase of reusable sanitary products	\$ 50.00
12/08/2022	Castledine Gregory	Professional fees - relationship between MRS and COV LPS2	\$ 3,542.00
12/08/2022	Centaman Systems Pty Ltd	Consultation fee - configuration of front entry gate (BPLC)	\$ 660.00
26/08/2022	Chadson Engineering Pty Ltd	Repair to aquatic wheelchair - BPLC	\$ 346.30
12/08/2022	Chilly Hermit Pty Ltd	Part refund of food business fee	\$ 25.00
12/08/2022	Chindarsi Architects	Design advisory meeting fee	\$ 440.00
12/08/2022	Chittering Valley Worm Farm	Worms and castings	\$ 85.00
12/08/2022	Christou Design Group Pty Ltd	Design advisory meeting and consultancy fees	\$ 1,760.00
26/08/2022	City Of Perth	BA archive retrievals	\$ 123.55
26/08/2022	City of South Perth	Dog and cat impound fees	\$ 319.00
12/08/2022	City of Stirling	Rates - Depot 2022/23	\$ 24,404.77
26/08/2022	City of Stirling	Mixed waste tipping fees - July 22	\$ 883.90
11/08/2022	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 745.64
19/08/2022	City of Vincent	Payroll deduction - staff contributions to vehicles	\$ 639.12
11/08/2022	City of Vincent Staff Social Club	Payroll deduction	\$ 344.00
19/08/2022	City of Vincent Staff Social Club	Payroll deduction	\$ 328.00
26/08/2022	Cleanaway	Recycling contract - part May and July 22	\$ 68,368.81
26/08/2022	Cleansweep WA	Hire of road sweepers - various locations	\$ 790.63
12/08/2022	Club 55 Travel	Bus hire - Seniors outing	\$ 2,700.00
26/08/2022	Coates Hire Operations Pty Ltd	Plant hire - Depot	\$ 172.00
12/08/2022	Cockburn Cement Limited	Cement and pallets	\$ 837.76
12/08/2022	Cockburn Party Hire	Hire of furniture - various City events	\$ 824.20
12/08/2022	Compu-Stor	Records digitisation and off-site storage	\$ 930.42
26/08/2022	Connect Call Centre Services	After hours calls service (3 months)	\$ 4,341.49
12/08/2022	Contraflow Pty Ltd	Traffic management services - various locations	\$ 50,480.04
26/08/2022	Contraflow Pty Ltd	Traffic management services - various locations	\$ 32,280.34
26/08/2022	Corsign WA Pty Ltd	Sign supplies - various locations	\$ 3,224.10
15/08/2022	Cr A Castle	Council meeting fee	\$ 1,984.25
15/08/2022	Cr Ashley Wallace	Council meeting fee	\$ 1,984.25
15/08/2022	Cr D Loden	Council meeting fee	\$ 1,984.25
15/08/2022	Cr J Hallett	Council meeting fee	\$ 1,984.25
15/08/2022	Cr Ron Alexander	Council meeting fee	\$ 1,984.25
15/08/2022	Cr Ross Ioppolo	Council meeting fee	\$ 1,984.25
15/08/2022	Cr S Gontaszewski	Council meeting fee	\$ 3,337.12
15/08/2022	Cr Suzanne Worner	Council meeting fee	\$ 1,984.25

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
12/08/2022	Credit Clear Pty Ltd	Debt recovery services - Jul 22	\$ 1,095.50
12/08/2022	D Harrington	Rebate for purchase of reusable sanitary products	\$ 50.00
12/08/2022	D J Radin	Part refund of dog registration	\$ 100.00
26/08/2022	D Parker	Expense reimbursement - catering for City event (staff)	\$ 170.00
26/08/2022	De.Mem-Capic Pty Ltd	Water treatment services - BPLC	\$ 211.20
26/08/2022	Department of Mines, Industry Regulation and Safety	Building services levy collection	\$ 20,225.05
11/08/2022	Department of Social Services	Payroll deduction	\$ 697.57
19/08/2022	Department of Social Services	Payroll deduction	\$ 768.40
12/08/2022	Department of Transport	Vehicle ownership searches	\$ 5,334.10
12/08/2022	Design Right Pty Ltd	Design services - North Perth Bowling Club toilets	\$ 825.00
12/08/2022	Devco Builders	Maintenance and repairs - various locations	\$ 16,383.61
26/08/2022	Devco Builders	Maintenance and repairs - various locations	\$ 14,173.94
12/08/2022	DFES Direct Brigade Alarm Monitoring	Annual fire alarm monitoring for 2022/23 - various locations	\$ 7,524.00
26/08/2022	DGL Ausblue Pty Ltd	Ad blue supplies - additive to reduce truck carbon	\$ 1,808.40
26/08/2022	Discus Digital Print	Supply of various signage - BPLC	\$ 772.40
12/08/2022	Dominic Snellgrove	Design advisory meeting fee	\$ 400.00
26/08/2022	Domus Nursery	Supply of plants	\$ 838.82
12/08/2022	Donegan Enterprises Pty Ltd	Playground repairs and maintenance - various locations	\$ 14,806.00
26/08/2022	Downer EDI Engineering Power Pty Ltd	Function room door repairs	\$ 396.00
26/08/2022	Dsatco Pty Ltd	Mulch supplies	\$ 1,645.00
26/08/2022	E A Steenson	Rebate for purchase of reusable sanitary products	\$ 47.48
26/08/2022	E Bentley	Expense reimbursement - Les Mills workshop and digital kits	\$ 132.50
12/08/2022	E Connor	Part refund of dog registration	\$ 100.00
12/08/2022	Element Advisory Pty Ltd	Economic study for Beatty Park 2062 project	\$ 2,733.50
12/08/2022	Environmental Health Australia (Tasmania) Inc	Registration for WA conference 2022	\$ 770.00
26/08/2022	Enviroblast Cannington	Pressure cleaning services	\$ 1,633.50
12/08/2022	Equip-Safe	Staff training - front end loader operation	\$ 990.00
12/08/2022	Expo Signage and Digital Pty Ltd	Printing services - vehicle inspection books	\$ 865.04
12/08/2022	Flexi Staff Group Pty Ltd	Temporary staff - Parks	\$ 29,433.91
26/08/2022	Flexi Staff Group Pty Ltd	Temporary staff - various departments	\$ 48,963.64
12/08/2022	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 563.36
26/08/2022	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 4,841.42
12/08/2022	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 28,644.55
12/08/2022	Focus Networks	Uninterruptible power supply infrastructure - supply, installation and warranty (50%)	\$ 38,322.10
26/08/2022	Focus Networks	Manage corporate WiFi, firewall and onsite managed network support	\$ 20,636.55
12/08/2022	G Carr	Rebate for purchase of reusable sanitary products	\$ 29.50
12/08/2022	GHD Pty Ltd	Peer review of transport impact assessment - Newcastle Street	\$ 4,304.30
12/08/2022	Green Building Council of Australia	Annual membership renewal 2022/23	\$ 2,805.00

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
26/08/2022	Gymcare	Gym equipment repairs and maintenance - BPLC	\$ 390.50
26/08/2022	Harvestaire Pty Ltd	Plant repairs and maintenance	\$ 2.88
12/08/2022	Harvey Norman Osborne Park	Supply of microwave and sandwich press - BPLC	\$ 388.00
26/08/2022	Harvey Norman Osborne Park	Supply of vacuum cleaner and toaster - BPLC	\$ 1,568.00
12/08/2022	Have a Seat	Supply of dining chairs - BPLC	\$ 3,916.00
11/08/2022	Health Insurance Fund of WA	Payroll deduction	\$ 185.30
19/08/2022	Health Insurance Fund of WA	Payroll deduction	\$ 185.30
12/08/2022	Heavy Automatics Pty Ltd - WA	Plant repairs and maintenance	\$ 5,582.50
26/08/2022	Helene Pty Ltd t/as LO-GO Appointments	Temporary staff - HR support	\$ 2,556.84
26/08/2022	Holcim (Australia) Pty Ltd	Concrete supplies	\$ 1,643.95
26/08/2022	Hudson Global Resources (Aust) Pty Ltd	Recruitment fee for senior payroll officer	\$ 12,403.06
26/08/2022	Ikea	Supply of shelving unit - BPLC	\$ 354.00
26/08/2022	Imagesource Digital Solutions	Printing services - BPLC	\$ 2,901.80
12/08/2022	Insight Enterprises Aust Pty Ltd	Supply of five Yealink Teams video conferencing devices for meeting rooms	\$ 11,840.40
26/08/2022	Isubscribe Pty Ltd	Library magazine subscriptions	\$ 599.89
26/08/2022	J Bycroft	Part refund of Beatty Park Leisure Centre fees	\$ 308.27
26/08/2022	J Chung	Fitness instructor fees	\$ 227.36
26/08/2022	J L Scheelings	Rebate for purchase of reusable sanitary products	\$ 44.61
12/08/2022	J Lowden	Fitness instructor fees	\$ 170.52
26/08/2022	J McPhee	Fitness instructor fees	\$ 241.16
12/08/2022	J S Gray	Rebate for purchase of reusable sanitary products	\$ 50.00
12/08/2022	J T Solonec	Author talk - community history event	\$ 360.00
12/08/2022	Jack Lockers	Locker hire - April to June 22 (BPLC)	\$ 1,437.00
12/08/2022	Jackson McDonald	Legal services - local law review (animals)	\$ 378.40
26/08/2022	Jackson McDonald	Legal services - local law review (parking)	\$ 1,272.70
26/08/2022	Jackson McDonald	Legal services - judicial review application	\$ 18,956.40
26/08/2022	Jackson McDonald	Legal services - drafting key procurement contract	\$ 6,266.15
12/08/2022	Janet Verburg	Fitness instructor fees	\$ 203.68
12/08/2022	Jason Signmakers	Supply of sign posts	\$ 8,586.14
12/08/2022	Jim's Mowing (Dalkeith)	Gardening services - Loftus Community Centre	\$ 80.00
26/08/2022	K Burgess	Refund for overcharged parking permit	\$ 420.00
26/08/2022	K L Martino	Rates refund - due to overpayment	\$ 2,500.00
26/08/2022	K Roach	Fitness instructor fees	\$ 113.68
12/08/2022	Keep Australia Beautiful	Supply of car litter bags	\$ 50.00
26/08/2022	Kennards Hire	Equipment hire	\$ 101.56
12/08/2022	Kestral Computing Pty Ltd	Phoenix annual licence and support fee 2022/23	\$ 27,871.80
05/08/2022	KJ Concha Pty Ltd ATF HODL Superannuation Fund	Superannuation	\$ 2,041.65
12/08/2022	Kleen West Distributors	Cleaning supplies	\$ 1,215.72
26/08/2022	Kleenheat Gas	Forklift gas supplies - Depot	\$ 150.48



<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
26/08/2022	KMart Australia Ltd	Supply of plastic tubs - BPLC	\$ 80.00
12/08/2022	Kogan Australia Pty Ltd t/a Matt Blatt	Supply of cafe chairs - BPLC	\$ 1,860.00
26/08/2022	Kone Elevators Pty Ltd	Lift repairs - BPLC	\$ 694.10
12/08/2022	KS Black Pty Ltd	Bore/pump maintenance and development - various locations	\$ 13,500.30
12/08/2022	L McGuffin	Rebate for purchase of reusable sanitary products	\$ 25.00
12/08/2022	L Visintin	Rebate for purchase of reusable sanitary products	\$ 17.50
11/08/2022	L.G.R.C.E.U.	Payroll deduction	\$ 22.00
19/08/2022	L.G.R.C.E.U.	Payroll deduction	\$ 22.00
12/08/2022	Landgate	Gross rental valuations for interims	\$ 334.24
12/08/2022	Leederville Cameras	Printing services - various departments	\$ 137.00
12/08/2022	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 14,487.00
26/08/2022	Les Mills Asia Pacific	Licence fees for fitness classes	\$ 1,712.29
12/08/2022	LGISWA	Insurance excess	\$ 500.00
26/08/2022	LGISWA	Performance based adjustment	\$ 71,958.70
26/08/2022	LGISWA	Motor vehicle adjustment	\$ 12,337.13
26/08/2022	LGISWA	Wages adjustment	\$ 8,945.75
26/08/2022	Lifemastery (Aust) Pty Ltd t/a Conscious Governance	Council training - The Council of the future	\$ 4,070.00
12/08/2022	Light Application Pty Ltd	Programming - North Perth Common lights	\$ 451.00
12/08/2022	Line Marking Specialists	Line marking services - various locations	\$ 2,024.11
26/08/2022	Line Marking Specialists	Line marking services - BPLC car park	\$ 2,414.50
12/08/2022	LIWA Aquatics	Annual memberships and conference registration	\$ 3,732.00
12/08/2022	Local Government Professionals Australia WA	Annual subscription 2022/23	\$ 2,200.00
12/08/2022	Local Government Professionals Australia WA	Staff training - Property and the economy in WA	\$ 40.00
26/08/2022	M A Hales	Rates refund - due to overpayment	\$ 171.00
12/08/2022	M C Apollos	Refund of infrastructure bond	\$ 1,000.00
12/08/2022	M G Jajko	Fitness instructor fees	\$ 56.84
26/08/2022	M G Jajko	Fitness instructor fees	\$ 341.04
12/08/2022	M Papas	Author talk fee	\$ 365.00
12/08/2022	M Slater	Fitness instructor fees	\$ 120.58
26/08/2022	M Slater	Fitness instructor fees	\$ 120.58
26/08/2022	Maali Mia Pty Ltd	Presentation - NAIDOC Aboriginal Art and Dreamtime	\$ 605.00
12/08/2022	Mackay Urban Design	Design advisory meeting fees	\$ 1,760.00
12/08/2022	Main Roads WA	Line marking installation - Florence/Strathcona Street	\$ 36,376.91
12/08/2022	Majestic Plumbing Pty Ltd	Plumbing services - various locations	\$ 2,886.84
26/08/2022	Majestic Plumbing Pty Ltd	Plumbing services - various locations	\$ 2,219.53
12/08/2022	Major Motors Pty Ltd	Truck repairs and maintenance	\$ 1,478.40
26/08/2022	Major Motors Pty Ltd	Truck repairs and maintenance	\$ 2,134.72
26/08/2022	Mark Digital Print Solutions	Printing services - BPLC	\$ 529.10
26/08/2022	Marketforce Pty Ltd	Advertising services - various departments	\$ 3,409.61

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
12/08/2022	Massey's Herd	Milk supplies - Depot	\$ 326.40
12/08/2022	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	\$ 978.80
26/08/2022	Maxima Group Training	School based trainees - Apprenticeship Cert II in business	\$ 247.67
15/08/2022	Mayor E Cole	Council meeting fee	\$ 8,072.16
12/08/2022	Mayor E Cole	Expense reimbursement - mileage allowance	\$ 470.43
12/08/2022	McLeods Barristers & Solicitors	Legal services - health matters	\$ 1,908.30
26/08/2022	McLeods Barristers & Solicitors	Legal services - governance matter	\$ 2,750.00
26/08/2022	Mega Vision Australia Pty Ltd	Hire of audio equipment - NAIDOC week	\$ 99.00
05/08/2022	Mercer Spectrum	Superannuation	\$ 3,351.00
26/08/2022	MessageMedia	SMS integrating for Phoenix	\$ 193.50
12/08/2022	Messages on Hold	'On hold' equipment and programming	\$ 456.06
26/08/2022	Mindarie Regional Council	Processable and non processable waste	\$ 88,565.39
26/08/2022	Mindarie Regional Council	Reimbursement of administration expenses (two months)	\$ 64,468.24
26/08/2022	Minuteman Press	Printing services - Library	\$ 1,094.50
26/08/2022	Miracle Recreation Equipment	Supply and install flying fox wire - Braithwaite Park	\$ 1,507.00
26/08/2022	Mobile Mouse	Staff training - Excel essentials (intermediate)	\$ 2,475.00
26/08/2022	My Best Friend Veterinary Centre	Vet services - July 22	\$ 2,873.85
12/08/2022	My Media Intelligence Pty Ltd	Media monitoring annual subscription 2022/23	\$ 11,046.42
12/08/2022	N and L Caddy	Rates refund - due to overpayment	\$ 2,647.25
26/08/2022	N A Noor Amiruddin	Rates refund - due to overpayment	\$ 11.84
26/08/2022	N L Sealey	Rebate for purchase of reusable sanitary products	\$ 25.00
26/08/2022	N R Bandarage	Rebate for purchase of reusable sanitary products	\$ 23.40
26/08/2022	N Stokes	Expense reimbursement - catering for rewards and recognition/mentor training	\$ 141.00
26/08/2022	Nao Williams	Fitness instructor fees	\$ 495.00
26/08/2022	Natural Area Holdings Pty Ltd	Camera monitoring - Hyde Park fox trapping	\$ 203.50
12/08/2022	Newground Water Services Pty Ltd	Install irrigation system - Menzies Park (progress claim 2)	\$ 2,178.00
26/08/2022	Nightlife Music Pty Ltd	Crowd DJ - BPLC (September 22)	\$ 417.94
12/08/2022	Node1 Internet	Fixed wireless internet charges - July 22	\$ 119.00
26/08/2022	Node1 Internet	Fixed wireless internet charges - August 22	\$ 119.00
12/08/2022	Noma Pty Ltd	Design advisory consultancy fees	\$ 1,760.00
26/08/2022	Northsands Resources	Construction waste disposal services and sand supplies	\$ 4,665.28
26/08/2022	Northshore Unit Inc. - SES	FESA SES contribution - 1st quarter 2023	\$ 12,981.84
12/08/2022	NovoFit WA Pty Ltd	Gym equipment repairs - BPLC	\$ 117.34
12/08/2022	O Zimmermann	Rebate for purchase of reusable sanitary products	\$ 50.00
12/08/2022	Officeworks Ltd	Office supplies and consumables	\$ 1,045.69
26/08/2022	Open Systems Technology Pty Ltd (T/A CouncilFirst)	CRM pilot licensing - August 22	\$ 1,485.00
26/08/2022	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Microsoft Office 365 governance annual licence	\$ 7,837.50
12/08/2022	P Li	Refund of hall bond	\$ 300.00
12/08/2022	P Tran	Fitness instructor fees	\$ 284.20

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
26/08/2022	P Tran	Fitness instructor fees	\$ 227.36
26/08/2022	Paperbark Technologies Pty Ltd	Arboricultural report - Beaufort Street	\$ 2,310.00
12/08/2022	Paraquad Industries	Library van delivery service 2022/23	\$ 7,309.91
12/08/2022	PeopleSense by Altius	Counselling services	\$ 1,094.50
26/08/2022	Pirtek Malaga	Plant repairs and maintenance	\$ 942.85
12/08/2022	Pixelcase Group Pty Ltd	Licence plate parking enforcement system - August 22	\$ 2,400.12
26/08/2022	Pixelcase Group Pty Ltd	Licence plate parking enforcement system - September 22	\$ 2,400.12
26/08/2022	Planning Institute Australia	Registration for 2022 WA conference	\$ 430.00
12/08/2022	Plantrite	Supply of plants	\$ 1,958.00
26/08/2022	Plantrite	Supply of plants	\$ 4,114.00
26/08/2022	Play Check	Play equipment inspection - various locations	\$ 2,420.00
12/08/2022	Print and Sign Co	Printing services - various departments	\$ 5,175.50
26/08/2022	Print and Sign Co	Printing services - various departments	\$ 1,299.43
26/08/2022	Pro Turf Services	Plant repairs and maintenance	\$ 1,976.59
26/08/2022	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 24,988.15
26/08/2022	Profounder Turfmaster Pty Ltd	Turf maintenance - various locations	\$ 8,783.04
26/08/2022	Programmed Integrated Workforce Ltd	Temporary staff - Parks	\$ 4,117.69
12/08/2022	Protector Fire Services Pty Ltd	Fire equipment maintenance - BPLC	\$ 2,296.25
12/08/2022	R Bruce	Rebate for purchase of reusable sanitary products	\$ 28.11
12/08/2022	R Sanders	Vehicle repairs	\$ 275.00
12/08/2022	R.K Patel & S.R Patel	Library newspaper delivery	\$ 19.20
12/08/2022	Rada & Neso Services	Cleaning services - BPLC (July 22)	\$ 9,600.00
26/08/2022	Rancore Pty Ltd	Rates refund - due to overpayment	\$ 3,336.86
12/08/2022	Raw Creative	Design of level of service framework table for asset prioritisation plan	\$ 325.00
12/08/2022	Rawlinsons (WA)	Cost estimate report - Robertson Park tennis precinct	\$ 2,090.00
12/08/2022	Ray White Inner North	Rates refund - due to overpayment	\$ 3,055.43
12/08/2022	Raymond Lesley Espinos	Fitness instructor fees	\$ 454.72
12/08/2022	Rebecca Mathias	Fitness instructor fees	\$ 220.00
12/08/2022	Regents Commercial	Variable outgoings - Barlee Street car park	\$ 887.57
26/08/2022	Regents Commercial	Rent and variable outgoings - Barlee Street car park	\$ 13,266.47
26/08/2022	Renew Property Maintenance	Clearing rights of way and tipping fees - various locations	\$ 11,011.00
12/08/2022	Rentokil Initial Pty Ltd	Pest control services - BPLC	\$ 2,213.85
12/08/2022	Repco	Auto part supplies	\$ 32.45
12/08/2022	RPG Auto Electrics	Plant repairs and maintenance	\$ 514.25
26/08/2022	RPG Auto Electrics	Plant repairs and maintenance	\$ 1,179.26
26/08/2022	S A Trevillion	Rebate for purchase of reusable sanitary products	\$ 50.00
12/08/2022	S C Durkan	Rebate for purchase of reusable sanitary products	\$ 17.50
26/08/2022	S Patchett	Fitness instructor fees	\$ 360.00
12/08/2022	S Smart	Fitness instructor fees	\$ 284.25

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
26/08/2022	S Smart	Fitness instructor fees	\$ 113.70
26/08/2022	Sage Consulting Engineers	Electrical consultancy - Leederville Oval	\$ 22,748.00
12/08/2022	Sanderson's Outdoor Power Equipment	Plant repairs and maintenance	\$ 672.00
26/08/2022	Sanderson's Outdoor Power Equipment	Plant repairs and maintenance	\$ 1,187.00
12/08/2022	SAS Locksmiths	Key cutting and lock maintenance service - various locations	\$ 308.00
26/08/2022	SAS Locksmiths	Key cutting and lock maintenance service - various locations	\$ 61.60
12/08/2022	Securus	Security services - Depot	\$ 205.00
12/08/2022	Seek Limited	Job advertisements	\$ 3,193.65
		Cleaning services and cleaning materials - various locations (part Jul and August 22)	
26/08/2022	ServiceFM Pty Ltd		\$ 36,951.03
26/08/2022	Sigma Chemicals	Supply of robotic pool vacuum - BPLC	\$ 5,500.00
26/08/2022	Signbiz WA Pty Ltd	Sign supplies - Hyde Park	\$ 264.00
26/08/2022	Solo Resource Recovery	Pressure cleaning services - various locations	\$ 18,507.50
26/08/2022	Speedo Australia Pty Ltd	Merchandise - BPLC	\$ 11,893.20
12/08/2022	Sportsworld Of WA	Merchandise - BPLC	\$ 3,592.05
12/08/2022	St John Ambulance Western Australia Ltd	Supply of first aid kits for vehicles	\$ 1,724.25
12/08/2022	St John Ambulance Western Australia Ltd	First aid training - Rangers	\$ 320.00
05/08/2022	Steeg Banham Superannuation Fund	Superannuation	\$ 477.57
12/08/2022	StrataGreen	Garden equipment supplies - hedge clippers	\$ 459.36
05/08/2022	SuperChoice Services Pty Ltd	Superannuation	\$ 394,619.52
26/08/2022	Swan Taxis Pty Ltd	Taxi vouchers - Transport assistance initiative	\$ 1,050.00
12/08/2022	Synergy	Electricity and gas charges - various locations	\$ 132,485.83
26/08/2022	Synergy	Electricity and gas charges - various locations	\$ 70,765.78
12/08/2022	T Riesch	Expense reimbursement - parking fees for training	\$ 40.89
12/08/2022	T Romanelli	Fitness instructor fees	\$ 454.72
26/08/2022	T Romanelli	Fitness instructor fees	\$ 341.04
26/08/2022	T&H Wilkes Pty Ltd	Gravel supplies	\$ 1,210.00
26/08/2022	Tabata Australia Pty Ltd	Merchandise - BPLC	\$ 201.60
26/08/2022	Tass 1 Trees	Supply of trees	\$ 297.00
26/08/2022	Technology One Ltd	GIS consulting services	\$ 8,624.00
12/08/2022	Teena Smith	Fitness instructor fees	\$ 350.00
12/08/2022	Temptations Catering	Catering for City event - Council	\$ 506.35
12/08/2022	Temptations Catering	Catering for City event - workshop	\$ 1,380.94
26/08/2022	Temptations Catering	Catering for City events - workshop/seminar	\$ 490.20
12/08/2022	The BBQ Man	Pressure cleaning services - Oxford Street	\$ 440.00
12/08/2022	The History Council of WA	Annual membership renewal 2022/23	\$ 200.00
12/08/2022	The Organising School	Workshop - Fun and cheap ways to organise your home	\$ 350.00
26/08/2022	The Royal Life Saving Society Western Australia Inc	Servicing of AIDS memorial fountain - July 22	\$ 1,020.53
05/08/2022	The Trustee for Fergco Family Super Fund	Superannuation	\$ 3,204.51

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
26/08/2022	The Trustee for the Forever Project Trust	Delivery of filming - Education for sustainable development campaign	\$ 6,160.00
12/08/2022	TJ Depiazzi & Sons	Supply of mulch	\$ 4,063.96
26/08/2022	TJ Depiazzi & Sons	Supply of mulch	\$ 4,045.97
12/08/2022	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 6,311.80
26/08/2022	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 7,432.70
12/08/2022	Toolmart Australia Pty Ltd	Hardware supplies - Depot	\$ 169.00
26/08/2022	Total Eden Pty Ltd	Reticulation supplies	\$ 166.65
12/08/2022	Totally Workwear Mt Hawthorn	Uniform supplies - various departments	\$ 1,457.34
26/08/2022	Totally Workwear Mt Hawthorn	Uniform supplies - various departments	\$ 4,115.54
12/08/2022	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 61,919.00
26/08/2022	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 73,120.90
12/08/2022	Tribe Tech	Refund of parking permit	\$ 360.00
12/08/2022	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 2,900.84
26/08/2022	Unicare Health	Hire of shower trolley - BPLC	\$ 480.00
26/08/2022	Unicare Health	Supply and install wall mounted change table - BPLC	\$ 15,723.95
12/08/2022	Universal Diggers	Plant hire - Depot	\$ 8,140.55
26/08/2022	Universal Diggers	Plant hire - Depot	\$ 21,297.65
26/08/2022	V Perera	Rebate for purchase of reusable sanitary products	\$ 22.50
12/08/2022	W Q Ng	Rebate for purchase of reusable sanitary products	\$ 50.00
12/08/2022	WALGA	Annual membership subscription - 2022/23	\$ 40,007.00
12/08/2022	Water Corporation	Water charges - various locations	\$ 8,687.28
26/08/2022	Water Corporation	Water charges - various locations	\$ 3,858.17
12/08/2022	Way Funky Company Pty Ltd	Merchandise - BPLC	\$ 16,705.26
12/08/2022	Western Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 977.28
26/08/2022	Western Metropolitan Regional Council	Processing FOGO waste	\$ 45,825.96
26/08/2022	Western Metropolitan Regional Council	Verge waste collection and processing	\$ 26,633.37
26/08/2022	West-Sure Group Pty Ltd	Cash collection services - various locations	\$ 1,909.66
12/08/2022	Wheeler's Books Pty Ltd	Supply of library books	\$ 108.64
12/08/2022	Winc Australia Pty Ltd	Office supplies and consumables	\$ 1,087.97
26/08/2022	Winc Australia Pty Ltd	Office supplies and consumables	\$ 1,805.43
12/08/2022	Work Metrics Pty Ltd	Online inductions - BPLC	\$ 110.00
12/08/2022	Workwear Group Pty Ltd	Uniform supplies - various departments	\$ 1,978.36
26/08/2022	Workwear Group Pty Ltd	Uniform supplies - various departments	\$ 537.43
12/08/2022	World's Best Graffiti Removers	Graffiti removal supplies	\$ 8,470.00
26/08/2022	World's Best Graffiti Removers	Graffiti removal supplies	\$ 1,253.45
12/08/2022	Worldwide East Perth	Printing services - various departments	\$ 4,554.00
26/08/2022	Worldwide East Perth	Printing services - various departments	\$ 88.00
12/08/2022	YogaNut	Fitness instructor fees	\$ 360.00
12/08/2022	Yolande Gomez	Fitness instructor fees	\$ 329.20

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
26/08/2022	Yolande Gomez	Fitness instructor fees	\$ 1,243.40
12/08/2022	Yugal Club of WA (Inc)	Donation for community events	\$ 150.00
26/08/2022	ZIP Heaters Aust Pty Ltd	Hydrotap maintenance - various locations	\$ 4,633.99
26/08/2022	Zipform	Supply of envelopes for rates notices	\$ 344.73
12/08/2022	Zumba Fitness Patricia Rojo	Fitness instructor fees	\$ 830.00
			<b>\$ 3,055,527.21</b>
<b>Payroll</b>			
02/08/22	Pay 3		\$ 773,407.96
16/08/22	Pay 4		\$ 687,728.45
30/08/22	Pay 5		\$ 671,264.34
<b>Total Payroll</b>			<b>\$ 2,132,400.75</b>
<b>Total Payments</b>			<b>\$ 5,187,927.96</b>



Creditors Report - Payments by Cheque				
01/08/22 to 31/08/22				
<b><i>Creditor</i></b>	<b><i>Date</i></b>	<b><i>Payee</i></b>	<b><i>Description</i></b>	<b><i>Amount</i></b>
00082722	12/08/2022	Petty Cash - Depot	Petty cash recoup	\$ 174.60
<b>Total Nett Cheque Payments</b>				<b>\$ 174.60</b>

Creditors Report - Payments by Direct Debit				
01/08/22 to 31/08/22				
<b>Credit Card Transactions for the Period 7 July 22 - 4 August 22</b>				
<b>Card Holder</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
CEO	07/07/2022	WA News	WA newspaper subscription - digital and paper	\$ 83.60
	25/07/2022	Business News	Annual subscription	\$ 1,925.00
				<b>\$ 2,008.60</b>
Director Community & Business Services	13/07/2022	Veda SwiftCheck	Company and director report	<b>\$ 39.95</b>
Director Infrastructure & Environment	19/07/2022	JP's Bakehouse	Catering for City event - staff	\$ 196.00
	19/07/2022	Coles	Catering for City event - workshop	\$ 28.65
	20/07/2022	Subway	Catering for City event - workshop	\$ 216.00
	20/07/2022	Groupleavingcards.com	Staff leaving card	\$ 7.50
	26/07/2022	ATCO Gas	Disconnection fee - North Perth Clinic	\$ 875.75
				<b>\$ 1,323.90</b>
Director Strategy & Development	21/07/2022	ASIC	Company searches	<b>\$ 18.00</b>
Manager Marketing & Partnerships	07/07/2022	Facebook	Advertising	\$ 109.99
	07/07/2022	Coles	Supplies for NAIDOC event	\$ 22.40
	07/07/2022	Little Posy	Get well flowers	\$ 78.00
	08/07/2022	Woolworths	Donation of groceries to CARAD foodbank	\$ 185.95
	09/07/2022	Swan Taxis Pty Ltd	Elder transport - NAIDOC event	\$ 91.35
	09/07/2022	Good Grocer	Catering for City event - NAIDOC	\$ 152.00
	10/07/2022	Mailchimp	Email campaign	\$ 1,598.56
	20/07/2022	Facebook	Advertising	\$ 67.87
	26/07/2022	Wear It Purple	Event promotion supplies - Wear it Purple day	\$ 70.19
	26/07/2022	Woolworths	Donation of groceries to CARAD foodbank	\$ 248.70
				<b>\$ 2,625.01</b>
Branch Librarian	07/07/2022	Book Grocer	Supply of book for library	\$ 110.00
	12/07/2022	Bunnings	Purchase of two folding hand trolleys	\$ 100.00
	19/07/2022	Australia Post	Working with children check	\$ 87.00
	21/07/2022	8M Media & Communications	Supply of book for library	\$ 35.20
	22/07/2027	Good Grocer	Refund for duplicate gift voucher charge, from previous statement	-\$ 100.00

<b>Card Holder</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
	28/07/2022	JB Hi-Fi	Purchase of vacuum cleaner	\$ 207.99
				<b>\$ 440.19</b>
Manager ICT	07/07/2022	Sendgrid	Application programming interface software	\$ 133.05
	07/07/2022	International transaction fee	Application programming interface software	\$ 3.33
	19/07/2022	Zoom	Video conferencing	\$ 338.68
	21/07/2022	Officeworks	IT supplies	\$ 537.90
	01/08/2022	Safetyculture	Mobile inspection application	\$ 554.60
	02/08/2022	Assetsonar.com	IT asset management software	\$ 330.22
	02/08/2022	International transaction fee	IT asset management software	\$ 8.26
	03/08/2022	Deputy	Online timesheet software	\$ 1,155.00
	04/08/2022	Node 1 Internet	Fixed wireless internet charges	\$ 119.00
				<b>\$ 3,180.04</b>
Procurement and Contracts Officer	08/07/2022	Standards Australia	Royalty fees for use of contract templates	\$ 161.63
	13/07/2022	Standards Australia	Purchase of Standards Australia contract templates	\$ 1,978.42
	19/07/2022	Shutterstock	Image download subscription	\$ 99.00
	19/07/2022	Planoly	Instagram management tool	\$ 199.23
	19/07/2022	International transaction fee	Instagram management tool	\$ 4.98
	23/07/2022	Asana	Subscription - work flow graphic design tool	\$ 885.16
	23/07/2022	International transaction fee	Subscription - work flow graphic design tool	\$ 22.13
	31/07/2022	Facebook	Advertising	\$ 94.93
				<b>\$ 3,445.48</b>
<b>Total Corporate Credit Cards</b>				<b>\$ 13,081.17</b>
<b>Direct Debits</b>				
Lease Fees	24/06/2022	Pitney Bowes Leasing	Postal scales	\$ 395.84
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre	<b>\$ 477,630.84</b>
Bank Fees and Charges		Commonwealth Bank	Bank fees	<b>\$ 175,889.07</b>
<b>Total Direct Debits including Credit Cards</b>				<b>\$ 666,996.92</b>

**11.3 INVESTMENT REPORT AS AT 31 AUGUST 2022**

**Attachments:** 1. Investment Statistics as at 31 August 2022 [↓](#) 

**RECOMMENDATION:**

**That Council NOTES the Investment Statistics for the month ended 31 August 2022 as detailed in Attachment 1.**

**PURPOSE OF REPORT:**

To advise Council of the nature and value of the City's Investments as at 31 August 2022 and the interest amounts earned YTD.

**BACKGROUND:**

The City's surplus funds are invested in bank term deposits for various terms to facilitate maximum investment returns in accordance with the City's Investment Policy (No. 1.2.4).

Details of the investments are included in **Attachment 1** and outline the following information:

- Investment performance and policy compliance charts;
- Investment portfolio data;
- Investment interest earnings; and
- Current investment holdings.

**DETAILS:****Summary of key investment decisions in this reporting period**

The City's non-fossil fuel investments represented 33.80% of total funds invested in the month of August 2022 compared to 8.2% in August 2021. This has been possible due to competitive interest rates offered by fossil fuel free institutions including Members Equity Bank, Defence Bank and My State Bank.

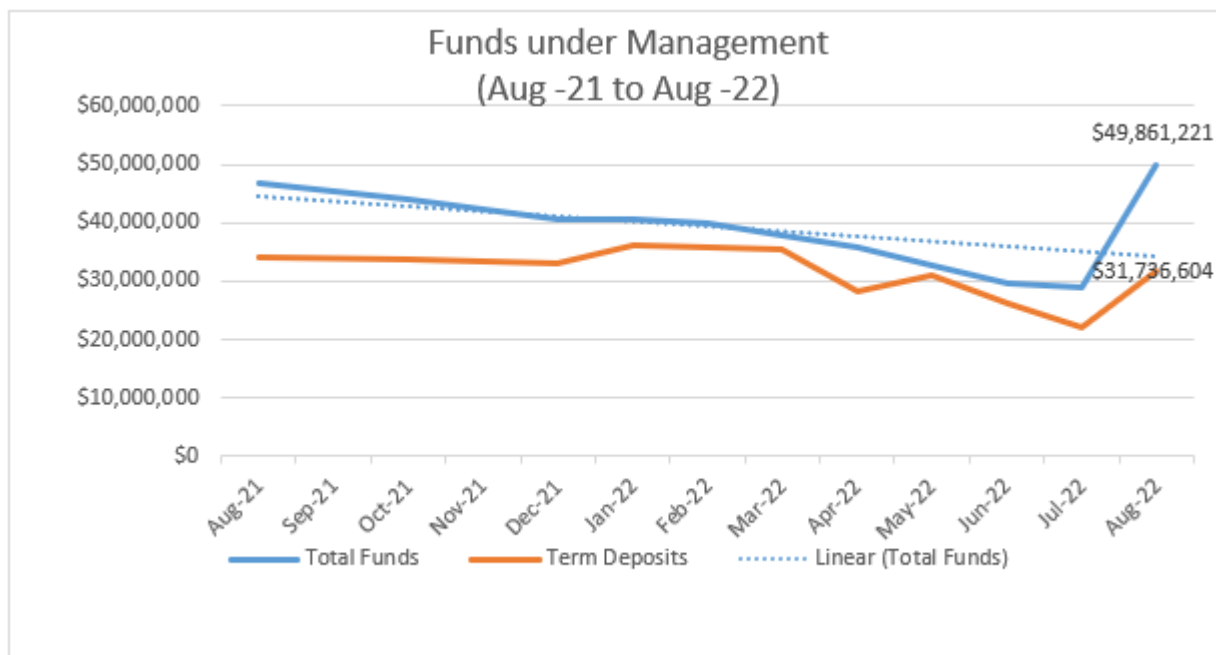
**Investment Status**

The City's investment portfolio is diversified across several accredited financial institutions.

As at 31 August 2022, the total funds held in the City's operating accounts (including on call) was \$49,861,221 compared to \$46,876,029 for the period ended 31 August 2021. All funds are interest bearing as at 31 August 2022.

The total term deposit investments for the period ended 31 August 2022 were \$31,736,604 compared to \$34,135,112 for the period ended 31 August 2021.

The following chart shows funds under management from August 2021 to August 2022:



### Interest Status

Total accrued interest earned on investments as at 31 August 2022 is:

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of YTD Budget
Municipal	\$120,000	\$20,000	\$25,069	125.3%
Reserve	\$80,000	\$13,334	\$59,349	445.1%
<b>Subtotal</b>	<b>\$200,000</b>	<b>\$33,334</b>	<b>\$84,418</b>	<b>253.3%</b>
Leederville Gardens Inc Surplus Trust*	\$0	\$0	\$20,950	N/A
<b>Total</b>	<b>\$200,000</b>	<b>\$33,334</b>	<b>\$105,368</b>	<b>316.1%</b>

\*Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2022/22 Budget as actual interest earned is restricted.

The City has a weighted average interest rate of 2.43% for current investments compared to the Reserve Bank 90 day accepted bill rate for August 2022 of 2.31%.

### Sustainable Investments

The City's investment policy requires that in the first instance, the City considers rate of return of the fund. All things being equal, the City then prioritises funds with no current record of funding fossil fuels. The City can increase the number of non-fossil fuel lenders but will potentially result in a lower rate of return.

Administration utilises 'Market Forces' to ascertain the level of exposure banks have in fossil fuel activities and utilises a platform called 'Yield Hub' to determine daily interest rates published by banks.

The investment guidelines which is the supplementary document to the Council Investment Policy has been updated to increase the maximum exposure limits to divested institutions, this has now been increased to 90% as reflected in the below table. The majority of divested institutions lie within A-2 and A-1+ categories.

Short Term Rating (Standard & Poor's) or Equivalent	Direct Investments Maximum %with any one institution		Maximum % of Total Portfolio	
	Guideline	Current position	Guideline	Current position
A1+	30%	36.20%	90%	52.20%
A-1	25%	0.0%	90%	0.0%
A-2	20%	15.62%	90%	47.80%

Administration will continuously explore options to ascertain if a balanced investment strategy can be developed where investments in divested banks can be increased with a minimal opportunity cost of loss in interest rate returns for instances when banks not divested in fossil fuel activities offer a higher rate of return. It should be noted that during current period funds in A1+ exceeds the guideline. This is mainly due to funds received during later part of the month from 1<sup>st</sup> instalment for rates in Commonwealth Bank.

### RISK MANAGEMENT IMPLICATIONS

Low: Administration has developed effective controls to ensure funds are invested in accordance with the City's Investment Policy. This report enhances transparency and accountability for the City's investments.

### STRATEGIC IMPLICATIONS:

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

#### Innovative and Accountable

*Our resources and assets are planned and managed in an efficient and sustainable manner.  
Our community is aware of what we are doing and how we are meeting our goals.  
Our community is satisfied with the service we provide.  
We are open and accountable to an engaged community.*

### SUSTAINABILITY IMPLICATIONS:

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*, however focussing on non-fossil fuel investments contributes to a Sustainable Environment.

### PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes of the City's Public Health Plan 2020-2025.

### FINANCIAL/BUDGET IMPLICATIONS:

The financial implications of this report are as noted in the details section of the report. Administration is satisfied that appropriate and responsible measures are in place to protect the City's financial assets.



**CITY OF VINCENT  
INVESTMENT PORTFOLIO  
AS AT 31 AUGUST 2022**

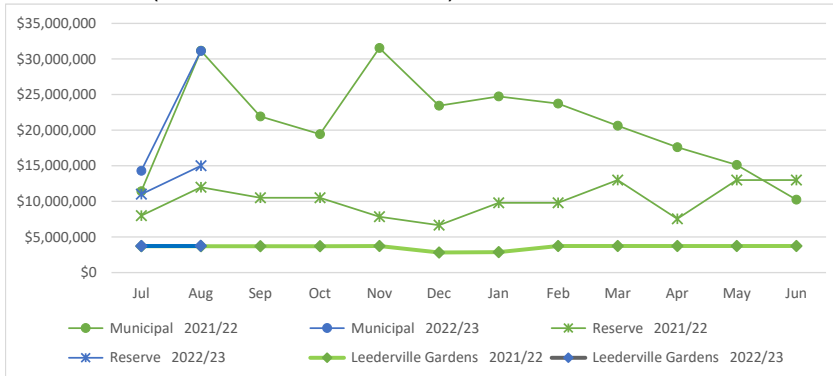
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	%
<b>BY INVESTMENT HOLDINGS</b>					
Municipal Account	13,014,558	0	0	13,014,558	26.2%
Online Saver	5,110,059	0	0	5,110,059	10.2%
Term Deposits	13,000,000	15,000,000	3,736,604	31,736,604	63.6%
	<b>31,124,617</b>	<b>15,000,000</b>	<b>3,736,604</b>	<b>49,861,221</b>	<b>100.0%</b>
<b>BY INSTITUTION</b>					
Commonwealth Bank of Australia	18,124,617	0	0	18,124,617	36.20%
Members Equity Bank	3,000,000	4,000,000	873,787	7,873,787	15.62%
National Australia Bank	0	0	902,360	902,360	1.78%
AMP Bank	3,000,000	4,000,000	0	7,000,000	14.10%
Macquarie Bank	4,500,000	2,500,000	0	7,000,000	14.10%
Defence Bank	0	4,500,000	0	4,500,000	9.1%
Auswide Bank	2,500,000	0	0	2,500,000	5.1%
MyState Bank	0	0	1,960,457	1,960,457	4.0%
	<b>31,124,617</b>	<b>15,000,000</b>	<b>3,736,604</b>	<b>49,861,221</b>	<b>100.00%</b>
<b>BY CREDIT RATINGS (SHORT-TERM ISSUE)</b>					
A-1+	22,624,617	2,500,000	902,360	26,026,977	52.2%
A-2	8,500,000	12,500,000	2,834,244	23,834,244	47.8%
	<b>31,124,617</b>	<b>15,000,000</b>	<b>3,736,604</b>	<b>49,861,221</b>	<b>100.0%</b>
<b>BY TERMS</b>					
0-30 days	18,124,617	0	0	18,124,617	36.4%
91-180 days	2,500,000	0	0	2,500,000	5.0%
181-270 days	4,000,000	4,500,000	0	8,500,000	17.0%
271-365 days	6,500,000	10,500,000	3,736,604	20,736,604	41.6%
	<b>31,124,617</b>	<b>15,000,000</b>	<b>3,736,604</b>	<b>49,861,221</b>	<b>100.0%</b>
<b>BY MATURITY</b>					
0-30 days	18,124,617	0	0	18,124,617	36.3%
31-90 days	3,500,000	0	854,727	4,354,727	8.7%
91-180 days	5,000,000	4,500,000	902,360	10,402,360	20.9%
181-270 days	4,500,000	6,500,000	19,060	11,019,060	22.1%
271-365 days	0	4,000,000	1,960,457	5,960,457	12.0%
	<b>31,124,617</b>	<b>15,000,000</b>	<b>3,736,604</b>	<b>49,861,221</b>	<b>100.0%</b>
<b>BY FOSSIL FUEL EXPOSURE (as determined by <a href="http://www.marketforces.org.au">www.marketforces.org.au</a>)</b>					
Fossil Fuel Investments	25,624,617	6,500,000	902,360	33,026,977	66.2%
Non Fossil Fuel Investments	5,500,000	8,500,000	2,834,244	16,834,244	33.8%
	<b>31,124,617</b>	<b>15,000,000</b>	<b>3,736,604</b>	<b>49,861,221</b>	<b>100.0%</b>

**CITY OF VINCENT  
CURRENT INVESTMENT HOLDING  
AS AT 31 AUGUST 2022**

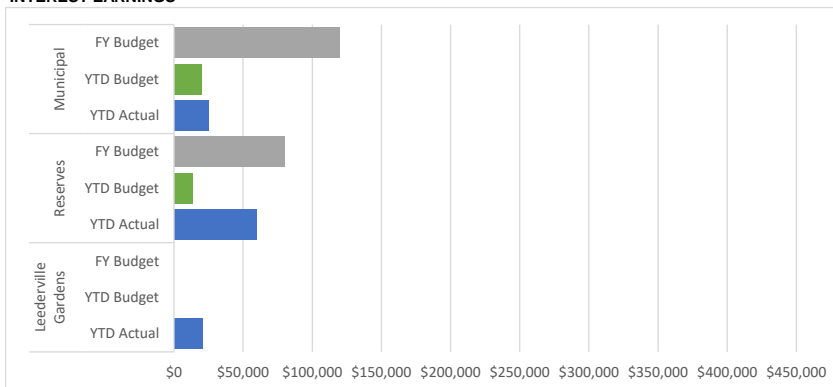
<b>Funds</b>	<b>Institution</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Principal \$</b>
<b><u>OPERATING ACCOUNTS</u></b>					
Municipal	Commonwealth Bank of Australia			1.60%	13,014,558
Municipal	Commonwealth Bank of Australia	Ongoing		1.95%	5,110,059
<b>Total Operating Funds</b>					<b>18,124,617</b>
<b><u>TERM DEPOSITS</u></b>					
Municipal	Members Equity Bank	22/03/2022	20/10/2022	0.90%	1,000,000
Leederville Gardens Inc Surplus Trust	Members Equity Bank	01/02/2022	01/11/2022	0.65%	854,727
Municipal	Auswide Bank	26/08/2022	26/11/2022	2.75%	2,500,000
Reserve	Defence Bank	19/05/2022	15/12/2022	2.55%	4,500,000
Municipal	Members Equity Bank	29/03/2022	04/01/2023	1.20%	2,000,000
Leederville Gardens Inc Surplus Trust	National Australia Bank	12/01/2022	13/01/2023	0.70%	902,360
Municipal	AMP Bank	10/08/2022	08/02/2023	3.80%	3,000,000
Municipal	Macquarie Bank	22/03/2022	22/03/2023	1.25%	4,500,000
Reserve	Macquarie Bank	29/03/2022	29/03/2023	1.60%	2,500,000
Leederville Gardens Inc Surplus Trust	Members Equity Bank	19/05/2022	19/05/2023	3.15%	19,060
Reserve	Members Equity Bank	19/05/2022	19/05/2023	3.15%	4,000,000
Leederville Gardens Inc Surplus Trust	MyState Bank	30/06/2022	30/06/2023	4.00%	1,960,457
Reserve	AMP Bank	04/08/2022	04/08/2023	4.20%	4,000,000
<b>Total Term Deposits</b>					<b>31,736,604</b>
<b>Total Investment Including At Call</b>					<b>49,861,221</b>

**CITY OF VINCENT  
INVESTMENT PERFORMANCE  
AS AT 31 AUGUST 2022**

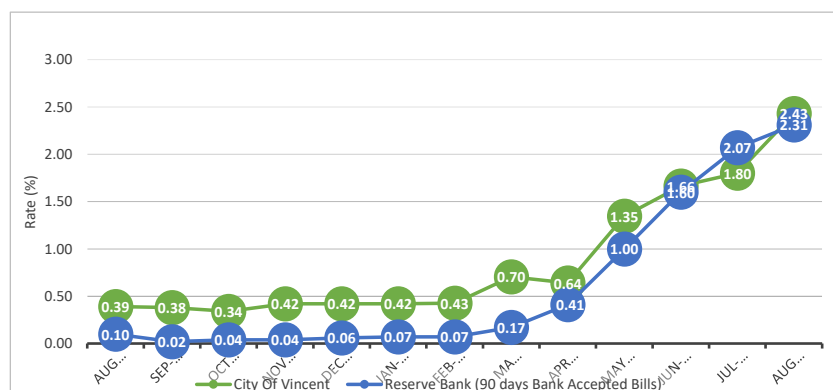
**FUNDS INVESTED (ONLINE SAVER AND TERM DEPOSITS)**



**INTEREST EARNINGS**

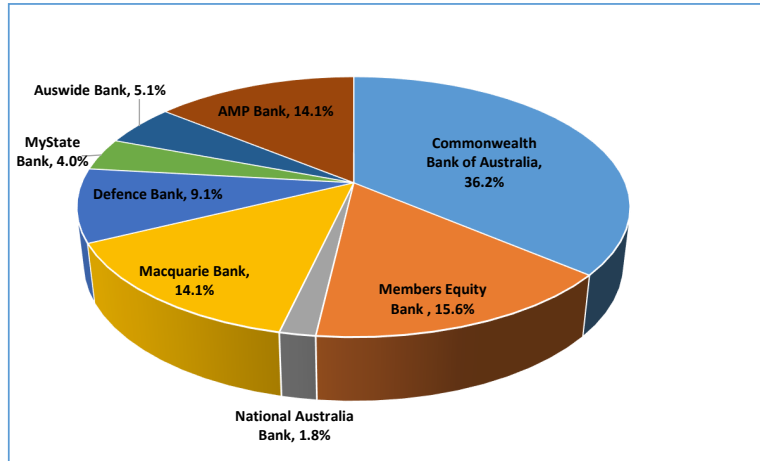


**INTEREST RATE COMPARISON**

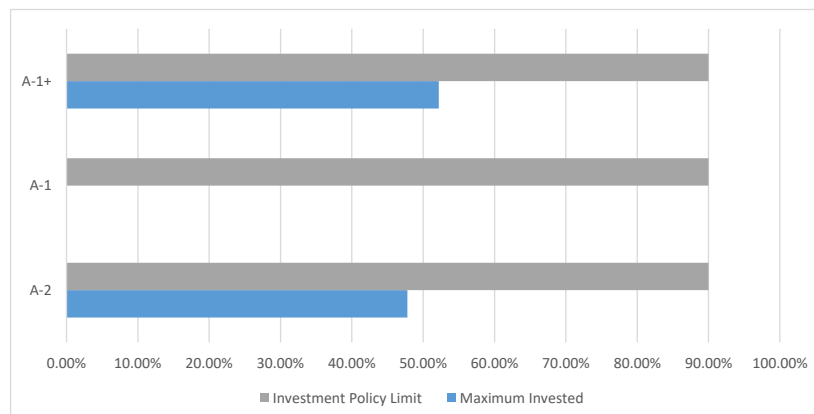


**CITY OF VINCENT  
INVESTMENT POLICY COMPLIANCE  
AS AT 31 AUGUST 2022**

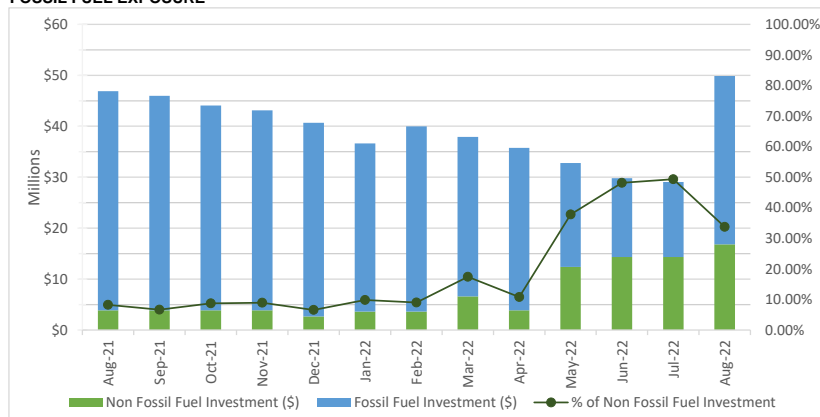
**TOTAL PORTFOLIO EXPOSURE**



**TOATL CREDIT EXPOSURE**



**FOSSIL FUEL EXPOSURE**



\* Selection of non fossil fuel investments is based on information provided by [www.marketforces.org.au](http://www.marketforces.org.au).

**CITY OF VINCENT  
INVESTMENT INTEREST EARNINGS  
AS AT 31 AUGUST 2022**

	YTD 31/08/2022	PY YTD 31/08/2021	FY 2022/23	PY FY 2021/22
	\$	\$	\$	\$
<b>MUNICIPAL FUNDS</b>				
Budget	20,000	8,721	120,000	100,000
Interest Earnings	25,069	15,083	25,069	98,791
% Income to Budget	125.3%	173.0%	20.9%	98.6%
<b>RESERVE FUNDS</b>				
Budget	13,334	15,023	80,000	100,000
Interest Earnings	59,349	6,421	59,349	80,469
% Income to Budget	445.1%	42.7%	74.2%	80.5%
<b>LEEDERVILLE GARDENS INC SURPLUS TRUST</b>				
Budget	0	0	0	0
Interest Earnings	20,950	18,189	20,950	58,921
% Income to Budget	0.0%	0.0%	0.0%	0.0%
<b>TOTAL</b>				
Budget	33,334	23,744	200,000	200,000
Interest Earnings	105,368	39,693	105,368	238,180
% Income to Budget	316.1%	167.2%	52.7%	119.1%
Variance	72,034	15,949	(94,632)	38,180
% Variance to Budget	216.1%	67.2%	(47.3%)	19.1%
<b>TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)</b>				
Budget	33,334	23,744	200,000	200,000
Interest Earnings	84,418	21,504	84,418	179,259
% Income to Budget	253.3%	90.6%	42.2%	89.6%
Variance	51,084	(2,240)	(115,582)	(20,741)
% Variance to Budget	153.3%	(9.4%)	(57.8%)	(10.4%)

**12 CHIEF EXECUTIVE OFFICER****12.1 COUNCIL BRIEFING AND ORDINARY MEETING OF COUNCIL DATES FOR 2023**

Attachments: 1. Council Briefing and Ordinary Meeting of Council Dates 2023  

**RECOMMENDATION:****That Council:**

1. **ADOPTS the 2023 monthly cycle of Council Briefings and Ordinary Meetings of Council, each commencing at 6pm and held at the City of Vincent Council Chambers, 244 Vincent Street, Leederville, as listed below and shown in the calendar at Attachment 1; and**

<b>Council Briefing</b>	<b>Ordinary Meeting of Council</b>
7 February	14 February
7 March	14 March
28 March	4 April
9 May	16 May
13 June	20 June
18 July	25 July
15 August	22 August
12 September	19 September
10 October	17 October
14 November	21 November
5 December	12 December

2. **PROVIDES local public notice of the Council Briefing and Ordinary Meeting of Council dates, time and place, as listed in Recommendation 1. above.**

**PURPOSE OF REPORT:**

To approve the dates for Council Briefings and Ordinary Meetings of Council for 2023.

**BACKGROUND:**

The *Local Government Act 1995* (Act) requires that Council meet at least once every three months. Regulation 12 of the *Local Government (Administration) Regulations 1996* provides that the Chief Executive Officer must publish on the local government's website the meeting details for Ordinary Council meetings before the beginning of the year in which the meetings are to be held. Consequently, Council must determine its Ordinary Council Meeting dates and times for the next twelve months.

**DETAILS:**

The updated Council Briefing and Ordinary Meeting of Council dates are below and in the calendar at **Attachment 1**.

<b>Council Briefing</b>	<b>Ordinary Meeting of Council</b>
7 February	14 February
7 March	14 March
28 March	4 April
9 May	16 May
13 June	20 June
18 July	25 July
15 August	22 August
12 September	19 September
10 October	17 October
14 November	21 November
5 December	12 December



The City's Governance Framework 2020 provides for a monthly meeting cycle comprising a Council Briefing on the second Tuesday of the month followed by a Council Meeting on the third Tuesday. The Governance Framework also allows for the Council Briefings and Council Meetings to be adjusted to avoid being held during school holidays. It also notes the bringing forward of the February meeting cycle to minimise the gap between the last meeting in 2022 and the first meeting in 2023.

To accommodate the decision making cycle around the fall of school holidays in 2022 and to ensure an appropriate interval between Council Meetings the following changes are proposed:

- February Council Meeting scheduled for the second Tuesday.
- March Council Meeting scheduled for the second Tuesday.
- April Council Meeting Scheduled for the first Tuesday.
- July Council meeting scheduled for the fourth Tuesday.
- August Council Meeting scheduled for the fourth Tuesday.
- December Council Meeting scheduled for the second Tuesday.

All meetings are held at the City of Vincent Council Chambers and are scheduled to commence at 6:00pm.

The determination of Council meeting dates provides the foundation for the City to schedule all other Council and organisational requirements around the calendar, including general council workshops and special budget workshops.

The Administration is also able to schedule the timeframes to ensure that appropriate advice is provided to Council so that an informed decision can be made.

Tuesdays which are not allocated for an Ordinary Meeting of Council, Briefing or Workshop will be reserved for Council professional development with a program to be settled in consultation with Council members.

The annual financial statements and receipt of the Auditor's Report is an essential component of the Annual Report. In accordance with section 5.27 of the *Local Government Act 1995* the Annual General Meeting of Electors must be held within 56 days of Council's acceptance of the Annual Report.

While it is scheduled that the Annual Report will be presented to the Ordinary Meeting of Council on 13 December 2022, this will be entirely dependent on the receipt of the Audit Report.

Subject to the above, the Annual General Meeting of Electors is tentatively scheduled to be held on 2 February 2023 to commence at 6:00pm.

#### CONSULTATION/ADVERTISING:

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996*, the Council Briefing and Ordinary Meeting of Council dates will be published in both local newspapers, on the City's website and on the City's notice boards.

#### LEGAL/POLICY:

Section 5.3 of the Act states:

*"Ordinary and Special Council meetings:*

- (1) *A Council is to hold ordinary meetings and may hold special meetings;*
- (2) *Ordinary meetings are to be held not more than three months apart; and*
- (3) *If a Council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure."*

Regulation 12 of the *Local Government (Administration) Regulations 1996* states:

- "(1) In this regulation —*  
**meeting details**, *for a meeting, means the date and time when, and the place where, the meeting is to be held.*

- (2) *The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —*
- (a) *ordinary council meetings;*
  - (b) *committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.*

The Meeting Procedures Local Law 2008 and Council Meeting Procedures Policy provides guidance on the publication of agendas.

**RISK MANAGEMENT IMPLICATIONS:**

Low: The proposed monthly cycle will provide consistency in the sequencing of briefings and meetings and will increase transparency by ensuring financial statements are included in the Council Briefing Agenda.

**STRATEGIC IMPLICATIONS:**

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

Innovative and Accountable

*We are open and accountable to an engaged community.*

*Our community is aware of what we are doing and how we are meeting our goals.*

**SUSTAINABILITY IMPLICATIONS:**

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

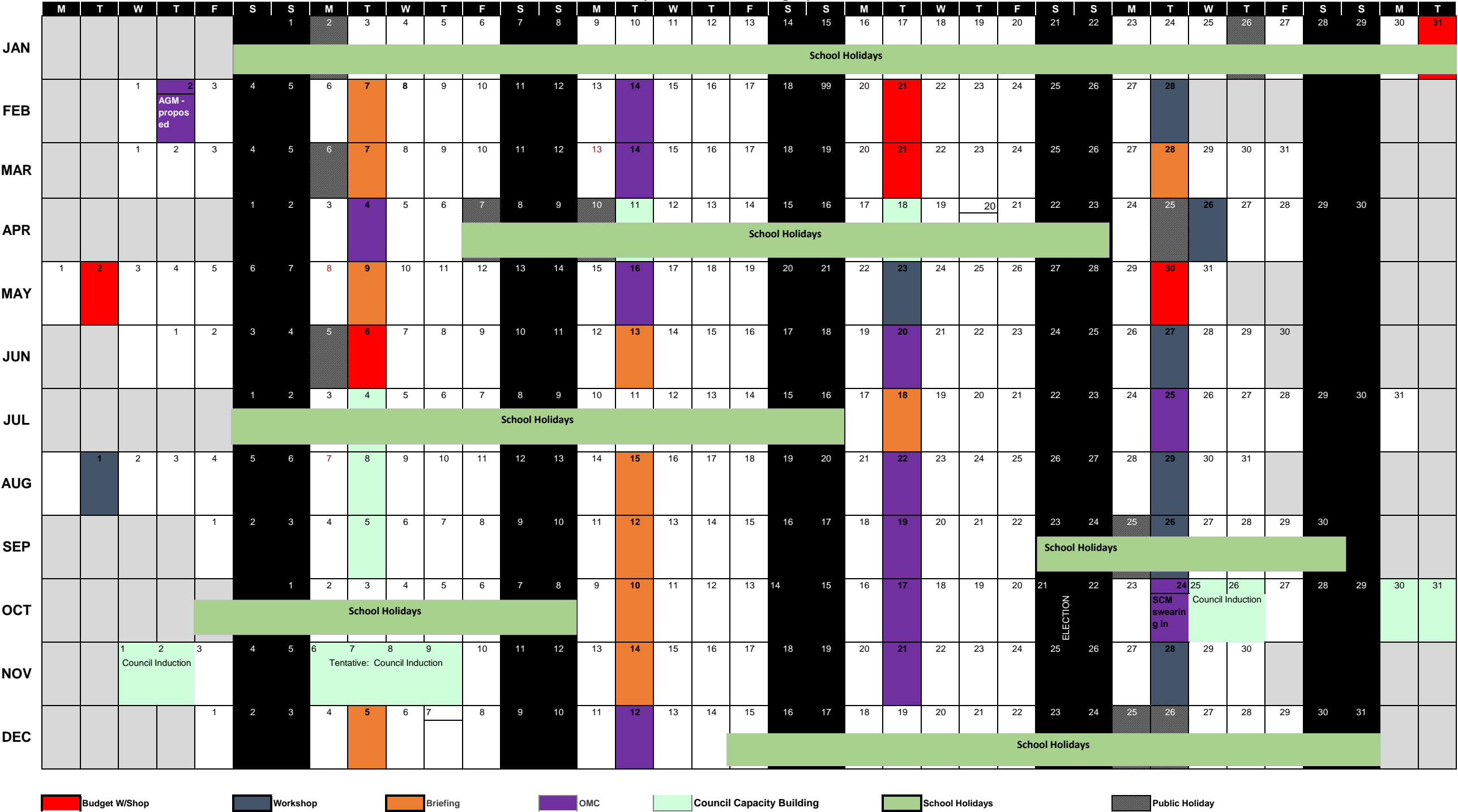
**PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**





Nil.

City of Vincent Meeting Cycle 2023



|

**12.2 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDED COUNCIL MEMBER CONTACT WITH DEVELOPERS POLICY**

- Attachments:**
1. **Council Member Contact with Developer Policy (clean copy)** [↓](#) 
  2. **Council Member Contact with Developer Policy (marked up)** [↓](#) 
  3. **Council Member Contact With Developers Disclosure Form** [↓](#) 
  4. **Governance Framework (marked up)** [↓](#) 

**RECOMMENDATION:****That Council:**

1. **ADOPTS** the Council Member Contact with Developers Policy at Attachment 1; and
2. **APPROVES** the amendments to the Governance Framework, at Attachment 4

**PURPOSE OF REPORT:**

To present the outcome of community consultation and seek approval of the amended Council Member Contact with Developers Policy at **Attachment 1**.

**BACKGROUND:**

Council at its 2 June 2015 meeting adopted the [Policy No. 4.2.15 – Council Member Contact with Developers \(the Policy\)](#).

Council at its 17 May 2022 meeting approved proposed amendments to the Policy, for the purpose of community consultation, subject to the inclusion of a provision requiring disclosure of contact prior to the lodgement of a development application and a provision requiring the Chief Executive Officer to create and maintain a Confidential Council Member Contact with Developers Register.

A marked up version of the Policy is included at **Attachment 2**.

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation was undertaken between 2 June 2022 and 11 July 2022, 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 – 2 June 2022;
- Perth Voice – 4 June 2022; and
- A notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

No public submissions were received.

At the Council Briefing 11 October 2022 minor amendments were requested to ensure that the Policy definitions capture the new requirement to disclose contact prior to the lodgement of a development application.

Minor amendments to the Policy definitions and to clause 1e have been included (in green) at **Attachment 2**.

These amendments provide clarification of recording requirements and identify routine information as exempt contact.

**DETAILS:**

Once adopted Council Members would be required to record every instance of contact with a developer, including where contact occurs prior to the lodgement of a development application, by noting the:

- Developer's name;
- Date and time of contact;
- Type of contact;
- Property or properties within the City of Vincent to which the contact related; and
- Nature of the issue covered in the contact.

Administration has prepared a draft disclosure form to assist Council Members with declaration requirements and to assist Administration with register maintenance. The draft disclosure form is at **Attachment 3**.

Administration proposes that the Confidential Council Member Contact with Developers Register would be reviewed by Administration on a monthly basis to identify any live applications. Once identified all declarations relating to a live development application would be transferred to the public register and published on the City's website.

It is proposed that publication would occur prior to each Council Briefing. This would provide a more feasible and practical publication timeframe that continues to provide the highest standards of integrity and transparency in the City's planning and development decision-making. Where a Council Meeting is not scheduled for the month, then the register would be published within the first week of that month.

Administration is proposing an amendment to provision 4 of the Policy to reflect this practice.

A minor amendment to the Contact with Developers section of the City's [Governance Framework](#) on page 36 is also required to reflect amendments to the policy. A marked version of the Governance Framework is included at **Attachment 4**.

#### **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: Adopting the proposed amendment to the policy is low risk.

#### **STRATEGIC IMPLICATIONS:**

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

##### Innovative and Accountable

*Our community is aware of what we are doing and how we are meeting our goals.*

#### **SUSTAINABILITY IMPLICATIONS:**

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

#### **PUBLIC HEALTH IMPLICATIONS:**

This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

#### **FINANCIAL/BUDGET IMPLICATIONS:**

There are no specific budget implications in respect adopting the policy.





# Council Member Contact With Developers

<b>LEGISLATION / LOCAL LAW REQUIREMENTS</b>	<i>Local Government (Model Code of Conduct) Regulations 2021.</i>
<b>RELEVANT DELEGATIONS</b>	Nil.
<b>RELATED POLICIES, PROCEDURES AND SUPPORTING DOCUMENTATION</b>	Code of Conduct for Council Members, Committee Member and Candidates (Nominated Members Code) Contact with Developers Register Register of Interests Disclosed at Council Meetings Governance Framework

## PRELIMINARY

### INTRODUCTION

Applicants, objectors and members of the community must have trust in Council Members' ability to make decisions free of influence or the perception of influence, particularly in respect of town planning and development decisions.

Contact with developers is a normal and necessary function of the role of a Council Member. However, the nature and frequency of that contact can sometimes lead to allegations or perceptions of bias, influence or even corruption being made towards Council Members. Implementing transparent decision-making processes will reduce opportunities for such allegations or perceptions to be raised. In part this includes setting standards for how Council Members interact with developers.

The City of Vincent aims to provide the highest standards of transparency and openness in town planning and development decision-making, by requiring all Council Members to record any Prescribed Contact they have with developers and also by requiring the Chief Executive Officer of the City to create and maintain a register of that contact.

### PURPOSE

To provide guidance on the recording of "Prescribed Contact" between Council Members and developers.

### OBJECTIVE

To:

- facilitate integrity and transparency in the determination of the City's development applications; and
- guide Council and Administration on the recording of prescribed contact between Council Members and developers.

### SCOPE

This Policy applies to all "Prescribed Contact" between Council Members and developers.



# Council Member Contact With Developers

## DEFINITIONS

**Contact** means any communication or conversation between a Council Member and Developer, regardless of whether it is foreseen, planned, solicited or reciprocated, and includes but is not limited to the following methods of communication – telephone, electronic mail (e-mail), short message service (SMS), multimedia messaging service (MMS), facsimile, web-based networking platform, written mail, face to face and the like.

**Developer** means an individual, body corporate or company engaged in a business that:

- a. regularly involves the making of relevant planning applications in connection with the residential or commercial development of land, with the ultimate purpose of the sale or lease of the land for profit; and
- b. includes any consultant, lobbyist, advisor, agent, representative or person closely associated with a Developer and who is appointed to promote or advocate for the Developer's interests or proposal, except when they are representing someone who is not regularly involved in the making of relevant planning applications or the development of land.

(Adapted from: Election Funding, Expenditure and Disclosures Act 1981 (NSW), s.96GB)

**Exempt Contact** means any contact which:

- a. is in the form of a public statement made at a Council Forum, Council Briefing or Council Meeting; or
- b. does not involve the Council Member engaging in any discussion or communication with the developer on the planning or development proposal unless routine information only is conveyed.

**Planning or Development Proposal** means and includes:

- a. a proposed Local Planning Policy or amendment to a Local Planning Policy under the City's operative Town Planning Scheme;
- b. a proposed amendment to the City's operative Town Planning Scheme; and
- c. an application, under the City's operative Town Planning Scheme or the Metropolitan Region Scheme for approval of the use or development of land and which is currently before or at the time of contact known to require determination by Council or the Joint Development Assessment Panel;
- d. a proposal for the development of land (including its use or works on that land) that at the time would require approval under the City's operative Town Planning Scheme or the Metropolitan Region Scheme.

**Prescribed Contact** means any contact relating to a planning or development proposal, including proposals in a preliminary stage, for which the developer is a proponent, excluding any exempt contact.

**Routine Information** means advising a developer where to access information on the planning or development process, or to contact the City of Vincent Administration or State Government regarding their planning or development proposal.

# Council Member Contact With Developers



## POLICY PROVISIONS

- 1 Subject to clause 2 below, Council Members shall:
  - a. In writing, record every instance of Prescribed Contact with a developer by noting the:
    - Developer's name
    - Date and time of contact
    - Type of contact
    - Property or properties within the City of Vincent to which the contact related
    - Nature of the issue covered in the contact
    - Council Member response
  - b. Subject to sub-clause (c) below, not more than 10 days after contact with the Developer, provide to the City's Chief Executive Officer the details referred to in sub-clause (a) above.
  - c. Where the Prescribed Contact occurs with a Council Member while he/she is on Approved Leave of Absence, then that Council Member shall provide the information referred to in sub-clause (a) above to the City's Chief Executive Officer within 10 days of the last day of their Approved Leave of Absence.
  - d. Where the Prescribed Contact occurs in the form of a group email or other correspondence to all Council Members, then the Office of the Mayor shall provide a copy of the same to the Chief Executive Officer for the purpose of compliance with clause 2 and 3 below.
  - e. Where Prescribed Contact occurs prior to the lodgement of a an application under the City's operative Town Planning Scheme or the Metropolitan Region Scheme, including during the Design Review Panel assessment, the Council Member shall disclose all contact, in accordance with the provisions above, for inclusion in the confidential register specified in clause 3a.
- 2 This Policy does not require Council Members to record contact defined as Exempt Contact. Notwithstanding, all written communication to and from Council Members relating to Council business is deemed to be a corporate record and must be provided to the Chief Executive Officer for the record keeping purpose of and inclusion in the City's relevant files, which may be accessible under the Local Government Act 1995 and Freedom of Information Act 1992.
- 3 The Chief Executive Officer shall create and thereafter maintain a:
  - a. confidential register of all Council Member contact with the Developers prior to lodgement of a development application, incorporating the details referred to in subclauses 1a and d above; and
  - b. public register of all Council Member contact with the Developers, incorporating the details referred to in sub-clauses 1a and d above. Such register shall be made publicly available in an electronic format on the City's website.
- 4 The Chief Executive Officer shall ensure the public registers referred to in 3 above are updated on a monthly basis.

# Council Member Contact With Developers



CITY OF VINCENT

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OFFICE USE ONLY	
RESPONSIBLE OFFICER	Please use title only
INITIAL COUNCIL ADOPTION	DD/MM/YYYY
PREVIOUS TITLE	Applicable if the policy has been renamed
REVIEWED / AMENDED	DD/MM/YYYY
NEXT REVIEW DATE	MM/YYYY

# Council Member Contact With Developers



<b>LEGISLATION / LOCAL LAW REQUIREMENTS</b>	<i>Local Government (Model Code of Conduct) Regulations 2021.</i>
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  - d. Where the Prescribed Contact occurs in the form of a group email or other correspondence to all Council Members, then the Office of the Mayor shall provide a copy of the same to the Chief Executive Officer for the purpose of compliance with clause 2 and 3 below.
  - e. Where Prescribed Contact occurs prior to the lodgement of a development application, an application under the City's operative Town Planning Scheme or the Metropolitan Region Scheme, including during the Design Review Panel assessment, the Council Member shall disclose all contact, in accordance with the provisions above, for inclusion in the confidential register specified in clause 3a.
- 2 This Policy does not require Council Members to record contact defined as Exempt Contact. Notwithstanding, all written communication to and from Council Members relating to Council business is deemed to be a corporate record and must be provided to the Chief Executive Officer for the record keeping purpose of and inclusion in the City's relevant files, which may be accessible under the Local Government Act 1995 and Freedom of Information Act 1992.
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- 4 The Chief Executive Officer shall ensure the public registers referred to in 3 above ~~is~~ are updated on a ~~fortnightly~~ monthly basis.

# Council Member Contact With Developers



CITY OF VINCENT

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OFFICE USE ONLY	
RESPONSIBLE OFFICER	Please use title only
INITIAL COUNCIL ADOPTION	DD/MM/YYYY
PREVIOUS TITLE	Applicable if the policy has been renamed
REVIEWED / AMENDED	DD/MM/YYYY
NEXT REVIEW DATE	MM/YYYY

## INSTRUCTIONS & PROCESS

Council Members are required to disclose every instance of Contact with a developer, including where contact occurs prior to the lodgement of a development application, in accordance with the [Council Members Contact with Developer Policy](#).

The following information is required to assist Council Members with declaration requirements and to assist Administration with register maintenance.

Please email completed and form to [governance@vincent.wa.gov.au](mailto:governance@vincent.wa.gov.au).

SECTION 1: COUNCIL MEMBER DETAILS			
Name			
SECTION 2: DEVELOPER NAME			
Name			
SECTION 3: DATE AND TIME OF CONTACT			
Date		Time	
SECTION 4: TYPE / METHOD OF CONTACT (email, meeting, phone call etc)			
Method			
SECTION 5: RELATED PROPERTY			
Address			
SECTION 6: NATURE OF ISSUE COVERED			
Nature			
SECTION 7: COUNCIL MEMBER RESPONSE			
Response			
SECTION 8: STAGE OF APPLICATION (please select application stage below)			
Existing D/A for inclusion on the City's public register			
Pre-lodgement for inclusion on the City's confidential register			

**PLEASE EMAIL COMPLETED FORM TO**  
**[governance@vincent.wa.gov.au](mailto:governance@vincent.wa.gov.au)**





CITY OF VINCENT

# Governance Framework



# Governance Framework

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# Governance Framework

## Introduction

This framework draws on the legislative requirements, strategic direction and organisational culture that the City of Vincent (**City**) operates in accordance with, to create standard principles of corporate governance. These standard principles of corporate governance guide Council Members and staff in their decision making and service delivery.

This document functions as an overarching framework for good governance. The framework is endorsed by Council and reflects the practices and principles Council Members, and staff will adhere to when making decisions and delivery services. The framework reinforces and expands on legislative requirements, policy statements and established practices.

## Local Government defined

Local government in Western Australia is established under the *Local Government Act 1995 (LGA)* and is the third sphere of government in Australia. Local government has legislative responsibility for many functions and activities that are relevant to a local community, including waste management, road maintenance and rates collection.

As the level of government often seen as the 'closest' to the community, local government activities relate to matters that are fundamental to people's lives and impact strongly on their quality of life. This includes organising local community events, providing community spaces and recreation areas and creating liveable neighbourhoods.

## What is governance?

Local governments in Western Australia must carry out their functions in accordance with the LGA and associated regulations.

Governance provides the structure through which a local government's vision and objectives are achieved within a context of competing and changing social, economic and environmental issues.

---

*Governance is the process by which decisions are taken and implemented, the process by which organisations go about achieving their goals and producing their outputs and the process by which organisations are directed, controlled and held to account.*

---

## Why is good governance important to the City?

Good governance principles deliver confidence to the Council, the Chief Executive Officer, employees and the community that the City is being run efficiently, is compliant, sustainable and is carrying out the objectives, policies and plans of Council.

Good governance ensures that the City is able to manage its many complex responsibilities effectively in the best interests of the community.

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## Governance Framework

The Governance Institute of Australia (GIA) notes that good governance has four key components:

**Transparency:** being clear and unambiguous about the organisation's structure, operations and performance, both externally and internally, and maintaining a genuine dialogue with, and providing insight to, legitimate stakeholders and the market generally.

**Accountability:** ensuring that there is clarity of decision-making within the organisation, with processes in place to ensure that the right people have the right authority for the organisation to make effective and efficient decisions, with appropriate consequences for failures to follow those processes.

**Stewardship:** developing and maintaining an enterprise-wide recognition that the organisation is managed for the benefit of its shareholders/members, taking reasonable account of the interests of other legitimate stakeholders.

**Integrity:** developing and maintaining a culture committed to ethical behaviour and compliance with the law.

---

*Excellence in governance occurs when it is underpinned by accountability, integrity and openness. It involves a focus on clarity of roles and responsibilities, robust systems which support both internal and external accountability and public access to decision-making and information" (CPA 2005).*

---

The LGA defines the roles and responsibilities of Council Members and the Chief Executive Officer to ensure that a local government fulfils its obligations and exercises its powers and functions appropriately.

Section 3.1 (1) of the LGA prescribes that the general function of a local government is to provide for the good government of persons in its district.

## Governance Principles

The CPA publication *Excellence in Governance in Local Government 2007* includes four principles that provide a clear foundation for good governance:

- Culture and vision,
- Roles and Relationships;
- Decision-making and management; and
- Accountability;

The City has developed this framework based on the above four principles and has included an additional principle - Commitment to Sustainability.

These five principles govern the City's decision-making. All decisions, policies, plans and strategies should be made with reference to the five principles. This should ensure legislative compliance, alignment with the City's strategic vision, transparency and accountability.

Adherence with the five principles is the responsibility of Council, individual Council Members, the CEO and all staff. Every decision made should be in alignment with the five governance principles and reflect best practice in governance.

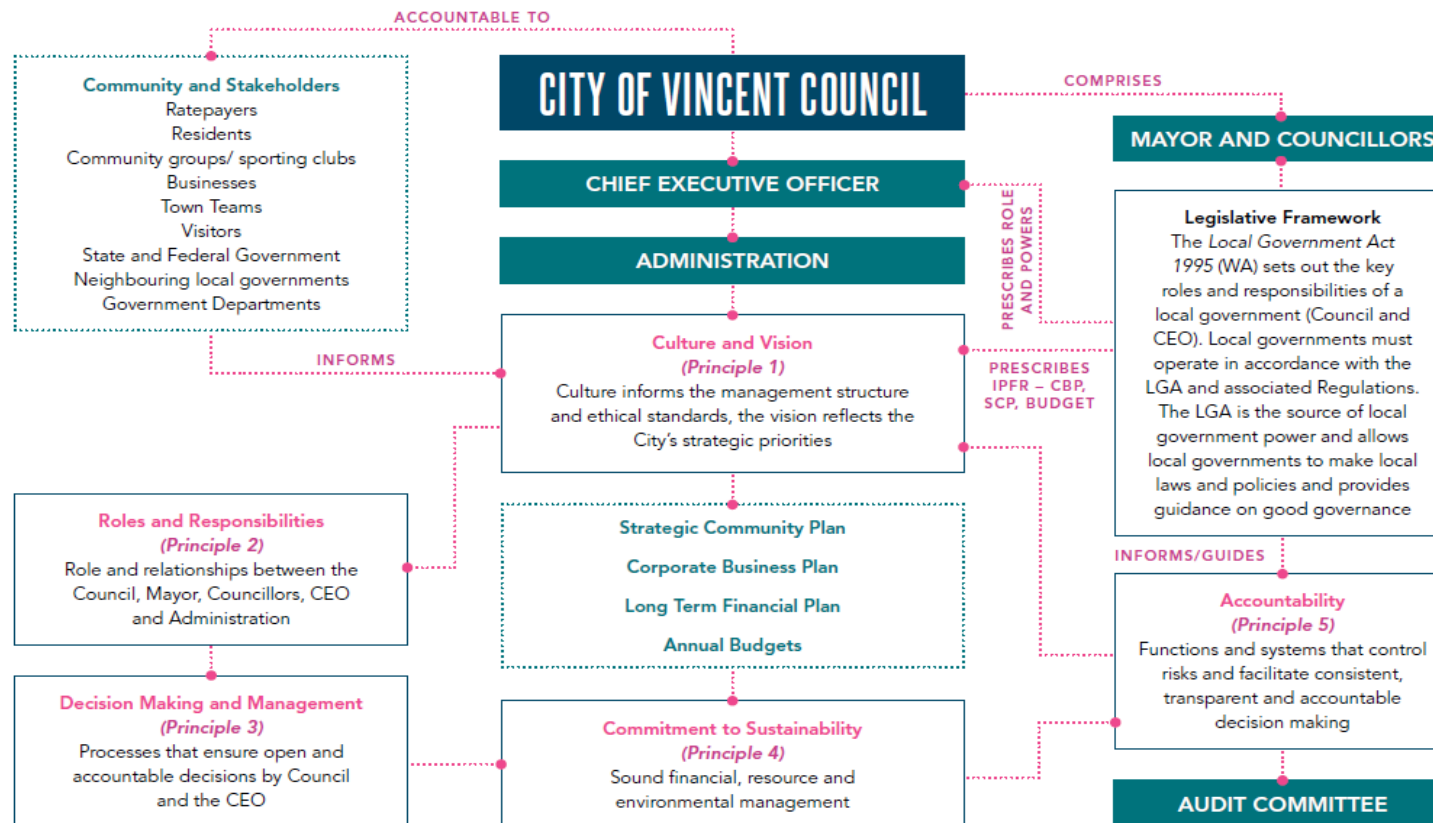
This Framework divides each principle into sub-categories. Each sub-category is defined in the context of good governance, and the sub-categories application to the City. The Governance Framework Overview below demonstrates the connection between the legislative framework all local governments must operate in accordance with, the role of the community in informing and holding the Council to account and the five governance principles.

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# Governance Framework 2020



## Governance Framework Overview



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# Governance Framework



## Principle 1 – Culture and Vision

*A positive culture and a clear and owned vision and accompanying strategies.*

### 1.1 Culture

In October 2018 Council adopted a new 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.

As part of the implementation of the Strategic Community Plan, in December 2018, the Chief Executive Officer (CEO) conducted a staff consultation to update the City's organisational values reflecting the new Strategic Community Plan and a Team Vincent approach to building innovation and strategic thinking capabilities.

The corporate values chosen to guide a clever, creative and courageous organisation were: '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

### Effective management structures and practices

The City's policy 'Organisational Structure and Designation of Senior Employees' prescribes the organisational structure of the City's Administration, including functional responsibilities and the allocation and management of resources.

The organisational objectives chart below sets out the key functions of the three directorates and the Office of the CEO.

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# Governance Framework

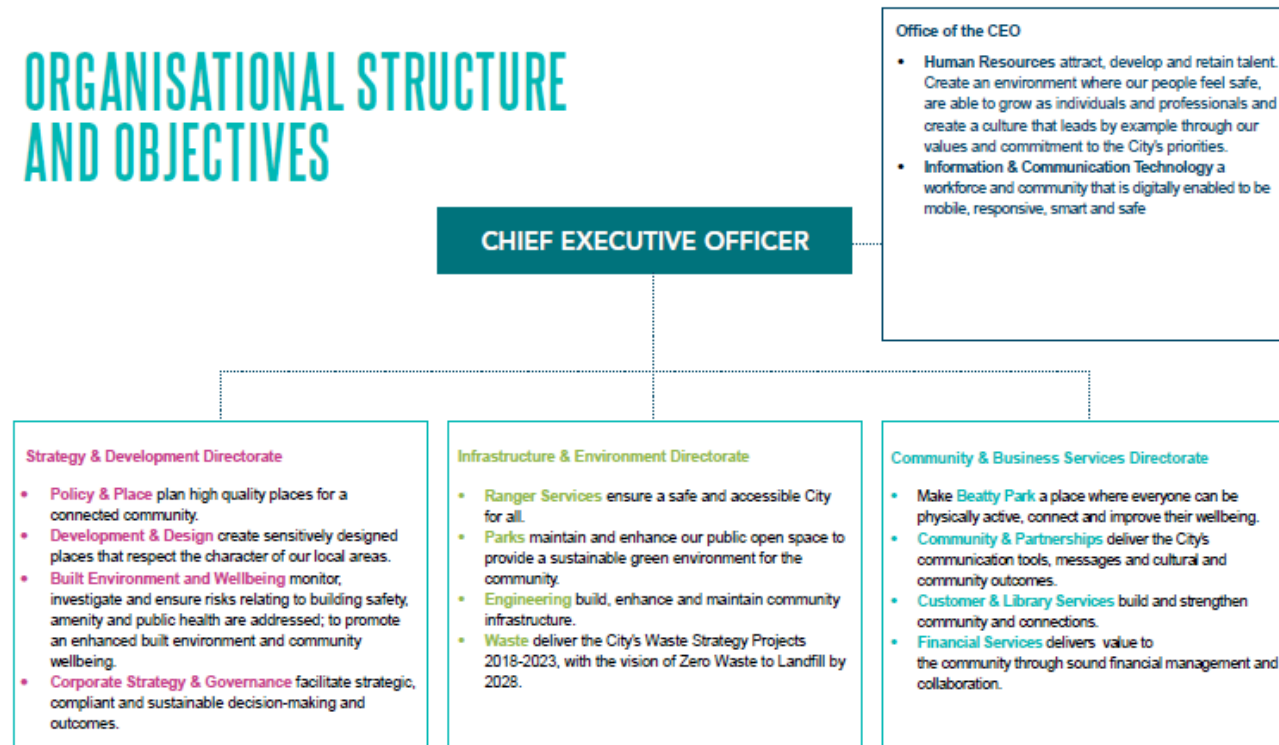


CITY OF VINCENT



CITY OF VINCENT

## ORGANISATIONAL STRUCTURE AND OBJECTIVES



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# Governance Framework



## Ethical standards and the Code of Conduct

In February 2021, the *Local Government (Administration) Amendment Regulations 2021*, *Local Government (Model Code of Conduct) Regulations 2021* (**Model Code Regulations**) and *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021* came into operation. The effect of these Regulations was to prescribe:

- (a) model standards for the recruitment, selection, performance and termination of local government CEOs;
- (b) a model code of conduct for Council Members, committee members and candidates that sets the overarching principles to guide behaviour, specifies the standards of behaviour which reflect the principles and provides the rules of conduct that relate to the principles and behaviours; and
- (c) requirements that the CEO must include in a code of conduct for employees.

Following the enacting of the Regulations, Council adopted the:

1. Council Members, Committee Member and Candidates Code of Conduct; and
2. Model Standard for CEO Recruitment, Performance and Termination (**CEO Standards**).

The conduct of Council 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 Council 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.

Until such time the 2017 Code will still apply to employees and contractors and has been renamed the Code of Conduct for City of Vincent Employees and Contractors. This must be observed by the CEO, employees and contractors.

Together, these documents provide Council Members, committee members, candidates (together **Nominated Members**), the CEO and Employees in the City of Vincent with guidelines for an acceptable minimum standard of professional conduct and behaviour in carrying out their functions and responsibility.

## Model Code Regulations

The Model Code Regulations provide minimum standards for ethical and professional conduct by Council Members in relation to:

- standards of general behaviour;
- use of confidential information;
- securing personal advantage or advantaging/disadvantaging others;
- misuse of local government resources;
- prohibition against involvement with the organisation;
- relations with Employees; and
- disclosing interests that may affect impartiality.

# Governance Framework



## *Nominated Members*

Clause 8(2)(b) of the Council Members, Committee Member and Candidates Code of Conduct (**Nominated Members Code**) (which incorporates the Model Code Regulations) requires all Nominated Members to comply with the City's policies, procedures and resolutions. The Nominated Members Code should, therefore, be read in conjunction with the provisions of the City's relevant policies and procedures, including the following:

- *Meeting Procedures Local Law 2008*;
- Council Members – Requests/Contact with City Employees Policy;
- Council Members – Allowances, Fees and Reimbursement of Expenses Policy; and
- Council Members Contact with Developers Policy.
- Elected Members Continuing Professional Development Policy
- Fraud and Corruption Prevention Policy
- Risk Management Policy

## *Behavioural breach*

Clause 11 of the Nominated Members Code provides that a person may register a complaint if they believe that a Council Member has breached the Behaviours Division of the Nominated Members Code. The complaint must be made:

- (a) in writing in the approved Complaint Form;
- (b) to the nominated Complaints Officer (the CEO); and
- (c) within one (1) month of the alleged breach occurring.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

The City will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

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# Governance Framework



## *CEO Standards*

The purpose of the CEO Standards is to ensure that the City selects a CEO in accordance with the principles of equity and transparency. Pursuant to the CEO Standards and the LGA:

- Council is required to identify and agree on the necessary qualifications and selection criteria required by a candidate to undertake the role and duties of the CEO;
- a selection panel, including one independent person (who is not an Council Members), must be established to conduct the recruitment and selection process;
- the CEO's performance is reviewed at least once a year in accordance with performance criteria set and agreed upon in writing by the CEO and the Council; and
- where an incumbent CEO has held the position for a period of 10 or more consecutive years, a recruitment and selection process must be conducted on the expiry of the CEO's contract.

Policy No. 4.2.16 – CEO Annual Performance Review sets out the manner in which the CEO's annual performance review is to be conducted.

## *Comprehensive induction programs*

In accordance with the LGA, Council Members are required to undertake mandatory training following their election. The mandatory training covers the following topics:

- Understanding local government;
- Serving on council;
- Meeting procedures;
- Conflicts of interest; and
- Understanding of financial reports and budgets

Further to the mandatory training, Council Members are encouraged to continually improve their knowledge and expertise to enhance the quality of representation and promote well-informed decision-making. This can be achieved by participating in conferences, programs and training courses specifically designed for professional development relating to their role and responsibilities in local government.

The [Elected Members Continuing Professional Development Policy](#) provides guidance on the professional development of Council Members.

The City maintains a [register](#) of the training and professional development completed by Council Members and this is available on the City's [website](#). The register is reported to Council annually in accordance with section 5.127 of the LGA.

## *Employee Code of Conduct*

The Code of Conduct for City of Vincent Employees and Contractors (**Employees and Contractors Code**) provides the CEO, all employees and contractors of the City of Vincent with guidelines for an acceptable minimum standard of professional conduct and behaviour in carrying out their functions and responsibility.

The Employees and Contractors Code addresses, in a concise manner, the broader issue of ethical responsibility and encourages greater transparency and accountability in the City. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective responsibilities may be based.

The Code is complementary to the principles in the LGA, which incorporate the following four fundamental aims:

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# Governance Framework



- Better decision making by local governments;
- Greater community participation in the decisions and affairs of local governments;
- Greater accountability of local governments to their communities; and
- More efficient and effective local government.

## Fraud and Corruption

The City expects all Council Members, Committee Members, Candidates, Employees and Contractors of the City to act in accordance with the applicable Codes and behave ethically and honestly at all times when performing their functions at the City.

The City has zero tolerance for corrupt conduct or fraudulent activities. The City is committed to preventing, deterring, detecting and investigating fraudulent and corrupt behaviour in the delivery of City services. Council Members and Administration must not engage in practices that may constitute fraud or corruption.

In December 2020 the City prepared a Fraud and Corruption Prevention Plan (Plan) which supports Council's [Fraud and Corruption Prevention Policy](#) to provide a structured framework and approach to fraud and corruption prevention, detection, monitoring and reporting.

The Plan aligns with the Australian Standards for Fraud and Corruption Control (AS8001-2008), has been endorsed by the Executive Management Committee and will be reviewed by the Audit Committee annually.

The Plan is communicated to all staff via annual training and is available on the City's internal Vintranet site. All new staff are also made aware of the Plan as part of their induction

# Governance Framework



## 1.2 Vision

The City has identified the hierarchy of governing documents that drive the delivery of the community's long-term vision and sets the process by strategies, policies and action plans are developed and reviewed in consultation with the community.

The local government decision making hierarchy is on page 14 below.

## Integrated planning and reporting framework

In October 2010, the LGA was amended to include a requirement for all local governments to follow an Integrated Planning and Reporting Framework (IPRF).

This IPRF aims to ensure integration of community priorities into strategic planning by local government Councils, as well as implementation of the objectives that have been set from these priorities.

The IPRF requires each local government to have three levels of integrated strategic planning, informed and supported by appropriate resourcing and asset management plans.

The key components of the IPRF are:

- Strategic Community Plan - Community vision, strategic direction, medium and longer term priorities and resourcing implications over 10+ years.
- Corporate Business Plan - Four-year delivery program, aligned to the SCP
- Long Term Financial Plan - Long term financial plan to deliver the SCP strategies and CBP actions.
- Asset Management Plans - Approach to managing assets to sustainably deliver chosen service levels.
- Workforce Plan - Shaping workforce to deliver organisational objectives now and in the future.
- Issue or Area Specific Plans & Strategies - Any other informing plans or strategies (eg ICT, recreation plans, youth plan, local area plans etc).
- Annual Budget - Financial statements, year 1 priorities and services.

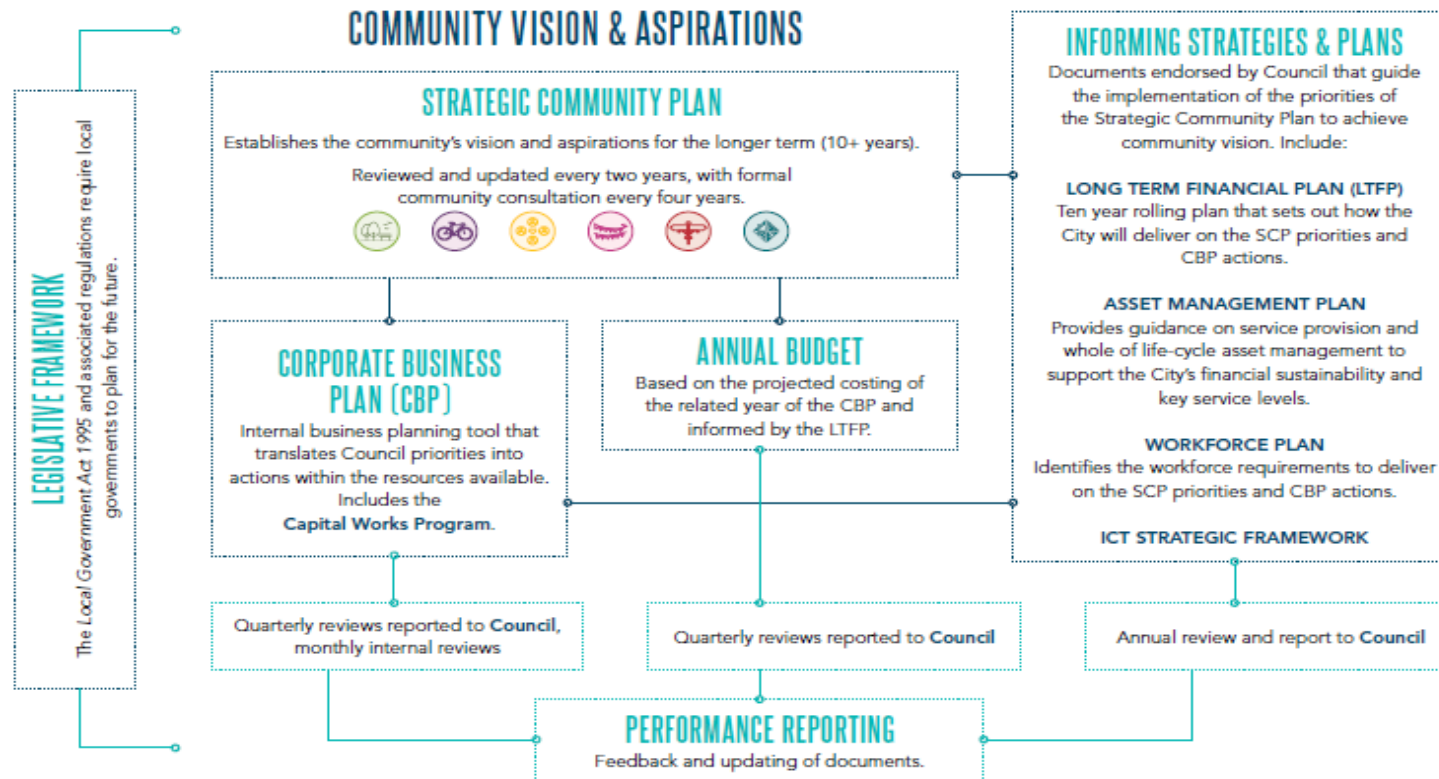
The Long Term Financial Plan, Asset Management Plans and Workforce Plan are referred to collectively as the "core" informing strategies. The diagram below shows the relationship between these information strategies, community input, the City's vision and reporting mechanisms.

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# Governance Framework



## Integrated planning and reporting framework diagram



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# Governance Framework



## Strategic Community Plan

Section 5.56 of the LGA requires every local government in Western Australia to 'plan for the future', which includes to develop a Strategic Community Plan (SCP).

Regulation 19C of the *Local Government (Administration) Regulations 1996* provides that the purpose of the SCP is to clearly define the local government's strategic priorities, actions and initiatives for the next ten years, with the SCP to be updated every four years following a review.

In October 2018, Council adopted a new SCP for 2018 - 2028, which established six priorities to guide the City in delivery a range of programs, project and services. The SCP drives the City's planning, budgeting, resource allocation and service delivery over the next decade, in order to focus efforts and align activities with the community's vision. The SCP is reviewed every two years by the City (desktop review followed by full review). A minor review was undertaken and presented in 2020. Administration is now undertaking a major review in accordance with the IPR Framework, to be presented in 2022.

The SCP is the City's most significant guiding document and establishes the community's vision for Vincent's future.

The City's priority areas, as set out in the SCP, were determined through a robust community consultant process. The six priorities work in concert with each other and together guide the City to achieve the community's vision. The six areas are:

- **Enhanced Environment** - The natural environment contributes greatly to our inner-city community. We want to protect and enhance it, making best use of our natural resources for the benefit of current and future generations.
- **Accessible City** - We want to be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent.
- **Connected Community** - We are a diverse, welcoming and engaged community. We want to celebrate what makes us unique and connect with those around us to enhance our quality of life.
- **Thriving Places** - Our vibrant places and spaces are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy.
- **Sensitive Design** - Design that 'fits in' to our neighborhoods is important to us. We want to see unique, high quality developments that respect our character and identity and respond to specific local circumstances.
- **Innovative and Accountable** - The City of Vincent has a significant role to play in supporting our community to realise its vision. To achieve this, we will be an innovative, honest, engaged and responsible organisation that manages resources well, communicates effectively and takes our stewardship role seriously.

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# Governance Framework



## Corporate Business Plan

The purpose of the City's Corporate Business Plan (CBP) is to determine internal operational activities (service delivery, programs and projects) over a four-year period, which are developed to achieve the priorities in the SCP. It is a rolling four-year plan, updated annually, and informs the Long-Term Financial Plan (LTFP) and annual budget. Quarterly updates on the CBP are provided to Council.

## Long Term Financial Plan

The ten-year Long-Term Financial Plan is the high-level strategic document that helps align our community aspirations, strategic intent and organisational capacity. It guides our approach to delivering infrastructure and services to the community and demonstrates our commitment to managing our operations in a responsible and sustainable manner.

The plan achieves this objective by projecting our financial position over a ten-year time horizon using a series of realistic, conservative financial assumptions.

This financial modelling provides the City with appropriate information to assess our capacity to maintain overall financial sustainability into the long term and, most importantly, ensure that we have in place the necessary funding arrangements to support proposed capital replacement programs and new capital projects.

The Long-Term Financial Plan is underpinned by the following principles:

- alignment with strategic aspirations
- responsible stewardship of community assets
- financial sustainability
- financial accountability
- prudence
- transparency

## Annual Budget

The City's Annual Budget must be adopted by Council each year and should focus on the City's actions to be achieved in line with the CBP and SCP.

The Budget outlines operating expenditure (the money required to operate and maintain works and services, such as wages, maintenance and consumables) and capital expenditure (the money required to make capital improvements to items such as roads, buildings and plant and equipment).

# Governance Framework

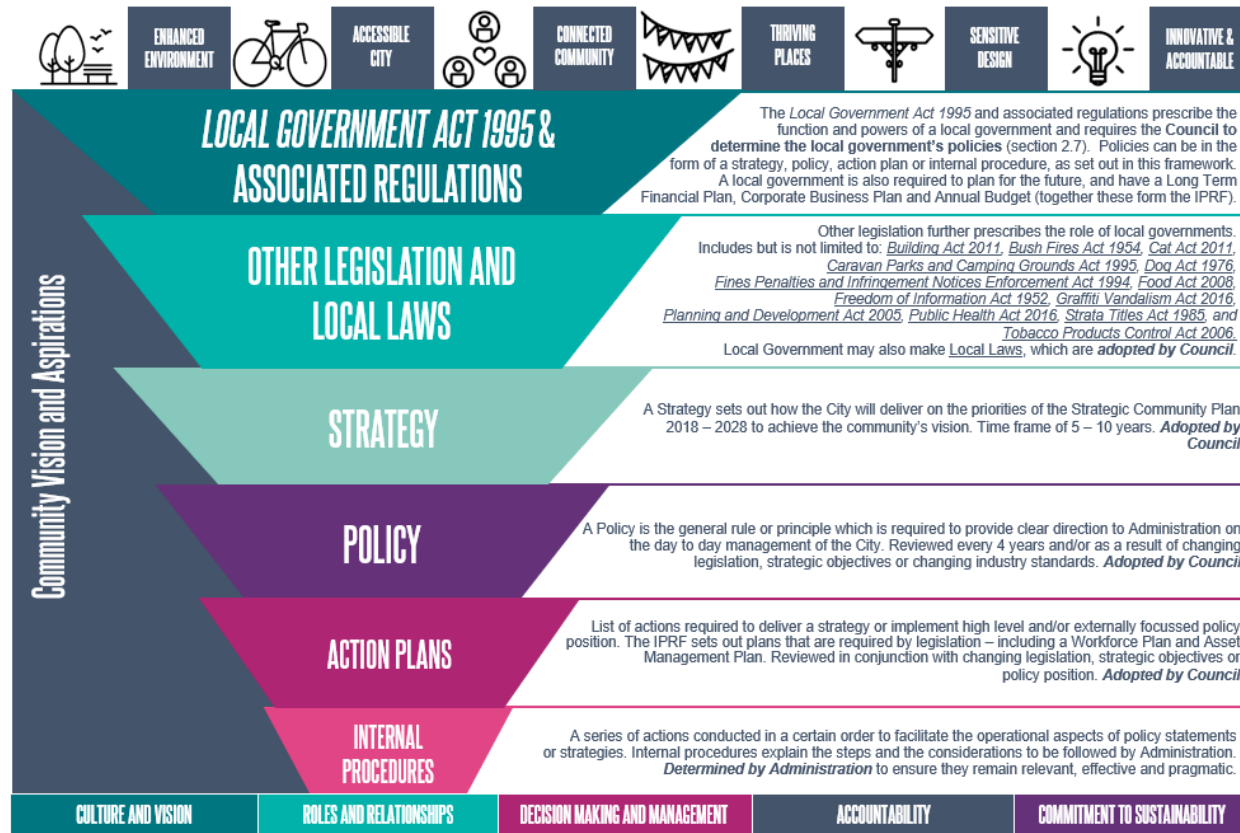


CITY OF VINCENT



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## Local Government Decision Making Hierarchy



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# Governance Framework



## Principle 2 – Roles and Relationships

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*An acceptance of the different roles of the various elements of a local government and positive working relationships between these elements*

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There are five key roles within a local government:

1. the Council;
2. Council Members;
3. Mayor;
4. the CEO; and
5. Administration.

The City's Council comprises nine Council Members:

- Mayor - represents the entire district, elected at large.
- Council Members – North Ward (4); and
- Council Members – South Ward (4).

Council Members are elected for a four-year term at elections held every two years, unless elected for a shorter term due to a vacancy created by the resignation or disqualification of a Council Members during their term. There are no limitations on the maximum terms of office for Council Members.

Effective relationships between Council Members, the Mayor, the Council as a whole, the CEO and Administration is critical to the achievement of excellence in governance.

Council is responsible for strategy and policy. This includes the strategic planning mechanisms to ensure the continued sustainability of the organisation, the setting of strategic goals for the organisation and the monitoring of the City's performance against these strategic goals.

Council is not responsible for the day-to-day operation of the local government. All operational matters are the responsibility of the CEO.

Council Members and employees must understand their different roles and accept the role they play in achieving the City's corporate goals and implementation of the City's strategies. This understanding is essential for the City to operate effectively and underpins good governance at the City.

The LGA sets out the roles and responsibilities of the Council, the Mayor, the Council Members, the CEO and Administration.

### Role of Council

In accordance with section 2.7 of the LGA the role of Council is to:

- Govern the City's affairs;
- Be responsible for the performance of the City's functions;
- Oversee the allocation of the City's finances and resources; and
- Determine the City's policies.

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# Governance Framework



## Role and responsibilities of the Mayor

In accordance with section 2.8 of the LGA the role of the Mayor is to:

- Preside at meetings in accordance with the LGA;
- Provide leadership and guidance to the community in the district;
- Carry out civic and ceremonial duties on behalf of the City;
- Speak on behalf of the City;
- Perform such other functions in accordance with the Act or any other written law; and
- Liaise with the CEO on the City's affairs and the performance of its functions.

## The relationship between the Mayor and Council Members

The CPA Australian publication 2007 sets out the relationship as follows:

*"An effective relationship between the Mayor and other Elected Members (Councillors) will help to promote the successful delivery of the Council's strategic plan and create a credible local government. The relationship needs to be based on mutual respect and understanding by all Elected Members of the role of the Mayor and their own role and responsibilities as Councillors. The Mayor does not have any legal power to exert authority over the Councillors, apart from her role as presiding member at Council Meetings.*

*Some important aspects of the relationship between the Mayor and Councillors are as follows:*

- *The Mayor is the leader of the Council;*
- *The Mayor should facilitate an inclusive approach to decision-making and involvement in Council activities;*
- *The Mayor can assist Elected Members to get their issues considered by the Council;*
- *The Mayor should take some responsibility for Elected Members training and development and should work with the CEO to ensure that Elected Members receive necessary training opportunities.*

*The Mayor should be responsible for facilitating the resolution of any disputes between Elected Members"*

## The relationship between the Mayor and the CEO

The CPA Australian publication 2007 sets out the relationship as follows:

*"This important relationship assists in the smooth running of the local government through good communication and anticipation of issues. It should be outward looking. That is, it should be focused on ways in which Elected Members and the organisation can be supported to best achieve the Council's goals.*

*Some features of an effective relationship are as follows:*

- *Both parties work closely together and put energy into achieving a good working relationship;*
- *The relationship is characterised by consistency, openness and good communication;*
- *Each has the responsibility to keep the other informed about important and relevant issues; Open communication ensures that both parties understand what is important.*
- *Both parties understand that they have different roles and authorities. While the Mayor is the leader of the local government, this position has limited specific authority while the CEO has particular authorities under the Local Government Act;*

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# Governance Framework



- *The relationship between the Mayor and the CEO promotes involvement and inclusion amongst the councillors and the administration. It does not seek to concentrate power in the relationship.*
- *There is consistent communication and regular meetings."*

## Role and responsibilities of the Deputy Mayor

The role of the Deputy Mayor is to perform the functions of the Mayor when authorised to do so under section 5.34. This includes when the role of Mayor is vacant or when the Mayor is not available or unwilling or unable to perform her duties.

## Roles and responsibilities of Council Members

In accordance with section 2.10 of the LGA, the role of a Council Members is to:

- Represent the interests of electors, ratepayers and residents of the district;
- Provide leadership and guidance to the community in the district;
- Facilitate communication between the community and the Council;
- Participate in the City's decision-making process; and
- Perform such other functions as prescribed in the Act or any other written law.

## Council Members accessibility

Council Members must ensure that they make themselves accessible to the City's community through publication of a minimum set of contact details on the City's website as follows:

- postal address – personal or care of the City's address or a PO Box;
- telephone number – business, home or mobile number; and
- email address – personal, business or City email address.

## Appointment to external boards, committees etc.

Council Members representing the City at external organisations, boards, committees and working groups are to ensure that they clearly understand the basis of their appointment. They must:

- always act as a spokesperson for the City and in the City's best interests;
- provide regular reports on the activities of the organisation in accordance with the confidentiality requirements of that organisation; and
- represent the City's interests on all matters relating to that organisation while maintaining the confidentiality requirements of the City.

## Relationship between Council Members and Administration

Council Members are entitled to be fully informed in order to carry out their role as a decision maker and may seek specific information on various issues before Council.

Council Members can not undertake administrative tasks, as set out in clause 19 and 20 of the Nominated Members Code and Model Code Regulations.



# Governance Framework



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## 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.*

The procedure for Council Members requests for information from Administration is addressed in the City's [Policy 4.2.5 'Council Members – Requests/Contact with City employees'](#).

## Role and responsibilities of the Chief Executive Officer

In accordance with section 5.41, the functions of the CEO are to:

- Advise the Council in relation to the functions of a local government under the LGA and other written laws;
- Ensure that advice and information is available to the Council so that informed decisions can be made;
- Cause Council decisions to be implemented;
- Manage day to day operations of the local government;
- Liaise with the Mayor or president on the local government's affairs and the performance of the local government's functions;
- Speak on behalf of the local government if the Mayor or President agrees;

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# Governance Framework



- Be responsible for the employment, management supervision, direction and dismissal of other senior employees (subject to section 5.37(2));
- Ensure that records and documents of the local government are properly kept for the purposes of the Act and any other written law; and
- Perform any other function specified or delegated by the local government or imposed under the Act or any other written law as a function to be performed by the CEO.

## Principle 3 – Decision-making and management

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*Effective decision-making and related management processes that reflect transparency and accountability*

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### Decision making forums and processes

Decision-making is the most important activity undertaken by the City, both by Council Members and by Administration. Effective decision-making processes increase the likelihood that the decisions themselves will be in the best interest of the entire community. Good processes will ensure confidence in decision making by all Council Members as well as the public.

Part 5 of the LGA sets out the framework whereby Council Members meet as the governing body (Council) for the purpose of decision-making on behalf of the local government.

It is an intention of the Act that Council conducts business and makes decisions:

- openly and transparently
- with a high level of accountability to their community
- efficiently and effectively
- with due probity and integrity
- acknowledging relevant community input
- with all available information and professional advice
- with the fullest possible participation of Council Members

Decisions made at meetings are recorded in the form of resolutions, which are binding on the Council until they are formally amended or repealed. Resolutions, once recorded, take effect immediately.

To facilitate transparent and accountable decision-making Council Members and Administration are encouraged to operate in the following manner:

- Administration will endeavour to respond to any queries or requests for information from Council Members as a priority so that Council Members have the required information to fulfil their role and make decisions.
- Council Members will endeavour to provide complex questions or large requests for information to Administration in advance of a Committee or Council Meeting, particularly if a detailed response is required or if it relates to a possible amendment or alternative recommendation, so that Administration has sufficient time to provide a sufficiently detailed response.

This reciprocal arrangement assists Council in fulfilling its roles and responsibilities on behalf of the community.

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# Governance Framework



## *Council meeting schedule*

The City has adopted a monthly meeting cycle which consists of a Council Briefing, which is an opportunity for questions to be asked by Council Members, followed by a Council Meeting. The cycle is as follows:

- second Tuesday of the month: Council Briefing; and
- third Tuesday of the month: Ordinary Council Meeting.

The February Briefing and Meeting have been brought forward one week to reduce the extent of the December / January recess period. The April and July Briefings and Meetings have also been adjusted to avoid Briefings and Meetings being held during school holidays.

The full schedule is available on the [City's website](#).

Special Meetings can be called by the Mayor, three members of Council or the Council as a whole, as set out in section 5.3 of the Act. Special Meetings of Council can be convened if an urgent matter arises which requires decision prior to the next scheduled Meeting.

Council can also delegate additional powers to the CEO over the Council recess period (between the December and February Meetings), subject to section 5.43 of the LGA (which sets out restrictions on powers and duties that can be delegated) in order to ensure the essential operations of the City can continue.

## *Council Workshops*

Council Workshops provide an opportunity for informal discussion between Council Members and Administration. The purpose of Council Workshops is to engage and update Council Members on:

- Corporate Business Plan and CEO KPI Items;
- Emerging Issues;
- Council Strategy and Policy Development; and
- Major Community Engagement Activities.

Council Workshops are not decision-making forums and are not governed by the LGA or the City's *Meeting Procedures Local Law 2008*.

Council Workshops will generally involve projects or matters that are in the early planning stages and not yet ready to be presented to Council for decision.

During Council Workshops:

- the Chief Executive Officer seeks input from Council Members that are in the research and concept stage, to allow the drafting and formalisation of the concepts to progress;
- Council Members are fully informed on matters to enable decisions to be made in the best interests of the community; and
- Council Members represent the views of the community in matters.

The input of Council Members through open and free-flowing exchange of ideas provides invaluable direction to the Chief Executive Officer for the research, planning and development of matters.

Council Members must not indicate their voting intention at Council Workshops.

Council Workshops are not open to the public but where relevant and in consultation with Council Members, external consultants, representatives of community organisations and community members may be invited to attend.

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## *Council Briefings*

Council Briefings are held at 6pm in the Council Chamber on the Tuesday of the week prior to the Ordinary Council Meeting. Council Briefings provide the opportunity for Council Members and members of the public to ask questions and clarify issues relevant to the specific agenda items due to be presented and discussed at the forthcoming Council Meeting.

No decisions are made at Council Briefings. Council Members may request additional information or may request alternative wording for motions to be prepared for possible consideration at the forthcoming Council Meeting.

Council Briefing Agendas are published on the City's website on or before the Wednesday of the week before the Council Briefing.

Council Briefings are open to the members of the public and also live streamed, with the recording available on the City's website.

## *Council Meetings*

The Council Meeting is Council's only debating and decision-making forum. Council Meetings are conducted in strict compliance with the requirements of the LGA, its regulations and the City's Meeting Procedures Local Law.

Good decision-making at a Council Meeting is achieved by:

- a clear and informative agenda,
- good chairing and facilitation by the Presiding Member;
- adherence to the meeting procedures; and
- adherence to statutory requirements.

Council Meeting Agendas are published on the City's website on or before the Friday of the week before the Council Meeting.

The City's Council Meetings are open to the public, which ensures that the community is fully informed and, where appropriate, involved in the decisions and affairs of Council. Council Members, the CEO and Executive Directors attend all Council meetings. Council meetings are live streamed, with the recording available on the City's website.

## *Community participation in the decision-making process*

The City's [Community Consultation Policy](#) currently prescribes the community consultation process that is undertaken to engage the community in the City's decision making process. The policy guides how the City speaks with and listens to the community. The policy is proposed to be replaced with a Community Engagement Charter.

Community and expert advice is also sought in the following ways:

- Reconciliation Action Plan Working Group – this working group is a requirement of the City's Reconciliation Action Plan (RAP) and is a key stakeholder in the delivery of the City's RAP.
- Community members (panel) – comprises of a cross section of the City's community, their feedback was used to inform the City's SCP adopted in 2018 (Imagine Vincent campaign);
- Design Review Panel – comprises of paid independent experts who provide technical advice to Administration on development design, including the amenity, architecture, landscaping and sustainability. Administration can refer developments to the panel for comment, and the recommendations of the panel are considered by Administration or Council when making a determination on the development approval.

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# Governance Framework



- Advisory Groups – since 1995 the City has had a number of groups comprising of community members and Council Members. The groups operate in accordance with the City's Policy - 'Advisory Groups' Policy No. 4.2.12.

## Agenda and Minutes

### Agenda

It is a requirement of the LGA that the CEO provides 72 hours' notice of the date, time and place of an Ordinary Meeting of Council, and provides an agenda for the meeting. The City circulates the agenda for the Council Briefing on the Wednesday prior to the Briefing, and on the Friday prior to the Meeting.

Well-structured agendas lead to efficient and effective Council Briefings and Meetings, and in turn result in good decision-making.

The City's agendas comprise of reports prepared by Administration, which aim to provide the Council with sufficient and relevant information to make a decision, including the SCP alignment and budget implications.

Reports include the following information:

- Recommendation – Clearly states the action that Administration is proposing.
- Purpose of Report - Explains why the report is being prepared and what is requested from Council.
- Background – Provides the necessary background information for Council to understand the context / reason for the report.
- Details – Provides sufficient context and detail to enable a full understanding of the issue and why the recommendation is being proposed.
- Consultation/Advertising- Specifically identifies future consultation, engagement or advertising requirements. If consultation has occurred previously this should be included in the Details section and should identify who has been consulted including dates, methods, and number of responses.
- Legal/Policy – Specifies any Acts, Regulations, Local Laws and Policies that are relevant to the decision.
- Risk Management Implications – A low, medium or high-risk rating is assigned to the proposed recommendation. The risk of not making the recommended decision can also be included.
- Strategic Implications – Shows that the proposed decision is aligned with one or more priorities in the SCP.
- Sustainability Implications – Shows that the proposed decision is aligned with objectives in the City's Sustainable Environment Strategy.
- Public Health Plan Implications – Identify whether the proposed decision is aligned with one of the priority health outcomes in the City's Public Health Plan.
- Financial/Budget implications – identifies the financial impacts of the proposed decision and alignment with or impact on the LTFP.
- Comments – Allows any further comments to be included, as required to provide Council with all the information necessary to make a decision.

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# Governance Framework



## *Late reports*

Late reports are strongly discouraged however there may be occasions when additional items are required to be presented to Council following the publishing of the Briefing or Meeting agenda. In these instances, Administration will endeavour to publish these reports as soon as possible following the publishing of the agenda, to enable sufficient time for Council Members and the community to consider the item.

The City's Meeting Procedures Policy prescribes the circumstances that may permit the publication of a late report and includes a requirement for justification and consideration of the impact that late publication may have on community engagement.

## *Minutes*

Regulation 13 of the *Local Government Administration Regulations 1996* prescribes that unconfirmed minute of each Council meeting are to be available to the public within 10 business days after the meeting.

The minutes of a Council Meeting comprise of all items considered at the meeting and include attendances, all motions, their movers, seconders, and the results of the motions.

In the interests of accountability and transparency, the City circulates the minutes on the Friday following the Meeting. If for any reason the Minutes are not available for circulation by the Friday, an explanation is provided on the website.

The minutes are confirmed at the first Council Meeting immediately thereafter.

## *Meeting procedures*

Council have adopted a [Meeting Procedures Local Law](#) that sets out the conduct, process and protocols of Council meetings and Briefings. The Meeting Procedures Local Law is required to be reviewed every 8 years.

Council have also adopted a [Meeting Procedures Policy](#) which provides high level clarification on the conduct of Council Meetings and Briefings, where not addressed in the Meeting Procedures Local Law. The policy is supported by the [Council Proceedings Guidelines](#) which are publicly available and linked within the Policy.

## *Decisions on land use planning and development*

Development and land use proposals on properties may be required to be assessed and approved via a Development Application pursuant to the City's Local Planning Scheme No. 2. Depending on the type and scale of the development, the determination of the development application will be made by Council, Administration, the State Development Assessment Unit (SDAU) or the Metropolitan Inner-North Joint Development Assessment Panel (JDAP). In addition to the City of Vincent, the JDAP covers the following local government areas:

- The Town of Bassendean, Cambridge, Claremont, Cottesloe and Mosman Park;
- The City of Bayswater, Nedlands, Stirling and Subiaco; and
- The Shire of Peppermint Grove.



# Governance Framework



## Conflict of interest

Council Members, CEO's and employees must make decisions in the best interests of their community. To do this, they must consider each issue on its merits.

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

Decision-making could be influenced, or perceived to be influenced, in a number of ways, including through financial relationships, personal relationships and the receipt of gifts. Conflicts of interests may arise from a number of sources, including friends, relatives, close associates, financial investments, business interests or dealings or past employment.

The LGA and related party declaration requirements of the Australian Accounting Standard set out requirements for Council Members, CEOs and local government employees to disclose interests to ensure transparency and accountability in decision-making.

Council Members, the CEO and employees must declare any actual or perceived conflict of interest between their personal interests and the impartial fulfilment of their professional duties in accordance with the requirements outlined below.

## Disclosure of interests affecting impartiality

An impartiality interest does not apply to an interest referred to in section 5.60 of the LGA – i.e. it does not include financial or proximity interests.

### *Council Members*

In accordance with clause 22 of the Nominated Members Code, a Council Member who has an impartiality 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.

### *Employees and contractors*

In accordance with the Employee Code of Conduct and the Administration Regulations, Employees who have an impartiality interest in a matter must disclose that interest:

1. where they are attending the council or committee meeting at which the matter is being discussed; or
2. if they have given, or will give, advice in respect to the matter at a council or committee meeting not attended by the Employee.

In the first instance, the interest must be disclosed in writing to the CEO before the meeting or at the meeting immediately before the matter is discussed. In the second instance, the interest must be disclosed in writing to the CEO before the meeting or at the time the advice is given by the Employee.

The City maintains a register of staff conflicts of interest, and any staff disclosing a conflict of interest that cannot be appropriately managed will be removed from the decision-making process.

# Governance Framework



## Financial and Proximity Interests

Council Members and employees must comply with the laws governing financial interests, including the disclosure of financial interests, set out in the LGA. Sections 5.59-5.90 of the LGA establish the requirements for disclosure by Council Members and employees and contractors of financial interests (including proximity interests).

The onus is on Council Members, employees and contractors to identify possible financial interests (including proximity interests and non-financial interests), to determine whether an interest exists and whether any statutory exemption applies.

The statutory definition of a financial interest is set out in section 5.60A of the *Local Government Act 1995* as follows:

### 5.60A. Financial interest

For the purposes of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

The LGA requires you to disclose a proximity interest that you, or a person with whom you are closely associated, has in a matter before Council or a Committee.

A proximity interest arises if:

- a proposed change to a planning scheme affects land that adjoins your land;
- a proposed change to the zoning or use of land that adjoins your land; or
- a proposed development of land that adjoins your land (development refers to the development, maintenance or management of the land or of services or facilities on the land).

The existence of a proximity interest is established purely by the location of land. A financial effect on the valuation of your land or on the profitability of your business does not have to be established. It is therefore important that you fully understand when a proximity interest exists.

The person's land referred to is both land in which you, or a person with whom you are closely associated, has any estate or interest.

Land that adjoins a person's land is defined by the LGA as land that:

- not being a thoroughfare, has a common boundary with the person's land;
- is directly across a thoroughfare from the person's land; or
- is that part of a thoroughfare that has a common boundary with the person's land.

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# Governance Framework



The statutory definition of a proximity interest is set out in section 5.60B of the *Local Government Act 1995* as follows:

## 5.60B. Proximity interest

- (1) For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns —
  - (a) a proposed change to a planning scheme affecting land that adjoins the person's land; or
  - (b) a proposed change to the zoning or use of land that adjoins the person's land; or
  - (c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.
- (2) In this section, land (the proposal land) adjoins a person's land if —
  - (a) the proposal land, not being a thoroughfare, has a common boundary with the person's land; or
  - (b) the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
  - (c) the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3) In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

## Related Party Disclosures

In July 2016 the scope of the Australian Accounting Standard (AASB) 124 Related Party Disclosures (Standard) was extended to local governments. The Standard requires key management personnel (Council Members and Directors) to disclose information about transactions that have occurred between the local government and its key management personnel or their related parties.

At the end of each respective financial year, key management personnel must disclose information about transactions that have occurred between themselves, or their related parties, and the City. Examples of "related parties" include close family members (typically spouse and any dependents), companies and trusts under their control.

The City is committed to complying with the disclosure requirements for related party transactions under the Australian Accounting Standards. Disclosure of relevant related party information provides greater transparency and identifies potential conflicts of interest.

## Primary and Annual Returns

Council Members and 'designated employees' are required to complete primary and annual returns in accordance with the requirements of Division 6 of Part 5 of the LGA. Primary and Annual outline financial interests, including property ownership. These interests could give rise to a conflict of interest.

Section 5.75 of the LGA requires Council Members and 'designated employees' to complete a Primary Return within three months of commencing in their role.

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# Governance Framework



A primary return is a snapshot of personal financial information as it exists at the time of commencement.

At the end of each respective financial year, Council Members and 'designated employees' must complete an Annual Return, which discloses any changes to the information previously disclosed in their Primary Return or new interests that have accumulated since completing their Primary Return or last Annual Return.

Primary Returns and Annual Returns assist with the decision-making process as they highlight an individual's interests at a particular point in time, thereby clarifying whether a conflict of interest may arise.

A relevant person is defined under section 5.74 of the *Local Government Act 1995* as a person who is a:

- Mayor or president
- Council member, and
- designated employee.

Designated employees include:

- CEO,
- employees with delegated powers and duties under Part 5, Division 4 of the Act,
- employees who are members of committees comprising elected members and employees, and
- other employees nominated by the local government.

## Gifts

It is the City's position that Council Members, the CEO and employees should not seek or accept (either directly or indirectly) any immediate or future gift (including any financial benefit, reward, donation or hospitality) for themselves, or for any other person or body, as a result of their role with the City.

However, it is acknowledged that there may be instances when receiving a gift is unavoidable or when refusal of a gift may be impossible or impractical. These circumstances will depend on the cultural context of the giving of a gift, the nature of the gift (perishable food or beverages or of no monetary value) and the relationship with the person giving the gift. In such a circumstance the gift may be accepted on behalf of the City but should be disclosed in accordance with the requirements outlined below.

## *Council Members*

It is the City's position that any gift received (and not able to be returned) by an Council Members and **valued above \$50** is to be disclosed and included in the City's [Register of Gifts](#). This requirement goes beyond the legislative requirement, which requires disclosure of gifts above \$300 only.

The Department of Local Government, Sport and Cultural Industries has prepared the frameworks shown at attachments A, B, and C to assist Council Members and CEO's in disclosing gifts.

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## Governance Framework



In accordance with the LGA, Council Members (section 5.87A) and CEOs (section 5.87B) are required to disclose gifts that are received in their capacity as an Council Members or CEO and:

- are valued over \$300; or
- are of a cumulative value that exceeds \$300 where the gifts are received from the same donor in a 12-month period.

Additionally, a gift given by two or more related bodies corporate (as defined by section 50 of the *Corporations Act 2001* (Cth)) is considered to have been given by a single corporation.

The City current and previous register of gifts are publicly available on the City's [website](#).

These provisions recognise that a relationship is created between the donor and a recipient of a gift that could be perceived to affect decision-making. The reason for the receipt of the gift is irrelevant. This means that if the gift is received in a Council Member or CEO's personal capacity it still needs to be disclosed in accordance with the LGA requirements (there are a number of exemptions, which relate to gifts from family members.)

The primary consideration is whether there is a matter before Council that the donor could benefit or suffer detriment as a result of.

Council Members should not participate in any part of the Meeting that involves the donor (section 5.67). Council Members must disclose the interest, in accordance with section 5.65, in writing to the CEO before the Meeting or immediately before the matter is discussed.

The CEO is also bound by these requirements and must not be involved in the preparation of the report to Council, either directly or indirectly (section 5.71A).

The statutory definition of a gift is set out in section 5.57 of the *Local Government Act 1995* as follows:

### 5.57. Terms used

In this Division, unless the contrary intention appears —  
*gift* means —

- (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- (b) a travel contribution; *travel* includes accommodation incidental to a journey; *travel contribution* means a financial or other contribution made by 1 person to travel undertaken by another person.

### *Employee gifts*

Employees are prohibited from accepting certain gifts as follows:

- a gift from a contractor, supplier, developer or applicant;
- a gift with a value of \$300 or more; or
- a number of gifts from the same person/company equating to a value of \$300 or more over a 6-month period.

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## Governance Framework



It is the City's position that any gift received (that is not a prohibited gift as outlined above and is not able to be returned) must be disclosed using the City's Gift Disclosure Form within 10 days of acceptance. The reason for the acceptance of the gift needs to be noted in the gift disclosure form.

Gifts accepted will be recorded on the City's internal Gift Register. Gifts with a value over \$50 will also be included in a public version of the register which is accessible on the City's website.

### *CEO gifts*

It is the City's position that any gift received (and not able to be returned) by the CEO is to be disclosed and using the City's Gift Disclosure Form within 10 days of acceptance. The reason for the acceptance of the gift needs to be noted in the gift disclosure form.

Gifts accepted will be recorded on the City's internal Gift Register. Gifts with a value over \$50 will also be included in a public version of the register which is accessible on the City's website.

The CEO must not be involved in the preparation of a report to Council, either directly or indirectly, if in receipt of a gift in relation to that advice or report (s 5.71A of the LGA):

#### **5.71 CEOs to disclose interests relating to gifts in connection with advice or reports**

- (1) *A CEO who has an interest relating to a gift in a matter in respect of which the CEO proposes to provide advice or a report, directly or indirectly, to the council or a committee must disclose the nature of the interest in a written notice given to the council.*
- (2) *A CEO who makes a disclosure under subsection (1) must not provide the advice or report unless the CEO is allowed to do so under section 5.71B(2) or (6).*
- (3) *A CEO who has an interest relating to a gift in a matter in respect of which another employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when the advice or report is provided.*



# Governance Framework



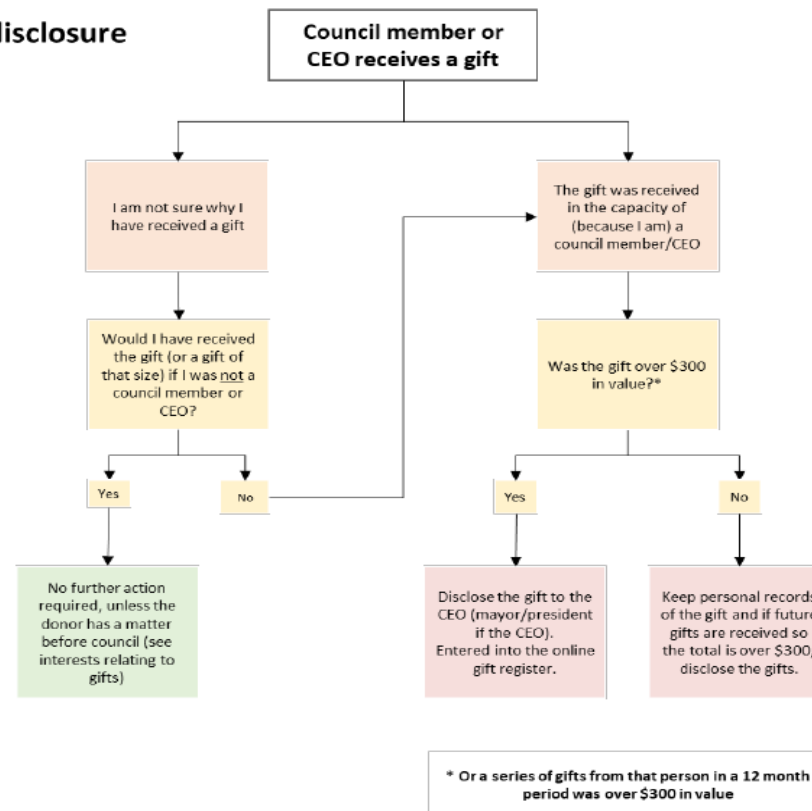
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## Attachment A - Gift reporting framework under the Local Government Act 1995.

### Gift framework - disclosure



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# Governance Framework

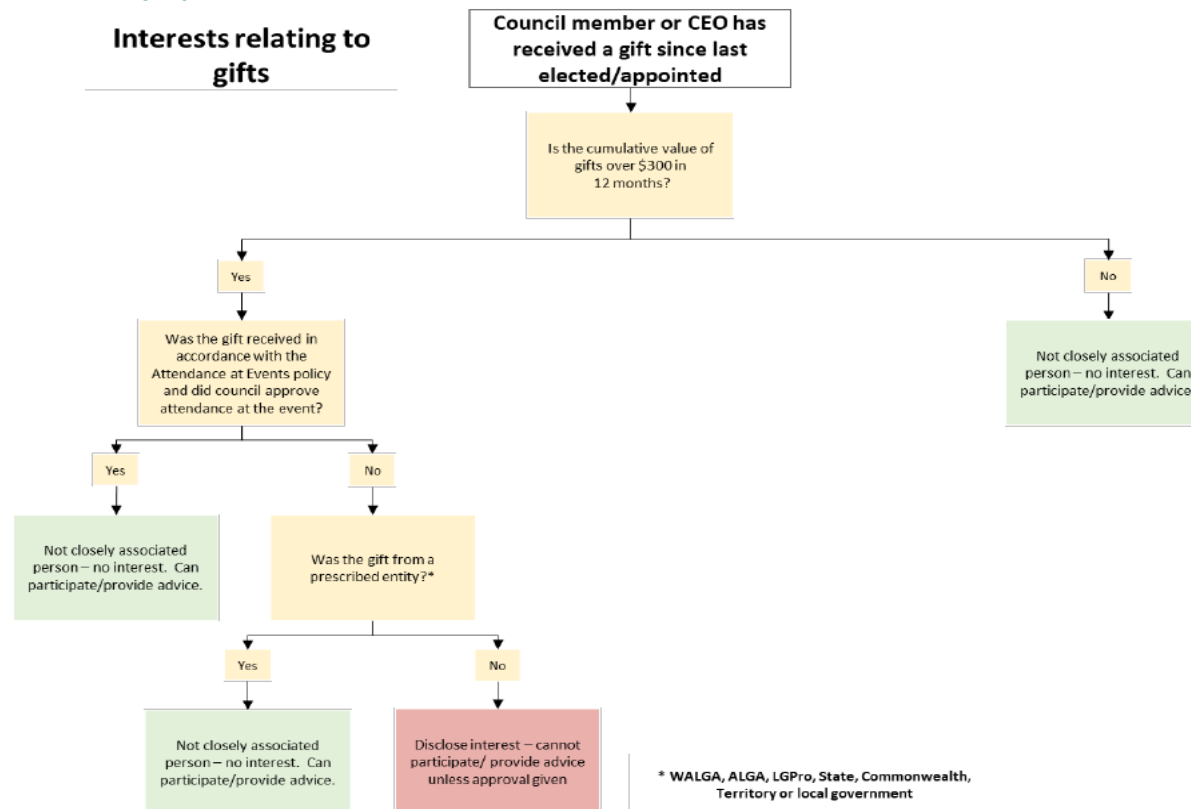


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## Attachment B - Interests relating to gifts under the Local Government Act 1995.



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# Governance Framework

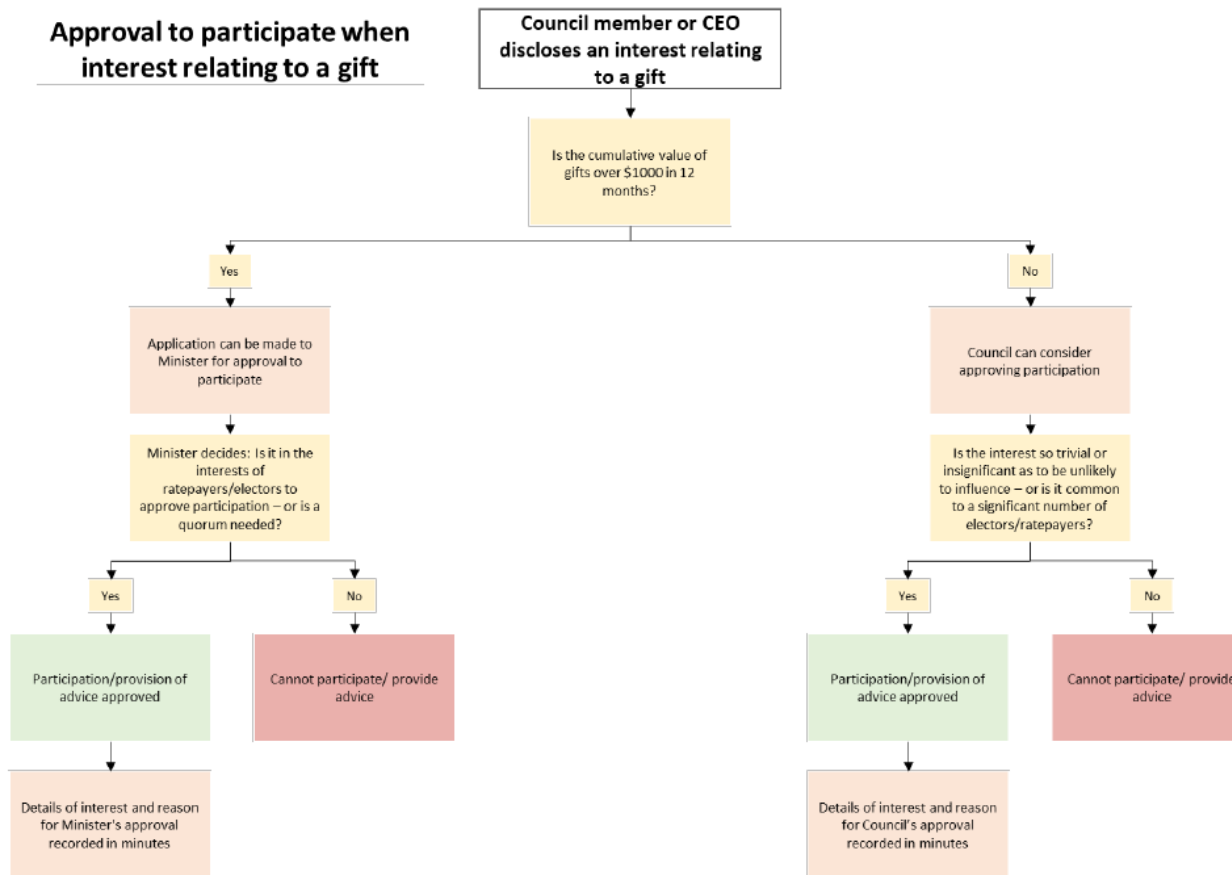


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## *Attachment C - Approval to participate when there is an interest under the Local Government Act 1995.*



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# Governance Framework



## Contact with developers

Contact with developers is a normal and necessary function of the role of a Council Member. However, the nature and frequency of that contact can sometimes lead to allegations or perceptions of bias, influence or even corruption being made towards Council Members. Ensuring that decision-making processes are open and transparent reduces the opportunities for such allegations or perceptions to be raised.

Council Members are to record any prescribed contact they have with developers on the City's "Contact with Developers Register" in accordance with the City's [Council Member Contact with Developers Policy](#).

The [Council Member Contact with Developers Register](#) is maintained by the CEO and published on the City's website.

~~In the interests of transparency and accountability, any contact prior to the lodgement of a development application, which includes during the Design Review Panel assessment, should be disclosed as an interest at the point that the application is presented to Council.~~

## Delegations

Some legislation confers powers on local governments to allow Council to delegate power to a committee of the local government, the local governments CEO or in limited circumstances other persons or employees.

The purpose of delegating a power is to allow matters that are routine, may have a time constraint or can change rapidly to be dealt with efficiently.

The extent of delegation, conditions that may be applied, records that must be kept and the review and amendment processes depend on the various heads of power in the Acts themselves. Western Australian legislation may be accessed online at the State Law Publisher's website at <https://www.legislation.wa.gov.au>

Delegates exercise the delegated decision-making function in their own right, in other words they have discretionary decision-making powers. The use of delegated authority means that a large volume of routine work can be effectively managed and acted on promptly, which in turn facilitates efficient service delivery to the community.

In situations where an employee has been delegated a power or duty by the CEO, and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and must either disclose the nature of the interest to the CEO (or should the employee be the CEO, disclose the nature of the interest to the Mayor).

The City's '[Register of Delegation, Authorisations and Appointments](#)' is reviewed by Council on an annual basis and is available on the City's website.

This register includes:

- Delegations from Council to the CEO;
- Sub delegations from CEO to other employees;
- Appointments of authorised persons; and
- Appointments of other employees.

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# Governance Framework



The provisions of the LGA which provide for delegations by a local government or its CEO are as follows:

- Section 5.16(1), states: 'Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than this power of delegation.'
- Section 5.42(1), states: 'A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.'
- Section 5.44(1), states: 'A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.'

The Act has been framed in a way that determines whether powers and duties can be delegated or not. If the term 'council' is used then it is the council itself which must carry out that function. If the term 'local government' is used then it may be possible to use delegation, subject to any other express powers against delegation or the desirability in using 'acting through' where it may be a better way of carrying out the power or duty.

## *Concept of acting through*

Employees do not always need delegations or sub delegations to carry out their tasks and functions on behalf of the local government. Basically, a function may be undertaken through the "acting through" concept where a person has no discretion in carrying out that function – the outcome will not be substantially different regardless of the circumstances or who exercised the power.

The key difference between a delegation and acting through is that a delegate exercises a decision-making function in his or her own right. For example, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to "act through" another employee.

## *Authorised persons*

Authorised persons are given powers to do certain things under an Act, Regulation or local law; usually to issue an infringement, make inquiries, enter on to property, issue a notice or to enforce a provision.

The CEO has been delegated the authority to appoint authorised persons for the purpose of fulfilling prescribed functions within the LGA and its subsidiary legislation, including LGA Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the LGA.

An authorised person, once appointed, is responsible for fulfilling the powers and duties assigned under law to an authorised person, which may be specified or limited in an Act or Regulation, or the certificate of authorisation.

# Governance Framework



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- Appointments of other employees.

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# Governance Framework



## Executive functions

The executive functions of the City are to administer its local laws and to provide services and facilities deemed necessary for the good governance of the community.

Services and facilities are managed to ensure that they integrate and not duplicate with any services provided by the State, Commonwealth or any public body

### 3.18. Performing executive functions

- (1) *A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.*
- (2) *In performing its executive functions, a local government may provide services and facilities. A local government can, therefore, administer local laws and provide services and facilities in order to provide for 'the good government of the district'.*
- (3) *A local government must satisfy itself that the services and facilities it provides:*
  - (a) *integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body*
  - (b) *do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private*
  - (c) *are managed efficiently and effectively.*

## Policies

Section 2.7(2)(b) of the LGA states that the Council is to "determine the local government's policies".

Policies guide decision making by Council and Administration. Policy provisions are at the discretion of the Council, provided they are in accordance with relevant legislation and align with the City's SCP.

Council is responsible for making, amending and revoking policies as required to ensure policies remain relevant and reflect community views and current practices.

In addition, policies may also be prepared under statutory instruments (e.g., local planning policies prepared under the City's Local Planning Scheme No. 2 (LPS2)). In such cases, the legal effect of the policy will be documented in the relevant statutory instrument.

At its 15 December 2020 meeting, Council approved its new [Policy and Development Review Policy](#).

The new policy identifies the legislative hierarchy of governing documents and proposes to align all documented City positions (strategies, policies and action plans) to the priorities of the SCP.

Alignment to the priorities of the SCP will assist Council, Administration and the community in clearly identifying the delivery and implementation of the community's long-term vision.

To support implementation of this policy, Administration has developed a Policy Document Register and Review Plan (Plan) which identifies the systematic review of all Policy Documents and a monthly publication program to facilitate early consultation of objective and agenda setting with Council Members.

# Governance Framework



## Local laws

The Council is responsible for adopting a set of local laws under section 3.5 of the LGA.

Council, when making local laws, must be aware of their legislative effect and the process as outlined in the LGA.

The City's Local Laws reflect community standards and provide for the good governance of the City.

The process for adopting local laws provides the community with a six-week advertising period to allow for the opportunity to comment on proposed local laws. The local law is then presented once more to Council and any public submissions are considered. Upon final adoption the local laws are gazetted and considered by the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

The City is required to review all its local laws every eight years from the date they came into operation or from the date, they were last reviewed. This review process also allows for community consultation and feedback.

The City has the following local laws:

- [Dogs Local Law 2007](#);
- [Fencing Local Law 2008](#);
- [Health Local Law 2004](#);
- [Local Government Property Local Law 2008](#);
- [Parking & Parking Facilities Local Law 2007](#);
- [Meeting Procedures Local Law 2008](#); and
- [Trading in Public Places Local Law 2008](#)

# Governance Framework



## Principle 4 – Commitment to Sustainability

The City recognises the importance of not only addressing the current needs of the community, but also the needs of future generations. To do this, the City must operate in a manner, which considers the long term environmental, financial and resource implications.

### Environmental

The City's commitment to environmental sustainability is reflected in its Sustainable Environment Strategy 2019-2024 (SES). The SES sets out achievable actions for the City to implement over the next five years, to:

- ensure that the City acts in an environmentally sustainable manner in all of its operations, and
- encourages, empowers and supports the City's community to live in an environmentally sustainable manner.

The SES includes a number of positive actions for delivering a sustainable natural and built environment for the community.

The SES sets out actions to be undertaken across five key opportunity areas plus the overarching area of net zero greenhouse gas emissions from City operations to be achieved by 2030:

- Energy
- Transport
- Water
- Urban Greening and Biodiversity
- Waste

### Financial Management

#### *Role of the CEO*

The CEO is accountable to Council for the financial performance of the City. The CEO must ensure that certain fundamentals are in place including, but not limited to:

- appropriate financial systems, plans, strategies and protocols
- adequate resources to support the City's activities and financial monitoring and performance
- suitable internal review and audit mechanisms
- an organisational culture where responsibility and accountability are clearly delineated and understood
- adherence to and compliance with legislative provisions.

#### *Asset management*

In accordance with section 5.56(1) of the LGA, local governments are required to plan for the future, which includes the management of assets. The asset management plan and strategy will inform the annual budget and LTFP.

The Department of Local Government, Sport and Cultural Industries (DLGSCI) guidelines state that:

*“Asset management is critical to meeting local government strategic goals within an Integrated Planning and Reporting approach. Asset Management Policies, Asset Management Strategies and Asset Management Plans (AMP) are informed by, and in turn inform, the community aspirations and service requirements in the Strategic Community Plan.*

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## Governance Framework



The City's current Asset Strategy (2010-2020) is due to be reviewed this year.

The main objective of the Asset Management Strategy is to outline how the City will meet its commitment to asset management over the coming ten years.

An Asset Management Strategy recognises the need to manage assets effectively as part of the City's service delivery, where the service areas delivering the service should be responsible for managing assets that are associated with that (service) area. Failure to adequately plan for the renewal of existing assets, and the development of new assets, will invariably result in the accepted "levels of service" declining.

The City has historically prepared a 12 month capital works program for incorporation into the annual budget. The City is developing a 4 year capital works program which is aligned to the LTFP.

The City is continuing to develop processes to improve the robustness of the capital works program, informed by a comprehensive Asset Maintenance Framework.

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# Governance Framework



## Principle 5 – Accountability

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*The need for local governments to account for their activities and have systems in place, which support and reinforce this accountability*

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Excellence in governance is based on the premise that those who are involved in governance, both Council Members and Administration are held to account for what they do.

Accountability means holding Council Members, the CEO and employees of a local government responsible for its performance. The public trust placed in the public sector and in its Council Members to act in the public interest can be justified in the manner in which their duties have been performed.

### Compliance Audit

Section 7.13(1)(i) of the LGA 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), the Department of Local Government, Sport and Cultural Industries (Department) requires that all local governments complete a CAR by 31 March of the following year.

In accordance with Regulation 14(3a) of the *Local Government (Audit) Regulations 1996*, the Audit Committee is to review the CAR prior to the CAR being presented to Council for approval.

### Audit Committee

The City’s Audit committee is responsible for the reviewing and making recommendations to Council regarding financial management, risk management, internal controls, legislative compliance, internal and external audit planning and reporting.

The primary objectives of the Audit Committee are to:

- Accept responsibility for the annual external audit; and
- Liaise with the local government’s internal and external auditors so that Council can be satisfied with the performance of the local government in managing its affairs.

Reports from the Committee assist Council in discharging its legislative responsibility of controlling the local government’s affairs, determining the local government’s policies and overseeing the allocation of the local government’s finances and resources. The committee ensures openness in the local government’s financial reporting and liaises with the CEO to ensure the effective and efficient management of the local government’s financial accounting systems and compliance with legislation.

The Committee facilitates:

- The enhancement of the credibility and objectivity of internal and external financial reporting;
- Effective management of financial and other risks and the protection of Council assets;
- Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- The coordination of the internal audit function with the external audit; and
- The provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council.

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# Governance Framework



## Customer Service and Complaints Management

The City has adopted a [Customer Service Charter](#), which reflects the City's commitment to providing quality service and outlines what the community can expect from the City.

Customer service requests or complaints are processed in accordance with the [City's Customer Service Complaints Management Policy 4.1.3](#) and the City's comprehensive Customer Service Complaints Management Procedure.

The City strives to provide a friendly, professional and efficient service which meets the needs of the community.

## Access to information

Section 5.94 of the LGA sets out certain Local Government information that members of the public can inspect with limits on those rights detailed in Section 5.95.

The Western Australian *Freedom of Information Act 1992* gives people a right to access documents of an agency, subject to the sensitivity of the document and the exemptions applied pursuant to the Act. The Act is designed to make State and local government more open and accountable to the public by creating a general right of access.

The City is committed to transparency and accountability and seeks to provide members of the public with access to information in the most time efficient and low-cost methods, while ensuring the privacy of staff and the public is protected.

This position has been formalised in the following documents:

- [Freedom of Information Statement 2021](#);
- [Freedom of Information Access Arrangements](#); and
- [Freedom of Information Policy 4.1.4](#)

## Privacy of information

The City of Vincent views privacy compliance as an integral part of its commitment to accountability and integrity in all its activities and programmes. The City is committed to compliance with the laws that deal with personal and health information about individuals that is stored or received by it.

Consequently, we will:

- only use personal information provided by an individual for the purposes for which it was collected and for any other authorised use;
- only disclose personal information to any third party (including other authorities) where authorised; and
- take all necessary measures to prevent unauthorised access or disclosure.

## Performance management and reporting

The Council is accountable for monitoring performance in the achievement of the City's strategic direction, goals and financial outcomes.

The management of the City's performance and the reporting of that performance to the community is achieved in several ways.

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# Governance Framework



## *Annual Financial Report*

The *Local Government Act 1995* (the Act) requires local governments to prepare an Annual Financial Report (Report) on its operations for the preceding financial year. The annual report provides information about the City's financial activities, income and expenditure.

The City's Annual Financial Report is to be audited by an external auditor and is to be considered by the City's Audit Committee before being submitted to Council for adoption.

## *Annual Report*

In accordance with section 5.53 of the LGA the City prepares an Annual Report each financial year.

The City's Annual Report is the City's key reporting document that details a summary of the City's activities throughout each year, and outlines progress made towards strategic objectives set out in the City's guiding strategic documents.

## *CEO performance review*

Section 5.38 of the LGA requires Council to review the performance of the CEO at least once each year. Conducting this review is an important function of Council because the CEO is Council's only employee and it is through this review process that Council can also review the performance of the organisation.

The [CEO Annual Performance Review Policy](#) sets out the manner in which this annual review is to be conducted.

## *Employee performance review*

In accordance with the Act, the performance of all employees is to be reviewed at least once in relation to every year of their employment.

The City's performance and development procedure ensures the consistent review of employee performance and development and encourages open and honest communication between employees and leaders.

# Governance Framework



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## Revisions

Office use only			
Review	Council Item	CM Ref	Details
18/08/2020	OMC - 12.5 <a href="#">Minutes</a>	D20/148041	Adoption
20/10/2020	OMC – 9.4 <a href="#">Minutes</a>	D20/195873	Updated to include priority health outcome consideration from the Public Health Plan 2020 – 2025 in Council reports.
22/06/2021	OMC – 12.4 <a href="#">Minutes</a>	D21/106344	Updated to reflect the division of the codes of conduct, procedural requirement for dealing with complaints about alleged breaches of the behaviour and updated gift and conflict of interest provisions in line with the new regulations.
16/11/2021	OMC – 9.7 <a href="#">Minutes</a>	D21/206878	Reviewed after local government election in consultation with Council Members. Updates detailed in <a href="#">report 9.7</a> .

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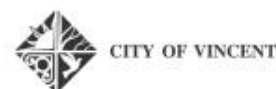
**12.3 INFORMATION BULLETIN**

- Attachments:**
1. Unconfirmed Minutes of the Arts Advisory Group 24 August 2022 [↓](#) 
  2. Unconfirmed Minutes of the Children and Young Peoples Advisory Group (CYPAG) 17 August 2022 [↓](#) 
  3. Unconfirmed Minutes of Mindarie Regional Council Meeting held on 29 September 2022 [↓](#) 
  4. Unconfirmed Minutes of the Tamala Park Regional Council - Special Meeting held on 29 September 2022 [↓](#) 
  5. Statistics for Development Services Applications as at the end of September 2022 [↓](#) 
  6. Register of Legal Action and Prosecutions Monthly - Confidential
  7. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 3 October 2022 [↓](#) 
  8. Register of Applications Referred to the MetroWest Development Assessment Panel - Current [↓](#) 
  9. Register of Applications Referred to the Design Review Panel - Current [↓](#) 
  10. Register of Petitions - Progress Report - September 2022 [↓](#) 
  11. Register of Notices of Motion - Progress Report - September 2022 [↓](#) 
  12. Register of Reports to be Actioned - Progress Report - September 2022 [↓](#) 
  13. Council Workshop Items since September 2022 [↓](#) 
  14. Council Meeting Statistics [↓](#) 
  15. Council Briefing Notes - 13 September 2022 [↓](#) 

**RECOMMENDATION:**

That Council RECEIVES the Information Bulletin dated October 2022.

# MINUTES



## ARTS ADVISORY GROUP

Wednesday 24 August 2022  
5:30pm – 6:30pm

Venue: Committee Room  
City of Vincent  
Administration and Civic Centre  
244 Vincent Street Leederville

### Attendees:

City of Vincent Councillors  
Cr Suzanne Worner (Chairperson) (SW)  
Cr Alex Castle (AC)

Community Representatives  
Claudia Alessi (CA)  
Paula Hart (PH)  
Marisa Santosa (MS)

City of Vincent Officers  
Tara Gloster, Manager Policy & Place (TG)  
Lauren Formentin, Place Planner – Pickle District (Arts) (LF)

Apologies  
Carolyn Karnovsky (CK)  
Sue-Lyn Moyle (SM)  
Jo Malone (JM)

### 1. Welcome/Declaration of Opening – Acknowledgement to Country (SW)

5:45pm SW opened meeting

### 2. Apologies

Carolyn Karnovsky, Jo Malone, Sue-Lyn Moyle

### 3. Previous Minutes

SW accepted the minutes.

### 4. Business

#### 4.1 Hyde Park Meeting Place Kiosk Mural Proposal (LF)

10 mins

Original application proposed mural to be located on roller door. RAPWG feedback was that whilst there is no issue with the proposed artist or artwork design, roller door location not supported as it won't be visible during kiosk's opening hours and an alternative location on the exterior of the building is desired.

Administration to suggest applicant consider applying mural artwork to northern or southern façade of the building. Northern façade would be more directly linked to the business, whilst southern wall faces the playground area. AAG members agreed to put these two options to the applicant, pending approval from RAPWG and Bridya Elders Group.

#### 4.2 Murals (LF)

10 mins

Newly renovated toilet block at Hyde Park has fresh, clean surface on southern wall which faces the playground and would be a great location for a mural artwork. Noting this is a vandalism hotspot and often reports of unsocial behaviour here after hours, with people feeling unsafe. AAG members agreed to make this location available to the Meeting Place Kiosk (item above) for their mural artwork first, and if they do not go ahead with this location then the City will look at initiating a mural project here.

Potential to consider refresh or replacement of Bruno Booth mural at the western end of Leederville Arcade, near Tsuke Ba. Some local businesses brought it to the Leederville Place Planner's attention as the mural is looking tired and there is often unsocial behaviour after hours or homeless people sleeping on the platform. Mural was initially commissioned by City of Vincent in 2016 and a section has since been substantially damaged by paste up posters. AAG members discussed that because this is private property and there are future plans for revitalisation of the area, it is not advisable to put much resourcing towards it. Decision to encourage immediate businesses to consider pooling funds if they agree on a way forward, with potential to apply for co-funding contribution from the City if required.

**4.3 Percent for art application – 40 Frame Court, Leederville (LF)** 30 mins

In October 2021 Council approved a portion of the percent for art contribution for this development to be expended on the curation and management of an art gallery or cultural production space – details of which will be heavily reliant on guidance from the Arts Advisory Group. The Development Application has now been lodged which includes building plans and a preliminary management plan for the space(s).

AAG members decided that because this is a complex matter and the first of its kind (percent for art contribution going towards arts infrastructure), more time and discussion is required so a special meeting will be scheduled to workshop the proposal.

**4.4 AAG Membership – nominations open (LF)** 5 mins

Nominations now open, LF to send email to members that they can forward to friends/acquaintances who might be interested. Nominations close Friday 9 September 2022.

**5 Close/Next Meeting**

Scheduled for 5:30pm Wednesday 2 November 2022

# MINUTES



## CHILDREN AND YOUNG PEOPLE ADVISORY GROUP

Wednesday 17 August 2022 at 6pm

Venue: Online via Zoom

City of Vincent Councillors:

Cr Alex Castle (Chair)  
Cr Ron Alexander (RA)

Community Representatives:

Daniel Langlands (DL)  
Fiona Buswell-Smith (FBS)  
Maria Daniele (MD)  
Nicci Salley (NS)  
Suzanne Lawrence (SL)  
Shari Stockdale (SS)

City of Vincent Officers:

Virginia Miltrup – Executive Director Community & Business Services (VM)  
Courtney Aylett – Community Development Advisor – Children, Young People & Community Funding (CA)

Guest

Sal Cleveray – YMCA HQ (SC)  
Ryan Gray – City of Vincent Place Planner – Mount Hawthorn Policy and Place (RG)

**1. Welcome / Declaration of Opening**

The Chairperson opened the meeting at 6.03pm and delivered the Acknowledgement of Country.

**2. Apologies**

Cr Ron Alexander  
Nicci Salley  
Shari Stockdale  
Virginia Miltrup

**3. Confirmation of Previous Minutes**

AC confirmed the minutes from the 8 June 2022 meeting.

**4. Business**

4.1 Mount Hawthorn Skate Space – Ryan Gray

RG provided background information on project, advising it is on the 2019 Mount Hawthorn Plan. AC advised that the project was also on the Mount Hawthorn Hub's Action Plan in 2016/2017.

RG advised in 2021 John Carey committed \$200k funding towards the construction of a skate or scooter facility. Following site analysis, it is proposed to co-locate it with the pump track at

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## MINUTES



Britannia Reserve. Anticipating a 300m<sup>2</sup> skate space targeted at beginner / intermediate level skaters. The City has appointed Skate Sculpture to do the concept design based on preliminary consultation.

Next stage: The concept design and preliminary consultation feedback will be presented to Council, requesting approval to go out to community consultation which will focus on the skatepark design itself.

DL asked if there would be a drinking fountain. RG advised has been discussions surrounding features such as shade structures, seating, water fountains and toilets at the location, however these facilities are dependent on funding.

**ACTION 1): RG to send the Mount Hawthorn Skate Space concept design to CA.**  
**ACTION 2): CA to distribute Mount Hawthorn Skate Space concept design to CYPAG for comment.**

### 4.2 Update of Recent Youth Programs and Initiatives

#### *Youth at Risk Network (YARN) – Our Path II Event*

CA advised that the City partnered with YARN to deliver the Our Path II event for young people. The event was held on Friday the 12<sup>th</sup> of August from 4pm-7pm at The Y. Service providers set up information stalls, there was a youth art exhibition, music competition, op shop, food stalls, free haircuts and even a pop-up vaccination clinic.

SC advised that the coffee van and vaccination clinic were very popular. Estimate from 130-150 attended and there were no reports of any issues.

AC requested we showcase these collaborations and service providers to the community.

### 4.3 Draft Actions and Deliverables – Youth Action Plan 2023 – 2026

CA thanked CYPAG members for reviewing the draft actions and deliverables and providing their comments.

CA made comment on final amendments to draft actions and deliverables and advised that the draft 2023 – 2026 Youth Action Plan would be presented to Council Workshop in September, then progressing to October Council meeting where we will request approval for community consultation on the draft Plan.

The draft Plan has been delayed by one month due to staff changes and a delay in receiving survey data from the Youth Affairs Council of WA.

### 4.4 Upcoming Opportunities and Priorities

#### *2022 Interschool Debating Competition*

CA advised that the Interschool Debating Competition was taking place on the 15<sup>th</sup> of September. The City had engaged the WA Debating League to facilitate the day. There were five teams from four schools registered to participate in the day. Participants will receive a certificate and small prize, and winners will receive trophies. CA asked for CYPAG's feedback on topics for the day.

AC suggested there was an opportunity to provide the participants with an interesting and rewarding topic whilst gathering information on YAP priorities. Some stand out themes include environment and education, which could be provided to WADL who will be able to develop the debate topics.

## MINUTES



AC asked how many schools are taking part. CA advised that four schools have registered (out of six local primary schools). Mount Hawthorn Primary advised that they were not able to participate this year due to significant staffing changes that have impacted resourcing, and Aranmore Primary did not provide a reason for non-participation.

**ACTION:** CA to contact schools that did not participate in the Interschool Debating Competition and see if there were any ways that we could accommodate their participation in future.

### *Spirit of Christmas Banners Project*

CA advised that the Expression of Interest and information has been distributed to schools. Five schools have returned their EOI information so far.

### *Young Makers Market*

CA advised that the Young Makers Market Expression of Interest for stallholders are now open. The stallholder applications will be promoted over September, closing mid-October. The Market will be held at North Perth Town Hall and the Multicultural Gardens on Sunday 13 November 2022 from 8am-11am.

DL asked if it is targeted to a certain age range. CA advised that the age range last year was diverse ranging from 12-25. AC advised that some of the older kids are at that next level where they do sell their items elsewhere too. They have a higher level of organisation and product quality. AC suggested to group stalls of a similar age bracket in similar location.

CA advised that previously the City had not captured the postcodes or ages of participants on registration, however this year we have an online form that will capture this information.

**ACTION 3):** CA to group Young Makers Market stallholders of similar age in the same area at the market.

**ACTION 4):** CA to send Young Makers Market stallholder EOI information through to CYPAG.

### *YMCA Agreement*

CA advised that at Council meeting on 08 February 2022 Council approved a three-year funding agreement with The Y WA for the amount of \$50,000 (ex GST) per year, commencing July 2022. The City and staff team at The Y are currently finalising the agreement, and we hope to have this complete prior to SC's departure from The Y.

### *Constable Care Opportunity*

CA advised that the City has an annual membership with Constable Care. As part of the membership, they offer 'After Dark' workshops for young people and school workshops for children. Safety was a common theme that was brought up in Youth Action Plan consultation, so investigating this opportunity further is a priority.

AC commented that this sounded like an incredibly valuable opportunity.

SL advised that her three younger children had done the 'Night Walk in the City' with Constable Care and highly recommended the session. SL advised that the session focused on raising awareness of what is happening within their environment and encouraged the young people to really look after each other when they are in those situations.

**ACTION 5):** CA to meet with Community Safety and investigate potential to utilise the Constable Care 'After Dark' sessions.

**ACTION 6):** CA to investigate partnership opportunities for delivering the Constable Care workshops.

## MINUTES



### *Author Talk with Rebecca Laffar-Smith*

CA advised that we are collaborating with Library services staff to schedule an author session with Rebecca-Laffar-Smith on Thursday 20 October from 6-7pm. The session is targeted toward young adults who struggle with mental health and neurodiversity challenges. Rebecca had mental health issues as a teen and remembers feeling alone, unseen and helpless. Now that she is an adult she tries to help teens know they are not alone by writing books representing young adult characters who struggle with mental health and neurodiversity challenges. The event will coincide with Mental Health Week.

### 4.5 Other Business

#### *YACWA Funding Program Available*

CA advised that YACWA has recently released a funding program for projects which provide support and inclusion services for LGBTQAI+ young people. CA mentioned that if any of our service providers were wanting to commence an initiative that targeted this funding, the City is here to support them through the application process or potentially partner for the initiative.

#### *RYDE*

DL mentioned that Foyer Oxford is needing more volunteer drivers for their RYDE program and requested CYPAG to promote through their networks. Foyer have a car that they use for the program, however they really need more volunteers on board.

CA advised the City has promoted this through posters and liaising with Foyer to do a social media post which the City could share.

AC suggested CA connect Foyer to Cara, the City's Community Safety Officer. AC commented that Cara may be able to provide connections with other providers in the homelessness sector who may be able to benefit from the RYDE program too.

**ACTION 7): All CYPAG members to promote the need for Volunteer Drivers for the RYDE program to their networks.**

**ACTION 8): CA to connect Foyer with Cara from Community Safety.**

#### *YMCA Update*

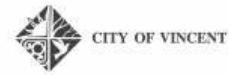
SC advised that the life skills workshops have commenced with first aid complete and RSA course running on Thursday 9 September. Youth Squad is going really well, there are Clash of Bands and Demo Days coming up and the Drip and Walls program are continuing. The Y is about to run an online postcard art competition surrounding the Act, Belong, Commit messaging.

**ACTION 9): SC to send upcoming workshops and opportunities through to CA to promote.**

#### *SC Departure*

SC advised that they would love to stay on CYPAG as a representative of their new organisation, Freedom Centre.

## MINUTES



AC mentioned that we would love to have SC stay in the group. We would just need to formally appoint this through Council.

**ACTION 10): CA to review Terms of Reference, membership numbers and commence report to Council regarding formal inclusion of SC as a member.**

**5. Close / Next Meeting**

The meeting was closed at 7.30pm. The next meeting will be on 12 October.

Signed \_\_\_\_\_  
Councillor (Chairperson)

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

# MINUTES



## ACTIONS

Summary of Actions	Date	Status
SC to share gigs and programs so that CYPAG can promote.	June	Ongoing
CA to investigate how the City can support the Y and Foyer with employment / training opportunities.	June	In progress
RG to send the Mount Hawthorn Skate Space concept design to CA.	August	Not Complete
CA to distribute Mount Hawthorn Skate Space concept design to CYPAG for comment.	August	Not Complete
CA to contact schools that did not participate in the Interschool Debating Competition and see if there were any ways that we could accommodate their participation in future.	August	Not Complete
CA to group Young Makers Market stallholders of similar age in the same area at the market.	August	Not Complete
CA to send Young Makers Market stallholder EOI information through to CYPAG.	August	Not Complete
CA to meet with Community Safety and investigate potential to utilise the Constable Care 'After Dark' sessions.	August	Not Complete
CA to investigate partnership opportunities for delivering the Constable Care workshops.	August	Not Complete
All members to promote the need for Volunteer Drivers for the RYDE program to their networks.	August	Not Complete
CA to connect Foyer with Cara from Community Safety.	August	Not Complete
SC to send upcoming YMCA workshops and opportunities through to CA to promote.	August	Not Complete
CA to review Terms of Reference, membership numbers and commence report to Council regarding formal inclusion of SC as a member.	August	Not Complete



## MINUTES

### ORDINARY COUNCIL MEETING

TIME: 6.30 PM

29 SEPTEMBER 2022

CITY OF VINCENT

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*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo  
Towns of Cambridge and Victoria Park*





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*Prior to the meeting starting Cr Ferrante made the required declaration of office for the position of Councillor of the Mindarie Regional Council (MRC) in accordance with the Local Government Act 1995 (Schedule 9.3, clause 10) using s702 of the Local Government Act 1960 (repealed). Cr Proud also made the required declaration of office, as an alternate member.*

**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Chair declared the meeting open at 6.35 pm

**2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

**Councillor Attendance**

Cr K Vernon (Chair)	Town of Victoria Park
Cr A Jacob	City of Joondalup
Cr C May	City of Joondalup
Cr L Gobbert, JP	City of Perth
Cr C Hatton	City of Stirling
Cr S Proud, JP	City of Stirling
Cr J Ferrante	City of Stirling
Cr A Castle	City of Vincent
Cr F Cvitan, JP	City of Wanneroo
Cr P Miles	City of Wanneroo
Cr K Shannon	Town of Cambridge

**MRC Officers**

Mr S Cairns (Chief Executive Officer)  
Ms A Arapovic (Finance Manager)  
Mr B Twine (Operations Manager)  
Ms S Cherico (Human Resources Officer)  
Ms D Toward (Executive Support)

**Apologies**

Cr Lisa Thornton City of Stirling

**Approved leave of absence**

Cr E Re City of Stirling

**Member Council Observers**

Mr M MacPherson	City of Joondalup
Mr G Taylor	City of Perth
Mr A Murphy	City of Stirling
Mr N Stewart	City of Stirling
Mr P Varris	City of Vincent
Mr D Simms	City of Wanneroo
Mr A Kowero	City of Wanneroo
Mr J Wong	Town of Victoria Park

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### 3 DECLARATION OF INTERESTS

Interest Type	Financial Interest
Name and Position of Person	Mr Scott Cairns – Chief Executive Officer
Report No and Topic	14.4 CEO Recruitment and Performance Review Committee – Consideration of Committee's recommendation
Name of Interest	I am the CEO and the report concerns my employment contract

### 4 PUBLIC QUESTION TIME

Public question time opened at 6.37pm  
There were no members of the public present.  
Public question time closed at 6.37 pm.

### 5 ANNOUNCEMENT BY THE PRESIDING PERSON

The Chair welcomed Cr Joe Ferrante as the newly appointed representative for the City of Stirling.  
The Chair also welcomed the City of Stirling Deputy Mayor, Cr Stephanie Proud, to the meeting as the City's alternate member covering the approved leave of absence for Cr Elizabeth Re.

### 6 APPLICATION FOR LEAVE OF ABSENCE

Cr Elizabeth Re had previously submitted a request for Leave of Absence from Council duties on 24 November 2022.

**Moved Cr Vernon, seconded Cr May**  
**RESOLVED**

That Council approves the request for Leave of Absence from Council duties for Cr Re on 24 November 2022.  
(CARRIED UNANIMOUSLY 11/0)

### 7 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

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<b>8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>
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**8.1 ORDINARY COUNCIL MEETING – 25 AUGUST 2022**

The Minutes of the Ordinary Council Meeting held on 25 August 2022 have been printed and circulated to members of the Council.

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Minutes of the Ordinary Meeting of Council held on 25 August 2022 be confirmed as a true record of the proceedings.**

**Moved Cr Cvitan, seconded Cr Hatton**

**RESOLVED**

**That the recommendation be adopted**

(CARRIED UNANIMOUSLY 11/0)

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**9 CHIEF EXECUTIVE OFFICER REPORTS**

<b>9.1</b>	<b>ELECTION FOR DEPUTY CHAIRPERSON</b>
<b>File No:</b>	<b>GF-22-0000078</b>
<b>Attachment(s):</b>	<b>Nil</b>
<b>Date:</b>	<b>05 September 2022</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

**SUMMARY**

The purpose of this report is to fill a vacancy in the Office of the Deputy Chairperson of the Mindarie Regional Council (MRC).

**BACKGROUND**

In accordance with the *Local Government Act 1995* and the *Local Government Act 1960* the MRC shall have a Chairperson and a Deputy Chairperson.

A regional councillor may resign from his office by written notice to the constituent municipality who appointed him. Where a councillor ceases to be a Councillor for the constituent municipality then the office of the regional councillor automatically becomes vacant.

Where a vacancy occurs in the Office of Deputy Chairperson, at the first Ordinary Council meeting held after the vacancy occurs, the MRC is to hold a secret ballot to fill the vacancy for the remainder of the term of the former Deputy Chairperson.

**DETAILS**

At its Ordinary Council Meeting held on 07 July 2021, the MRC appointed Mr Keith Sargent as Deputy Chairperson to the MRC.

On 5 September 2022 the MRC received notification that Mr Sargent had resigned from his position as Councillor at the City of Stirling, thereby creating a vacancy in the office of the Deputy Chairperson for the MRC.

An election for the position of Deputy Chairperson is required.

**LEGAL COMPLIANCE**

*Local Government Act 1995*  
*Local Government Act 1960*

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#### FINANCIAL IMPLICATIONS

The remuneration for the position of Deputy Chair is:

	Fee (\$)	LG Allowance (\$)	Allowance (Technology) (\$)
DEPUTY CHAIRPERSON	10,824	2,015	1,025
EXPENSES	Child Care and Travel Costs will be reimbursed in accordance with Reg. 31 and 32 of the Local Government (Administration) Regulations 1996		

#### COMMENT

Nil

#### VOTING REQUIREMENT

Absolute Majority

#### RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

Appoint Cr \_\_\_\_\_ as the Deputy Chairperson effective from 29 September 2022 to 30 June 2023.

In accordance with the *Local Government Act 1995 (schedule 9.3, Clause 10(c))* an election was conducted by the Chair under s.709 (3) of the transitional provisions of the *Local Government Act 1960 (repealed)*.

The Chair asked the CEO to confirm the number of nominations received.

The CEO advised Council that two (2) nominations had been received as follows:

Cr Elizabeth Re

Cr Albert Jacob

The Chair asked if there were any further nominations, there being no other nominations, nominations closed at 6.40 pm.

Prior to voting Cr Jacob made a short speech.

The voting slips were counted by the meeting secretary and verified by the CEO.

The Chair confirmed the result of the election:

Ten (10) votes Cr Jacob and one (1) vote to Cr Re.

The Chair announced Cr Jacob as the Deputy Chairperson effective from 29 September 2022 to 30 June 2023.

Cr Jacob signed the required declaration for the office of deputy Chairperson.

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<b>9.2</b>	<b>APPOINTMENT TO FILL VACANCY ON CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE</b>
<b>File No:</b>	<b>GF-22-0000115</b>
<b>Attachment(s):</b>	<b>1. CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE</b>
<b>Date:</b>	<b>05 September 2022</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

### SUMMARY

The purpose of this report is to seek the appointment of a Councillor of the Mindarie Regional Council (MRC) to the CEO Recruitment and Performance Review Committee (the Committee).

### BACKGROUND

In accordance with the Local Government Act 1995 Council can establish committees to assist with its decision-making functions and responsibilities. Attachment 1 to this agenda item provides details of the tenure, membership, duties and responsibilities associated with being a member of the Committee.

### DETAILS

At its Ordinary Council Meeting held on 11 November 2021, the MRC appointed the following Councillors to the Committee:

Cr Karen Vernon <b>CHAIR</b>	Councillor	Town of Victoria Park
Cr Albert Jacobs (JP)	Councillor	City of Joondalup
Cr Frank Cvitan (JP)	Councillor	City of Wanneroo
Cr Chris Hatton	Councillor	City of Stirling
Keith Sargent	RESIGNED	City of Stirling

On 5 September 2022 the MRC received notification that Mr Keith Sargent had resigned from his position as Councillor at the City of Stirling, creating a councillor vacancy on the MRC for the City of Stirling, and subsequently a vacancy on the MRC CEO Recruitment and Performance Review Committee.

This report also seeks to appoint a Deputy Committee Member to the Committee.

The following provides a brief explanation of the purpose of the Committee.

#### Chief Executive Officer's Recruitment and Performance Review Committee

This committee was established in 2017 to combine recruitment and performance into one single committee consisting of five Councillors. The Chief Executive Officer's (CEO) performance is reviewed annually. The committee is supported by an independent consultant who undertakes a survey of all the Councillors and assists in the review of the CEO's performance in the previous year against pre-set performance measures and the setting of performance measures for the next year. The consultant provides a performance report to assist the Councillors in assessing the performance of the CEO.

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**LEGAL COMPLIANCE**

Local Government Act 1960

Local Government Act 1995

**FINANCIAL IMPLICATIONS**

There is no remuneration attached to this position.

**COMMENT**

Nil

**VOTING REQUIREMENT**

Absolute Majority

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Council:**

1. **Appoint Cr \_\_\_\_\_ onto the Chief Executive Recruitment and Performance Review Committee.**
2. **Appoint Cr \_\_\_\_\_ as a deputy member onto the Chief Executive Recruitment and Performance Review Committee.**

The Chair confirmed that she had received one nomination from Cr Alex Castle for membership onto the CEO Recruitment and Performance Review Committee.

The Chair called for any further nominations, Cr Ferrante nominated.

There being two nominations for one position, an election was conducted, the Chair announced Cr Ferrante as the elected member on the CEO Recruitment and Performance Review Committee with six (6) votes to five votes (5).

The votes were counted by the Human Resources Officer and verified by the CEO.

The Chair then called for nominations for the Deputy Member of the CEO Recruitment and Performance Review Committee.

Cr Castle nominated for the Deputy Member of the CEO Recruitment and Performance Review Committee.

Moved Cr Vernon, seconded Cr Jacob

RESOLVED

**That the Council:**

1. **Appoint Cr Ferrante onto the Chief Executive Recruitment and Performance Review Committee.**
2. **Appoint Cr Castle as a deputy member onto the Chief Executive Recruitment and Performance Review Committee.**

That the recommendation be adopted  
(CARRIED UNANIMOUSLY 11 /0)

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## ATTACHMENT 1

### CHIEF EXECUTIVE OFFICER'S RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE

#### MEMBERSHIP/SUPPORT HR CONSULTANT

Five Councillors  
One support HR Consultant  
One Independent Member (for Recruitment)

#### MEETING FREQUENCY

The Committee shall meet as and when required.  
Recruitment: when a vacancy occurs.  
Performance Review: normally three or four meetings per year

#### DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this committee is:

- when a vacancy occurs, participate in the recruitment of a CEO
- review on an annual basis, the CEO's performance in accordance with the Key Performance Indicators set by the Committee in the previous year; and
- Review the outcome of a survey of the Councillors undertaken by the support HR Consultant

#### APPOINTMENT/TENURE

Extract from Local Government Act 1995 “

##### 5.10. Committee members, appointment of

- (1) *A committee is to have as its members —*
  - (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
  - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*
- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of*

*the committee, the local government is to appoint the mayor or president to be a member of the committee.*

- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*

- (a) to be a member of the committee; or*
- (b) that a representative of the CEO be a member of the committee,*

*the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

#### **5.11A. Deputy committee members**

- (1) *The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.*

*\*Absolute majority required.*

- (2) *A person who is appointed as a deputy member of a committee is to be -*
- (a) if the member of the committee is a council member – a council member; or*
  - (b) if the member of the committee is an employee – an employee; or*
  - (c) if the member of the committee is not a council member or an employee – a person who is not a council member or an employee; or*
  - (d) if the member of the committee is a person appointed under section 5.10(5) – a person nominated by the CEO.*

- (3) *A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*

- (4) *A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member*

#### **5.11. Committee membership, tenure of**

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
  - (b) the person resigns from membership of the committee; or*
  - (c) the committee is disbanded; or*
  - (d) the next ordinary elections day,*  
*whichever happens first.*

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- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) the term of the person's appointment as a committee member expires; or*
  - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
  - (c) the committee is disbanded; or*
  - (d) the next ordinary elections day,*  
*whichever happens first."*
-

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<b>9.3</b>	<b>FINANCIAL STATEMENTS FOR THE MONTHS ENDED 31 JULY 2022 AND 31 AUGUST 2022</b>
<b>Reference:</b>	<b>GF-22-0000196</b>
<b>Appendix(s):</b>	<b>Appendix No. 1, 2 and 3</b>
<b>Date:</b>	<b>13 September 2022</b>
<b>Responsible Officer:</b>	<b>Finance Manager</b>

#### **SUMMARY**

The purpose of this report is to provide financial reporting in line with statutory requirements which provides useful information to stakeholders of the Council.

#### **BACKGROUND**

Reporting requirements are defined by Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996.

The financial statements presented for each month consist of:

- Operating Statement by Nature – Combined
- Operating Statement by Function
- Statement of Financial Activity
- Statement of Reserves
- Statement of Investing Activities
- Tonnage Report

#### **DETAIL**

The Financial Statements for the months ended 31 July 2022 and 31 August 2022 are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the two months to 31 August 2022 is attached at **Appendix No. 3**.

The financial statements are pending external auditor approval and are subject to change.

The complete suite of Financial Statements which includes the Operating Statements, Statement of Financial Position, Statement of Financial Activity and other related information are reported on a monthly basis.

The estimates for Provisions for Amortisation of Cell Development, Capping and Post Closure expenditure are based on the estimated rates per tonne calculated with reference to estimated excavation cost of various stages of the landfill and the life of the landfill. An adjustment is made (if necessary) at the end of the year based on actual tonnages on a survey carried out to assess the "air space" remaining and other relevant information.



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Summary of results for the year to date period ended 31 August 2022

	Actual	Budget	Variance
	t	t	t
Tonnes – Members	15,300	14,757	542
Tonnes – Others	6,646	3,063	3,583
<b>TOTAL TONNES</b>	<b>21,946</b>	<b>17,820</b>	<b>4,125</b>
	\$	\$	\$
Revenue – Members	4,311,181	4,305,195	5,986
Revenue – Other	2,229,720	1,873,104	356,616
<b>TOTAL REVENUE</b>	<b>6,540,901</b>	<b>6,178,299</b>	<b>362,602</b>
Expenses	5,940,013	5,760,211	(179,802)
Expense Roundings	(1)	-	(1)
Profit on sale of assets	-	-	-
Loss on sale of assets	-	-	-
Impairment of assets	-	-	-
<b>NET SURPLUS/(DEFICIT)</b>	<b>600,887</b>	<b>418,088</b>	<b>182,799</b>

Members

Members tonnages for the financial period ended 31 August 2022 were 542 tonnes in excess of budget.

Trade & Casuals

The Casual and Trade tonnages are 3,583 tonnes higher than forecast for the financial year to date. 5,245 tonnes delivered through the discounted rate waste tender.

Overall tonnages for the financial period ended 31 August 2022 were 4,125 tonnes more than budgeted.

The net result variance against budget of \$182,799 is attributable to increased tonnages above budgeted forecast abated by increased landfill levy costs.

**VOTING REQUIREMENT**

Simple Majority

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**RESPONSIBLE OFFICER RECOMMENDATION**

**That Council:**

**Receive the Financial Statements set out in Appendix No. 1 and 2 for the months ended 31 July 2022 and 31 August 2022.**

**Moved Cr Hatton, seconded Cr Cvitan**

**RESOLVED**

**That the recommendation be adopted**

**(CARRIED UNANIMOUSLY 11/0)**

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<b>9.4</b>	<b>LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 31 JULY 2022 AND 31 AUGUST 2022</b>
<b>File No:</b>	<b>GF-22-0000196</b>
<b>Appendix(s):</b>	<b>Appendix No. 4 and 5</b>
<b>Date:</b>	<b>13 September 2022</b>
<b>Responsible Officer:</b>	<b>Finance Manager</b>

#### SUMMARY

The purpose of this report is to provide details of payments made during the periods identified above. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

#### COMMENT

The lists of payments for the months ended 31 July 2022 and 31 August 2022 is at **Appendix 4 and 5** to this Item and presented to Council for noting. Payments have been made in accordance with the delegated authority to the CEO which allows payments to be made between meetings. At the Ordinary Council Meeting held on 16 September 2021, the Council delegated to the CEO the exercise of its power to make payments from the Municipal Fund. In order to satisfy the requirements of Clause 13(2) of the Local Government (Financial Management) Regulations, a list of payments made must be submitted to the next Council meeting following such payments.

It should be noted that generally all payments are GST inclusive and the Mindarie Regional Council is able to claim this tax as an input credit when GST remittances are made each month to the Australian Tax Office.

Months Ended	Account	Vouchers	Amount
31 July 2022	General Municipal	Cheques	\$1,992.05
		EFT	\$4,227,118.12
		DP	\$383,830.14
		Inter account transfers	\$0.00
		<b>Total</b>	<b>\$4,612,940.31</b>
31 August 2022	General Municipal	Cheques	\$3,619.51
		EFT	\$882,596.48
		DP	\$4,363,797.66
		Inter account transfers	\$0.00
		<b>Total</b>	<b>\$5,250,013.65</b>

#### VOTING REQUIREMENT

Simple Majority

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#### RESPONSIBLE OFFICER RECOMMENDATION

**That Council:**

**Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 July 2022 and 31 August 2022.**

**Moved Cr Proud, seconded Cr May**

**RESOLVED**

**That the recommendation be adopted**

**(CARRIED UNANIMOUSLY 11/0)**

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<b>9.5</b>	<b>REVIEW OF COUNCIL POLICIES AND DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER</b>
<b>File No:</b>	<b>GF-22-0000165</b>
<b>Appendix(s):</b>	<b>Appendix 6 - Council Policies – clean copy Appendix 7 - Council Policies – tracked changes</b>
<b>Attachment(s):</b>	<b>Attachment 1 - Register of Delegations</b>
<b>Date:</b>	<b>15 September 2022</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

### SUMMARY

The report seeks endorsement of the review undertaken by the Chief Executive Officer (CEO) on the current Council Policies and delegations to the CEO.

### BACKGROUND

Sections 5.18 and 5.46 of the *Local Government Act 1995* (the Act) require that at least once every financial year, delegations are to be reviewed by the Council.

The MRC's Corporate Business plan requires that the Council Policies are relevant and reviewed by Council.

Council are requested to endorse the reviewed Delegations Register and Council Policies to ensure they are operating effectively, providing for efficient and timely administrative decisions and services in relation to discretionary decisions the Council has the ability to make by virtue of the Act and other statutes.

### DETAIL

The 2022 annual review of the Register of Delegations of Authority and Council Policies and was undertaken to determine the appropriateness of existing delegations and Council Policies.

The Chief Executive Officer's review of the Register of Delegations and Council Policies identified a number of changes.

There have been no changes proposed to the Register of Delegations, the Register of Delegation is submitted in attachment 1.

Proposed amendments/additions to Council Policies are submitted in Appendices 6 and 7 (Council Policies).

A summary of the changes for the Council Policies is as follows:

**CP01** – Annual Fees, Allowances and Expenses for Councillors  
Change to LG Allowances

**CP02** – Affixing of the Common Seal  
No change

**CP03** – Councillor Arrangements when attending an Overseas/Interstate/Intrastate Conference  
Change – reference to Director Corporate Services replaced with Finance Manager.

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**CP04** – Employee Arrangements when attending an Overseas/Interstate/Intrastate Conference  
Change – reference to Director Corporate Services replaced with Finance Manager.

**CP06** - Purchase of Goods and Services  
Change – includes reference to Tenderlink and MRC no longer accepting tenders direct and includes section on sustainable procurement.

**CP08** - Provision and Use of Council Vehicles  
Change – remove reference to Director Corporate Services replaced with Finance Manager

**CP09** - Investments  
No change

**CP10** – Donations – Financial Assistance/Support  
Changes to clarify donation/discount

**CP11** – Use of Corporate Credit Cards  
Change – reference to Director Corporate Services replaced with Finance Manager.

**CP12** – Gate Fee Setting  
No change

**CP13** – Budget Variance Reporting Threshold  
No change

**CP14** – Acting Chief Executive Officer Appointment  
No change

**CP15** – Employer/Employee Matching Community Contributions  
No change

**CP16** – Legal Representation for Mindarie Regional Council Elected Members, Committee Members, Committee Members and Employees  
No Change

**CP17** – Continuing professional development for Council Members  
No change

**CP18** - IT Policy  
No change

**CP19** – Recordkeeping Policy  
New Policy

**CP20**  
Attendance at Events Policy  
New Policy

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**CP21**

Payments to Employees upon cessation of Employment  
New Policy

**CP22**

MRC Councillors' Communication Policy  
New Policy

**EP01** – Environmental Policy  
No change

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

***Local Government Act 1995***

The following extracts from the Act relate to Council's obligations in the areas of policy development and delegations to the CEO.

*"2.7. Role of Council*

*(1) The Council —*

- (a) governs the local government's affairs; and*
- (b) is responsible for the performance of the local government's functions.*

*(2) Without limiting subsection (1), the Council is to —*

- (a) oversee the allocation of the local government's finances and resources; and*
- (b) determine the local government's policies.*

*5.42. Delegation of some powers and duties to CEO*

*(1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*

- (a) this Act other than those referred to in section 5.43; or*
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5).*

*\* Absolute majority required.*

*(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

*5.43. Limits on delegations to CEO*

*A local government cannot delegate to a CEO any of the following powers or duties —*

- (a) any power or duty that requires a decision of an absolute majority of the council;*
  - (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
  - (c) appointing an auditor;*
  - (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
  - (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
  - (f) borrowing money on behalf of the local government;*
  - (g) hearing or determining an objection of a kind referred to in section 9.5;*
-

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- (ha) the power under section 9.49A (4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed."

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

The Local Government Allowance increase detailed in CP01 Annual Fees, Allowances and Expenses for Councillors are accounted for in the Budget.

#### STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS

Strategic Community Plan 2018 -2037		
OBJECTIVE 1		Long Term Viability
Sub Objective		Good Corporate Governance
This report is required by legislation to ensure that the Council has the opportunity to review its current policies and the delegations it has provided to the Chief Executive Officer thus maintaining the relevance of the documents.		
Corporate Business Plan 2018 – 2037		
Strategies	Actions	Responsible Officer
1.1.2	Ensure Council Policies are relevant and reviewed by Council	CEO
1.1.3	Review the relevance of the delegations from the Council and report findings to Council	CEO
These actions ensure that an officer within the organisation, in this case the CEO, has a direct responsibility to review the current Council Policies and Instrument of Delegation and report the review findings to Council.		

#### COMMENT

The MRC is to keep a register of the delegations made and review the delegations at least once every financial year.

#### VOTING REQUIREMENT

Absolute Majority

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**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Council:**

1. **Endorses the changes to Council Policies as contained in Appendix 6 and 7 of this report.**
2. **Endorses the delegations made to the Chief Executive Officer as detailed in Attachment 1 of this report.**  
*(absolute majority required)*

**Moved Cr Proud, Seconded Cr Cvitan**

**RESOLVED**

**That the recommendation be adopted**  
**(CARRIED UNANIMOUSLY 11/0)**

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<b>Attachment 1. Mindarie Regional Council – Delegations of Authority Register</b>				
<b>1. GOVERNANCE</b>				
<b>No.</b>	<b>Reference</b>	<b>Delegation</b>	<b>Condition(s)</b>	<b>Assignee(s)?</b>
1.1	LG Act 1995 s.9.10	Appoint persons or classes of persons to be authorised for the purpose of performing a particular function.	Each authorised person to be issued with a certificate of authorisation.	No
1.2	LG Act 1995 s.5.42	Appoint an employee of the MRC to the position of Acting CEO where the CEO is unable or expected to be unable by reason of illness, temporary absence from WA, or any other reason, to perform the function of the position.	Not exceeding 3 months in any period of 12 months	No
<b>1. FINANCE</b>				
2.1	LG (Functions and General) Regulations 1996 Reg. 11A	Approve requisitions and purchase orders for the supply of goods and services	Requisitions and purchase orders to be within the budget allocation as reviewed from time to time	Yes
2.2	LG (Finance Management Regulations) 1996 Reg. 8	Open and close bank accounts, access accounts electronically and transfer funds electronically	Separate accounts are to be held for municipal funds, trust funds and reserve accounts	Yes
2.3	LG (Financial Management Regulations) 1996. Reg. 11, 12 and 13.	Approved and make payment of accounts	1. In accordance with approved procedure set out in Reg. 11; 2. Where funds have been provided in the budget and the accounts are acquitted prior to payment; 3. List of accounts paid to be reported to Council as required by Reg. 13	Yes
2.4	LG (Financial Management Regulations) 1996. Reg. 34 (1) (a)	Prepare monthly financial reports	In accordance with Reg. 34	Yes
2.5	LG Act s.6.14	Invest funds surplus to the immediate needs of the Council	Subject to the internal control procedures set out in Reg.19	Yes
2.6	LG Act s.6.12	Waive fees and write off debts	1. Not exceeding a total of \$10,000 for any one debtor and any financial year; 2. Ensure all reasonable effort has been made to recover the debt; 3. Where fee or debts have been waived, or concessions granted, they are to be reported in the mid-year review.	No
2.7	LG Act s.3.57	Seek Expressions of Interest and/or call tenders for goods or services	For items listed on the budget and subsequently approved for proceeding by Council	Yes

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2.8	LG (Functions and General) Reg. 14 (2a) and 20	Vary contracts up to \$50,000 or 10% of the contract value, whichever is the lesser.	1. Variations approved for significant contracts, including all contracts awarded following public tenders, to be reported to the next following Council meeting.	No
2.9	LG Act s.3.58 (5) and LG Functions and General) Reg. 30(3)	Dispose, which includes writing off, of property (assets)	1. The value of the property (assets) is less than \$20,000. 2. Ensure all reasonable effort has been made to secure current market prices for the item or material.	No

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<b>10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 71</b>
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**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Members Information Bulletin Issue No. 71 be received.**

**Moved Cr May, Seconded Cr Proud**

**RESOLVED**

**That the recommendation be adopted**

(CARRIED UNANIMOUSLY 11/0)

<b>11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
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Nil

<b>12 URGENT BUSINESS</b>
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Nil

<b>13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN</b>
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Nil



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In accordance with clause 10.1(h) of the Mindarie Regional Council Meeting Procedures Local Law 2020 and s5.23 of the Local Government Act 1995, the Chair requests the Council to meet "behind closed doors" to allow the Council to consider items 14.1, 14.2, 14.3 and 14.4 as the items are of a confidential nature.

No members of the public were present in the gallery.

**Moved Cr Vernon, Seconded Cr Proud**  
**Procedural Motion**

1. Closes the meeting to the members of the public at 7.10pm to consider items 14.1, 14.2, 14.3 and 14.4 in accordance with Section 5.23 of the *Local Government Act 1995*.
2. Permits the MRC Chief Executive Officer, MRC staff, Member Council CEOs and Officers, to remain in the chamber during discussion for item 14.1 AND 14.2 only.
3. Permits the MRC Chief Executive Officer, MRC Staff to remain in the chamber during discussion for Item 14.3.
4. Permits the MRC Human Resource Officer and the meeting secretary to remain in the chamber during discussion for item 14.4

(CARRIED UNANIMOUSLY 11/0)

Doors closed at 7.10 pm

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<b>14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC</b>
---------------------------------------------------------------------

<b>This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2) (c) of <i>The Local Government Act 1995</i> as the report deals with a matter where a contract may be entered into</b>
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14.1 NEERABUP RESOURCE RECOVERY FACILITY	
File No:	GF-21-0000407
Attachment(s):	RRF EOI RESPONSES
Date:	27 September 2022
Responsible Officer:	Chief Executive Officer

#### RESPONSIBLE OFFICERS RECOMMENDATION

That Council:

1. Endorses the publication of a tender for the provision of FOGO processing services for member councils.
2. Requests the CEO to bring back to council a report, detailing the outcome of the tender and recommendations regarding an award.
3. Approves an increase in the 2022/23 budget for the costs specified in the Financial Implications section of the report.
4. Endorses the recommendation to insure the Neerabup Resource Recovery Facility, as detailed in the Confidential Report.

**Moved Cr Vernon, Seconded Cr May**

**Moved Cr Vernon, Seconded Cr Jacob**

That Council, suspends the operation of Clause 7.9 (Speaking Twice) of the Mindarie Regional Council Meeting Procedures Local Law 2020, for the duration of item 14.1.  
(CARRIED UNANIMOUSLY 11/0)

At 8.44 pm

**Moved Cr Jacob, Seconded Cr Vernon**

To allow a short adjournment  
(CARRIED UNANIMOUSLY 11/0)

At 9.00 pm Councillors returned to their seats and the meeting resumed

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**Moved Cr Castle, seconded Cr Vernon  
AMENDMENT**

To remove the words "member councils" from point 1.

**REASONS:**

Not to constrain the tender process unduly by removing any unnecessary restrictions from the use of the RRF as a FOGO facility, and for other third parties such as other councils or commercial operators to make use of the RRF should there be capacity.

(CARRIED UNANIMOUSLY 11/0)

**SUBSTANTIVE RECOMMENDATION, AS AMENDED**

That Council:

1. Endorses the publication of a tender for the provision of FOGO processing services.
2. Requests the CEO to bring back to council a report, detailing the outcome of the tender and recommendations regarding an award.
3. Approves an increase in the 2022/23 budget for the costs specified in the Financial Implications section of the report.
4. Endorses the recommendation to insure the Neerabup Resource Recovery Facility, as detailed in the Confidential Report.

**(CARRIED 10/1)**

For: *Crs Castle, Cvitan, Ferrante, Hatton, Jacob, May, Miles, Proud, Shannon, Vernon*

Against: *Cr Gobbert*

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This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2) (c) of *The Local Government Act 1995* as the report deals with a matter where a contract has been entered into

14.2	UPDATE TO TENDER TO AUCTION LANDFILL CAPACITY FINANCIAL YEAR 2022-23
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File No:	GF-22-00000239
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Attachment(s):	Nil
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Date:	16 September 2022
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Responsible Officer:	Operations Manager
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**RESPONSIBLE OFFICER RECOMMENDATION**

That Council:

1. Note the advice contained in the report.
2. Requests the CEO to make a notation on the minutes of the Ordinary Council meeting of 7 July 2022 at item 16.1 referencing the minutes of the Ordinary Council meeting of 29 September 2022.

Moved Cr Vernon, Seconded Cr May

**RESOLVED**

**That the recommendation be adopted**

(CARRIED UNANIMOUSLY 11/0)

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Prior to the next item, Member Council Officers seated in the gallery, exited the gallery at 9.07 pm.

<b>This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2) (f)(ii) of <i>The Local Government Act 1995</i> as the report deals with a matter that if disclosed , could be reasonably expected to endanger the security of the local governments property.</b>	
<b>14.3</b>	<b>AUDIT &amp; RISK COMMITTEE CONFIDENTIAL DOCUMENTS</b>
<b>File No:</b>	<b>GF-22-0000070</b>
<b>Attachment(s):</b>	<b>Attachment 1 – Full Risk Review Attachment 1a – Risk Assessment and Acceptance Criteria v3</b>
<b>Date:</b>	<b>16 September 2022</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

#### RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Note the Full Risk Register
2. Note the Risk Assessment and Acceptance Criteria v3
3. Note the Risk Appetite Statement and Risk Management Plan
4. Note the Business Continuity – Information Technology

Moved Cr Vernon, Seconded Cr Miles

#### **RESOLVED**

**That the recommendation be adopted**  
(CARRIED UNANIMOUSLY 11/0)

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Prior to the next item, the MRC CEO and Staff (Mr Cairns, Ms Arapovic and Mr Twine) left the Chambers at 9.08 pm.

The MRC HR Manager and Meeting Secretary remained in the Chamber.

<b>This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2) (a) of <i>The Local Government Act 1995</i> as the report deals with a matter affecting an employee</b>	
<b>14.4</b>	<b>CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE – CONSIDERATION OF COMMITTEE'S RECOMMENDATIONS</b>
<b>File No:</b>	<b>GF-22-0000115</b>
<b>Attachment(s):</b>	<b>Attachment 1. MRC CEO Performance Review Report 2021/2022</b> <b>Attachment 2. CEO draft KPI's for 2022/2023</b> <b>Attachment 3. Committee Recommendation</b> <b>Attachment 4. Committee Recommendation</b> <b>Attachment 4A. Letter to the Chair – CEO Contract of Extension 02/08/2022</b> <b>Attachment 5. CEO Contract of Employment</b>
<b>Date:</b>	<b>16 September 2022</b>
<b>Responsible Officer:</b>	<b>Human Resources Officer</b>

**CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE RECOMMENDATION:**

That Council:

1. Notes that the appraisal of Scott Cairns, Chief Executive Officer, has been undertaken for the period 20 September 2021 to 30 June 2022.
2. Endorses the findings of the MRC CEO Performance Review Report 2021/22 as per confidential attachment 1.
3. Reviews the CEO's Total Remuneration Package for 2022/23 and endorses the adjustment to the CEO's total reward package as specified in Confidential Attachment 3
4. Approves the 2022/23 CEO Key Performance Indicators as per the amendments to confidential attachment 2 to this report.
5. Endorses the adjustment to the CEO's contract detailed in confidential attachment 4.

Moved Cr Vernon, Seconded Cr Hatton

**RESOLVED**

**That the recommendation be adopted**  
(CARRIED UNANIMOUSLY 11/0)



MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
29 SEPTEMBER 2022

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**MOVED Cr Vernon, Seconded Cr Jacob**  
**Procedural Motion**

That Council

Reopens the meeting to members of the public at 9.18 pm

To re-open the meeting to the public  
(CARRIED 11/0)

The meeting reopened at 9.18 pm.

Member Council Officers re-entered the gallery.

There were no members of the public present, the Chair noted the resolutions passed behind closed doors.

**15 NEXT MEETING**

The next Ordinary Council meeting will be held on Thursday 24 November 2022 at the Town of Victoria Park commencing at 6.30 pm.

**16 CLOSURE**

The Chair closed the meeting at 9.18 pm and thanked the City of Vincent for their hospitality and use of their meeting facilities.

Signed .....Chair

Dated .....day of .....2022



## Special Meeting of Council

Thursday 29 September 2022

# MINUTES

### Online Zoom Meeting

These Minutes were confirmed as a true and correct record of proceedings at a meeting held on 20 October 2022.

Signature: .....  
Chair

*Constituent Members:  
Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo  
Towns of Cambridge and Victoria Park*

## Minutes TPRC Special Meeting of Council – 29 September 2022

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## Minutes TPRC Special Meeting of Council – 29 September 2022

**MEMBERSHIP**

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Jane Cutler	
City of Joondalup	Cr John Chester Cr Nige Jones	Cr Russ Fishwick Cr John Raftis
City of Perth	Cr Brent Fleeton	Cr Clyde Bevan
City of Stirling	Cr Tony Krsticevic Cr Suzanne Migdale (DEPUTY CHAIR) Cr Bianca Sandri (CHAIR) Cr Karlo Perkovic	Cr David Lagan
Town of Victoria Park	Cr Bronwyn Ife	Cr Claire Anderson
City of Vincent	Cr Ashley Wallace	Cr Jonathan Hallett
City of Wanneroo	Cr Brett Treby Cr Glynis Parker	Cr Linda Aitken Cr Vinh Nguyen

## Minutes TPRC Special Meeting of Council – 29 September 2022

**PRESENT**

<b>Chair</b>	Cr Bianca Sandri
<b>Deputy Chair</b>	Cr Suzanne Migdale
<b>Councillors</b>	Cr John Chester Cr Jane Cutler Cr Brent Fleeton Cr Bronwyn Ife Cr Nige Jones Cr Tony Krsticevic Cr Glynis Parker Cr Karlo Perkovic Cr Ashley Wallace ( <i>from 12:16pm</i> )
<b>Alternate Members</b>	Nil
<b>Staff</b>	Mr Chris Adams (Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Ms Vickie Wesolowski (Executive Assistant/Office Manager) Ms Sonia Starr (Project Officer) Mr Daniel Govus (Senior Governance Officer – City of Stirling)
<b>Apologies Councillors</b>	Cr Brett Treby
<b>Leave of Absence</b>	Nil
<b>Absent</b>	Nil
<b>Consultants</b>	Nil
<b>Apologies Participant Councils' Advisers</b>	Mr David MacLennan (City of Vincent) Mr Kelton Hincks (Town of Cambridge) Mr Anthony Vuleta (Town of Victoria Park) Mr Stuart Jardine (City of Stirling) Mr Daniel Simms (City of Wanneroo) Mr James Pearson (City of Joondalup) Ms Michelle Reynolds (City of Perth)
<b>In Attendance Participant Councils' Advisers</b>	Nil
<b>Members of the Public</b>	Nil
<b>Press</b>	Nil

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Minutes TPRC Special Meeting of Council – 29 September 2022

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**1. OFFICIAL OPENING**

The Chair declared the meeting open at 12:01pm.

**2. APOLOGIES AND LEAVE OF ABSENCE**

**Apologies:** Cr Brett Treby

**3. DISCLOSURE OF INTERESTS**

Nil

**4. PUBLIC STATEMENT/QUESTION TIME**

Nil

**5. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)**

The Chair noted that this would be Cr Jane Cutler's last meeting as the Town of Cambridge's representative on the TPRC. The Chair recorded their thanks to Cr Cutler for her contribution to the TPRC.

**6. PETITIONS**

Nil.

**7. ADMINISTRATION REPORTS AS PRESENTED**

**7.1 STATEMENT OF FINANCIAL ACTIVITY FOR JULY 2022**

Moved Cr Migdale, Seconded Cr Chester.

[The recommendation in the agenda]

**That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 31 July 2022.**

The Motion was put and declared CARRIED (10/0).

**7.2 DELEGATION OF AUTHORITY REGISTER – SEPTEMBER 2022**

Moved Cr Migdale, Seconded Cr Jones.

[The recommendation in the agenda]

**That the Council APPROVES the TPRC Delegation of Authority Register (September 2022).**



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Minutes TPRC Special Meeting of Council – 29 September 2022

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The Motion was put and declared CARRIED (10/0) by absolute majority.

**8. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

**9. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAVE BEEN GIVEN**

Nil

**10. URGENT BUSINESS APPROVED BY THE CHAIR**

Nil

**11. GENERAL BUSINESS**

Nil

**12. DECISION TO MOVE TO CONFIDENTIAL SESSION**

Moved Cr Migdale, Seconded Cr Cutler.

**That:**

**Item 12.1 – SALE OF LOT 341 RATHMINES STREET – TENDER 03/2022 be CONSIDERED Behind Closed Doors in accordance with Sections 5.23(2)(c) and (e) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:**

- d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and***
- e) A matter that if disclosed would reveal –***
  - i) information that has 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)).***

The Motion was put and declared CARRIED (10/0).

At 12:12pm the meeting was closed to the public, and all attendees who were not required left the meeting prior to consideration of Item 12.1.

Cr Ashley Wallace joined the meeting at 12:16pm.

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Minutes TPRC Special Meeting of Council – 29 September 2022

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**12.1 SALE OF LOT 341 RATHMINES STREET – TENDER 03/2022**

Moved Cr Migdale, Seconded Cr Cutler.

**That the Council:**

- 1. PROCEEDS with the confidential recommendation as outlined in the Confidential Agenda.**
- 2. RESOLVES that this report, attachments and resolution remain confidential in accordance with section 5.23(2)(d) and (e) of the *Local Government Act 1995*.**

The Motion was put and declared CARRIED (11/0).

Moved Cr Jones, Seconded Cr Perkov.

**That the meeting be REOPENED to the public.**

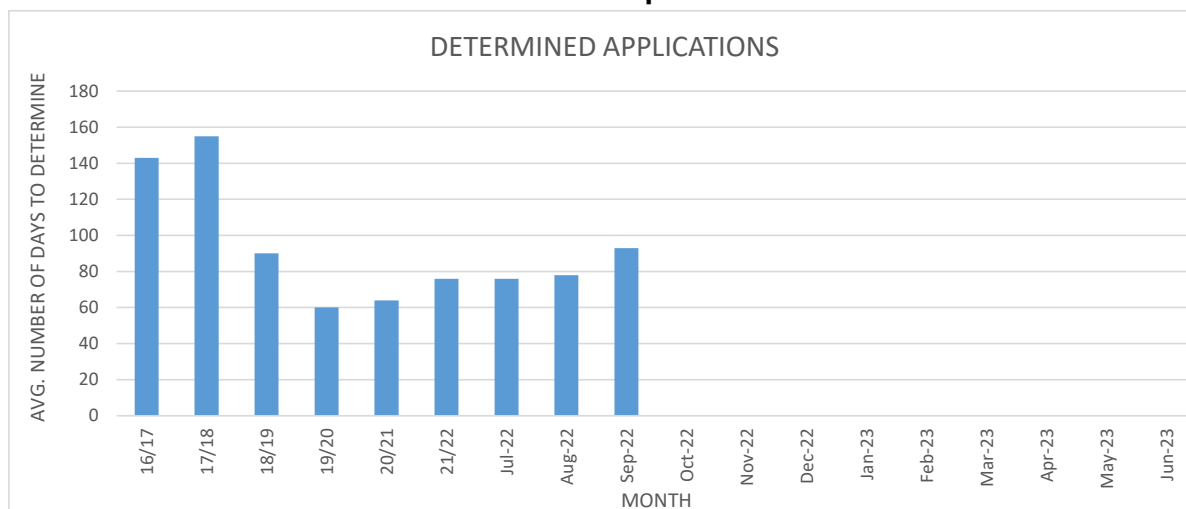
The Motion was put and declared CARRIED (11/0).

At 12:18pm the meeting was reopened to the public. As no members of the public returned to the meeting, the resolutions passed behind closed doors were not read out by the Chair.

**13. FORMAL CLOSURE OF MEETING**

The Chair declared the meeting closed at 12:19pm.

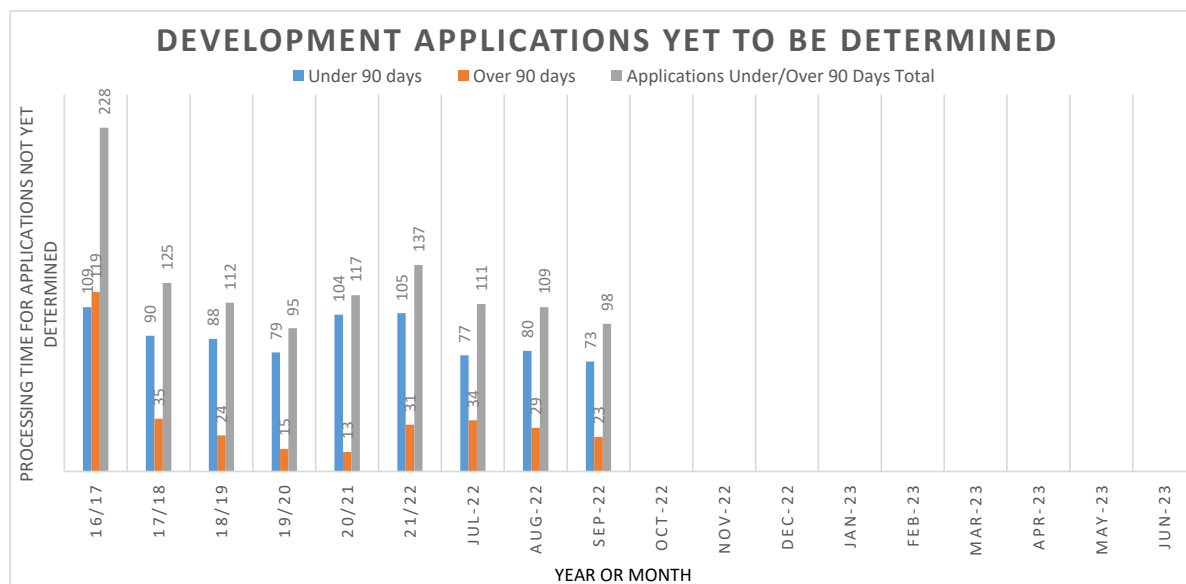
### Statistics for Development Applications As at the end of September 2022



**Table 1:** Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2021.

Processing Days	16/17	17/18	18/19	19/20	20/21	21/22	Jul-22	Aug-22	Sept-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Minimum	7	1	0	0	0	1	9	15	26									
Average	143	155	85	60	64	76	76	78	93									
Maximum	924	1008	787	499	268	298	155	136	212									

	Jul-22	Aug-22	Sept-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
DA's Determined	31	27	35									
Value of Determined DA's (in millions)	4.28	31	69.9									



**Table 2:** No. of DA's to be determined

	Jul-22	Aug-22	Sept-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
DA's lodged	27	25	27									
DA's to be Determined	111	109	98									
Value of DA's to be Determined (in millions)	103.59	170.73	142.25									

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 3 OCTOBER 2022**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	Nos. 212-214 Lake Street, Perth (DR 223 of 2021)	19 October 2021	Hanoze Park Pty Ltd	<p>Application for review of notice issued in accordance with the <i>Health (Miscellaneous Provisions) Act 1911</i> to address odour nuisance at 7 Grams Chicken Café. Hanoze Park Pty Ltd believes the notice to be invalid.</p> <p>*****</p> <p>SAT Directions Hearings were held on 5 and 11 November 2021, and a further directions hearing held 1 March 2022. The presiding member heard submissions from the City and from the Applicant. On 20 April 2022, the Tribunal handed down their decision, affirming the decision of the City that a Notice can be given under S.184 of the <i>Health (Miscellaneous Provisions) Act 1911</i> (for a nuisance not specifically mentioned in Section 182 of that Act). The matter proceeded to confidential mediation on 5 July 2022. The session centred on a practical solution proposed by the business. The business agreed to present plans for this solution to the City to review by 2 August 2022 with a further mediation hearing scheduled for 9 August 2022.</p> <p>SAT agreed to further adjournment to 21 September 2022. The applicant is required to submit mechanical drawings prior to the next SAT Hearing. The matter has been further adjourned (date to be confirmed) as the consultant contracted by Hanoze Park Pty Ltd passed away.</p> <p><i>Representation by: McLeods</i></p>
2.	Nos. 596-598 Newcastle Street, West Perth (DR 92 of 2022)	8 June 2022	Lateral Planning	<p>Application for review of Council decision to refuse an application for Proposed Amendment to Previous Approval: Billboard Signs (Unlisted Use) on 17 May 2022.</p> <p>*****</p> <p>Directions Hearing held on 17 June 2022. The mediation listed on 1 August 2022 was vacated and the matter is now listed for mediation on 1 September 2022. Following mediation the matter has been listed for a full hearing. Key dates for this are as follows:</p> <ul style="list-style-type: none"> <li>• 14 October 2022 – City Statement of Issues, Facts and Contentions due to SAT.</li> <li>• 28 October 2022 – Applicant Statement of Issues, Facts and Contentions due to SAT.</li> <li>• 8 February 2023 – Witness statements and draft conditions due to SAT.</li> <li>• 23 and 24 February 2023 – SAT Hearing.</li> </ul> <p><i>Representation by: Allerding and Associates</i></p>
3.	Nos. 338-340 Beaufort Street, Perth (DR 108 of 2022)	1 July 2022	Urbanista Town Planning	<p>Application for review of Administration decision to refuse an application for unauthorised signage on 31 May 2022.</p> <p>*****</p> <p>Directions Hearing held on 22 July 2022. Mediation held 25 August 2022. Matter listed for further mediation on 19 September 2022 was deferred. Administration is awaiting orders for a rescheduled Mediation date.</p> <p><i>Representation by: Administration</i></p>

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)  
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT  
AS AT 3 OCTOBER 2022**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	No. 170-180 Brisbane Street, Perth	Urbanista Town Planning	Form 1 – 10 Grouped Dwellings	21 January 2022	28 September 2022	Application deferred at meeting dated 7 June 2022 (unanimous). Meeting Minutes are available <a href="#">here</a> .  Approved by DAP unanimously on 28 September 2022.  The Meeting Minutes can be found <a href="#">here</a> .
2.	No. 391 Lord Street, Mount Lawley	Urbanista Town Planning	Form 1 – Mixed Use Development	22 February 2022	Not yet scheduled	Currently under assessment.  Responsible Authority Report due 6 October 2022.
3.	No. 6/469 William Street, Perth	Doepel March Architects and Planners	Form 1 – Mixed Use Development	22 April 2022	9 September 2022	Approved by DAP unanimously on 9 September 2022.  The Meeting Minutes are available <a href="#">here</a> .
4.	Nos. 533-545 Newcastle Street, 6-15 Cleaver Street & 1-7 Old Aberdeen Place, West Perth	Planning Solutions	Form 1 – Commercial Development	11 May 2022	Not yet scheduled	Currently under assessment.  Responsible Authority Report due 21 October 2022.
5.	Nos. 370-374 Oxford Street, Mount Hawthorn	PTS Town Planning Pty Ltd	Form 1 – Mixed Use Development	27 May 2022	28 September 2022	Approved by DAP unanimously on 28 September 2022.  The Meeting Minutes can be found <a href="#">here</a> .
6.	No. 129 Loftus Street, Leederville	Harley Dykstra Planning & Survey Solutions	Form 1 – Commercial Development	12 May 2022	Not yet scheduled	Currently under assessment.  Responsible Authority Report due date is currently 11 October 2022 but will be subject to another extension of time.
7.	No. 40 Frame Court, Leederville	Hatch Roberts Day	Form 1 – Mixed Use Development	25 July 2022	Not yet scheduled	Currently under assessment.  Responsible Authority Report due 10 October 2022.

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)  
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT  
AS AT 3 OCTOBER 2022**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
8.	Nos. 367-373 Fitzgerald Street and 103 Alma Road, North Perth	Element Advisory	Form 1 – Mixed Use Development	23 August 2022	Not yet scheduled	Currently under assessment.  Responsible Authority Report due 8 November 2022.
9.	Nos. 636-640 Newcastle Street, Leederville	Megara	Form 2 – Mixed Use Development	12 September 2022	19 August 2022	Currently under assessment.  Responsible Authority Report due 31 October 2022.
10.	Nos. 41-45 Angove Street, North Perth	Hidding Urban Planning	Form 1 – Service Station	9 September 2022	Not yet scheduled	Currently under assessment.  Responsible Authority Report due 22 November 2022.



**CITY OF VINCENT DESIGN REVIEW PANEL  
REGISTER OF APPLICATIONS CONSIDERED BY DESIGN REVIEW PANEL  
AS AT 3 OCTOBER 2022**

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
Nos. 194-200 Carr Place, Leederville	Taylor Burrell Barnett	Multiple Dwellings (75)	7 September 2022	Pre-lodgement Application – Previously Referred. The proposal would benefit from referral to the Design Review Panel to consider departures to the City's Leederville Masterplan, Draft Leederville Precinct Structure Plan (Draft Leederville Structure Plan), Policy No. 7.1.1 – Built Form (Built Form Policy) and the Residential Design Codes Volume 2 (R Codes), along with the appropriateness of the development within its setting.
Nos. 139-141 Lake Street, Perth	Planning Solutions	Mixed Used Development	7 September 2022	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 Residential Design Codes (R Codes), and the appropriateness of the development within its setting.
Nos. 37-43 Stuart Street, Perth	MacCormac Architects	Nine Grouped Dwellings	7 September 2022	Pre-lodgement Application – Previously Referred. To consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 18 August 2021.
Nos. 376-373 Fitzgerald Street and No. 103 Alma Road, North Perth	Celsius Developments	Mixed Use Development	21 September 2022	Lodged Application – Previously Referred. 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 Residential Design Codes (R Codes), and the appropriateness of the development within its setting. The applicant has refined their previous development concepts which were presented to the DRP on 6 July 2022.

<b>TITLE:</b>	<b>Register of Petitions – Progress Report – September 2022</b>
<b>DIRECTORATE:</b>	<b>Chief Executive Officer</b>

**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.

<b>Key Index:</b>	
CEO:	Chief Executive Officer
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSD:	Executive Director Strategy & Development

Date Rcd	Subject	Action Officer	Action Taken
30/3/2022	Petition with thirty six (36) signatures requesting that Council prohibit Western Diagnostic Pathology from operating a COVID testing drive through clinic at 391 Oxford Street, Mt Hawthorn.	EDIE	City of Vincent and Western Diagnostics are working collaboratively to relocate the COVID testing clinic to an alternate site within City of Vincent.  Residents will be updated with information as it becomes available.
15/3/2022	Petition with four (4) signatures requesting residents only parking on Prospect Place, West Perth	EDIE	The Rangers have recently completed the necessary occupancy survey for this street, and are now in the process of going through all of the data to ascertain what the best outcome is.  Once we have analysed the data, we can then make a decision whether it is viable or necessary to make this resident only parking.

<b>TITLE:</b>	<b>Register of Notices of Motion – Progress Report – September 2022</b>
<b>DIRECTORATE:</b>	<b>Chief Executive Officer</b>

**DETAILS:**

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

**Key Index:**

CEO: Office of the CEO  
 EDCBS: Executive Director Community & Business Services  
 EDIE: Executive Director Infrastructure & Environment  
 EDSD: Executive Director Strategy & Development

Details	Action Officer	Comment
<b>18 May 2021 – Submitted by Cr Hallett</b>		
Local Planning Scheme No 2 – Amendment Regarding Tobacco Outlets	<b>EDSD</b>	Policy to be created to address provisions relating to Restricted Premises and businesses whose trade is the sale and consumption of tobacco products. Consider the definition of 'Restricted Premises', and the use permissibility for this land use as part of the next Scheme Review. To be completed in 2022.
<b>27 April 2021 – Submitted by Cr Hallett</b>		
Community Engagement For Ecozoning	<b>EDIE</b>	Chief Executive Officer to ensure that future eco-zoning initiatives in public parks/reserves will involve prior public engagement with the local community and park users on the design and implementation, as outlined in the Community Engagement Strategy.

<b>TITLE:</b>	<b>Register of Reports to be Actioned – Progress Report - September 2022</b>
<b>DIRECTORATE:</b>	<b>Chief Executive Officer</b>

**DETAILS:**

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following reports still require action or are in the process of being actioned.

**Key Index:**

CEO: Office of the CEO  
 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
<b>Council Meeting 20 September 2022</b>				
Nil				
<b>Council Meeting 23 August 2022</b>				
9.5	Advertising of Amended Character and Heritage Areas Policy - Orange Avenue and Hope Street	EDSD	Guidelines and updated Policy approved for advertising. Results from advertising and the updated Guidelines and Policy will be presented to Council for consideration in late 2022.	Late 2022
9.6	Advertising of Amended Policy - Local Planning Policy No. 7.5.1 - Minor Nature Development	EDSD	Policy approved for advertising. Results from advertising and the updated Policy will be presented to Council for consideration in <del>late 2022</del> the first quarter of 2023.	<del>Late 2022</del> the first quarter of 2023.
9.7	Advertising of New Policy - Restricted Premises - Smoking Policy	EDSD	Policy approved for advertising. Results from advertising and the updated Policy will be presented to Council for consideration in late 2022.	Late 2022
9.8	Place Plan Annual Review	EDSD	Was discussed at Council Workshop and will be presented to Council Meeting in late 2022.	Late 2022
10.4	Outcome Of Consultation: 12 Month Diagonal Diversion Trial/Proposed Reduction Of Speed Limit Within Area Bounded By Charles, Fitzgerald, Angove And Vincent Streets	EDIE	To come back to Council after completion of the trial (if proceeds).	2022/2023
12.1	Advertising Of Amended Risk Management Policy	EMSCG	To come back to Council after advertising period	Late 2022
17.1	Claim for Reimbursement - Legal Costs	EMSCG	Was presented to Council September 2022	<b>Completed</b> September 2022 OCM
<b>Council Meeting 26 July 2022</b>				
9.5	Outcome of Advertising - Amendment 8 to Local Planning Scheme No. 2 (No. 26 Brentham Street, Leederville)	EDSD	Form 2A – Standard Amendment to Local Planning Scheme No. 2 relating to rezoning of 26 Brentham Street, Leederville sent to WAPC for consideration.	Late 2022.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
9.7	Beaufort Street and Grosvenor Road Pedestrian Improvement Projects	EDSD	Taking place between 1 October and 14 November 2022 the trial will investigate how the area performs as a pedestrian plaza (closed to vehicles for 16 days) and a shared street (shared access and use for four weeks).	The results of the trial and the data collected throughout the trial period will be reported back to Council in late 2022.
9.8	Creation of Mall Reserve - Washing Lane, Perth	EDSD	Formal application through Section 59 process will be sent through to the Minister for Lands	<del>Late 2022</del> /Early 2023
9.9	New Lease to Jigsaw Search & Contact Inc - Portion of Robertson Park, No. 176 (Lot 1) Fitzgerald Street, Perth Lee Hops Cottage)	EDSD	Lease being prepared.	Late 2022
9.10	Final Adoption of Local Government Property Amendment Local Law 2022	EDSD	Amendment Local Law Gazetted August 2022. Awaiting response from Joint Standing Committee on Delegated Legislation (JDCSL) for final approval.	<del>Late 2022</del> /Early 2023
9.12	Development Compliance Enforcement Policy	EDSD	Advertising commencing in August 2022.	Late 2022
10.1	Halvorsen Hall - Tenant Relocation	EDIE	Lease being prepared. Work will commence in August 2022 and is planned to be completed by late 2022.	Late 2022
11.7	Extension Of Lease And Deed Of Contract To Belgravia Health & Leisure Group Pty Ltd - Loftus Recreation Centre - Portion Lot 501 (99) Loftus Street, Leederville	EDCBS	Belgravia have been advised. Administration are preparing the documents for execution. Expected completion date for document execution is Late 2022.	<del>15 September</del> Late 2022
<b>Special Council Meeting 5 July 2022</b>				
5.1	<b>Adoption of the Annual Budget 2022/23</b>	EDCBS	<p>REQUESTS Administration monitor the impact to number of transactions and revenue following the change to \$1 for first hour to ascertain any detrimental impact on occupancy or use in City car parks and provide a report back to Council by April 2023 in time for setting fees and charges for the 2023/24 Annual Budget; and</p> <p>REQUESTS Administration monitor and review the usage of time limited 15 minute and 30 minute only on street bays in Town Centres following the introduction of \$1 for the first hour in City car parks to ensure short term visitor parking availability.</p>	OCM April 2023
<b>Council Meeting 21 June 2022</b>				
9.8	Request for Proposals for Redevelopment Concepts - The Avenue Car Park and Frame Court Car Park, Leederville	EDSD	Request for Proposal document approved for distribution. Proposal period closed 8 August 2022.	Shortlisted submissions to be presented to Council late 2022.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
11.5	Advertising of Amended Policy – Recovery of Debts, Rates and Service Charges Policy	EDCBS	Public Submissions close 12 August. Will be presented to OCM 20 September for adoption	<b>Completed</b> OCM 20 September 2022
11.8	Advertising of new Policy – Communications and Social Media Policy	EDCBS	Public Submissions closed Friday 22 July. Was presented to OCM 20 September 2022 for adoption.	OCM 20 September 2022
<b>17 May 2022</b>				
9.2	Local Planning Strategy and Scheme Report of Review and Amendment No. 10 to the Local Planning Scheme	EDSD	The report of review recommends that both the Local Planning Strategy and Local Planning Scheme No. 2 should continue in their current form, with some minor clarifying changes that can be made to assist in the operation of the Scheme. These are to be dealt with as an omnibus Scheme Amendment No. 10. The Department of Planning Lands and Heritage have scheduled the Report of Review to be considered by the Statutory Planning Committee in August 2022. Amendment No. 10 has been advertised for 42 days.	Late 2022
9.3	Accessible City Strategy - Implementation Update	EDSD	Council received the first implementation progress update relating to the actions within the Accessible City Strategy. These actions will continue to be progressed. Council will receive this update annually with the next update scheduled for May 2023.	May 2023
9.4	Sale of No. 25 (Lot 93) Sydney Street, North Perth	EDSD	Preparations commenced. Car park licences to be extinguished.	<del>November</del> Late 2022.
9.8	Request for Proposals for Redevelopment Concepts - The Avenue Car Park and Frame Court Car Park, Leederville	EDSD	Request for Proposal document approved for distribution. Request for Proposal period to close 8 August 2022. Shortlisted submissions to be presented to Council late 2022.	<del>September</del> Late 2022.
12.7	Advertising of Amended Policy - Council Member Contact with Developers	EDSD	Public consultation commenced.	September 2022
<b>5 April 2022</b>				
9.3	Proposed Amendment No. 9 to Local Planning Scheme No. 2 - No. 21 (Lot: 373; D/P: 1939) Eucla Street, Mount Hawthorn	EDSD	Amendment is currently advertising for 42 days with submissions closed 1 September 2022	Summary of consultation will be presented back to Council in the second half of 2022.
12.5	<b>Responses to motions carried at the Annual Meeting of Electors held on 2 February 2022</b>			
<b>Motion 2</b>	DIRECTS the CEO to provide the Tree Selection Tool publicly on the City website. Council RECEIVE a further report on the review of the Street Tree and other relevant policies to reflect the requirement for at least 75% of	EDIE	Further report advising feasibility will be presented to Council in September 2022.	Parks will liaise with ICT to see feasibility of having the Tree Selection Tool made public. We will also have a review of the Street Tree Policy. After investigations, a report advising feasibility will be



Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
	street trees planting going forward being native.			presented to Council by <del>September</del> October 2022.
<b>Motion 6</b>	<p>4. REQUESTS that:</p> <p>1.</p> <p>1. The CEO investigates the scope and cost of a suitably qualified consultant to assess and model the capacity of the City's existing drainage network to cope with increasing major rain events and the need to assess climate mitigation;</p> <p>2. Includes a scope of works is inclusive of cost estimates, a risk-based assessment and a program of prioritised works and recommendations over a 10-year period; and</p> <p>3. Provides a report back to Council by December 2022.</p>	<b>EDIE</b>	Budget allocation and engaging of contractors underway.	<p>Engaging contractors to have the construction of the retaining wall are underway. Budget to be allocated for the works, and a report will be presented back to Council no later than December 2022.</p> <p>Contractors engaged to construct wall – anticipated commencement September 2022.</p>
<b>8 March 2022</b>				
<b>9.4</b>	Sale of No. 26 Brentham Street, Leederville	<b>EDSD</b>	Investigations/consultation on playground and landscape plan to commence. Subject to rezoning amendment. EOI's from adjoining landowners to be prepared closer to amendment outcome. Prework to be commenced on potential POS locations and road reserve enhancement.	Early 2023
<b>8 February 2022</b>				
<b>9.3</b>	Public Open Space Strategy - Implementation Progress Update	<b>EDSD</b>	Council received the first implementation progress update relating to the actions within the Public Open Space Strategy. These actions will continue to be progressed. Council will receive this update annually.	February 2023.
<b>9.8</b>	Outcome of Advertising and Adoption of New Election Signs Policy	<b>EDSD</b>	No specific concerns or matters raised regarding policy requirements during Election. Conditions of policy to be incorporated into Property Local Law per JSCDL undertaking	Awaiting outcome of JSCDL Review. Late 2022.
<b>11.7</b>	3 Year Funding Agreement – Y WA	<b>EDCBS</b>	Budget breakdown and measurable outcomes have now been agreed. Grant agreement drafted and Administration is awaiting appointment of new staff member at Y WA to finalise.	<p><del>March 2022</del>  <del>June 2022</del>  <del>22 July 2022</del>  <del>31 August 2022</del>  <b>Completed</b>            9 September 2022</p>
<b>14 December 2021</b>				
<b>9.16</b>	Proposed Lease of Hyde Park Kiosk to Veggie Mama Pty Ltd	<b>EDSD</b>	Proposed Lessee advised – Discussions commenced in respect to fit-out requirements and works program. Draft lease with lessee. City's fit out works commenced.	<p><b>Completed</b>            September 2022  <del>Early Mid 2022</del> <del>Late 2022</del>            Early 2023.</p>

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
11.11	Beatty Park Project - Status Update And Change Request	EMCSG	CEO to add the Beatty Park Leisure Centre Infrastructure Renewals project to the City's internal audit plan for review of governance, expenditure and project management processes.	<b>Completed</b> Priority audit included and Audit plan adopted by Council September 2022.
<b>12 October 2021</b>				
9.3	Creation of City of Vincent Animal Local Law	EDSD	Animal Local Law advertised.	Report back to Council in <b>early mid-2022</b> .
<b>14 September 2021</b>				
9.7	Outcomes of Advertising: Draft Precinct Structure Plan and Draft Place Plan - Leederville; and Preparation of Amendment 7 to Local Planning Scheme No. 2	EDSD	LPSP referred to WAPC for comment and endorsement.	Final comments not expected until <b>mid late 2022</b> .
<b>23 March 2021</b>				
10.2	Waste Strategy Project - 2 Bulk Hard Waste Options Appraisal	EDIE	Carry out one final scheduled collection in July 2021. Implement an 18 month trial of the WMRC Verge Valet from January 2022. Further report will be provide to council on the progress and the community feedback.	Carry out one final scheduled collection in July 2021. Implement an 18 month trial of the WMRC Verge Valet from January 2022. Report to be presented to Council in March 2023
<b>20 October 2020</b>				
12.2	Request to the Minister for Lands to Acquire Six Rights of Way as Crown Land and Reserve as Public Rights of Way - Perth Precinct	CEO	Request submitted to the Minister for Lands in February 2021 Assessment expected to take 6 – 12 months. Five RoWs completed. One pending.	<del>Expected completion 31 December 2021.</del> <del>End of 2021/22 financial year.</del> <del>September 2021 Late 2021</del> During 2022
<b>15 September 2020</b>				
12.2	Repeal of the City of Vincent Parking and Parking Facilities Amendment Local Law 2020	EDSD	The Joint Standing Committee has been advised of Council's decision. Public notice of the repeal of the amendment local law occurred in January 2021. The public comments proposed to be provided to Council in early 2022.	A new local law is being drafted for Council's review in <b>early mid late 2022</b> .
<b>Council Meeting – 23 July 2019</b>				
9.8	Beaufort Street Change of Use Exemption and Amendment to Policy No. 7.5.1 - Minor Nature Development	EDSD	The trial has been implemented along with a number of additional exemptions implemented through the State Government in response to COVID. The revised draft Policy was presented to Council at its 23 August Meeting, where it was adopted for the purposes of community consultation.	The results of consultation and a final policy scheduled to be presented to Council in late 2022.
<b>Council Meeting – 30 April 2019</b>				
11.4	Transfer and dedication of lots as road - Charles Street, North Perth	CEO	<del>Main Roads to organise State Solicitors Office to prepare have prepared transfer documents.</del> <del>Awaiting signing by both parties.</del> Acquisition of Lot 66 on hold due to adverse possession claim. Resolution of adverse possession claim waiting on Landgate decision.	<del>To be signed by 30 October 2020.</del> Waiting on Landgate decision

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
<b>Council Meeting – 30 May 2017</b>				
12.5	Perth Parking Levy	EDIE	State Government yet to release results of consultation.	Update scheduled to be provided in <del>late 2021</del> , 2022
<b>Council Meeting – 27 May 2014</b>				
9.3.4	East Perth Football Club and Subiaco Football Club Lease additional space at Medibank Stadium	CEO	Investigation to be undertaken to assess the current need for a variation to the lease as sought by the Football Clubs.	<del>Early 2022</del> Mid 2022 Late 2022

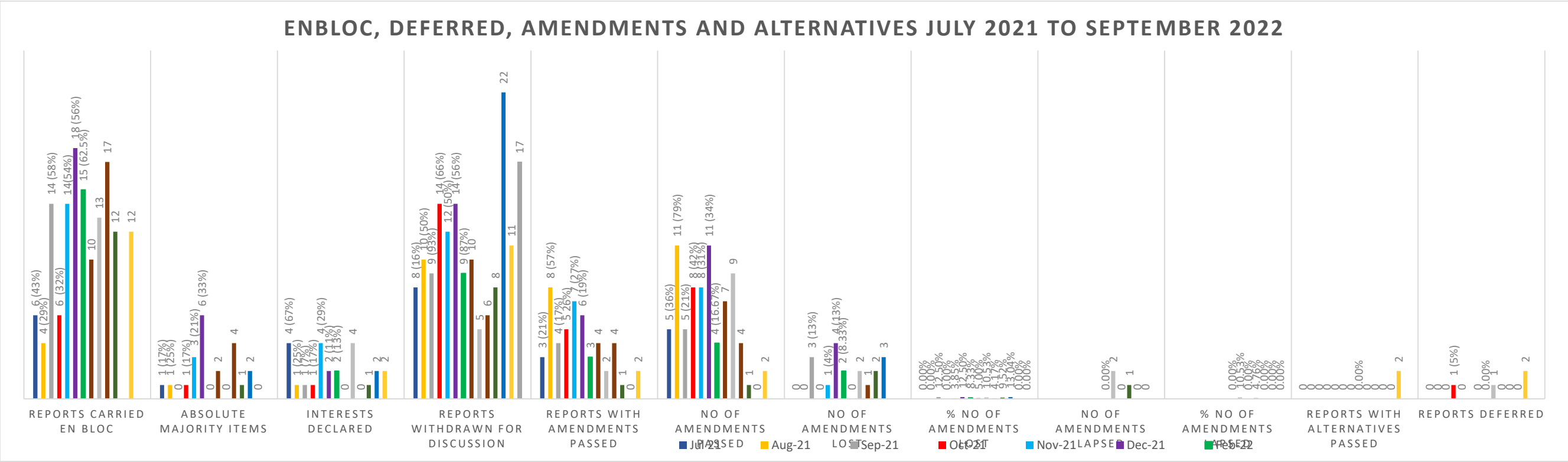
**COUNCIL WORKSHOPS**

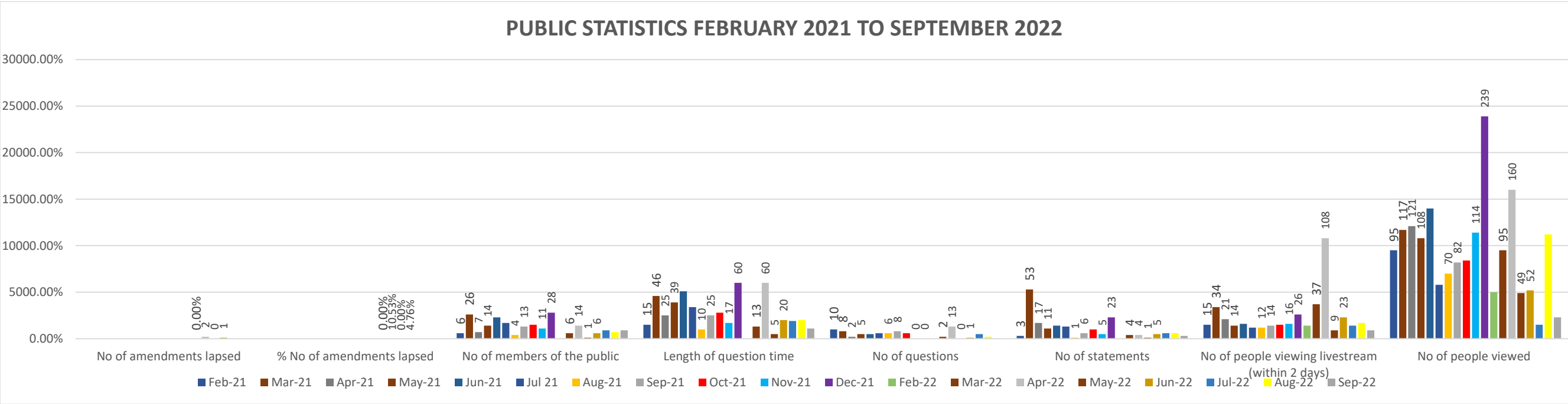
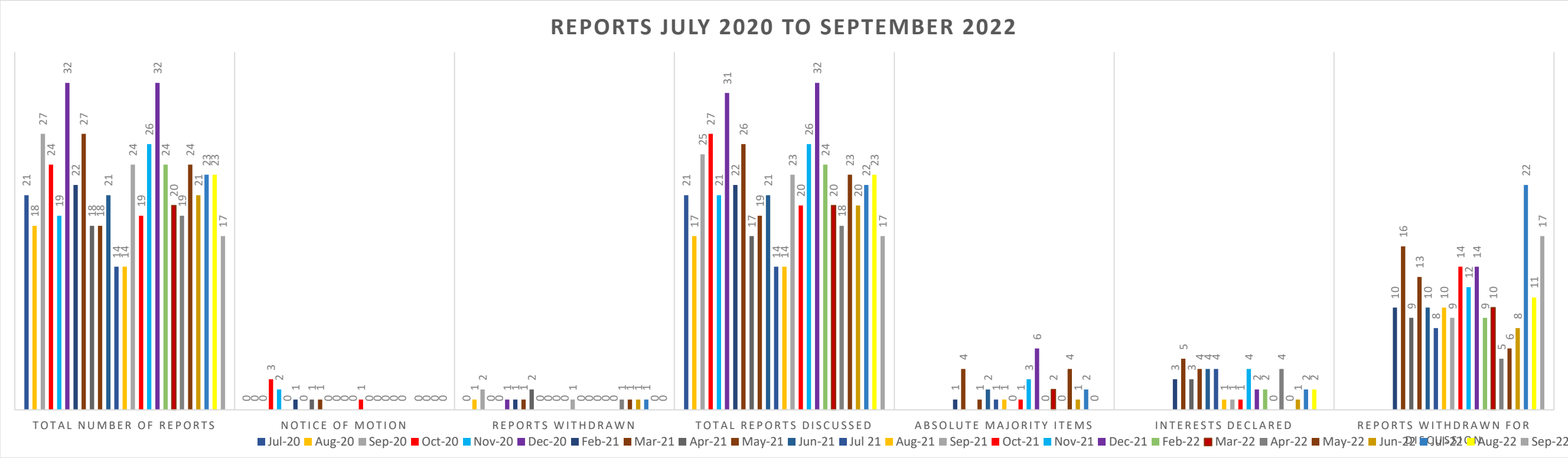
One workshop has been held since 1 September 2022

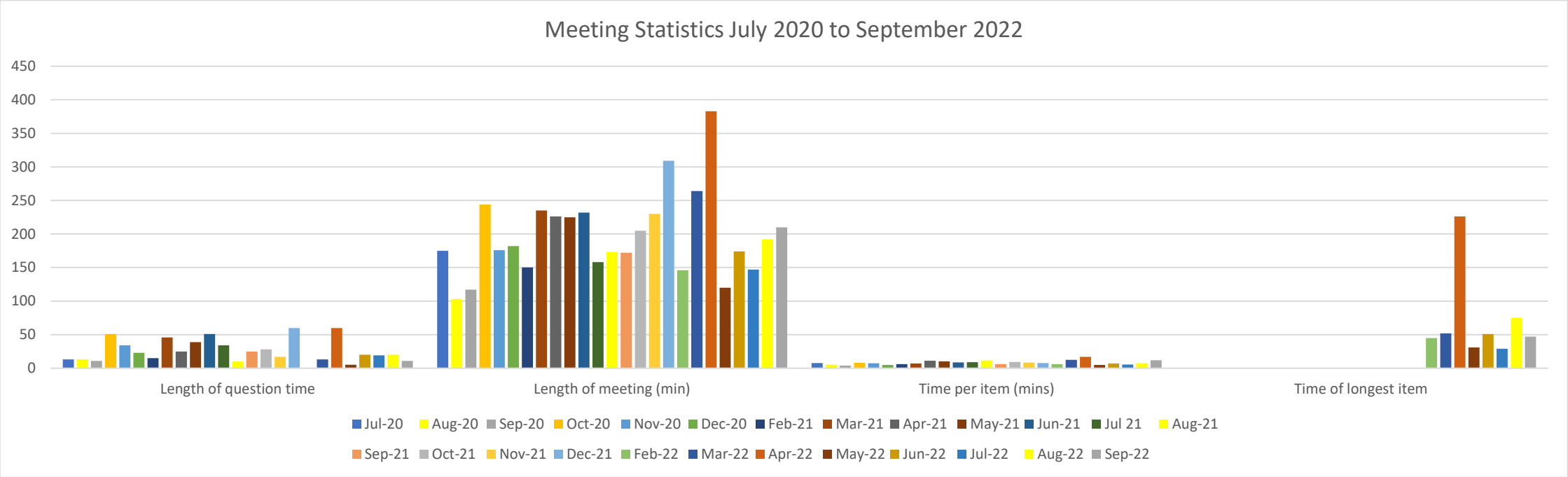
**27 September 2022**

- Mount Hawthorn Skate Park
- Measuring Customer Experience
- Advocacy Agenda Update
- Project Plan and update – Vincent Underground Power Project
- Cash in Lieu of Public Open Space
- Policy Document Register and Review Plan (Plan)
- Draft Wayfinding Signage Plan
- Draft Youth Action Plan
- 2023 Council Capacity Building Program and Draft Council Member Decision Making Forward Agenda
- Proposed Plan for Council Capacity Building

Council Meeting statistics – September 2022











**CITY OF VINCENT**

# **NOTES**

## **Council Briefing**

**13 September 2022**

## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

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## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

**NOTES OF CITY OF VINCENT  
COUNCIL BRIEFING  
HELD AS E-MEETING AND AT THE  
ADMINISTRATION AND CIVIC CENTRE,  
244 VINCENT STREET, LEEDERVILLE  
ON TUESDAY, 13 SEPTEMBER 2022 AT 6.00PM**

<b>PRESENT:</b>	Mayor Emma Cole	Presiding Member
	Cr Susan Gontaszewski	South Ward
	Cr Alex Castle	North Ward
	Cr Jonathan Hallett	South Ward
	Cr Dan Loden	North Ward
	Cr Suzanne Worner	North Ward
	Cr Ron Alexander	North Ward
	Cr Ross Ioppolo	South Ward (electronically)
<b>IN ATTENDANCE:</b>	David MacLennan	Chief Executive Officer
	Peter Varris	A/Executive Director Infrastructure & Environment
	Virginia Miltrup	Executive Director Community & Business
	John Corbellini	Executive Director Strategy & Development
	Jay Naidoo	Manager Development & Design (left at 7.07pm after Item 5.1)
	Rhys Taylor	Executive Manager Financial Services (electronically) (left at 7.55pm after Item 7.6)
	Tara Gloster	Manager Policy and Place (left at 7.26pm after Item 5.6)
	Karsen Reynolds	Coordinator Planning Services (left at 7.07pm after Item 5.1)
	Joslin Colli	A/Executive Manager Corporate Strategy & Governance
	Wendy Barnard	Council Liaison Officer
<b>Public:</b>	Approximately seven members of the public.	

## 1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Emma Cole, declared the meeting open at 6.00pm and read the following Acknowledgement of Country statement:

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

## 2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Ashley Wallace on approved leave of absence from 27 August 2022 to 18 September 2022.

Cr Worner advised that she no longer requires the approved leave of absence for the period 7-24 September 2022 and will be in attendance.

## 3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

The following is a summary of questions and submissions received and responses provided at the meeting. This is not a verbatim record of comments made at the meeting.

## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

**3.1 Colin Cafarelli of North Perth – Item 5.2**

- Stated that he is the applicant for the development
- Presented photos of the proposed development to show that it complies with regulations
- Mentioned that 13 Blake Street was allowed to build a three storey building

*The Presiding Member, Emma Cole, thanked Mr Cafarelli for his comments.*

**3.2 Melissa Ledger of Shakespeare Street – Item 5.3 and 5.4**

- Spoke in favour of the recommendations to refuse
- Mentioned that she is a health professional in the field of cancer prevention
- Stated that there are significant health risks to shisha smoking, both to the smoker and those exposed to second hand smoke
- Agreed with the reasons given in the reports for the refusal recommendations

*The Presiding Member, Emma Cole, thanked Ms Ledger for her comments.*

**3.3 Theresa Mangione of Perth – Item 5.1**

Ms Mangione provided the following written statement, which she spoke to:

I am the owner of the neighbouring property on the eastern side 103/105 Summers Street, also of 36 Cheriton Street on the northern side at the rear of the proposed development, which is also included in the subject site and scheme area.

I am all for progress and development in the street, however not when the properties surrounding the new development will be adversely affected. I have 3 objections that heavily affect my properties:

**1. Height of the Build**

The height is too excessive, 6 units are very large and do not match the density of the other properties in Summers Street. If the unit numbers were to be reduced, as in line with neighbouring developments (not Lord Street) the height would be reduced to equal 111 Summers Street, which at 3 levels is more than enough.

[Photo 1 - shadowing and privacy](#) - This is a photo I took showing the shadow cast on 107 Summers Street. The building is exactly the same configuration as the child care centre next door. As you can see, if one more level is added the entire property will be in darkness on the eastern side of the new development.

[Diagram 2](#) - This was not displayed at all in any overshadowing diagram. Why was it omitted from the report? The only overshadowing diagram is the northern aspect overlooking the commercial properties on Cheriton Street. The sun goes down in the west, so why was a diagram not presented showing the overshadowing to the eastern side? The explanation in the report is that a child care centre is a commercial property and is therefore exempt from the R Codes and not required to meet the regulations.

When the child care centre was built the regulations were that it must have natural light and ventilation. These both will be taken away from the centre if a 4 level development is built next door, also with the setbacks compromised as well, bringing the building closer.

The height is justified in the report by stating there are 6 level and 8 level blocks in Summers Street. This is not true, the units they are referring to are on the Cnr of Lord & Bulwer, opposite a main intersection, overlooking a tennis court, an office block at 131 Summers Street and car yards, mechanics and gyms.

## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

**2. Privacy**

New amended plans have been lodged accommodating the western side, at 111 Summers Street, but none have been amended to reduce privacy issues with 105 Summers Street or 36 Cheriton Street. The reasoning again is that they are commercial properties and therefore no consideration for privacy applies.

[Diagram 3](#) is a photo of the Cheriton Street staff recreation and lunch area. 4 Levels with top balconies on that corner, no tree is tall enough for them to ever have privacy. Why can't they put in screening? The balconies on this side also look directly into the playground (open air) at the child care centre and private courtyard.

**3. Visitors Bay**

One visitors bay is inadequate, it does not suffice for a 6 unit property, 3 bedrooms plus study each, so potentially 6 x 4 bedroom homes. I guarantee there will be more than 1 visitor at any one time. The traffic report referenced to is outdated, since 2018, there are more business and traffic interactions in the area both day and night that occupy the majority of the bays. I don't think including bays in Cheriton Street or Claisebrook can justify this one bay adaptation to the regulations required.

Conclusion

This development boasts a 6.3 star rating which is fantastic, it ticks all the boxes to be approved but at the expense and detriment of the existing neighbourhood properties on all sides.

[Diagram 4](#) - They have lodged plans in the report supporting 6.3 star ratings for all units, with fantastic colour schemes, diagrams of sunlight and airflows and extra large balconies allowing the normal light to penetrate the apartments, at the expense of putting the property in darkness and taking away any natural light, air flow and privacy benefits, that I had prior to the build. The playground and all rooms adjacent to the new build that will be impacted adversely, as will the rear outdoor area of 36 Cheriton Street. The extreme height of the build and reduced set backs plus no privacy measures put in place have a huge adverse affect on the eastern and northern properties. The northern property is a child care centre, a commercial property, therefore sunlight and natural airflow and privacy is not a requirement.

*The Presiding Member, Emma Cole, thanked Ms Mangione for her comments.*

**3.4 Petar Mrdja of Perth - Item 5.1**

- Stated he is from Urbanista Town Planning, the applicant for the proposed development
- Mentioned that the site is currently a duplex lot, with separate driveways, which will be combined into one with the new development
- Stated that there are a number of amenities close to the site, making it an ideal place for density
- Mentioned that the plans have been updated following Design Review Panel and community comments
- Stated that the development has been designed to fit in with the local streetscape
- Encouraged Council to approve this development

*The Presiding Member, Emma Cole, asked if they have liaised with the neighbours specifically the Child Care Centre. Mr Mrdja advised that they have not, but did consider them in the design, through the use of setbacks, putting the driveway on that side to have some separation between the development and the Centre, and the landscaping of the balconies.*

*The Presiding Member, Emma Cole, thanked Mr Mrdja for his comments.*

## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

**3.5 Giday Hailu of Perth - Item 5.3**

- Stated he is the applicant
- Mentioned that Shisha is legal in WA as long as it is outdoors
- Stated that there will only be 20 patrons, and he will install fans to disperse the smoke. He mentioned that it will not be noisy
- Mentioned that they have provided all the information the City has requested
- Encouraged Council to approve the application as they have been paying rent and bills on the premises for over a year

*The Presiding Member, Emma Cole, thanked Mr Hailu for his comments.*

**3.6 Sami Berhe of Perth – Item 5.3**

- Stated he is the joint applicant for the Shisha Bar
- Mentioned that they have provided all the information the City has requested
- Encouraged Council to approve the application, as they have been paying rent on the premises for over a year with no income

*The Presiding Member, Emma Cole, thanked Mr Berhe for his comments.*

**3.7 Frances Hopkins of Mt Lawley – Item 5.4**

Submitted a statement in writing, below, which she spoke to:

I am the owner of the property next door to the proposed business 225 Beaufort Street a heritage building I have operated as travellers accommodation for over 40 years. We have people from all over Australia and all over the world stay. It is operated as a quiet venue, as guests usually are from different time zones and like to have a good nights rest when they arrive before they go on tour and they are tired when they get back. Many of the bedrooms have windows facing the property line and are less than 5 metres away from the proposed outdoor area. I am very concerned about noise pollution and any air pollution that would undoubtedly disrupt my guests late at night or indeed at any other time.

Therefore any entertainment next door to the building would have an extremely detrimental effect on my business. Also the property is surrounded by residential properties right next door on the other side is a block of apartments and residential buildings on both sides at the back. The proposed venue should be in an area alongside other night time venues or offices that don't operate at night.

The whole time I have owned and operated North Lodge 225 Beaufort Street there has never been a problem with next door Commercial users but I fear this could force my business to close after just getting back on our feet after COVID.

I would stress any night time business is not suitable in this residential precinct.

*The Presiding Member, Emma Cole, thanked Ms Hopkins for her comments.*

The following questions were received in writing prior to the meeting.

**Ms Yoko Kashihara of Perth – Item 5.3**

We have three questions and also would like the Councillors at the meeting to be aware we live adjoining the proposed 'Shisha Bar' and have very significant concerns about its adverse impacts, including smoke and noise, as the proposed development directly abuts established sensitive residential uses, including our house and rear outdoor living area.

Our questions are:

1. *Will Council, when this matter is considered, utilise the provisions of cl 18(4)(c) of the City's Local Planning Scheme 2, to determine that the unlisted use 'shisha bar' is, in this instance, a use that is not consistent with the objectives of the zone and therefore NOT PERMITTED? We are concerned the officers report, while finding in reason 1.1 of the officer recommendation that this is the case, the*

## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

recommendation does not expressly rely cl 18(4)(c) of LPS 2 and appears to treat the 'Shisha Bar' use which is a use not listed as discretionary, when the Council is first required to determine if this is the case.

2. *Will the Council instruct the CEO to ensure that the administration's comments in the report are internally consistent, because at the moment they are not?* For example the comments regarding Smoking Emissions on page 11 appear to reflect the broad community concerns that have been raised and the complete lack of detail provided by the applicant. However the administration comments later in the report – on page 5 of 14 of the Schedule of Submissions tells a inconsistent story - and also on page 8 of 14. It is import the Council is provided with correct, consistent and clear advice before a decision is made on this application at the Council meeting next week.
3. The comparisons drawn in the officer report to McDonalds and the Ellington Jazz Club are entirely incorrect and inaccurate. These premises do not have sensitive established residential land uses directly adjoining them (e.g. residential open balconies, back yards, bedrooms). In the case of the Ellington, this premises was required at the time the MRA granted approval, to put in place detailed noise management controls which means the music from the venue, and those attending, cannot be heard and it has no effect on neighbours. The smoking area of the Shisha Bar is required by law to be 50 percent open sided - allowing smoke and noise to directly and negatively impact the established residential neighbours. This will occur 7 days a week until late every evening. *Will Council give careful consideration to the negative amenity impacts of this proposal, including the smoke and the noise which will be directly detrimental to the adjoining established local residential amenity located immediately to the north and the south of this site?*

**Veerendra Bidduluri of North Perth – Item 5.2**

On a quiet family street how can we allow a 3 storey development without impacting the privacy of the neighbours? This development will end up being a watch tower for the entire street. My property is behind this property and use the access lane next to this property. If there is active construction happening there then there needs to be enough protection on the site for my tenants while using the access lane to the Chelmsford Road.

There being no further speakers, Public Question Time closed at approximately 6.23pm.

**4 DECLARATIONS OF INTEREST**

Cr Ross Ioppolo declared a financial interest in Item 11.1 Claim for Reimbursement – Legal Costs as he stands to benefit from approval of this recommendation. He will not participate in the debate or vote in this matter.



## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

## 5 STRATEGY &amp; DEVELOPMENT

## 5.2 NO. 166 (LOT: 1, S/P: 80901) CHELMSFORD ROAD, NORTH PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO SINGLE HOUSE

Ward: North

- Attachments:
1. Consultation and Location Map
  2. Development Plans
  3. Summary of Submissions - Administration Response
  4. Applicant Justification

## 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 Alterations and Additions to Single House at No. 166 (Lot: 1; S/P: 80901) Chelmsford Road, North Perth in accordance with the plans shown in Attachment 2 for the following reasons:

1. The development would not satisfy the Design Principles of Clause 5.1.2 Street Setbacks of State Planning Policy 7.3: Residential Design Codes – Volume 1 and the Local Housing Objectives of Clause 5.1 of the City's Policy No. 7.1.1 – Built Form because:
  - 1.1 The proposed Chelmsford Road façade would not incorporate predominant features of the streetscape and would not contribute to or be consistent with the established streetscape;
  - 1.2 The development would not provide sufficient articulation of upper floors and does not incorporate design features to minimise visual bulk and scale of the building and distinguish parts of the dwelling, and would detract from the streetscape character; and
  - 1.3 The proposed development does not appropriately consider the prevailing and future development context of Chelmsford Road as outlined in Policy 7.1.1 – Built Form;
2. The development would not satisfy the Design Principles of Clause 5.1.6 Building Height of State Planning Policy 7.3: Residential Design Codes – Volume 1 and the Local Housing Objectives of Clause 5.3 of the City's Policy No. 7.1.1 – Built Form because:
  - 2.1 The development would not respond to the surrounding development context and due to its bulk and scale would not preserve or enhance the neighbourhood context or character of the existing streetscape;
  - 2.2 The height of the proposal would not be complementary to existing developments in the streetscape as it predominantly consists of single storey dwellings; and
  - 2.3 The height of the proposal does not consider its building bulk and scale to the primary street elevation and would adversely impact the character of the existing streetscape; and
3. As a consequence of the proposed street setback, building height and building design (relating to massing, materials, detailing and roof form), the proposal:
  - 3.1 Would result in a bulk, scale and dominating appearance that would not be compatible with and complementary to the established residential area in which it is located (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 residential neighbourhood (Clause 67(n)) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and

## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

**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).**

**MAYOR COLE:**

Could further information please be provided about the approval of No. 13 Blake Street, North Perth.

**COUNCILLOR LODEN:**

Could further information please be provided on the three storey developments referred to by the applicant in their deputation, at No. 13 Blake Street, North Perth and No. 101A Alma Road, North Perth and why these were considered to be acceptable.

**COORDINATOR PLANNING SERVICES:**

*When considering the building height and street setback of a development, the R Codes and Built Form Policy design principles and local housing objectives require consideration of whether the development is consistent with the established 'streetscape'.*

*The streetscape is considered to be the immediate area surrounding the subject site, which in this case is Chelmsford Road and Leake Street.*

*The surrounding context along Chelmsford Road, as well as on Leake Street is dominated by low-scale residential development with predominantly single storey character dwellings with some two-storey contemporary developments. The planning framework for this area sets a deemed-to-comply height of two storeys for this immediate streetscape.*

*Administration have reviewed the information provided by the applicant regarding other developments at No. 13 Blake Street and No. 101A Alma Road. Neither of the developments referred to by the applicant are within the immediate streetscape of No. 166A Chelmsford Road.*

No. 101A Alma Road, North Perth

*No. 101A Alma Road, North Perth is a three-storey single house that was approved by Council at its 29 May 2018 Ordinary Meeting.*

*The site is zoned R40 and is within the Residential Built Form Area with a two storey height standard. It is bounded on three sides by rights of way. To its west, across a 5 metre wide right of way, lots are zoned District Centre and are within the Town Centre Built Form Area with a building height standard of six storeys.*

*The development uses an asymmetrical gable roof design. Assessed under the current planning framework the development incorporates a maximum wall height of 7.6 metres and ridge height of 10.1 metres in lieu of the deemed-to-comply height of 7 metres wall height and 10 metres ridge height.*

*The third floor of the dwelling is partially concealed within the roof space of the development which assists in reducing the apparent impact of the third storey. The development also incorporates a variety of design features including colours and materials and setbacks to provide articulation to the façades which assist in reducing the bulk of the development and integrating it into the Alma Road streetscape and adjacent District Centre.*

No. 13 Blake Street, North Perth

*No. 13 Blake Street is a three-storey ten multiple dwelling development on a 1,011 square metre lot that was ultimately approved by the JDAP on 7 October 2019 and is currently under construction.*

*The site is zoned R30/R40 and is within the Residential Built Form Area within a two-storey building height area.*

*The site has frontages to Blake Street and Donley Lane. The site slopes down approximately 2.4 metres from Blake Street to Donley Lane. The three storey portions of this development are contained to the lower southern (Donley Lane) portion of the site, with a two-storey presentation to Blake Street.*

*The City recommended that the application be refused because of the presentation of building bulk to adjoining properties and inconsistency with the existing neighbourhood streetscape character. The*

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development was deferred by the JDAP at its 23 May 2019 meeting. The application was then appealed to the State Administrative Tribunal and following modifications to the design, was approved by the JDAP under a Section 31 reconsideration on 7 October 2019.

While the City was of the opinion that the proposed development was not consistent with the Donley Lane streetscape, it was noted in the City's Responsible Authority Report that the three storey building responded to the topography of the site and the façade incorporated articulation through the use of colours and materials to reduce the appearance of building bulk.

**MAYOR COLE:**

Could the Administration please make contact with the applicant to enquire whether they are willing to modify the proposal to address the concerns raised in the report and expressed by the community?

**COORDINATOR PLANNING SERVICES:**

Administration met with the applicant on the morning of 15 September 2022 to discuss the proposal and encourage modifications to be made to the plans to address Administration's concerns relating to building height and bulk.

While the applicant advised they were willing to consider modifications to the primary street setback of the second (top) floor, this would not sufficiently address the overall height or the reasons for refusal.

The applicant advised they did not wish to work with Administration to find solutions to the current concerns and requested that the application be determined based on the current plans. They advised that they would likely appeal any determination to the SAT.

Previous Discussions with Applicant

Following submission of the development application in July 2021, Administration made numerous efforts to work with the applicant to achieve modifications to the proposal that would result in a favourable outcome.

The City sent two formal letters requesting modifications to the plans. A number of phone calls were made with the applicant and their designer which offered in-person meetings to discuss the proposal and potential solutions. These offers were not accepted by the applicant and on 10 June 2022 they requested the proposal be determined based on current information. The City then advertised the proposal before presenting the application to Council for determination.

**CR LODEN:**

Please provide clarification on the lot boundary setbacks that have been provided.

**COORDINATOR PLANNING SERVICES:**

The R Codes provide the following deemed-to-comply setbacks to the northern boundary:

- 1.2 metres for the first floor; and
- 1.4 metres for the second floor.

The first and second floors propose a setback of 7 metres to the northern lot boundary to No. 166A Chelmsford Road.

The R Codes provide the following deemed-to-comply setbacks to the western boundary:

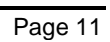
- 1.5 metres for the first floor; and
- 1.8 metres for the second floor.

The development propose a setback of 0.7 metres to the western survey strata lot boundary.

Due to the subdivision of the original lot, a 1.5 metre wide pedestrian access leg to No. 166A Chelmsford Road runs along the western boundary of the subject site. The first and second floor would be set back 2.2 metres from the original western lot boundary.

The lot boundaries and the setbacks proposed from the additions are shown in the below image.

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### 5.3 NO. 221 BEAUFORT STREET, PERTH - CHANGE OF USE FROM EATING HOUSE TO RESTAURANT/CAFÉ AND UNLISTED USE (SHISHA BAR) INCLUDING ALTERATIONS AND ADDITIONS (SIGNAGE)

Ward: South

- Attachments:
1. Consultation and Location Map
  2. Development Plans
  3. Noise Management Plan
  4. Venue Management Plan
  5. Land Use Context Plan
  6. Previous Approvals
  7. Summary of Submissions - Administration's Response
  8. Summary of Submissions - Applicant's Response

#### 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 Change of Use from Eating House to Restaurant/Café and Unlisted Use (Shisha Bar) including Alterations and Additions (Signage) at No. 221 (Lot: 3; D/P: 1879) Beaufort Street, Perth, as shown in Attachment 2, for the following reasons:

1. As a consequence of the location of the Unlisted Use (Shisha Bar) within an unenclosed patio at the rear of the subject site and adjoining residential and other sensitive land uses, with this exacerbated by the operating hours and intensity of the Unlisted Use (Shisha Bar), the proposal:
  - 1.1 Would be inconsistent with the objectives of the Commercial zone under the City of Vincent's Local Planning Scheme No. 2, as the development would be detrimental to the amenity of the adjoining properties. This is because it would result in smoke, vapour and odour emissions associated with the use. The off-site amenity impacts related to these emissions from the proposal would negatively impact on adjoining properties;
  - 1.2 Would have an undue amenity impact on the adjoining residential and sensitive land uses, and subsequently would not be compatible with its setting, as the proposal has not demonstrated that the emissions associated with the use could be appropriately mitigated as outlined in reason 1.1 (Clause 67(m), (n) and (x) of the *Planning and Development (Local Planning Schemes) Regulations 2015*);
  - 1.3 Would have an adverse impact on the amenity of the adjoining properties as evidenced through written objections received from surrounding owners and occupants (Clause 67(y) of the *Planning and Development (Local Planning Schemes) Regulations 2015*); and
  - 1.4 Would be inconsistent with orderly and proper planning as it would be inconsistent with the objectives and approach of the City's draft Local Planning Policy: Restricted Premises – Smoking. This is because the proposal has not demonstrated that the emissions associated with the use could be appropriately mitigated as outlined in reason 1.1 (Clause 67(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*); and
2. As a consequence of the extent of the proposed Alterations and Additions (Signage), the proposal:
  - 2.1 Would not satisfy the objectives of the City's Local Planning Policy – Signs and Advertising as it would result in a proliferation of advertisement that is not aligned with the City's Public Health Plan objective to reduce exposure of tobacco advertising; and
  - 2.2 Would be inconsistent with orderly and proper planning as it would be inconsistent with the objectives and approach of the City's draft Local Planning Policy: Restricted Premises – Policy for the reasons outlined in reason 2.1 (Clause 67(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*).

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**MAYOR COLE:**

At the time when the plans were submitted for the patio that was approved under delegated authority, was that structure labelled a smoking area? Was Administration aware that the purpose of the patio was primarily to be a patio that would be appropriate for a shisha bar?

**MANAGER DEVELOPMENT & DESIGN:**

*No, the patio was not labelled a smoking area on the plans that were initially submitted. Administration was not aware at the time of the previous development application for the patio that the primary purpose for the patio was that it was to be used for a shisha bar.*

*It should be noted that the applicant for this previous application for the patio was a patio company rather than the business owner now proposing the shisha bar.*

*The following is a summary timeline of the City's previous discussions with the tenant of the premises:*

- *June 2021 – Tenant first contacts the City, seeking to confirm the approved use of the property as they would like to operate it as a café. The City confirmed a café had received previous approval at the property.*
- *July 2021 – Tenant engages a patio company who submits a development application for a patio at the property. The application form and plans submitted stated that the application was for a new patio associated with an existing café. Administration contacted the applicant who confirmed that the application was only for the patio.*
- *August 2021 – Administration completed an assessment of the application. It contacted the applicant, being the patio company, to confirm how the patio area would be used. The applicant stated that the use of the property is going to remain the same, as a café, and that the patio would be used as a seating and smoking area where no food or drinks would be served. Administration was not aware that the primary purpose of the patio and the business that would be occupying the premises was intended to be a shisha bar or a smoking related use.*
- *October 2021 – Administration issued approval under delegated authority for the application. The development approval includes a condition stating it is only in relation to a patio addition to a café and not any other development.*
- *December 2021 – The tenant of the premises submitted a food business registration form to the City. The application included their Record of Registration for Business Name, with the name being "Marihana Shisha Café". At this point Administration became aware that the primary purpose of the business may not be intended to be a café for the provision of food and drinks. Administration contacted the tenant to explain that a shisha bar is an Unlisted Use and is considered a different land use to a café under the planning framework. Administration advised that a development application would need to be submitted, and that there is no guarantee that they would receive approval.*
- *March 2022 – The current development application was submitted for a shisha bar at the premises but was incomplete. The applicant is the tenant of the premises. Administration advised the tenant that the application was missing information which was needed before it could be lodged.*
- *April 2022 – The current development application was lodged.*
- *June 2022 – After the application had been assessed and community consultation had been completed, Administration contacted the tenant to advise of the submissions received during consultation and that the application would need to be determined by Council given that more than five objections were received. Administration also requested additional information to be submitted relating to reduced operating hours, an updated noise management plan, a venue management plan (including details on the management of smoke emissions) and signage. Administration advised that submitting this additional information would give them the best chance of receiving approval. Administration advised the tenant they should strongly consider whether they want to proceed with the application as there is a risk that they may not receive approval even if this information was provided. The tenant confirmed that they still wanted to proceed with the application. Administration had advised the tenant in previous discussions that they could still open the café component and operate this, but the tenant stated that this wouldn't be worthwhile as the primary purpose of their business is a shisha bar.*

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- July 2022 to present – Administration continued to liaise with the tenant to assist them to provide the information that had been requested, including through multiple in-person meetings, phone calls and emails. Administration continued to reiterate that there is a risk that they may not receive approval for their application, and provided context on the City's Public Health Plan and the City's Restricted Premises – Smoking policy which was in the process of being prepared and considered by Council. The tenant continued to reiterate their frustration with the length of the process, the time and money they had invested, and that they'd first engaged with the City last year. They stated that they understood that they may not receive approval and wanted to proceed to receive a decision on the application for the purpose of certainty.

**MAYOR COLE:**

In relation to the report talking about emissions and the other item which has been previously operating as a shisha lounge, has there been any attempt to measure the impact of emissions?

**MANAGER DEVELOPMENT & DESIGN:**

For Item 5.4, which has previously operated unauthorised as a shisha lounge, there has not been any investigations or measurements taken of impacts of emissions such as smoke, vapour or odour. This is because the complaints received about the previous operations of the business were in relation to noise impacts and waste management issues. As set out in the Background section of Administration's report, in response to complaints received Administration opened an investigation into the unauthorised use and works associated with the business in accordance with the City's Policy No. 4.1.22 – Prosecution and Enforcement (Enforcement Policy), and an investigation into noise impacts in accordance with the Environmental Protection (Noise) Regulations 1997 (the Noise Regulations).

For both Items 5.3 and 5.4, Administration has not attempted to measure or investigate how emissions such as smoke, vapour or odour would be emitted from the premises, or what an acceptable level of emissions would be. As set out in the Comments section of Administration's report, Administration has noted that there is no safe level of exposure to second-hand smoke as all exposure carries risk of being potentially harmful to health. For this reason Administration considers that these emissions would have an amenity impact on the adjoining properties and associated sensitive uses that are in close proximity to the patio areas which are proposed to be used for smoking shisha. The applicants for both applications have also not provided details, reports or evidence which demonstrate that there would not be an amenity impact from smoke, vapour or odour being emitted out from the premises towards these adjoining sensitive uses.

Administration also notes that under the tobacco products legislation that shisha is legally required to be consumed within an outdoor area that is no more than 50 percent enclosed. This means that inherently the patios proposed to be used for the consumption of shisha will have open sections of roof and walls, and that there is limited ability for the applicants to contain any emissions such as smoke, vapour or odour within the patio. There is also limited ability for these emissions to be controlled and managed through the introduction of physical measures such as barriers, filters or smokestacks.

**MAYOR COLE:**

In relation to the three questions from Ms Yoko Kashihara, could we have some responses to those?

**MANAGER DEVELOPMENT & DESIGN:**

In relation to the first question, it was seeking clarification whether there needs to be specific reference to the clause of the City's Local Planning Scheme No.2 that deals with Unlisted Uses in regards to the objectives of the zone. Administration's report body set out that the proposed shisha bar would not satisfy the objectives of the zone.

Administration has reviewed this and agrees that the recommendation should include reference to the applicable clause of Local Planning Scheme No.2, being Clause 18(4) that deals with Unlisted Uses, and specifically Clause 18(4)(c) where it states that the local government may determine that the use is not consistent with the objectives of a particular zone and is therefore not permitted. Administration's report and recommendation to Council for both Items 5.3 and 5.4 have been updated accordingly.

In addition and for both Items 5.3 and 5.4, Administration has also updated its report and recommendation to Council to include a recommended reason for refusal in relation to not meeting the Aims of the City's Local Planning Scheme No.2. This was discussed under the Comments section of the reports and the subheading 'Matters to be considered by Local Government – 1. Clause 67(2)(a) – Aims of LPS2'.

The second and third questions from the resident were responded to during the Council Briefing Session.



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#### 5.4 NO. 624 BEAUFORT STREET, MOUNT LAWLEY - CHANGE OF USE TO UNLISTED USE (SHISHA LOUNGE) INCLUDING ALTERATIONS AND ADDITIONS (UNAUTHORISED EXISTING DEVELOPMENT)

Ward: South

Attachments:

1. Consultation and Location Map
2. Development Plans
3. Applicant's Cover Letter
4. Acoustic Report
5. Land Use Context Plan
6. Summary of Submissions - Administration's Response
7. Determination Advice Notes

#### RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme:

1. REFUSES part of the application for Change of Use to Unlisted Use (Shisha Lounge) including Alterations and Additions (Fence and Gate) (Unauthorised Existing Development) at No. 624 Beaufort Street, Mount Lawley (Lot: 700; D/P: 400441), as shown in Attachment 2, for the following reasons:
  - 1.1 As a consequence of the location of the Unlisted Use (Shisha Lounge) within an unenclosed patio and outbuilding at the rear of the subject site and adjoining sensitive residential land uses, with this exacerbated by the operating hours and intensity of the Unlisted Use (Shisha Lounge), the proposal:
    - 1.1.1 Would be inconsistent with the objectives of the District Centre zone under the City of Vincent's Local Planning Scheme No. 2, as the development would adversely impact the amenity of the adjoining properties and residential areas. This is because it would result in smoke, vapour and odour emissions, noise emissions, and impacts from the lack of management of the activities associated with the use. The off-site amenity impacts related to these emissions from and the activities of the proposal would negatively impact on adjoining properties;
    - 1.1.2 Would have an undue amenity impact on the adjoining sensitive residential land uses, and subsequently would not be compatible with its setting, as the proposal has not demonstrated that the emissions and activities associated with the use could be appropriately mitigated as outlined in reason 1.1.1 (Clause 67(m), (n) and (x) of the *Planning and Development (Local Planning Schemes) Regulations 2015*);
    - 1.1.3 Would have an adverse impact on the amenity of the adjoining properties as evidenced through written objections received from surrounding owners and occupants (Clause 67(y) of the *Planning and Development (Local Planning Schemes) Regulations 2015*); and
    - 1.1.4 Would be inconsistent with orderly and proper planning as it would be inconsistent with the objectives and approach of the City's draft Local Planning Policy: Restricted Premises – Smoking. This is because the proposal has not demonstrated that the emissions and activities associated with the use could be appropriately mitigated as outlined in reason 1.1.1 (Clause 67(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*); and
  - 1.2 As a consequence of the height and materials of the proposed Alterations and Additions (Fence and Gate) at the front of the subject site along the Beaufort Street frontage, the proposal:
    - 1.2.1 Would not satisfy the Element Objectives of Volume 3 Clause 1.7 – Public Domain Interface of the City's Policy No. 7.1.1 – Built Form as it would not enhance the

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amenity and safety of the adjoining public domain; and

- 1.2.2 Would not satisfy objectives of the District Centre zone under Local Planning Scheme No.2 as it would not result in high quality, pedestrian-friendly, street-orientated development that responds to and enhances key elements of the District Centre; and

2. **APPROVES** part of the application for Alterations and Additions (Patio) (Unauthorised Existing Development) at No. 624 Beaufort Street, Mount Lawley (Lot: 700; D/P: 400441), as shown in Attachment 2, subject to the following conditions and advice notes included in Attachment 7:

- 2.1 This approval is for Alterations and Additions (Patio) as shown on the approved plans dated 21 December 2021. No other development forms part of this approval; and
- 2.2 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.

**MAYOR COLE:**

If we do approve a patio can it be stipulated that this is not to be used as a smoking area for the purposes of an Unlisted Use (Shisha Lounge) that cannot be used as a smoking area?

**MANAGER DEVELOPMENT & DESIGN:**

*The following changes have been made to Administration's recommendation:*

- Condition 2.1 has been updated to specify that the patio addition is to the existing shop use.
- Condition 2.2 has been added stating that the patio addition shall not be used for the purpose of an Unlisted Use (Shisha Lounge) or the like.
- Advice Note 6 of the Determination Advice Notes in Attachment 7 of Administration's report has been included that states that the approval of part of the application is for the patio addition only, and that the Unlisted Use (Shisha Lounge) subject to the application will need to remain ceased. It then states that any use of the patio for a different activity that is not associated with the approved use of the site for a shop use, may require development approval prior to it occurring.

*This would ensure that the patio cannot be used for the purpose of an Unlisted Use (Shisha Lounge) and that the applicant is notified that any other activities may need development approval.*

**CR CASTLE:**

If this is passed as recommended by Administration to refuse the application but approve the patio, what does this practically mean for the applicant? With a patio approval, where does this leave us with noise and the noise complaints that have been received in the past?

If we are to approve the patio, but refuse the application for change of use, then what types of use would be available to applicant under the existing approval? Just so we're aware what we are potentially approving if the applicant decides to change tack, not to seek a change of use but to open an establishment using the patio, what types of uses would that entail and what hours would they be able to operate?

**MANAGER DEVELOPMENT & DESIGN:**

*For both Items 5.3 and 5.4, and if the shisha bar/lounge use component of the applications is refused, the applicants are able to operate businesses that are consistent with existing approved uses of their respective sites.*

*The property subject of Item 5.3 has an existing approved use allowing a restaurant/café to operate and the property subject of Item 5.4 has an existing approved use allowing a shop to operate. This extends to any patio areas approved on the sites and in accordance with any conditions of approval.*

*Alternatively, they could operate a use at these properties (including within the buildings and patio areas) which is a 'P' (Permitted) use under the City's Local Planning Scheme No. 2 that are exempt and do not require development approval within those zones under the Planning and Development (Local Planning Schemes) Regulations 2015 (Planning Regulations). This could include uses such as Restaurant/Café, Shop or Liquor Store – Small. As they are exempt from requiring development approval, there would be no restriction on operating hours.*

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*If these other uses were to operate at the properties and under the patio areas, they would still be subject to the requirements and assigned noise levels under the Environmental Protection (Noise) Regulations 1997 (the Noise Regulations).*

*Similar to what occurred when the business subject of Item 5.4 has previously operated, if complaints are received about other uses then Administration would complete investigations in accordance with the City's Policy No. 4.1.22 – Prosecution and Enforcement (Enforcement Policy) and the Noise Regulations. Administration would then take actions accordingly if it was found that the uses were non-compliant with the relevant requirements.*

*Administration also notes that whether or not there are patios located over the rear spaces of these properties, these spaces could still be occupied and used as part of the activities associated with a previously approved or exempt use.*

**CR IOPPOLO:**

When an application or recommendation is refused for change use, but is approved in relation to a patio, is there any mechanism in the planning guidelines that says that if more of what is considered material (i.e. the change of use) is being denied, that the whole application needs to be denied? Or is it possible that a less material item can be approved but a more material item be knocked back?

**MANAGER DEVELOPMENT & DESIGN:**

*As set out in the Legal/Policy section of Administration's report, Clause 73 of the Planning Regulations provides the ability for approval to be granted for a part or aspect of that development for which approval is sought.*

*As part of this application, approval is sought for a development made up of two components being 1. the proposed use of a shisha lounge, and 2. works including signage, a patio and a fence and gate.*

*Under Clause 73 of the Planning Regulations, it is possible for the patio works to be approved while other parts or aspects of the application are refused (such as the shisha lounge use and the fence and gate works).*

*Administration also notes that the patio for which approval is being sought has already been installed on the site (as are the fence, gate and signage).*

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**5.1 NOS. 107 - 109 (LOTS: 1 - 2; S/P: 1896) SUMMERS STREET, PERTH - PROPOSED SIX GROUPED DWELLINGS****Ward:** South

- Attachments:**
1. Consultation and Location Map
  2. Final Development Plans
  3. Environmentally Sustainable Design Report
  4. Urban Design Study
  5. Superseded Development Plans
  6. Summary of Submissions - Administration's Response
  7. Summary of Submissions - Applicant'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 Six Grouped Dwellings at Nos. 107 – 109 (Lots: 1 - 2; S/P: 1896) Summers Street, Perth in accordance with the plans in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 8:

**1. Development Plans**

This approval is for Six Grouped Dwellings as shown on the approved plans dated 20 July 2022. No other development forms part of this approval;

**2. Boundary Walls**

The surface finish of boundary walls facing an adjoining property shall be of a good and clean condition, prior to the 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 antennae, satellite dishes, solar panels, external hot water heaters, air conditioners, and the like, shall not be visible from the street(s), are designed integrally with the building, and be located so as not to be visually obtrusive to the satisfaction of the City;

**4. Visual Privacy**

- 4.1 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; and
- 4.2 Prior to occupancy or use of the development, permanent fixed cabinetry no less than 600 millimetres in width shall be provided against the western wall of the 'Kitchen' of Unit 6, to the satisfaction of the City;

**5. Colours and Materials**

- 5.1 Prior to first occupation or use of the development, the colours, materials and finishes of the development shall be in accordance with the details and annotations as indicated on the approved plans which forms part of this approval, and thereafter maintained, to the satisfaction of the City; and
- 5.2 The metre boxes are to be painted the same colour as the wall they are attached so as to not be visually obtrusive, to the satisfaction of the City;

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## 6. Landscaping

- 6.1 All landscaping works shall be undertaken in accordance with the approved plans dated 20 July 2022, prior to the occupancy or use of the development and maintained thereafter to the satisfaction of the City; and
- 6.2 Prior to the first occupation of the development, the redundant or “blind” crossovers shall be removed, the verge area landscaped and the kerb made good to the City's specifications and to the satisfaction of the City, at the applicant/owner's full expense;

## 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 metres of where:

- Walls, letterboxes or fences adjoin vehicle access points to the site; or
  - A driveway meets a public street; or
  - Two streets intersect;
- Unless otherwise approved by the City of Vincent;

## 9. Car Parking and Access

- 9.1 The layout and dimensions of all driveways and parking areas shall be in accordance with AS2890.1;
- 9.2 All driveways, car parking and manoeuvring areas 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 Prior to the occupation or use of the development, one visitor parking bay shall be permanently marked, maintained and legally accessible at all times for use exclusively by visitors to the property, be clearly visible or suitably sign posted from the street or communal driveway and be located, together with the reversing area, in front of any security gates or barrier for the development unless otherwise approved by the City; and
- 9.4 No goods 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;

## 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; and

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## 11. Noise Attenuation Requirements

- 11.1 Prior to the issue of a building permit a detailed Noise Management Plan must be submitted to and approved by the City which demonstrates that the development has been designed to meet the relevant requirements of State Planning Policy 5.4 'Road and Rail Transport Noise and Freight Considerations in Land Use Planning' (SPP5.4). The report must be prepared by a suitably qualified and competent person in accordance with the SPP5.4; and
- 11.2 Prior to occupation or use of the development, the development shall incorporate all noise mitigation measures as outlined in the noise management plan or quiet house design package, to the satisfaction of the City.

**CR LODEN:**

Comments from the DRP Chair received regarding the additional treatments of the garages. Seek clarification as to whether Administration is disagreeing with the DRP Chair, and that garage doors are acceptable as they are, and there is sufficient variable materials used on the site.

**COORDINATOR PLANNING SERVICES:**

*The materiality of the garage doors as well as the colours and materials throughout the development are supported by Administration.*

*This is because design measures delineate the ground floor from the first floor above and break down the massing of the ground floor of the dwellings as they present to the common property.*

*Although further changes to the garages were not undertaken as part of the final plans as recommended by the DRP, the DRP Chairperson noted that the revised selection and application of colours and materials have reduced the visual impact of the dwellings and their interaction to the common property.*

**CR LODEN:**

The plans show deep soil zones and four trees on the eastern side of the lot (driveway). Two of the trees have deep soil zones and two do not. Why is this? Refer page 30 of the plans.

**COORDINATOR PLANNING SERVICES:**

*The two trees along the eastern boundary have been provided in tree-triangles that measure 1.1 metres by 1.5 metres that do not constitute deep soil zones.*

*The City's Parks team confirmed the tree-triangles could accommodate the growth of medium trees such as a coral gum. The tree-triangle configuration has been provided to reduce conflict with the adjacent driveway.*

**CR LODEN:**

The driveway and crossover are removed to Lot 107. Would like to better understand why an additional verge tree cannot go in there. There is a tree right next to existing tree why is this not the same for an additional new/proposed tree.

**COORDINATOR PLANNING SERVICES:**

*An additional verge tree cannot be provided to the western portion of the verge as:*

- The two Tipuana Tipu trees in the verge have a maximum canopy width of 20 metres and have not yet grown to maturity. The current verge trees are 10 years (eastern tree) and 4 years old (western tree), and would likely reach maturity 20 years after planting; and*
- The 5 metre separation between the existing western verge tree and the adjoining western property is insufficient for an additional tree without compromising the growth of proposed trees in the front setback, and that of the existing verge trees to both the subject site and adjoining western property.*

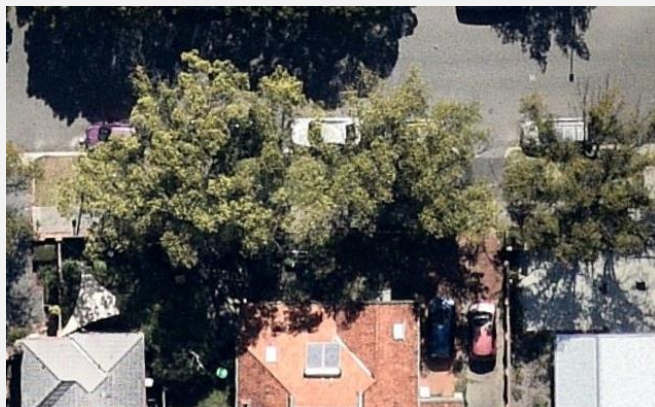
*The City's Parks team have noted that the canopy coverage of the existing verge trees to Summers Street are not accurately demonstrated on the site plans.*

*The diagram below demonstrates an example of the potential maximum canopy of these trees maturity.*

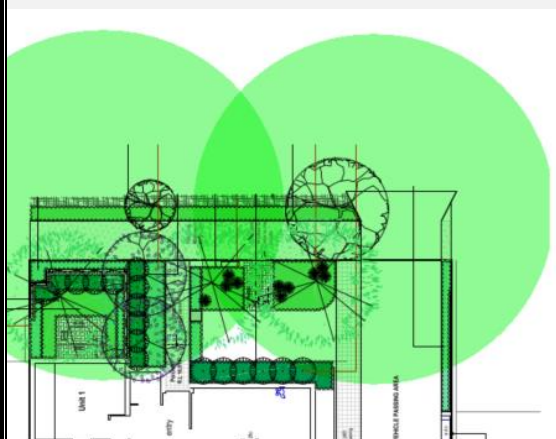
## COUNCIL BRIEFING NOTES

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*Nearmaps Aerial – 30 August 2022 – Example of Tipuana Tipu tree canopy at maturity on Windsor Street*



*Indicative image of verge tree canopy at a 20 metre maturity at the subject-site:*

**CR ALEXANDER:**

The existing development to the west has floor to ceiling windows. The setbacks to the new development are reduced. Are there issues with bulk and privacy issues because of this?

**COORDINATOR PLANNING SERVICES:***Building Bulk Impacts to the West*

*The building has been designed to reduce building bulk impacts to the adjoining western properties. This is because:*

- *There are no major openings on the upper floors of the adjoining development to the west facing the subject site;*
- *The western properties upper floor windows facing the subject site have a sill height of 1.6 metres above their respective floor level; windows are frosted to a height of 1.6 metres above finished floor levels; and balconies are screened;*
- *The screening of windows and balconies at the western property reduces vision to the western façade of the subject site; and*
- *Compliant ground floor setbacks with the deemed-to-comply standards are provided to the east-facing courtyards of the adjoining western properties. The articulation and design detail provided to the western façade of the subject site would further assist in reducing visual impacts to the eastern adjoining properties.*



## COUNCIL BRIEFING NOTES

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*Visual Privacy Impacts to the West*

*All openings from the subject site facing the western property meet the deemed-to-comply standards of the R Codes Clause 5.4.1 Visual Privacy with the exception of the Unit 6 kitchen window.*

*While the Unit 6 window does not comply with the cone of vision setback of 4.5 metres, Administration have recommended Condition 4.2 which requires permanent cabinetry to be installed which would increase the cone-of-vision setback to meet the deemed-to-comply standard of 4.5 metres from the western boundary.*

*All other upper floor windows comply with the deemed-to-comply standards given they are provided as highlight windows or as minor openings to non-habitable spaces such as stairwells or foyers (stair landings).*

*The adjoining western properties would not be adversely impacted from overlooking and subsequent loss of privacy for these reasons.*

**CR CASTLE :**

Seek clarification on query raised in the gallery around the impact on overshadowing and visual privacy on surrounding commercial properties and how that is different in this case, particularly in relation to the child care.

**MAYOR COLE:**

Can impacts from overshadowing and visual privacy be considered from a sensitive use and amenity perspective? There is the babies play area and large external play area at the rear. Is it possible to get an idea as to what the view lines would be like from those balconies as to where this would fall and how much coverage the shade sail provides. Also any feedback from the child care centre itself regarding any perceived or real impact to their amenity.

**COORDINATOR PLANNING SERVICES:**

*Yes, amenity impacts from overshadowing and visual privacy are relevant. The R Codes prescribes standards for residential development to protect the amenity of adjoining properties where they are residential.*

*The commercial sites to the east and south of the development site, which include a warehouse and a child care centre are not subject to the visual privacy and shadow deemed-to-comply standards.*

*Clause 67 in the Deemed Provisions of the Planning Regulations sets out matters to be considered by the decision maker in determining a development application. This includes the consideration of amenity of the locality and this is not limited to the impact of a development on residential properties only.*

*In considering the impact on the amenity of the child care centre based on visual privacy and overshadowing, the applicant has introduced the following measures to reduce actual and perceived shadow and privacy impacts:*

- *The location of the driveway provides separation between the proposed development, reducing visual impacts and shadowing to the east;*
- *Planter boxes to a depth of 0.8 metres are provided along the balconies to increase separation between the dwellings and child care centre, to reduce the vertical overlooking and to provide a landscaping buffer; and*
- *The child care centre is open from 7:00am to 6:30pm Monday to Friday. The use of the balcony spaces is most likely to occur on weekends and after the end of the working day.*

*The child care centre is located in a residential zone and an area that permits medium-high density residential development. The proposed development is of a density and scale planned for the area. The design would not unreasonably impact the amenity of the neighbouring properties, including the child care centre as well as the streetscape.*

*Vertical Cone of Vision Diagrams 103 – 105 Summers (Child Care Centre)*

*Administration have prepared visual privacy diagrams to demonstrate how the development relates to the child care commercial land use.*

*The diagrams demonstrate that the development would not have adverse amenity, privacy and shadow impacts on the child care centre.*

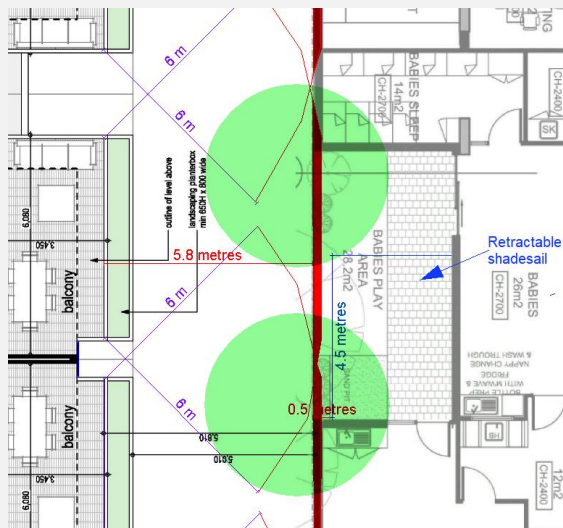
*Babies Play Space*

- *The balconies provide a 5.8 metre setback to the eastern boundary from the internal balcony edge. If the eastern property was residential, the balconies would require a deemed-to-comply 6.0 metre cone-of-vision setback would apply to the eastern boundary as per the R Codes;*
- *Two medium trees are proposed to the eastern boundary to align with location of the play space, assisting in reducing overlooking;*

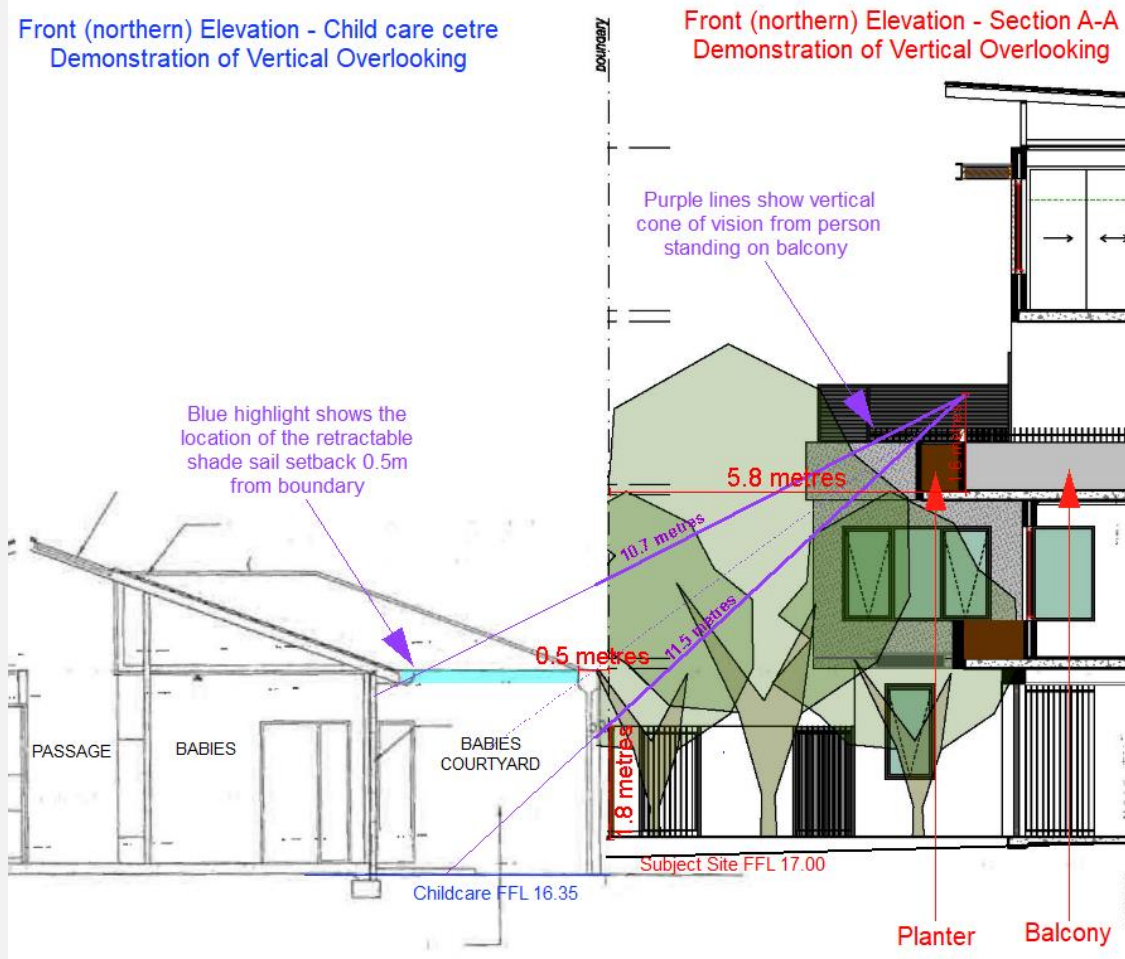
## COUNCIL BRIEFING NOTES

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- An existing evergreen tree exists in the baby play space as well as a retractable shade sail that sits 0.5m from the shared boundary; and
- Vertical overlooking is largely restricted by the abovementioned elements before it reaches windows and the outdoor play space.



Front (northern) Elevation - Child care centre  
Demonstration of Vertical Overlooking

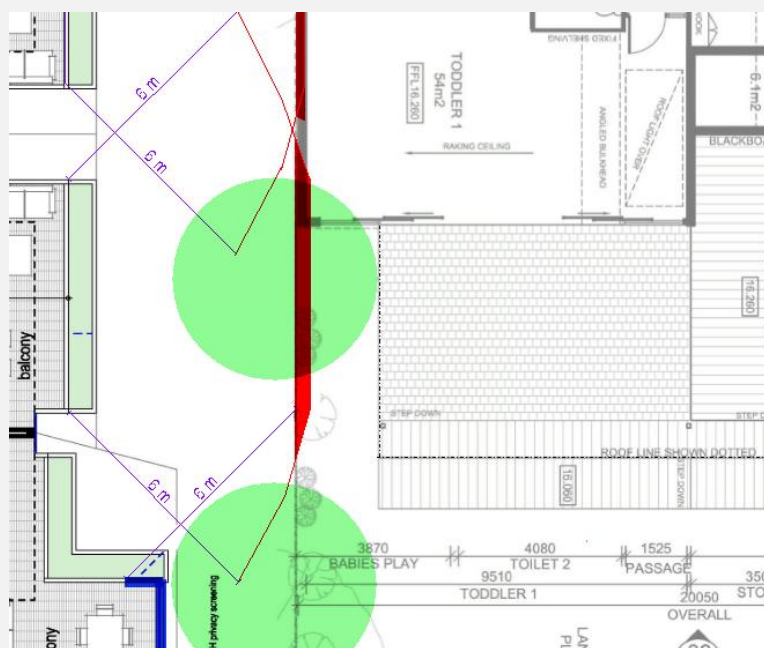


## COUNCIL BRIEFING NOTES

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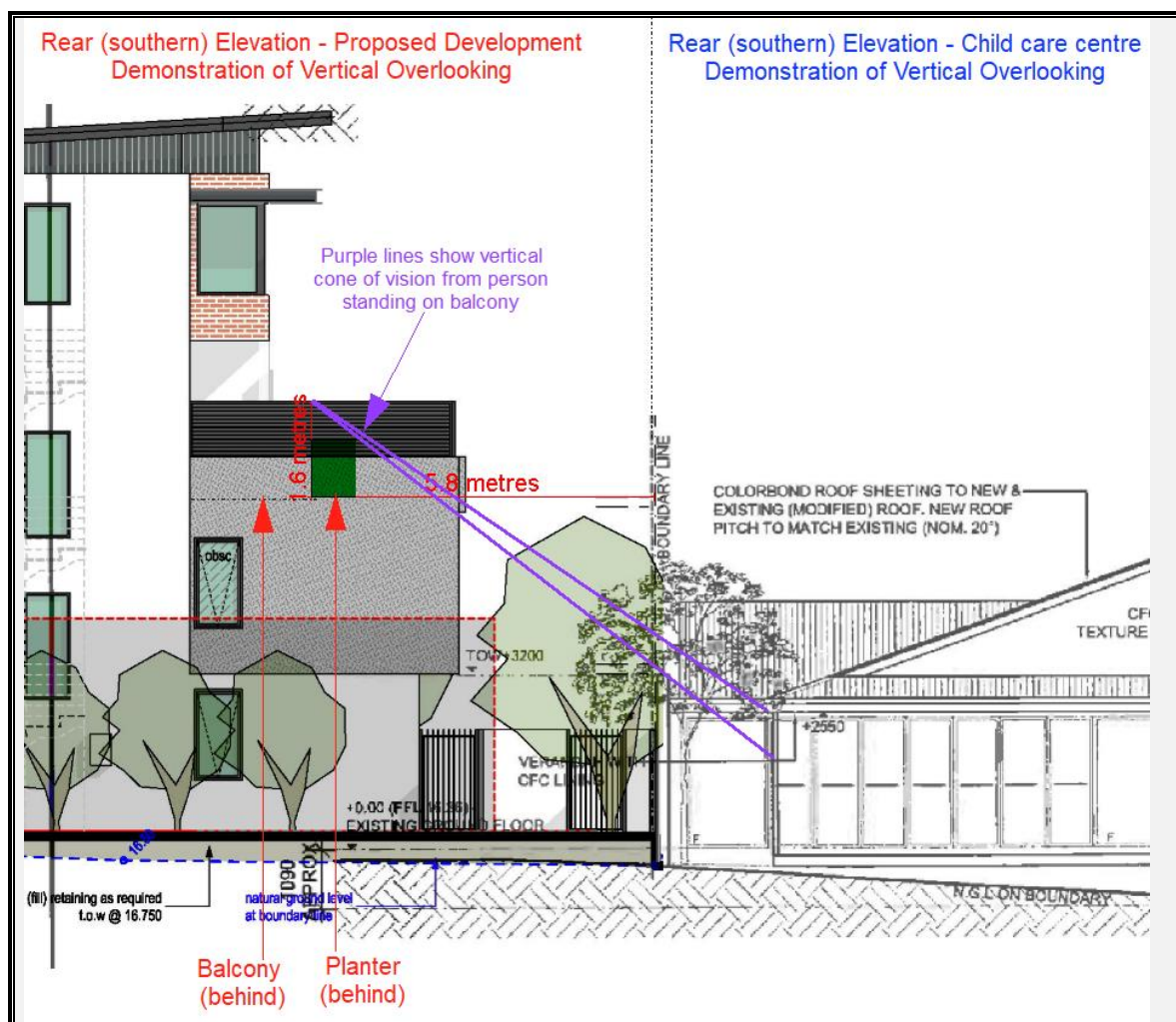
Rear External Play Space

- The 1.6 metre high screening to the eastern portion of the Unit 6 balcony reduces overlooking;
- The unscreened balconies provide a 5.8 metre setback to the eastern boundary from the internal balcony edge. If the eastern property was residential, a deemed-to-comply standard of 6.0 metre cone-of-vision setback to the eastern boundary would apply;
- The height of the balcony planter boxes reduce the extent of vertical overlooking;
- The Unit 6 balcony facing north provides a 6 metre minimum setback to the east;
- Two medium trees proposed to align with location of the play space for landscape screening; and
- The vertical cone of vision would fall to the boundary walls and roofline of the toddler's room and the covered sections of the rear play area.



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1.8 metre dividing fence and portions of the rear external play space would already receive shadow from the child care building itself. Portions of rear play space would remain open to sunlight at different times during the day.

**CR ALEXANDER:**

Streetscape elevation is not to scale and does not show adjoining development or reflect this being 30% larger.

**COORDINATOR PLANNING SERVICES:**

Both Administration and the applicant have prepared streetscape diagrams depicting the proposed development in the context of the neighbouring properties.

A comparison of these diagrams is provided below. This shows the applicant's streetscape elevation is consistent with Administration's review.

*Applicant's Streetscape Elevation:*

*Administration's Streetscape Elevation*

## COUNCIL BRIEFING NOTES

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**CR ALEXANDER:**

Suggestion from the affected properties notes that flipping the development would mitigate some impacts. Has this been explored?

**COORDINATOR PLANNING SERVICES:**

Administration discussed an alternative flipped development proposal with the applicant during the assessment but the applicant elected not to pursue this because:

- Relocation of the current development form and footprint to the eastern elevation and driveway access to the west this would see the overall massing of the development shifted closer to the child care; and
- The direct cone of vision from the balconies and major openings would fall to ground floor major openings and primary outdoor living areas of No. 111 – 113 Summers Street.

A flipped proposal would result in adverse amenity, bulk and scale impacts on both the abutting commercial and residential properties.

**CR ALEXANDER:**

Parking survey was done in 2018, and now there is a child care centre. How has this been considered in the City's parking review? The site is required to have the two visitor bays.

**COORDINATOR PLANNING SERVICES:**

The City's Parking survey was undertaken by an independent consultant in 2018 and represents the City's most up to date parking data at this time.

The child care at No. 103 – 105 Summers Street was approved by Council at its Ordinary Council meeting on 20 September 2016 for 60 children and 15 staff and was completed in early 2018.

The City's parking survey undertaken in 2018 should have captured how and if the child care centre impacted occupancy and demand to Summers Street and the immediate locality. The City's Parking data, as noted in Administration's report, demonstrates there is on street parking capacity to Summers Street as well as West Parade, Cheriton Street and Lord Street.

The subject and neighbouring sites form part of the Perth Parking Management Plan area, which sets out maximum parking requirements. As per comments in the report, Administration are satisfied that the one visitor parking bay would be adequate to cater for the demands generated by the six dwellings proposed, having regard for the availability of on-street car parking options in close proximity to the subject site.

**CR HALLETT:**

Can Administration comment on the assessment regarding the sustainability? Despite reviewing the proposal four times, the DRP Chair was still of the opinion that it was still amber. We have moved towards a NatHERS 7 stars assessment and they are proposing 6.1 and 6.3. Meeting the bare minimum currently wouldn't be meeting the sustainability tick. Can Administration provide comment on that to warrant not meeting the other deviations?

**COORDINATOR PLANNING SERVICES:**

The applicant has submitted energy efficiency reports for each of the dwellings. The application proposes the following key sustainability measures as part of their development:

- Deciduous trees to be provided for natural shading during summer months, and to allow for low winter

## COUNCIL BRIEFING NOTES

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- sun to penetrate and heat internal spaces in the winter months;
- Openable windows on opposing walls to facilitate cross ventilation;
- Roof overhangs and eave details to minimise excess solar gains in summer; and
- North facing habitable rooms and outdoor spaces for access to natural sunlight.

*These measures would result in the development being designed to incorporate sustainability principles.*

*As the Environmentally Sustainable Design (ESD) local housing objectives of the City's Built Form Policy have not yet been adopted or approved by the WAPC, they are given regard only in the assessment of the application. This means that the City cannot require a higher NatHERS rating for the development proposal based on the ESD provisions itself.*

*The 6.1 – 6.3 Energy Efficiency ratings for the dwellings would meet compliance under the current National Construction Codes (NCC) which currently requires a minimum standard of 6-star NatHERS. The requirement for a 7-star NatHERS rating are currently voluntary until 1 May 2023 when NCC 2022 is adopted. The development would need to demonstrate compliance with the minimum NCC standard applicable at the time of their building permit lodgement.*

**CR GONTASZEWSKI:**

Given the deviations to visitor car parking, extent of hardstand and lack of landscaping in the front setback, planting areas, upper floor balconies, lot boundary setbacks and outdoor living areas – foreshadow an alternative for refusal.

**COORDINATOR PLANNING SERVICES:**

*Noted. Administration will prepare an alternative recommendation and will circulate this before the Council Meeting.*

At 6:59 pm, Cr Dan Loden left the meeting.

At 7:02 pm, Cr Dan Loden returned to the meeting.

At 7.07pm Manager Development & Design left the meeting and did not return.

At 7.07pm Coordinator Planning Services left the meeting and did not return



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## 5.5 ROBERTSON PARK DEVELOPMENT PLAN

- Attachments: 1. Endorsed Robertson Park Development Plan  
2. Revised Robertson Park Development Plan

## RECOMMENDATION:

That Council:

1. APPROVES the revised Robertson Park Development Plan at Attachment 2; and
2. NOTES the revised project budget is proposed to be reflected in the 4-year Capital Works Program 2022/23 – 2025/26.

**CR LODEN:**

What elements of the budget are new vs renew?

**MANAGER POLICY & PLACE:**

The Council report has been updated to reflect what elements are new or renew as per the below:

Stage 1	Budget	Renew or New	Grant Funding	Year
Multi Sports Courts	\$338,300	renew	\$206,600	22/23 & 23/24
Tennis Courts	\$1,488,600	renew	\$825,400	23/24
Tennis Centre Entrance – thoroughfare, shelters, hit up wall, half court and furniture	\$734,700	renew	\$200,000	23/24
Project Fees – preliminaries, design contingency, professional fees and escalation	\$1,091,205			23/24
Tennis Centre – repurposing tennis hut for entrance, verandah extension, additional picnic settings and bins, additional contingencies and professional fees	\$171,300	renew/new		24/25
Stage 2	Budget	Renew or New		Year
Leisure Park – nature play and exercise equipment	\$160,000	renew		24/25
Leisure Park – seating wall, picnic settings, bench seats and lighting	\$43,700	part renew/new		24/25
Leisure Park – wetland heritage signage upgrade	\$20,000	renew		24/25
Dog Park – paving, fences and seating wall	\$91,300	new		25/26
Public Toilet	\$250,000	new		25/26
Turf/Eco Area – turf/planting, trees, path and irrigation	\$518,000	renew/new		24/25 & 25/26
Turf/Eco Area - bench seats and public lighting	\$59,500	new		24/25
Community Garden	\$22,500	new		25/26
Fitzgerald Street Crossing	\$7,100	new		25/26
Public Art (1% of total project cost - percent for art fund)	\$49,900	new		25/26

## COUNCIL BRIEFING NOTES

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**CR LODEN:**

What will the Project Fees be spent on?

**MANAGER POLICY & PLACE:**

*The Project Fees include the following elements:*

Design Contingency

*An allowance to cover the risk of the design complexity as the project and design evolves. This was estimated by the Quantity Surveyor at a rate of 7.5 percent. Administration revised this to a rate of 2.5 percent based on the assumption that the City will coordinate all design inputs for the construction documentation prior to tender. This sum would cover any unforeseen changes or gaps in the design during the detailed design and construction phases.*

Construction Contingency

*An allowance to cover the risk of variations and unforeseen items encountered during construction. This was estimated by the Quantity Surveyor at a rate of 10 percent. Administration revised this to a rate of 12.5 percent due to the complexity, risk, and profile of this project.*

Preliminaries

*Fees such as traffic management, general labour, plant and equipment, waste management, insurance, health and safety, site fencing, shop drawings and manuals for handover, final site clean, and storage sheds.*

Professional Fees

*An allowance calculated at 5 percent of the total construction costs to allow for potential consultants fees for, but not limited to electrical, structural, hydraulics and environmental professions. Administration believe this allowance is appropriate for a project of this nature, size, and complexity.*

Forecasted Escalation

*An allowance for the purpose of forecasting escalation. The Quantity Surveyor relies on the Construction Cost Index Forecast. Escalation has been calculated based on the project timeframe.*

**CR LODEN:**

What was the original budget when the development plan was approved and what has changed?

**MANAGER POLICY & PLACE:**

*The estimated project cost of Stage 1 of the Development Plan when approved in September 2021 was \$2,422,205. The project cost for Stage 1 has increased by \$1,401,900 to \$3,824,105. This increase can be attributed to the unprecedented rise in construction costs across the industry due to COVID-19, and increases resulting from a refined understanding of the scope of works through detailed design including the addition of required preliminaries, professional fees, design and construction contingency and forecasted escalation. Stage 2 has not increased.*

*The more significant changes to the construction costs include:*

- **Preliminaries - additional \$303,000.** *The Quantity Surveyor itemised the more accurate preliminaries required to implement the project.*
- **Tennis Centre Thoroughfare Including Shelters, Landscaping & Furniture - additional \$262,950.** *A generic rate of \$150/m2 was applied to generate the original cost estimate. Detailed design has allowed for a more accurate estimate, which now factors in required drainage infrastructure, and up to date costs for landscaping and furniture items.*
- **Tennis Centre Court Resurfacing, Fencing and Lighting - additional \$41,515.** *This increase is due to general inflation.*
- **Tennis Hitting Wall - additional \$34,100.** *This increase is due to the original cost estimate being under-scoped. Detailed design has allowed for a more accurate estimate.*
- **Tennis Centre Entrance Upgrade - additional \$29,100.** *The original estimate included provisional sums that were under-scoped. Detailed design has allowed for a more accurate estimate.*

## COUNCIL BRIEFING NOTES

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- **Veranda Extension - reduction of \$98,070.** Administration identified an opportunity to reduce the footprint of this feature in order to save costs.

**CR ALEXANDER:**

With the new clay courts being used by Tennis West, does this reduce the community use of these courts, reducing the number of courts from 18 to 12.

**MANAGER POLICY & PLACE:**

*Tennis West is not seeking exclusive use these courts, and strongly encourage community use. The community use of these courts was one of the reasons Tennis West chose Robertson Park as its preferred venue. Tennis West is seeking priority use on weekdays between 3pm and 7pm. The community would have use of the clay courts during weekdays until 3pm and again after 7pm and would have shared usage on weekends.*

*Administration has worked closely with Tennis West to ensure there is an appropriate level of tennis provision within the City of Vincent, Perth Metropolitan Area and at Robertson Park specifically. The Tennis West usage of these clay courts does not alter the City's ability to meet and exceed the required provision of tennis courts at Robertson Park and within the Perth Metropolitan Area.*

**CR IOPPOLO:**

What is the incremental position against a do nothing scenario?

**MANAGER POLICY & PLACE:**

*The do nothing scenario would initially cost the City over \$1,966,231. Tennis West are proposing a 25 year lease, subject to the Development Plan going ahead. Under a do nothing approach, if the City could attract a tenant, at a minimum the City would be responsible for the resurfacing costs of the hard courts every 7 – 10 years. This would total \$1,641,798 over 25 years (excluding CPI). So the total do nothing scenario would cost the City \$3,608,029 (excluding CPI).*

*Rent has not been included on the basis that the redevelopment of the centre, in line with the development plan, would result in the same or higher rent return to the City, compared to the do nothing scenario. This is due to the reduction of courts, which is offset by the reduction in grass court maintenance and extension of usable hours.*

*The implementation of Stage 1 of the Development Plan would cost the City \$2,592,105, with all ongoing annual maintenance and hard court renewal costs proposed to be met by a lessee.*

*In the current lease arrangement capital works are the lessor's (the City's) responsibility as per the below:*

*Capital Works*

(a) The Lessor may, at its discretion, undertake Capital Works including (but not limited to) the:

- (i) replacement or resurfacing of the tennis courts; and
- (ii) replacement or upgrade of the bore and lighting at the Premises.

*The tennis courts are at end of life and require renewal if they are to continue to be used.*

*Financial considerations for the do nothing scenario include, but are not limited to the following:*

- \$1,591,231 for the renewal of 18 hard courts and lighting (noting that courts would not meet the current minimum required size standard)
- \$85,000 p/a for the grass court maintenance (with inflation to over \$1 million over 10 years)
- \$60,000 Bore replacement for grass courts
- \$230,000 for drainage works to comply with AS/NZS 3500.3
- The new tennis centre is costed at \$3,824,105, with \$1,232,000 anticipated funding. The City would not receive the anticipated funding for the do nothing option.

*Redevelopment of the Robertson Park tennis centre into an 18 hard court centre has been proposed in order to create a smaller and more self-sufficient facility with higher overall usage (noting the multipurpose and additional lit courts), where the City can set up a lease that requires a lessee to cover all ongoing maintenance costs, court resurfacing costs and pay into a sinking fund for the subsequent renewal requirements of the smaller but better utilised centre.*

**COUNCIL BRIEFING NOTES****13 SEPTEMBER 2022**

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At 7.10pm David MacLennan left the meeting.

At 7.15pm David MacLennan returned to the meeting.

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COUNCIL BRIEFING NOTES13 SEPTEMBER 2022

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**5.6 COMMUNITY SPORTING AND RECREATION FACILITIES FUND FORWARD PLANNING  
GRANT APPLICATION****Attachments: Nil****RECOMMENDATION:**

**That Council AUTHORISES Administration to submit a funding application for the Community Sporting and Recreation Facilities Fund – 2023/2024 Annual and Forward Planning Grants for the Robertson Park Development Plan Tennis Precinct Implementation.**

<b>NO QUESTIONS</b>
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At 7.26pm Manager Policy and Place left the meeting and did not return.

COUNCIL BRIEFING NOTES

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**6 INFRASTRUCTURE & ENVIRONMENT**

Nil

## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

**7 COMMUNITY & BUSINESS SERVICES****7.1 FINANCIAL STATEMENTS AS AT 31 JULY 2022****Attachments:** 1. Financial Statements as at 31 July 2022**RECOMMENDATION:**

That Council **RECEIVES** the Financial Statements for the month ended 31 July 2022 as shown in Attachment 1.

**MAYOR COLE:**

POS cash in lieu contribution, what area the money in the reserve must be spent in?

**EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:**

*The Planning and Development Act 2005 and the Western Australian Planning Commission's Development Control Policy 2.3 states that cash-in-lieu of public open space (POS) must be spent within the "locality" of the contribution. The term "locality" is not defined in either document but the Department of Planning, Lands and Heritage officers have advised that "locality" should be interpreted as meaning the walkable catchment of the public open space as determined by its function under the City of Vincent's Public Open Space Strategy (POS Strategy). The POS Strategy sets the walkable catchments of different types of POS, for example a 400 metre catchment for local parks and an 800 metre catchment for neighbourhood POS.*

*The money is required to be expended either for the purchase of land for POS or, with the approval of the Minister for Planning, for the improvement of existing POS.*

*In relation to the second option it should be noted that the subject site is located within the 800 metre walkable catchment Oxford Street Reserve, which is planned to be expanded and improved under the Leederville Precinct Structure Plan.*

*There is no timeframe placed on the City to expend the cash-in-lieu of POS.*

*It is proposed that the expenditure of these funds be discussed with Council as part of the finalisation of the Leederville Car Parks Request for Proposal process, so that the full context of the Oxford Street Reserve expansion can be considered.*



## COUNCIL BRIEFING NOTES

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## 7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 JULY 2022 TO 31 JULY 2022

- Attachments:
1. Payments by EFT and Payroll July 22
  2. Payments by Cheque July 22
  3. Payments by Direct Debit July 22

## RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 July 2022 to 31 July 2022 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$6,421,741.45
Cheques	\$32,966.50
Direct debits, including credit cards	\$224,532.57
<b>Total payments for July 2022</b>	<b>\$6,679,240.52</b>

**MAYOR COLE:**

Why did we pay a tiler to fix a leak to the indoor pool, should that be under warranty?

**EXECUTIVE MANAGER FINANCIAL SERVICES:**

*The tiling was damaged due to crack in pre-existing pipework that was not renewed during the renovation so it was not covered under warranty.*

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**COUNCIL BRIEFING NOTES****13 SEPTEMBER 2022**

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**7.3 INVESTMENT REPORT AS AT 31 JULY 2022****Attachments: 1. Investment Statistics as at 31 July 2022****RECOMMENDATION:**

**That Council NOTES the Investment Statistics for the month ended 31 July 2022 as detailed in Attachment 1.**

<b>NO QUESTIONS</b>
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## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

**7.4 OUTCOME OF ADVERTISING AND ADOPTION OF NEW COMMUNICATIONS AND SOCIAL MEDIA POLICY**

- Attachments:**
1. Communications and Social Media Policy
  2. 4.1.20 - Social Media Protocol
  3. 4.1.25 - Media Policy

**RECOMMENDATION:**

1. **ADOPTS** the Communications and Social Media Policy at Attachment 1; and
2. **REPEALS** 4.1.20 Social Media Protocol at Attachment 2 and 4.1.25 Media Policy at Attachment 3.

**CR HALLETT:**

Should 7.1 bullet point 4 be two bullets, or should it be one?

**EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:**

*The attachment has been amended and some minor formatting changes made.*

COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

**7.5 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO RECOVERY OF DEBTS, RATES AND SERVICE CHARGES POLICY**

Attachments: 1. Recovery of Debts, Rates and Service Charges Policy

**RECOMMENDATION:**

That Council **ADOPTS** the Recovery of Debts, Rates and Service Charges Policy Attachment 1.

<b>NO QUESTIONS</b>
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## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

## 7.6 ADOPTION OF THE LONG TERM FINANCIAL PLAN FOR THE PERIOD 2022/23 - 2031/

**CR LODEN:**

Low case scenario shows asset sustainability rate average of 89% which is below the criteria of 90%. Is there a way that could be amended to add slightly more money into it so that it could actually meet that criteria? What would that require, like an extra 0.2% increase in rates at some point along that journey?

**EXECUTIVE MANAGER FINANCIAL SERVICES:**

*In the low rating scenario an additional capital investment of ~\$2.2m would be required between 2026/27 to 2031/32 to achieve an average of 90% in the Asset Sustainability Ratio across the 10 years. This would require an additional rate increase of 0.5% in 2026/27 & 2029/30.*

**CR LODEN::**

How much does the Beatty Park grandstand contribute to the overall costs over the 10year?

Assumably BP is part of our overall assets and the grandstand is a chunk of that as well and so that contributes to how we work out our asset sustainability ratio? So based on that was interested to know how much we need to spend every year or over the 10 years to provide sufficient funding to maintain that to keep that asset sustainability target.

**EXECUTIVE DIRECTOR COMMUNITY AND BUSINESS SERVICES:**

*The City's asset renewal program for buildings represents \$38.3m in capital expenditure over 10 years. \$914K is specifically allocated to heritage grandstand projects in the first 4 years. In years 5 to 10 of the LTFP there is a general building renewal budget of approximately \$4m per annum which is allocated within a rolling 4-year program.*

*A 2019 assessment of the grandstand's condition identified \$7.5m in structural repairs was required. Approximately \$300K of works has already been completed to date, and the proposed 4-year capital works program includes the heritage grandstand's electrics project at \$650K and water ingress works of \$264K [together totalling the \$914k above]. This work addresses immediate maintenance requirements in the eastern and southern wings of the heritage grandstand.*

*The high rating scenario of the LTFP includes sufficient funds to remediate the heritage grandstand. Full remediation of the heritage grandstand is not funded in the base scenario of the LTFP.*

*We are investigating the development of an asset management plan specific for Beatty Park to give us a greater understanding of the renewal requirements to maintain the facility over the next 10-15 years.*

At 7.55pm Executive Manager Financial Services left the meeting and did not return.

## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

## 8 CHIEF EXECUTIVE OFFICER

## 8.1 ADOPTION OF CORPORATE BUSINESS PLAN 2022/23 - 2025/26 AND FOUR YEAR CAPITAL WORKS PROGRAM 2022/23 - 2025/26

Attachments: 1. Draft Corporate Business Plan 2022/23 - 2025/26 and Four Year Capital Works Program 2022/23 - 2025/26

## RECOMMENDATION:

That Council:

1. **ADOPTS BY ABSOLUTE MAJORITY** the City of Vincent Corporate Business Plan 2022/23 - 2025/26 at Attachment 1 including the Four Year Capital Works Program 2022/23 - 2025/26, including figures as adopted in the Long Term Financial Plan; and
2. **NOTES** that final editorial, design and formatting of these documents will be determined by the Chief Executive Officer prior to publication.

**MAYOR COLE:**

Should the title include reference to the CEO KPIs?

**A/EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

*Annual CEO Performance Review 2021-2022 and Key Performance Indicators 2022-2023 were approved by Council at its 23 August 2022 Meeting (Item 17.2). Administration notes the CEO KPIs were addressed in this aforementioned Item and are not subject of consideration in this item.*

**CR GONTASZEWSKI:**

Community engagement column – can columns be completed, or info included in the report?

**A/EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

*The Community Engagement column in the Capital Works Program has been removed as the information provides little additional value. Items listed in the Capital Works Program include community consultation as required by the City's Community and Stakeholder Engagement Policy. Last year's CBP and CWP were adopted prior to the City adopting the Community and Stakeholder Engagement Policy. As this policy is now operational, Administration notes it is an appropriate informing document to direct the way in which the City consults with the community for these capital works projects.*

*Consultation requirements are assessed in the planning stages of each project in line with the City's Project Management Framework.*

**CR CASTLE:**

Could we consider a change of wording for BP grandstand – to make it clearer?

**A/EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

*The wording for Strategic Project 3.1, Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand has been amended to 'repair and maintenance of the Heritage Grandstand that includes water ingress and electric works'.*

*Regarding the FY23 budget for Strategic Project 3.1, the \$715,400 includes the following:*

- \$200,970 carried forward budget from FY22 relating to the electrical works;
- \$250,000 relating to electrical works planned for FY23; and
- \$264,430 relating to water ingress planned for FY23.

**CR IOPPOLO:**

Four year capital work program, list of works by project, estimated cost, how much financed by municipal rates, existing commitments by year?

## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

**EXECUTIVE MANAGER FINANCIAL SERVICES:**

*The four year capital works program of works is attached with the municipal funded amounts included. Commitments have been included for 2022/23 based on information currently available and are subject to change.*



## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

## 8.2 INFORMATION BULLETIN

- Attachments:
1. Minutes of the Tamala Park Regional Council meeting held on 18 August 2022
  2. Unconfirmed Minutes of the Mindarie Regional Council meeting held on 25 August 2022
  3. Unconfirmed Minutes of the Sustainability and Transport Advisory Group - 4 August 2022
  4. Statistics for Development Services Applications as at the end of August 2022
  5. Register of Legal Action and Prosecutions Monthly - Confidential
  6. Register of Legal Action - Orders and Notices Quarterly - Confidential
  7. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 1 September 2022
  8. Register of Applications Referred to the MetroWest Development Assessment Panel - Current
  9. Register of Applications Referred to the Design Review Panel - Current
  10. Register of Petitions - Progress Report - August 2022
  11. Register of Notices of Motion - Progress Report - August 2022
  12. Register of Reports to be Actioned - Progress Report - August 2022
  13. Council Workshop Items since 26 July 2022
  14. Council Meeting Statistics
  15. Council Briefing Notes - 16 August 2022

## RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated September 2022.

NO QUESTIONS
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## COUNCIL BRIEFING NOTES

13 SEPTEMBER 2022

**9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES**

Nil

**11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED****11.1 CLAIM FOR REIMBURSEMENT - LEGAL COSTS**

Attachments: 1. Cr Ioppolo Application for Legal Costs 2021 - Confidential  
2. Statutory Declaration - Cr Ioppolo - Confidential

**RECOMMENDATION:**

That in accordance with policy 4.2.1 *Legal Representation for Council Members and Employees* Council:

1. **APPROVES** Cr Ioppolo's application for reimbursement of legal costs related to his summons to appear before the Court of Disputed Returns in November 2021; and
2. **LIMITS** reimbursement of costs in relation to Cr Ioppolo's application to \$2,376.

**MAYOR COLE:**

Can WALGA's advice be included in the report?

**A/EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT:**

*The information has been included in the report.*

At 8:06 pm, Cr Ross Ioppolo left the meeting due to a previously declared financial interest and he did not return.

**12 CLOSURE**

There being no further business the meeting closed at 8.11pm.

**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**