



CITY OF VINCENT

AGENDA

Council Briefing

13 June 2023

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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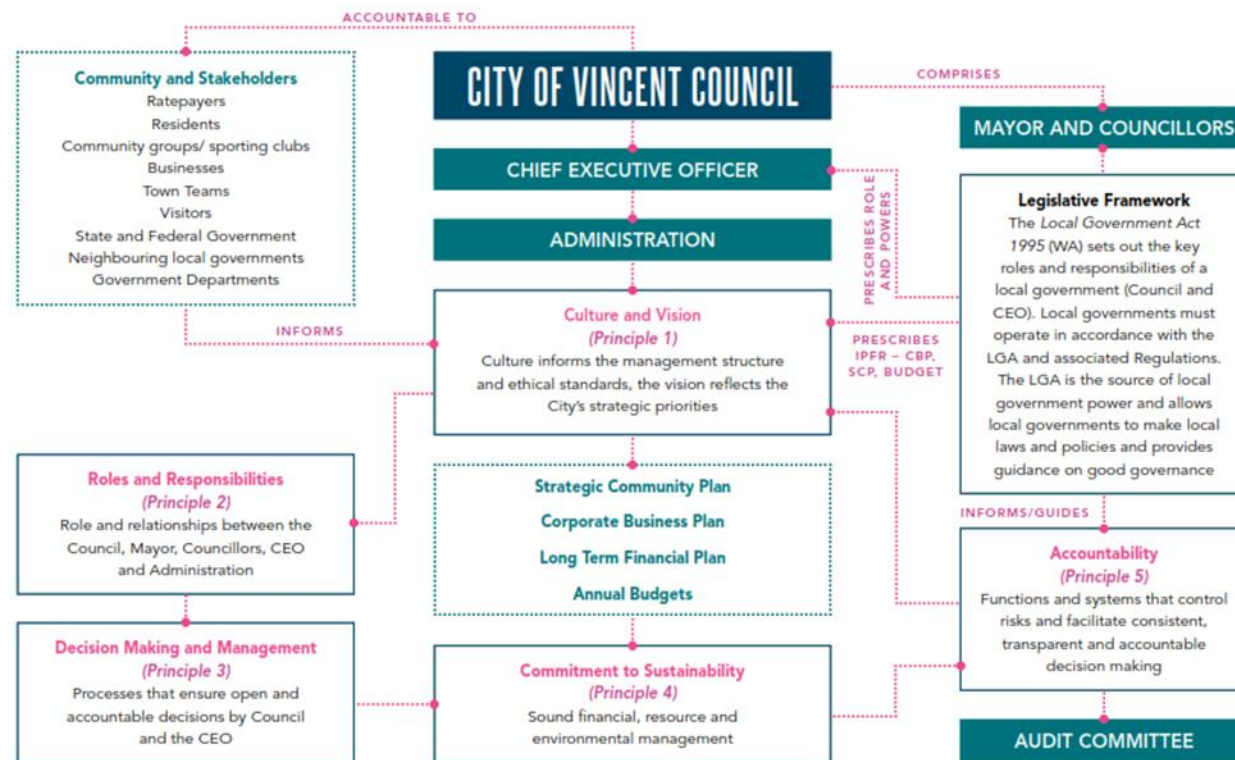
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CITY OF VINCENT GOVERNANCE FRAMEWORK 2020 OVERVIEW



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

An apology was received from Cr Ron Alexander.









3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

4 DECLARATIONS OF INTEREST

5 STRATEGY & DEVELOPMENT

5.1 NO. 80 (LOT: 102; D/P: 413590) AUCKLAND STREET, NORTH PERTH - PROPOSED SINGLE HOUSE

Ward: North

- Attachments:
1. Consultation and Location Map [↓](#) 
 2. Development Plans [↓](#) 
 3. Auckland Street Render and Perspective [↓](#) 
 4. Summary of Submission - Administration Response [↓](#) 
 5. Summary of Submission - Applicant Response [↓](#) 
 6. Design Review Panel Comments - Applicant Response [↓](#) 
 7. Original Development Plans [↓](#) 
 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 application for a Single House at No. 80 (Lot: 102; D/P: 413590) Auckland Street, North Perth in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 8:

1. Development Plans

This approval is for Single House as shown on the approved plans dated 2 June 2023. No other development forms part of this approval;

2. 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;

3. Colour and Materials

Prior to the lodgement of a building permit, a schedule detailing the colour and texture of the building materials, demonstrating that the proposed development complements the surrounding area, shall be submitted to and approved by the City. The development must be finished, and thereafter maintained, in accordance with the schedule approved by the City, prior to occupation or use of the development;

4. Visual Privacy

Prior to occupancy or use of the development, all privacy screening shown on the approved plans shall be installed and shall be visually impermeable and is to comply in all respects with the requirements of Clause 5.4.1 (Visual Privacy) of the Residential Design Codes Volume 1 deemed-to-comply provisions, to the satisfaction of the City;

5. Boundary Walls

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

6. Street Walls and Fences

The gate and/or fencing infill panels above the approved solid portions of wall shall be visually permeable in accordance with the Residential Design Codes, to the satisfaction of the City;

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. Landscaping

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

- The location and type of existing and proposed trees and plants;
- Spacing between and pot size of proposed trees and plantings;
- Low maintenance groundcover and shrubs, such as native *hibbertia scandens* (Snake Vine) or *grevillea obtusifolia* (Gin Gin Gem);
- Areas to be irrigated or reticulated;
- The provision of a minimum 15 percent deep soil and planting areas, as defined by the City's Policy No. 7.1.1 – Built Form; and
- The provision of trees to maximise canopy coverage within deep soil and planting areas and within the front setback area. The tree species are to be in accordance with the City's recommended tree species list;

8.2 All works shown in the plans as identified in Condition 8.1 above shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupancy or use of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers; and

9. Car Parking and Access

9.1 The layout and dimensions of all driveways and parking areas shall be in accordance with AS2890.1; and

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

EXECUTIVE SUMMARY:

The purpose of this report is to consider an application for development approval for a two storey single house at No. 80 Auckland Street, North Perth (the subject site).

The subject site, as well as the property to the north (No. 31 Gill Street), both coded R20 were created through subdivision of the parent lot in 2016. The eastern side of Auckland Street comprises of R20 coded lots with sufficient site area to enable two lot subdivisions, some of which have already been subdivided. As the eastern side of Auckland Street continues to be subdivided, the streetscape and street setback pattern would reflect smaller lot sizes.

The subject site is a 353 square metres in area, slopes down by 2.2 metres from its northern side boundary to its southern side boundary, and is an irregular shaped lot. It features a wider frontage compared to its depth and has an angled street boundary alignment to Auckland Street. The site is also affected by a 2.5 metre sewer easement along the full extent of its rear boundary.

This limits approximately 27 percent of the site area that could be developed with buildings having consideration to the sewer easement and compliance with the 7.7 metre street setback deemed-to-comply standard.

The subject site being the result of the subdivision of a corner lot and with these abovementioned site characteristics means that it has unique circumstances that are not present with other lots capable of subdivision in the area.

The site characteristics have largely driven the design response of the proposed single house, and the planning elements where the design principle and local housing objective assessment is being sought by the applicant. The areas of discretion being sought under this assessment relate to reduced street setback and resultant building within this front setback area, as well as outdoor living area co-located in the front setback area and a portion of building wall setback to the northern boundary.

The street setbacks and siting of building height of the proposed development has been informed by development on adjoining properties and would provide for an appropriate transition between these properties. The proposed upper floor and garage are stepped back to moderate the impact of building bulk on the streetscape. Deep soil and planting areas are also located to the front setback area to further assist with softening the appearance of the development as viewed from the street, and the proposed development would not adversely impact the amenity of the surrounding properties.

The proposed development has been the subject of numerous iterations of revised plans over the course of its assessment. The modifications made has resulted in the proposed development being acceptable as considered against the planning framework, and is recommended for approval subject to conditions.

PROPOSAL:

The application proposes a two storey single house to a vacant lot at No. 80 Auckland Street, North Perth. The proposed development plans are included as **Attachment 2**.

BACKGROUND:

Landowner:	Number 80 Pty Ltd
Applicant:	Coastview Australia Pty Ltd
Client:	Number 80 Pty Ltd
Date of Application:	25 November 2022
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R20
Built Form Area:	Residential
Existing Land Use:	Vacant
Proposed Use Class:	Single House
Lot Area:	353m ²
Right of Way (ROW):	No
Heritage List:	No

Site Context and Zoning

The subject site is bound by Auckland Street to the west, a vacant site that is currently undergoing construction of a two-storey single house to the north, and single storey single houses to the east and south. Beyond Auckland Street to the west is the Gill Street Car Park which is a local reserve for public open space. A location plan is provided as **Attachment 1**.

The subject site and surrounding properties are zoned Residential R20 under the City's Local Planning Scheme No. 2 (LPS2) and are located within the Residential Built Form Area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy), with a building height standard of two storeys.

Existing Streetscape

Auckland Street is characterised by a mixture of contemporary and Californian Bungalow housing styles that range between one and two storeys in height. Where provided, there are both examples of upper floors that are set back, as well as projecting forward of the building alignment on the ground floor.

The streetscape features carports and garages with varying front setbacks at ground level, as well as uncovered car parking areas in the front setback area. Where front fencing is provided, they are generally low street walls or visually permeable fencing on top of street walls.

Front setback areas of homes are landscaped and Auckland Street is lined with established street trees. Gill Street Car Park located directly opposite the subject site features mature trees and plantings around its perimeter, with car parking located central to the site.

Lot Creation and Site Characteristics

The subject site was created through a subdivision approved by the Western Australian Planning Commission in 2016. The subdivision resulted in the creation of two lots, one being the subject site and the other being No. 31 Gill Street, which adjoins the property to the north. The primary street frontage of the subject site was formerly the secondary street frontage of the parent lot prior to subdivision occurring.

The subject site is currently vacant, with the previous house and associated structures on the parent lot having been demolished in 2018. The site slopes down by 2.2 metres from its northern to southern boundaries.

The subject site is irregularly shaped as a result of the angled alignment of Auckland Street and the dimensions of the lot. The subject site presents a 26.2 metre frontage to Auckland Street, with a northern side boundary depth of 18.3 metres and a southern side boundary depth of 10.0 metres. This means that the lot has a wider street frontage than it has lot depth.

Sewer Easement

The subject site is affected by a 2.5 metre wide sewer easement which runs along the full extent of the rear lot boundary. The sewer main is owned by the Water Corporation.

The Water Corporation confirmed that:

- There is a 0.15 metre diameter PVC sewer main running parallel along the inside of the rear boundary approximately 1 metre away and at a depth of approximately 1 metre;
- Encroachment into the easement is possible, so long as the building is no closer than 0.6 metres to the centreline of the sewer main; and
- There is a maintenance shaft located at the south-eastern corner of the subject site, which would require a setback of 1 metre from any building to the edge of the maintenance shaft.

Previous Development Approvals

Since the subject site was created following subdivision approval issued in 2016, the following development approvals have been granted for the site.

- A development approval issued in 2018 for a single storey single house.
- A development approval issued in 2020 for a two storey single house.
- An amendment to the 2020 development approval that was issued in 2021. This amended approval is valid until 10 July 2024 and was granted during the State of Emergency planning changes.

DETAILS:**Summary Assessment**

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent Local Planning Scheme No. 2 (LPS2), the City's Policy No. 7.1.1 – Built Form and State Planning Policy 7.3 - Residential Design Codes Volume 1 (R Codes). In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply	Requires the Discretion of Council
Street Setback		✓
Front Fence	✓	
Building Setbacks/Boundary Wall		✓
Building Height/Storeys	✓	
Open Space	✓	
Outdoor Living Areas		✓
Landscaping (R Codes)		✓
Visual Privacy	✓	
Vehicle Parking & Access	✓	
Solar Access	✓	
Site Works/Retaining Walls	✓	
External Fixtures	✓	
Surveillance	✓	

Detailed Assessment

The R Codes and Built Form Policy have two pathways for assessing and determining a development application, being a deemed-to-comply pathway or a design principles and local housing objectives pathway.

The deemed-to-comply standards are one way of satisfactorily meeting the design principles or local housing objectives and are often quantitative measures.

Design principles and local housing objectives are qualitative measures which describe the outcome that is sought rather than the way that it can be achieved.

If a planning element of an application meets the applicable deemed-to-comply standard/(s) then it is satisfactory and not subject to Council's discretion for the purposes of assessment against the Built Form Policy and R Codes.

If a planning element of an application does not meet the applicable deemed-to-comply standard/(s) then Council's discretion is required to decide whether the element meets the applicable design principles and local housing objectives.

The planning elements of the application that do not meet the applicable deemed-to-comply standards and require the discretion of Council are as follows:

Street Setback	
Deemed-to-Comply Standard	Proposal
Built Form Policy Volume 1 Clause 5.1 – Street Setback	
Primary Street Setback: 7.7 metres	Living and Dining Rooms Setback: 2.9 metres Alfresco Setback: 3.0 metres
Porch Setback: 3.8 metres	Porch Setback: 2.7 metres
Walls on upper floors to be setback 2.0 metres behind the ground floor building line.	Upper Floor Sitting Room is setback 0.7 metres behind the ground floor building line.
Balconies to be setback 1.0 metre behind the ground floor building line.	Balcony is setback 0.6 metres behind the ground floor building line.
Lot Boundary Setbacks/Boundary Wall	
Deemed-to-Comply Standard	Proposal
R Codes Volume 1 Clause 5.1.3 – Lot Boundary Setback	
<u>Northern Lot Boundary Setback:</u> Ground Floor Bed/Study: 1.5 metres	<u>Northern Lot Boundary Setback:</u> Ground Floor Bed/Study: 1.2 metres
<u>Northern Boundary Wall:</u> Boundary walls are not to be located within the front setback area (7.7 metres).	<u>Northern Boundary Wall:</u> Garage/Store boundary wall along northern lot boundary is located within the front setback area (5.6 metres).
Outdoor Living Areas	
Deemed-to-Comply Standard	Proposal
R Codes Volume 1 Clause 5.3.1 – Outdoor Living Areas	
Outdoor living area to be provided behind the street setback area.	A portion of outdoor living area is located within the street setback area.
Landscaping	
Deemed-to-Comply Standard	Proposal
R Codes Volume 1 Clause 5.3.2 – Landscaping	
No more than 50% of street setback area to consist of impervious surfaces.	The street setback area consists of 81.1% as impervious surfaces.

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

CONSULTATION/ADVERTISING:

First Community Consultation Period

Community consultation was undertaken on the lodged development plans, as included in **Attachment 7**, in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days between 25 January 2023 and 8 February 2023. The method of consultation included a notice on the City's website and seven letters being sent to the adjoining and adjacent landowners and occupiers, as shown in **Attachment 1** and in accordance with the City's Community and Stakeholder Engagement Policy.

Nine submissions were received at the conclusion of the advertising period, all of which were objecting of the proposal.

Concerns raised in the submissions are summarised as follows:

- Inconsistent with predominantly single storey dwellings in the surrounding area.
- Upper floor building bulk to the street and to the east.
- Inadequate landscaping.
- Streetscape presentation is inconsistent with character of the area.
- Visual privacy concerns.

Following the community consultation period, amended plans dated 29 March 2023 and additional information was submitted by the applicant, and then again on 24 April 2023.

A summary of the key changes made as part of these amended plans is as follows:

- Increased street setback to the dwelling on the ground floor. porch and garage.
- Increased garage, and upper floor dwelling and balcony setback to the ground floor building line.
- Reduced northern boundary wall length.
- Reduced ground floor wall to the northern side boundary.
- The eastern façade was modified to increase articulation, introducing the stepping forward of the upper floor Bed 4 and WC of the dwelling.
- Reduced street fence pier width.
- Provision of a landscaping plan and subsequent modifications to provide additional detail.
- Increased minimum dimension of Bed 4.
- Decreased upper floor bathroom area.

Second Community Consultation Period

The amended plans dated 24 April 2023 were readvertised. The second community consultation was for a period of seven days between 3 May 2023 and 10 May 2023 in accordance with the City's Community and Stakeholder Engagement Policy.

Five submissions of objection were received for the revised proposal. The submissions largely reiterated concerns that were raised during the first round of community consultation. New concerns from the second round of community consultation are summarised as follows:

- Safety concerns with future occupants misusing the pool.
- Building height.
- Setbacks to the southern side boundary.
- Setback of the garage to the ground floor building alignment.
- Outdoor living area size and location.
- Insufficient landscaping outcome.
- Extent of community consultation.

A summary of submissions received across the two community consultation periods along with Administration's responses to each comment is provided in **Attachment 4**. The applicant's response to the submissions received are provided as **Attachment 5**.

Amended plans have subsequently been submitted. A copy of the final set of development plans to be considered by Council is included within **Attachment 2**. In accordance with the City's Community and Stakeholder Engagement Policy, the plans were not readvertised due to the amendments presenting no new departures to the deemed-to-comply standards. Previous submitters have been notified.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred on three occasions to the City's DRP Chairperson for comment as considered against the 10 principles of good design. The DRP Chairperson's summarised comments, the applicant's responses to these and subsequent amendments made to the plans are included in **Attachment 6**.

The Table below provides a summary of the application's design review progress.

Design Review Progress			
	Supported		
	Pending further attention		
	Not supported		
	No comment provided / Insufficient information		
	DRP Chairperson		
	Referral 1 – Plans dated 25 November 2022	Referral 2 – Plans dated 29 March 2023	Referral 3 – Plans dated 24 April 2023
Principle 1 – Context & Character			
Principle 2 – Landscape Quality			
Principle 3 – Built Form and Scale			
Principle 4 – Functionality & Built Quality			
Principle 5 – Sustainability			
Principle 6 – Amenity			
Principle 7 – Legibility			
Principle 8 – Safety			
Principle 9 – Community			
Principle 10 – Aesthetics			

The table below provides a summary of the DRP Chairperson comments in respect to their last referral response based on amended plans dated 24 April 2023, along with Administration's response.

Principle 1 – Context & Character	
DRP Chairperson Comments	Administration Response
<ul style="list-style-type: none"> The front setback and positioning of the double garage in front of the main façade of the house is not reflective of the surrounding area. Further information is needed in relation to the surrounding context. Given the irregular shaped site, it is difficult to develop a character style of house. Most character house styles have a lot which is deeper than it is wide and provide a larger upper level setback. 	<ul style="list-style-type: none"> The acceptability of the proposed street setback is detailed in the Comments section. The garage positioned 0.5 metres behind the dwelling alignment complies with the deemed-to-comply standard of the Built Form Policy. The character and context of the surrounding area is further considered in the Comments section. The site characteristics and constraints are acknowledged. The proposed dwelling has been designed to incorporate the stepping back of the upper floor, and the proposal has been considered against the standards of the Built Form Policy and the R Codes. This is further detailed in the Comments section.
Principle 2 – Landscape Quality	
DRP Chairperson Comments	Administration Response
<ul style="list-style-type: none"> Preference generally for a landscaping plan to be prepared by a landscape architect or professional to ensure a viable landscaping outcome is achieved. Details of plant spacings, pot/tree sizes, reticulation and species to be included in landscaping plan. 	<ul style="list-style-type: none"> The City's Parks team has reviewed the landscaping plan and is generally supportive of the species selection. The Built Form Policy does not require a landscaping plan to be prepared by a landscape architect or equivalent, rather it sets out the landscaping outcome to be achieved. Landscaping is further detailed in the Comments section. Further specifications are to be provided in an updated landscaping plan, recommended as a condition of approval.

Principle 3 – Built Form and Scale	
DRP Chairperson Comments	Administration Response
<ul style="list-style-type: none"> Both the primary street and rear setback do not appear consistent with the surrounding context. The built form appears too large for a shallow and irregular shaped site. 	<ul style="list-style-type: none"> The proposed single house has been designed to respond to the primary street setbacks of the adjoining and adjacent developments. This is detailed in the Comments section. The proposed rear setbacks comply with the deemed-to-comply standards of the R Codes. The proposed development meets the deemed-to-comply standards for building height and open space (building footprint) of the R Codes and Built Form Policy. These controls inform the developable area of the site. Street setback also moderates the size of developments and this is considered further in the Comments section and in considering the site characteristics.
Principle 5 – Sustainability	
DRP Chairperson Comments	Administration Response
<ul style="list-style-type: none"> Environmentally sustainable design initiatives to be integrated. Living spaces and the main bedroom are orientated south or west, with minimal northern light access. Shading to western facing windows. 	<ul style="list-style-type: none"> Environmentally sustainable design considerations and measures that have been incorporated are addressed in the Comments section.
Principle 6 – Amenity	
DRP Chairperson Comments	Administration Response
<ul style="list-style-type: none"> Bedroom 4 should have a minimum 3 metre dimension. Bedroom 4 is reliant on high level window for amenity. 	<ul style="list-style-type: none"> The R Codes and Built Form Policy does not include a deemed-to-comply standard for minimum bedroom dimension and does not restrict the provision of high level windows to bedrooms. Bedroom 4 minimum dimension increased to have a 2.95 metre minimum dimension and would be functional and capable of use. The high level window to Bedroom 4 is to the eastern wall and provides access to morning sun all year round and is operable to enable ventilation. It would not result in overlooking to the eastern adjoining property.
Principle 10 – Aesthetics	
DRP Chairperson Comments	Administration Response
<ul style="list-style-type: none"> The rear elevation is lacking diversity of textural materiality. Incorporating face brick at ground level better reflects traditional style housing. 	<ul style="list-style-type: none"> The rear elevation has been treated with contrasting coloured render to the upper floor and moulding strips to differentiate between the ground and upper floors. This has been updated on amended plans to respond to the DRP Chair comment. The setback of the walls meet the R Codes deemed-to-comply standards. Amended plans have been submitted to incorporate face brick at the ground floor of the proposed development. This is shown in the streetscape perspective included as Attachment 3.

The applicant made further amendments to the development plans in response to the DRP comments. These were not referred back to the DRP Chairperson, as the changes made were to make improvements to and to further address the DRP Chairperson's previous comments.

LEGAL/POLICY:

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

Planning and Development Act 2005

In accordance with Schedule 2, Clause 76(2) of the *Planning and Development (Local Planning Scheme) 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.

Planning and Development (Local Planning Schemes) Regulations 2015

In accordance with [Clause 67\(2\)](#) of the Deemed Provisions in the Planning Regulations and in determining a development application, Council is to have due regard to a range of matters to the extent that these are relevant to the development application.

Local Planning Scheme No. 2

The objectives of the Residential zone under LPS2 are a relevant consideration for the application. These objectives are:

- *To provide for a range of housing and a choice of residential densities to meet the needs of the community;*
- *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas;*
- *To provide for a range of non-residential uses, which are compatible with and complementary to residential development;*
- *To promote and encourage design that incorporates sustainability principles, including but not limited to solar passive design, energy efficiency, water conservation, waste management and recycling;*
- *To enhance the amenity and character of the residential neighbourhood by encouraging the retention of existing housing stock and ensuring new development is compatible within these established areas;*
- *To manage residential development in a way that recognises the needs of innovative design and contemporary lifestyles; and*
- *To ensure the provision of a wide range of different types of residential accommodation, including affordable, social and special needs, to meet the diverse needs of the community.*

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 the application received more than five objections during the community consultation period.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

This is in keeping with the City's Strategic Community Plan 2022-2032:

Innovative and Accountable

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

This is in keeping with the following 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:Summary Assessment

In assessing the application against the planning framework, it is recommended for approval. The following key comments are of relevance:

- The site planning and elements where discretion is being sought are primarily the result of the irregular lot shape and site characteristics.
- The design response of the proposed development has been guided by adjoining properties to the north and south along Auckland Street. This has informed street setbacks to the ground floor and the siting of two storey and single storey building height on the property, in order to moderate the impact of the proposed development on the streetscape and these adjoining properties.
- The upper floor of the proposed development is stepped back from the ground floor and with differing design treatments. This is to distinguish between the ground and upper floors, and to assist in reducing the impacts of building bulk.
- The outdoor living area is located adjacent to the main living space to ensure it is useable, and exceeds the deemed-to-comply area and minimum dimension of the R Codes to ensure it is functional.
- The development site would be provided with deep soil and planting areas as well as canopy coverage that would exceed the deemed-to-comply standards of the Built Form Policy. The proposed deep soil and planting areas within the front setback area is intended to provide for 10 trees to be planted. This would present a landscaped interface to the street, tying into the heavily landscaped Gill Street Car Park located directly across the road from the subject site.
- The proposed northern boundary wall would abut an approved boundary wall that is currently being constructed on the northern adjoining property. It would not extend forward of this wall so would not be visible from the street. The proposed adjacent ground floor building wall is 3.3 metres in length. These walls would not affect the amenity of the adjoining northern property.

A more detailed assessment against the discretionary aspects of the application is set out below. These relate to consideration against the R Codes and Built Form Policy.

Street Setback

The diagram below shows the area of the site that could be developed for buildings in considering the deemed-to-comply street setback area and the sewerage easement located to the rear boundary of the site. This developable area is approximately 27 percent of the site. In considering this, the proposal seeks discretion to develop forward of the street setback line.



The proposed primary street setbacks would satisfy the [Design Principles](#) of the R Codes and [Local Housing Objectives](#) of the Built Form Policy for the following reasons:

- Setbacks in the Surrounding Streetscape:
 - Streetscape Setting: The existing surrounding streetscape comprises of one and two storey Federation style and modern houses. A car park is located directly across Auckland Street from the subject site. The diagram below shows the varying street setbacks of existing nearby properties. Some properties to the south of the subject site and on the same eastern side of Auckland Street as the subject site are capable of subdivision given their lot size. This means that they are capable of redevelopment and infill in the future, and this would likely have an influence on the established street setbacks.



- **Interface to Adjoining Northern Property:** The proposed dwelling has been designed to be so that it does not protrude forward of the approved dwelling at the property located immediately to the north and to read as being consistent with the streetscape pattern for that site. The adjoining property to the north (No. 31 Gill Street) is currently undergoing construction for a two storey dwelling with a two car garage abutting the shared lot boundary with the subject site. For this adjoining property, the approved garage street setback is 2.6 metres and dwelling street setback is 2.7 metres. The proposed development has a minimum garage street setback of 3.4 metres and minimum dwelling street setback of 2.9 metres. The proposed garage boundary wall would abut the approved garage boundary wall on the northern property and does not protrude forward of this.
- **Interface to Adjoining Southern Property:** The proposed dwelling has been designed to provide a sense of openness and reduced building bulk to transition street setbacks to the adjoining property to the south (No. 78 Auckland Street). No. 78 Auckland Street features a federation style single storey dwelling with a single garage and carport, with the carport located to the shared lot boundary with the subject site and setback 6.5 metres from the street. The subject site has a boundary length of 10.0 metres to this side of the lot which limits the ability to set any building back consistent with the carport at No. 78 Auckland Street. The design response for the proposed development is to incorporate a single storey, open sided alfresco at the southern interface. This proposed alfresco is setback 3.0 metres from the street boundary and 1.4 metres from the side lot boundary. The stepping down of height on the subject site to this southern interface and open sided nature of the alfresco assists in creating a sense of separation and openness with the adjoining property and in transitioning the street setback.
- **Gill Street Car Park:** The car park located on the opposite side of Auckland Street from the subject site is void of buildings and presents a landscaped interface to the street. The proposed development provides for deep soil and planting areas within the front setback area and the proposed planting of 10 trees within these areas. This would assist in presenting a landscaped interface to the street and to soften the view of the dwelling. This would be supplemented by the three existing street trees in the Auckland Street verge in front of the subject site.
- **Building Bulk:** The combination of the following elements provides articulation and visual interest to the street, while reducing solid blank walls and associated building bulk impacts:
 - **Building Design:** The building mass and bulk as presented to the street has been broken up through articulation with varying setbacks of the building horizontally and setting back of the upper floor; incorporation of glazing, roof overhangs and eaves; design detailing and minor projections; and the use of varying colours and materials.

- Garage Presentation: The proposed garage is set back 0.5 metres behind the dwelling and meets the deemed-to-comply standard of the Built Form Policy in respect to garage placement relative to dwelling alignment. The proposed garage also occupies approximately 26 percent of the lot width, less than the permitted 50 percent deemed-to-comply standard of the Built Form Policy.
- Building Scale: The proposed dwelling has been designed to transition between the two storey dwelling under construction to the north at No. 31 Gill Street and a single storey dwelling to the south at No. 78 Auckland Street. The consolidation of two storey elements away from the southern lot boundary ensures that siting of two storeys on the subject site would be of a comparable scale to the development at No. 31 Gill Street. The subject site also slopes down from north to south which means that siting the two storey elements of the proposed dwelling away from the southern lot boundary would assist in impacts to the neighbouring single storey dwelling located to the south.
- Surveillance: The proposed dwelling presents windows to habitable rooms across the façade of the dwelling facing the street, at both ground and upper floor level. These windows facing the street and visually permeable fencing to the street enhances active and passive surveillance opportunities to both the street and public car parking area on the opposite side of Auckland Street.

Lot Boundary Setback/ Boundary Wall

The lot boundary setbacks would satisfy the [Design Principles](#) of the R Codes and [Local Housing Objectives](#) of the Built Form Policy for the following reasons:

- Lot Boundary Setback:
 - Building Bulk: The proposed lot boundary setback relates to a 3.3 metre portion of wall on the ground floor to the Bed/ Study that incorporates a door. The short length of the wall reduces the bulk impact of the wall, which would be largely screened from view to the northern adjoining property by a future dividing fence. The proposed building wall is located adjacent to the approved 'services court' with access from the laundry for clothes drying on the northern adjoining property.
 - Visual Privacy Impacts: The proposed lot boundary setback would not result in overlooking of the adjoining northern property and complies with the visual privacy standards of the R Codes. This is because the wall is to the ground floor and does not incorporate any major openings that would overlook the adjoining property.
 - Ventilation: The proposed 1.2 metre northern lot boundary setback would allow sufficient space for air flow to allow for cross-ventilation of both the subject site and adjoining property. This is also in considering the 2.5 metre setback of the approved dwelling on the northern property to the common boundary.
- Boundary Wall: The proposed boundary wall would abut the approved boundary wall to the northern adjoining property and would not project forward of this into the front setback area. This would mitigate the impact of the boundary wall location within front setback area and ensure that it does not add additional bulk as viewed from the street. The boundary wall would not result in a reduction of light and ventilation to the adjoining property given it is abutting their approved garage, and due to its location would not adversely impact the amenity of the adjoining property.
- Solar Access: The location of the subject lot boundary setback wall and boundary wall are to the northern boundary. This means that the shadow cast from these walls would fall onto the subject site itself and not onto the adjoining northern property.

Outdoor Living Areas

The proposed outdoor living area would satisfy the [Design Principles](#) of the R Codes for the following reasons:

- Usability and Accessibility: The outdoor living area exceeds the deemed-to-comply area of 30 square metres and minimum dimension of 4 metres. The outdoor living area is also readily accessible from the kitchen, dining and living room spaces and is able to be used in conjunction with these primary living spaces.
- Solar Access and Ventilation: The covered portion of the outdoor living area is located to the south of the dwelling and does not impact solar access into the dwelling. The open sided design of the covered portion of the outdoor living area presents minimal impact to natural ventilation for the dwelling. The uncovered portion of the outdoor living area also enables adequate access to sunlight and ventilation into living spaces of the dwelling.
- Landscaping: The outdoor living area would be co-located with deep soil areas and landscaping on the site.
- Orientation: The outdoor living area is oriented with an eastern and northern aspect of the site.

- Surveillance: The outdoor living area would facilitate street surveillance between the dwelling and the street. The proposed development meets the deemed-to-comply requirements for street surveillance as well as street walls and fences, with no visually impermeable fence extending above 0.6 metres in height.

Landscaping

In addition to the deemed-to-comply standards of the R Codes, the application has also been assessed against the landscaping provisions of the Built Form Policy. The deemed-to-comply landscaping standards set out in the Built Form Policy have not yet been approved by the Western Australian Planning Commission. As such, these provisions are given regard only in the assessment of the application and do not have the same weight as other policy provisions. The proposed development meets the deemed-to-comply requirements of the Built Form Policy.

The proposed landscaping would satisfy the [Design Principles](#) of the R Codes and [Local Housing Objectives](#) of the Built Form Policy for the following reasons:

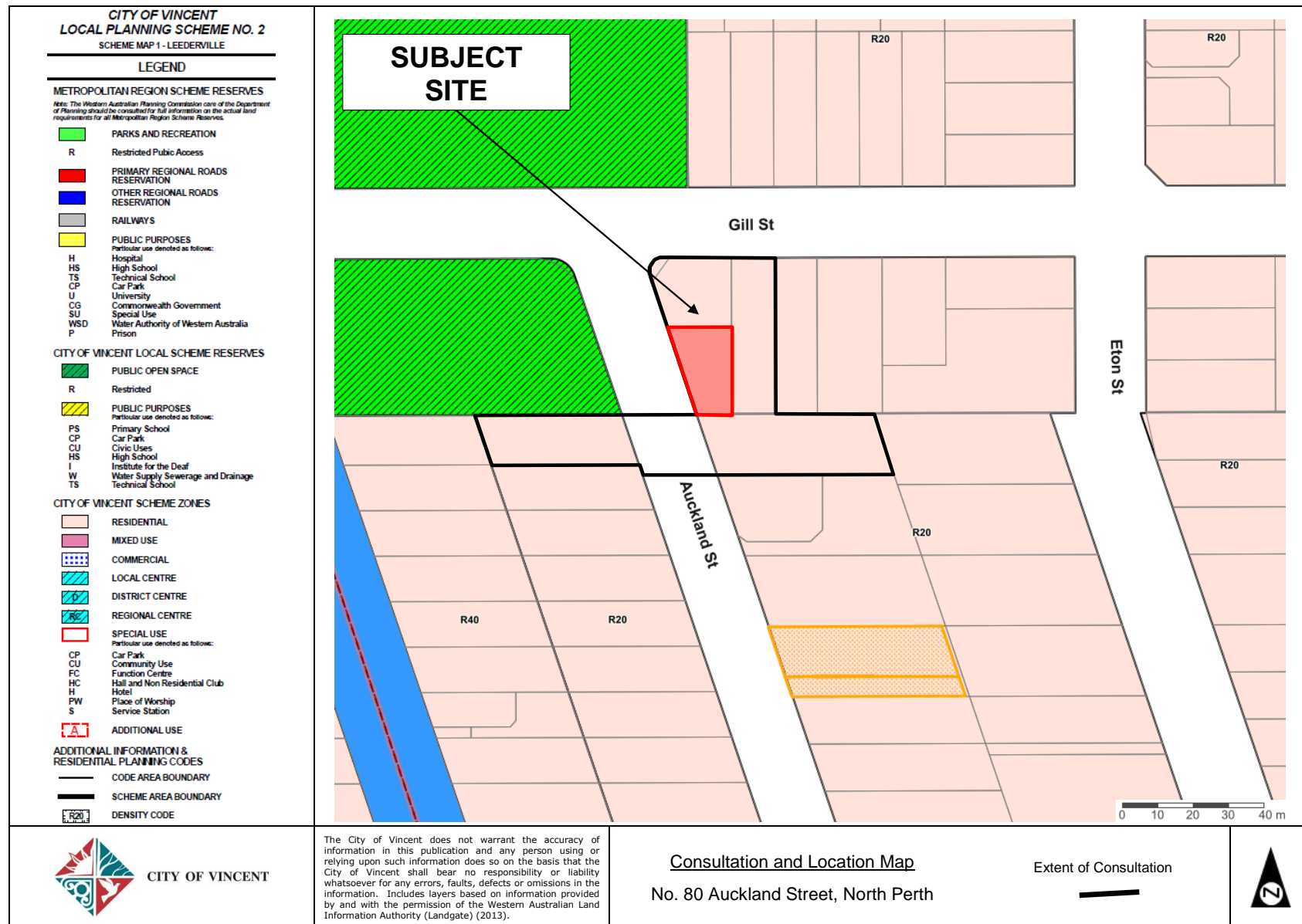
- Deep Soil and Planting Areas: 19.2 percent of the site with a minimum dimension of 1 metre would be provided as deep soil and planting areas, greater than the 12 percent deep soil and 3 percent planting areas set out under the deemed-to-comply standards of the Built Form Policy. There are also additional landscaping areas less than 1 metre in dimension that would be provided on-site. These areas would provide for adequate planting across the site.
- Tree Planting Location and Species:
 - 15 trees and other plantings are proposed to be planted within deep soil and planting areas within the front setback area and to lot boundaries. This meets the deemed-to-comply standard of the Built Form Policy in respect to canopy coverage. This would assist in reducing the impact of the development on the adjoining residential properties and to the street, and would make an effective contribution to the landscaping outcome and canopy coverage on site.
 - The 10 trees proposed to be planted within the front setback area would assist in softening the view of the development as viewed from Auckland Street. There are also three existing street trees in the Auckland Street verge adjacent to the property and which would be retained.
 - The City's Parks team supports the tree species proposed. Further consideration is required to confirm the appropriate spacing between the trees to be planted to ensure it maximises canopy coverage and is viable. It is recommended that an updated landscaping plan be provided as a condition of approval to confirm tree planting and groundcover specifications, details and spacing.
- Environmental Benefits: The proposed plantings and deep soil areas would contribute towards increased urban air quality, tree and vegetation coverage and a sense of open space between the subject site and adjoining properties. This would provide landscaping amenity for residents and would make an effective contribution to the City's green canopy to assist in reducing the impact of the urban heat island effect.

Environmentally Sustainable Design (ESD)

Clause 5.11 of the Built Form Policy relating to environmentally sustainable design (ESD) sets out local housing objectives to be achieved and does not prescribe deemed-to-comply standards. The Built Form Policy ESD standards have not been approved by the WAPC and in the assessment of the application is given regard only which means that it does not have the same weight as other policy provisions.

The applicant has submitted an environmentally sustainable design template in support of the application. It identifies the below built form and site planning measures that have been incorporated into the proposed development and that would satisfy the intended outcomes of the Built Form Policy in respect to environmentally sustainable design.

- Incorporating the use of recycled bricks, lighter coloured roof and external walls, double brick walls and ceiling insulation to improve thermal performance of the dwelling.
- Roof space has been kept clear of fixtures, plants and equipment to maximise space for installation of solar panels in the future as intended by the owner.
- The proposed development incorporates shading devices via eaves and roof overhangs over most windows to reduce unwanted solar gain in summer and increase passive solar gain in winter. This includes to western facing windows.
- Operable windows to habitable spaces to allow for natural cross-ventilation.
- The proposed single house is east-west oriented and achieves 55 percent open space, minimising the extent of the building footprint to provide for landscaping and tree planting areas.
- Water efficient toilets, plumbing fixtures and energy efficient appliances to be installed.









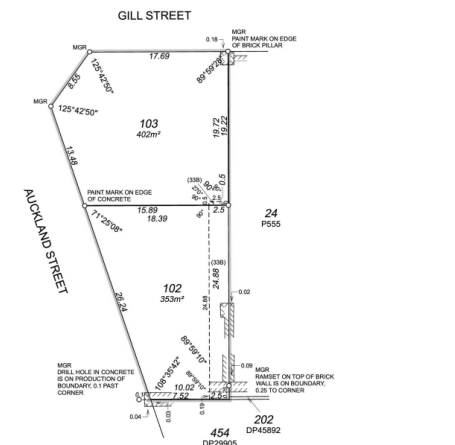
Planning application

Scale 1:200

▲ DISCLAIMER:
HIGH TENSION POWER LINES. CHECK TITLE FOR
EASEMENTS AND WESTERN POWER FOR SET-BACKS

LEGEND		Power Dome
		Power Pole
		Phone Pits
		Water Conn.
	[TP 10.00]	Top Pillar/Post
	[TW 10.00]	Top Wall
	[TR 10.00]	Top Retaining
	[TF 10.00]	Top Fence

GPS Lat: -31.919436 Long: 115.845926
SSA No **AREA** 353m² **VOL.** 2963 **FOL.** 981

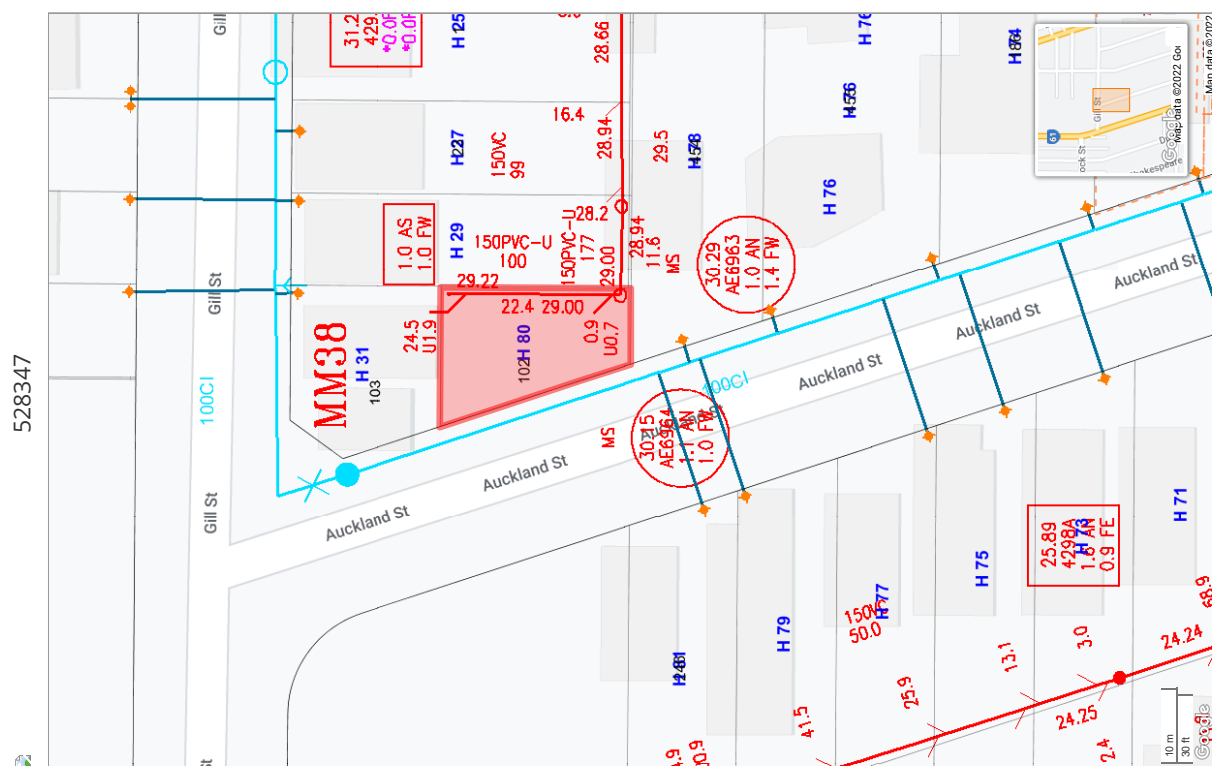


ELEC.	U/Ground / O/Head	SEWER	Yes	ROADS	Bitumen	COASTAL	No <small>(Approx. Only - Confirms With Shale)</small>
GAS	Check Alinta	COMMS	Not loc.	PATH	Concrete	SOIL	Sand
WATER	Yes	DRAINAGE	Good	KERBS	Non-Mount / Nil	VEG.	Light Grass Cover



87-89 Guthrie St PO Box 1611 P: (08) 9446 7361
Osborne Park Osborne Park BC E: perth@cottage.com.au
WA 6017 WA 6917 W: www.cottage.com.au

JOB: 528347 **DATE:** 24 Jun 22 **DRAWN:** J. Genovese



Existing Site Plan Scale: 1:200

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Barbas Residence
Lot 102 #80 Auckland Street,
North Perth, WA 6006

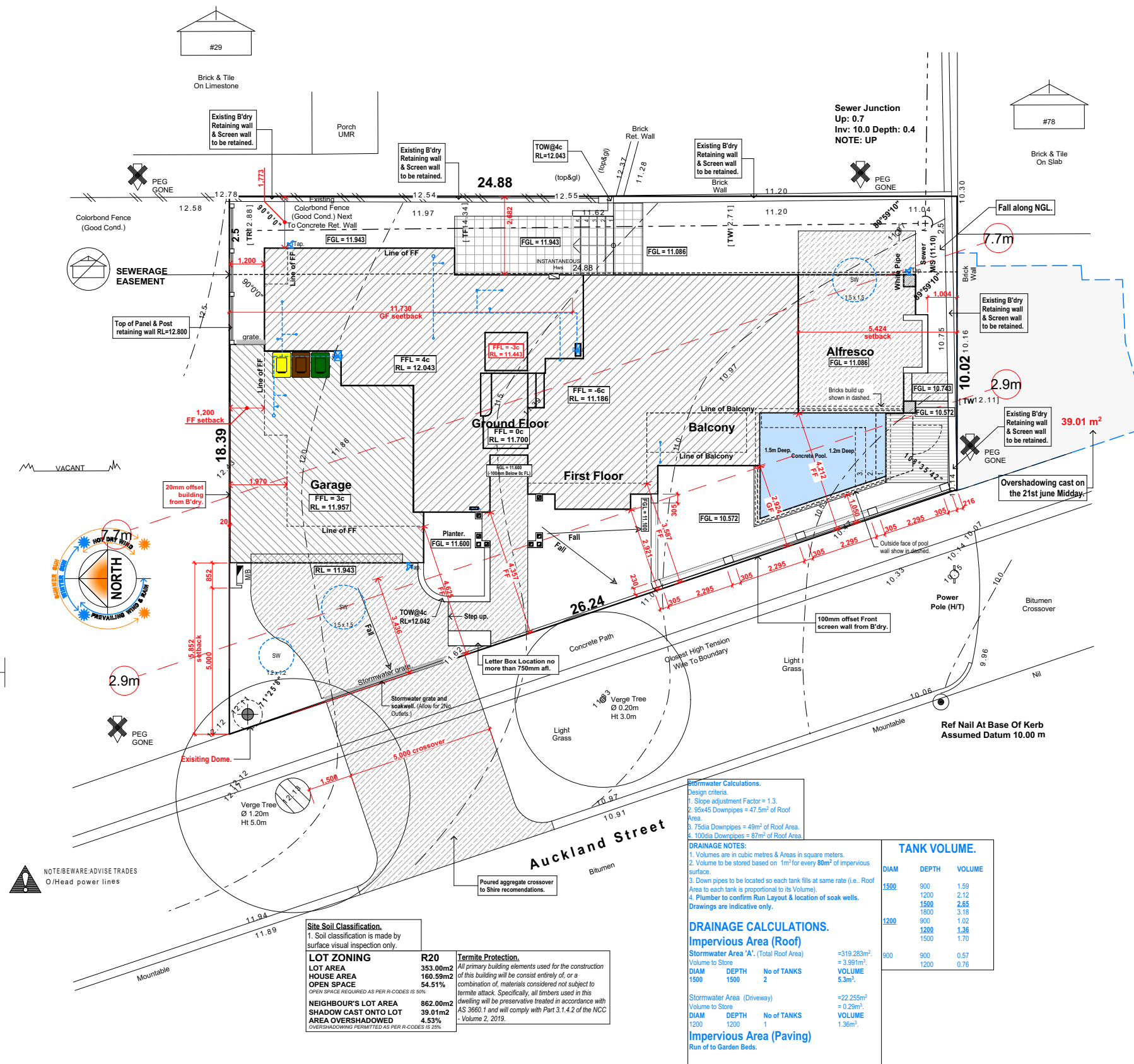
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Local Authority	City of Vincent	DA06- Garge setback increased S.McC-23/05/23
Dwn.	Daniel Zhao	DA04-W09 changed to Minor opening-S.McC-22-05-23
Plot Date:	1/06/2023 at 9:29 AM	DA03 - FF Bath room Layout changed as per Council's requirements - DZ-24/04/23
		DA02 - Redesigned as per Alan's Sketch-DZ-07/03/23

Site Plan - Existing

Rev No.	DA06
Job No.	5109
Drawn No :	2.01

one - DraftingWDrawingsWJobs ArchiCadW5109 Number 80 Pty Ltd v24W01 Archicad PLNW5109 Number 80 Pty Ltd v24.pln

Area Calculations			
	Name	Area	Perimeter
0 Ground Floor			
	Alfresco	19.2	18,292.0
	Garage	43.4	28,180.0
	Ground Floor	115.0	58,250.0
		177.6 m²	104,722.0 m
1 First Floor			
	Balcony	4.6	9,509.6
	First Floor	129.2	57,430.3
		133.8 m²	66,939.9 m
		311.4 m²	171,661.9 m



Site Plan

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Site Plan - New

LL Rating: N/A.

DA06

b No. 5109

2.03

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Barbas Residence
Lot 102 #80 Auckland Street,
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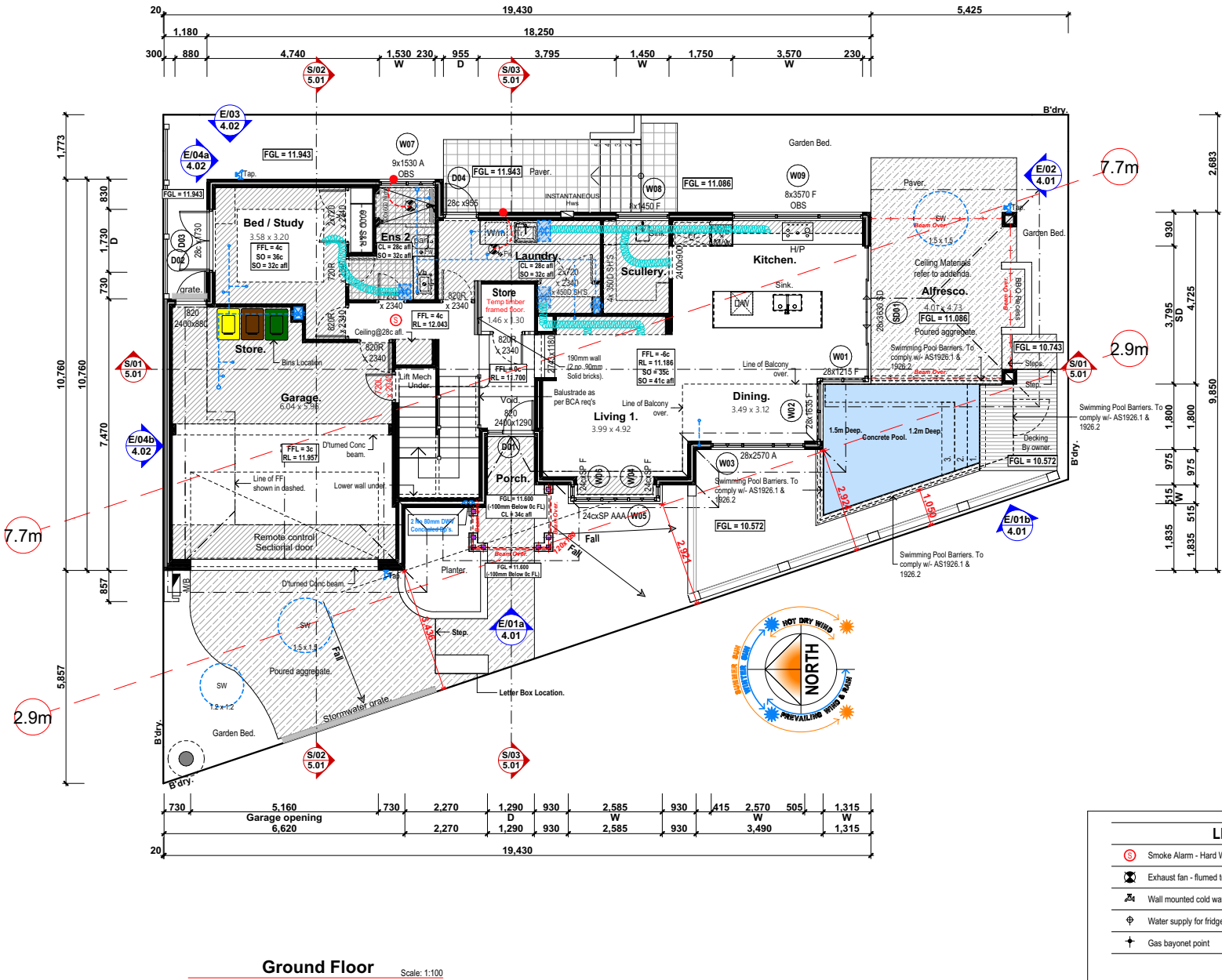
Wind Classification	T.B.C	Amendments: DA06- Council Tweaks S.McC-31/05/23
Local Authority	City of Vincent	DA05- Garge setback increased S.McC-23/05/23
Dwn.	Daniel Zhao	DA04- W09 changed to Minor opening S.McC-22/05/23
Plot Date:	1/06/2023 at 9:29 AM	DA03 - FF Bath room Layout changed as per Council's requirements - DZ-24/04/23
		DA02 - Redesign as per Alan's Sketch-DZ-07/23/23

Signatures:
Client: _____
Client: _____
Builder: _____

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Planning application		
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Alfresco	19.2	18,292.0
Garage	43.4	26,160.0
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First Floor	129.2	57,430.3
	133.8 m²	66,939.9 m
	311.4 m²	171,661.9 m



Ground Floor

Scale: 1:100

LEGEND	
	Smoke Alarm - Hard Wired, Interlinked and to AS 3786-2014
	Exhaust fan - flumed to external air and not into the roof space.
	Wall mounted cold water hose tap
	Water supply for fridge
	Gas bayonet point
COMPLIANCE NOTES	
Artificial Lighting To comply with NCC Vol. 2 Part 3.12.5.5	
Fall Prevention (Bedroom windows) - where floor is 2m more than surface beneath unless opening sash is greater than 1700mm AFL opening must be permanently restricted to 125mm or fitted with a non-removable robust screen.	
All other windows - where the fall height is 4m or greater must have a transom above 865mm and a sill height less than 150mm - No restriction is required to opening. Refer to NCC V2 Part 3.9.2.6 and 3.9.2.7	
Boundary Walls To Provide Fire Separation To comply with NCC Vol.2 Part 3.7.3.2	
Fireplace To comply with NCC Vol.2 Part 3.10.7	
Parapet/Boundary Fireproofing To comply with NCC Vol.2 Part 3.7.2.4	
Staircase, Balustrade and Handrails To comply with NCC Vol. 2 Part 3.9.1 and 3.9.2 (Nom. 280 Going x 172 Riser).	
Stormwater Drainage To comply with NCC V2 Part 3.1.3 ciling AS 3500.3	
Swimming Pool Barriers To comply with AS 1926.1 and 1926.2	
Timber Framing To comply with AS 1684	
Termite Protection All primary building elements used for the construction of this building will consist entirely of, or a combination of, materials considered not subject to termite attack. Specifically, all timbers used in this dwelling will be preservative treated in accordance with AS 3660.1 and will comply with Part 3.1.4.2 of the Building Code of Australia - Volume 2, 2019 Amendment 1.	
Parapet Walls FMC Homeguard as physical Termite barrier as per AS 3660.1 - 2014 and will comply with Part 3.1.4.2 of the Building Code of Australia - Volume 2, 2019 Amendment 1	
Wet areas To comply with NCC Vol.2 Part 3.8.1	
Steelwork Exposed steel shall have an anti-corrosive treatment in accordance with the NCC 2019	

Amended Plan

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Barbas Residence
Lot 102 #80 Auckland Street,
North Perth, WA 6006

Wind Classification T.B.C
Local Authority City of Vincent
City of Vincent
Daniel Zhao
Plot Date: 1/06/2023 at 9:29 AM

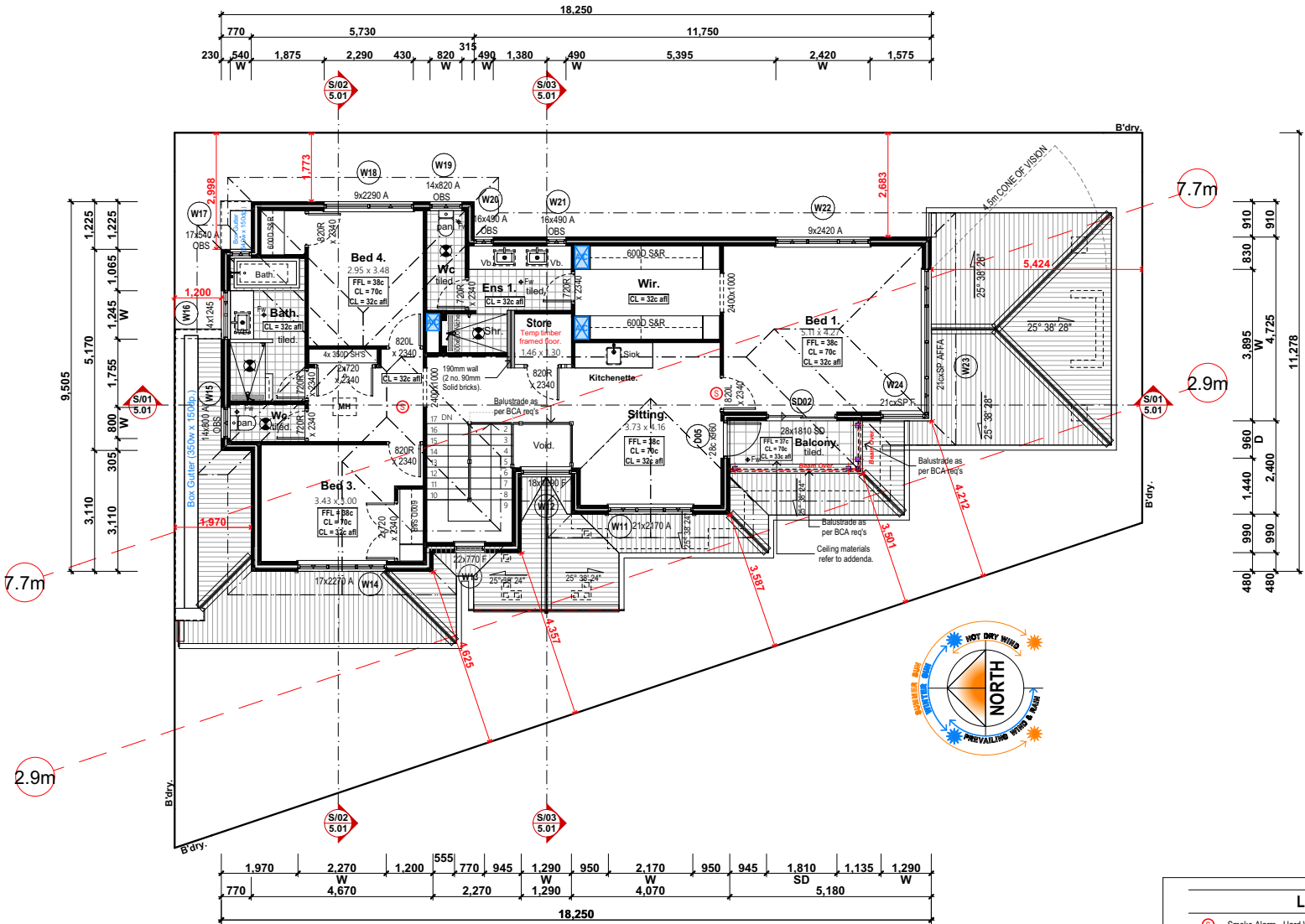
Signatures:
Client:
Client:
Builder:

Ground Floor
DA06
5109
2.04

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First Floor Scale: 1:100

LEGEND	
Ⓢ	Smoke Alarm - Hard Wired, Interlinked and to AS 3786-2014
Ⓢ	Exhaust fan - flumed to external air and not into the roof space.
Ⓢ	Wall mounted cold water hose tap
Ⓢ	Water supply for fridge
Ⓢ	Gas bayonet point
COMPLIANCE NOTES	
Artificial Lighting To comply with NCC Vol.2 Part 3.12.5.5	
Fall Prevention (Bedroom windows) - where floor is 2m more than surface beneath unless opening sash is greater than 1700mm AFL opening must be permanently restricted to 125mm or fitted with a non-removable robust screen.	
All other windows - where the fall height is 4m or greater must have a transom above 955mm and a sill height less than 150mm - No restriction is required to opening.	
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Amended Plan

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Barbas Residence
Lot 102 #80 Auckland Street,
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Wind Classification	T.B.C
Local Authority	City of Vincent
Client	Daniel Zhao
Plot Date	1/06/2023 at 9:29 AM

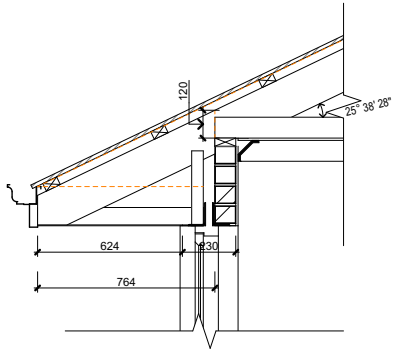
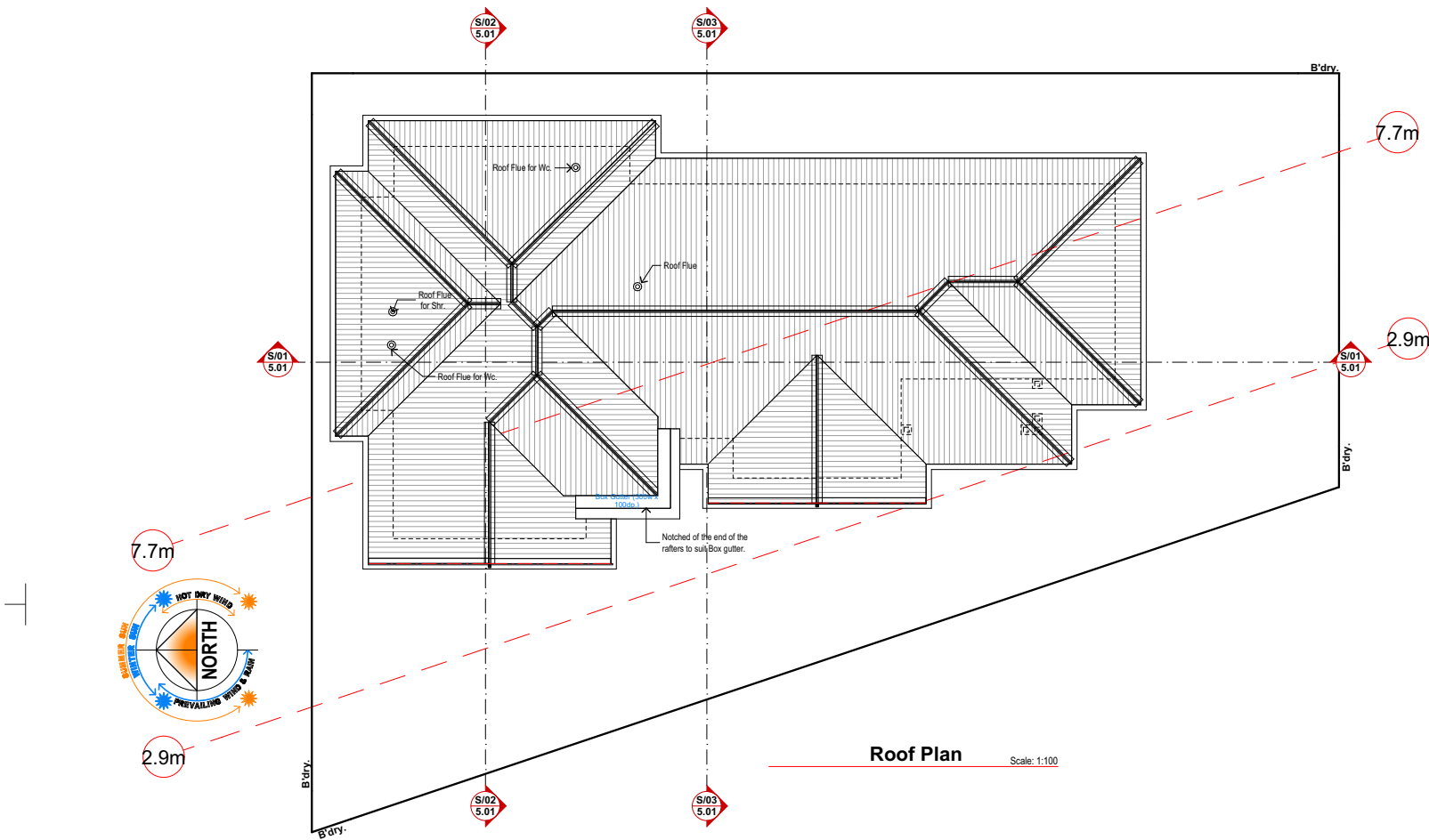
Signatures:	
Client:	
Client:	
Builder:	

First Floor	DA06
5109	
2.05	

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Status: Planning application



LEGEND	
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Fall Prevention Bedroom windows - where floor is 2m more than surface beneath unless opening sash is greater than 1700mm AFL opening must be permanently restricted to 125mm or fitted with a non-removable robust screen.	
All other windows - where the fall height is 4m or greater must have a transom above 85mm and a sill height less than 150mm - No restriction is required to opening.	
Refer to NCC V2 Part 3.9.2.6 and 3.9.2.7	
Boundary Walls To Provide Fire Separation To comply with NCC Vol.2 Part 3.7.3.2	
Fireplace To comply with NCC Vol.2 Part 3.10.7	
Parapet/Boundary Fireproofing To comply with NCC Vol.2 Part 3.7.2.4	
Staircase, Balustrade and Handrails To comply with NCC Vol. 2 Part 3.9.1 and 3.9.2 (Nom. 280 Going x 172 Riser).	
Stormwater Drainage To comply with NCC V2 Part 3.1.3 ciling AS 3500.3	
Swimming Pool Barriers To comply with AS 1926.1 and 1926.2	
Timber Framing To comply with AS 1684	
Termite Protection All primary building elements used for the construction of this building will consist entirely of, or a combination of, materials considered not subject to termite attack. Specifically, all timbers used in this dwelling will be preservative treated in accordance with AS 3660.1 and will comply with Part 3.1.4.2 of the Building Code of Australia - Volume 2, 2019 Amendment 1.	
Parapet Walls FMC Homeguard as physical Termite barrier as per AS 3660.1 - 2014 and will comply with Part 3.1.4.2 of the Building Code of Australia - Volume 2, 2019 Amendment 1	
Wet areas To comply with NCC Vol.2 Part 3.8.1	
Steelwork Exposed steel shall have an anti-corrosive treatment in accordance with the NCC 2019	

Amended Plan

CITY OF VINCENT
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2 June 2023

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Barbas Residence
Lot 102 #80 Auckland Street,
North Perth, WA 6006

Wind Classification T.B.C
Local Authority City of Vincent
Client Daniel Zhao
Plot Date 1/06/2023 at 9:29 AM
Revised: DA05- Garge setback increased S.McC-23/05/23
DA04-WC9 changed to Minor opening S.McC-22-05-23
DA03 - FF Bath room Layout changed as per Council's requirements - 02-24/04/23
DA02 - Redesignated as per Alan's Sketch-D2-27/03/23

Signatures:
Client:
Client:
Builder:

Roof Plan

N/A.

DA06

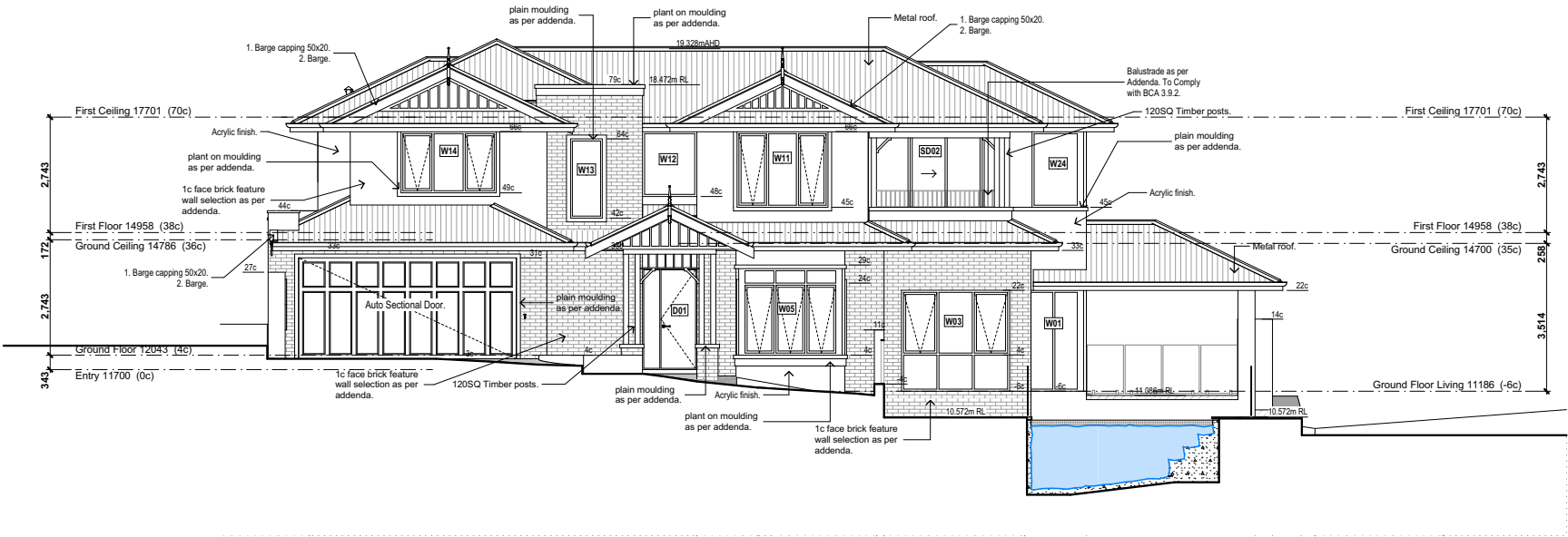
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2.06

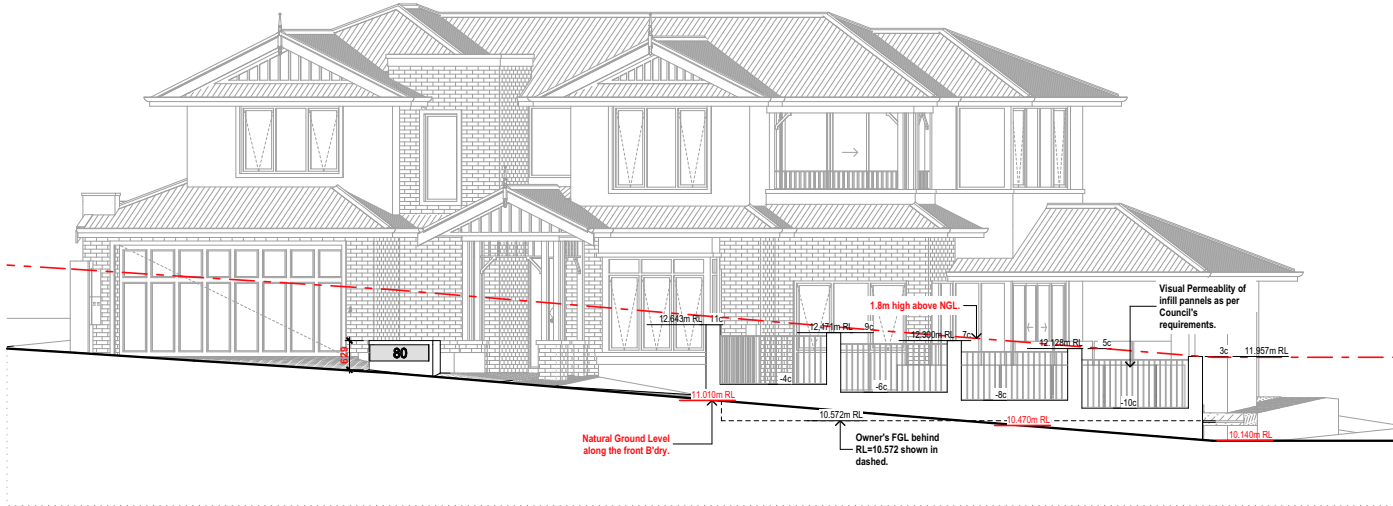
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one - Drafting\Drawings\Jobs ArchiCad\W5109 Number 80 Pty Ltd v24\W01 ArchiCad PLN\W5109 Number 80 Pty Ltd v24.pln

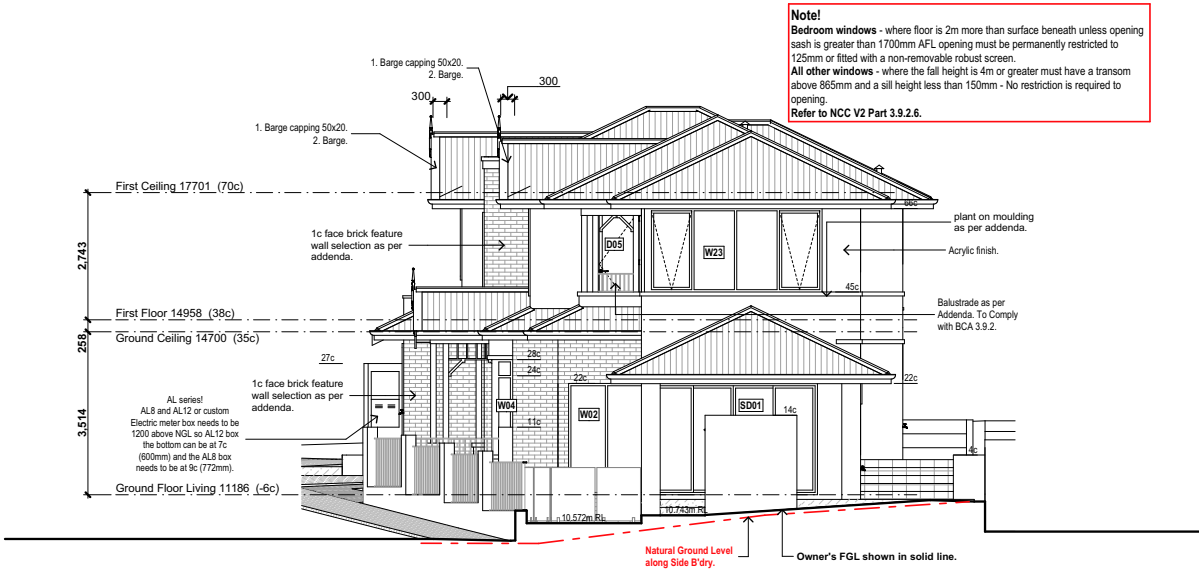
Status: Planning application



E/01a West Scale: 1:100 2.04



E/01b West 1:100 2.04



E/02 South Scale: 1:100 2.04

Amended Plan

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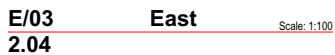
Barbas Residence
Lot 102 #80 Auckland Street,
North Perth, WA 6006

Wind Classification T.B.C.
Local Authority City of Vincent
Client Daniel Zhao
Plot Date 1/06/2023 at 9:29 AM

Signatures:
Client:
Builder:

Elevations -
DA06
5109
4.01

Planning application

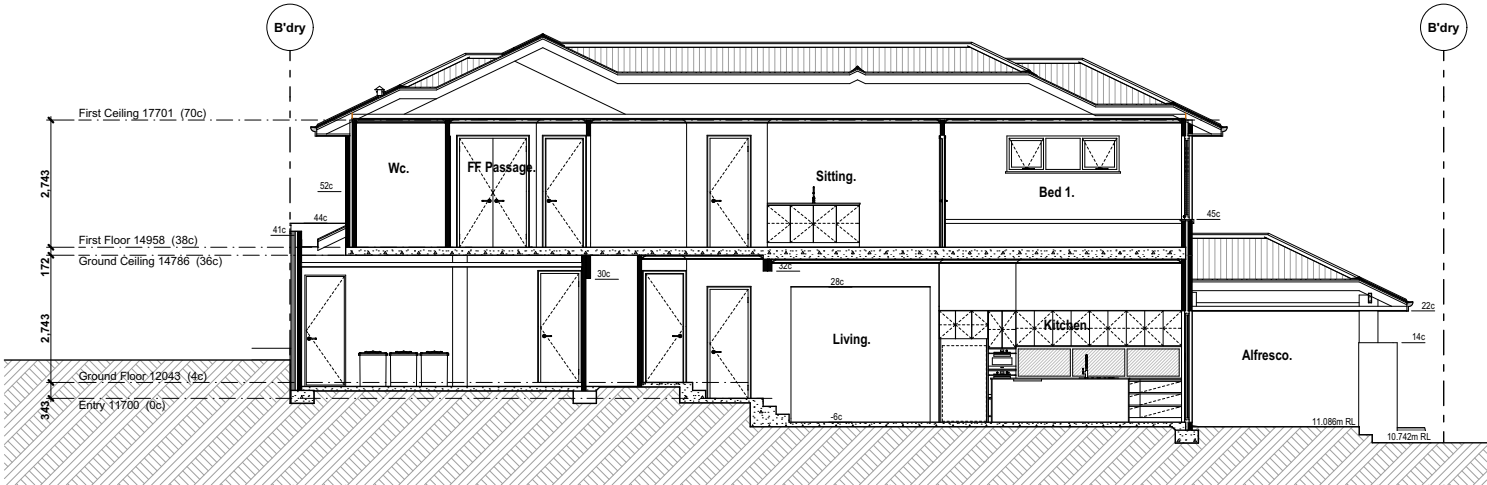


Rev No.	DA06
Job No.	5109
Dwn No :	4.02
BAL Rating	N/A.

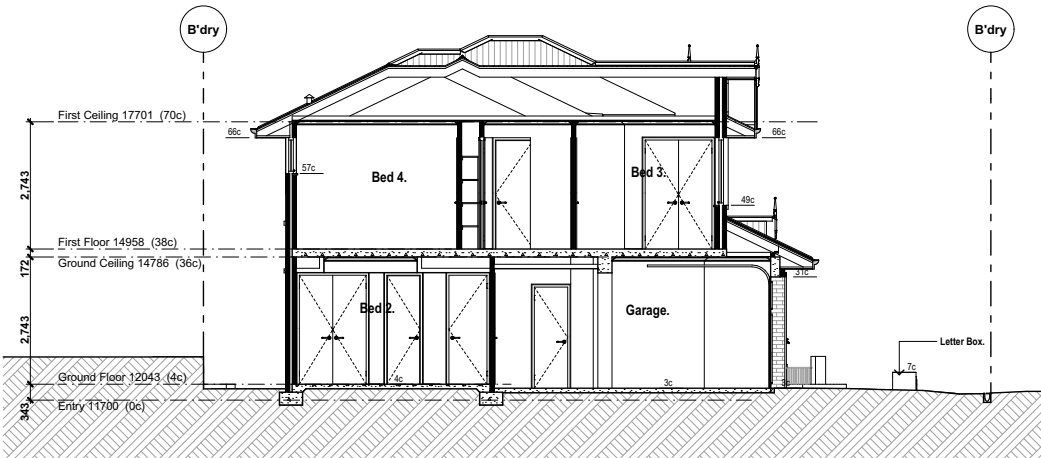
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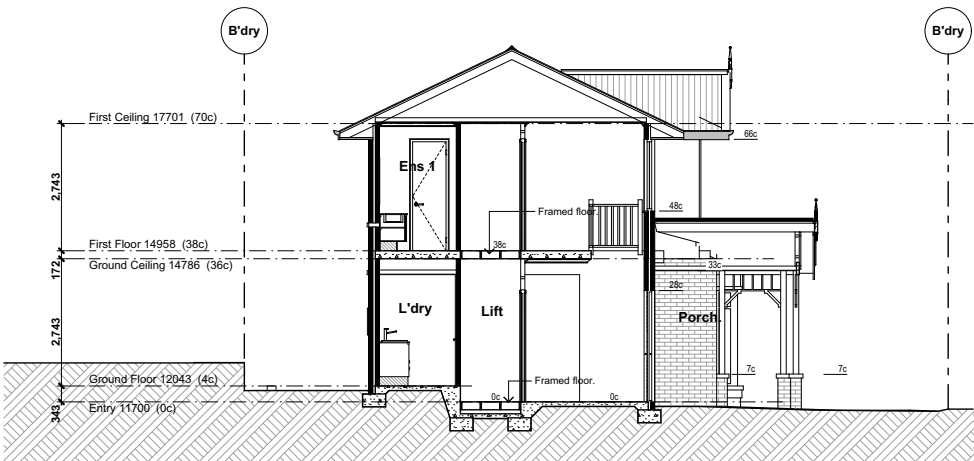
Planning application



S/01 Section 1:100
2.04



S/02 Section 1:100
2.04



S/03 Section Scale: 1:100
2.04

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Barbas Residence
Lot 102 #80 Auckland Street,
North Perth, WA 6006

Wind Classification T.B.C.
Local Authority City of Vincent
Client Daniel Zhao
Plot Date 1/06/2023 at 9:29 AM
Revisions:
DA06 - Council Tweak to S.M.C-31/05/23
DA05 - Garge setback increased S.M.C-23/05/23
DA04 - WC9 changed to Minor opening S.M.C-22-05-
23
DA03 - FF Bath room Layout changed as per Council's
requirements - 02-34/04/23
DA02 - Redesign as per Alan's Sketch-02-27/03/23

Signatures:
Client:
Client:
Builder:

Sections








N/A.

DA06

5109

5.01

#80 Auckland Street, North Perth**External colours and materials:**

Exterior	Product	Colour	Image
Window frames	Colorbond	White lustre	
Walls	Rendered paint finish	Dulux Terrace white	
	Contrast render on rear wall	Dulux Wallaby	
	Recycled facebrick	Restoration red	
	Painted timber	Dulux white on white Balustrade, feature Posts, and frieze	
Roofing & Gutters	Colorbond	Wallaby	
Downpipes	Colorbond	Shale grey	

Barges

Paint finish

Dulux White on White

**Floor**

Exposed poured concrete

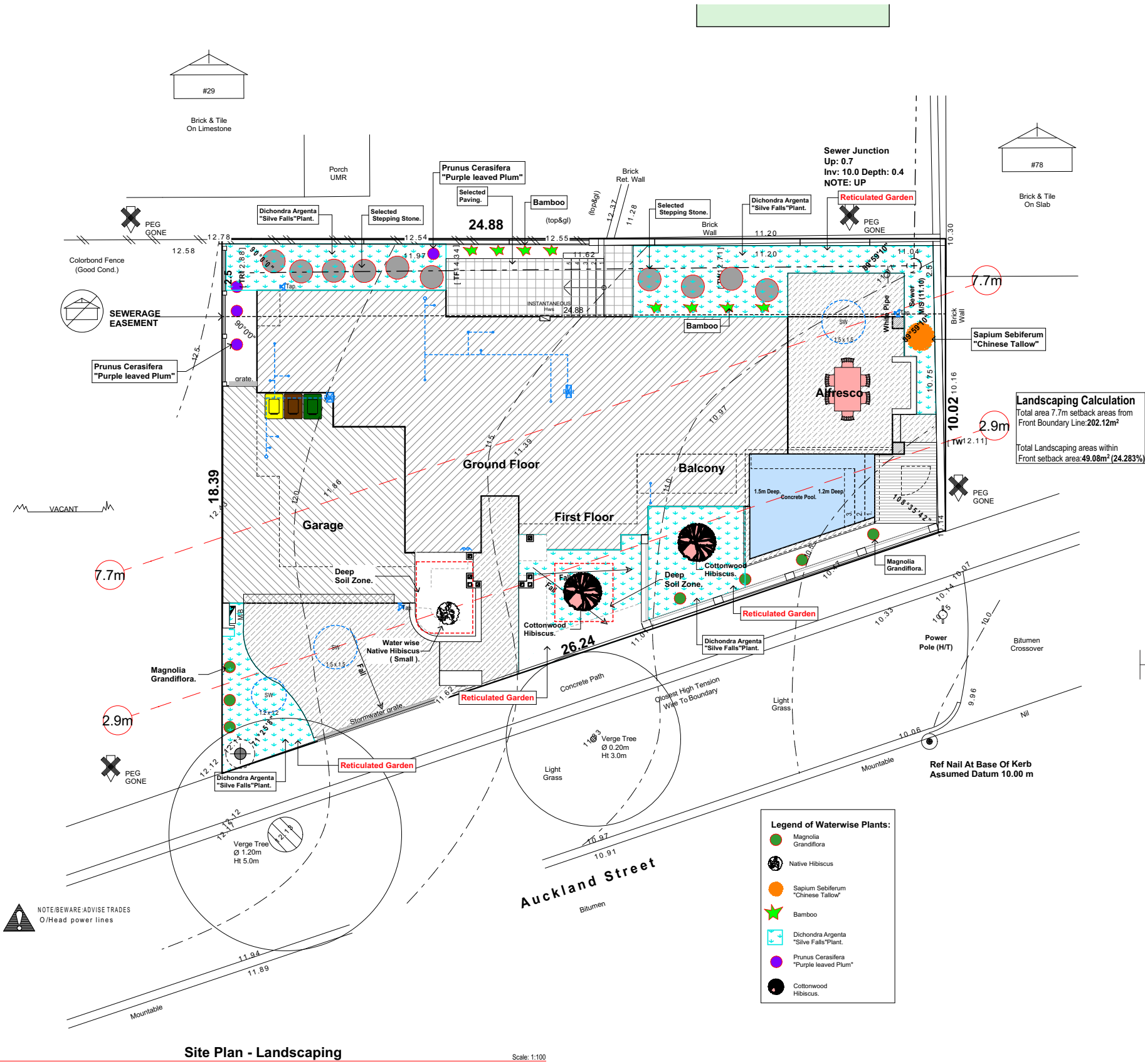
BGC standard A125



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Planning application



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Barbas Residence
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Wind Classification T.B.C.
Local Authority City of Vincent
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Plot Date 1/06/2023 at 9:29 AM
Revised: DA05 - Gorge setback increased S.M.C-23/05/23
DA04 - WC9 changed to Minor opening S.M.C-22-05-
DA03 - FF Bath room Layout changed as per Council's
requirements - 02-34/04/23
DA02 - Redesignated as per Alan's Sketch-D2-27/03/23

Signatures:
Client: _____
Builder: _____

Landscaping

DA06	N/A.
5109	
2.02	



This Drawing is to be read in conjunction with all relevant Drawings related to the Project for accurate co-ordination of services. The Contractor is to check all dimensions on site before the commencement of work. Should any discrepancies occur, notify the Builder immediately. These Drawings remain the property of the Builder and shall be returned upon request.

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Planning application



LHS - new build under development



#80

Note: extent of landscaping not shown in rendered elevation image. Refer to landscaping plans.



#78

Summary of Submissions:

The table below summarise the comments received during the first advertising period (25 January 2023 to 8 February 2023) of the proposal, together with Administration's response to each comment.

Comments Received in Objection:	Administration Comment:
<p><u>General</u></p> <ul style="list-style-type: none"> The proposed development is excessively proportioned and not appropriately scaled for the site context. As a result, significant street setback concessions are being sought across both levels of the development. The proposed development does not compliment the houses of the adjoining and surrounding neighbourhood which consist of mainly single storey, largely set back dwellings. 	<ul style="list-style-type: none"> The proposal development has been amended and designed to respond to the setbacks of the approved two storey dwelling that is currently under construction to the northern adjoining property and the existing single storey dwelling to the south. The proposed development has also been designed to step the building height from two storeys on the northern side to single storey adjacent to the southern property. The building has been designed to incorporate articulation with varying setbacks, glazing, roof form, eaves, design detailing and colours and materials that assist in reducing the impacts of building bulk and scale. The application is not seeking discretion in relation to building height and the site and surrounding properties are located within a two storey height limit area under the Built Form Policy. There are existing two storey houses along Auckland Street consistent with this.
<p><u>Streetscape & Primary Setback</u></p> <ul style="list-style-type: none"> Concerns relating to the significant ground floor street setback variation and no upper floor street setback as it wouldn't complement or be consistent with any approved or existing dwellings on Auckland Street. Concerns relating to the ground floor setback variation being far too excessive. Additionally, given the lack of upper floor setback, the proposed dwelling would make the area feel overwhelming. The proposed 2.5 metre primary street setback results in a poor outcome for adjoining properties in relation to the bulk and scale of the building and privacy. The building's incorporation of design features and minor projections, emphasise the bulk and scale of the development to the street, exacerbating the impact of the reduced street setbacks on the streetscape character. The reduced street setbacks disconnect the subject site from the remainder of Auckland Street and unnecessarily obstructs access to views of significance. 	<ul style="list-style-type: none"> The proposed development has been amended to increase the street setback and provide articulation and separation between ground and upper floors. The proposal development has been amended and designed to respond to the setbacks of the approved two storey dwelling that is currently under construction to the northern adjoining property and the existing single storey dwelling to the south. The proposed development meets the deemed-to-comply standards of the R Codes relating to visual privacy. The building design response assists in reducing the impact of building bulk that is commonly associated with blank, solid walls presented to the street. Access to views of significance is a design principle assessment under the R Codes relevant to application's seeking discretion in respect to building height. The application meets the building height deemed-to-comply standard of two storeys and no discretion is being sought in respect to building height. This means that views of significance is not relevant to the discretion being sought and in the consideration of this application.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
<p><u>Upper Floor Street Setback</u></p> <ul style="list-style-type: none"> The upper floors would not be distinguished from the lower storeys resulting in an upper floor which would have considerable visual bulk to the streetscape. The proposed upper floor would dominate the dwelling façade and create an imposing streetscape presence which would considerably undermine the established and consistent streetscape character. 	<p>The proposed plans have been amended to provide articulation between ground and upper floors. This would delineate between the two levels and assist in reducing the visual bulk impact on the street and present as being less visually dominant as viewed from the street.</p>
<p><u>Lot Boundary Setback</u></p> <p>Concerns relating to the proposed bulk of the eastern elevation and its impact on the adjoining property.</p>	<ul style="list-style-type: none"> The proposed plans have been amended to provide obscured windows to the kitchen and results in the eastern lot boundary setback meeting the deemed-to-comply standard under the R Codes. The eastern elevation of the dwelling has amended to be treated with contrasting coloured render to the upper floor and moulding strips to differentiate between the ground and upper floors.
<p><u>Landscaping</u></p> <ul style="list-style-type: none"> The compromised street setback would restrict the development's ability to provide a suitable level of landscaping to contribute to the streetscape and offset impacts of bulk and scale. Concerns relating to the lack of a garden, vegetation and a shade tree as it would result in a considerable loss to existing green streetscape along the entire length of Auckland Street. Concerns relate to the proposal's minimal landscaping visible from the street with a disproportionately large area of impervious surfaces. 	<ul style="list-style-type: none"> The landscaping plan submitted provides for 36.8 percent canopy coverage at maturity and 19.2 percent deep soil and planting areas. This exceeds the Built Form Policy deemed-to-comply standards, noting that these standards have not been approved by the Western Australian Planning Commission and are given regard only in the consideration of the application. 15 trees and other plantings are proposed to be planted within deep soil and planting areas located to the front setback area and to lot boundaries. This would assist in reducing the impact of the development on the adjoining residential properties and to the street, and would make an effective contribution to the landscaping outcome and canopy coverage on site. The 10 trees are proposed to be planted within the front setback area. Tree planting to the front setback area would assist in softening the view of the development as viewed from Auckland Street. There are also three existing street trees in the Auckland Street verge adjacent to the property and which would be retained.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
<p><u>Design and Character</u></p> <ul style="list-style-type: none"> As Auckland Street is a leafy street with modest new dwellings and original character homes, all substantially setback from the street, the proposed dwelling does not complement the existing character and charm of the street. Concerns relate to the proposed development not complementing or being sympathetic to the general character of Auckland Street as the street consists of wide, open front lawns/gardens and single storey houses with substantial setbacks and minimal privacy issues. Concerns regarding the inconsistency with the local and neighbourhood character, with specific reference to the proposed bulk and scale of the proposed development. Concerns that the bulk and scale of the proposed development will negatively impact on the amenity and character of the surrounding area. 	<ul style="list-style-type: none"> The proposed development references and incorporates traditional building elements present in the street. Given the irregular lot shape created through subdivision of the parent lot, the site does not have adequate depth to enable larger setbacks to older homes along Auckland Street. Properties located to the south of the subject site on the same eastern side of Auckland Street are capable of subdivision given their lot size. This means that they are capable of redevelopment and infill in the future, and this would likely have an influence on the established street setbacks. Refer to Administration's responses to 'General' and 'Streetscape & Primary Setback' in relation to building height, bulk and scale.
<p><u>Visual Privacy</u></p> <ul style="list-style-type: none"> Concerns relating to the visual privacy to the north (from the minor projection) and south (from the balcony) that will be an issue for adjoining neighbours children who play in the front garden. The result of the backfill to the alfresco area (south) would detrimentally affect the southern adjoining property. The proposal has not been designed or landscaped with any regard for privacy of the adjoining neighbours. Concerns relating to the visual privacy to the south (from the alfresco). 	<p>The proposed dwelling meets the deemed-to-comply standards of the R Codes in relation to visual privacy and this is not a discretionary consideration for this application.</p>
<p><u>Other</u></p> <ul style="list-style-type: none"> Concerns relating to the proposed change in level along the southern boundary as the current plans show no indication of erecting sufficient fencing. Concerns regarding the future structural integrity and waterproofing of the existing southern boundary wall. Concerns relating to the ground works potentially impacting the structural integrity of the southern adjoining lots as the dwelling is an original 1930's Californian bungalow with brick and tile on limestone. Possible vibration during building works may damage the integral character features of the property. 	<ul style="list-style-type: none"> Dividing fences are a matter under the <i>Dividing Fences Act 1961</i> and are to be installed in accordance with the specifications of the City's <i>Fencing Local Law 2008</i>. It does not form part of this application. Structural integrity and works that may affect adjoining land are matters dealt with under the <i>Building Act 2012</i>, and is not a consideration dealt with at the development application stage. It is the responsibility of the builder for the effective management of construction works and to ensure that this is undertaken in the interest of nearby residents and properties. The City's Policy No. 7.5.23 Construction Management Plans does not require the builder to prepare dilapidation reports in this circumstance, though this is available to them given their obligations to manage construction works.

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

Summary of Submissions:

The table below summarise the comments received during the first advertising period (25 January 2023 to 8 February 2023) of the proposal, together with Administration's response to each comment.

Comments Received in Objection:	Administration Comment:
<u>General</u> <p>Concerns relate to the location of the pool in relation to the balcony and the possible situation where people jump into the pool from the balcony.</p>	<p>This is not a relevant planning consideration. The concern is speculative and is not addressed in the planning framework.</p>
<u>Impact on Northern Adjoining Property</u> <p>Concerns relate to the proposed reduced street setback and bulk significantly impacting views of significance and as such, the property's value.</p>	<ul style="list-style-type: none"> The proposed development aligns with the street setback pattern established by the adjoining property to the north, which is currently under construction. Access to views of significance is not a relevant design principle consideration for this application, as the proposal complies with building height deemed-to-comply standards under the R Codes. The impact of development on property values is not a relevant planning consideration
<u>Lot Boundary Setback</u> <ul style="list-style-type: none"> Concerns relating to the proposed bulk of the eastern elevation being increased, as a greater concession on the eastern boundary setback for Bed 1/Study is being sought. Proposed outdoor living area is not compliant with R Codes 5.1.3 Lot Boundary Setback, C3.1(iii) which requires unenclosed areas accessible, elevated 0.5m or more above natural ground level, to be setback 1.5m. The proposed Alfresco is setback 1.0m with eaves further extending into the setback area. 	<ul style="list-style-type: none"> The proposed development was amended following the second round of community consultation, providing obscured windows to the kitchen and resulting in the eastern lot boundary setback becoming compliant with the deemed-to-comply standards of the R Codes. This includes the Bed1/Study wall on the upper floor eastern lot boundary setback that complies with the deemed-to-comply standards of the R Codes. The deemed-to-comply standard of the R Codes does not apply as it has been replaced by the Built Form Policy. The R Codes deemed-to-comply standard for Clause 5.1.3 C3.1(ii) relating to patio setbacks applies and the alfresco complies with this. The outdoor living area has also been designed so that its finished floor levels are stepped in line with natural ground levels and so that it is no greater than 0.5 metres higher.
<u>Garage Setback</u> <p>Proposed garage has been setback 0.44m from ground floor dwelling alignment which does not align with the street context of Auckland Street (single car garages and carports).</p>	<ul style="list-style-type: none"> The proposed plans were amended following the second round of consultation, providing the garage with a 0.5 metre setback behind the ground floor dwelling alignment. This meets the deemed-to-comply standard of the Built Form Policy. Auckland Street is characterised by a mix of on-site parking arrangements including uncovered car parking areas, carports, and single and double garages. In reviewing the surrounding streetscape in the northern half of Auckland Street between Gill Street and Hobart Street, the single house under construction to the northern adjoining property at No. 31 Gill Street has a double garage, as does existing houses at Nos. 61, 63, 67, 69, 74 and 76 Auckland Street.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
<p><u>Outdoor Living Area</u></p> <p>The proposed outdoor living area is significantly less than the deemed-to-comply 30 square metres, as outdoor living areas within the primary street setback area cannot contribute to the total outdoor living area.</p>	<ul style="list-style-type: none"> The deemed-to-comply standard of the R Codes sets out that outdoor living areas are to be located behind the street setback area. This does not mean that the area of an outdoor living area located within the street setback area do not contribute towards outdoor living, as it still meets the definition of outdoor living area. Rather, the proposal requires a design principle assessment to be undertaken under the R Codes in respect to the outdoor living area location. The outdoor living area location meets the design principles of the R Codes. It exceeds the deemed-to-comply area of 30 square metres and minimum dimension of 4 metres, and is accessible directly from the kitchen, dining and living room spaces. This means it is able to be used in conjunction with these primary living spaces, and would be of a functional size.
<p><u>Landscaping</u></p> <ul style="list-style-type: none"> Query whether the canopy coverage (30 percent), deep soil (12 percent) and planting area (3 percent) requirements have been met. Concerns relating to the proposed species of trees selected within the landscaping plan with specific concerns relating to the spacing not being sufficient between trees. Concerns relate to the trees located on the lot boundaries and the maintenance required to ensure neighbouring properties are not impacted by overgrowth and root systems. 	<ul style="list-style-type: none"> The landscaping plan provides for 36.8 percent canopy coverage at maturity and 19.2 percent deep soil and planting areas. This exceeds the Built Form Policy deemed-to-comply standards, noting that these standards have not been approved by the Western Australian Planning Commission and are given regard only in the consideration of the application. A condition of approval is recommended requiring an updated landscaping plan to be submitted and approved by the City that provides for adequate spacing between trees to be planted. The City's policy framework does not include specific requirements that restrict trees from being planted adjacent to lot boundaries. A landowner is entitled to trim/remove trees and roots up to the property boundary.
<p><u>Community Consultation</u></p> <ul style="list-style-type: none"> Concerns that only the adjoining properties have been consulted on all current and historic planning applications with regards to both No. 80 Auckland Street and No. 31 Gill Street. Concerns that the extent of advertising is not sufficient as variations (such as those relating to street setback) impact more than just the adjoining properties. 	<p>Community consultation on development applications is undertaken in accordance with the City's Community and Stakeholder Engagement Policy that prescribes the extent of properties for owners and occupiers to receive written notification. These applications are also published on the City's Imagine Vincent website to ensure widespread notification and to enable all interested community members to make a submission on the application, consistent with the Policy standards.</p>

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

Summary of Submissions:

The table below summarise the comments received during the initial advertising period (25 January 2023 to 8 February 2023) of the proposal.

Comments Received in Objection:	Applicant's Comment
<p><u>General</u></p> <ul style="list-style-type: none"> The proposed development is excessively proportioned and not appropriately scaled for the site context. As a result significant street setback concessions are being sought across both levels of the development. Concerns relate to the proposed development not complimenting the houses of the adjoining and surrounding neighbourhood which consist of mainly single storey, largely setback, dwellings. 	<ul style="list-style-type: none"> The block has a very wide frontage and is significantly shorter on one side, creating an awkward wedge shape. The total lot area is relatively small at 353sqm, making it undevelopable with compliant setbacks. The size and shape of the block mean it would be very difficult to build a single storey dwelling. We have amended the plans to have the upper floor setback from the ground floor, to address comments from the City and neighbours.
<p><u>Streetscape & Primary Setback</u></p> <ul style="list-style-type: none"> Concerns relating to the significant ground floor street setback variation and no upper floor street setback as it wouldn't complement or be consistent with any approved or existing dwellings on Auckland Street. The buildings incorporation of design features and minor projections, emphasise the bulk and scale of the development to the street, exacerbating the impact of the reduced street setbacks on the streetscape character. The reduced street setbacks disconnect the subject site from the remainder of Auckland Street and unnecessarily obstructs access to views of significance. Concerns relating to the ground floor setback variation being far too excessive. Additionally, given the lack of upper floor setback, the proposed dwelling would make the area feel overwhelming. The proposed 2.9m primary street setback results in a poor outcome for adjoining properties in relation to the bulk and scale of the building and privacy. 	<ul style="list-style-type: none"> The size, shape and orientation of the block, as well as the sewer easement at the rear, make it extremely difficult to develop without some variations to setbacks. We have amended the plans to address the upper floor – this is now setback from the ground floor as per the City's comments. The projections have been removed from the design, to reduce the bulk and scale as per the City's comments. We are fully compliant on building heights and roof pitch, therefore comments around views of significance are not relevant. Upper floor setback has been addressed in the amended plans.

Comments Received in Objection:	Applicant's Comment
<p><u>Upper Floor Street Setback</u></p> <ul style="list-style-type: none"> The upper floors would not be distinguished from the lower storeys resulting in an upper floor which would have considerable visual bulk to the streetscape. The proposed upper floor would dominate the dwelling façade and create an imposing streetscape presence which would considerably undermine the established and consistent streetscape character. 	<ul style="list-style-type: none"> The upper floor setback has been addressed in the amended plans, as per the City's comments.
<p><u>Lot Boundary Setback</u></p> <ul style="list-style-type: none"> Concerns relating to the proposed bulk of the eastern elevation and its impact on the adjoining property. 	<ul style="list-style-type: none"> The eastern elevation has been adjusted in the amended plans, we have added articulation to the wall, added highlight windows to break it up, and incorporated landscaping.
<p><u>Landscaping</u></p> <ul style="list-style-type: none"> The compromised street setback would restrict the development's ability to provide a suitable level of landscaping to contribute to the streetscape and offset impacts of bulk and scale. Concerns relating to the lack of a garden, vegetation and a shade tree as it would result in a considerable loss to existing green streetscape along the entire length of Auckland Street. Concerns relate to the proposals minimal landscaping visible from the street with a disproportionately large area of impervious surfaces. 	<ul style="list-style-type: none"> Landscaping areas have been adjusted and are shown in the amended plans.
<p><u>Design and Character</u></p> <ul style="list-style-type: none"> As Auckland Street is a leafy street with modest new dwellings and original character homes, all substantially setback from the street, the proposed dwelling does not complement the existing character and charm of the street. Concerns relate to the proposed development not complementing or being sympathetic to the general character of Auckland Street as the street consists of wide, open front lawns/gardens and single storey houses with substantial setbacks and minimal privacy issues. 	<ul style="list-style-type: none"> The required 7.7m setback is not possible on this site, as discussed in our extensive research and development of the plans with the City of Vincent, likewise a functional single storey house is very difficult to achieve on a 353sqm block Significant effort has been made to design a traditional style home to complement the existing character of the street. Comments stating otherwise are misinformed, are opinion, and are not relevant. As the applicant we have committed significant time and research into this development, dating back to July 2022 when we first met with the City to discuss the design, prior to submitting a DA. From the start of the process we have been

Comments Received in Objection:	Applicant's Comment
<ul style="list-style-type: none"> Concerns regarding the inconsistency with the local and neighbourhood character, with specific reference to the proposed bulk and scale of the proposed development. Concerns that the bulk and scale of the proposed development will negatively impact on the amenity and character of the surrounding area. 	<p>working closely with the City, trying to design something in line with the City's policies around design and character, on what we all agree is a difficult site.</p> <ul style="list-style-type: none"> The design is a very attractive, relatively small house at 319sqm, and will positively impact on the amenity and character of the surrounding area.
<p><u>Visual Privacy</u></p> <ul style="list-style-type: none"> Concerns relating to the visual privacy to the north (from the minor projection) and south (from the balcony) that will be an issue for adjoining neighbours children who play in the front garden. The result of the backfill to the alfresco area (south) would detrimentally affect the southern adjoining property. The proposal has not been designed or landscaped with any regard for privacy of the adjoining neighbours. Concerns relating to the visual privacy to the south (from the alfresco). 	<ul style="list-style-type: none"> There are no variations sought on visual privacy or fill, so these comments are not relevant.
<p><u>Other</u></p> <ul style="list-style-type: none"> Concerns relating to the proposed change in level along the southern boundary as the current plans show no indication of erecting sufficient fencing. Concerns regarding the future structural integrity and waterproofing of the existing southern boundary wall. Concerns relating to the ground works potentially impacting the structural integrity of the southern adjoining lots as the dwelling is an original 1930's Californian bungalow with brick and tile on limestone. Possible vibration during building works may damage the integral character features of the property. 	<ul style="list-style-type: none"> The construction of the home will occur within all the relevant building codes and requirements

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

Further to the concerns raised within the previous consultation period, the table below summarise the additional comments received during the secondary advertising period (4 May 2023 to 10 May 2023) of the proposal.

Comments Received in Objection:	Applicant's Comment
<u>General</u> <ul style="list-style-type: none"> Concerns relate to the location of the pool with relation to the balcony and the possible situation where people jump into the pool from the balcony. 	<ul style="list-style-type: none"> The pool is fully compliant. The owners are mature adults with no plans to jump off the balcony.
<u>Impact on Northern Adjoining Property</u> <ul style="list-style-type: none"> Concerns relate to the proposed reduced street setback and bulk significantly impacting views of significance and, as such the property's value. 	<ul style="list-style-type: none"> Our design is fully compliant on wall heights and roof pitch, and meets design principles guidelines in all areas including street setback. We also made significant changes to the plans after the first assessment in response to these concerns. Any house built on our block would impact the Northern neighbour's views – this is not the owner's fault, they should be allowed to develop their own land. The northern neighbour cannot reasonably expect our owners to build a single storey on such a small block, or for the site to remain undeveloped, just to maintain their own view. The northern neighbour is also building a two-storey home, it is unreasonable to attempt to block others doing the same.
<u>Lot Boundary Setback</u> <ul style="list-style-type: none"> Concerns relating to the proposed bulk of the eastern elevation being increased as a greater concession on the Eastern boundary setback for Bed 1/Study is being sought. Proposed outdoor living area is not compliant with R-Codes 5.1.3 Lot Boundary Setback, C3.1(iii) which requires unenclosed areas accessible, elevated 0.5m or more above natural ground level, to be setback 1.5m. The proposed Alfresco is setback 1.0m with eaves further extending into the setback area. 	<ul style="list-style-type: none"> We have provided amended plans to address the eastern elevation setback, and this is no longer a variation.
<u>Garage Setback</u> <ul style="list-style-type: none"> Proposed garage has been setback 0.44m from ground floor dwelling alignment which does not align with the street context of Auckland Street (single car garages and carports). 	<ul style="list-style-type: none"> The garage setback has been amended to address this concern and this is no longer a variation. Amended plans have been provided.

Comments Received in Objection:	Applicant's Comment
<p><u>Outdoor Living Area</u></p> <ul style="list-style-type: none"> The proposed outdoor living area is significantly less than the deemed to comply 30m² as outdoor living areas, within the primary street setback area, cannot contribute to the total outdoor living area. 	<ul style="list-style-type: none"> Our proposal meets the design principles guidelines for outdoor living areas.
<p><u>Landscaping</u></p> <ul style="list-style-type: none"> Queries regarding whether the canopy coverage (30%), deep soil (12%) and planting area (3%) requirements have been met. Concerns relating to the proposed species of trees selected within the landscaping plan with specific concerns relating to the spacing not being sufficient between trees. Concerns relate to the trees located on the lot boundaries and the maintenance required to ensure neighbouring properties are not impacted (by overgrowth and root systems). 	<ul style="list-style-type: none"> Landscaping plans have been provided, then amended and provided again, based on comments from the DRP and community, and are in line with the City's local policies, including species and spacing.
<p><u>Other – Community Consultation</u></p> <ul style="list-style-type: none"> Concerns that only the adjoining properties have been consulted on all current and historic planning applications with regards to both 80 Auckland Street and 31 Gill Street. Concerns that the extent of advertising is not sufficient as variations (such as those relating to street setback) impact more than just the adjoining properties. 	<ul style="list-style-type: none"> It is hard to see the logic behind this comment. The DA process for this site, including the advertising, has been long, extensive, thorough, extremely onerous on the applicant and at times frustrating. The current applicants and owners have made significant concessions and changes to the plans, we have addressed every single concern raised by the community and the city. We have provided amended plans several times, pages and pages of supporting information, and been through two rounds of community consultation and DRP review. We have been engaged in several meetings with the planning department, we have made amendments to the plans quickly and efficiently, we have provided all the required information in a timely matter. The City has had the application for 180 days. The consultation period has been more than sufficient. This comment provides evidence that the neighbour is trying to block any development on our site, in any way possible.

Design Review Panel – Applicant Response:**DRP Chairperson Referral 1 - Development Plans as Originally Submitted**

The development plans dated 25 November 2022 were referred to the Design Review Panel (DRP) Chairperson. The DRP Chairperson provided the following comments in respect to the plans.

The DRP Chairperson noted the following positive aspects of the proposal:

- It is acknowledged the proposal is situated on a challenging irregular shaped, thin, sloping site with a small 7.3 metres wide south side boundary (when you remove the sewer easement).
- More than 50 percent of the front streetscape doesn't have a fence, the portion that does has a visually permeable front fence and there are a large number of windows on the front facade generating an active streetscape and high level of passive surveillance.
- Both verge trees will be retained.
- The ground level footprint utilises multiple floor levels which responds to the natural ground level/slope on the site.

The DRP Chairperson noted the following areas for improvement:

- The drawings don't show the surrounding context illustrating how the proposal sits in and responds to its context. Given the significant front setback variation being sought an analysis of the front setbacks to other properties in the street would also be useful.
- The main living areas, alfresco space and master bedroom are all orientated to the south or west providing limited north light access and exposing these rooms to the harsh western setting sun.
- There are a number of west facing windows without passive shading devices.
- Consider placing the garage on the southern side of the site which would generate opportunities to locate the main living areas, alfresco and master bedroom on the north (wider) section of the site allowing more northern sunlight access. Due to the angle of the site this would also mean the garage would be located behind the front elevation of the house rather than the current highly prominent position in-front of the house façade. This would potentially require an even smaller front setback on the south side of the front boundary but would potentially allow a number of other positive outcomes.
- The architectural language looks to replicate character houses in the local area but currently presents as a faux or 'moch' interpretation / style.
- The proposal generates a large 4 Bed + Family Room house on a relatively small block but includes minimal areas of soft landscaping and no new trees on the site offering limited resident amenity or contribution to its surrounding context.
- The paving on the east side and the decking in the south west corner appear excessive given there is minimal soft landscaping proposed on the site. These could both be reduced to increase soft landscaping on the site.
- The open area in the centre of the front setback (on the west side of the Living Room) is an opportunity for a decent size new tree.
- No soft landscaping details or planting species have been included with the application.
- The proposal does not nominate any external colours for the face brick, rendered walls, window frames, roof sheeting, gutters, barge boards, down pipes etc. Recommend the applicant provides further information in relation to materials and colours for review.
- The east elevation presents as a flat, monotonous two storey wall, with no articulation or diversity of materiality/colour. The applicant is encouraged to increase the level of articulation and diversity of materiality on this facade to improve this interface with the adjoining property and surrounding context.
- The current design does not clearly distinguish the upper floor from the and lower floor as both floor footprints are very similar presenting a relatively flat façade.

Design Review Panel – Applicant Response:**DRP Chairperson Referral 2 - Revised Development Plans (dated 29 March 2023)**

In response to the DRP Chairperson comments, the applicant made a suite of changes to the proposal through amended plans dated 29 March 2023. A summary of the changes is as follows:

- The setback of the ground floor from the primary street boundary increased from 2.5 metres to the garage to 2.9 metres to the dining room.
- The setback of the porch from the primary street boundary decreased from 3.0 metres to 2.2 metres.
- The setback of the upper floor from the ground floor building line increased from nil to the garage to 0.7 metres to the sitting room.
- The setback of the upper floor balcony from the ground floor building line increased from 0.2 metres to 0.6 metres.
- The length of the northern boundary wall reduced from 7.9 metres to 7.6 metres.
- The setback of the garage from the ground floor building line increased from nil to 0.5 metres.
- The setback from the northern boundary of the ground floor bed/study wall decreased from 2.1 metres to 1.2 metres.
- The eastern façade modified to increase articulation, introducing the stepping forward of a portion (bathroom, bed 4 and water closet) of the dwelling.
- The primary street fence piers reduced from 0.5 metres in width to 0.3 metres.
- A landscaping plan prepared, providing for 19.2 percent deep soil areas and 30.1 percent of the site as canopy coverage at maturity.

The amended plans dated 29 March 2023 were referred to the DRP Chairperson, with their following comments provided against the 10 principles of good design and subsequent response from the applicant:

DRP Chairperson Comment	Applicant's Response
<p><u>Context & Character</u></p> <ul style="list-style-type: none"> • The front setback variation and positioning of the double garage in-front of the main façade of the house is not reflective of the surrounding built form context and character as well as the City's Built Form Policy. Consider a carport. • The surrounding buildings have not been shown on the floorplans or elevations and no visual analysis of the surrounding context has been undertaken to illustrate how the proposal sits within or impacts on the surrounding properties / context. 	<ul style="list-style-type: none"> • This is not a good solution in terms of safety, security, functionality and quality of life for the owners. Garages are not an extravagant luxury, they are a modern convenience, and a more cost effective option than adding electric gates and increased fencing to provide security. The only reason to implement is for the look of the façade in relation to the City's local policy. • Elevation image including the house next door is attached. Our design looks very similar to the house next door, and therefore sits well within the streetscape. We do not have access to images of the house on the other side, which is about to be built. Our design is not the only house in the street with proposed variations – we note No. 67 Auckland Street, which is a relatively new build, not character in style, and has no differentiation between the upper and ground floors (our design now has significant differentiation). No. 67 Auckland Street is also a new build, with the garage set forward of the rest of the building line, and the upper floor overhanging the garage. Our design is doing much more than these new builds to address the context of the area and will sit well within the surrounding properties.

Design Review Panel – Applicant Response:

DRP Chairperson Comment	Applicant's Response
<p><u>Landscape Quality</u></p> <ul style="list-style-type: none"> • Little information has been provided in relation to the soft landscaping / planting. Encourage the applicant to include plant spacings, pot / tree sizes, details in relation to reticulation and utilising water-wise native species • The Frangipani is located in a position with a first floor roof overhangs over which will limit its growth. 	<ul style="list-style-type: none"> • Plant and tree species have been identified on the plan. These are from the City's recommended list. We can add a note about the gardens being reticulated, however a detailed plan by a landscape designer is expensive and will take months to produce. • Please refer to the included landscaping plan – all the requested information has been provided on this plan. We have increased the spacing and added reticulation notes, we have included water-wise species from the City's recommended list. The landscaping has come a long way from the original proposal and we have responded to all the City's comments around landscaping. We request the DRP to change their report to green on this element, as we have implemented everything they have asked here.
<p><u>Built Form & Scale</u></p> <ul style="list-style-type: none"> • The garage and upper level setback from the front façade has increased however the previously non-compliant setback to the rear has further decreased to achieve this. • Given the size as well as shape of the site and the rear easement achieving a large 4 bedroom house, plus family room and double garage is difficult. The built form on the site appears over-developed resulting in an outcome which is out of keeping with the surrounding context and has negative amenity impacts for both residents and adjoining neighbours. • The double garage sits a significant distance in-front of the front façade of the house. 	<ul style="list-style-type: none"> • These items comply with the planning framework. We note the examples of No. 67 and No. 61, as well as No. 69, where the garage is also sitting in front of the front façade of the house.
<p><u>Functionality and Build Quality</u></p> <ul style="list-style-type: none"> • No comments 	<ul style="list-style-type: none"> • No comments
<p><u>Sustainability</u></p> <ul style="list-style-type: none"> • All living spaces are orientated south or west and the house generally obtains minimal north light access. • Encourage the applicant to integrate ESD initiatives such as solar panels, not using gas and EV charging capability. 	<ul style="list-style-type: none"> • Solar panels / EV are intended following the build (these are not being done by us as the builder and therefore for clarity, these are not included on our plans). We note that the roof overhangs have been added following the City's

Design Review Panel – Applicant Response:

DRP Chairperson Comment	Applicant's Response
<ul style="list-style-type: none"> The roof overhangs will provide limited shading to the significant number of large west facing windows to all living spaces. 	<p>recommendation. The landscaping provided will also assist with shading to these windows.</p>
<p><u>Amenity</u></p> <ul style="list-style-type: none"> All living spaces are orientated south or west and the house generally obtains minimal north light access. Bed 4 has a 2.8 metre dimension which should be increased to a minimum dimension of 3 metres. Bed 4 is reliant on a high level window which limits its outlook, natural light access and cross ventilation. Show the bins and AC external units in a position that does not impact on the amenity of residents or neighbours. 	<ul style="list-style-type: none"> Please see amended plans. Bed 4 has increased to 2.95 metres. Bins now shown on the plan, placement of AC external units is still TBC by AC provider, however they will be placed as per requirements and not impact on neighbours. We have already addressed the placement of the living spaces in our justification. We note bed 4 is a minor bedroom and a place to sleep, and therefore the lack of a north facing window should be tolerated.
<p><u>Legibility</u></p> <ul style="list-style-type: none"> No comments 	<ul style="list-style-type: none"> No comments
<p><u>Safety</u></p> <ul style="list-style-type: none"> No comments 	<ul style="list-style-type: none"> No comments
<p><u>Community</u></p> <ul style="list-style-type: none"> No comments 	<ul style="list-style-type: none"> No comments
<p><u>Aesthetics</u></p> <ul style="list-style-type: none"> The rear (east) elevation is still entirely reliant on rendered materiality with large blank areas. Recommend incorporating a diversity of textural materiality on this façade such as some face brick. Additional face brick has been added to the front (west) façade which is supported however this has been introduced at upper level with rendered walls at lower level. Suggest flipping this or 	<ul style="list-style-type: none"> Please see amended plans – we have redesigned the upper floor bathroom and WC and provided more articulation in the rear wall. Please also refer to the landscaping plan for the extent of landscaping to this side of the house, which is significant and will soften the appearance of this wall. Introducing a different material to this wall has significant cost and construction implications, which needs to be considered and balanced against this request. The rear wall is not visible from the street, or the sides – it is a rear wall that is only visible from one neighbour's backyard.

Design Review Panel – Applicant Response:

DRP Chairperson Comment	Applicant's Response
<p>adding greater face brick at lower level as well which more closely reflects the use of face brick at ground level on traditional character houses.</p> <ul style="list-style-type: none">• The proposal does not nominate any external colours for the face brick, rendered walls, window frames, roof sheeting, gutters, barge boards, down pipes etc. Recommend the applicant providing further information in relation to the proposed materials and colours.	<ul style="list-style-type: none">• The face brick is an attractive feature and has been used to distinguish the upper and lower levels as requested. Our design is a modern representation of classic design, we aren't trying to appear faux character or replicate an old house. To increase the amount of face brick that is already proposed, will significantly increase the cost of the build, which needs to be considered.• Please see amended plans. Aesthetically this is a very attractive house and we believe this element should change to green also.

Design Review Panel – Applicant Response:**DRP Chairperson Referral 3 - Revised Development Plans (dated 24 April 2023)**

In response to the DRP Chairperson comments, the applicant made further amendments in plans dated 24 April 2023. These amended plans were provided accompanying the applicant's response in the table above to the DRP Chairperson's comments. A summary of the changes is as follows:

- Amendments to the landscaping plan including:
 - increased spacing of planting;
 - updates to species list to include water-wise species from the City's recommended list;
 - provision of additional plantings (bamboo) along the eastern lot boundary; and
 - increase in canopy coverage to 36.8 percent of the subject site at maturity.
- Increase in dimension of bed 4 minimum dimension from 2.8 metres to 2.95 metres.
- Reduction of upper floor bathroom area, providing articulation in the walls presenting to the north and east.
- Increased primary street setback to the entry porch from 2.2 metres to 2.7 metres.

The amended plans dated 24 April 2023 were referred to the DRP Chairperson, with a summary of their comments provided against the 10 principles of good design and subsequent response from the applicant:

Design Review Panel Comment	Applicant's Comment
<u>Context & Character</u> <ul style="list-style-type: none"> • The front setback and positioning of the double garage in front of the main façade of the house is not reflective of the surrounding area. • Further information is needed in relation to the surrounding context. • Given the irregular shaped site, it is difficult to develop a character style of house. Most character house styles have a lot which is deeper than it is wide and provide a larger upper level setback. 	<ul style="list-style-type: none"> • Surrounding context information has been provided in previous comments and in streetscape elevation image with photos of adjoining sites. • It is more opinion than fact to say the style is unfortunate in relation to the site. We believe the design is very attractive and responds well to the site and to the planning framework.
<u>Landscape Quality</u> <ul style="list-style-type: none"> • Preference generally for a landscaping plan to be prepared by a landscape architect or professional to ensure a viable landscaping outcome is achieved. • Details of plant spacings, pot / tree sizes, reticulation and species to be included in landscaping plan. 	<ul style="list-style-type: none"> • The landscape plan has been done by the applicant, in conjunction with the City's landscape policies and recommendations. • The owners are likely to engage a landscape designer down the track, and do plan to achieve a high level of landscaping with the finished house. We can provide updated landscaping plans when this happens. • The time taken in council for the DA process is having significant financial impact on the owners, with holding costs of the undeveloped land, finance costs, and

Design Review Panel – Applicant Response:

Design Review Panel Comment	Applicant's Comment
	rental costs. Engaging a landscape designer is an expensive exercise, particularly when it's uncertain if / when this DA is going to be approved.
<u>Built Form & Scale</u> <ul style="list-style-type: none"> Both the primary street and rear setback do not appear consistent with the surrounding context. The built form appears too large for a shallow and irregular shaped site. 	<ul style="list-style-type: none"> The design responds to the planning framework and meets the design principles guidelines.
<u>Functionality and Build Quality</u> <ul style="list-style-type: none"> No comments. 	<ul style="list-style-type: none"> No comments.
<u>Sustainability</u> <ul style="list-style-type: none"> Environmentally sustainable design initiatives to be integrated. Living spaces and the main bedroom are orientated south or west, with minimal northern light access. Shading to western facing windows. 	<ul style="list-style-type: none"> The orientation was chosen to achieve the best possible outcomes around the planning framework (particularly the setbacks) and design guidelines. An overshadowing variation for the northern neighbouring lot was approved, and therefore the northern side of our site will be in perpetual shade anyway. The site has 26 metre western frontage. It's impossible not to have west facing windows on a site such as this. Eaves and landscaping have been provided to improve shading.
<u>Amenity</u> <ul style="list-style-type: none"> Bedroom 4 should have a minimum 3 metre dimension. Bedroom 4 is reliant on high level window for amenity. 	<ul style="list-style-type: none"> Our original application had no bedrooms under a 3 metre dimension. Throughout this long process, lots of amendments have been made to the plans in response to feedback from the City and community consultation, and this was one of the changes made, in order to improve the boundary setbacks. The design meets the planning framework.
<u>Legibility</u> <ul style="list-style-type: none"> No comments. 	<ul style="list-style-type: none"> No comments.

Design Review Panel – Applicant Response:

Design Review Panel Comment	Applicant's Comment
<u>Safety</u> <ul style="list-style-type: none">No comments.	<ul style="list-style-type: none">No comments.
<u>Community</u> <ul style="list-style-type: none">No comments.	<ul style="list-style-type: none">No comments.
<u>Aesthetics</u> <ul style="list-style-type: none">The rear elevation is lacking diversity of textural materiality.Incorporating face brick at ground level better reflects traditional style housing.	<ul style="list-style-type: none">Throughout the process, we have made significant amendments to the plans and attempts to address this concern, including redesigning this side of the house to lessen the bulk and add more articulation to the walls, adding / changing windows, and adding significant landscaping to soften it.We note the natural constraints of the site, the cost and construction implications of adding an expensive face brick to what is essentially the 'dead' side of the house, and that this side of the house is not visible from the street or to any neighbours, it is only visible from the backyard of one house.

Final Development Plans (dated 2 June 2023)

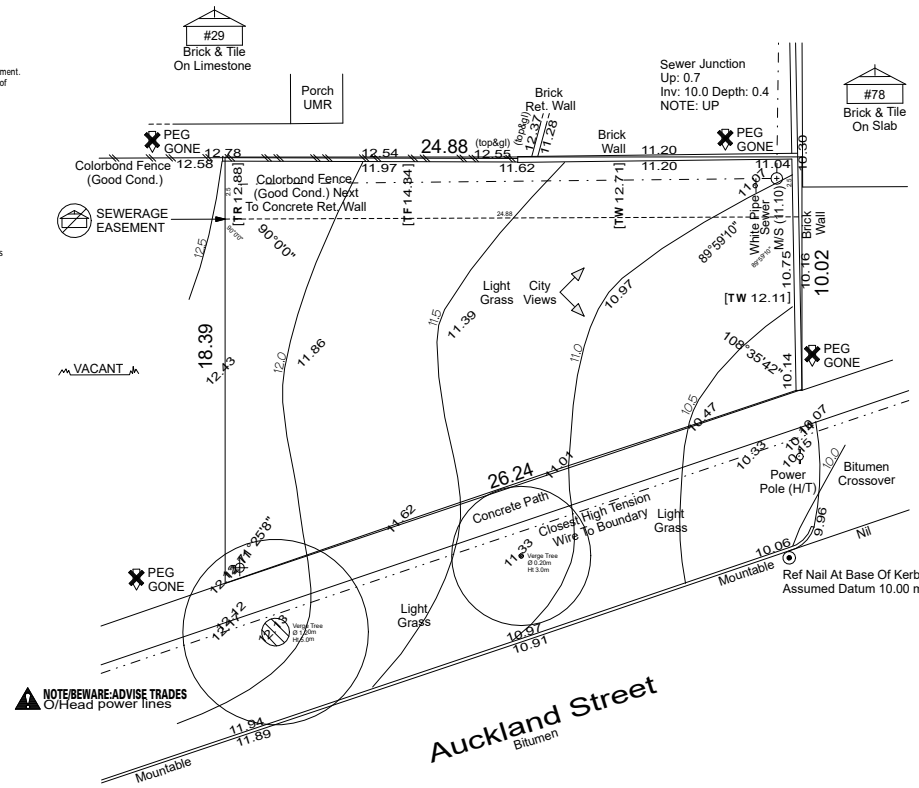
Final amendments were made to the proposed plans on 2 June 2023 in response to the DRP comments.

These amendments included the following changes:

- Providing obscured glass to the kitchen window to the eastern façade. The proposal satisfies the deemed-to-comply standard for eastern lot boundary setback with this change.
- The rear elevation has been treated with contrasting coloured render to the upper floor and moulding strips to differentiate between the ground and upper floors.


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Status: Planning application







LOT MISCLOSE
0.010 m

Scale 1:200



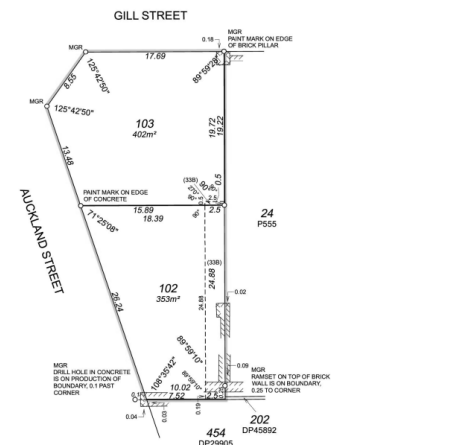
▲ DISCLAIMER:
HIGH TENSION POWER LINES. CHECK TITLE FOR
EASEMENTS AND WESTERN POWER FOR SET-BACKS

LEGEND		Power Dome
		Power Pole
		Phone Pits
		Water Conn.
	[TP 10.00]	Top Pillar/Post
	[TW 10.00]	Top Wall
	[TR 10.00]	Top Retaining
	[TF 10.00]	Top Fence

Riverstone Custom Homes

LOT Lot 102 (DP 413590)
ADDRESS #80 Auckland Street, North Perth
LGA CITY OF VINCENT

GPS Lat: -31.919436 Long: 115.845926
SSA No **AREA** 353m² **VOL.** 2963 **FOL.** 981



ELEC.	U/Ground / O/Head	SEWER	Yes	ROADS	Bitumen	COASTAL	No <small>(Agrees. Only - Confirm With Owner)</small>
GAS	Check Alinta	COMMS	Not loc.	PATH	Concrete	SOIL	Sand
WATER	Yes	DRAINAGE	Good	KERBS	Non-Mount / Nil	VEG.	Light Grass Cover



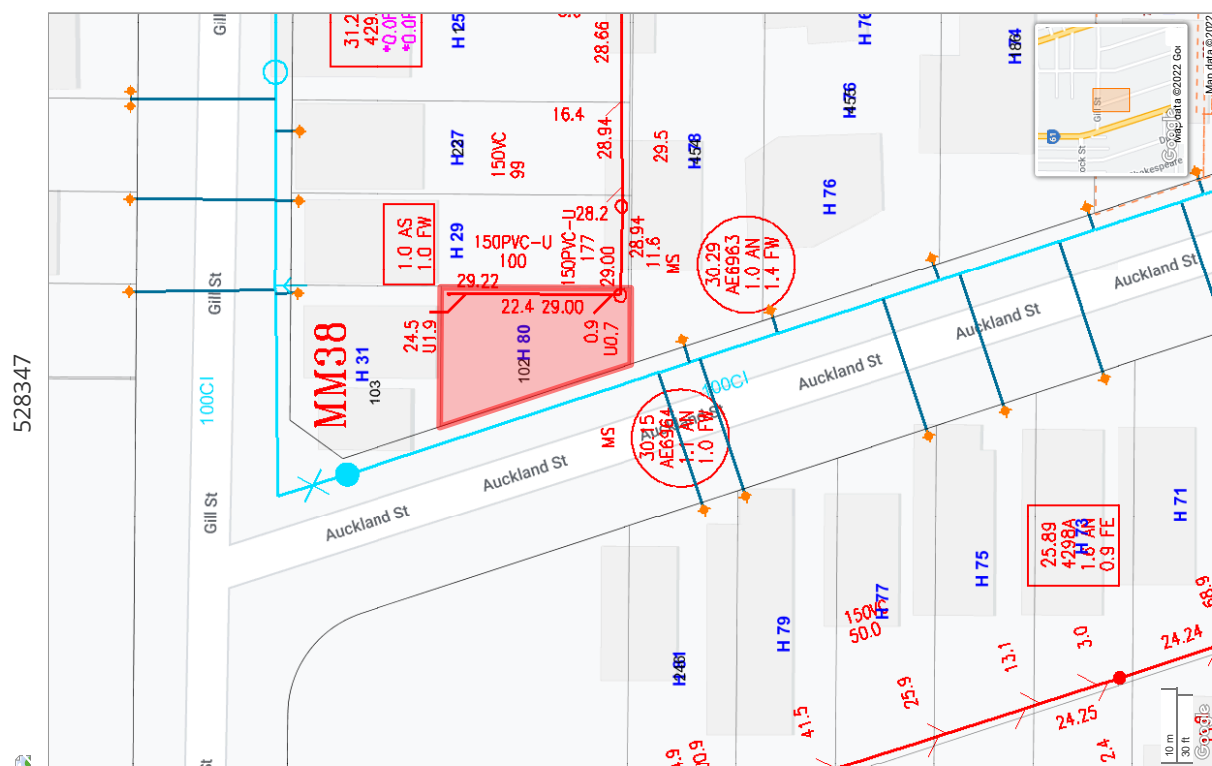
▲ NOTE:
TELSTRA/COMMS. PIT NOT LOCATED
ADJACENT TO LOT AT TIME OF SURVEY
VERIFY AVAILABILITY WITH TELSTRA.



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WA 6017 WA 6917 W: www.cottage.com.au

JOB: 528347 **DATE:** 24 Jun 22 **DRAWN:** J. Genovese

CITY OF VINCENT
RECEIVED
25 November 2022



Existing Site Plan Scale: 1:200

SUPERSEDED

RIVERSTONE

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Barbas Residence
Lot 102 #80 Auckland Street,
North Perth, WA 6006

© Copyright	Wind Classification	T.B.C.	Amendment
	Local Authority	City of Vincent	
	Dwn.	Daniel Zhao	
	Plot Date:	24/11/2022 at 5:15 PM	

Site Plan - Existing

N/A.

DA01

5109

2.01

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Area Calculations			
	Name	Area	Perimeter
0 Ground Floor			
	Alfresco	19.2	18.292.0
	Garage	43.2	28.960.0
	Ground Floor	112.4	54.429.8
		174.8 m²	101,681.8 mm
1 First Floor			
	Balcony	6.3	10.580.0
	First Floor	138.4	61.749.8
		144.7 m²	72,329.8 mm
		319.5 m²	174,011.6 mm



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	Local Authority	City of Vincent	
	Dwn.	Daniel Zhao	
	Plot Date:	24/11/2022 at 5:15 PM	

Rev No.	DA01
Job No.	5109
Drawn No.	2.02
BAL Rating	N/A.

inielWRiverstoneWRiverstone - DraftingWDrawingsWJobs ArchiCadW5109 Barbas v24W01 Archicad PLNW5109 Barbas v24.pln

Area Calculations			
	Name	Area	Perimeter
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		144.7 m²	72,329.8 mm
		319.5 m²	174,011.6 mm

Scale: 1:100

SUPERSEDED

RIVERSTONE

Barbas Residence
Lot 102 #80 Auckland Street,
North Perth, WA 6006

© Copyright	Wind Classification	T.B.C.	Amendments
	Local Authority	City of Vincent	
	Dwn.	Daniel Zhao	
	Plot Date:	24/11/2022 at 5:15 PM	

Signatures:
Client: _____
Client: _____
Builder: _____

Ground Floor

Figures:
ent: _____
ent: _____
ilder: _____

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Area Calculations			Status:
Name	Area	Perimeter	
0 Ground Floor			
Alfresco	19.2	18,292.0	
Garage	43.2	28,960.0	
Ground Floor	112.4	54,429.8	
	174.8 m²	101,681.8 mm	
1 First Floor			
Balcony	6.3	10,580.0	
First Floor	138.4	61,749.8	
	144.7 m²	72,329.8 mm	
	319.5 m²	174,011.6 mm	



Scale: 1:100

RIVERSTONE

Barbas Residence
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Client: _____
Client: _____
Builder: _____

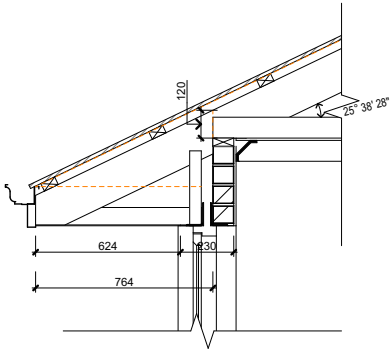
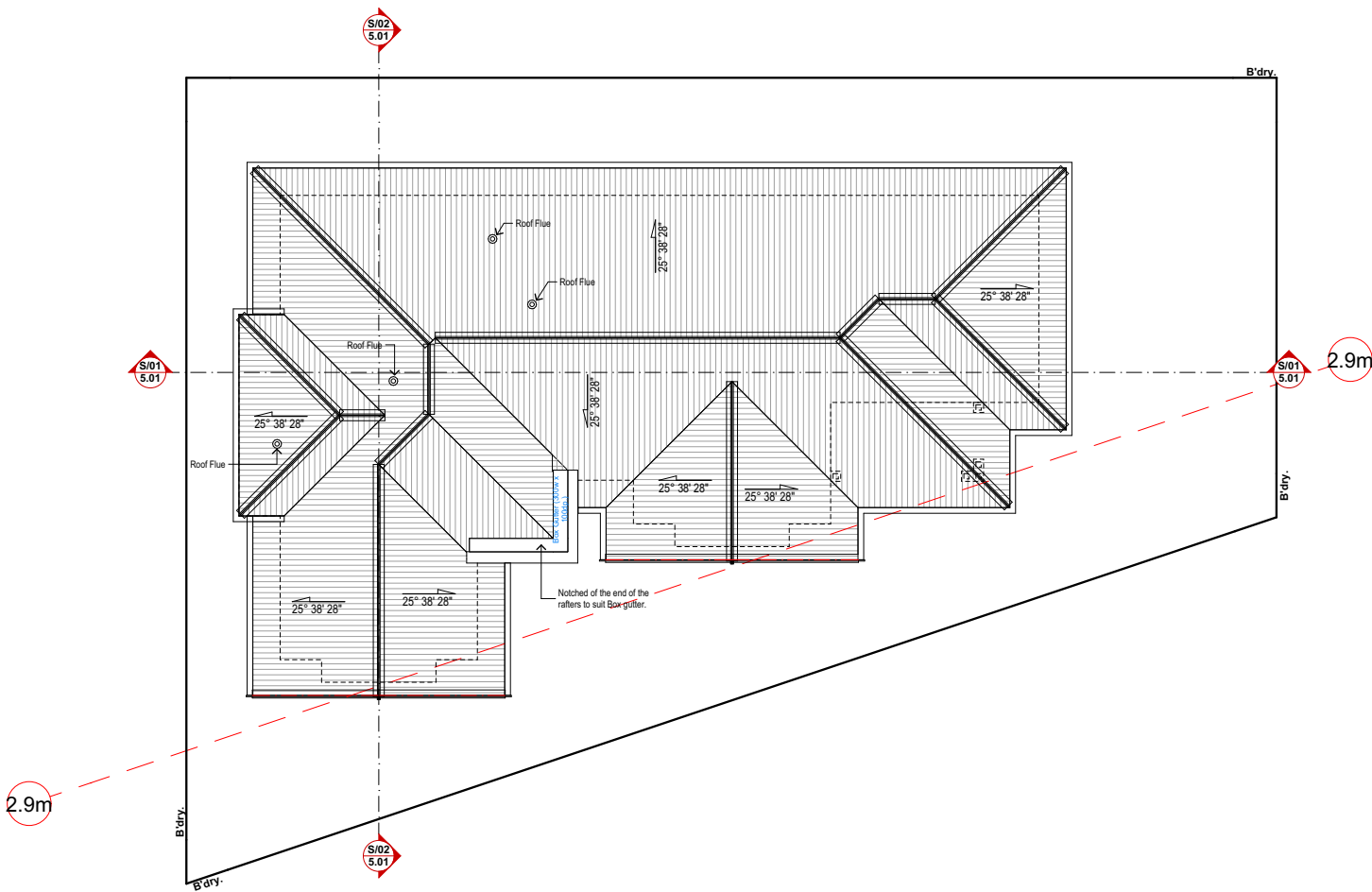
First Floor	Rev No.	DA01
	Job No.	5109
	Run No. :	2.04

This Drawing is to be read in conjunction with all relevant Drawings related to the Project for accurate co-ordination of services. The Contractor is to check all dimensions on site before the commencement of work. Should any discrepancies occur, notify the Builder immediately. These Drawings remain the property of the Builder and shall be returned upon request.

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Status: Planning application

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Eaves Overhang 1:20

Roof Plan Scale: 1:100

LEGEND	
	Smoke Alarm - Hard Wired, Interlinked and to AS 3786-2014
	Exhaust fan - flumed to external air and not into the roof space.
	Wall mounted cold water hose tap
	Water supply for fridge
	Gas bayonet point
COMPLIANCE NOTES	
Artificial Lighting To comply with NCC Vol. 2 Part 3.12.5.5	
Fall Prevention Bedroom windows - where floor is 2m more than surface beneath unless opening sash is greater than 1700mm AFL opening must be permanently restricted to 125mm or fitted with a non-removable robust screen.	
All other windows - where the fall height is 4m or greater must have a transom above 865mm and a sill height less than 150mm - No restriction is required to opening.	
Refer to NCC V2 Part 3.9.2.6 and 3.9.2.7	
Boundary Walls To Provide Fire Separation To comply with NCC Vol.2 Part 3.7.3.2	
Fireplace To comply with NCC Vol.2 Part 3.10.7	
Parapet/Boundary Fireproofing To comply with NCC Vol.2 Part 3.7.2.4	
Staircase, Balustrade and Handrails To comply with NCC Vol. 2 Part 3.9.1 and 3.9.2 (Nom. 280 Going x 172 Riser).	
Stormwater Drainage To comply with NCC V2 Part 3.1.3 ciling AS 3500.3	
Swimming Pool Barriers To comply with AS 1926.1 and 1926.2	
Timber Framing To comply with AS 1684	
Termite Protection All primary building elements used for the construction of this building will consist entirely of, or a combination of, materials considered not subject to termite attack. Specifically, all timbers used in this dwelling will be preservative treated in accordance with AS 3660.1 and will comply with Part 3.1.4.2 of the Building Code of Australia - Volume 2, 2019 Amendment 1.	
Parapet Walls FMC Homeguard as physical Termite barrier as per AS 3660.1 - 2014 and will comply with Part 3.1.4.2 of the Building Code of Australia - Volume 2, 2019 Amendment 1	
Wet areas To comply with NCC Vol.2 Part 3.8.1	
Steelwork Exposed steel shall have an anti-corrosive treatment in accordance with the NCC 2019	

SUPERSEDED



A: Suite 44 Cottesloe Central Shopping Centre, 460 Stirling Highway, Peppermint Grove, WA 6011
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W: www.riverstone.com.au
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Roof Plan	
DA01	N/A.
5109	
2.05	

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Elevations -

N/A.

DA01

5109

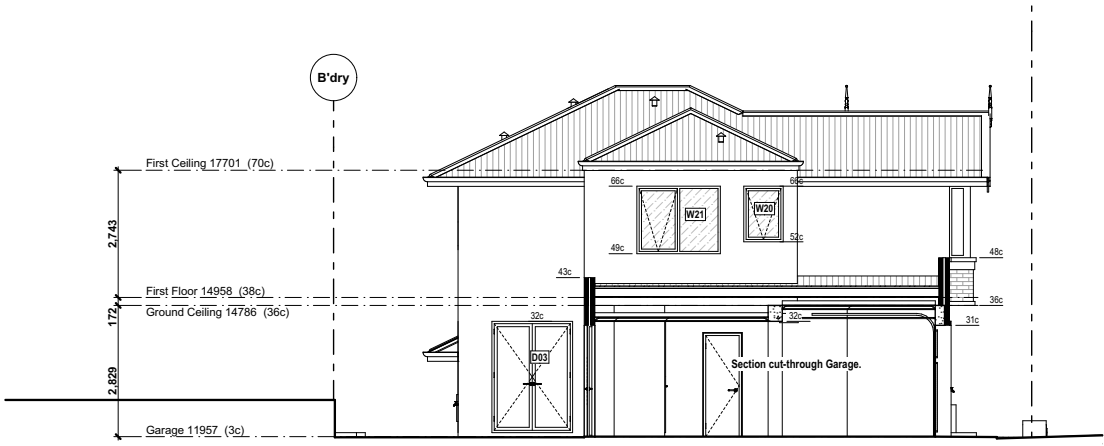
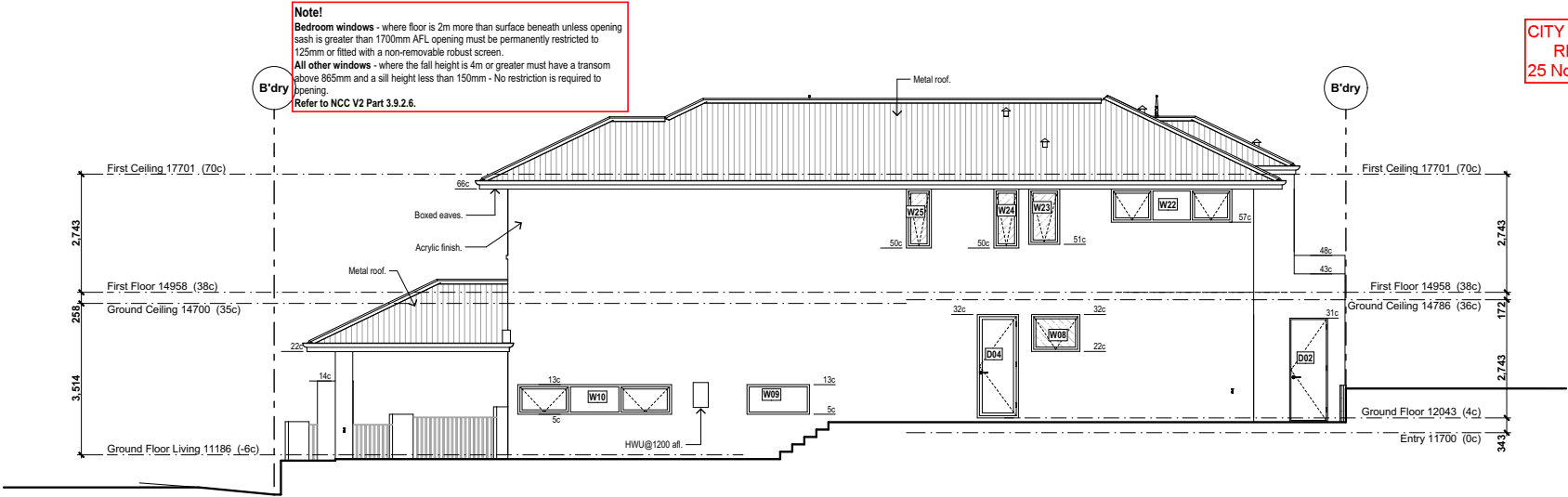
4.01

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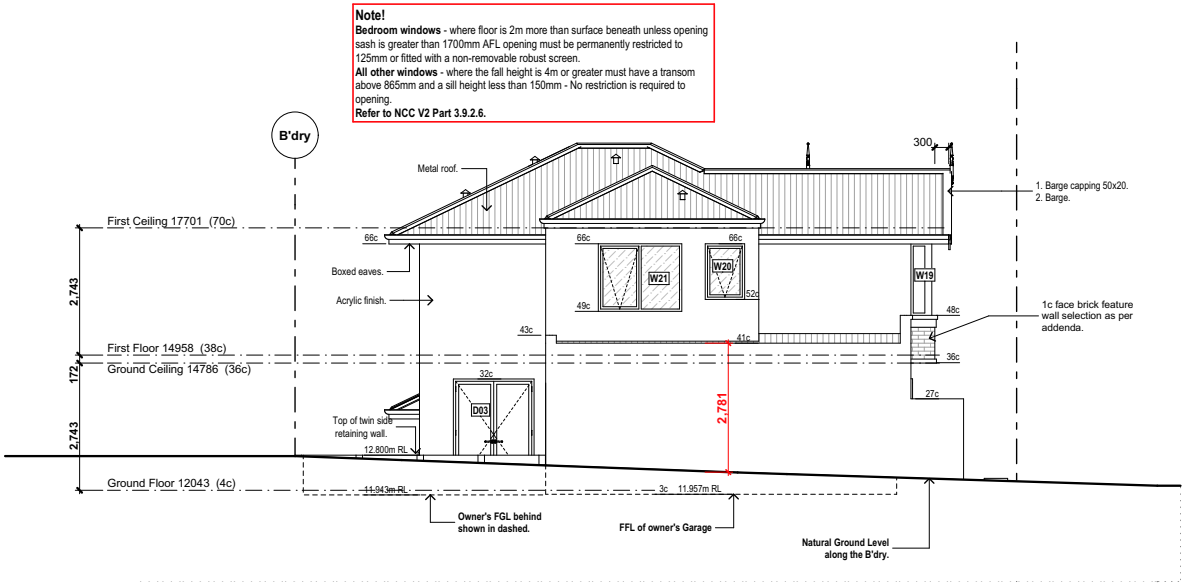
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E/04a 2.03 North 1:100



E/04b 2.03 North Scale: 1:100

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Signatures:
Client: _____
Client: _____
Builder: _____

Elevations -

N/A.

DA01

5109

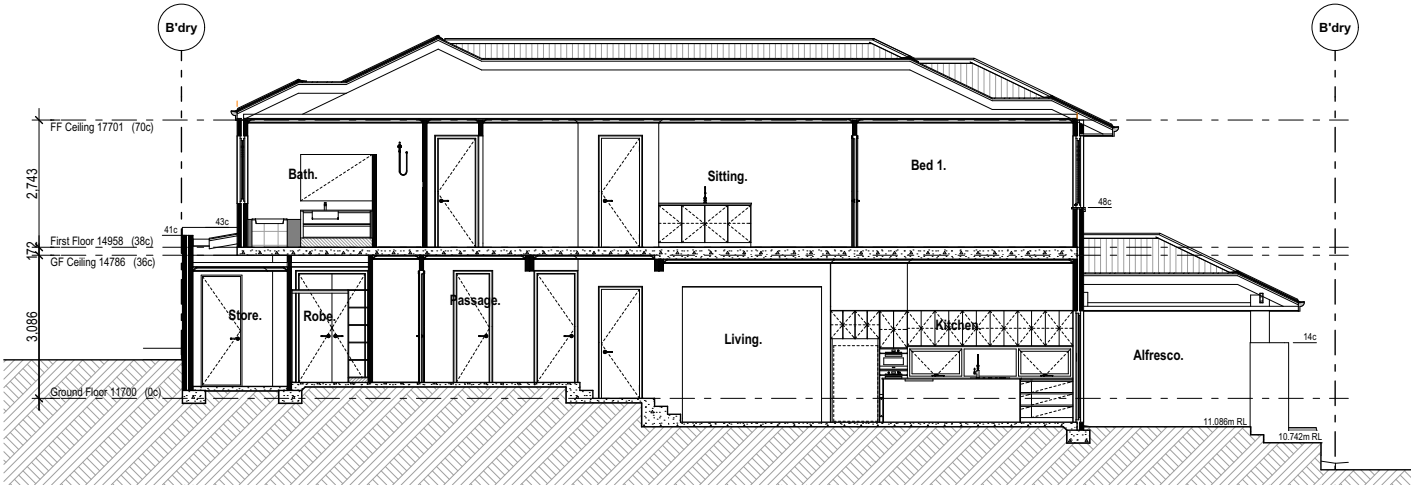
4.02

This Drawing is to be read in conjunction with all relevant Drawings related to the Project for accurate co-ordination of services. The Contractor is to check all dimensions on site before the commencement of work. Should any discrepancies occur, notify the Builder immediately. These Drawings remain the property of the Builder and shall be returned upon request.

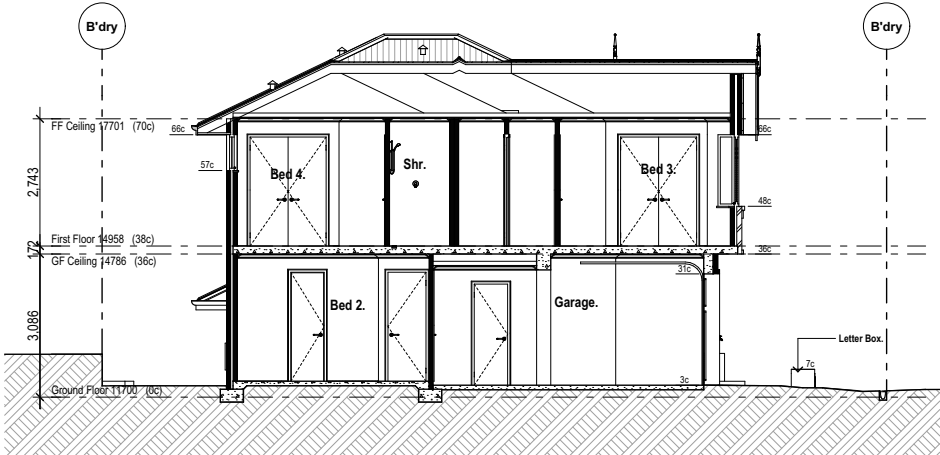
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Planning application

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S/01 Section 1:100
2.03



S/02 Section 1:100
2.03

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Local Authority City of Vincent
Arch. Daniel Zhao
Plot Date: 24/11/2022 at 5:15 PM

Signatures:
Client: _____
Client: _____
Builder: _____

Sections	N/A.
DA01	5109
5.01	

Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. If the development the subject of this approval is not substantially commenced within a period of two years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
3. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
4. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.
5. This approval is not an authority to ignore any constraint to development on the land, which may exist through statute, regulation, contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and not the City to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the City's attention.
6. The applicant is responsible for ensuring that all lot boundaries as shown on the approved plans are correct.
7. NO verge trees shall be removed. The verge trees shall be RETAINED and PROTECTED from any damage including unauthorised pruning.
8. An Infrastructure Protection Bond together with a non-refundable inspection fee shall be lodged with the City by the applicant, prior to the commencement of works, and will be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the bond shall be made in writing. The bond is non-transferable.
9. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. Permits are required for placement of any material within the road reserve.
10. The owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.
11. All stormwater produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City. No further consideration shall be given to the disposal of stormwater 'offsite' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of stormwater 'offsite' be subsequently provided, detailed design drainage plans and associated calculations for the proposed stormwater disposal shall be lodged together with the building permit application working drawings.
12. All new crossovers to lots are subject to a separate application to be approved by the City. All new crossovers shall be constructed in accordance with the City's Standard Crossover Specifications, which specify that the portion of the existing footpath traversing the proposed crossover (subject to the Footpath being in good condition as determined by the Infrastructure and Environment Services Directorate), must be retained. The proposed crossover levels shall match into the existing footpath levels. Should the footpath not to be in satisfactory condition, it must be

Determination Advice Notes:

replaced with in-situ concrete panels in accordance with the City's specification for reinstatement of concrete paths.

5.2	NO. 173 (LOT: 7; D/P: 867) OXFORD STREET, LEEDERVILLE - PROPOSED ALTERATIONS AND ADDITIONS TO SMALL BAR (AMENDMENT TO APPROVED) (UNAUTHORISED EXISTING DEVELOPMENT)
-----	--

Ward: South

- Attachments:
1. Location Plan [!\[\]\(ce77bba2916ff045bdb9f4584b191293_img.jpg\)](#) 
 2. Development Plans [!\[\]\(7cca60917fc4166291d2b648cb6bea1b_img.jpg\)](#) 
 3. Landscaping Plan [!\[\]\(df123c3dbb04676ceb3727572e366e1e_img.jpg\)](#) 
 4. Amended Acoustic Report [!\[\]\(25cd75bfe2d7f399ad762823735fb2c3_img.jpg\)](#) 
 5. Previous Development Approval - 24 July 2020 (5.2020.81.1) [!\[\]\(f225a792c387c5a21a86689ea9ec5413_img.jpg\)](#) 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for a proposed Alterations and Additions to Small Bar (Amendment to Approved) (Unauthorised Existing Development) at No. 173 (Lot: 7; D/P: 867) Oxford Street, Leederville in accordance with the plans provided in Attachment 2, subject to the following conditions and associated advice notes:

1. All conditions, requirements and advice notes detailed on development approval 5.2020.81.1 dated 24 July 2020, 5.2021.274.1 dated 18 August 2020 and 5.2021.220.1 dated 14 September 2021 continue to apply to this approval, except as follows:
 - 1.1 Condition 1.1 is amended to read as follows:
 - 1.1. This approval relates to Alterations and Additions to Small Bar as indicated on the plans dated 17 March 2023 and 9 May 2023. It does not relate to any other development on the site;
 - 1.2 Condition 7 is amended to read as follows:
 7. The measures outlined in the approved acoustic report prepared by Acoustic Engineering Solutions, dated 24 April 2023 shall be implemented prior to the occupation or use of the development subject of this approval and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;
 - 1.3 Condition 11 is amended to read as follows:
 11. Within 28 days of the date of this approval, an updated Waste Management Plan shall be provided to the City. The updated Waste Management Plan is to reflect the changes to the bin store location and its increase in size. The approved Waste Management Plan shall be thereafter implemented to the satisfaction of the City;
 - 1.4 Condition 12.1 is amended to read as follows:
 - 12.1 An amended landscape and reticulation plan for the development site, to the satisfaction of the City, shall be lodged with and approved by the City prior to occupation or use of the development the subject of this approval. The amended landscape and reticulation plan shall generally be in accordance with the plan dated 17 March 2023 except the *Syzygium Leuhmannii* species being replaced with *Acmena Smithii Dwarf* species or other suitable species as approved by the City; and
 - 1.5 A new Advice Note 3 of 5.2021.220.1 to read as follows:
 3. The development is to comply with the relevant assigned noise levels under the *Environmental Protection (Noise) Regulations 1997*.

EXECUTIVE SUMMARY:

The purpose of this report is to consider an application for development approval for Alterations and Additions to an existing Small Bar at No. 173 Oxford Street, Leederville (subject site). The site is developed and has been operating as Roberts on Oxford since December 2020.

The proposal seeks approval for works that have been undertaken at the subject site and that are inconsistent with the previous approval issued by the City in September 2021. This means that the works undertaken are currently unauthorised.

The unauthorised works relate to a re-configuration of the previously approved rear alfresco area and associated buildings and landscaping, as well as to the side alfresco area and front facade. The predominant building layout would remain the same and the overall operation of the venue would remain as previously approved. The proposal does not seek to change the approved land use, occupancy numbers or operating hours as part of this application.

The proposal seeks a local housing objectives assessment against the landscaping planning element. The proposal has been designed to provide for a landscaping outcome that is appropriate for an existing development site and the nature of the existing Small Bar land use, to reduce amenity impacts to adjoining properties and to be consistent with the established streetscape.

The proposal satisfies the relevant deemed-to-comply and local housing objectives and the application is recommended for approval subject to updating existing conditions.

PROPOSAL:

The subject application seeks to amend the most recent approval relating to the existing small bar operating from the subject site that was determined by Council at its [Ordinary Meeting](#) on 14 September 2021 ('2021 approval'). This 2021 approval related to alterations and additions to the existing small bar use. A location plan of the site included as **Attachment 1**.

The applicant seeks approval to modify the development plans and conditions of the 2021 approval to bring them in line with what has been constructed on site. This is because building works undertaken on-site are inconsistent with the 2021 approval. The applicant has advised that adjustments to the approved works needed to be undertaken during construction due to Water Corporation and other building requirements.

The development plans the subject of this application and that are consistent with what has been constructed on-site are included in **Attachment 2**.

Details

The amendments proposed as part of this application are summarised as follows:

Oxford Street Façade

- Modification to the southern portion of the front façade relating to the entry and pedestrian access. Due to fire safety requirements, the approved bi-fold timber doors are required to be modified to a swinging door.

Front Building

- Re-configuration of the layout of the front building to modify the location of bin storage, toilet facilities, storerooms and the kitchen.

Side Alfresco

- Extension to the length of the enclosed side alfresco area along the southern boundary from 12.5 metres to 19.5 metres.

Rear Alfresco and Buildings

Re-configuration and change in design to the previously approved rear alfresco seating area, deck and buildings, as described below.

- **Pedestrian Ramp and Stairs:** Re-configuration of a pedestrian ramp and stairs to the rear alfresco area along the southern boundary to provide compliant universal access.
- **Seating Area:** Introduction of a raised seating area to the east of the rear alfresco area located adjacent to the kitchen, and seating area adjacent to the bottom of the ramp/stairs in the rear alfresco area. The covered seating area along the northern side boundary is now proposed to be raised.
- **Shade Sails:** Three new shade sails proposed over the seating areas in the rear courtyard.
- **Patio:** Approved pergola to the northern side boundary changed to a solid roof patio to provide cover over the raised seating area. The size of the previously approved structure has reduced in size from 24 square metres with a 6.7 metre boundary length dimension, to 10.5 square metres with a 5 metre boundary length dimension.
- **Bar Area and Storage:** Re-configuration of the previously approved rear bar area along the western boundary that includes the removal of the bin storage area and kitchen, and the inclusion of a new cool room and coffee preparation station.
- **Landscaping:** Removal of the approved turf area in the rear courtyard area. Planter boxes are proposed to the perimeter of the courtyard area adjacent to the raised seating area to the east, along the southern side of the pedestrian ramp, and to the northern side boundary. Two trees are proposed within deep soil areas to the northern side boundary, as well as pot plants located throughout the courtyard area.

Aspects of the Existing Premises Unchanged by the Proposal

The application does not propose any changes to the following previously approved elements:

- Small Bar land use;
- Existing building to the street containing a front bar. The parklet in the Oxford Street reserve located adjacent to the premises is also as existing;
- Capacity of 120 patrons and seven staff at any given time;
- 3.8 metre high acoustic walls along portions of the northern, western and southern lot boundaries constructed out of brick;
- No on-site parking; and
- Operating hours as follows:
 - 6:00am to 12:00am Monday to Saturday;
 - 6:00am to 10:00pm Sunday; and
 - 6:00am to 12:00am Sunday where followed by a public holiday.

BACKGROUND:

Landowner:	Colin Philip De Silva and Mondesta De Silva
Applicant:	Robert McNally
Client:	Robert McNally
Date of Application:	17 March 2023
Zoning:	MRS: Urban LPS2: Zone: Regional Centre
Built Form Area:	Town Centre
Existing Land Use:	Small Bar
Proposed Use Class:	Small Bar
Lot Area:	405m ²
Right of Way (ROW):	Not applicable
Heritage List:	Not applicable

Site Context

The single storey building on the subject site accommodates a Small Bar land use. A bar is contained in the building to the front of the site and a roofed alfresco area to the southern side of the building. The portion of the site to its southern side boundary is used for additional seating and rear access to the alfresco dining area. The kitchen, bin store and bathroom facilities are all located in the middle of the subject site. At the rear of the site is an alfresco dining area and rear bar which includes a cool room and coffee preparation area.

The subject site is zoned Regional Centre under the City's Local Planning Scheme No. 2 (LPS2) and is located within the Town Centre Built Form Area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy). The site is within a six-storey building height area under the Built Form Policy.

The subject site is bound by Oxford Street to the east, Anna Vietnamese Restaurant and Cafe to the north, Luna Cinema to the south and a Multiple Dwellings development (townhouses and apartments) to the west.

Adjoining properties to the north and south of the subject site along Oxford Street are zoned Regional Centre under LPS2. Adjoining properties to the west of the subject site are zoned Residential under LPS2 with a density coding of R80. The property across Oxford Street to the east of the subject site is reserved for Public Purposes – Primary School/High School and accommodates the School for Isolated and Distant Education (SIDE).

Previous Development Approvals

- On 24 July 2020 Administration approved a development application for a change of use at the subject site. This was for a change of use from Shop House to Restaurant/Café and Single House. The approval permitted a maximum of 50 customers and five staff members to be on-site at any one time and included signage, façade upgrades and provision of an outdoor dining area within the existing driveway along the southern boundary of the site. The approval included the provision for two long-term bicycle bays and no on-site parking.

A copy of these approved development plans and approval notice is included in **Attachment 5**.

- Council at its [Ordinary Meeting](#) on 18 August 2020 approved a change of use at the subject site from Restaurant/Café and Single House to Small Bar and Single House. No works were proposed as part of this application. The venue was approved with a capacity of 55 persons, being 50 patrons and five staff. The operating hours of the premises was restricted to Monday to Saturday from 6:00am – 12:00am and Sunday from 6:00am – 10:00pm (or until 12:00am were followed by a public holiday).
- Council at its [Ordinary Meeting](#) on 14 September 2021 approved proposed alterations and additions to the Small Bar. Details of this application included:
 - Increasing the maximum number of patrons from 50 to 120, and the number of staff from five to seven.
 - Undertaking works to the premises including:
 - Construction of a new façade to Oxford Street including the continuation of an awning over the Oxford Street footpath and roof cover over the existing outdoor seating area along the southern boundary of the property.
 - Conversion of the existing covered area at the rear into a new kitchen and bar area, and storage.
 - Provision of a rear alfresco dining area to the western side of the property. This area provided additional seating and consisted of paving, turf and a pergola structure.
 - Construction of a 3.8 metre high and 0.2 metre thick brick wall along portions of the northern, western and southern boundaries of the site.
 - Conversion of the previous Single House located at the rear of the existing Small Bar building that fronts onto Oxford Street into an additional back of house area and toilet facilities.

Noise and Compliance Investigations

This development application has resulted from a compliance investigation that commenced in January 2023 regarding alleged unauthorised works undertaken at the property.

A site inspection was conducted by the City as part of the compliance investigation which found that building works to the rear and southern areas of the site were not constructed in accordance with the 2021 approval.

The subject development application for approval of the unauthorised works was subsequently prepared and lodged with the City in March 2023.

A complaint was received by the City in April 2023 in relation to noise emanating from the rear of the property. Building works to the rear had commenced at this time but was not completed and so was not being used in line with noise management measures.

The City's Development Compliance Enforcement Policy allows for the consideration of an unauthorised development to continue to operate during the development application assessment process. The City is aware that the side and rear of the property may have continued to be in use while this application has been processed. The City has not received any further complaints in relation to noise emanating from the rear courtyard area.

DETAILS:

Summary Assessment

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

Planning Element	Use Permissibility/ Deemed-to-Comply	Previously approved	Requires further Discretion
Street Setback	✓		
Building Setbacks/Boundary Wall	✓		
Building Height/Storeys	✓		
Roof Form	✓		
Landscaping			✓
Visual Privacy	✓		
Car and Bicycle Parking		✓	
Bicycle Facilities		✓	
Façade Design	✓		
Universal Access	✓		
Sound Attenuation Policy	✓		
Signs and Advertising Policy	✓		
Hours of Operation		✓	

Detailed Assessment

The deemed-to-comply (acceptable outcomes) assessment of the planning element that requires the discretion of Council is as follows:

Landscaping	
Acceptable Outcomes Standard	Proposal
Built Form Policy Clause 1.5	
Deep Soil Areas: 12% of site area (48.6 square metres)	Deep soil areas and planting areas provided: 0.7% (2.9 square metres)
Planting Areas: 3% of site area (12.1 square metres)	

The above element of the proposal does not meet the specified acceptable outcomes standard and is discussed in the Comments section below.

CONSULTATION/ADVERTISING:

Community Consultation

Community consultation was not undertaken as part of this application. This is because the planning element that does not meet the acceptable outcome standard relates to landscaping located at the rear of the property. The change proposed would not adversely impact adjoining properties or the Oxford Street streetscape.

The other changes proposed as part of this application relate to re-configuration of previously approved works on the property, and would not result in an increase to the intensity or scale of the venue's operation.

In accordance with the principles of the City's Community and Stakeholder Engagement Policy, such proposals are not required to be advertised.

Design Review Panel (DRP):

Referred to DRP: No

The physical works proposed satisfy the relevant deemed-to-comply (acceptable outcome) standards. Modifications to the entry door to the Oxford Street frontage were required to satisfy public building standards and are consistent with the existing approved built form, including design, colours and materials.

LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Local Planning Scheme No. 2;
- Draft Leederville Precinct Structure Plan;
- Leederville Town Centre Masterplan & Built Form Guidelines;
- Development Compliance Enforcement Policy;
- Community and Stakeholder Engagement Policy;
- Policy No. 7.1.1 – Built Form Policy;
- Policy No. 7.5.7 – Licensed Premises; and
- Policy No. 7.5.21 – Sound Attenuation.

Planning and Development Act 2005

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

Planning and Development (Local Planning Schemes) Regulations 2015

In accordance with [Clause 67\(2\)](#) of the Deemed Provisions in the Planning Regulations and in determining a development application, Council is to have due regard to a range of matters to the extent that these are relevant to the development application.

Draft Leederville Precinct Structure Plan (Draft LPSP)

At its meeting on 14 September 2021, Council endorsed the Draft LPSP to be forwarded to the Western Australian Planning Commission (WAPC) for determination. At the same meeting Council resolved to proceed with the preparation of Amendment 7 to LPS2, to rezone the subject site and surrounding properties from 'Regional Centre' to 'Centre'. Amendment 7 has been forwarded to the Minister for determination. The subject site would be zoned 'Commercial R-AC0' and in the Village Sub-Precinct under the Draft LPSP.

The Draft LPSP and Amendment 7 to LPS2 have not been determined by the WAPC or the Minister, respectively. This means that the provisions of the Draft LPSP are to be given regard only in determining a development application.

Leederville Master Plan Built Form Guidelines

The Leederville Master Plan Built Form Guidelines (Leederville Master Plan) were adopted by Council at its 16 March 2009 Ordinary Meeting and is a matter to be given due regard in the consideration of an application.

Unauthorised Development

The planning framework includes the following in relation to unauthorised development:

- Under Clause 60 of the Planning Regulations, a person must not commence or carry out any works or use land unless development approval has been obtained.
- Schedule 2, Clause 65 of the Planning Regulations provides the ability for a development application where the development has already commenced or carried out to be approved, approved with conditions or refused.
- Under the P&D Act, the approval of a development application for unauthorised development does not apply retrospectively. The approval sought would not apply to the period during which the development operated without approval.

Delegation to Determine Applications:

The application is required to be determined by Council because it is proposing a further departure to previously approved variations to acceptable outcome standards set out in the City's local planning policy and would also change the impact of conditions imposed by Council.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

This is in keeping with the City's Strategic Community Plan 2022-2032:

Innovative and Accountable

Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.

SUSTAINABILITY IMPLICATIONS:

There are no sustainability implications from this application, aside from proposed changes to landscaping.

The acceptability of the proposed landscaping outcome as considered against the provisions of the City's Policy No. 7.1.1 – Built Form and that are informed by the City's Sustainable Environment Strategy 2019-2024 is included in the Comments section below.

PUBLIC HEALTH IMPLICATIONS:

The venue sells alcohol to patrons for consumption on-site. The City's *Public Health Plan 2020-2025* includes the following priority health outcome in relation to alcohol:

Reduced harmful alcohol use

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial/budget implications from this application.

COMMENTS:Summary Assessment

In assessing the application against the planning framework, it is recommended for approval. The following key comments are of relevance:

- The proposed changes to landscaping in the rear alfresco area of the site would ensure the space is practical for the operation of the venue and is functional for its patrons. The proposed landscaping provided in planter boxes, landscaping strips and in pots would be suitable for the existing Small Bar use and provide amenity to patrons using the rear alfresco area.
- The re-configuration and re-organisation of the previously approved works to the rear of the site would not result in amenity impacts to neighbouring properties, with supporting acoustic reporting submitted.

Landscaping

The Built Form Policy sets out an acceptable outcomes standard of 12 percent of the site area provided as deep soil areas, equivalent to 48.6 square metres of the site area. The Built Form Policy also sets out an acceptable outcomes standard of 3 percent of site area provided as planting areas, equivalent to 12.1 square metres of the site area. These areas are to have a minimum dimension of 1 metre under the acceptable outcomes.

The 2021 approval provided for 7.7 percent (31.4 square metres) of the site as deep soil areas and planting areas.

The current proposal seeks to provide a total of 0.7 percent (2.9 square metres) of the site as deep soil and planting areas with a minimum dimension of 1 metre.

The applicant has provided a landscaping plan for the rear area of the site, included in **Attachment 3**.

The proposal is consistent with the [element objectives](#) of the Built Form Policy for the following reasons:

- Functionality and Nature of Use: The extent and type of landscaping provided is appropriate in considering the built out nature of the site and to ensure the rear courtyard area is functional its patrons, for the following reasons:
 - The landscaping changes are proposed as a more practical design response for the small bar use. The previously approved turf area is located throughout the rear courtyard area and in front of the rear bar. The inclusion of paving to replace the previously approved turf would provide greater functional area for use by patrons in the rear courtyard area.
 - The approved turf areas would present maintenance and viability issues due to the use of the area by patrons.
 - Three shade sails are proposed over the rear outdoor area to provide weather protection all year round for patrons using the area. The inclusion of these shade sails may limit potential solar access to the turf, reducing the turf's long term viability.
- Site Limitations: There is limited ability to provide for substantial landscaping areas given existing and approved buildings on site as follows:
 - Building additions have previously been approved to the rear of the existing venue. The application seeks to re-configure these.
 - The enclosed side alfresco area along the southern boundary have previously been approved for seating.
 - The existing building to the front of the site has a nil setback to Oxford Street and has been in place prior to previous change of use approvals.
- Introduction of Landscaping Areas: The application seeks to incorporate landscaping to areas of the rear courtyard where it would most benefit its users and provide greatest amenity. This includes:
 - Planter boxes proposed to the edges of the courtyard area adjacent to the raised seating area to the east, along the southern side of the pedestrian ramp, and to the northern side boundary.
 - Two trees proposed within deep soil areas to the northern side boundary.
 - Pot plants located throughout the courtyard area.
 - The City's Parks team has confirmed that all areas of planter boxes can accommodate and support intended planting.

- Species Selection:

- The proposed landscaping plan includes various plant species that provide visual interest, shading and can be used in association with the site's Small Bar use. Edible species are provided including an orange tree, a lemon tree as well as herbs including sage, thyme, basil, mint and rosemary that can be used by the bar.
- The City's Parks team supports the proposed landscape plan, although has recommended that the *Syzygium Leuhmannii* species be replaced with *Acmena Smithii Dwarf* which would be better suited to the size of the planting area. An update to Condition 12 of the existing approval to reflect this has been included in the officer recommendation.

Noise Management

A revised acoustic report to reflect the re-configuration of the building works on site has been prepared by a qualified acoustic consultant in support of the application. This is included as **Attachment 4**.

The acoustic report assesses noise generated from the proposed development and its impact on nearby properties and considers the current built form constructed on-site. It has been prepared based on the previous conditions of approval and venue operation including:

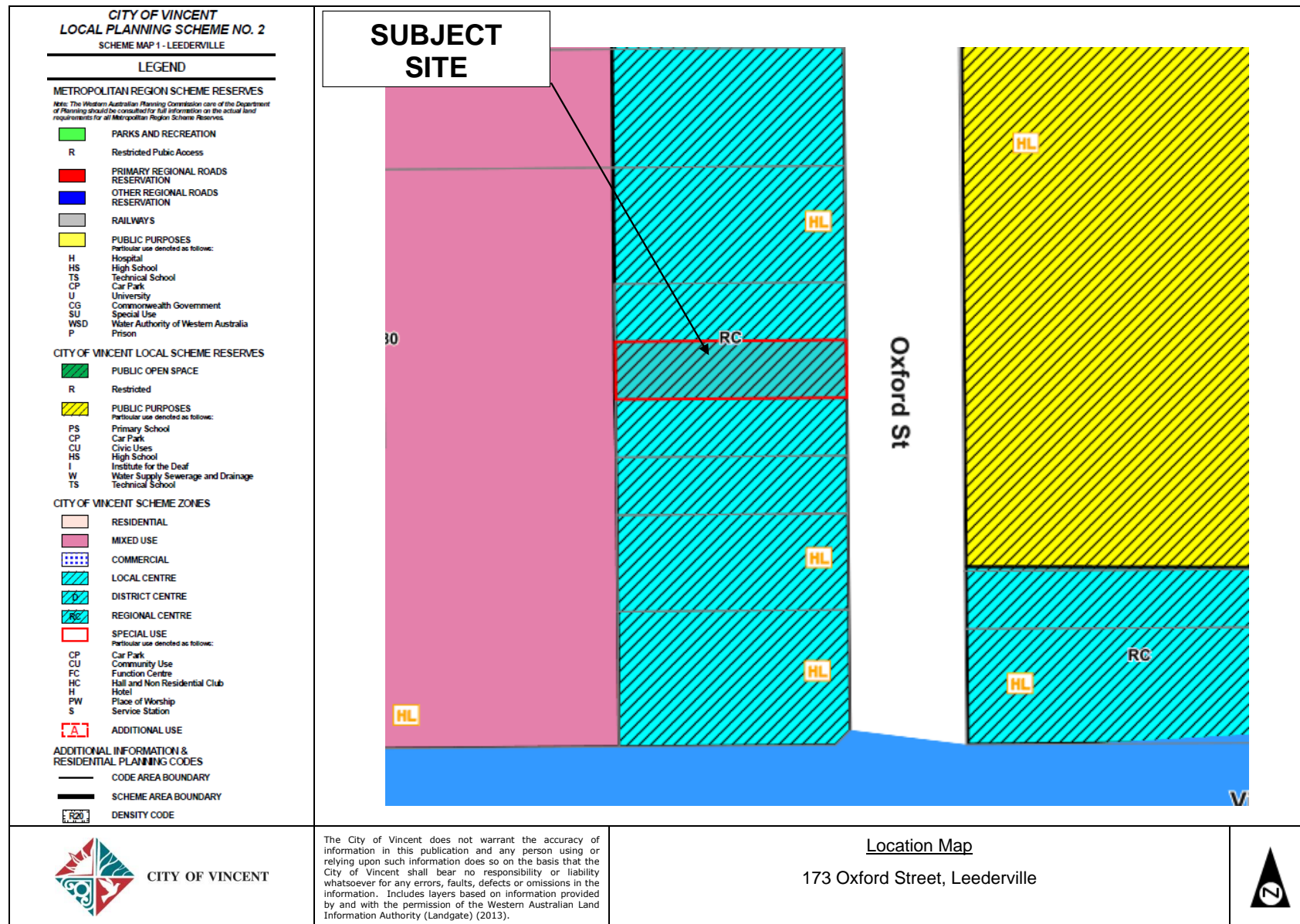
- A maximum capacity of 120 patrons operating seven days a week;
- Mechanical equipment;
- All windows and doors to be fully opened during operating hours;
- Speakers would play low level background music. This would include two speakers in the indoor area, two speakers in the side alfresco area and four speakers in the courtyard area; and
- 3.8 metre high brick walls built along portions of the northern, western and southern boundaries.

The acoustic report confirms that noise levels generated from the premises during the approved operating hours would comply with the relevant assigned noise levels under the *Environmental Protection (Noise) Regulations 1997*. The proposed re-configuration of physical works of the site would not result in an adverse impact on the amenity of the surrounding area in relation to noise.

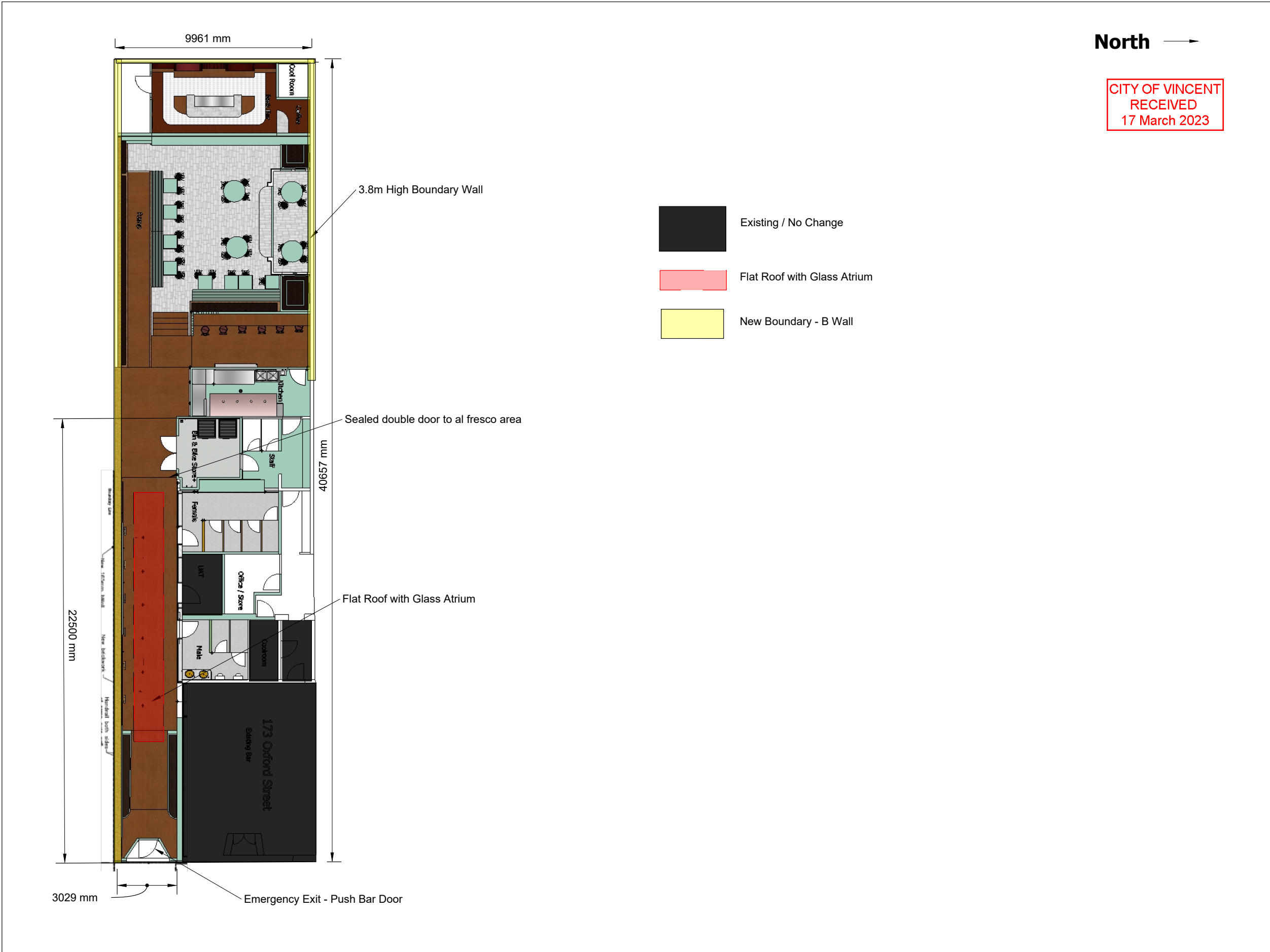
It is recommended that Condition 7 of the existing approval be updated to ensure that the premises is to operate in accordance with the amended acoustic report. An advice note is also recommended advising that the development is to comply with the relevant assigned noise levels under the *Environmental Protection (Noise) Regulations 1997*. The applicant has confirmed that the business will operate in accordance with the amended acoustic report.

Waste Management

The application proposes to relocate the bin store area to the centre of the site from the rear and to increase its size from 7.8 square metres to 10.9 square metres. It is recommended for the previously approved Waste Management Plan to be updated to reflect this as per Condition 11.







R

Scale:
1:175mm

Roberts On Oxford
173 Oxford Street, Leederville WA 6007

Site Plan
Date: 09 March 2023

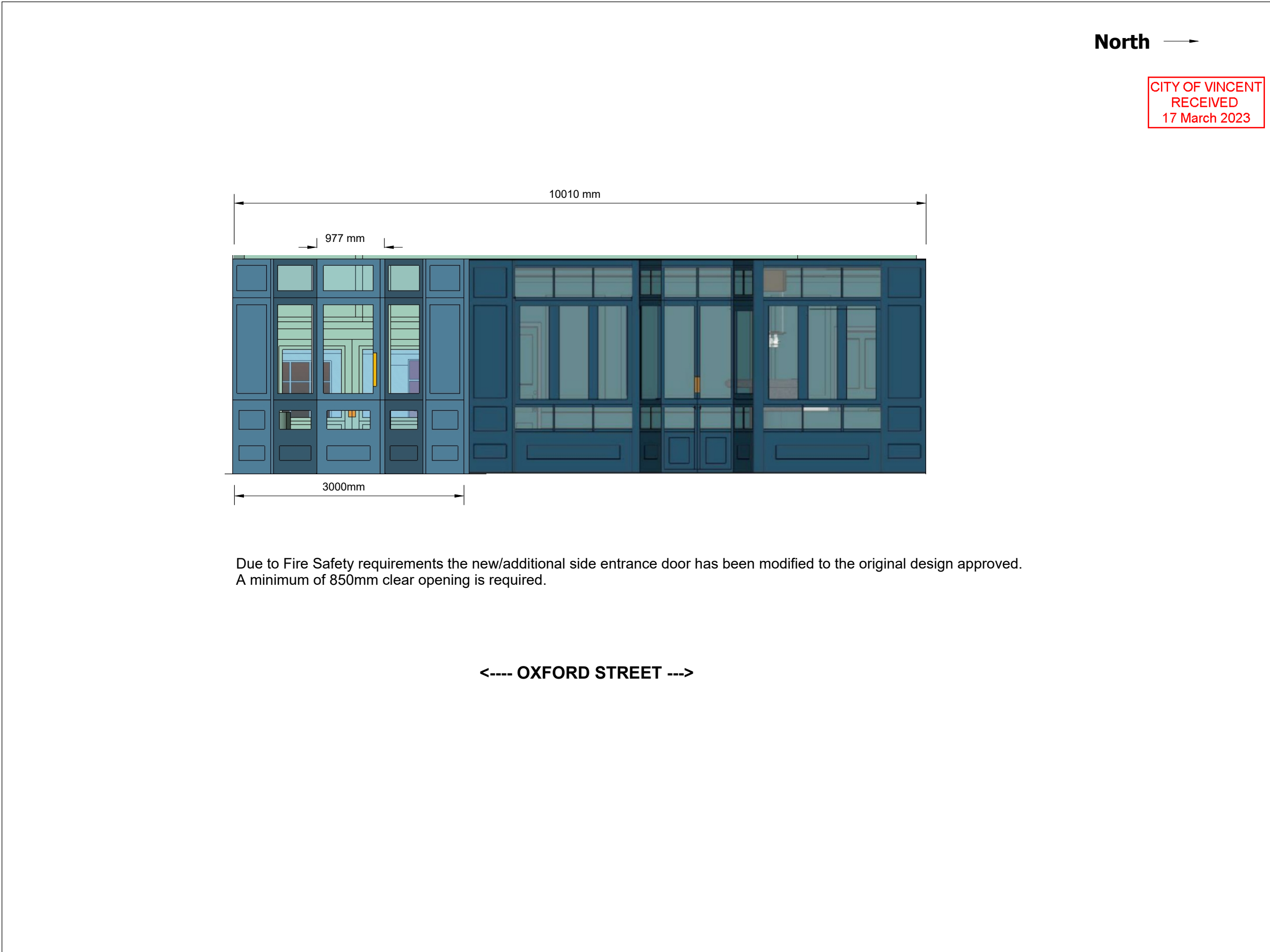
A.01

[illegible]

Item 5.2- Attachment 2



					<div> bacicgroup.com.au</div>	<div>CONTACT</div> <div>Anthony Bacic 0411 097 533 anthony@bacicgroup.com.au</div> <div>Drago Bacic 0427 177 911 drago@bacicgroup.com.au</div>	<div>PROJECT</div> <div>173 Oxford St, Leederville, WA</div>	THIS DRAWING IS SUBJECT TO COPYRIGHT		
								<div>JOB No.</div> <div>Oxford St</div>	<div>SCALE (U.N.O.)</div> <div>1:100</div>	
F	For Construction	2 May 2023	AB	EN				<div>TITLE</div> <div>Ground Floor Plan</div>	<div>DWG. No.</div> <div>A100-2</div>	<div>REV.</div> <div>F</div>
E	For Construction	16 Sep 2022	AB	EN						
REV.	DESCRIPTION	DATE	DRAWN	APP'D						



Scale: 1:50mm

Roberts On Oxford
173 Oxford Street, Leederville WA 6007

Emergency Exit Door

Date: 09 March 2023

A.01



R

Outdoor Area Roberts On Oxford **Scale 1:175mm**
173 Oxford Street, Leederville WA 6007

Date: 23 Feb 2023

A.01

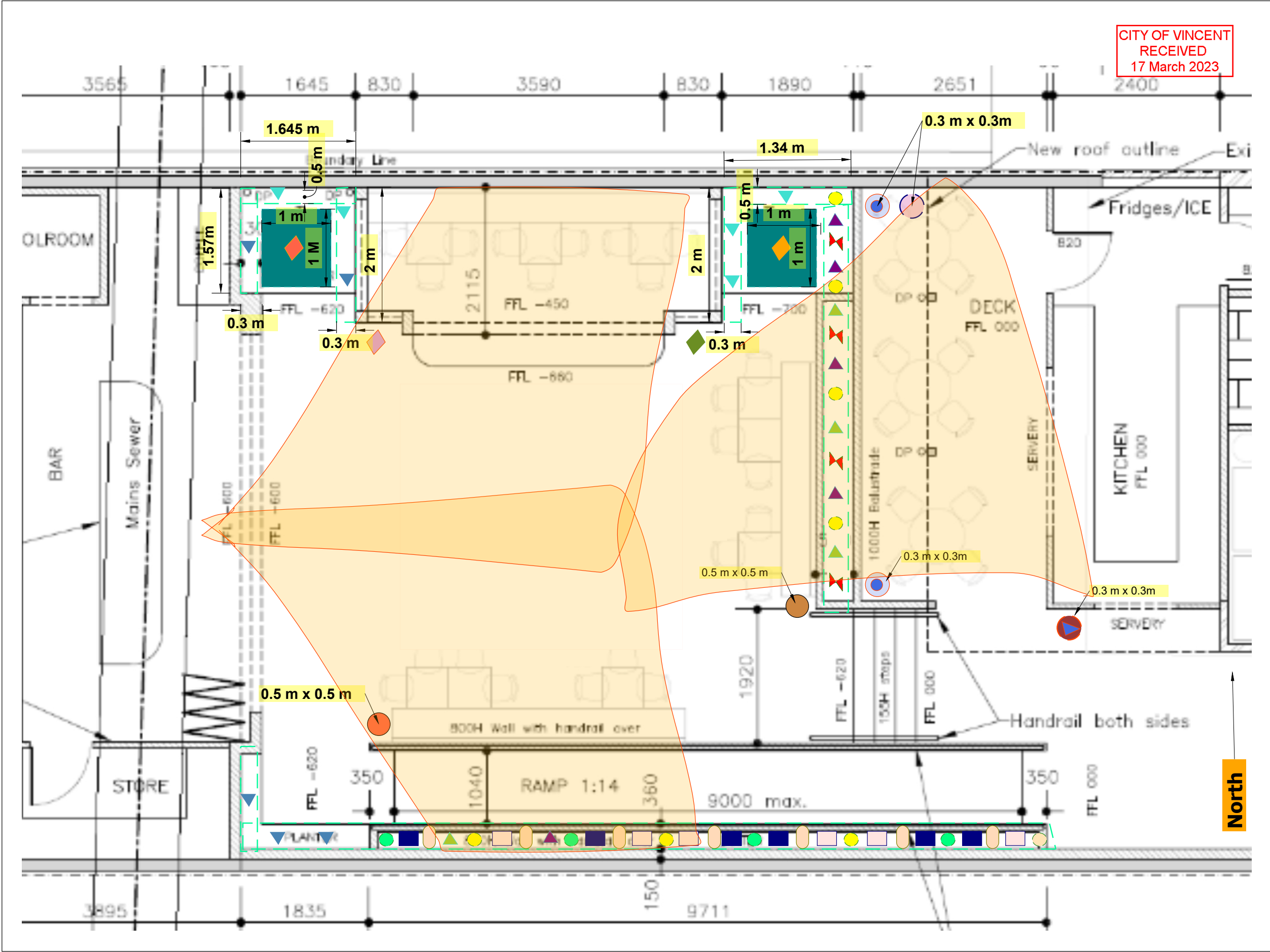


Roberts On Oxford
173 Oxford Street, Leederville WA 6007

Bin Store

Date: 23 Feb 2023

A.01



Scale 1:50

Roberts On Oxford
173 Oxford Street, Leederville WA 6007

Landscape Plan
Date: 26 Feb 2023

A.01



CITY OF VINCENT
RECEIVED
17 March 2023

-  Planter Box
-  Hardenbergia Violacea ("Happy Wanderer" Wisteria) X6
-  Trachelospermum Jasminoides (Chinese Star Jasmine) X4
-  Alternanthera Dentata ("Little Ruby")
-  Phormium Tenax ("Blazing Red") X4
-  Coprosma Repens ("Tequila Sunrise") X4
-  Phormium Spp / hybrid ("Duet" or Yellow Wave") X4
-  Adenanthos Sericeus or cygnorum (Woolie Bush)
-  Palargonium Graveolens Var. (Lemon-Rose Geranium)
-  Mandevilla Spp
-  Camellia Spp
-  Brachyscome Iberidifolia ("Swan River Daisy")
-  Pennisetum Advena Rubrum ("Purple Fountain Grass")
-  Syzgium Leuhmannii (Lilly Philly "Royal Flame")
-  Lomiandra Longifoliax confertifolia (Lime Tuff) X7
-  Fuchia Belle
-  Rosmarinus Offinalis (Rosemary)
-  Lavendula Spp (Lavender)
-  Citrus x sinensis ("Washington Navel Orange") 1M X 1M Plant Pot:
 - Salvia Officinalis (Sage)
 - Thymus Vulgans (Thyme)
 - Ocimum Basilicum (Basil)
-  Citrus Limon ("Eureka Lemon") 1M X 1M Plant Pot:
 - Mentha Spp (Mint)
-  Shade sails

Roberts On Oxford
173 Oxford Street, Leederville WA 6007

Landscape Plan Legend

Date: 26 Feb 2023

ACOUSTIC REPORT

FOR

SMALL BAR

24 April 2023

AES-890113-R01-3-24042023

Acoustic Engineering Solutions
www.acousticengsolutions.com.au

Client: Roberts
Project: Acoustic Report



DOCUMENT CONTROL

Environmental Noise Impact Assessment

Prepared for: Roberts
173 Oxford Street
Leederville WA 6007

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Revision: 3

Date: 24 April 2023

Doc NO: AES 890113-R01-3-24042023

Acoustic Engineering Solutions

ABN: 64 451 362 914

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AES-890113-R01-3-24042023

Page II

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Project: Acoustic Report



EXECUTIVE SUMMARY

In July 2020 an acoustic model was developed for the small bar¹ operating at 173 Oxford Street Leederville. After the successful operation, Roberts planned to upgrade the small bar and extend its operation. Acoustic Engineering Solutions (AES) has been commissioned by Roberts to update the acoustic report to determine whether or not the noise emission from the upgraded small bar would comply with the Environmental Protection (Noise) Regulations 1997 (the Regulations).

The existing acoustic model has been updated accordingly to reflect the small bar upgrade. Four “worst-case” operational scenarios are modelled to represent the busiest operations with the maximum noise emissions from the upgraded small bar:

Scenario 1: All items of the mechanical plant operate simultaneously with 48 patron conversations in normal voices (40% of 120 patrons are talking (no more than 48 patrons in the rear at any one time)) and low level background music.

Scenario 1A: Scenario 1 excludes the operation of kitchen appliance and exhaust and the two staff conversations in the kitchens.

Scenario 2: In scenario 1, 20% patrons are assumed to talk in normal voices while another 20% patrons are assumed to talk in raised voices after a few drinks.

Scenario 2A: Scenario 2 excludes the operation of kitchen appliance and exhaust and the two staff conversations in the kitchens.

Scenarios 1A and 2A represent the night-time operations because the two kitchens are closed during the nights.

The above “worst-case” operational scenarios may not occur for most of the opening hours but give the predictions of highest noise emissions from the small bar.

Seven closest residential/school/commercial premises are selected for the detail assessments of noise impact. Noise levels are predicted for the worst-case meteorological conditions. The predicted worst-case music and mechanical noise levels are much below either patron conversations or background levels. Music and mechanical noise are insignificant and masked, and their dominant characteristics are not evident at any of the receivers. The predicted worst-case noise levels are assessed against the criteria set by the Regulations. The compliance assessment concludes that full compliance is achieved for the upgraded small bar.

¹ Acoustic Report for Proposed Cafe. AES Report (AES-890113-R01-0-16072020).

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1.0 INTRODUCTION

In July 2020 an acoustic model was developed for the small bar² operating at 173 Oxford Street Leederville. After the successful operation, Roberts planned to upgrade the small bar and extend its operation. Acoustic Engineering Solutions (AES) has been commissioned by Roberts to update the acoustic report to determine whether or not the noise emissions from the upgraded small bar would comply with the Environmental Protection (Noise) Regulations 1997 (the Regulations). The existing acoustic model has been updated accordingly to reflect the small bar upgrade.

1.1 SUBJECT SITE

Figure 1 in APPENDIX A presents an aerial view of the subject site and surrounding area, including seven closest noise-sensitive and commercial receivers.

Figure 2 to Figure 5 in APPENDIX A present the site layouts and front/side views of the small bar building. The small bar has three bar areas: front indoor bar, enclosed side alfresco bar and outdoor garden courtyard bar. The (south) side alfresco area has a roof with glass atrium and 3.8m high single door (front) and sealed double doors between the side alfresco area and garden courtyard area and are installed with the doors to swing in egress. Both the single and double doors are closed during the operations. A 3.8m high and 200mm thick brick wall with piers is built along the northern, western and southern boundary.

The small bar building has double brick external walls and a metal roof. The roof is insulated with Earthwool insulation R2.7 SHD 90mm acoustic batt double layer plus a plasterboard ceiling. The front of the small bar is covered by the entrance glass door and double windows while the south side has a double door to the alfresco bar area. All windows are glazed with 8mm laminated glass. The bifold windows, the entrance and side door are open during the opening hours.

The main kitchen of the small bar is in an enclosed space without any windows and external doors. The kitchen appliances include: an exhaust hood, a 6-ring burner with hot plate, an oil fryer, convection/pizza/burner-combi ovens, a dishwasher, two fridges, a microwave, and a griddlehot plate electric on stainless steel bench.

The second kitchen located in the back of the building is a prep-kitchen for finishing off/serving and has no appliances. It has one (single) external door and two external windows (a 2m X 1m window on the west wall and a 1m X 1m window on the south wall). The external door and two windows are open during the operations.

Multiple speakers are installed, as shown in Figure 2 in APPENDIX A, to play low level background music for the three bar areas during the hours of service.

The small bar will have a full capacity of 120 patrons. It opens 7 days a week:

² Acoustic Report for Proposed Cafe. AES Report (AES-890113-R01-0-16072020).

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- Between 6am and 10pm on Sundays and Public Holidays.
- Between 6am and 12 midnight, from Monday to Saturday.

Both the kitchens are open at different times:

- Between 7am and 9pm on Monday to Saturday; but
- Between 9am and 9pm on Sunday and public holiday.

No car-parking bays are provided on the site and the weekly private waste collection service is scheduled every Tuesday morning.

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2.0 NOISE CRITERIA

Noise management in Western Australia is implemented through the Environmental Protection (Noise) Regulations 1997 (the Regulations). The Regulations set noise limits which are the highest noise levels that can be received at noise-sensitive (residential), commercial and industrial premises. These noise limits are defined as 'assigned noise levels' at receiver locations. Regulation 7 requires that "noise emitted from any premises or public place when received at other premises must not cause, or significantly contribute to, a level of noise which exceeds the assigned level in respect of noise received at premises of that kind".

Table 2-1 presents the assigned noise levels at various premises.

Table 2-1: Assigned noise levels in dB(A)

Type of Premises Receiving Noise	Time of Day	Assigned Noise Levels in dB(A) ³		
		L _{A10}	L _{A1}	L _{Amax}
Noise sensitive premises: highly sensitive area	0700 to 1900 hours Monday to Saturday	45 + Influencing factor	55 + Influencing factor	65 + Influencing factor
	0900 to 1900 hours Sunday and public holidays	40 + Influencing factor	50 + Influencing factor	65 + Influencing factor
	1900 to 2200 hours all days	40 + Influencing factor	50 + Influencing factor	55 + Influencing factor
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and public holidays	35 + Influencing factor	45 + Influencing factor	55 + Influencing factor
Noise sensitive premises: any area other than highly sensitive area	All hours	60	75	80
Commercial premises	All hours	60	75	80

For highly noise sensitive premises, an "influencing factor" is incorporated into the assigned noise levels. The influencing factor depends on road classification and land use zonings within circles of 100 metres and 450 metres radius from the noise receiver locations.

³ Assigned level L_{A1} is the A-weighted noise level not to be exceeded for 1% of a delegated assessment period.
Assigned level L_{A10} is the A-weighted noise level not to be exceeded for 10% of a delegated assessment period.
Assigned level L_{Amax} is the A-weighted noise level not to be exceeded at any time.

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2.1 CORRECTIONS FOR CHARACTERISTICS OF NOISE

Regulation 7 requires that that "noise emitted from any premises or public place when received at other premises must be free of:

- (i) tonality;
- (ii) impulsiveness; and
- (iii) modulation.

when assessed under Regulation 9".

If the noise exhibits intrusive or dominant characteristics, i.e. if the noise is impulsive, tonal, or modulating, noise levels at noise-sensitive premises must be adjusted. Table 2-2 presents the adjustments incurred for noise exhibiting dominant characteristics. That is, if the noise is assessed as having tonal, modulating or impulsive characteristics, the measured or predicted noise levels have to be adjusted by the amounts given in Table 2-2. Then the adjusted noise levels must comply with the assigned noise levels. Regulation 9 sets out objective tests to assess whether the noise is taken to be free of these characteristics.

Table 2-2: Adjustments for dominant noise characteristics

Adjustment where noise emission is not music. These adjustments are cumulative to a maximum of 15 dB.			Adjustment where noise emission is music	
Where tonality is present	Where Modulation is present	Where Impulsiveness is present	Where Impulsiveness is not present	Where Impulsiveness is present
+5 dB	+5 dB	+10 dB	+10 dB	+15 dB

2.2 INFLUENCING FACTORS

Seven (7) nearest noise-sensitive and commercial premises are selected for detailed assessment of noise impact, as shown in Figure 1 in APPENDIX A.

Influencing factor varies from residence to residence depending on the surrounding land use. Vincent Street is classified as a major road according to the published traffic flow data in the Main Roads (<https://trafficmap.mainroads.wa.gov.au/map>). All selected receivers are less than 100m from Vincent Street and therefore transport factor of 6 dB applies.

Figure 6 in APPENDIX A presents the planning scheme zone map 2 of the City of Vincent. It is shown that subject site and R1/R2/R4 are located within local/district centre zone while R3 and R7 are within a mixed zone. R5 and R6 are located within a Public Purpose zone. No industrial zone is present within 450m of the selected receivers. Actual land use is considered for the calculation of influencing factors. Existing shop/business premises are considered as

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commercial zone while residential and school premises are considered as residential zone. Table 2-3 presents the calculated influencing factors and Table 2-4 presents the calculated assigned noise levels.

Table 2-3: Calculation of influencing factors.

Closest Residents	Transport Factor in dB	Commercial Land		Influencing Factor in d(B)
		Within 100m Radius	Within 450m Radius	
R2	6	27%	30%	9
R3	6	24%	30%	9
R5	6	45%	30%	10
R6	6	33%	30%	9
R7	6	25%	30%	9

Table 2-4: Calculated assigned noise levels in dB(A)

Closest Residents	Assigned Noise levels in dB(A)			
	Day ⁴ Monday to Saturday	Day ⁵ Sunday and Public Holiday	Evening ⁶	Nights ⁷
R1 and R4	60	60	60	60
R2, R3, R6, R7	54	49	49	44
R5	55	50	50	45

⁴ 0700 to 1900 hours for Monday to Saturday.

⁵ 0900 to 1900 hours for Sunday and public holidays.

⁶ 1900 to 2200 hours for all days.

⁷ 2200 to 0700 hours for Monday to Saturday but to 0900 hours for Sunday and public holidays.

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3.0 NOISE MODELLING

3.1 METHODOLOGY

An acoustic model is developed using SoundPlan v8.0 program, and the CONCAWE^{8,9} prediction algorithms are selected for this study. The acoustic model is used to predict noise levels at the closest noise-sensitive and commercial receiver locations and generate noise contours for the surrounding area.

The acoustic model does not include noise emissions from any sources other than from the small bar. Therefore, noise emissions from road traffic, aircraft, neighbouring commercial premises, etc are excluded from the modelling.

3.2 INPUT DATA

3.2.1 Topography

Roberts advised that the subject site and surrounding area are reasonable flat. Therefore, a flat ground is assumed in the acoustic model. The rear garden courtyard area is paved and its ground surface is assumed to be 0.1 while the other area is assumed to have an averaged absorption of 0.6.

The small bar building and its surrounding buildings are digitised in the acoustic model together with some (1.8m) property boundary fences. The back bar building and the constructed 3.8m brick wall along the northern, western and southern site boundary are also considered.

3.2.2 Noise Sensitive Premises

Seven nearest noise-sensitive (residential) and commercial receivers are selected for the assessment, as shown in Figure 1 in APPENDIX A.

- R1 and R4 represent the neighbouring commercial receivers (at entrances) at the ground level.
- R2, R3 & R7 represent the top floor receivers (at balconies) of three-storey apartment buildings.
- R5 and R6 represent the ground level receivers of the School of Isolated and Distance Education (SIDE). Commendation village operates inside the school.

⁸ CONCAWE (Conservation of Clean Air and Water in Europe) was established in 1963 by a group of oil companies to carry out research on environmental issues relevant to the oil industry.

⁹ The propagation of noise from petroleum and petrochemical complexes to neighbouring communities, CONCAWE Report 4/81, 1981.

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3.2.3 Source Sound Power Levels

Table 3-1 presents the source sound power levels, which are calculated from the information provided by Roberts. The spectrum shapes were obtained from the AES database for similar equipment. The sound power levels of patron conversations and coffee machine were measured in restaurants and bars for the other AES projects. Music speaker is directional and assumed to generate music level of 60 dB(A) at 1m from its front.

Table 3-1: Sound power levels

Equipment	Number	Overall Sound Power Level in dB(A)
Speaker	8	68
Reverse cycle air-conditioning outdoor unit	1	65
Split air-conditioning outdoor unit	1	63
Reverse cycle air-conditioning indoor outlet	7	52
Toilet exhaust outlet	2	62
Kitchen exhaust outlet	1	74
Kitchen exhaust hood (inlet)	1	86
Fridge	2	60
6 ring burner with hot plate	1	64
Oil fryer for chips	1	68
Oven	3	60
Coffee machine	1	73 ¹⁰
Microwave	1	59
Dish washer	1	73
Cool room condenser	2	64
Normal Patron Conversation		66

¹⁰ Averaged over a coffee making cycle including different actions.

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Equipment	Number	Overall Sound Power Level in dB(A)
Raised Voice Conversation		70

3.3 METEOROLOGY

SoundPlan calculates noise levels for defined meteorological conditions. In particular, temperature, relative humidity, wind speed and direction data are required as input to the model. For this study the worst-case meteorological conditions¹¹ are assumed, as shown in Table 3-2. It is shown that the evening and the night have the same worst-case meteorological conditions. This means that the predicted worst-case evening and night-time noise levels are the same if the operational conditions are the same.

Table 3-2: Worst-case meteorological conditions.

Time of day	Temperature Celsius	Relative Humidity	Wind speed	Pasquill Stability Category
Day (0700 --- 1900)	20° Celsius	50%	4 m/s	E
Evening (1900 --- 2200)	15° Celsius	50%	3 m/s	F
Night (2200 --- 0700)	15° Celsius	50%	3 m/s	F

3.4 OPERATIONAL SCENARIOS

Roberts advised:

- The small bar opens 7 days a week starting at 6am
- Between 6am and 10pm on Sundays and Public Holidays.
- Between 6am and 12 midnight, from Monday to Saturday.

The kitchens will operate at different times:

- Between 7am and 9pm on Monday to Saturday; but
- Between 9am and 9pm on Sunday and public holiday.
- A maximum capacity of 120 patrons is proposed (with no more than 48 patrons in the rear garden courtyard at any one time).

¹¹ The worst case meteorological conditions were set by the EPA (Environmental Protection Act 1986) Guidance note No 8 for assessing noise impact from new developments as the upper limit of the meteorological conditions investigated.

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- Food deliveries occur once a week at about 10am during Monday to Friday. The Delivery van will park in the 15 minute loading bay or on the roadside (public) parking bay during the deliveries.
- The main kitchen is an enclosed space without any windows and external door.
- The second kitchen located in the back of the building is a prep-kitchen for finishing off/serving and has no appliances. It has one (single) external door and two external windows. The external door and two windows are open during the opening hours.
- Two small cool rooms are present. One is located between the front bar and the main kitchen, and another is located in the back bar area.
- Each of the two small cool rooms has a low-noise condenser on the roof.
- The (male and female) toilet ventilation fans are ceiling mounted.
- A reverse cycle split air-conditioning system is installed in the main building and its condenser is located on the roof with its fan side facing south.
- All windows and the entrance/side doors of the front bar are fully opened during the opening hours.
- Both the single and double doors for the enclosed south side-alfresco area are fully closed during the opening hours.
- Speakers are installed to play low level background music during opening hours for the three bar areas, as shown in Figure 2 in APPENDIX A:
 - Two wall-mounted speakers are installed in the indoor bar area;
 - Two speakers are installed inside the side alfresco bar area; and
 - Four speakers are installed in the garden courtyard area.All speakers are directional and towards the patron dining areas.
- A 3.8m brick wall with piers is built along the northern, western and southern boundary from the front to the back kitchen building.

Based on provided information, four worst-case operational scenarios are modelled:

Scenario 1: Maximum number of patrons (120 (no more than 48 patrons in the rear at any one time)) is assumed with 10 indoor conversations, 10 conversations in the side alfresco area and 28 conversations in the garden courtyard area (40% (120 X 40% = 48) patrons are assumed to talk in normal voices) simultaneously with:

- Two wall-mounted speakers playing low level background music in the indoor bar area;
- Two speakers playing low level background music in the side alfresco bar area;
- Four speakers playing low level background music in the garden courtyard area;
- One air-conditioner;
- Two cool room condensers;
- Two ceiling-mounted toilet ventilation fans;
- A coffee machine in the indoor service area;
- A coffee machine in the back bar area;
- One kitchen exhaust fan (both inlet and outlet);

Client: Roberts
Project: Acoustic Report



- All kitchenware, listed in Table 3-1, operating in the main kitchen;
- One staff conversation inside each of the Kitchens; and
- One staff conversation in each of the three bar areas.

Scenario 1A: Scenario 1 excludes the operation of kitchen appliance and exhaust and the two staff conversations in the kitchens.

Scenario 2: In scenario 1, 20% patrons are assumed to talk in normal voices while another 20% patrons are assumed to talk in raised voices after a few drinks.

Scenario 2A: Scenario 2 excludes the operation of kitchen appliance and exhaust and the two staff conversations in the kitchens.

The above scenarios represent the busiest (worst-case) operation with the maximum noise emission from the small bar. It may not happen for most of the opening hours but give the predictions of possible highest noise emissions from the small bar.

Scenarios 1A and 2A represent the night-time operations because the kitchens are closed during the nights.

The followings are assumed in the noise model:

- The kitchen exhaust outlet is modelled as a point (Monopole) source at 0.4m above the kitchen roof.
- The outdoor condenser of air-conditioner is modelled as a point source located at 0.5m above the indoor dining area roof. The outdoor unit baffles the noise radiation resulting in radiation directivity, i.e. most noise radiates towards south.
- The doors and windows of the 2nd kitchen (prep kitchen) are assumed to be fully opened.
- Both indoor and outdoor speakers are modelled as point sources at 2.5m above the ground/floor. The speakers are directional speakers radiating most energy to their front spaces. All speakers face downwards in the dining areas. The locations of indoor/outdoor speakers are shown in Figure 2 in APPENDIX A.

Client: Roberts
Project: Acoustic Report



4.0 MODELLING RESULTS

4.1 POINT MODELLING RESULTS

Table 4-1 presents the predicted worst-case A-weighted noise levels. It is shown that for both scenarios the predicted day and evening-time noise levels are the same at each receiver. The highest noise level is predicted at R1.

Table 4-1: Predicted worst-case noise levels in dB(A).

Receivers	Scenario 1		Scenario 1A	Scenario 2		Scenario 2A
	Day	Evening	Night	Day	Evening	Night
R1	47.8	47.8	47.8	51.3	51.3	51.3
R2	34.2	34.2	32.4	36.5	36.5	35.5
R3	40.7	40.7	39.7	42.0	42.0	41.2
R4	36.0	36.0	35.9	39.2	39.2	39.1
R5	34.7	34.7	32.2	36.3	36.3	34.7
R6	34.1	34.1	32.0	36.0	36.0	34.7
R7	42.9	42.9	42.5	44.4	44.4	44.0

For all scenarios, the predicted noise levels include the contributions of the mechanical plant, music and patron conversations. Music levels are not changed for all of the scenarios. Table 4-2 presents a comparison between these contributions. It is shown that music levels are insignificant and the patron conversations are the dominant noise source at all of the receivers.

Table 4-2: Noise Contributions.

Receivers	Conversations		Music	Mechanical	
	Scenario 1/1A	Scenario 2/2A		Scenario 1/2	Scenario 1A/2A
R1	46.4	50.6	41.7	32.3	32.3
R2	29.9	34.6	25.0	30.3	26.6

Client: Roberts
Project: Acoustic Report



Receivers	Conversations		Music	Mechanical	
	Scenario 1/1A	Scenario 2/2A		Scenario 1/2	Scenario 1A/2A
R3	37.4	39.9	34.5	35.3	30.3
R4	33.9	38.3	29.1	28.4	27.9
R5	30.4	32.4	23.7	32.0	25.5
R6	29.9	32.6	24.3	31.2	25.2
R7	40.7	43.1	33.7	36.7	35.0

4.2 NOISE CONTOURS

Figure 8 and Figure 11 in APPENDIX B present the worst-case noise contours at 1.5m above the ground. These noise contours represent the worst-case noise propagation envelopes, i.e., worst-case propagation in all directions simultaneously.

Client: Roberts
Project: Acoustic Report



5.0 COMPLIANCE ASSESSMENT

5.1 ADJUSTED NOISE LEVELS

According to Table 2-2, the predicted noise levels shown in Table 4-1 should be adjusted by:

- 5 dB if the noise received exhibits tonality; or
- 10 dB if the noise received is music; or
- 10 dB if the noise received exhibits impulsiveness.

When the noise received at a receiver is much (≥ 5 dB) below background levels, it will be masked/ inaudible and its dominant characteristics will not be evident. Therefore, the above adjustments will not apply.

The small bar and selected receivers are located within a local/district centre zone where other businesses operate. Mitchell Freeway and Vincent Street are present nearby. It is expected that background noise levels at the selected receivers and surrounding area should be above:

- 45 dB(A) during the day and the evening; but
- 35 dB(A) during the night.

The noise radiation from mechanical plant will have tonal components but not exhibit impulsiveness. Patron conversations do not exhibit dominant characteristics.

Table 4-2 indicates that for all scenarios the predicted music or mechanical noise levels are much below either the patron conversations or background levels. Music and tonality will be masked and not be evident at any of the receivers. Therefore, no adjustment applies to the predicted noise levels for all of the scenarios.

5.2 COMPLIANCE ASSESSMENT

All of the scenarios generate continuous noise emissions, and therefore their noise emissions should be assessed against the assigned noise levels L_{A10} .

Table 5-1 presents a compliance assessment. It is shown that the worst-case noise levels do not exceed the assigned noise levels at all of the receivers. This demonstrates that full compliance is achieved for the upgraded small bar.

Client: Roberts
Project: Acoustic Report



Table 5-1: Compliance assessment.

Receivers	Days for Monday to Saturday			Evening and Days for Sunday and Public Holidays			Nights		
	Assigned L_{A10} in dB(A)	Noise Levels in dB(A)		Assigned L_{A10} in dB(A)	Noise Levels in dB(A)		Assigned L_{A10} in dB(A)	Noise Levels in dB(A)	
		S1	S2		S1	S2		S1	S2
R1	60	47.8	51.3	60	47.8	51.3	60	47.8	51.3
R2	54	34.2	36.5	49	34.2	36.5	44	32.4	35.5
R3	54	40.7	42.0	49	40.7	42.0	44	39.7	41.2
R4	60	36.0	39.2	60	36.0	39.2	60	35.9	39.1
R5	55	34.7	36.3	50	34.7	36.3	45	32.2	34.7
R6	54	34.1	36.0	49	34.1	36.0	44	32.0	34.7
R7	54	42.9	44.4	49	42.9	44.4	44	42.5	44.0

Client: Roberts
Project: Acoustic Report



6.0 DISCUSSIONS AND RECOMMENDATIONS

Full compliance with the Regulations is concluded in the above section. The compliance assessments are undertaken based on the modelling results shown in section 4.0, which are obtained based on the sound power levels given in Table 3-1. To achieve the compliance, noise emissions from the bar should not exceed the levels shown in Table 3-1.

Patron conversations in the outdoor courtyard bar are one of the major noise sources. The patron conversations should be properly managed:

- No more than 48 patrons are present in the outdoor courtyard bar area at any one time.
- The bar staff are trained to manage noise levels. Should a group of patrons start to vocalise too loudly, staff will approach them to give a polite reminder.
- In the outdoor courtyard bar areas, information and signs should be displayed to remind customers to:
 - Be quiet and respect the neighbors.
 - Maintain conversations at reasonable volumes at all times.
 - Do not tolerate any shouting and loud noise activities.

Client: Roberts
Project: Acoustic Report



APPENDIX A AERIAL VIEW

Client: Roberts
Project: Acoustic Report

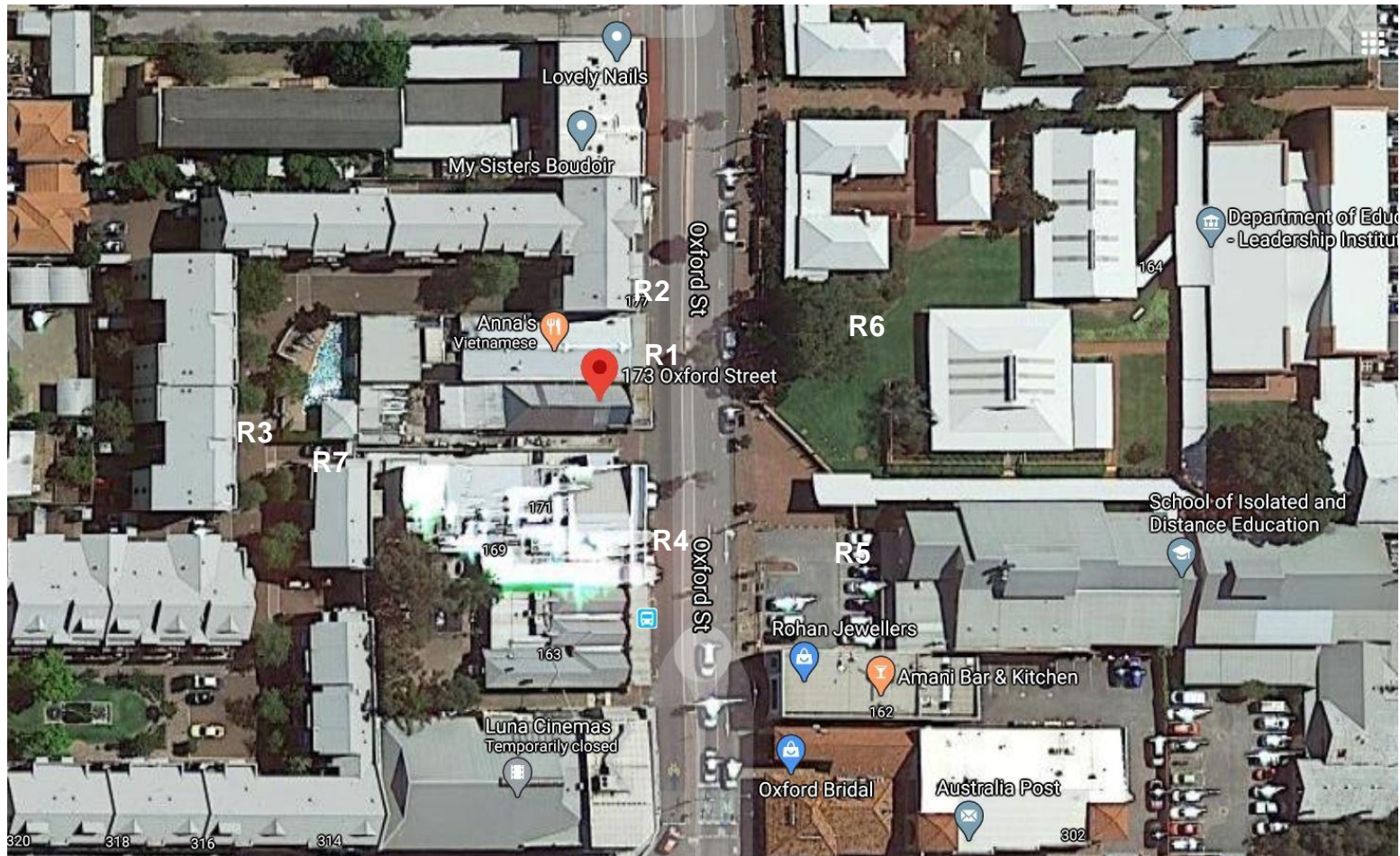


Figure 1: Aerial view of the proposed site and surrounding area.

Client: Roberts
Project: Acoustic Report

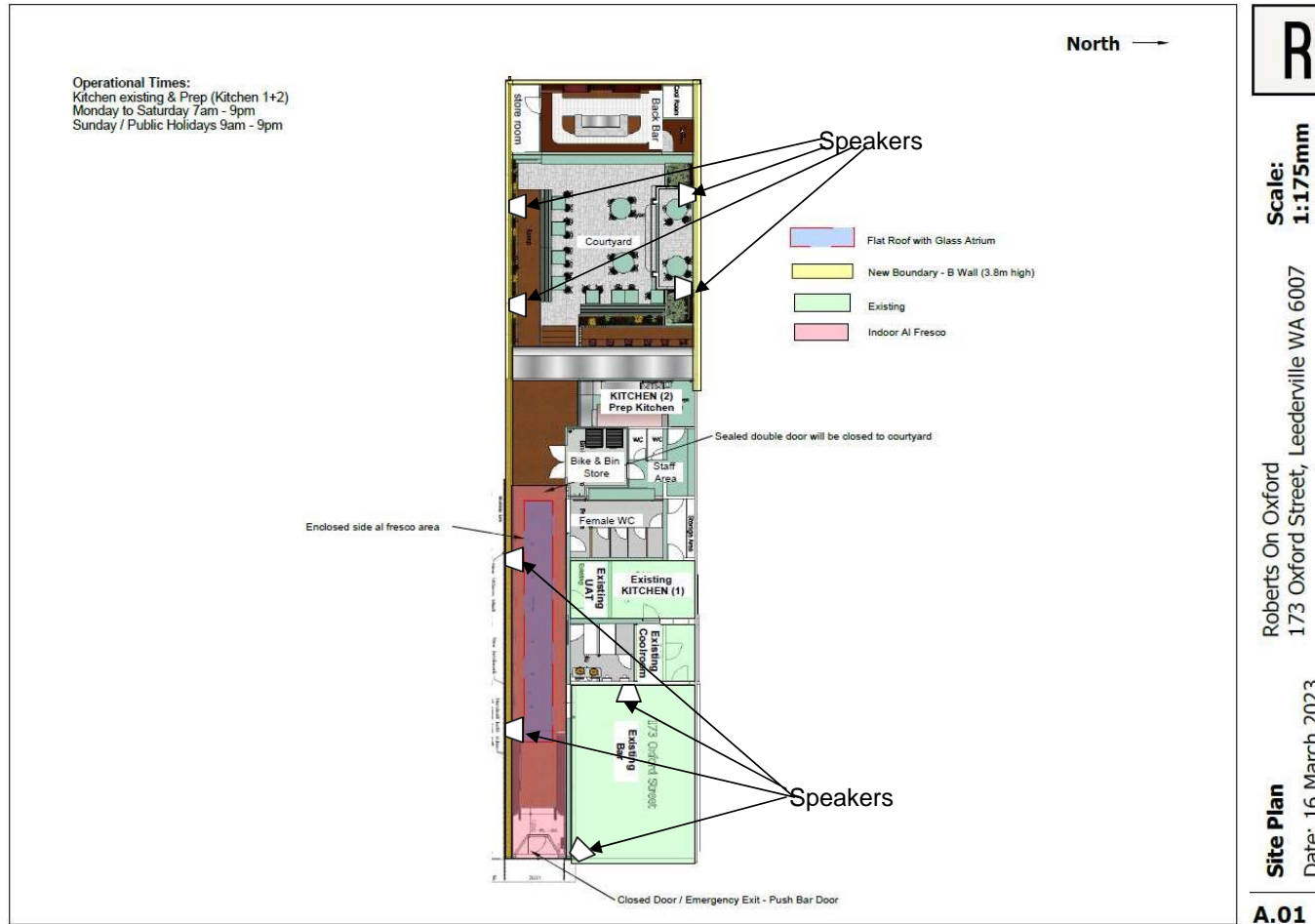
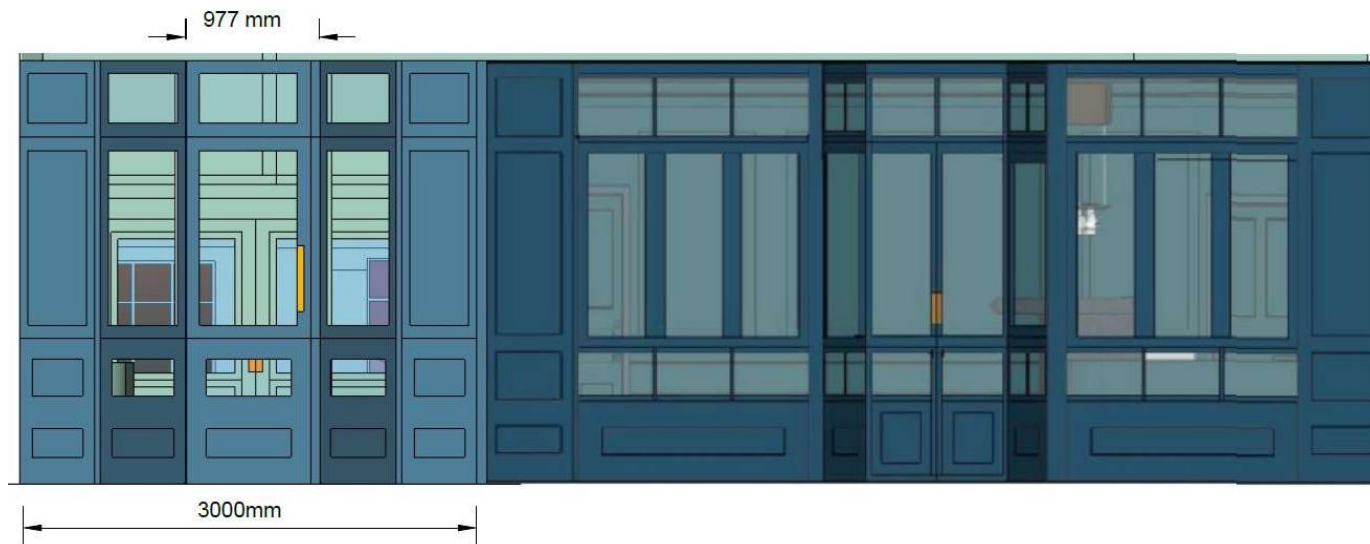


Figure 2: Site layout.

Client: Roberts
Project: Acoustic Report



Due to Fire Safety requirements the Emergency Exit door has been updated. A minimum of 850mm clear opening is required.

Figure 3: Front view.

Client: Roberts
Project: Acoustic Report

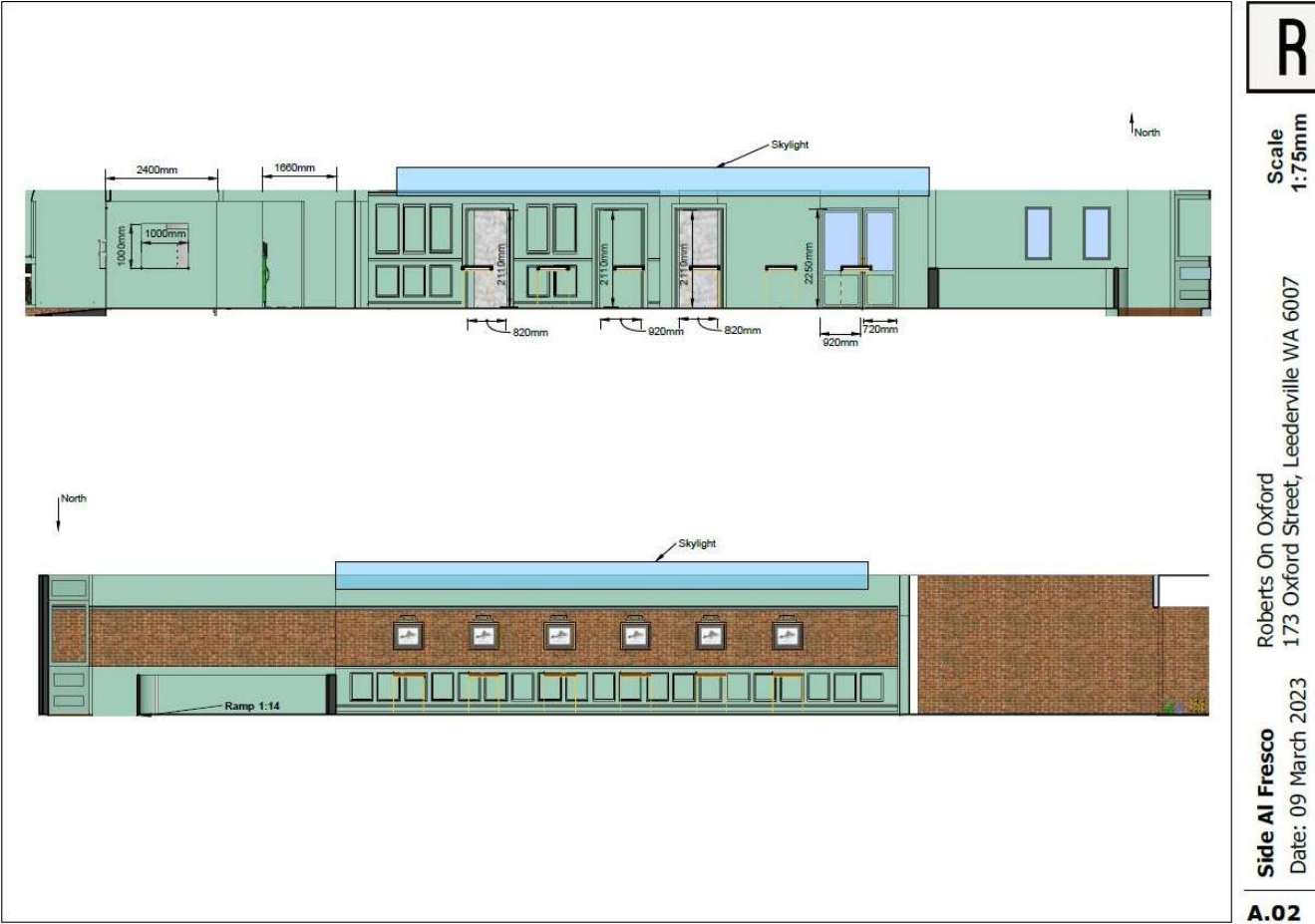


Figure 4: Side view.



Client: Roberts
Project: Acoustic Report

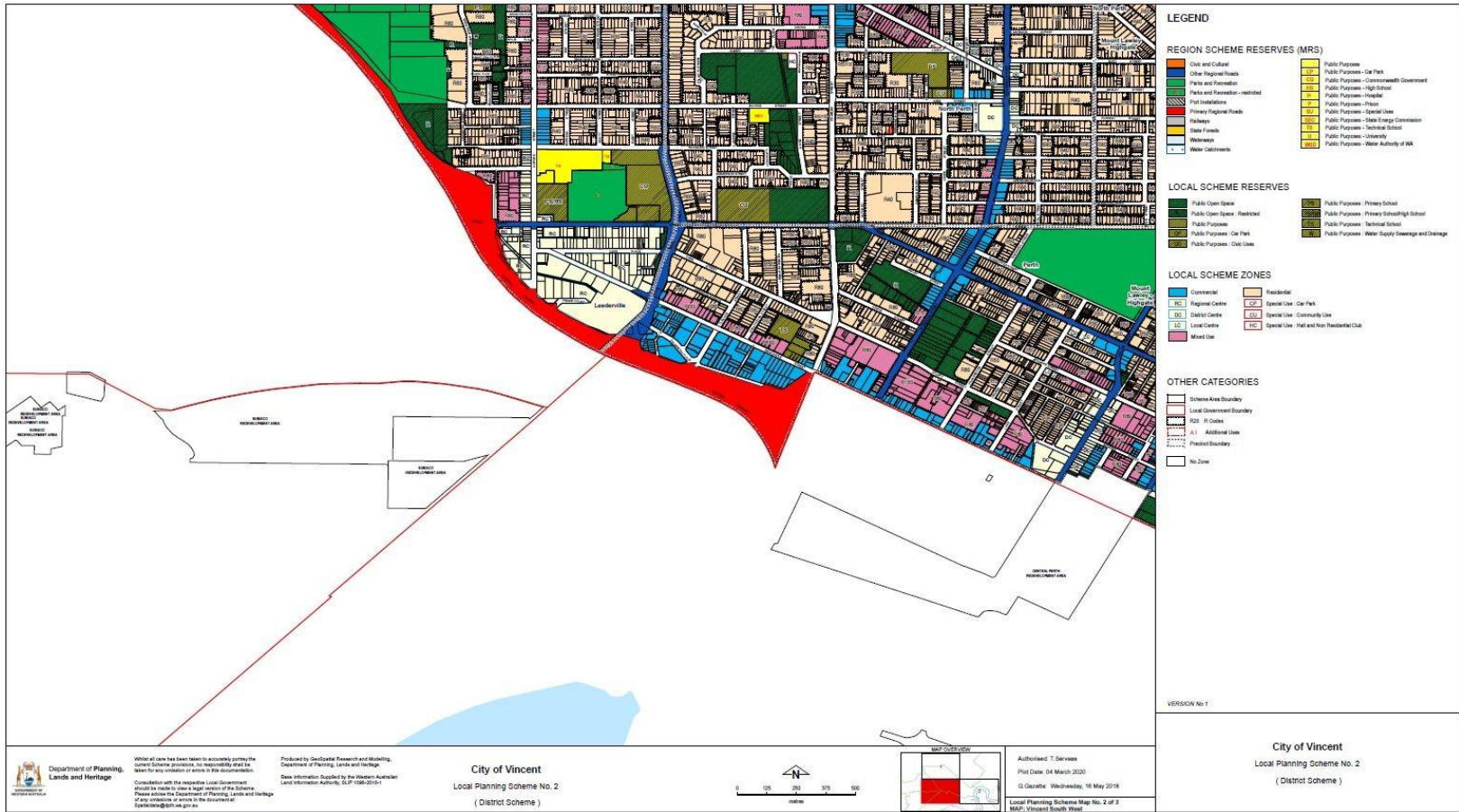


Figure 6: Zone map 2 of Vincent City planning scheme.

Client: Roberts
Project: Acoustic Report

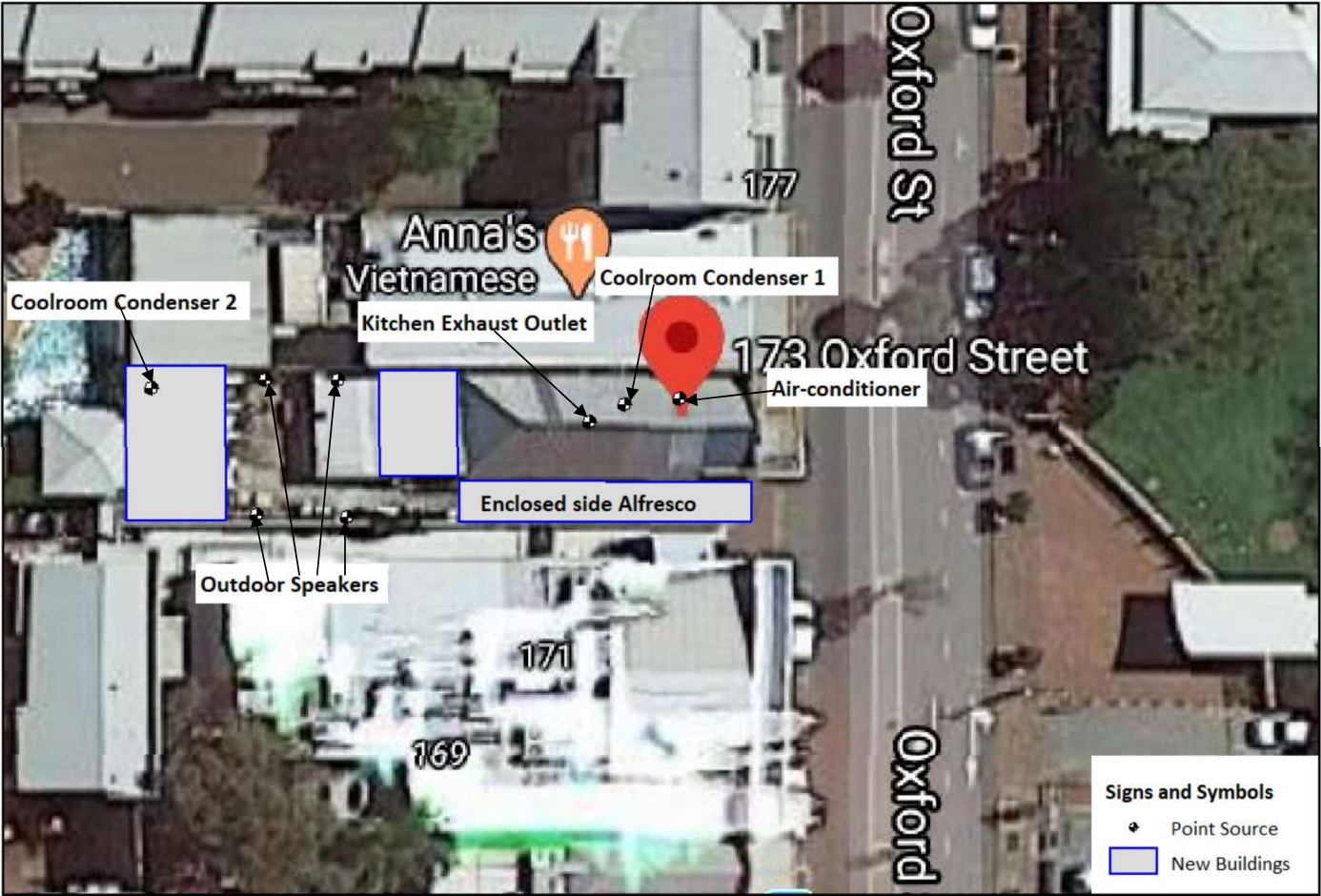


Figure 7: Locations of outdoor noise sources assumed in the acoustic model.

Client: Roberts
Project: Acoustic Report



APPENDIX B NOISE CONTOURS

Client: Roberts
Project: Acoustic Report

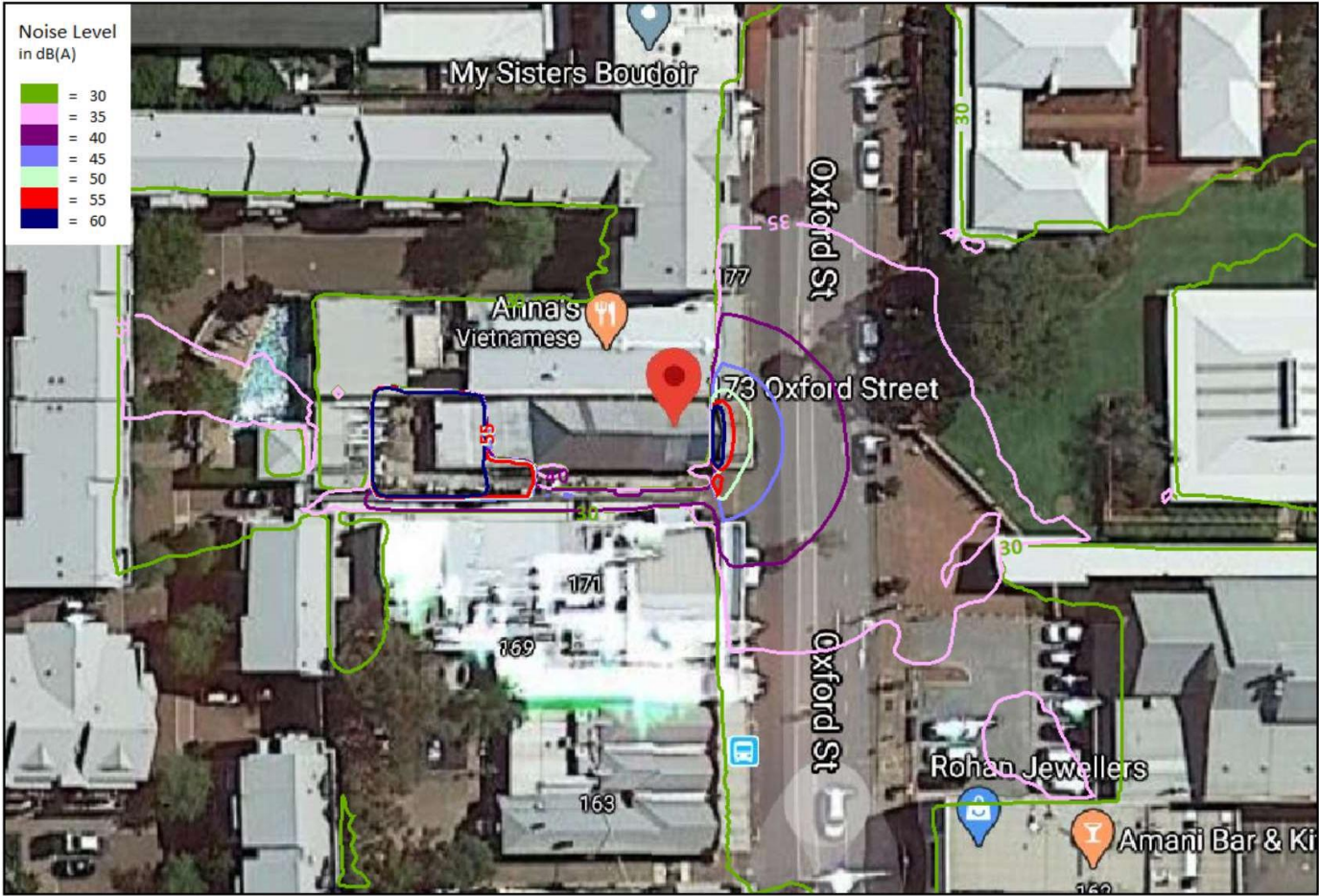


Figure 8: Worst-case day-time noise contours for scenario 1 at 1.5m above the ground.

Client: Roberts
Project: Acoustic Report

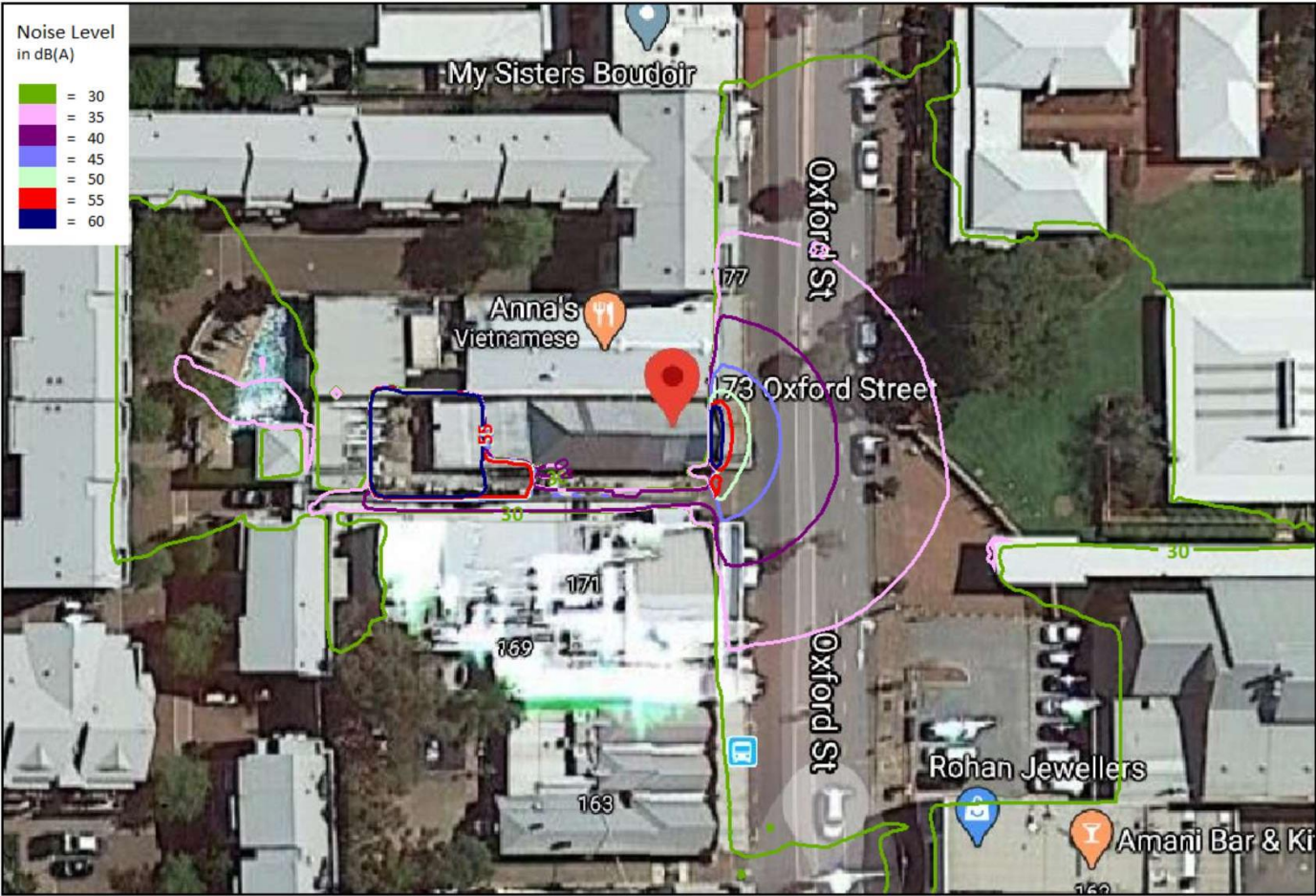


Figure 9: Worst-case night-time noise contours for scenario 1A at 1.5m above the ground.

Client: Roberts
Project: Acoustic Report

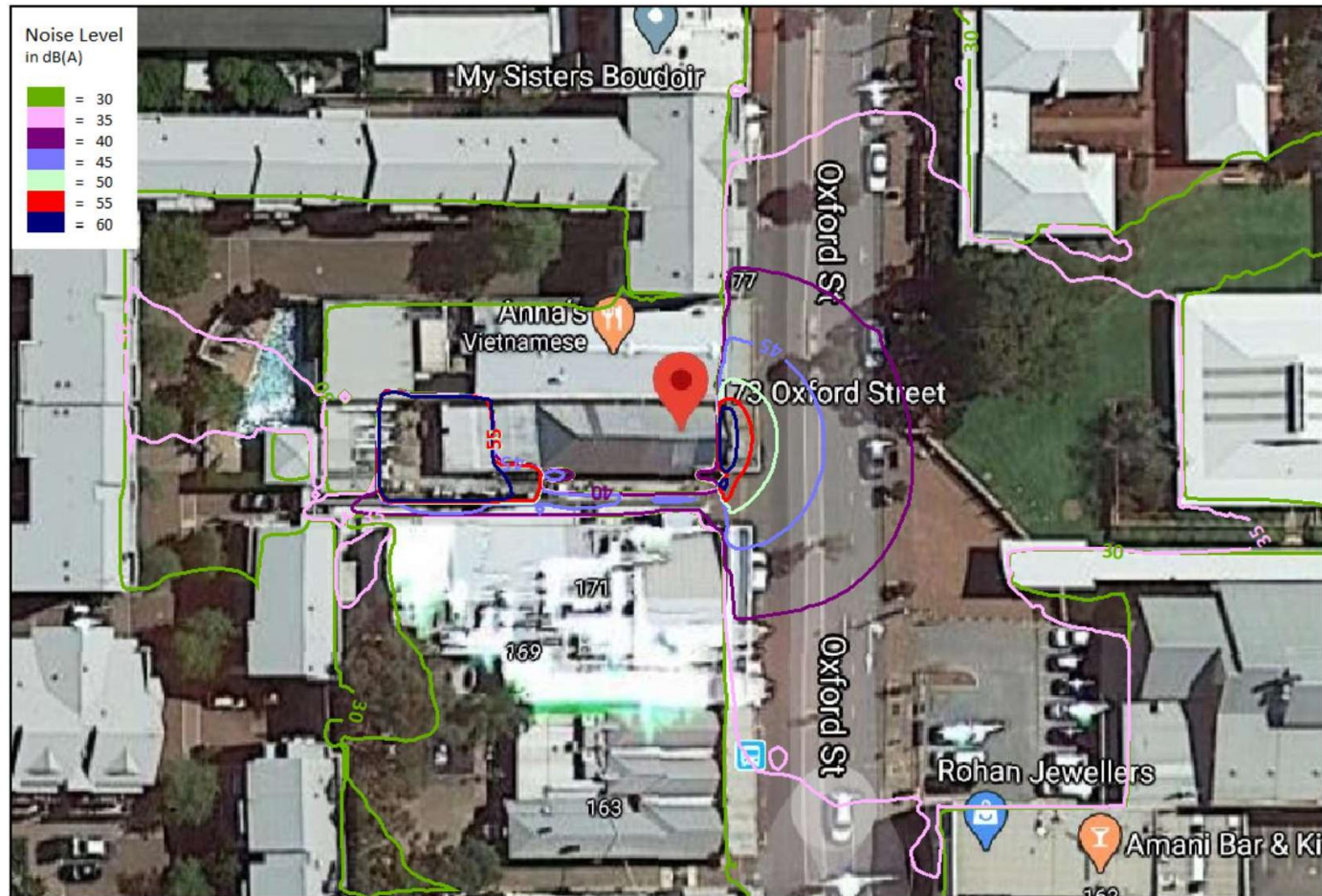


Figure 10: Worst-case day-time noise contours of scenario 2 at 1.5m above the ground.

Client: Roberts
Project: Acoustic Report

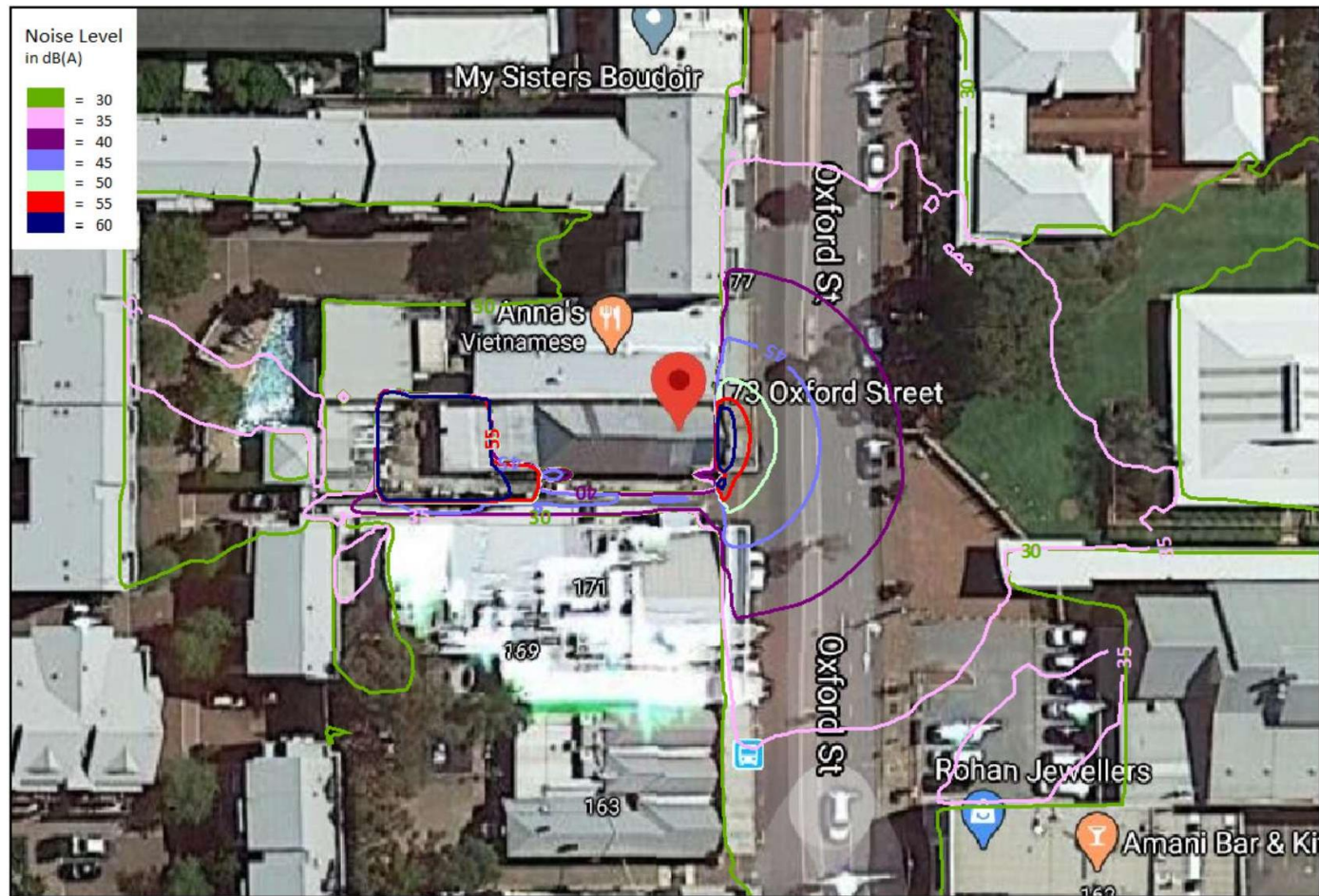


Figure 11: Worst-case night-time noise contours of scenario 2A at 1.5m above the ground.

AES-890113-R01-3-24042023

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ENQUIRIES TO: Rhianna Waugh
Approval Services, (9273 6572)
OUR REF: 5.2020.81.1



CITY OF VINCENT

24 July 2020

R Mc Nally
173 Oxford Street
LEEDERVILLE

Dear Sir/Madam,

**NO. 173 OXFORD STREET LEEDERVILLE (LOT: 7 D/P: 867) – PROPOSED CHANGE OF USE
FROM SHOP HOUSE TO RESTAURANT / CAFÉ AND SINGLE HOUSE**

I refer to your Application for Approval to Commence Development dated 12 March 2020 for the above proposal.

I wish to advise that the proposal was assessed and found to be in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and associated policies. Therefore, the application has been granted conditional approval under delegated authority from the Council subject to the terms and conditions shown on the attached form.

Your attention is drawn to the fact that this consent constitutes development approval only and that **a Building Permit must be obtained from the City prior to commencement of any construction works**. The nominated builder should be provided with a copy of the Notice of determination on application for development approval. Please ensure that the drawings and information submitted to the City with your Building Permit application are identical to those approved by the City with this development approval to avoid delays in the issue of your Building Permit. Please note that any amendments to the drawings and information approved in this development approval that are proposed in the Building Permit application may result in the requirement for a new development application to be submitted for assessment and determination.

I trust that the information is to your satisfaction, however if you have any enquiries regarding the above matter, please do not hesitate to contact Rhianna Waugh on 9273 6572.

Yours sincerely

KARSEN REYNOLDS
A/ SENIOR URBAN PLANNER

Administration & Civic Centre
244 Vincent Street, (Cnr Loftus),
Leederville, Western Australia 6007

PO Box 82,
Leederville WA 6902

Tel: (08) 9273 6000
Fax: (08) 9273 6099

Email: mail@vincent.wa.gov.au
www.vincent.wa.gov.au

- 2 -

Planning and Development Act 2005

City of Vincent

Notice of determination on application for development approval

Location: No. 173 Oxford Street LEEDERVILLE

Lot, Plan/Diagram: LOT: 7 D/P: 867

Vol. No: 963

Folio No: 34

Received on: 12 March 2020

Serial No: 5.2020.81.1

Description of proposed development: Change of Use from Shop House to Restaurant / Café and Single House

Plans dated: 16 July 2020

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

1. This approval relates to a Change of Use from Shop House to Restaurant / Café and Single House as shown on the plans dated 16 July 2020. It does not relate to any other development on the site.
2. A maximum of 55 persons are permitted within the Restaurant / Cafe at any one time.
3. Doors and windows and adjacent floor areas fronting Oxford Street shall maintain an active and interactive relationship with this street. Darkened obscured, mirrored or tinted glass or other similar materials as considered by the City are prohibited.
4. The surface finish of boundary walls facing an adjoining property shall be of a good and clean condition, prior to the occupation of the development, and thereafter maintained, to the satisfaction of the City. The finish of boundary walls is to be fully rendered or face brick; or material as otherwise approved; to the satisfaction of the City.
5. A minimum of two long term bicycle bays shall be provided and designed in accordance with AS2890.3 prior to the Restaurant / Cafe use commencing.
6. Deliveries to the premises shall occur no earlier than 7:00am and no later than 10:00pm on any given day, to the satisfaction of the City.
7. The measures outlined in the 'Operational Scenarios' of the approved acoustic report (Acoustic Engineering Solutions, July 2020) shall be implemented and maintained to the City's satisfaction, prior to the occupation or use of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers.
8. The use must operate in accordance with the approved Venue Management Plan at all times to the satisfaction of the City.

- 3 -

9. All external fixtures and building plant, including air conditioning units, piping, ducting and water tanks, shall be located so as to minimise any visual and noise impact on surrounding landowners, and screened from view from the street, and surrounding properties to the satisfaction of the City.
10. All stormwater produced on the subject land shall be retained on-site, by suitable means to the full satisfaction of the City.
11. A Waste Management Plan prepared to the satisfaction of the City shall be submitted and approved by the City prior to the use commencing on-site. Waste management for the development shall thereafter comply with the approved Waste Management Plan.

ADVICE NOTES:


1. This is a development approval only and is issued under the City of Vincent's Local Planning Scheme No. 2 only. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with any other laws.
2. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. Permits are required for placement of any materials within the road reserve.
3. All pedestrian access and vehicle driveway/crossover levels shall match into existing verge, footpath and right of way levels to the satisfaction of the City.
4. With respect to stormwater, should connection to the City's drainage infrastructure be required, this is to be in accordance with the City's Policy No. 2.2.10 – Stormwater Drainage Connections.
5. The submitted acoustic report demonstrates compliance with the *Environmental Protection (Noise) Regulations 1997* only with the installation of a 3 metre high brick wall on the southern boundary of the outdoor dining area to join the 3 metre high solid fence. These walls must be installed prior to occupation, to the City's satisfaction.
6. Two residential parking permits are available to allow for on-street parking for occupants of the Single House only. Please contact the City's Ranger and Community Safety Services Business Unit on 9273 6000 to arrange issue of these permits.

Date of determination: 24 July 2020

- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- Note 2: 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. For further information regarding the Ministerial direction, please contact the City on 9273 6000.
- Note 3: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

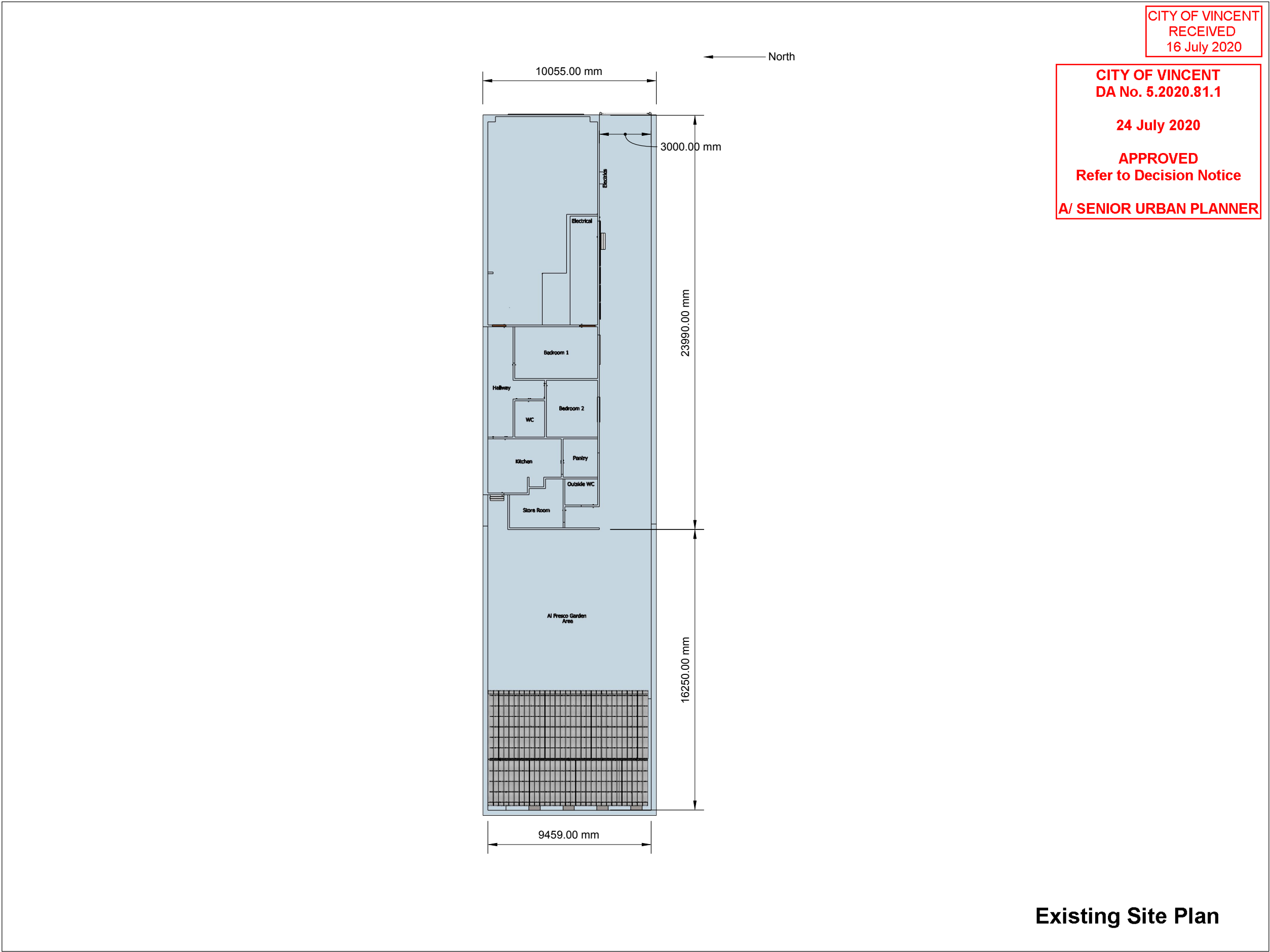
- 4 -

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

Signed:  Dated: 24 July 2020

KARSEN REYNOLDS
A/ SENIOR URBAN PLANNER

for and on behalf of the City of Vincent



Scale
1:200

Date:
March 6th 2020

Lot 7
Plan 867

Address:
173 Oxford Street, Leederville, WA 6007

A.01

CITY OF VINCENT
RECEIVED
16 July 2020



North

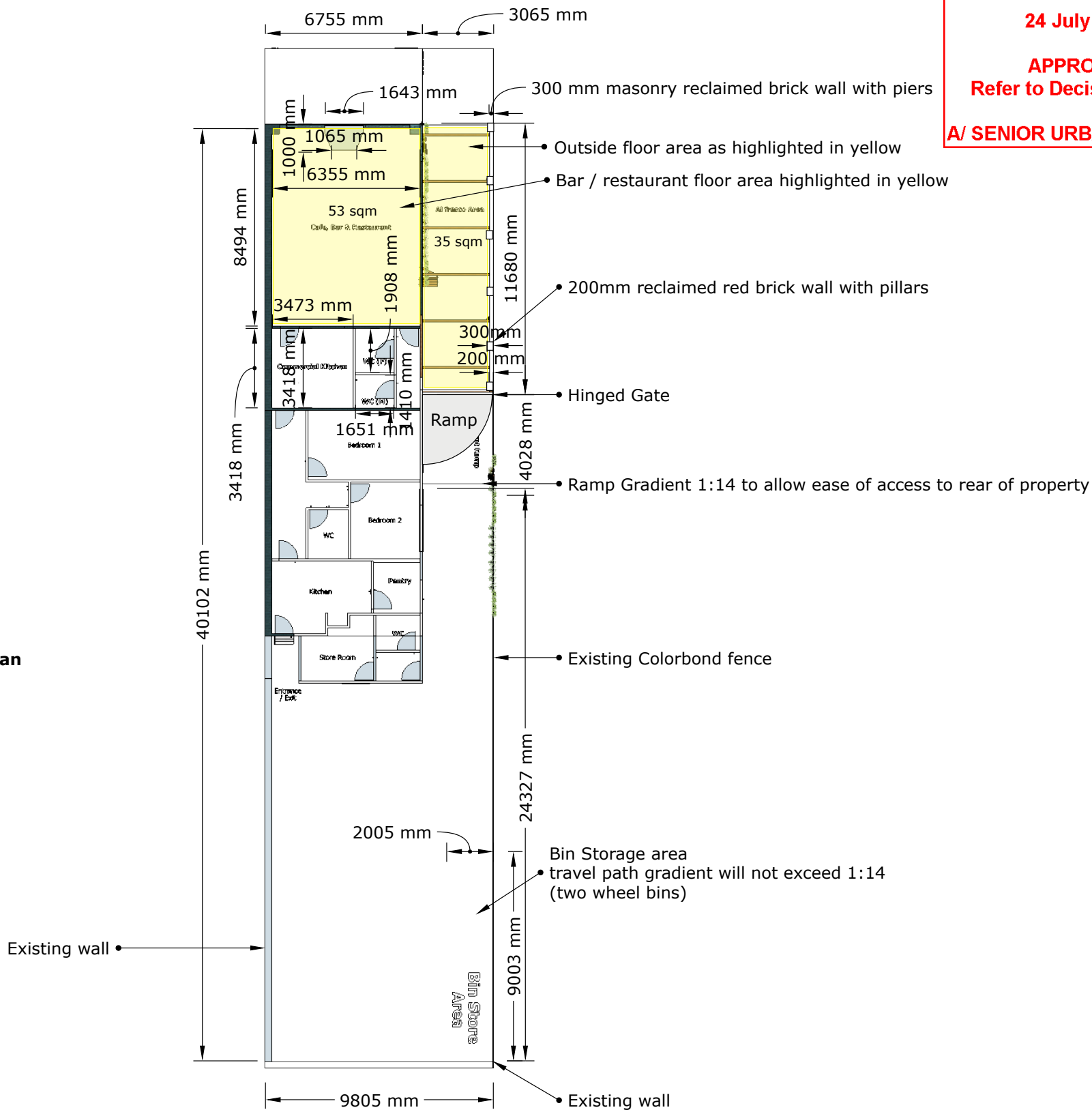
CITY OF VINCENT
DA No. 5.2020.81.1

24 July 2020

APPROVED
Refer to Decision Notice

A/ SENIOR URBAN PLANNER

Proposed Floor Plan



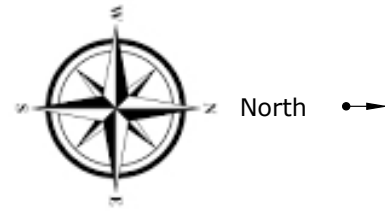
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Date:
July 15th 2020

Lot 7
Plan 867

Address:
173 Oxford Street, Leederville, WA 6007

A.1



CITY OF VINCENT
RECEIVED
16 July 2020

CITY OF VINCENT
DA No. 5.2020.81.1

24 July 2020

APPROVED
Refer to Decision Notice

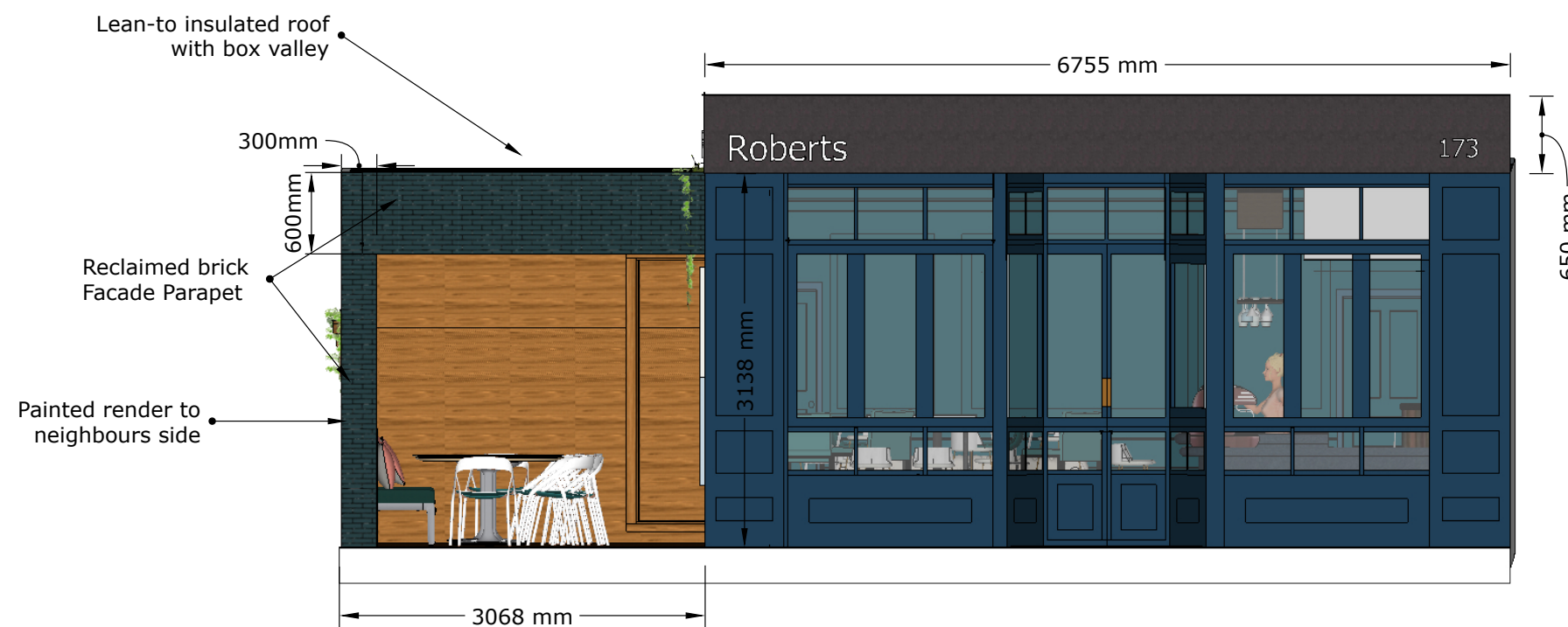
A/ SENIOR URBAN PLANNER

Scale
1:50

Lot 7
Plan 867
Date: July 16th 2020

Address:
173 Oxford Street, Leederville, WA 6007

A.1





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V6

Retractable windows 70% transparency with non reflective glazing as per city requirements
No Modification to existing canopy

Proposed Front Elevation



5.3 OUTCOME OF ADVERTISING - LOCAL PLANNING POLICY: NON-RESIDENTIAL PARKING AND PAYMENT IN LIEU OF PARKING PLAN

- Attachments:**
1. **Local Planning Policy: Non-Residential Parking** [↓](#) 
 2. **Payment in Lieu of Parking Plan** [↓](#) 
 3. **Policy No. 7.7.1 - Non-Residential Development Parking Requirements** [↓](#) 
 4. **Community Consultation Submissions** [↓](#) 

RECOMMENDATION:**That Council:**

1. **PROCEEDS with:**
 - 1.1 **Local Planning Policy: Non-Residential Parking**, pursuant to Clause 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, at Attachment 1; and
 - 1.2 **Payment in Lieu of Parking Plan**, pursuant to Clause 77J of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, at Attachment 2; and
2. **REVOKES Policy No. 7.7.1 – Non-Residential Development Parking Requirements**, in accordance with Schedule 2, Part 2, Clause 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, at Attachment 3.

PURPOSE OF REPORT:

To present the outcome of community consultation.

To seek approval of Local Planning Policy: Non-Residential Parking (Parking Policy) at **Attachment 1** and the Payment in Lieu of Parking Plan (Plan) at **Attachment 2**, and repeal Policy No. 7.7.1 – Non-Residential Development Parking Requirements at **Attachment 3**.

BACKGROUND:

At its [14 March 2023](#) Meeting (Item 9.4), Council approved conducting community consultation of its intention to amend the Parking Policy and adopt the Plan.

The advertised Parking Policy included the following changes:

- Retitled policy to Local Planning Policy: Non-Residential Parking.
- Updated introduction to explain the policies alignment to the Accessible City Strategy (ACS).
- Improved objectives.
- Guidance for varying or waiving minimum parking standards.
- New provisions relating to:
 - Electric bays (Clause 2); and
 - Traffic Impact Statements and Assessments (Clause 6).
- Updated provisions to align with the proposed Payment in Lieu of Parking Plan.
- Updated land use table to include all land uses listed within Local Planning Scheme No. 2 (LPS2).
- Updated Parking Management Plan template to guide assessment.

The advertised Plan detailed the following:

- The Plan is developed in accordance with Schedule 2, clause 77J(3) of the Regulations and the [Manner and Form – Payment in Lieu of Parking Plan](#).
- The Plan outlines the application of payments in lieu of providing car parking for development in the City and outlines the purposes for which payment in lieu of car parking will be used and how money collected will be administered.
- The ACS actions to be delivered through the implementation of the Plan.

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation was undertaken for 24 days, excluding public holidays and the Easter weekend, between 28 March and 24 April 2023.

DETAILS:

Two submissions objecting to the Parking Policy and Plan were received. The verbatim comments and administrations response is included at **Attachment 4**.

No modifications to the Parking Policy or Plan are recommended. The final version of the Parking Policy and Plan are included at **Attachment 1** and **2**, respectively.

CONSULTATION/ADVERTISING:

Community consultation included advertising on the City of Vincent website, social media and through the following public notices:

- Perth Now (Central) – 6 April 2023; and
- Exhibited on the notice board at the City's Administration and Library and Local History Centre.

LEGAL/POLICY:

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

The City's [Policy Development and Review Policy](#) sets out the process for repealing and adopting policies.

The *Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015* provide the criteria for creating, amending, and reviewing Local Planning Policies.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve the Parking Policy and Plan.

STRATEGIC IMPLICATIONS:

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

Accessible City

We have better integrated all modes of transport and increased services through the City.

SUSTAINABILITY IMPLICATIONS:

This 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 Parking Policy and Plan ensures the City continues collecting payment in lieu of parking in accordance with Schedule 2, clause 77J of the Regulations.

The Plan ensures the money collected is spent in line with the ACS. If payment in lieu of parking was not collected, many of the action items within the ACS would remain unfunded.

It is financially responsible to align to the Plan to the already adopted action items contained within the ACS, instead of identifying new projects to be funded.

LOCAL PLANNING POLICY: NON-RESIDENTIAL PARKING



Legislation / local law requirements	This Policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme.
Related policies, procedures and supporting documentation	Local Planning Scheme No. 2 Accessible City Strategy 2020 - 2030 Payment in lieu of Parking Plan Australian/New Zealand Standard Parking Facilities (AS/NZS: 2890)

PRELIMINARY

INTRODUCTION

The City of Vincent's Strategic Community Plan 2018–2028 identified the need for an Accessible City Strategy (ACS) to guide Vincent's future transport infrastructure and advocacy. The ACS 2020 – 2030 was developed considering population growth, congestion pressures, and the environmental cost of transport.

The ACS seeks to create a more liveable, sustainable, healthy, equitable and prosperous Vincent through placing emphasis on walking, cycling and public transport. This Non-Residential Parking Policy (Policy) is a tool to help Vincent shift away from being a car-centric city by setting maximum parking requirements within Town Centres and focusing on other modes of transportation in alignment with the ACS user hierarchy model (Figure 1).

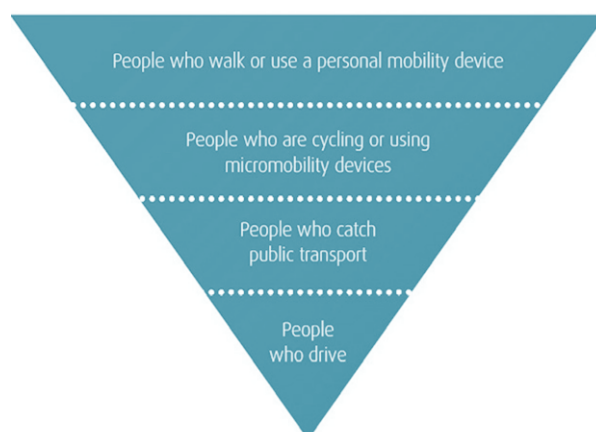


Figure 1: User Hierarchy Model, ACS

LOCAL PLANNING POLICY: NON-RESIDENTIAL PARKING



PURPOSE

The purpose of this policy is to guide parking supply for non-residential development within the City of Vincent.

OBJECTIVES

- To ensure suitable parking is provided for non-residential developments which meets the needs of its users, is appropriate for its location, and does not detrimentally impact the surrounding area.
- To ensure commercial development does not rely on on-street parking within residential streets to satisfy the parking demand.
- To ensure that an undersupply or oversupply of car parking does not adversely impact:
 - the existing streetscape by considering the location and design of car parking;
 - the locality by way of increased vehicle traffic; and
 - pedestrian legibility and wayfinding.
- To support a shift towards active and sustainable transport modes through the consideration of:
 - the number, location, and type (accessible, loading, short-term and long-term bays) of parking bays provided on site;
 - the number and location of parking for other active modes (e.g. bicycles or scooters) that are convenient and adequate enough to meet the demand of the development during the hours of operation;
 - end of trip facilities provided to support active transport modes;
 - the capability to provide electric charging bays from the outset or in the future through the provision of necessary infrastructure; and
 - vehicle sharing initiatives (i.e. communal vehicles that can be booked and returned).

SCOPE

The provisions of this policy apply to all non-residential development within the City of Vincent, unless there is a specific policy or plan that applies (e.g. Perth Parking Management Plan, Leederville Precinct Structure Plan).

Where a specific policy or plan is silent on provisions contained within this Policy, this Policy prevails.

Where a development application does not satisfy the policy provisions, the proposal is to be assessed against the objectives of this Policy.

POLICY PROVISIONS

DEFINITIONS

Accessible Parking Bay means a bay in accordance with AS/NZS 2890.6 2009 (as amended).

Bicycle Parking Facilities means the facilities defined in Australian Standard AS 2890.3 2015 (as amended).

Built Form Area means the 'built form areas' areas stipulated in Policy 7.1.1 Built Form (as amended).

LOCAL PLANNING POLICY: NON-RESIDENTIAL PARKING



End of Trip Facility means a single unisex shower with associated change space and a single individual locker.

Long Term Bicycle Parking Facilities means those of a security Level A and B in accordance with AS 2890.3 2015 (as amended).

Net Lettable Area (NLA) means the area of all floors within the internal finished surfaces of permanent walls but does not include the following areas –

- a) stairs, toilets, cleaner's cupboards, lift shafts and motor rooms, escalators, tear rooms and plant rooms, and other service areas;
- b) lobbies between lifts facing other lifts servicing the same floor;
- c) areas set aside as public space or thoroughfares and not for the exclusive use of occupiers of the floor or building; and
- d) areas set aside for the provision of facilities or services to the floor or building where those facilities are not for the exclusive use of occupiers of the floor or building.

On-site means the area contained within the lot boundaries.

Parking Management Plan means a document prepared in accordance with Appendix 1.

Payment-in-lieu means payment made "in lieu" of providing the minimum number of physical onsite car parking spaces.

Persons means the maximum number of people to be accommodated within a development at any one time, including employees, customers, and visitors.

Service Bay means parking bays reserved exclusively for the use of service and delivery vehicles, couriers, taxis and rideshare services, buses, coaches, or any other specific use (except public parking and tenant parking).

Short Term Bicycle Parking Facilities means those of a security Level C in accordance with AS 2890.3 2015 (as amended).

POLICY

1. Vehicle Parking

- 1.1 Parking for non-residential development provided on site in accordance with Table 1.

The number of car parking bays shall be rounded to the nearest whole number (i.e. where 11.4 bays are required, 11 bays shall be provided).

- 1.2 The on-site parking requirement stipulated in Table 1 can be varied or waived in the following instances:

- 1.2.1 A shortfall of five bays or less is proposed on land zoned 'Centre' or 'Commercial' under Local Planning Scheme No. 2 within a town centre area (Mount Hawthorn, Leederville, North Perth, Northbridge and Mount Lawley/Highgate). The application shall

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demonstrate, through a Parking Management Plan, that the parking and alternate modes of transport is appropriate to meet the needs of its users.

- 1.2.2 The redevelopment of an existing building or a change of use is proposed that creates a parking shortfall of five bays or less. The application shall demonstrate, through a Parking Management Plan, that the parking and alternate modes of transport is appropriate to meet the needs of its users.

- 1.2.3 The development application proposes an Ancillary Use that does not

- Contribute to additional floor area;
- Remove on-site parking; and
- Extend outside the hours of operation of the predominant use.

- 1.2.4 A Parking Management Plan (see Appendix 1) is submitted as part of a development application and the Parking Management Plan demonstrates why a lesser or greater parking supply than the applicable ratio is required.

Note: Where clause 1.2.1, 1.2.2 or 1.2.3 is applicable and those requirements are met, community consultation may not be required.

- 1.3 All parking facilities, access and manoeuvring areas are to be designed in accordance with Australian Standards AS 2890.1 Parking Facilities – Off Street parking (as amended).
- 1.4 Development proposing new parking facilities, or a significant redevelopment shall provide 20% of the bays as electric vehicle bays.

The number of electric vehicle bays shall be rounded to the next whole number (i.e. where four parking bays are required, a minimum of one electric vehicle bay shall be provided).

Electric vehicle charging systems shall be maintained and remain operational for the life of development.

- 1.5 Where car stackers are proposed, they are to provide an amenity equal to that of Australian Standard AS 2890 and a load per platform rating of 2600 kilograms.

Car stackers are to be used for the sole use of resident and employee parking. Visitor and accessible parking bays are to be provided at grade, at a location convenient and easily identifiable to users.

2. Accessible Bays

- 2.1 The percentage of accessible bays required in a car park is specified by the National Construction Code (NCC) Volume 1 (as amended).

- 2.2 Accessible bays are to be constructed in accordance with AS 2890.6 (as amended).

3. Service Bays

- 3.1 One (1) service bay per development shall be provided on-site and clearly marked; or

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- 3.2 Service bay/s may be located on-street or shared between multiple private businesses where identified through a Parking Management Plan. The Parking Management Plan shall include an agreement made between landowners which demonstrates the management and use of the bay. The Parking Management Plan and signed agreement shall be provided to the City.

4. Bicycle Parking

- 4.1 Bicycle parking facilities are to be designed and provided in accordance with Table 1 and the Australian Standard 2890:3 (as amended).

The number of bicycle bays shall be rounded to the next whole number (i.e. where 1.4 bays are required, a minimum of 2 bays shall be provided).

- 4.2 Bicycle parking facilities shall be in a convenient and safe location and not require access via steps.
- 4.3 Short term bicycle parking facilities shall meet the following criteria:
- be placed in public view
 - be located outside pedestrian movement paths
 - be easily accessible from the road
 - be as close as possible to the cyclist's ultimate destination
 - be well lit by appropriate existing or new lighting
 - be protected from the weather where possible

Where a site is restricted and cannot provide short term bicycle parking, the City will investigate the ability for the bays to be provided in the verge. If available, the City will impose a condition on the development approval for the bays to be provided in accordance with the City's specifications, at the owner/applicant's expense.

5. End-of-trip Facilities

- 5.1 One (1) end-of-trip facility shall be provided where one to five long term bicycle parking bay(s) are required.
- 5.2 Where more than five long term bicycle parking bays are required, one end-of-trip facility for every five long term bicycle parking bays is required.
- 5.3 End-of-trip facilities shall be located as close as practicable to the bicycle parking facilities.
- 5.4 End-of-trip facilities may be shared between multiple private businesses where legal access arrangements are agreed between landowners and the arrangement forms part of a development application. This is to be identified through a Parking Management Plan. The Parking Management Plan shall include an agreement made between landowners which demonstrates the management and use of the facilities. The Parking Management Plan and signed agreement shall be provided to the City.

6. Traffic Impact Statement and Traffic Impact Assessment

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6.1 A traffic impact statement or a traffic impact assessment in accordance with the Western Australian Planning Commission's *Transport Impact Assessment Guidelines* is required in the following instances:

- A Traffic Impact Statement is required when the development generates 10 – 100 vehicle trips in the peak hour.
- A Traffic Impact Assessment is required when the development generates more than 100 vehicle trips in the peak hour.

7. Payment in lieu of Car Parking

7.1 Payment-in-lieu of car parking shall be applied in accordance with Clause 77 off the Planning and Development (Local Planning Schemes) Regulations 2015 (as amended) and the City's Payment in Lieu of Parking Plan (as amended).

7.2 Development that does not comply with the applicable minimum on-site parking requirement as determined by clause 1.1 and 1.2 of this Policy will be subject to a condition on the determination notice requiring payment in lieu of parking.

Table 1: Non-Residential Development Parking Requirements

Land Use	Car Parking Minimum					Car Parking Maximum ⁽¹⁾	Bicycle Parking Minimum		Unit of Measure (spaces per)
	Town Centre	Transit Corridor	Activity Corridor	Mixed Use	Residential		Short Term	Long Term	
Amusement parlour	1.5	2	2.2	2	2.5	2.5	0.2	0.8	100sqm NLA
Bed and Breakfast	In accordance with the Residential Design Codes					1	0.075	0.175	bedroom
Betting agency	3.5	5	4.5	4	5	5	1.6	0.9	100sqm NLA
Bulky goods showroom	1.2	2	1.8	1.5	2	2	N/A	1	100sqm NLA
Caravan park	1.2	2	1.8	1.5	2	2	N/A	1	100sqm NLA
Caretakers' dwelling	0.5	0.75	0.75	0.5	0.5	0.5	0.075	0.175	Bedroom
Child care premises	0.15	0.25	0.22	0.2	0.25	0.25	0.019	0.042	Person
Cinema/theatre	0.15	0.25	0.22	0.2	0.25	0.25	0.019	0.042	Person
Civic use	1.2	2	1.8	1.5	2	2	N/A	1	100sqm NLA
Club premises	0.15	0.25	0.22	0.2	0.25	0.25	0.019	0.042	Person
Consulting rooms	2.5	3.5	3.5	3	4	4	0.7	0.3	Consulting room
Convenience store	3.5	5	4.5	4	5	5	1.6	0.9	100sqm NLA
Educational establishment	0.15	0.25	0.22	0.2	0.25	0.25	0.019	0.042	Person
Exhibition centre	0.15	0.25	0.22	0.2	0.25	0.25	0.019	0.042	Person
Family day care	0.15	0.25	0.22	0.2	0.25	0.25	0.019	0.042	Person
Fast food outlet	0.1	0.15	0.15	0.1	0.15	0.15	0.04	0.06	Person

LOCAL PLANNING POLICY: NON-RESIDENTIAL PARKING



Land Use Built Form Area	Car Parking Minimum					Car Parking Maximum ⁽¹⁾	Bicycle Parking Minimum		Unit of Measure (spaces per)
	Town Centre	Transit Corridor	Activity Corridor	Mixed Use	Residential		Short Term	Long Term	
Fuel depot	1.2	2	1.8	1.5	2	2	N/A	1	100sqm NLA
Holiday Accommodation	In accordance with the Residential Design Codes					0.5	0.075	0.5	Bedroom
Holiday House	In accordance with the Residential Design Codes					1	0.075	1	Bedroom
Hotel	0.5	0.75	0.75	0.5	1	1	0.075	0.175	Bedroom
	0.15	0.25	0.22	0.2	0.25	0.25	0.019	0.042	Person
Industry (general, cottage & light)	1.2	2	1.8	1.5	2	2	N/A	1	100sqm NLA
Lunch bar	0.1	0.15	0.15	0.1	0.15	0.15	0.04	0.06	Person
Liquor store – large	3.5	5	4.5	4	5	5	1.6	0.9	100sqm NLA
Liquor store – small	3.5	5	4.5	4	5	5	1.6	0.9	100sqm NLA
Market	3.5	5	4.5	4	5	5	1.6	0.9	100sqm NLA
Medical centre	2.5	3.5	3.5	3	4	4	0.7	0.3	Consulting room
Motel	0.5	0.75	0.75	0.5	1	1	0.075	0.175	Bedroom
Motor vehicle, boat or caravan sales	1.2	2	1.8	1.5	2	2	N/A	1	100sqm NLA
Motor vehicle repair ⁽²⁾	1.5	2	2.2	2	5	5	1.6	0.9	Servicing bay
Motor vehicle wash ⁽²⁾	1.5	2	2.2	2	5	5	1.6	0.9	Servicing bay
Nightclub	0.15	0.25	0.22	0.2	0.25	0.25	0.019	0.042	Person
Office	1.5	2	2.2	2	2.5	2.5	0.2	0.8	100sqm NLA
Park home	0.5	0.75	0.75	0.5	1	1	0.2	0.8	Site
Place of worship	0.15	0.25	0.22	0.2	0.25	0.25	0.019	0.042	Person
Reception centre	0.15	0.25	0.22	0.2	0.25	0.25	0.019	0.042	Person
Recreation – private	0.15	0.25	0.22	0.2	0.5	0.5	0.019	0.042	Person
Restaurant / café	0.15	0.25	0.22	0.2	0.25	0.25	0.019	0.042	Person
Restricted premises	3.5	5	4.5	4	5	5	1.6	0.9	100sqm NLA
Serviced apartment	In accordance with the Residential Design Codes					0.5	0.075	0.5	Bedroom
Service station	3.5	5	4.5	4	5	5	1.6	0.9	100sqm NLA
Shop	3.5	5	4.5	4	5	5	1.6	0.9	100sqm NLA
Small bar	0.15	0.25	0.22	0.2	0.25	0.25	0.019	0.042	Person
Tavern	0.15	0.25	0.22	0.2	0.25	0.25	0.019	0.042	Person

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Land Use	Car Parking Minimum					Car Parking Maximum ⁽¹⁾	Bicycle Parking Minimum		Unit of Measure (spaces per)
Built Form Area	Town Centre	Transit Corridor	Activity Corridor	Mixed Use	Residential		Short Term	Long Term	
Trade display	3.5	5	4.5	4	5	5	1.6	0.9	100sqm NLA
Trade supplies	3.5	5	4.5	4	5	5	1.6	0.9	100sqm NLA
Transport depot	1.2	2	1.8	1.5	2	2	N/A	1	100sqm NLA
Veterinary centre	2.5	3.5	3.5	3	4	4	0.7	0.3	Consulting room
Warehouse / storage	1.2	2	1.8	1.5	2	2	N/A	1	100sqm NLA

⁽¹⁾ Maximum parking ratios for all built form areas (Town Centre, Transit Corridor, Activity Corridor, Mixed Use and Residential).

⁽²⁾ Excludes areas used for the servicing of vehicles.

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Appendix 1: Parking Management Plan

The purpose of the parking management plan is to assess and consider how the proposal will satisfy the parking demand of the development. Consideration of the existing site and surrounding context is required, as well as management strategies to ensure management of parking areas.

Minimum parking requirements may be waived or varied based on the parking management plan submitted. Justification for waiving or varying the minimum parking requirements is not limited to the elements contained within this template.

Owner / Applicant Details:	
Name:	
Address:	
Phone:	
Email:	
Property Details:	
Lot No.:	
Address:	
Parking Allocation:	
<i>Please specify for each criteria the number bays allocated to each user group (i.e. staff, customers, accessible, service, etc).</i>	
No. car parking spaces:	
No. short term bicycle bays:	
No. long term bicycle bays:	
End-of-trip facilities:	
No. other parking: <i>e.g., scooters</i>	
Parking Demand:	
<i>Please specify the anticipated parking demand for the development.</i>	
Anticipated no. of staff at any one time:	

LOCAL PLANNING POLICY: NON-RESIDENTIAL PARKING



Anticipated no. of customers at any one time:	
Likelihood of multipurpose trips:	
Alternative transport options: <i>Please consider alternative ways people may be able to access your site. The Journey Planner website may provide some assistance.</i>	
Train: <i>Where is the nearest station, how far is this from your site, and is the route provided with footpath access and shade?</i>	
Bus: <i>Where is the nearest bus stop, how far is this from your site and how frequent is the bus during peak periods?</i>	
Cycling: <i>Is there a cycle path that accesses your site, are there existing facilities cyclists can use?</i>	
Public parking: <i>Are there public parking facilities (on-street or car parks) in the vicinity of the site? How many bays are available and are there any parking restrictions?</i> <i>Note: use of on-street parking within residential streets will not be supported.</i>	
Shared parking arrangement: <i>Clause 77Q of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 outlines the matters that the local government may have regard for when determining whether to approve a shared parking arrangement, including:</i>	
<i>Whether the peak operation hours of the development will overlap with those of the shared site.</i>	

LOCAL PLANNING POLICY: NON-RESIDENTIAL PARKING



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Whether the use of the car parking spaces to be made available on the shared site will impede the use of delivery or service areas on the shared site.	
Any relevant local planning policy.	
Adequate car parking is likely to be available at all times for both the proposed development and the shared site.	
The relationship between the proposed development and the shared site will be such that the shared car parking spaces are likely to be used by persons using the proposed development.	
Parking Management Strategies Please detail any parking management strategies that will be implemented such as management of tandem bays, way finding.	
General Strategies Bay allocation and marking, time limited parking, fees payable.	
Management and maintenance of parking (including car stackers)	
Management of tandem parking for staff / tenants	
Wayfinding measures	
Promotion of alternative transport modes: I.e. The provision of well-maintained bicycle and end of trip facilities, use of active transport initiatives or public transport promotion.	
Service Bays Please detail how service vehicles will be accommodated.	

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No. service bays provided: <i>Private and/or shared</i>	
Expected no. of delivery's: <i>Include schedule of deliveries (i.e. days, times)</i>	
Management of shared service bays: <i>Include requirements of other tenancies, demonstrating there will no conflict.</i>	
Other <i>Sign marking, etc</i>	
Key findings from Traffic Impact Statement / Assessment	
Justification for vehicle parking bays not satisfying the ratios stipulated in Table 1.	

LOCAL PLANNING POLICY: NON-RESIDENTIAL PARKING



CITY OF VINCENT

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OFFICE USE ONLY	
Responsible Officer	Manager Policy & Place
Initial Council Adoption	06/03/2018
Previous Title	Policy No. 7.7.1 Non-Residential Parking Requirements
Reviewed / Amended	01/2023
Next Review Date	2027

PAYMENT IN LIEU OF PARKING PLAN**1. Introduction****1.1. Regulatory compliance**

This Payment in Lieu of Parking Plan (the Plan) has been created under Schedule 2, Part 9A of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) and has been prepared in the Manner and Form approved by the Western Australian Planning Commission (WAPC).

1.2. Purpose

This Plan, together with the Regulations, governs the application of payments in lieu of providing car parking for non-residential development that requires development approval, and to which a parking space shortfall of at least two bays is applicable in the area(s) identified in this Plan.

This plan outlines the purposes for which payment in lieu of car parking will be used in the areas(s) identified and how money collected will be administered.

1.3. Operational dates

The Plan commenced operation on [INSERT DATE] – Day after Publication of Notice of Adoption – clause 77N(1)(a) of the Regulations.

The Plan will cease operation on [INSERT DATE], being 10 years from the operational date, unless extended in writing by the WAPC prior to the expiry date.

1.4. Amendments to the Plan

Amendments to the Plan shall be made in accordance with clause 77M of the Regulations and the current version shall be published in accordance with clause 77L of the Regulations.

Amendment Number	Date	Comment

1.5. Objectives of the Plan

The objectives of this Plan are to:

- To guide the application of payments in lieu of providing car parking for non-residential development that requires development approval, and to which a parking space shortfall of at least two bays is applicable in the City of Vincent.
- Support implementation of the Accessible City Strategy which includes initiatives to
 - create a safe transport environment;
 - ensure consistent accessibility and connectivity into, around and beyond Vincent;
 - promote environmentally friendly and healthy transport modes and initiatives; and
 - make it enjoyable to get around the local area.

1.6. Linkages to relevant adopted planning documents

The Plan supports the implementation of the following documents and the Integrated Planning and Reporting framework:

- Strategic Community Plan
- Local Planning Strategy
- Local Planning Scheme
- Accessible City Strategy

2. Terms used

The terms used in the Plan have the same meaning as in the Regulations.

3. Parking plan application and area

This Plan relates to the area specified in Section 3.1. Moneys collected within the Plan area must be spent in the Plan area.

3.1. Maps

The Parking Plan applies to the entire City of Vincent local planning scheme area (Appendix 1).

4. Reasonable estimate of costs for payment-in-lieu

4.1. Calculation of reasonable estimate of costs

The maximum lump sum contribution shall be calculated in accordance with the method set out in Schedule 2, Clause 77 H (4) of the Regulations – Payment in lieu of parking condition for non-residential development.

For the purposes of the Calculation the Infrastructure Cost per m² is \$360.00 (as at 10/11/22) (as amended).

4.2. Revisions to reasonable estimate of costs

The Reasonable Estimate of Costs in this Plan can be revised by the City of Vincent from time to time using the method(s) approved by the WAPC (as published in the Gazette). Revised Estimates of Cost are to be published in the updated version of the Plan in Section 4.1, together with a note confirming the date of inclusion of the revised estimate.

Note: Where the method of calculation includes infrastructure costs, the City of Vincent can use a recognised construction cost publication to establish the construction cost escalation factor. The Plan will be updated to show the current revision to the Reasonable Estimate of Costs.

4.3. Attribution of costs

Contributions paid towards parking, access, and movement improvements in terms of the plan need to be spent in the City of Vincent, in accordance with the Accessible City Strategy and clause 5 of this Plan.

5. Purpose for which payment-in-lieu will be applied

Money collected under the Plan is to support the implementation of the Accessible City Strategy.

The items listed below are in accordance with clause 77I(2) of the Regulations and must be applied for the purposes set out below.

5.1. Public Car Parking Infrastructure

ACS ITEM	ACTION
3.3.4	<p>Better manage the supply of on street parking through the implementation of various restrictions by:</p> <ul style="list-style-type: none"> • Limiting roadside residential parking, confining parking to the property; • Restricting parking to 3P or less within 2 blocks of train stations or transit nodes, with residential permit exemptions; • Restricting parking to 3P or less within 1 block of high-frequency transit corridors, with residential permit exemptions; and • Restricting parking to 2P or less within 2 blocks of town centres or mixed-use areas, with residential permit exemptions.

5.2. Other Transport Infrastructure

ACS ITEM	ACTION
4.2.1	Place plans should identify methods to improve pedestrian and cycling safety in the public realm making town centres safe and accessible to all.

5.3. Ancillary or Incidental Purposes

ACS ITEM	ACTION
1.1.3	Develop and implement a consistent wayfinding and signage plan across the City. This should consider parking, cycling and pedestrian transport modes, and provide appropriate localised details for each town centre and activity and transit corridor.
3.3.1	<p>Establish a business plan for the management of parking within Vincent with a view to the following:</p> <ul style="list-style-type: none"> • Prepare precinct specific parking management plans, with priority given to precincts already at capacity; and • Expand paid parking using the 'demand responsive pricing' methodology.
3.5.1	Repeat parking surveys at 3-5year intervals on a rolling basis across the City. A schedule of priority areas based on the data collected has been produced, with surveys recommended to start in Leederville Town Centres and surrounding area.

6. **Other information required by the WAPC**

No other information has been required by the WAPC under this Plan.

7. **Operation**

7.1. Operational requirements

The Plan shall operate in accordance with Part 9A of the Regulations.

7.2. Triggers for payments to be made

Payment of money shall be made to the Local Government to satisfy a payment in lieu of car parking condition validly applied to a development approval for development located in the area subject to

the Plan. The payment in lieu of car parking condition applied to the development approval shall specify when the Local Government requires payment of monies to be made.

Prior to granting development approval and imposing a condition for payment in lieu of parking, the local government must give the applicant a notice of apportionment in accordance with clause 77F(1)(b) of the Regulations, which confirms the specified shortfall of car parking spaces in the proposed development that is to be dealt with by the condition. The condition will read as follows:

Prior to the commencement of development, payment of \$<insert total amount> shall be made to the City of Vincent for Payment in Lieu of <insert number of car parking bays> car parking bays which have not been provided on site or in a shared parking arrangement.

This condition has been imposed under the requirements of the City of Vincent Payment in Lieu of Parking Plan and Schedule 2, clause 77H of the Planning and Development (Local Planning Schemes) Regulations 2015.

7.3. Decision-making on Development Applications using this Plan

Decision makers are to have due regard to the Plan, Local Planning Policy: Non-Residential Development, or any other applicable Structure Plan or Policy when making decisions on development applications that seek or require consideration of payment in lieu of car parking under the Plan.

8. **Financial Administration (clause 77I of the Regulations)**

8.1. Reserve Account to be established and maintained

The local government shall establish and maintain a Reserve Account for money collected under the Plan (clause 77I(1) of the Regulations). The Reserve Account shall be established under the provisions of the *Local Government Act 1995*, Section 6.11. The reserve account shall be operated in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*.

8.2. Interest earned

Interest earned on the Reserve Account under the plan shall be treated in accordance with clause 77I of the Regulations.

8.3. Records to be kept

Records of income and expenditure for the Reserve Account established under the Plan shall be maintained by the local government until all funds have been expended or repaid.

8.4. Reporting

Report of the Reserve Account shall be provided in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*.

8.5. Invoice for payment of money

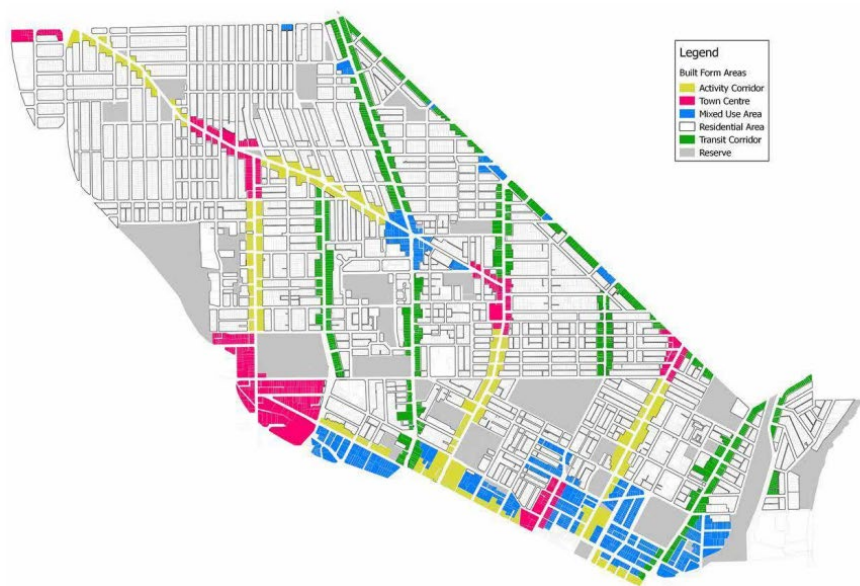
In addition to a payment-in-lieu of parking condition applied to a development approval under clause 77H of the Regulations, the local government shall issue an invoice to the payer at the appropriate time to enable the payer to satisfy the condition of development approval. The invoice

shall specify the method and timing for payment of the money required to satisfy the payment in-lieu of parking development approval condition.

8.6. Money held in the Reserve Account at the expiry of the Plan

Money held in the Reserve Account at the Expiry of the Plan shall be treated in accordance with clause 77I(5), (6) and (7) of the Regulations.

Appendix 1: Map Area



CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
POLICY NO: 7.7.1
NON-RESIDENTIAL DEVELOPMENT PARKING REQUIREMENTS

POLICY NO: 7.7.1

NON-RESIDENTIAL DEVELOPMENT PARKING REQUIREMENTS

PART 1 – POLICY OPERATION

POLICY DEVELOPMENT

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

PURPOSE & APPLICATION

The purpose of this Policy is to:

1. Define parking requirements that will meet the needs of the users of developments without resulting in the oversupply of parking;
2. Facilitate the payment of cash-in-lieu for non-residential development that is unable to meet the requirements of this Policy and determine the calculation of cash-in-lieu to be determined in a consistent and transparent manner; and
3. Ensure long term viability of parking proposals by defining the circumstances in which Parking Management Plans are required and providing guidelines for their content.

This Policy applies to all applications for development approval pursuant to Schedule 2, Part 7 of the *Planning and Development (Local Planning Schemes) Regulations 2015* for non-residential development within the City of Vincent outside of the Perth Parking Management Area.

POLICY STRUCTURE

Part 1 Policy Operation: sets out the purpose and application, policy objectives, relationships to other documents and definitions.

Part 2 Policy Provisions: sets out the parking requirements for non-residential development within the City of Vincent outside of the Perth Parking Management Area.

Appendices:

Appendix 1 – Built Form and Perth Parking Management Areas Map

Appendix 2 – Parking Management Plan Framework

POLICY OBJECTIVES

1. To support a shift toward more active and sustainable transport modes that will reduce the dependence on single person private vehicle trips.
2. To ensure that parking facilities do not prejudice the environmental and amenity objectives of the City's Local Planning Scheme.
3. To ensure appropriate parking and access is provided in non-residential development to meet the needs of its users.

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CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
POLICY NO: 7.7.1
NON-RESIDENTIAL DEVELOPMENT PARKING REQUIREMENTS

RELATIONSHIP TO OTHER DOCUMENTS

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

Where this Policy is inconsistent with the provisions of a specific Policy applying to a particular site or area (e.g. Character Retention Area Local Planning Policy), the provisions of that specific Policy shall prevail. This Policy is to be read in conjunction with the Australian Standards.

DEFINITIONS

For the purpose of this Policy, the following definitions apply:

Ancillary Use	A land use subsidiary to the predominant land use. The Ancillary Use may have a lesser floor area or accommodate fewer people than the predominant land use; and shall not negatively impact the amenity of the area.
Bicycle Parking Facilities:	Bicycle parking facilities are defined in Australian Standard AS 2890.3 (as amended), Section 1.3, Clause 1.3.4.
Built Form Areas:	The areas set out in Appendix 1.
End of Trip Facilities:	A single unisex shower with associated change room and a single individual locker.
Long Term Bicycle Parking Facilities:	Long term bicycle parking facilities include those of a security Level A and B in accordance with AS 2890.3 (as amended), Table 1.1.
Major Redevelopment:	Development where 75% or more of the existing Net Lettable Area on a site is demolished and rebuilt.
Net Lettable Area (NLA):	The area of all floors within the internal finished surfaces of permanent walls of a building, but excludes all car parking areas, stairs, toilets, cleaner's cupboards, lift shafts, motor rooms, escalators, tea rooms, plant rooms, alfresco areas located off-site, lobbies between lifts facing other lifts serving the same floor area, and areas set aside as public space or thoroughfares and not for the exclusive use of occupiers of the floor or building.
Parking Management Plan:	A document prepared in accordance with Appendix 2.
Persons:	People proposed to be accommodated in a development, excluding any person staying in a bedroom of that development.
Predominant Use:	The primary use of a premises to which all other uses carried out on the premises are incidental or ancillary.

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Reciprocal Parking:	Parking facilities serving separate uses or in a mixed use development that are shared, but not concurrently.
Short Term Bicycle Parking Facilities:	Short term bicycle parking facilities include those of a security Level C in accordance with AS 2890.3 (as amended), Table 1.1.
Transport Infrastructure:	The works and undertakings for the purpose of providing public transport infrastructure, walking and cycling infrastructure, parking infrastructure and demand management.

PART 2 – POLICY PROVISIONS

1. OPERATION OF POLICY & DEVELOPMENT STANDARDS

- 1.1. Applications for development approval that comply with the Policy Objectives of Part 1 and the standards set out in Clauses 2, 3 and 4 of this Policy are considered to be acceptable in relation to parking for non-residential development.
- 1.2. Where a proposal does not meet the standards set out in Clauses 2, 3 or 4 of this Policy, the decision maker is required to exercise judgement to determine the proposal. The decision maker is to exercise its judgement to consider the merits of the proposal having regard to the objectives of this Policy and one or more of the following requirements:
 - 1.2.1. The development provides adequate parking and/or transport infrastructure to service the needs of its users;
 - 1.2.2. Alternative public car parking, bicycle parking and/or end of trip facilities are already provided and is available and accessible to meet the demands of the development during the hours of operation, for the life of the development;
 - 1.2.3. Reciprocal car parking, bicycle parking and/or end of trip facilities are provided in accordance with Clause 5;
 - 1.2.4. Alternative transport modes are convenient and adequate enough to meet the demand of the development during the hours of operation;
 - 1.2.5. Cash-in-lieu of parking is provided in accordance with Clause 6;
 - 1.2.6. An alternative arrangement is agreed in writing between the applicant and the City, through an approved Parking Management Plan.

2. PARKING REQUIREMENTS

- 2.1. Parking for non-residential development shall be provided onsite and in accordance with Table 1, unless the applicant is proposing an Ancillary Use that does not:
 - 2.1.1. Contribute to additional floor area;
 - 2.1.2. Remove on-site parking; and

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- 2.1.3. Extend outside of the hours of operation of the predominant use.
- 2.2. Where the applicable standard set out in Table 1 results in a parking requirement that is not a whole number, the car parking requirement is taken to be the next highest whole number and bicycle parking is to be taken to be the next nearest whole number.
- 2.3. Non-residential development parking requirements in Table 1 shall be applied to development applications in accordance with the relevant Built Form Area, as shown in Appendix 1.
- 2.4. Bicycle parking facilities are to be designed and provided in accordance with Australian Standard 2890:3 (as amended).
- 2.5. In a development that contains a mix of both residential and commercial uses, the car parking is to be initially allocated to the non-residential component in accordance with requirements identified in Table 1 of this policy. Any remaining car parking is then to be allocated to the residential component in accordance with the minimum Deemed-to-Comply provisions of the Residential Design Codes.

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Table 1: Non-Residential Parking Requirements

Land Use	Car Parking Minimum				Residential Built Form Area Minimum & All Areas' Maximum ¹	Bicycle Parking Minimum		Unit of Measure
						Short Term	Long Term	
Built Form Area (refer Appendix 1)	Town Centre	Transit Corridor	Activity Corridor	Mixed Use				
Medical Centre, Consulting Room, Vet Centre	2.5	3.5	3.5	3	4	0.7	0.3	spaces per consulting room
Amusement Parlour, Office	1.5	2	2.2	2	2.5	0.2	0.8	spaces per 100m ² NLA
Child Care Premises, Club Premises, Cinema/Theatre, Family Day Care, Nightclub, Place of Worship, Reception Centre, Recreation-Private	0.15	0.25	0.22	0.2	All except Recreation – Private 0.25	0.019	0.042	spaces per persons
					Recreation – Private 0.5			
Serviced Apartment	0.5	0.75	0.75	0.5	1.0	0.075	0.175	spaces per bedroom
Hotel	0.5	0.75	0.75	0.5	1.0	0.075	0.175	spaces per bedroom
	0.15	0.25	0.22	0.2	0.25	0.019	0.042	spaces per person
Fast Food Outlet, Lunch Bar	0.1	0.15	0.15	0.1	0.15	0.04	0.06	spaces per persons
Restaurant/cafe, Small Bar, Tavern	0.15	0.25	0.22	0.2	0.25	0.019	0.042	spaces per persons
Betting Agency, Convenience Store, Restricted Premises, Shop	3.5	5	4.5	4	5	1.6	0.9	spaces per 100m ² NLA
Civic Use, Fuel Depot, Industry, Bulky Goods Showroom Transport Depot, Motor Vehicle, Boat or Caravan Sales, Warehouse / Storage	1.2	2	1.8	1.5	2	N/A	1	spaces per 100m ² NLA
Any other land use	To be determined by the City on a site specific Parking Management Plan.							
Motorcycle/ Scooter Bays	1 motorcycle/scooter bay per 20 car parking bays.							

¹ This column applies as a minimum standard for the Residential Built Form Area and a maximum standard for all Built Form Areas including Residential.

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3. END OF TRIP FACILITY REQUIREMENTS

- 3.1. Where long term bicycle parking is required in accordance with Table 1 of this Policy, end of trip facilities must also be provided as follows:
 - 3.1.1. One end-of-trip facility where one to five long term bicycle parking bay(s) are required; and
 - 3.1.2. Where more than five long term bicycle parking bays are required, one end-of-trip facility for every five long term bicycle parking bays is required.
- 3.2. End-of-trip facilities shall be located as close as practicable to the bicycle parking facilities.
- 3.3. End-of-trip facilities may be shared between multiple private businesses where legal access arrangements are agreed between landowners and the arrangement forms part of a development application.

4. SPECIFIC PURPOSE BAYS

4.1. Service Bays

Where parking is required in accordance with Table 1 of this policy, a service bay is to be provided in addition to the minimum number of car parking bays required under Table 1 unless it can be demonstrated that a service bay may be located off site, through a Parking Management Plan.

4.2. Drop Off/Pick Up Bays

Where parking is required in accordance with Table 1 of this Policy for a child care premises or educational establishment, a separate area shall be provided for the adequate setting down and picking up of children and identified through a Parking Management Plan.

5. RECIPROCAL PARKING

- 5.1. Reciprocal car parking, bicycle parking and use of end of trip facilities may be considered where it can be demonstrated that the subject application will have access to parking for separate day time/night time or weekday/weekend uses and provide separate parking calculations, in accordance with Table 2 below. These separate car parking calculations should individually comply with the car parking requirements, however in the event of a shortfall, a cash-in-lieu payment may be required for the car parking calculation with the greatest shortfall.
- 5.2. The City may consider Reciprocal Parking where:
 - 5.2.1. The Applicant submits a Peak Parking Demand Table (refer to Table 2) and a Parking Management Plan (refer to Appendix 2), and the City is satisfied that demand will not unreasonably coincide;
 - 5.2.2. The parking facilities serving the proposed uses will be located on the one lot, or where located on separate lots, the parking arrangements are permanent and are secured by easement, amalgamation, legal agreement, restrictive covenant or any other formal arrangement the City may require; and

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5.2.3. Parking demand in the immediate and long term can be satisfied.

Table 2: Peak Parking Demand Table

<i>Calculating Peak Demand for Developments</i>				
Proposed Use	Weekday		Weekend	
	Daytime (8am – 6pm)	Evening (6pm-12am)	Daytime (8am-6pm)	Evening (6pm-12am)
Car Parking				
Use 1				
Use 2				
Use 3				
Bicycle Parking				
Use 1				
Use 2				
Use 3				
End of Trip Facilities				
Use 1				
Use 2				
Use 3				
Total Demand				

Notes:

1. *The demands shown are to be the base demands for the use as calculated using the Non-Residential Parking Requirement Table (Table 1).*
2. *The applicant may use different time periods other than those shown however the parking requirement for the listed uses will be the maximum total demand of the time periods that are shown.*

6. CASH-IN-LIEU OF CAR PARKING

6.1. The cash in lieu required to be paid by an applicant shall be calculated on the number of bays required, in accordance with this Policy, minus:

- 6.1.1. The number of parking bays provided on site;
- 6.1.2. The number of bays that cash in lieu has already been paid for; and/or
- 6.1.3. The number of bays that the City has waived through an approval for that development.

6.2. The payment of cash-in-lieu is not to be seen as an alternative to providing sufficient parking on site, but rather as a mechanism to enable otherwise desirable developments to proceed where it can be demonstrated that it is not possible to provide sufficient parking on site.

6.3. Cash-in-lieu will be charged for the shortfall proposed on site and is not to be rounded to the nearest whole number.

6.4. The following provisions will apply where cash-in-lieu is considered acceptable:

- 6.4.1. Cash-in-lieu contributions may comprise all or part of the shortfall in

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onsite parking for a proposed development.

- 6.4.2. The contribution rate per bay is a 'one-off payment' and is to be determined annually by the Council when adopting Fees and Charges set out in the Annual Budget.
- 6.4.3. The applicant/owner may enter into an agreement with the City to pay all or part of the amount of cash-in-lieu by instalments over a period not exceeding five years. An interest rate based on the long term bond rate is to be determined at the discretion of the City.
- 6.4.4. The contribution is to be held in a Reserve Account for the purpose of providing and/or upgrading existing and proposed Transport Infrastructure as defined in this Policy. Confirmation of the agreement of the contribution is to be made within 28 days of the date of development approval.
- 6.4.5. Where cash-in-lieu is proposed or required, the City will apply the monetary amount as a condition of development approval, in addition to the requirement to lodge a bond/bank guaranteed for the payment.
- 6.4.6. New development applications that meet the optional DAP application requirements set out in Regulations 6 of the *Planning and Development (Development Assessment Panels) Regulations 2011* shall be charged double the standard cash-in-lieu of car parking contribution rate as shown in the annual Fees and Charges.

7. PARKING MANAGEMENT PLAN

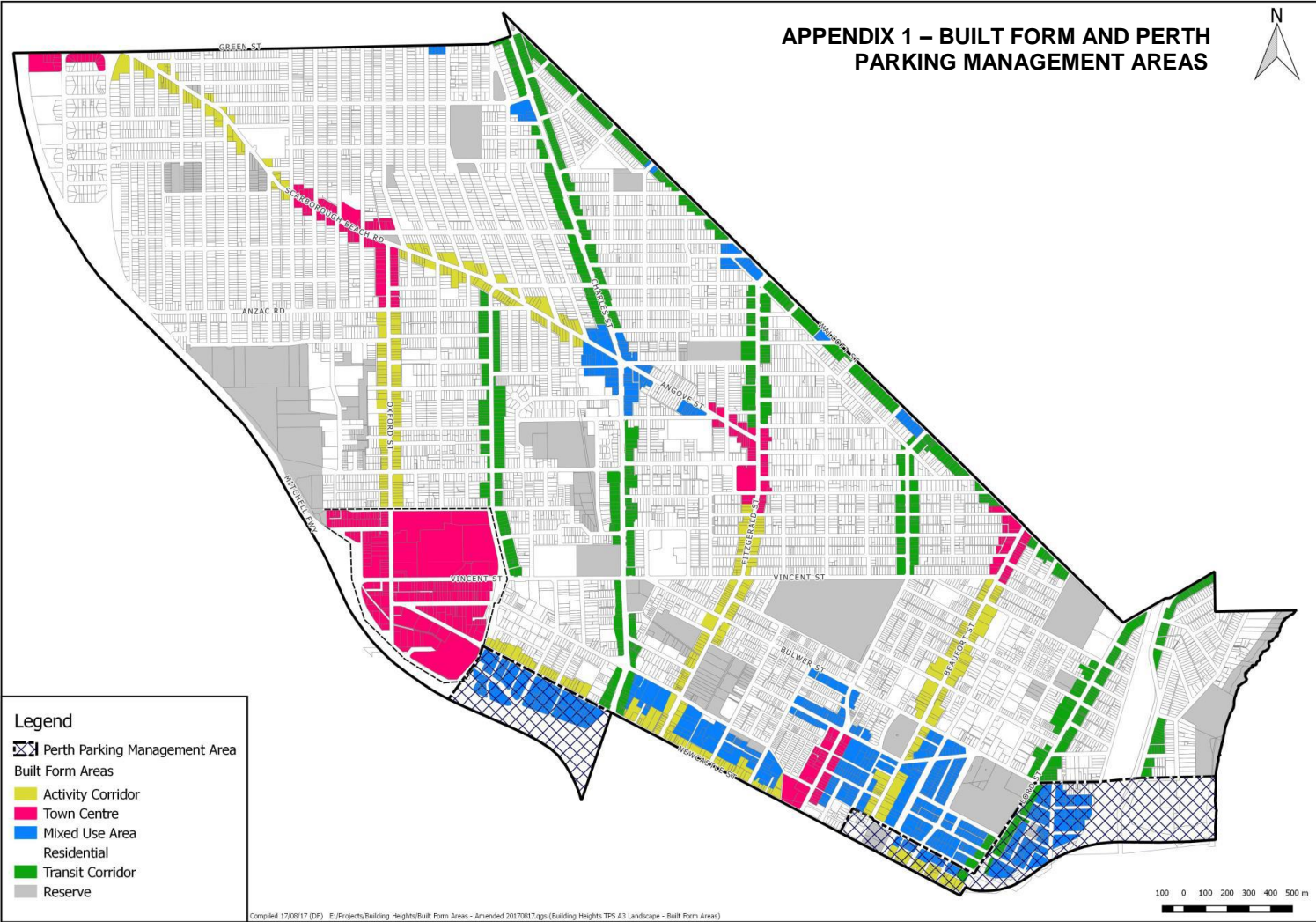
- 7.1. A Parking Management Plan shall be provided with an application where:
 - 7.1.1. A Parking Management Plan is required under Table 1 of this Policy;
 - 7.1.2. The development application does not meet the standards set out in Clauses 2, 3 or 4 of this Policy and the development application seeks consideration under subclauses 1.2.1, 1.2.2, 1.2.4 or 1.2.6 of this Policy;
 - 7.1.3. The development proposes 20 or more parking spaces (inclusive of car, bicycle and motorcycle/scooter parking bays);
 - 7.1.4. The development proposes alternative methods to achieve parking requirements under this policy, including but not limited to car stackers or tandem parking bays;
 - 7.1.5. The development proposes parking that is not visible from the primary street, including but not limited to basement parking;
 - 7.1.6. The development proposes parking that has obstructed access from the primary street, including but not limited to roller doors or security gates.
- 7.2. Parking Management Plans shall be prepared, in accordance with the framework set out in Appendix 2, to the satisfaction of the City and be lodged with the development application.
- 7.3. The City will require notifications to be lodged under section 70A of the Transfer of Land Act notifying proprietors and/or prospective purchasers of the property of their obligations with respect to onsite parking.

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- 7.4. Proposed car stackers are required to provide an amenity equal to that of Australian Standard AS 2890 and a load per platform rating of 2600 kilograms. Car Stackers are to be used for the sole use of resident and employee parking. Visitor and disabled parking bays are to be provided at grade, at a location convenient and easily identifiable to users and in accordance with AS 2890.

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APPENDIX 2 – PARKING MANAGEMENT PLAN FRAMEWORK

Owner/Applicant Details	
Name:	
Address:	
Phone:	
Email:	
Applicant Signature:	

Property Details	
Lot Number:	
Address:	

Parking Allocation:

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

Parking Allocation	
Total Number Car Parking Spaces:	
Total Number Short Term Bicycle Parking Spaces:	
Total Number Long Term Bicycle Parking Spaces:	
Total Number Other Bays:	

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Development Type	Development Users	Parking Allocation			
		Type / Duration	No. Car spaces	No. Bicycle Spaces	No. Other Spaces
E.g. Private Recreation Town Centre	Staff	Employee (> 3 hours)	2	1	-
	Customers	Visitor (< 3 hours)	7	2	-
	Other	Service (15 minute)	-	-	1
	Other	Disabled	-	-	1

Note: In a mixed use development the parking allocation for residential and non-residential portions must be provided separately in the above table.

Alternative Transport:

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

Transport Option	Type & Level of Service
Public Transport	
Train	
Bus	

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Pedestrian	
Paths	
Facilities	
Cycling	
Paths	
Facilities	
Secure Bicycle Parking	
Lockers	
Showers/Change Room	

Public Parking:

Identify the number of on street and off street public parking in the vicinity in the following table.

	No. Marked Spaces	Location	Parking Restrictions
On Street Parking			
Off Street Parking			

Parking Management Strategies

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Parking management strategies providing implementation details must be provided to ensure that the 'Parking Allocation' is used as demonstrated in this Parking Management Plan.

The allocation of bays as specified in the Parking Management Plan shall be included in the development application and planning approval.

The following information shall be provided, where applicable, within the Parking Management Plan:

1. Details of who will be responsible for management, operation and maintenance of parking (inclusive of car stackers);
2. Management of allocation of parking bays as specified in this Parking Management Plan including signage and enforcement;
3. Management of Tandem Parking for staff/tenants;
4. Way finding measures to ensure efficient use of parking facilities; and
5. Promotion of alternative transport modes such as the provision of well-maintained bicycle and end of trip facilities, use of active transport initiatives or public transport promotion.

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.

No.	Comments Received in Objection:	Administration Comment:
1.	<p>Re: <i>Better manage the supply of on street parking through the implementation of various restrictions by Limiting roadside residential parking, confining parking to the property.</i></p> <p>I strongly object to any change to the present street parking system for residents & their families who are not allowed to park on their properties. The e-parking system works well & for a long-standing ratepayer equitable as I compete daily with non-locals parking in the street to attend Brisbane Street gyms x 4, cafes x 3, restaurants x 4, Birdwood Park activities, HBF oval concerts & football matches plus nonlocals parking along Brisbane Street to simply access many or all William Street venues. I have supported & welcomed new businesses knowing that as a resident & ratepayer I am able to park in my street & surrounding streets to accommodate local business.</p>	<p>Administration notes this submission objects to Clause 5.1 of the Plan, relating to Accessible City Strategy (ACS) action item 3.3.4. ACS Action Item 3.3.4 states:</p> <p><i>Better manage the supply of on street parking through the implementation of various restrictions by:</i></p> <ul style="list-style-type: none"> • <i>Limiting roadside residential parking, confining parking to the property.</i> <p>On 18 May 2021 (Item 9.3), the ACS was adopted by Council.</p> <p>It is not within the scope of this Plan to consider the appropriateness of the ACS action items, but it can be considered whether this Plan is used as a mechanism to implement the action items of the endorsed ACS.</p>
2.	<p>As a newly resident of the city of Vincent, I believe the planned implementation of non-residential parking will put off a lot of people visiting the local cafes/restaurants/businesses on oxford street. The area is already in a need of a revival. A great example is the City of Perth, or even why people would rather go to a Westfield Shopping centre than venture to the City of Perth. Parking at \$5.10 an hour is a joke and City of Perth is empty. People get put off by parking fees on top of slow growth wages/inflation. Moreover, it would generate a lot of rubbish paper (e.g. Wilson parking at Coles West Perth Leederville and wasting more time of my day to queue press for a "free" ticket. There are also subsequent increased expenses to employ despicable ticket parking officers who troll the streets.</p>	<p>The purpose of the Parking Policy is to guide parking requirements for non-residential development within the private realm. The minimum and maximum parking ratios are the same as they are in the current Policy No. 7.7.1 Non-Residential Development Parking Requirements.</p> <p>The Plan guides how money collected in-lieu of car parking is spent.</p> <p>The documents do not guide fees or parking spaces within the public realm.</p>

No.	Comments Received in Objection:	Administration Comment:
	<p>The government should look at the bigger picture and have good and safe public transport/buses if it is to discourage cars.</p> <p>With the number of apartments going up in the area, traffic congestion will be significantly more increased. Maybe it's time the council recognized that Perth does not have the infrastructure to be car-less. I am against any changes to the current system of parking and believe that there are detrimental effects on our community and businesses if it was to change.</p>	

5.4	OUTCOME OF PUBLIC NOTICE - PROPOSED LEASE OF PORTION NO. 41 (LOT: 31) BRITANNIA ROAD, LEEDERVILLE
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- Attachments:**
1. Plan of Lease Area & Drawings of Telecommunication Facility [↓](#) 
 2. Summary of Submissions from Public Notice [↓](#) 

RECOMMENDATION:

That Council **APPROVES** the lease of a portion of land located No. 41 (Lot 31) Britannia Road, Leederville to Indara Corporation Pty Ltd (ACN 643 875 165) shown on the plan attached as Attachment 1 subject to the following key terms:

1. **Initial Term:** Ten (10) years
2. **Option Term:** Two x Five (5) year terms
3. **Rent:** \$48,000 per annum (plus GST)
4. **Rent Review:** CPI on 1 July annually
5. **Market Rent Review:** Market rent review at each Option Term which is to be undertaken 6 – 9 months before commencement of each Option Term.
6. **Outgoings:** Lessee's responsibility
7. **Rates & Taxes:** Lessee's responsibility
8. **Permitted Use:** For the purpose of constructing, maintaining and operating a telecommunications network and telecommunications service including but not limited to accessing, installing, storing, operating, repairing, maintaining, altering, removing, adding and replacing telecommunications equipment consistent with the evolving nature of telecommunications services
9. **Maintenance of leased area:** Lessee's responsibility
10. **Redevelopment clause:** City will have ability to require Indara to relocate after ten (10) years provided the City provides Indara with twenty four (24) months' written notice.

PURPOSE OF REPORT:

To present the outcome of public notice advertised in accordance with section 3.58 of *Local Government Act 1995* (Act) and to seek Council's determination whether to proceed with the proposed lease to Indara Corporation Pty Ltd (Indara) (ACN 643 875 165).

BACKGROUND:

Optus currently maintains an existing telecommunications facility at No. 7 Lynton Street, Mount Hawthorn on land which is owned by FES Ministerial body (State Emergency Services). The lattice tower structure on which Optus and other telecommunications companies have installed equipment is also owned by the State Emergency Services. Although, the carriers have received notice to vacate the site by January 2023 due to potential redevelopment of the land, Optus is currently on a month to month tenancy at No. 7 Lynton Street, Mt Hawthorn. Optus has not advised the City of their forthcoming status with the tenancy.

Optus is seeking an alternate location within the area to ensure continuous service delivery of the telecommunications network with improvements to the network coverage along the Mitchell Freeway and residences within proximity to Britannia Reserve and Lake Monger.

In the interim, until a permanent site can be secured, Optus has instigated a separate project to find a suitable temporary location for a Cell on Wheels (CoW) to ensure continuous delivery of the telecommunications network within this area once the 7 Lynton Street property is decommissioned. Unfortunately, the CoW will only offer partial relief in network coverage holes within the Mount Hawthorn and Leederville areas as the network provided by these temporary facilities are considerably shorter than a permanent facility. Given that Telstra, Optus and Vodafone are all reliant on the existing facility at No.7 Lynton Street, if the tower is decommissioned the area will have network coverage holes from all mobile carriers until a new permanent telecommunications facility is in operation.

The City received a request from the Optus project team (Optus) acting on behalf of Indara to construct and operate a Telecommunications Facility on a portion of Britannia reserve.

Council at its meeting on [4 April 2023](#) resolved to:

- approve the giving of public notice under s3.58 of the Act and inviting submissions for the proposed lease of a portion of land located at No. 41 (Lot 31) Britannia Road, Leederville at Britannia Reserve subject to key lease terms;
- if no submissions were received as a result of public notice period, authorise the Chief Executive Officer to enter into the lease and Mayor and Chief Executive Officer to affix the common seal and execute the lease in accordance with the Execution of Documents Policy; and
- if any submissions were received as a result of the public notice period, the Chief Executive Officer will provide submissions to Council for consideration and Council will determine whether to proceed with the proposed lease.

DETAILS:

No. 41 (Lot 31) Britannia Road, Leederville (Land) is owned in freehold by the City and comprised in Certificate of Title Volume 1769 Folio 075. The Land forms part of Britannia Reserve.

Indara is proposing to install a 36 metre high monopole with a headframe reaching a height of approximately 38 meters with flood lighting located within a fenced area with a ground footprint size of approximately 140 square metres. The monopole would be shared by Optus, Vodafone and Telstra who would all locate their antennas on the monopole. The compound would also contain a concrete pole foundation, six bay outdoor equipment cabinet, a separate equipment cabinet for Telstra, underground cables and other associated infrastructure. Given that electricity is required to be provided to the Premises, Indara would be required to install a separate sub-meter to account for electricity usage.

The proposed location is shown in the proposed tower location plans in **Attachment 1**.

The City gave public notice of the proposed lease, which included the lease term, rent and proposed lease area. The following are the key terms of the proposed lease with Indara, which are supported by Indara with the exception of the Market Rent Review.

1	Initial Term	10 years (2023 – 2033)
2	Option Term	Two x Five (5) year options: (a) 5 years (2034 – 2038) (b) 5 years (2039 – 2043)
3	Rent	\$48,000 per annum (plus GST) The current GRV for the Land is \$25,000. The market valuation undertaken on 14 September 2022 is attached as Confidential Attachment 1 .

4	Rent review	Rent will be increased by CPI on 1 July annually.
	CPI Increase	CPI increase is consistent with the City's rent review clause for all its leases, including commercial leases. Note that Indara has supported CPI increases subject to there being no market rent review.
	Market rent review	Market rent review is not agreed by Indara. Despite this, a Market Rent Review prior to the commencement of each option term is recommended by Administration as this term is consistent with the City's commercial leases and ensures the City is receiving the market rent for the Land over the life of the lease: Market rent review is to be undertaken 6-9 months prior to the commencement of each Option Term, and that the date for exercise of the options is 3-6 months prior to the commencement date of the relevant option term. The cost of meeting the market rent review is to be shared equally between the City and Indara.
5	Outgoings	Paid by lessee In accordance with the City's Property Management Framework, Indara will be responsible for paying all outgoings.
6	Rates & taxes	Paid by lessee In accordance with the City's Property Management Framework, Indara will be responsible for paying all rates and taxes.
7	Permitted Use	For the purpose of constructing, maintaining and operating a telecommunications network and telecommunications service including but not limited to accessing, installing, storing, operating, repairing, maintaining, altering, removing, adding and replacing Telecommunications Equipment consistent with the evolving nature of telecommunications services.
8	Maintenance of leased area	Lessee's responsibility.
9	Redevelopment clause	City will have ability to require Indara to relocate after ten (10) years provided the City provides Indara with twenty four (24) months' written notice.

The commencement of the Lease would be conditional upon Indara obtaining development approval in respect of the Telecommunications Facility. In order to minimise the risk that there will be network coverage issues as a result of the 7 Lynton Street telecommunication facility decommissioning, Indara have already lodged a development application for the Telecommunications Facility proposed for Britannia Reserve. This application is subject to community consultation and is to be determined by the Western Australian Planning Commission.

Subject to Council approval of the key terms, formal documentation would be prepared by Indara's lawyers and subsequently reviewed by Administration.

CONSULTATION/ADVERTISING:

Local Public Notice

In accordance with section 3.58 of the *Local Government Act 1995* (Act), publication of the local public notice for a period of 16 days between 29 April 2023 and 15 May 2023.

Local public notice was provided in the following ways:

- published in The Voice local newspaper;
- posted to the City Administration and Civic Centre, Library and Local History Centre notice boards;
- published on the City's website and social media platforms; and
- signage installed on the site of the proposed lease area.

Submissions and responses

A total of 22 submissions were received at the end of the public notice period with eight in support of the proposed lease area and 14 objecting to the proposed lease.

A petition containing 28 signatures was also received objecting to the proposed lease area and requesting an alternative location be considered.

The submissions largely raised concerns in relation to:

- potential health implications from the telecommunications facility; and
- the location of the telecommunications facility.

The detailed submissions and Administration's responses to the submissions are set out in **Attachment 2**.

Health concerns associated with the presence of a telecommunications facility will be assessed and considered by the Western Australian Planning Commission as part of the State Planning Policy 5.2 prepared under the *Planning and Development Act 2005*. This policy applies throughout Western Australia in respect to above and below ground telecommunications infrastructure other than those facilities exempted under the *Commonwealth Telecommunications Act 1997* (Telecommunications Act). The telecommunications facility proposed by the operator is not exempted under the Telecommunications Act.

The location of the lease area for a telecommunications facility has been considered by Administration for close to three years in consultation with the community, initially as part of the Britannia Reserve Development Plan. Administration has, since 2021, undertaken pop-up sessions, community consultations, informal resident consultations, one-on-one resident consultation and resident phone discussions with the community and recommends that the lease area shown in the plan in **Attachment 1** be approved by Council.

Administration has notified all submitters of the lease being presented to Council for approval.

LEGAL/POLICY:

S 3.58(3) of *Local Government Act 1995* – Disposing of Property:

- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) *it gives local public notice of the proposed*
 - (b) *disposition —*
 - 1. *describing the property concerned; and*
 - ii. *giving details of the proposed disposition; and*
 - iii. *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
 - *and*

it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to consider the proposed location within Britannia Reserve to Indara for the use of a Telecommunications Facility. The commercial risks associated with operating and maintaining the Telecommunications Facility and infrastructure would be managed solely by Indara.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

Our parks and reserves are maintained, enhanced and well utilised.

Connected Community

Our community facilities and spaces are well known and well used.

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.

FINANCIAL/BUDGET IMPLICATIONS:



The proposed rent is \$48,000 plus GST per annum which will be held in Municipal Funds which is consistent with the City's usual approach to lease income.

COMMENTS:

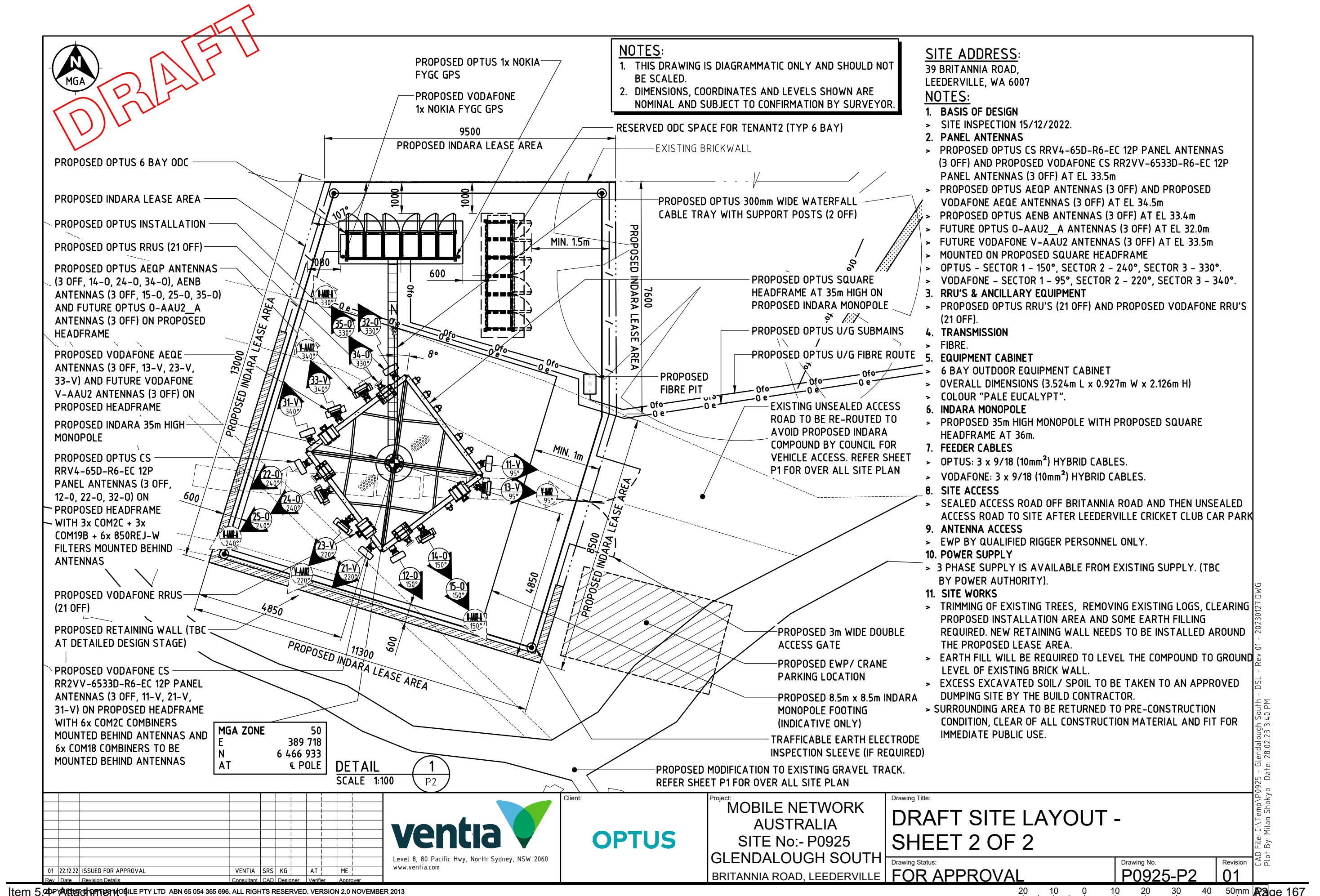
The proposed location has been considered by Administration and the following considerations are relevant:

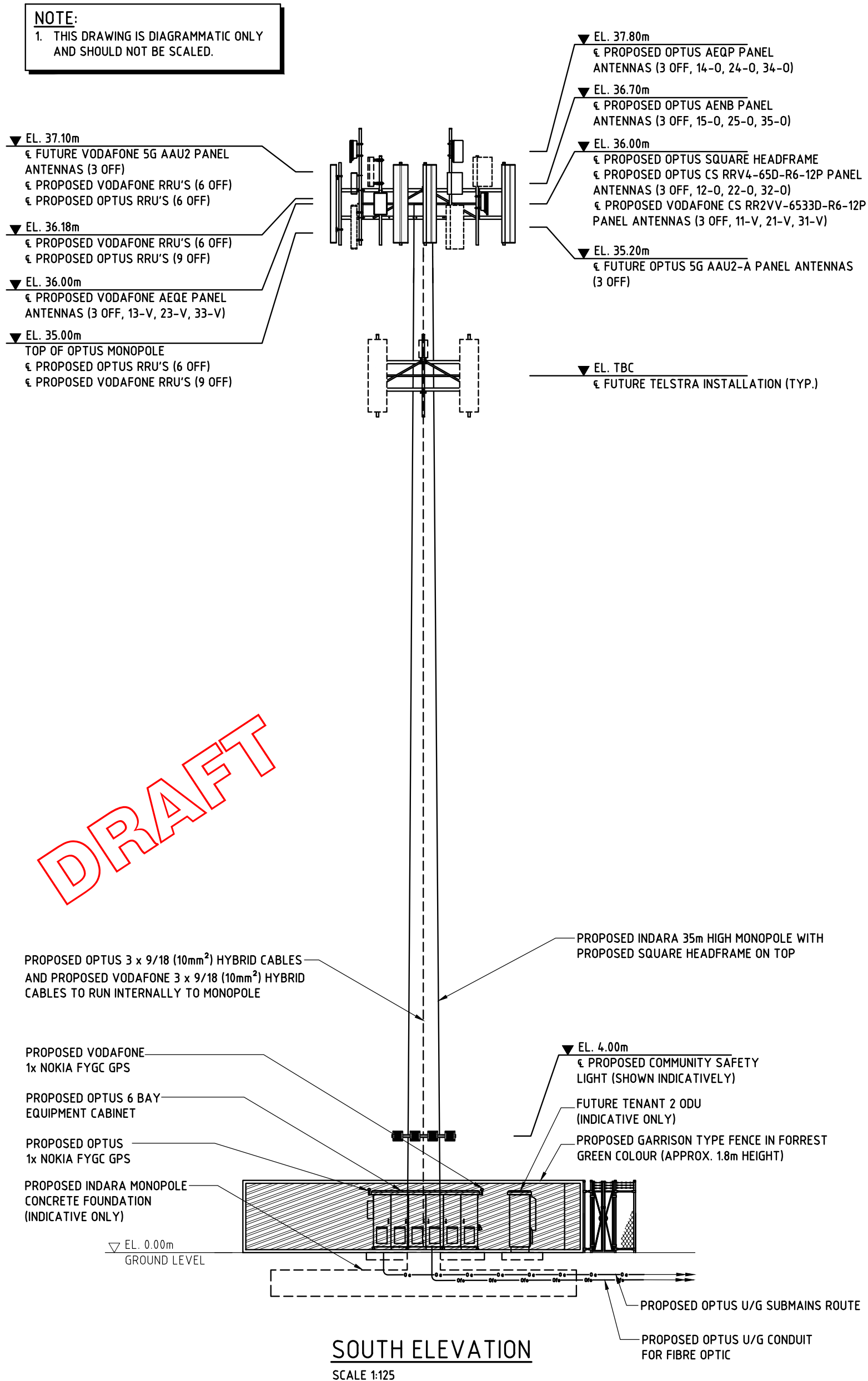
- The location balances service coverage with minimisation of visual amenity impact to users of Britannia Reserve and owners and occupiers of dwellings adjoining Britannia Reserve. The proposed tower would be purpose built to accommodate more frequency channels and increased network capacity. This would mean that coverage and capacity in the network would improve;
- The Telecommunications Facility would be located approximately 150 metres away from the closest dwellings on Britannia Road;
- The majority of the Telecommunications Facility would benefit from screening from mature trees located at the edge of the reserve adjacent to Mitchell Freeway and the sporting club clubrooms; and
- The proposed location would be the most appropriate location for the Telecommunications Facility in Britannia Reserve. The proposed location does not impact on current or future areas of useable POS.



										 Level 8, 80 Pacific Hwy, North Sydney, NSW 2060 www.ventia.com		Client: 		Project: MOBILE NETWORK AUSTRALIA SITE No:- P0925 GLENDALOUGH SOUTH BRITANNIA ROAD, LEEDERVILLE		Drawing Title: DRAFT SITE LAYOUT - SHEET 1 OF 2		Drawing Status: FOR APPROVAL		Drawing No. P0925-P1		Revision 01	
01	22.12.22	ISSUED FOR APPROVAL				VENTIA	SRS	KG	AT	ME													
Rev	Date	Revision Details				Consultant	CAD	Designer	Verifier	Approver													

CAD File: C:\Temp\PO



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EXISTING



PROPOSED

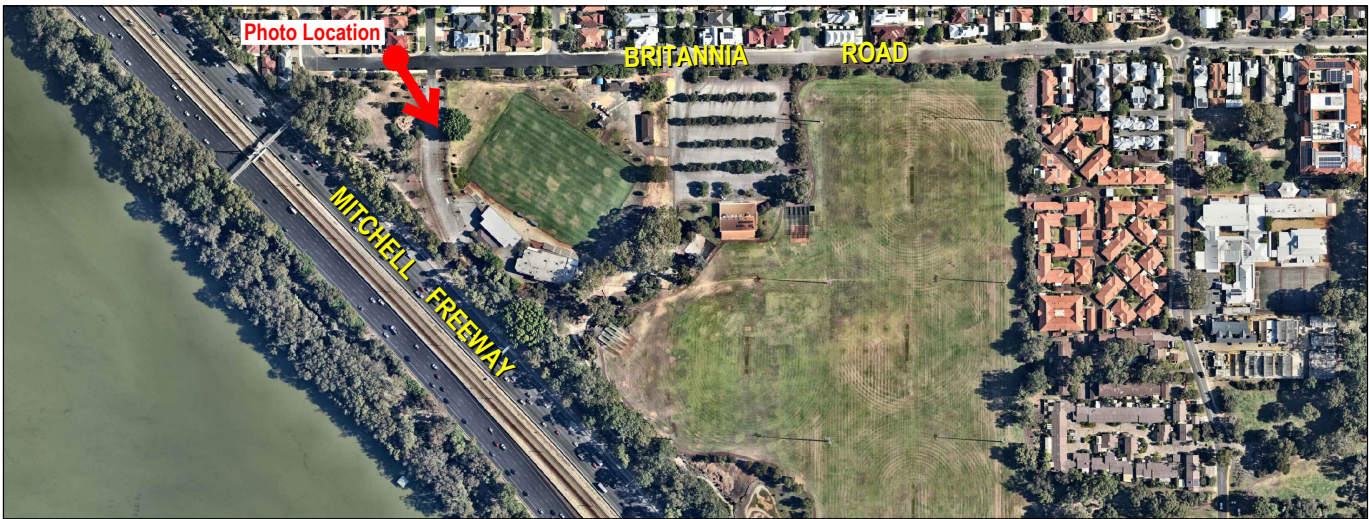


PHOTO LOCATION

PLANNING SOLUTIONS | PS
URBAN & REGIONAL PLANNING

SCALE NTS @ A3
DATE 14 February 2023
FILE 230214 8007 Photo Montage 1.dwg
REVISION 1/CD/14.02.2023



VIEW FROM BRITANNIA ROAD LOOKING SOUTH
TOWARDS THE CRICKET CLUB ROOMS
LOT 30 (39) BRITANNIA ROAD
LEEDERVILLE, WA

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EXISTING



PROPOSED

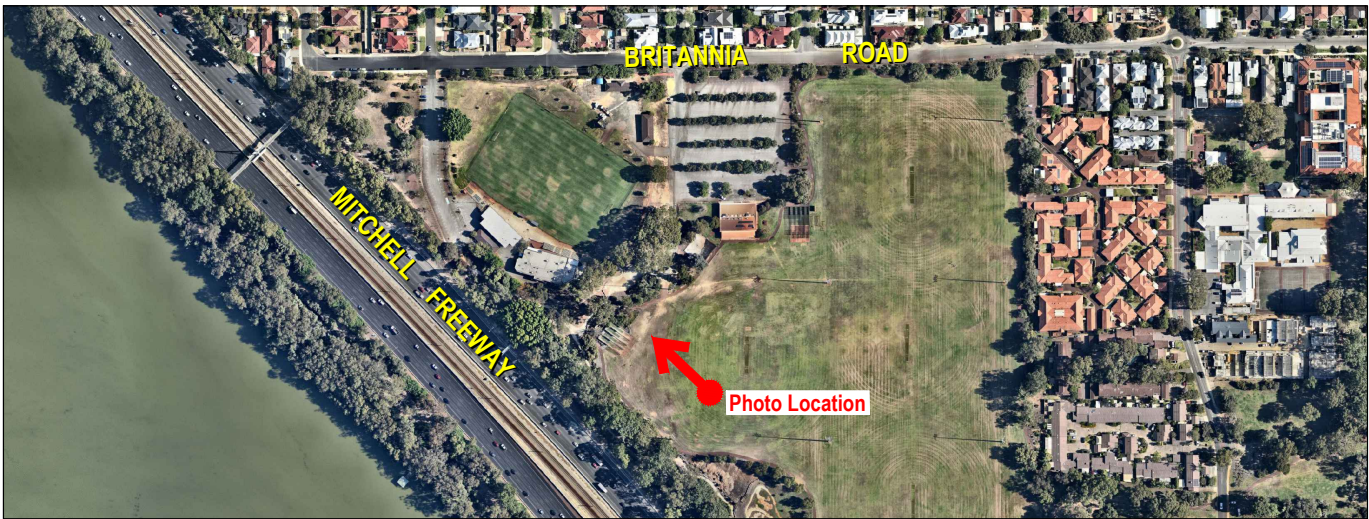


PHOTO LOCATION

Summary of Submissions**Outcome of public notice – proposed lease of a portion of Britannia Reserve for a telecommunication facility:**

The tables below summarise the comments received during the public notice period (29 April 2023 to 15 May 2023), together with the City's response to each comment.

No.	Comments Received in Support:	Administration's Comment:
1.	<u>Impact</u> Minimal to no impact on the surrounding area.	Noted.
2.	<u>Location</u> <ul style="list-style-type: none"> • Support proposed location which is south of Litis Stadium clubrooms. • Least intrusive location of the park. • Location is a significantly more appropriate than the previous two proposed locations submitted as part of the Britannia Reserve Development Plan. • Current location makes use of what is currently a 'no-man's land'. There is an adhoc gravel bike 'pump' track but we understand this is being diverted (kids reshape/reroute this track in any case) and tree removal is being carefully minimised. • Importantly, it moves the tower away from residents and makes use of the drop in elevation, the Litis Stadium changing rooms infrastructure and existing tree canopy to best mask what is always going to be an unsightly structure. • The proposed lease area protects what is a small, but important pocket of communal green space as well as the visual amenity of local residents. It is the 'gateway' to Britannia Reserve, Lake Galup and the Floreat Athena club rooms and sits at the intersection of key vistas and pedestrian routes. • There is never an ideal location for this type of infrastructure within a residential neighbourhood. The current telecoms tower in Lynton Street which this is replacing, I'm sure you will agree is perhaps as poor an outcome as you could get in a residential setting. • With its decommissioning, the City has the opportunity to significantly improve the visual amenity for the local and wider area for the next generation to come and I believe this is a significantly better outcome than the previous options. 	Noted

Summary of Submissions**Outcome of public notice – proposed lease of a portion of Britannia Reserve for a telecommunication facility:**

No.	Comments Received in Support:	Administration's Comment:
3.	<u>Revenue</u> Lease will provide much needed funds back into the reserve. Good revenue for City of Vincent.	Noted.
4.	<u>Infrastructure</u> <ul style="list-style-type: none"> Bad phone coverage in the area. Black zone for mobiles and home internet is not working. Without the lease (and the telecommunication facility), there will be zero to no coverage in the Mt Hawthorn area which is critical. It is as critical as power and gas. 	<ul style="list-style-type: none"> Optus currently maintains an existing telecommunications facility at No. 7 Lynton Street, Mount Hawthorn on a monthly tenancy. If the tower at No. 7 Lynton Street site is decommissioned, Optus will instigate a temporary solution to ensure continuous delivery of the telecommunications network within this area. This will only offer partial relief with network coverage holes within the Mount Hawthorn and Leederville areas as the network infrastructure provided by these temporary facilities are considerably shorter than a permanent facility. Telstra, Optus and Vodafone are all reliant on the existing facility at No. 7 Lynton Street, if the tower is decommissioned the Mt Hawthorn and Leederville areas will have network coverage holes from all mobile carriers until a new permanent telecommunications facility is in operation.

No	Comments Received in Objection:	Administration's Comment:
1.	<u>Health Implications</u> <ul style="list-style-type: none"> Concerns about 5G impact on patrons of Britannia Reserve. Potential impact of mobile phone base stations on nearby residents. Concerns regarding technology associated with the tower having effect on current and future generation's health. 	The health impact and considerations of the potential tower would form part of the assessment of the development application by the West Australian Planning Commission.

Summary of Submissions**Outcome of public notice – proposed lease of a portion of Britannia Reserve for a telecommunication facility:**

No	Comments Received in Objection:	Administration's Comment:
2.	<p data-bbox="342 379 432 403"><u>Location</u></p> <ul data-bbox="342 427 1205 1414" style="list-style-type: none"> <li data-bbox="342 427 1205 483">• Majority of residents favouring Option 1 location i.e mulch pile. <li data-bbox="342 778 1205 802">• Proposal for an alternative location on the other side of the freeway. <li data-bbox="342 882 1205 906">• Much used pump-track and pedestrian path. Walk access being removed. <li data-bbox="342 986 1205 1010">• Affecting visual amenity of semi natural bush area. <li data-bbox="342 1098 1205 1121">• Affecting children's nature play area. <li data-bbox="342 1129 1205 1153">• Too close to Litis Stadium and playing fields where children play. <li data-bbox="342 1161 1205 1185">• Not child, family or community focused. <li data-bbox="342 1209 1205 1233">• Unaesthetic <li data-bbox="342 1321 1205 1369">• Proposed lease area is a known flight path and feeding area for red tailed black cockatoos. 	<ul data-bbox="1216 427 1998 1414" style="list-style-type: none"> <li data-bbox="1216 427 1998 587">• When considering the appropriateness of locating the tower at the site identified on the Britannia Reserve Development plan as 'option one' the City received adverse feedback, in particular from residents whose dwelling abutted Britannia Road and are located opposite the car park accessed from Britannia Road and were concerned about the visual amenity impact of the tower in this location <li data-bbox="1216 619 1998 746">• 'Option one' would have resulted in the loss of amenities and a greater loss of POS area compared to the current proposed lease area. The basketball court and a number of established trees would have had to be removed to accommodate the base station and the height of the tower would not have had a great visual amenity impact. <li data-bbox="1216 778 1998 858">• A location across the Mitchell Freeway was considered by the operator and was deemed unsuitable as it did not offer the network coverage that would service the suburbs in that area without network holes. <li data-bbox="1216 890 1998 970">• The bike track and pedestrian path will not be removed. If the lease is approved, both the track and path will be relocated within the same vicinity away from the lease area. <li data-bbox="1216 1002 1998 1082">• Propose lease area reduces the potential visual amenity impact by being located as far as possible for surrounding properties compared to locations previously considered by the City. <li data-bbox="1216 1114 1998 1161">• The proposed lease areas does not result in the loss of any existing defined play areas. <li data-bbox="1216 1209 1998 1289">• The proposed location has been chosen as it presents the least visually obtrusive location being located on the lower section of the reserve. <li data-bbox="1216 1321 1998 1401">• Although red tailed black cockatoos are known to visit Britannia Reserve, to the best of the City's knowledge, the Reserve is not a flight path to the cockatoos.

Summary of Submissions**Outcome of public notice – proposed lease of a portion of Britannia Reserve for a telecommunication facility:**

No	Comments Received in Objection:	Administration's Comment:
3.	<u>Environmental</u> <ul style="list-style-type: none"> Environmental impact on red tailed black cockatoos. Mature trees damaged. Trees hacked. 	Any potential environmental impact would form part of the assessment of the development application by the West Australian Planning Commission. The trees surrounding the proposed lease area were pruned as part of Administration's ongoing maintenance operations.
4.	<u>Planning considerations</u> Query assessment undertaken by operator's consultants.	The responses from the planning consultants in Attachment 3 of Council Agenda 4 April 2023 re compliance of the State Planning Policy 5.2 will be considered by the West Australian Planning Commission when assessing the future development application by the operator.
5.	<u>Lease considerations</u> Does lease include provisions relating to: <ul style="list-style-type: none"> maintenance by operator is not to interfere with public use of public space; and make good any damage or harm to the environment or space as a result of the proposed telecommunications facility being constructed and present on the proposed lease area. 	If the lease is approved by Council, external lawyers will be appointed to represent the City. Administration will work with the external lawyers to ensure that the terms of the lease will mitigate potential risks to the City and will negotiate with the operator that they: <ul style="list-style-type: none"> will not interfere with the public use of Britannia Reserve; and make good damage to the lease area.

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

6 INFRASTRUCTURE & ENVIRONMENT

6.1 UNRECOVERABLE PARKING INFRINGEMENTS WRITE-OFF

Attachments: 1. FER Write-Offs 2021_2022 - Confidential

RECOMMENDATION:

That Council APPROVES the write off of Parking Infringement Notices totalling \$170,119.65 that have been withdrawn by the Fines Enforcement Registry, as identified within Attachment 1.

PURPOSE OF REPORT:

To consider the write-off of Parking Infringement Notices that the Fines Enforcement Registry have advised are unrecoverable for the 2021/2022 financial year.

BACKGROUND:

Ranger Services issue infringement notices for contraventions of various Local Laws as well as the *Dog Act 1976* and the *Litter Act 1979*. In particular, where such Parking Infringement Notices are not paid there is a specific legal procedure undertaken to ensure the ability for collection through the Fines Enforcement Registry. As a Section within the Department of the Attorney General the Fines Enforcement Registry specifically deals with unpaid fines from both State and Local Governments.

Where no payment has been made the City send a Final Demand Notice 35 days after issuing the initial infringement notice, and should payment still not be made by a specific due date the matter is lodged with the Fines Enforcement Registry. Offenders are then notified by the Registry that failure to make payment will result in loss of their Drivers or Vehicle Licence. In many cases, the alleged offender has moved address but has not updated his/her ownership details in the Department of Transport system and their Drivers Licence is suspended. As a Drivers Licence can be issued for a 5-year period this may not come to their attention until a new application which will not be processed until payment for the infringement notice has been received.

However, the Fines Enforcement Registry is sometimes unable to collect the infringement penalty with the most common reason being insufficient information on the vehicle ownership file limiting the ability to prove beyond reasonable doubt the identity of an offender. In these circumstances, the Registry recommends that the relevant Local Governments write-off the penalties as unrecoverable.

DETAILS:

It has been identified that 1,178 Parking Infringement Notices, valued at \$170,119.65 (refer to **Attachment 1**) have been withdrawn during the 2021/22 financial year, by the Fines Enforcement Registry as they will no longer be pursuing payment. The Fines Enforcement Registry advised that these Notices were withdrawn generally for the following reasons:

1. Insufficient details to enforce;
2. Offender deceased;
3. Uneconomical to enforce; and
4. Corporation/Business no longer operational.

While these infringements have been deemed unrecoverable and subsequently withdrawn by the Fines Enforcement Registry, it should be noted that a total infringement value of \$544,770.00 has been recovered and paid through the Fines Enforcement Registry for the period 1 July 2021 to 30 June 2022.

Rather than writing-off a number of these infringements under delegated authority, Administration has decided to submit the total list for this financial year period for Council's consideration in the interests of transparency.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

The Chief Executive Officer is delegated the power to waive, grant concessions or write off any amount of money owed to the City, pursuant to the *Local Government Act 1995*, Section 6.12(1). Under Council's Register of Delegations, Authorisations and Appointments the power to write-off debts relating to infringements is subject to the debt not exceeding \$270.00.

RISK MANAGEMENT IMPLICATIONS

Low: It is a statutory requirement to report matters approved under Delegation Authority to the Council, however Administration has opted not to exercise the delegation relating to the write-off of infringements in this instance.

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.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

Outstanding parking infringements to the amount of \$170,119.65 are recommended for write-off as the Fines Enforcement Registry has advised that these are unrecoverable.

COMMENTS:

It is acknowledged by Administration that the reconciliation of outstanding parking infringements contained within the City's Financial Management System and the Fines Enforcement Registry should have been provided to Council for their information at the completion of the 2021/22 financial year.

Administration has now implemented appropriate processes to ensure that outstanding parking infringements that have been lodged with the Fines Enforcement Registry, and are subsequently deemed non-recoverable and withdrawn by the Registry, will be provided to Council for their information in October following the completion of that relevant financial year.

7 COMMUNITY & BUSINESS SERVICES

7.1 FINANCIAL STATEMENTS AS AT 30 APRIL 2023

Attachments: 1. Financial Statements as at 30 April 2023  

RECOMMENDATION:

That Council **RECEIVES** the Financial Statements for the month ended 30 April 2023 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 30 April 2023.

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 **30 April 2023**:

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	3-6
4.	Capital Expenditure including Funding graph and Capital Works Schedule	7-16
5.	Cash Backed Reserves	17
6.	Rating Information and Graph	18-19
7.	Debtors Report	20
8.	Beatty Park Leisure Centre Financial Position	21-22

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 2022/2023 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 30 April 2023 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 \$789,316 (1.3%). The following items materially contributed to this position:

- A favourable variance of \$845,752 in Fees and Charges mostly due to:
 - \$625,731 favourable car parking revenue and budget phasing
 - \$82,818 favourable Beatty Park enrolment, membership, and admission fee income
 - \$64,153 favourable Development and Design application fees due to an increase in applications received
 - \$57,055 favourable from operational buildings mostly due to timing variances for property lease income; partially offset by:
 - \$70,152 unfavourable income from building license and permits due to reduction in submissions.
- A favourable variance in Interest earnings of \$151,145 mostly due to higher than expected interest rates

- A favourable variance in Rates revenue of \$197,439 mostly due to higher interim rates.
- A unfavourable variance in Other revenue of \$61,945 mostly due to timing variances for reimbursements.
- An unfavourable variance for Profit on Disposal of Assets of \$250,313 due to a timing variance of heavy and light fleet disposals.
- An unfavourable variance of Operating Grants and subsidies of \$92,762 mostly due to timing variances.

Expenditure by Nature or Type (on page 1) is favourable, attributed by an under-spend of \$3,528,621 (6.4%). The following items materially contributed to this position:

- \$1,147,802 favourable Employee related costs mostly due to timing variances and vacancies.
- \$1,479,613 favourable Materials and Contracts mainly due to timing variances.
- \$521,466 favourable Depreciation expense due to a timing variance.
- \$152,664 favourable Other expenses due to a timing variance of fines lodgement fees.
- \$139,585 favourable Utility charges due to lower electricity costs.

Surplus Position – Year End 2022/23

The surplus brought forward to 2022/23 was \$6,676,946 with a favourable closing surplus position of \$7,393,929 at 30 April 2023.

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 3-6)
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 7-16)
The full capital works program is listed in detail in Note 4 in **Attachment 1**. The attachment includes a summary of the year-to-date expenditure of each asset category and the funding source associated to the delivery of capital works.
5. Cash Backed Reserves (Note 5 Page 17)
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 30 April 2023 is \$15,146,715.
6. Rating Information (Note 6 Page 18-19)

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	28 August 2022
Second Instalment	28 October 2022
Third Instalment	6 January 2023
Fourth Instalment	10 March 2023

The outstanding rates debtors balance at 30 April 2023 was \$1,899,671, excluding deferred rates of \$119,341. The outstanding rates percentage at 30 April 2023 was 3.64% compared to 4.53% for the same period last year.

7. Receivables (Note 7 Page 20)

Total trade and other receivables as at 30 April 2023 were \$3,262,916.

Below is a summary of the significant items with an outstanding balance over 90 days:

- \$1,027,774 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.
- \$197,436 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.

8. Beatty Park Leisure Centre – Financial Position report (Note 8 Page 21-22)

As at 30 April 2023, the Centre's operating surplus position was \$1,086,397 (excluding depreciation) compared to the prior YTD surplus amount of \$675,968. The surplus is predominantly driven by Swim School and 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 2022-2032*:

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 30 APRIL 2023

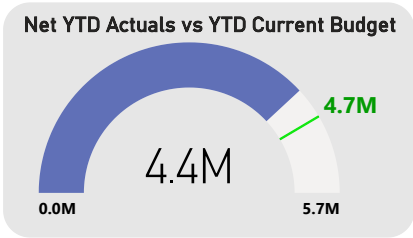
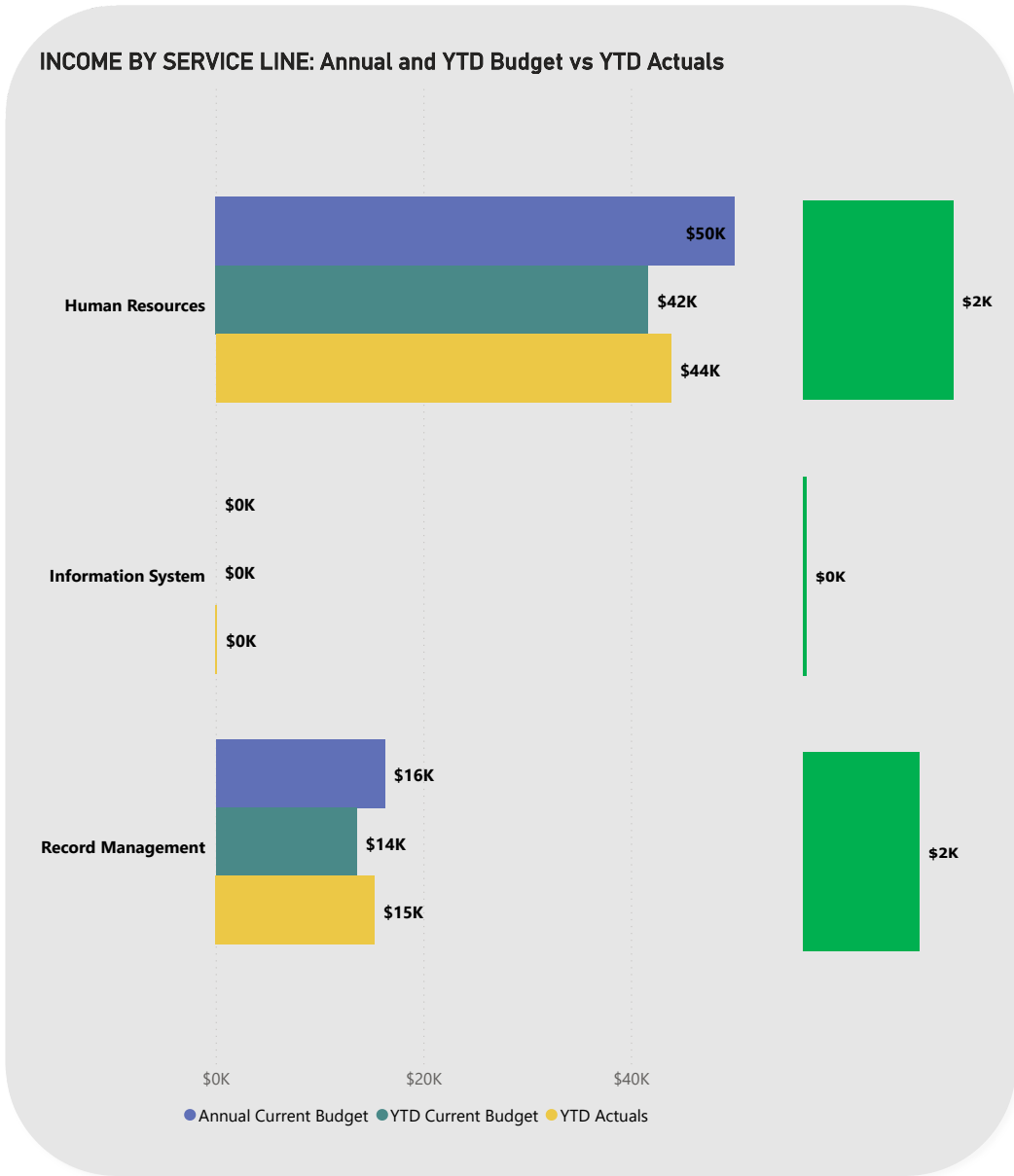
	Note	Revised Budget	YTD Budget	YTD Actual	YTD Variance	YTD Variance
		2022/23	30/04/2023	30/04/2023		
		\$	\$	\$	\$	%
Opening Funding Surplus(Deficit)		6,676,946	6,676,946	6,676,946	0	0.0%
Revenue from operating activities						
Rates		39,980,329	39,980,329	40,177,768	197,439	0.5%
Operating Grants, Subsidies and Contributions		1,247,567	602,989	510,227	(92,762)	-15.4%
Fees and Charges		21,679,846	18,310,663	19,156,415	845,752	4.6%
Interest Earnings		1,283,000	1,254,168	1,405,313	151,145	12.1%
Other Revenue		1,273,712	1,082,586	1,020,641	(61,945)	-5.7%
Profit on Disposal of Assets		2,306,226	457,938	207,625	(250,313)	-54.7%
		<u>67,770,680</u>	<u>61,688,673</u>	<u>62,477,989</u>	<u>789,316</u>	<u>1.3%</u>
Expenditure from operating activities						
Employee Costs		(29,103,384)	(23,772,074)	(22,624,272)	1,147,802	-4.8%
Materials and Contracts		(22,252,093)	(16,992,773)	(15,513,160)	1,479,613	-8.7%
Utility Charges		(1,860,263)	(1,546,432)	(1,406,847)	139,585	-9.0%
Depreciation on Non-Current Assets		(12,151,458)	(10,364,388)	(9,842,922)	521,466	-5.0%
Interest Expenses		(540,835)	(420,018)	(434,691)	(14,673)	3.5%
Insurance Expenses		(647,958)	(539,980)	(539,980)	0	0.0%
Other Expenditure		(1,266,116)	(810,207)	(657,543)	152,664	-18.8%
Loss on Disposal of Assets		(779,978)	(779,978)	(677,814)	102,164	-13.1%
		<u>(68,602,085)</u>	<u>(55,225,850)</u>	<u>(51,697,229)</u>	<u>3,528,621</u>	<u>-6.4%</u>
Operating activities excluded from budget						
Add Deferred Rates Adjustment		0	0	(132,312)	(132,312)	0.0%
Add Back Depreciation		12,151,458	10,364,388	9,842,922	(521,466)	-5.0%
Adjust (Profit) Loss on Asset Disposal		(1,526,248)	322,040	470,189	148,149	46.0%
		<u>10,625,210</u>	<u>10,686,428</u>	<u>10,180,799</u>	<u>(505,629)</u>	<u>-4.7%</u>
Amount attributable to operating activities		9,793,805	17,149,251	20,961,559	3,812,308	22.2%
Investing Activities						
Non-operating Grants, Subsidies and Contributions		2,454,098	2,067,438	774,617	(1,292,821)	-62.5%
Purchase Property, Plant and Equipment	4	(8,729,604)	(7,654,843)	(4,014,155)	3,640,689	-47.6%
Purchase Infrastructure Assets	4	(8,261,437)	(7,224,286)	(2,773,923)	4,450,364	-61.6%
Proceeds from Joint Venture Operations		1,666,666	833,333	1,666,668	833,335	100.0%
Proceeds from Disposal of Assets		1,458,000	1,458,000	298,998	(1,159,002)	-79.5%
Amount attributable to investing activities		(11,412,277)	(10,520,358)	(4,047,794)	6,472,564	-61.5%
Financing Activities						
Principal elements of finance lease payments		(70,602)	(70,602)	(88,252)	(17,650)	25.0%
Repayment of Loans		(1,501,877)	(1,349,369)	(1,349,372)	(3)	0.0%
Proceeds from New Loans		827,879	827,879	827,879	0	0.0%
Transfer to Reserves	5	(8,518,926)	(4,925,182)	(5,180,658)	(255,476)	5.2%
Transfer from Reserves	5	4,363,230	4,353,217	1,735,403	(2,617,814)	-60.1%
Amount attributable to financing activities		(4,900,296)	(1,164,057)	(4,055,000)	(2,890,943)	248.4%
Closing Funding Surplus(Deficit)		158,178	12,141,782	19,535,711	7,393,929	60.9%



CITY OF VINCENT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
NOTE 2 - NET CURRENT FUNDING POSITION
FOR THE PERIOD ENDED 30 APRIL 2023

	Note	YTD Actual	PY Actual
		30/04/2023	30/04/2022
		\$	\$
Current Assets			
Cash Unrestricted		24,546,274	19,552,793
Cash Restricted		15,146,715	12,499,557
Investments		0	11,000
Receivables - Rates	6	1,899,671	1,865,543
Receivables - Other	7	3,262,916	2,581,656
Inventories		1,410,848	188,444
		<u>46,266,424</u>	<u>36,698,993</u>
Less: Current Liabilities			
Payables		(7,815,588)	(5,852,788)
Provisions - employee		<u>(5,311,743)</u>	<u>(4,877,526)</u>
		<u>(13,127,331)</u>	<u>(10,730,314)</u>
Unadjusted Net Current Assets		33,139,093	25,968,679
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	5	(15,146,715)	(12,499,557)
Less: Land held for sale		(1,251,293)	0
Less: Shares transferred from non current asset		0	(11,000)
Add: Current portion of long term borrowings		1,501,209	1,217,784
Add: Infringement Debtors transferred to non current asset		<u>1,293,417</u>	<u>1,225,718</u>
		<u>(13,603,382)</u>	<u>(10,067,055)</u>
Adjusted Net Current Assets		<u>19,535,711</u>	<u>15,901,624</u>

CITY OF VINCENT
NOTE 3 - SUMMARY OF INCOME AND EXPENDITURE
OFFICE OF THE CEO
AS AT 30 APRIL 2023

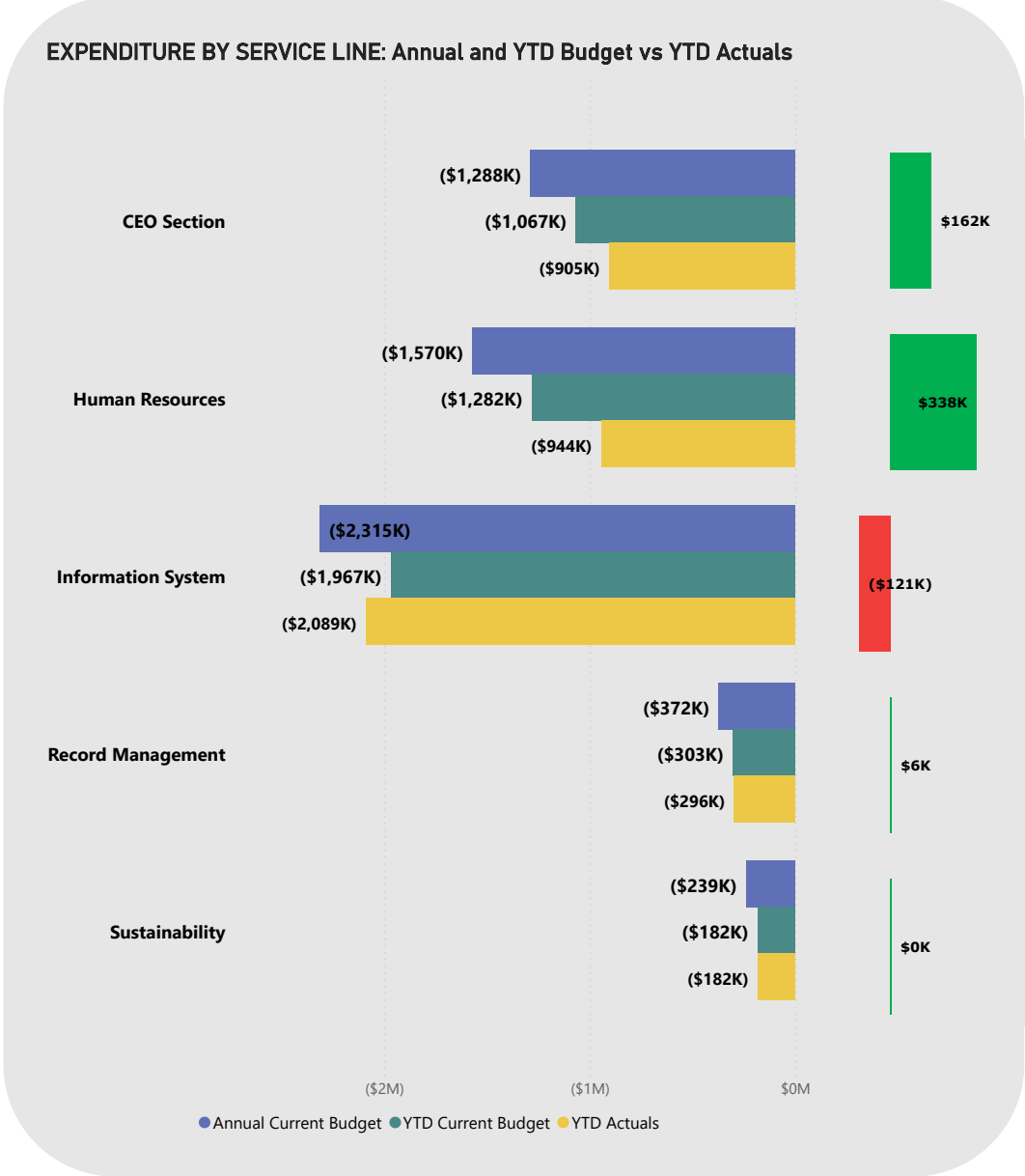


KEY VARIANCE COMMENTARY
(\$20,000 and 10%).

CEO
\$162k favourable expenditure mostly due to:
-\$92k timing variance on Underground Power Project costs
-\$43k timing variance for council member related expenditure.

Human Resources
\$338k favourable expenditure mostly due to:
- \$255k variance for employee cost for vacant positions yet to be filled
- \$33k favourable timing variance for agency labour costs \$13k and staff training \$20k
- \$30k favourable timing variance for membership fees expense.
- This is partially offset by a \$18k unfavourable timing variance for paid parental leave payments.

Information System
\$121k unfavourable expenditure due to:
- \$388k unfavourable timing variance consulting fees
- \$41k unfavourable variance for prepaid software licences
This is partially offset by
- \$148k favourable timing variance in employee costs for vacant positions yet to be filled
- \$147k favourable timing variance for furniture and equipment purchases
- All other variances are individually immaterial.

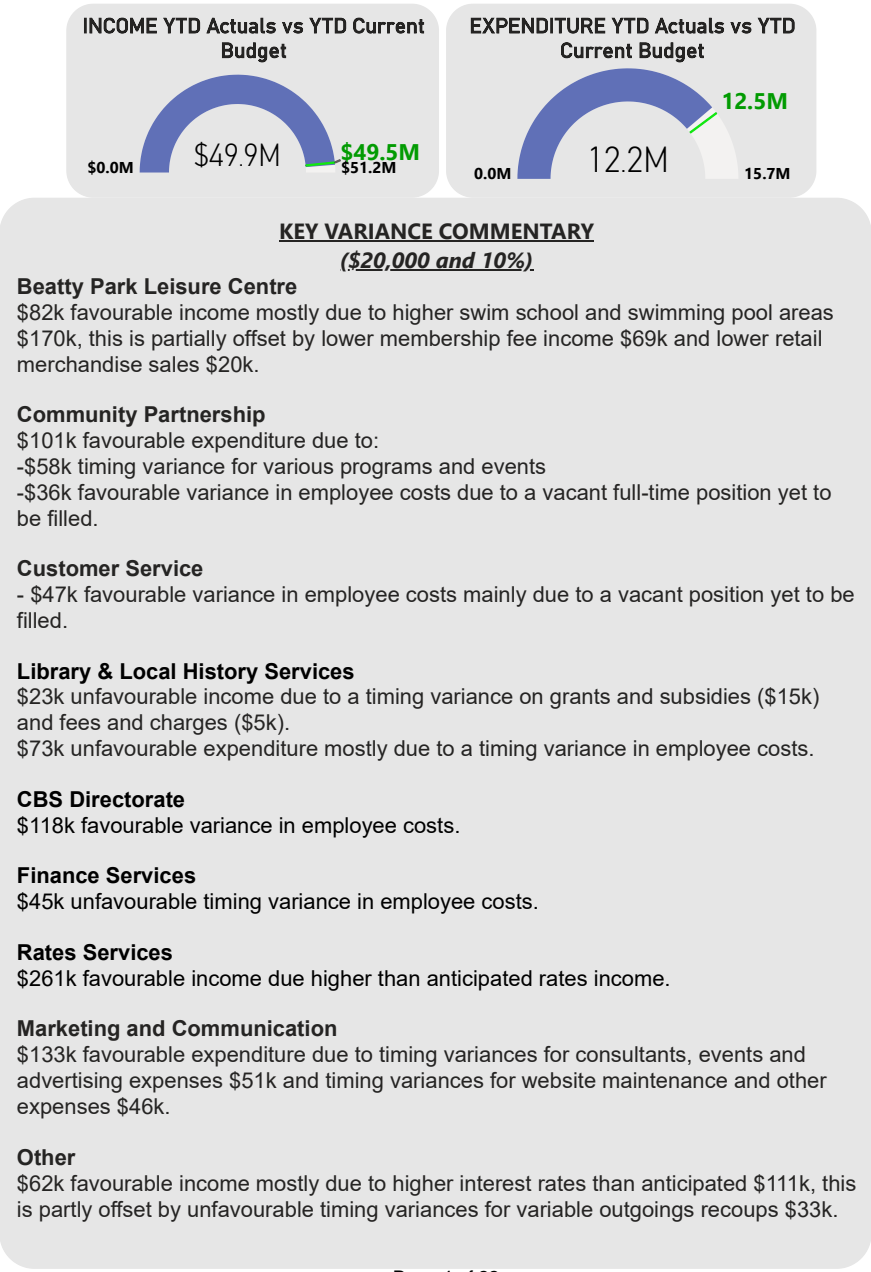
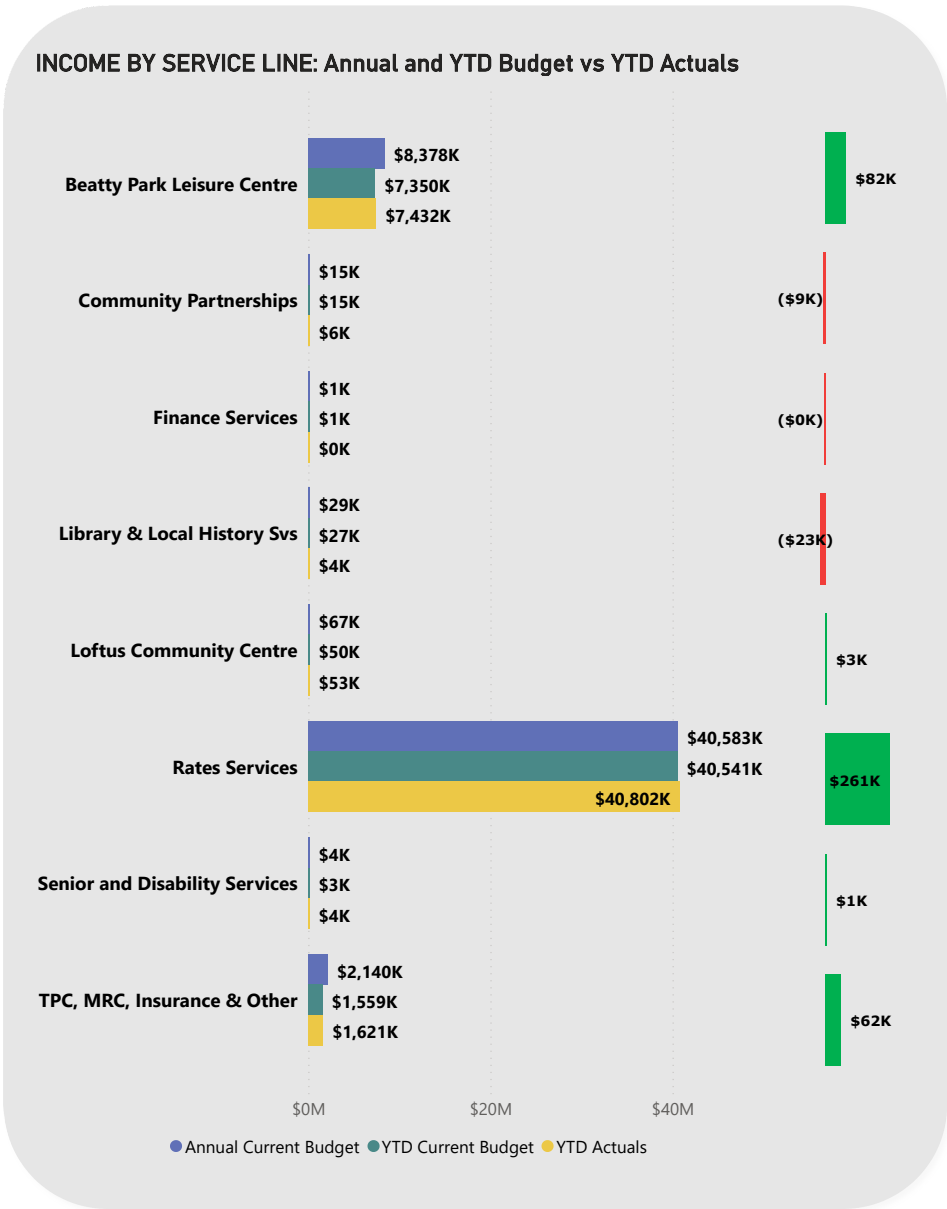


CITY OF VINCENT

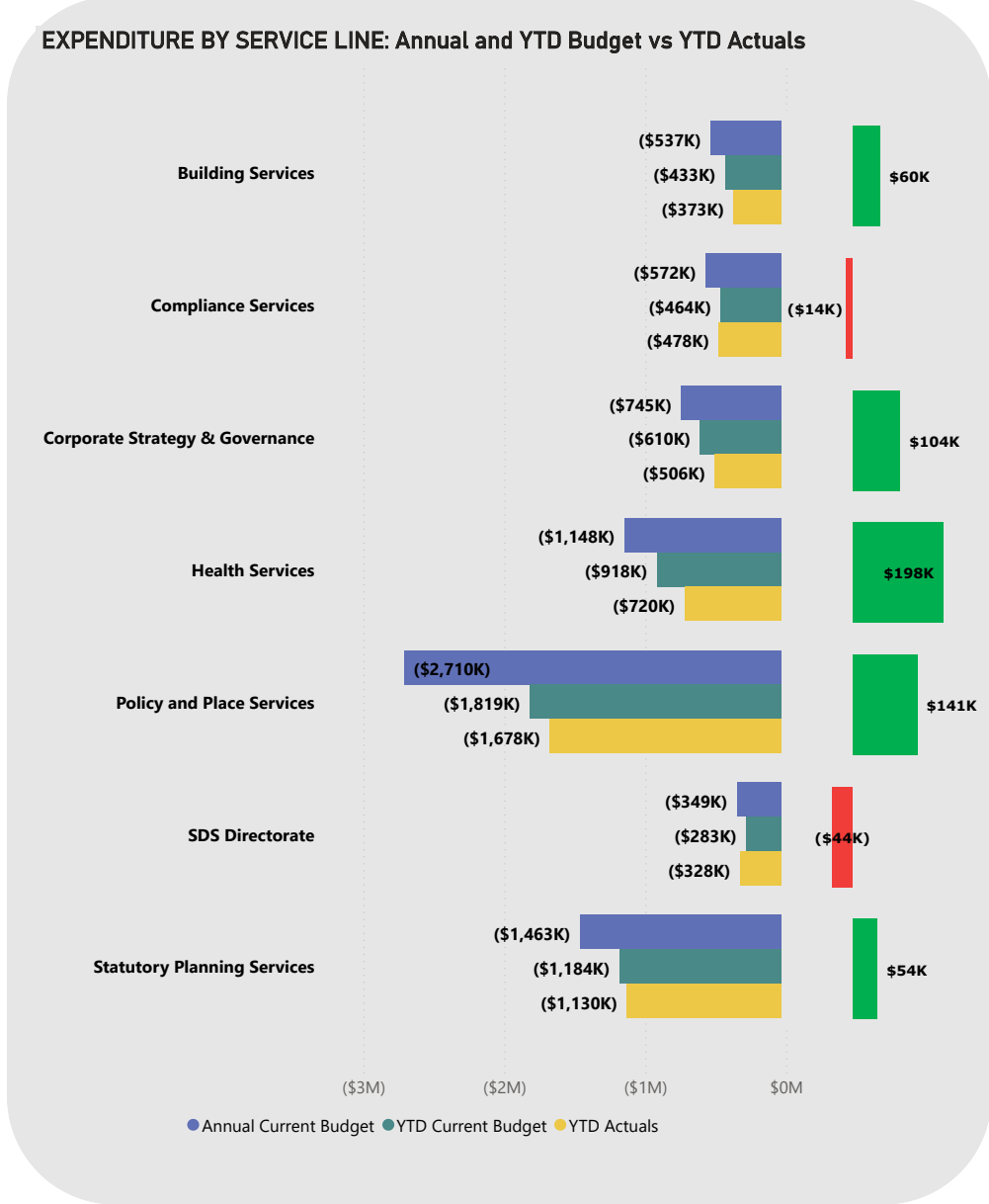
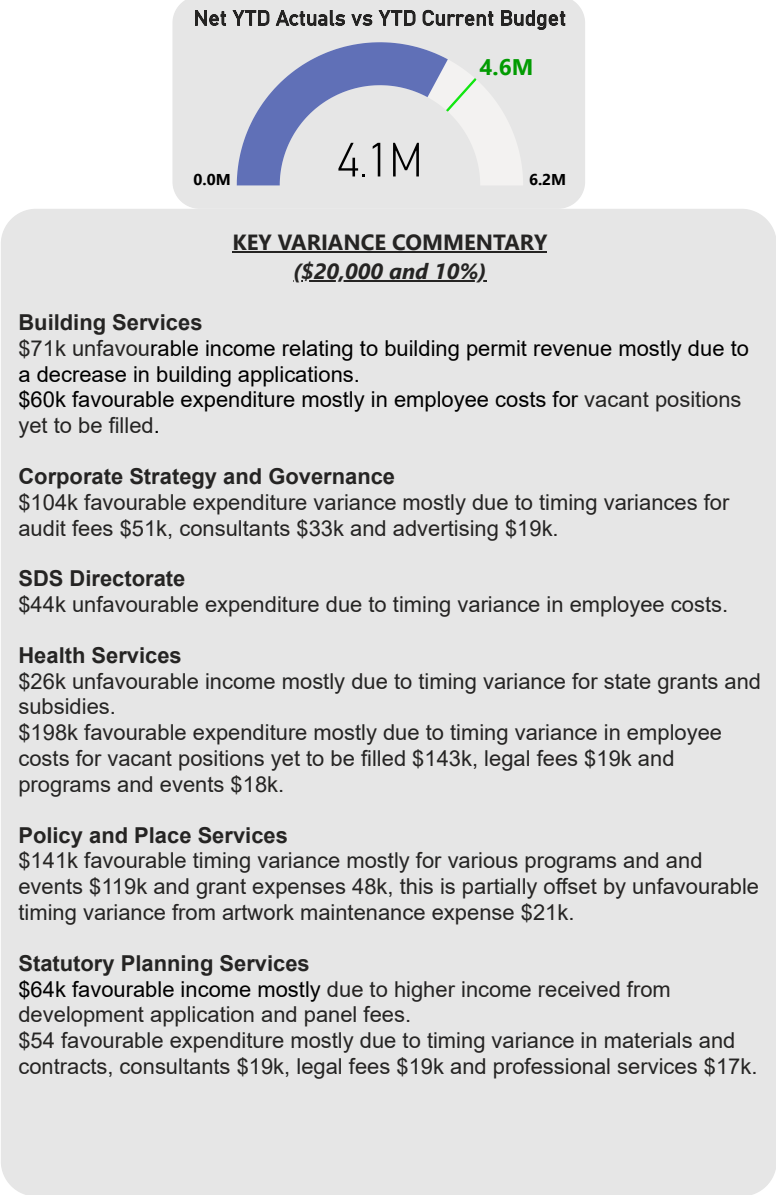
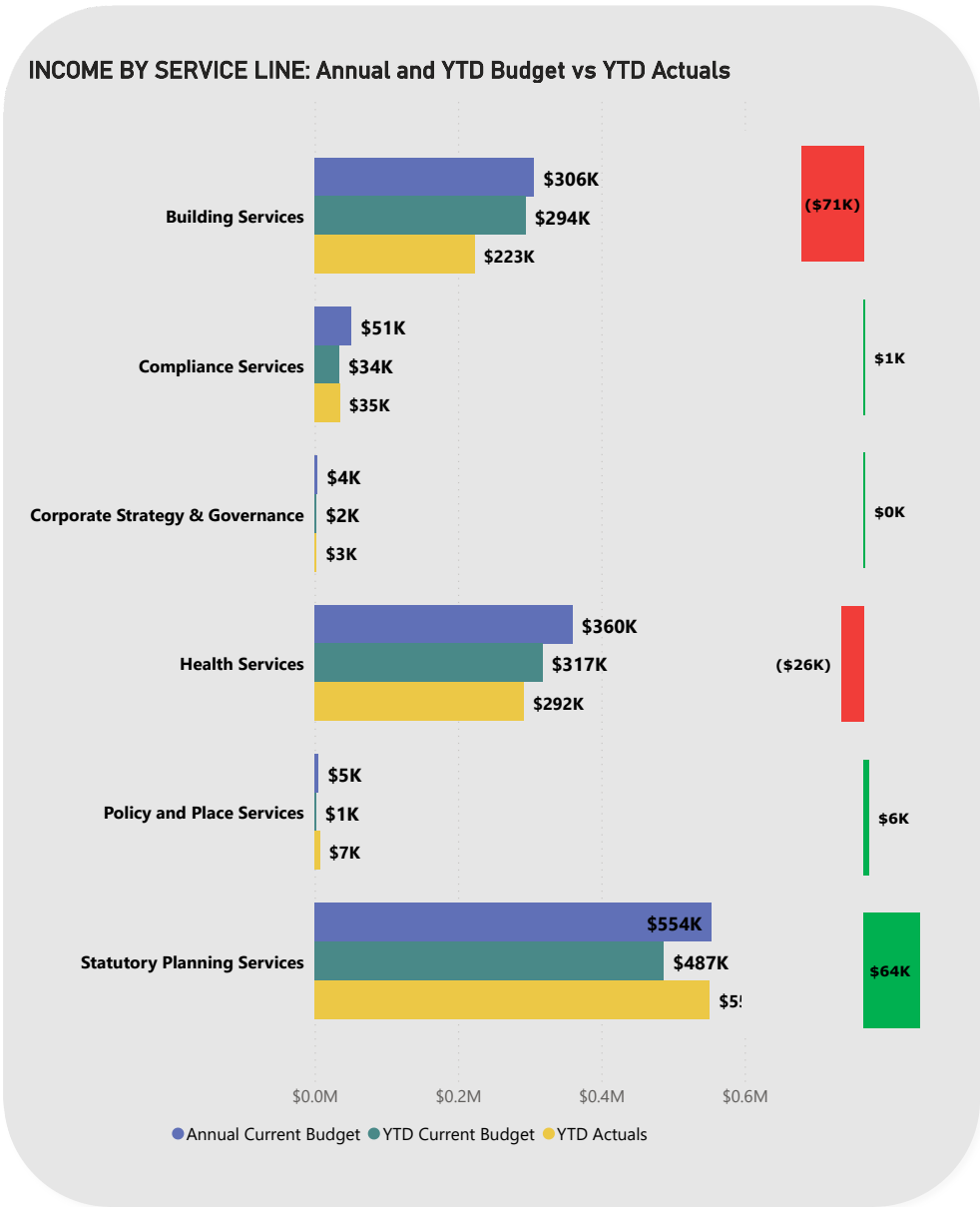
NOTE 3 - SUMMARY OF INCOME AND EXPENDITURE

COMMUNITY & BUSINESS SERVICES DIRECTORATE

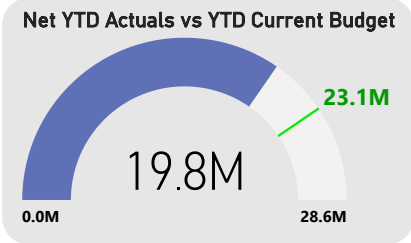
AS AT 30 APRIL 2023



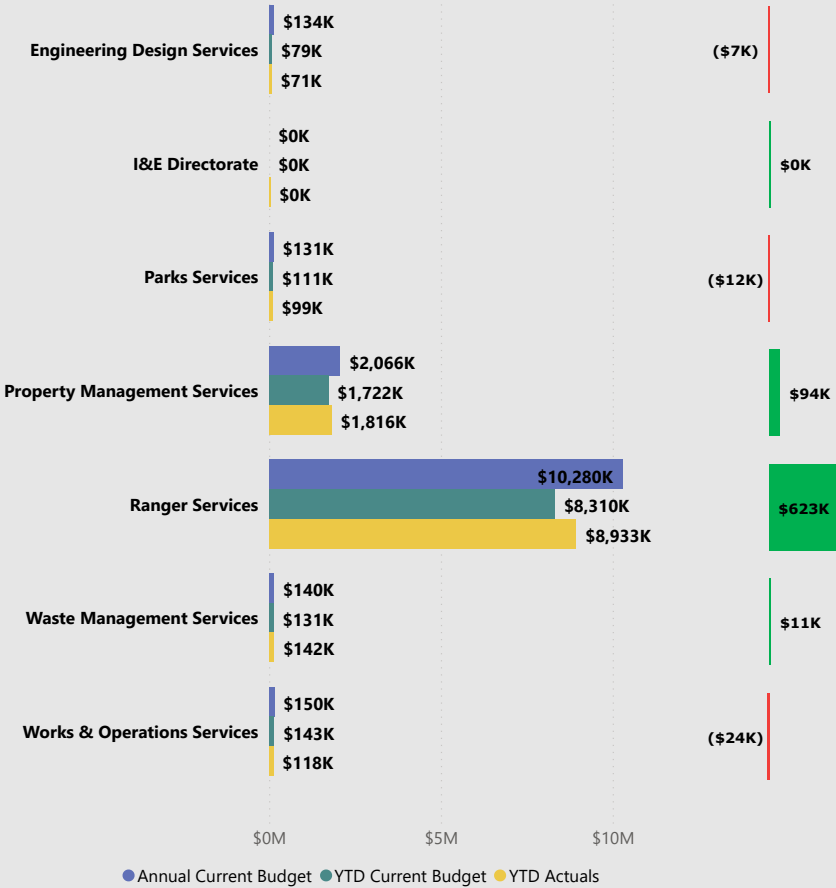
CITY OF VINCENT
NOTE 3 - SUMMARY OF INCOME AND EXPENDITURE
STRATEGY AND DEVELOPMENT DIRECTORATE
AS AT 30 APRIL 2023



CITY OF VINCENT
NOTE 3 - SUMMARY OF INCOME AND EXPENDITURE
INFRASTRUCTURE AND ENVIRONMENT DIRECTORATE
AS AT 30 APRIL 2023



INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



KEY VARIANCE COMMENTARY
(\$20,000 and 10%)

I&E Directorate
\$132k favourable expenditure mostly due to an \$83k timing variance in employee costs and \$37k from professional services expenditure.

Engineering Design Services
\$292k favourable expenditure mostly due to:
- \$102k favourable employee costs due to vacant positions yet to be filled
- favourable timing variances for street lighting electricity usage \$92K, contractors \$71k, agency labour costs \$21k and professional services \$18k.

Parks Services
\$167k favourable expenditure mostly due to:
- \$426k favourable timing variance in labour costs \$365k and depreciation \$62k
- Partially offset by \$262k unfavourable timing variance in materials and contracts.

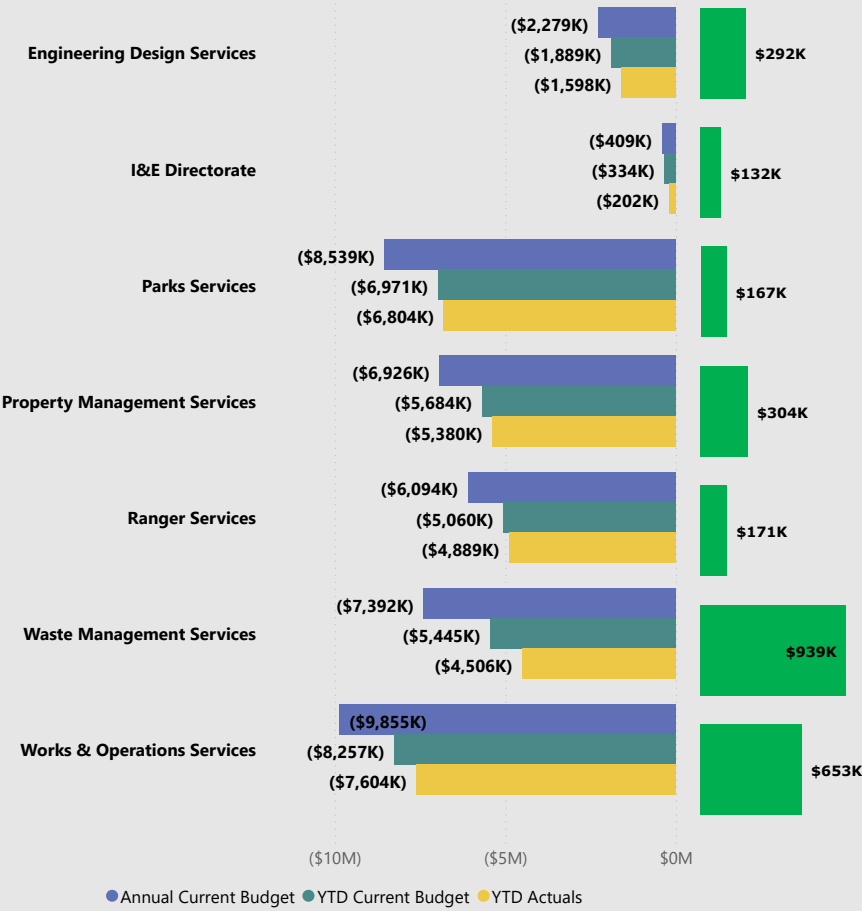
Property Management Services
\$94k favourable income mostly due to timing variances .
\$304k favourable expenditure mostly due to timing variances in materials and contracts \$258k and employee costs \$59k.

Ranger Services
\$623k favourable income mainly due to higher car park revenue and budget phasing.

Waste Management Services
\$939k favourable expenditure mostly due to timing variances in waste costs \$694k, operating initiatives and programs \$151k and employee labour costs \$107k.

Works and Operations Services
\$653k favourable expenditure mostly due to timing variances for depreciation \$511k, maintenance labour \$102k and employee costs \$32k.

EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



Note 4 - City Of Vincent - Capex Report As At 30 April 2023



Project Count



CITY OF VINCENT
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23
AS AT 30 APRIL 2023

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Commitment Balance	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Land & Building Assets									
ADMIN CENTRE									
Administration Centre Renewals	50,000	50,000	5,400	44,600	200	5,600	On track	5 - Procurement	RFQ issued for Stage 1 - meeting room space
Lift Renewal - Administration & Civic Centre	10,000	10,000	4,760	5,240	1,550	6,310	Completed	9 - Completed (within budget)	
Admin Building - Additional Meeting Spaces	90,000	-	-	-	-	-	On track	2 - Scope being prepared	Concept design being prepared for options
Waterproof external balcony area (water damage) - Civic Centre	80,000	80,000	63,852	16,148	-	63,852	Completed	9 - Completed (within budget)	Completed with surplus.
BEATTY PARK LEISURE CENTRE									
Beatty Park Leisure Centre – Construction & Fit Out Indoor Pool Changerooms	150,000	150,000	77,140	72,860	37,266	114,406	Behind	5 - Procurement	EOI currently being advertised
Beatty Park Leisure Centre - Facilities Infrastructure Renewal	468,615	350,212	221,421	128,791	118,730	340,151	On track	7 - In progress	Continuation of pool concourse seating and painting and minor works
Beatty Park Leisure Centre – Heritage Grandstand Electrical Works	670,000	450,970	281,156	169,814	189,202	470,358	On track	7 - In progress	On track. To be completed by June 2023.
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand	278,130	278,130	255,501	22,629	22,627	278,128	Completed	9 - Completed (within budget)	Completed in January. Retention will be paid next FY.
Plant room remedial works	100,000	100,000	24,872	75,128	11,853	36,725	On track	2 - Scope being prepared	Scoping replacement of rusted floor and columns.
DEPARTMENT OF SPORTS AND RECREATION									
DLGSC HVAC, Plant & Fire Services Renewals	242,550	181,914	37,688	144,227	750	38,438	Behind	2 - Scope being prepared	Carry forward due to DLGSC's plan to increase staff numbers and requirement to refurb to accommodate
DLGSC LED lighting upgrade/renewal	250,850	188,136	6,600	181,536	948	7,548	Behind	2 - Scope being prepared	Carry forward due to DLGSC's plan to increase staff numbers and requirement to refurb to accommodate
Lift renewal and non fixed assets renewal	10,000	10,000	-	10,000	7,000	7,000	On track	2 - Scope being prepared	Ongoing discussion with Schindler (supplier)
Solar Photovoltaic Panel System Installation (Leased DLGSC Building)	125,000	93,750	26,312	67,438	95,680	121,992	On track	7 - In progress	Waiting on Western Power approval.
LIBRARY									
Library Facility Renewals	20,000	20,000	19,877	123	-	19,877	Completed	9 - Completed (within budget)	
Upgrade Library counter to enhance customer service delivery	28,174	28,174	28,174	0	-	28,174	Completed	9 - Completed (within budget)	
MISCELLANEOUS									
Air Conditioning & HVAC Renewal - Loftus Recreation Centre (Leased Gymnastics WA)	15,000	15,000	16,096	(1,096)	-	16,096	Completed	10 - Completed (over budget)	
Air Conditioning & HVAC Renewal - Miscellaneous	50,000	50,000	25,182	24,818	8,570	33,752	On track	7 - In progress	Subi FC aircon replacement (emergency works). Mt Hawthorn Toy Library ordered.
Carpet Renewal - Subiaco Football Club (Leased)	30,000	30,000	25,800	4,200	-	25,800	Completed	9 - Completed (within budget)	
Forrest Park Croquet Club	18,000	18,000	16,438	1,562	-	16,438	Completed	9 - Completed (within budget)	
Gym roof repairs (Leased Belgravia)	50,000	50,000	45,690	4,310	-	45,690	Completed	9 - Completed (within budget)	
Hyde Park - Gazebo Renewal	17,000	17,000	16,959	41	-	16,959	Completed	9 - Completed (within budget)	
Hyde Park West Toilets & Kiosk	138,531	138,531	133,052	5,479	-	133,052	Completed	9 - Completed (within budget)	

CITY OF VINCENT
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23
AS AT 30 APRIL 2023

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Commitment Balance	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Leased Property Non Scheduled Renewal - Annual Provision	50,000	39,887	34,314	5,573	-	34,314	On track	8 - Final stages	Reactive renewals carried out on various lease properties
Leederville Oval Stadium - Electrical renewal - 3 boards	133,276	133,276	125,388	7,888	-	125,388	Completed	9 - Completed (within budget)	
Leederville Oval Stadium Facility Renewal (Leased)	355,000	243,750	20,401	223,349	46,472	66,873	Behind	5 - Procurement	Clarification on tender is being requested and engineering advice from Structural engineers
Leederville Town Centre - Toilet Demolition	20,000	20,000	-	20,000	-	-	On track	3 - In planning	RFQ for maintenance of current toilets to service area
Margaret Kindergarten - Toilet Upgrade	75,000	75,000	70,103	4,897	-	70,103	Completed	9 - Completed (within budget)	
Menzies Park Pavilion & Ablutions	140,282	140,282	127,967	12,315	11,340	139,307	Completed	9 - Completed (within budget)	
Miscellaneous Asset Renewal - City buildings	50,000	50,000	45,228	4,772	-	45,228	Completed	9 - Completed (within budget)	
Modifications to Lillis Stadium Underpass	30,000	30,000	-	30,000	33,030	33,030	Behind	6 - In external / stakeholder consultation	On hold pending Heritage Council input to the project
North Perth Bowling Club	10,000	10,000	6,590	3,410	-	6,590	Behind	5 - Procurement	Ready for RFQ pending outcomes of CSFFF grant.
North Perth Town Hall - Kitchen and Toilet Renewal - Lesser Hall	120,000	120,000	1,448	118,552	125,000	126,448	On track	5 - Procurement	Waiting on building permit to commence work approx 1st week May
North Perth Town Hall - Kitchen and Toilet Renewal - Main Hall	176,000	156,600	9,880	146,720	132,729	142,609	On track	5 - Procurement	Waiting on building permit to commence work approx 1st week May
Replace electrical distribution boards - multiple buildings - post asbestos removal	15,000	14,627	14,370	257	-	14,370	Completed	9 - Completed (within budget)	
Solar Photovoltaic Panel System Installation (Leased Leederville Childcare Centre)	20,150	20,150	17,442	2,708	-	17,442	Completed	9 - Completed (within budget)	
Solar Photovoltaic Panel System Installation (Leased Tennis West - Robertson Park Tennis Centre)	29,900	29,900	-	29,900	-	-	Behind	2 - Scope being prepared	No response from tenant due to upcoming Robertson Park works.
Water and Energy Efficiency Initiatives	60,000	45,000	19,091	25,909	39,970	59,061	On track	7 - In progress	Water mapping at Loftus and installation of EV charging station at Beatty Park
Works Depot - Non fixed assets renewals	46,106	34,578	14,400	20,178	-	14,400	On track	7 - In progress	Depot works - painting, pressure cleaning and ceiling struts to be completed by June 2023
Works Depot - Replacement Box Gutters	10,000	10,000	-	10,000	-	-	On track	7 - In progress	
North Perth Community Centre Renewal Works	40,000	40,000	40,225	(225)	760	40,985	Completed	10 - Completed (over budget)	Practical completion
Infrastructure Works - Lillis Stadium	292,468	240,604	121,409	119,195	110,132	231,541	On track	7 - In progress	Demolition due to commence early May (4 weeks)
Install dividing wall (Loftus Recreation Centre)	3,615	3,615	3,651	(36)	-	3,651	Completed	10 - Completed (over budget)	Prior year project. Invoice paid in November and completed
Land & Building Assets Total	5,152,363	4,350,802	2,185,056	1,763,209	993,809	2,997,686			
Furniture & Equipment Assets									
INFORMATION TECHNOLOGY - FURNITURE AND EQUIPMENT									
Enterprise Applications upgrade	394,468	295,848	152,861	142,987	89,491	242,351	On track	7 - In progress	Works ongoing. Operational spend reallocated
ICT infrastructure renewal (switches, UPS, audio visual, network links)	143,857	107,892	120	107,772	19,154	19,274	On track	7 - In progress	Works ongoing. Operational spend reallocated
BPLC - FURNITURE AND EQUIPMENT									
Beatty Park Leisure Centre - Non Fixed Assets Renewal - unplanned	160,397	150,000	60,531	89,469	35,151	95,682	On track	7 - In progress	Works ongoing
BPLC Non-Infrastructure Fixed Asset Renewal	140,378	123,160	46,354	76,806	1,413	47,767	On track	7 - In progress	Works ongoing. Operational spend reallocated
BPLC - CCTV Server	30,000	-	-	-	-	-	On track	2 - Scope being prepared	MYBR addition. Works commencing soon

CITY OF VINCENT
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23
AS AT 30 APRIL 2023

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Commitment Balance	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
POLICY AND PLACE - F&E									
Arts Rebound - Town Centre Artworks (COVID 19 Arts Relief - Phase 2)	236,000	185,000	24,000	161,000	172,000	196,000	On track	7 - In progress	Fabrication by artist.
Furniture & Equipment Assets Total	1,105,100	861,900	283,866	578,034	317,208	601,074			
Infrastructure Assets									
BANKS RESERVE MASTER PLAN - IMPLEMENTATION STAGE 1									
Banks Reserve Master Plan Implementation - Stage 1	550,000	337,500	73,736	263,764	113,669	187,405	On track	7 - In progress	Modular toilet delivery expected 1st week May, electrical services installed - site possession from 1st May. Expected completion 31st May.
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.									
BICYCLE NETWORK									
Construct Norfolk St N/S Route Stage 1	50,000	37,500	14,570	22,930	-	14,570	Completed	9 - Completed (within budget)	
Travel Smart Actions	10,500	10,500	-	10,500	4,790	4,790	Behind	3 - In planning	Carry forward due to resourcing constraint.
Florence/Strathcona/Golding Safe Active Street	25,546	25,546	33,070	(7,524)	-	33,070	Completed	10 - Completed (over budget)	Completed in FY2022. Overspend to be covered with Norfolk St budget
Design Bike Network Plan	60,000	45,000	21,096	23,904	34,050	55,146	On track	7 - In progress	June Council meeting for final report.
BLACK SPOT PROGRAM									
Broome/Wright - Instal Roundabout	250,000	250,000	1,600	248,400	-	1,600	Behind	4 - In design	Possible carry forward due drainage and service design issues.
Fitzgerald/Forrest - Ban right hand turns in/out of Forrest street. Seagull Island installed. Close median in Fitzgerald St.	40,000	40,000	1,600	38,400	1,710	3,310	Behind	4 - In design	Consultation required on the project, possibly carry forward
Fitzgerald/Lawley - Ban right turns out of Lawley by installing half seagull island in Lawley st and narrow median island in Fitzgerald St	80,000	80,000	1,600	78,400	1,660	3,260	Behind	4 - In design	Consultation required on the project, possibly carry forward
William/Forrest - instal traffic island on eastern leg of Forrest St and provide additional STOP sign	17,000	17,000	1,600	15,400	-	1,600	Behind	4 - In design	Consultation required on the project, possibly carry forward
Beaufort / Harold , Highgate	150,000	112,500	-	112,500	-	-	Behind	4 - In design	Risk of project not going ahead due to Council resolution to Consult on Design.
CAR PARK DEVELOPMENT									
Access and Inclusion (DAIP) – ACROD Parking Improvement Program	30,000	30,000	-	30,000	-	-	On track	2 - Scope being prepared	Audit still underway
Accessible City Strategy Implementation (Action 3.3.1, 3.3.4 & 2.2.1)	505,000	505,000	110,738	394,262	36,464	147,202	On track	7 - In progress	Precinct Plan review underway. Parking restrictions on track for installation beginning March
HBF Stadium Car Park	49,250	49,250	-	49,250	-	-	Behind	1 - Not started	Works to be done in FY24 due to FIFA Women's World Cup
Minor Capital Improvements of City Car Parks (General Provision)	36,425	36,425	-	36,425	1,392	1,392	On track	7 - In progress	Reactive works only, potentially for Fitzgerald CP
DRAINAGE									
Britannia Reserve Main Drain Renewal Stages 1 & 2	21,670	-	-	-	-	-	On track	5 - Procurement	RFQ issued in March for this work
Gully Soak-well installation program	108,279	81,210	23,569	57,641	-	23,569	On track	7 - In progress	Works ongoing. Part of overall drainage strategy
Minor drainage improvement program	425,431	319,074	19,264	299,810	142,176	161,440	On track	7 - In progress	Works ongoing. Part of overall drainage strategy
Mt Hawthorn West Catchment Drainage Improvements – Stage 1	40,000	40,000	-	40,000	-	-	On track	5 - Procurement	RFQ issued in March for this work

CITY OF VINCENT
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23
AS AT 30 APRIL 2023

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Commitment Balance	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
HAYNES STREET RESERVE - IMPLEMENTATION STAGES 1 & 2									
Haynes Street Reserve Development Plan Implementation Stages 1 & 2	340,000	340,000	223,495	116,505	39,197	262,692	Behind	7 - In progress	Playground now open and plantings commence soon.
INFRASTRUCTURE MISCELLANEOUS									
North Perth Tennis Club - Upgrade of floodlighting to LED on two hard courts	8,716	8,716	-	8,716	-	-	Completed	9 - Completed (within budget)	Lights installed, lux reading to be taken prior to certification and payment.
Public Open Space Strategy Implementation (Minor Works)	20,000	20,000	18,097	1,903	1,750	19,847	On track	8 - Final stages	Additional items purchased and budget spent. Awaiting final invoices for payment.
Tree Up Lighting	60,000	60,000	-	60,000	-	-	Behind	3 - In planning	In procurement phase
LITIS STADIUM									
Litis Stadium Floodlights	20,000	20,000	47,444	(27,444)	-	47,444	Completed	10 - Completed (over budget)	Cost overrun for installation of switchboards (2021/2022)
LOCAL ROADS PROGRAM									
Annual Local Roads Program	1,295,569	1,021,676	655,989	365,687	203,896	859,885	On track	7 - In progress	Most projects in final stages or completion
Guildford Rd - Walcott to East Parade			116,221	(116,221)	31,144	147,366	On track	8 - Final stages	Waiting MRWA line marking
Egina St-Berryman to Asby		-	6,795	(6,795)	58,364	65,159	On track	8 - Final stages	COV works completed 2nd april. Waiting MRWA line marking
Dalmeny Street - Lord Street to Matson Lane		-	96,813	(96,813)	17,972	114,785	On track	8 - Final stages	COV works completed. Waiting MRWA line marking
Grosvenor Road - intersection of Beaufort Street			-	-	-	-	Completed	9 - Completed (within budget)	Grosvenor Road Trial. Utilised Streetscape improvements account.
Peach Street - View St to end		-	39,116	(39,116)	250	39,366	Completed	9 - Completed (within budget)	
Haynes Street - SBR to Elton		-	93,206	(93,206)	55,944	149,149	Completed	9 - Completed (within budget)	
Edinboro Street - Woodstock to No.46		-	41,183	(41,183)	500	41,683	Completed	9 - Completed (within budget)	
Dunedin Street- Ellesmere Street to Green Street		-	93,303	(93,303)	38,472	131,774	Completed	9 - Completed (within budget)	
Sekem Street - Alma to end		-	42,819	(42,819)	250	43,069	Completed	9 - Completed (within budget)	
The Boulevard- Hawthorn Street to Anzac Road		-	61,595	(61,595)	500	62,095	Completed	9 - Completed (within budget)	
Hawthorn Street - The Boulevard to Coogee		-	64,938	(64,938)	500	65,438	Completed	9 - Completed (within budget)	
OTHER ROADS									
Annual Roads to Recovery Program	233,740	233,740	132,825	100,915	48,766	181,591	Completed	9 - Completed (within budget)	Egina Street completed.
Thompson Street - Barnet Street to Loftus Street	2,000	1,500	-	1,500	-	-	Completed	9 - Completed (within budget)	Minor works completed as part of operational.
Egina Street - Berryman Street to Anzac Road	5,000	5,000	-	5,000	-	-	Completed	9 - Completed (within budget)	Minor works completed as part of operational.
MISCELLANEOUS									
Artlets - Public Art - Sculpture	40,000	40,000	-	40,000	-	-	On track	7 - In progress	Grant agreement drafted for delivery prior to June 2023
Leederville Oval Stadium - Sports lights renewal (above \$344,205 - issue with funding - requires Council decision - grant has time limit)	30,000	30,000	33,321	(3,321)	-	33,321	Behind	4 - In design	Design completed. Transfer project funding to Reserve in MYBR.
MT HAWTHORN SKATE PARK									
Mt Hawthorn Skate Park - Youth Skate Facility (Election Commitment)	230,000	156,250	3,750	152,500	-	3,750	Behind	5 - Procurement	RFT to be presented to Council at its Meeting in May

CITY OF VINCENT
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23
AS AT 30 APRIL 2023

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Commitment Balance	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
PARKS - ECO ZONING PROGRAM									
Charles Veryard Reserve - Eco-zoning	20,000	20,000	-	20,000	1,850	1,850	On track	6 - In external / stakeholder consultation	Consultation closed and preparations works in progress. All funds to be spent by end of FY.
Edinboro Street Reserve	9,802	9,802	8,576	1,226	-	8,576	Completed	9 - Completed (within budget)	
Monmouth Street	9,916	9,916	1,780	8,136	-	1,780	Behind	6 - In external / stakeholder	On hold pending council decision
Vincent / Bulwer Eco Zoning	10,000	10,000	-	10,000	-	-	On track	4 - In design	Final stages of design. Consultation preparations underway.
PARKS - FENCING RENEWAL PROGRAM									
Forrest Park - renew perimeter bollards and fencing	40,000	40,000	39,478	522	-	39,478	Completed	9 - Completed (within budget)	
PARKS - FURNITURE RENEWAL PROGRAM									
Hyde Park - Renewal of path lighting poles	126,374	94,782	102,298	(7,516)	76,000	178,298	On track	7 - In progress	Start-up meeting late April. Works to be completed by end of FY.
Keith Frame Reserve - Replace light poles	30,000	22,500	-	22,500	24,991	24,991	On track	7 - In progress	Poles being fabricated. Site meeting late April (in conjunction with HP light poles)
PARKS - INFRASTRUCTURE RENEWAL PROGRAM									
Beatty Park Reserve Retaining Wall (Flood Mitigation)	50,000	50,000	46,338	3,662	-	46,338	Completed	9 - Completed (within budget)	
Britannia Reserve – Floodlight Repair	39,000	39,000	9,553	29,447	29,339	38,893	Completed	9 - Completed (within budget)	Awaiting on retention to be paid by EOFY
Charles Veryard Reserve - Flood Lighting	53,740	53,740	56,192	(2,452)	2,410	58,602	Completed	10 - Completed (over budget)	
Hyde Park - renew park furniture	10,000	10,000	10,600	(600)	-	10,600	Completed	10 - Completed (over budget)	
PARKS - IRRIGATION RENEWAL PROGRAM									
Birdwood Square - renew groundwater bore	45,000	45,000	-	45,000	-	-	On track	3 - In planning	Works to occur May/June
Brigatti Gardens - renew electrical cabinet	15,000	15,000	-	15,000	16,726	16,726	On track	7 - In progress	Works to occur April/May
Les Lilleyman - upgrade in-ground irrigation system and electrical cabinet	180,000	180,000	4,112	175,888	134,580	138,692	On track	8 - Final stages	Works to occur May/June
Menzies Park - Replace Irrigation System	61,090	45,816	1,980	43,836	12,875	14,855	On track	8 - Final stages	Works to occur April/May
PARKS - PLAYGROUND/EXERCISE EQUIPMENT RENEWAL PROGRAM									
Braithwaite Park - replace various wooden nature plan elements	50,000	50,000	325	49,675	100	425	On track	5 - Procurement	Quotes being assessed to prioritise replacements in-line with budget
Britannia Reserve - replace playground soft fall	40,000	40,000	30,490	9,510	-	30,490	Completed	9 - Completed (within budget)	
Charles Veryard Reserve - replace exercise equipment	60,000	60,000	96	59,904	60,000	60,096	On track	7 - In progress	Installation early July
Forrest Park - replace exercise equipment (deferred from 2019/20)	43,208	43,208	41,208	2,000	-	41,208	Completed	9 - Completed (within budget)	
Gladstone Street Reserve - upgrade & replace playground equipment	105,000	105,000	105,000	-	-	105,000	Completed	9 - Completed (within budget)	
Hyde Park - replace water playground shade sails	12,000	12,000	10,600	1,400	-	10,600	Completed	9 - Completed (within budget)	
Ivy Park - upgrade & replace playground equipment	90,000	90,000	66	89,934	90,000	90,066	On track	7 - In progress	Installation early July
Les Lilleyman – Playground and softfall replacement	115,000	115,000	115,000	-	-	115,000	Completed	9 - Completed (within budget)	
Lynton Street Reserve - Renew & replace playground equipment	80,000	80,000	68	79,932	80,000	80,068	On track	7 - In progress	Installation early July

CITY OF VINCENT
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23
AS AT 30 APRIL 2023

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Commitment Balance	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Menzies Park - replace playground shade sails	8,000	8,000	7,880	120	-	7,880	Completed	9 - Completed (within budget)	
Oxford Street Reserve - renew wooden nature play elements	20,000	20,000	325	19,675	16,520	16,845	On track	7 - In progress	Installation May - materials being shipped for boardwalk
Menzies Park – replace exercise equipment	42,800	42,800	40,800	2,000	-	40,800	Completed	9 - Completed (within budget)	
Hobart/Auckland Street Reserve – Partial Playground Shadesail Replacement	7,500	7,500	7,150	350	-	7,150	Completed	9 - Completed (within budget)	
Multicultural Federation Gardens – Partial Playground Shadesail Replacement	5,500	5,500	5,180	320	-	5,180	Completed	9 - Completed (within budget)	
PARKS AND RESERVES									
Greening program - Project locations to be determined	200,000	150,000	28,228	121,772	24,624	52,852	On track	7 - In progress	Macedonia C/P works to commence May
Wayfinding Implementation Plan - Stage 1	198,000	198,000	-	198,000	-	-	On track	5 - Procurement	Pickle Park works in progress
PUBLIC OPEN SPACE STRATEGY - IMPLEMENTATION									
RIGHTS OF WAY									
Laneway Lighting Program	40,000	40,000	-	40,000	-	-	On track	3 - In planning	Laneways listed in the laneway register to be addressed. Intended implementation to begin March.
Rights of Way Rehab Program - Program based upon the most recent condition assessment survey	150,000	150,000	6,830	143,170	6,526	13,355	On track	7 - In progress	Ongoing works. Couple of works to start in April / May
ROADWORKS - REHABILITATION (MRRG PROGRAM)									
Annual MRRG Program	-	-	-	-	-	-	On track	7 - In progress	Delivery between November 2022 and April 2023
Fitzgerald St (1) - Bulwer to Vincent	107,387	107,387	108,542	(1,155)	25,143	133,685	Completed	10 - Completed (over budget)	
Fitzgerald St (2) - Newcastle to Carr	123,496	123,496	115,526	7,970	9,384	124,910	Completed	10 - Completed (over budget)	
Oxford St - Richmond to Vincent	150,388	150,388	27,889	122,499	169,093	196,981	On track	8 - Final stages	
Green St - Merredin to London	291,161	291,161	2,460	288,701	-	2,460	Behind	6 - In external / stakeholder consultation	Project cancelled due to City of Stirling does not agree to co-fund project. Grants returned to MRWA in May 2023.
Beaufort St (1) Fore to Brisbane	57,101	57,101	62,679	(5,578)	10,207	72,886	Completed	8 - Final stages	Line marking stage, awaiting on MRWA
Beaufort St (2) - Bulwer to Lincoln	110,897	110,897	128,340	(17,443)	48,011	176,351	Completed	8 - Final stages	Line marking stage, awaiting on MRWA
Walcott St (WB) - Fitzgerald to William	250,651	250,651	244,972	5,679	-	244,972	Completed	8 - Final stages	Line marking stage, awaiting on MRWA
ROBERTSON PARK DEVELOPMENT PLAN - STAGE 1									
SLAB FOOTPATH PROGRAM									
Footpath Upgrade and Renewal Program (Annual)	290,526	217,896	33,414	184,482	1,940	35,355	On track	7 - In progress	Ongoing works. Footpath on Charles St start April
STREET FURNITURE									
Replacement and Renewal of 94 Bus Shelters (50 shelters derive income from advertising)	46,651	34,986	-	34,986	-	-	On track	4 - In design	Condition report received, most bus shelters are in good condition. Need to check on community interest on certain new shelters and where these maybe placed.

CITY OF VINCENT
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23
AS AT 30 APRIL 2023

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Commitment Balance	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
STREET LIGHTING									
Beaufort St - Art Deco Median Lighting Renewal	220,000	220,000	-	220,000	93,000	93,000	On track	5 - Procurement	Expected early June 2023
Street Lighting Renewal Program - allocated annually	69,107	51,828	16,056	35,772	1,208	17,264	On track	7 - In progress	Ongoing works.
STREETSCAPE IMPROVEMENTS									
Streetscape Improvements Program - allocated annually	84,850	84,850	82,959	1,891	-	82,959	Completed	9 - Completed (within budget)	Utilised for Grosvenor Road trial
TRAFFIC MANAGEMENT PROGRAM									
40kph trail - finalisation report	20,000	20,000	2,221	17,779	-	2,221	Completed	9 - Completed (within budget)	Surplus funds to be reallocated to a budget for all the Local Roads to be slowed to 40km/h
40kph zone implementation (ACS) with MRWA	50,000	50,000	-	50,000	-	-	On track	4 - In design	Main Roads funding 100%
Alma/Claverton Local Area Traffic Management	32,981	24,738	21,123	3,615	17,128	38,252	On track	8 - Final stages	Safety issues could cause overspend, project ontrack for next 6 months with ongoing traffic data capture and review.
Britannia Road Improvements	40,000	40,000	-	40,000	-	-	Behind	4 - In design	To be carried forward Carry forward to next year - Council report due on next steps.
Loftus and Vincent Pedestrian improvements, design 22/23, Implement 23/24	30,000	30,000	-	30,000	-	-	Behind	2 - Scope being prepared	Resourcing constraint
Minor Traffic Management Improvements - allocated annually	146,051	109,536	11,400	98,136	10,312	21,712	On track	7 - In progress	Carry forward to fund shovel ready projects in 2023-2024
Harold and Lord St Intersection	22,850	17,136	-	17,136	-	-	Behind	7 - In progress	Council report due in June and awaiting MRWA extension of time review.
Infrastructure Assets Total	8,261,437	7,224,286	2,773,923	4,852,901	1,591,486	4,546,587			
Plant & Equipment Assets									
ASSETS - BP LEISURE CENTRE									
Gym equipment - Strength and Group Fitness Equipment	778,141	778,141	778,140	1	-	778,140	Completed	9 - Completed (within budget)	Gym equipment installed mid October 2022.
Gym equipment - Cardio and Fans									\$49k variance represents minor assets expensed and subscription recorded as prepayments.
LIGHT FLEET VEHICLE REPLACEMENT PROGRAMME									
Light Fleet - Annual Allocation (Trade-in value of \$648k in FY2024. Further trade-in's for future years)	383,000	383,000	36,310	346,690	900,453	936,763			
P1265 - Toyota Corolla Hybrid	-	-	-	-	-	-	Completed	9 - Completed (within budget)	
P1263 - Toyota Corolla Hybrid	40,000	40,000	-	40,000	25,000	25,000	On track	5 - Procurement	Vehicle ordered.
P1267 - Toyota Camry Hybrid SL	-	-	-	-	-	-	Behind	5 - Procurement	RFQ. Est 6 months
P1264 - Toyota Camry	28,000	28,000	-	28,000	33,936	33,936	On track	5 - Procurement	Vehicle ordered.
P2168 - Toyota Corolla Hybrid Hatch	25,000	25,000	-	25,000	25,000	25,000	On track	5 - Procurement	Vehicle ordered.
P1269 - Toyota Corolla Hybrid Hatch	25,000	25,000	-	25,000	25,000	25,000	On track	5 - Procurement	Vehicle ordered.
P2170 - Toyota Corolla Hybrid Hatch	25,000	25,000	-	25,000	-	-	On track	5 - Procurement	RFQ. Est 6 months
P2171 - Toyota Corolla Hybrid Hatch	-	-	-	-	-	-	Behind	5 - Procurement	RFQ. Est 6 months
P1272 - Nissan Leaf BEV Hatch	-	-	-	-	-	-	Behind	5 - Procurement	RFQ. Est 6 months
P1273 - Nissan Leaf BEV Hatch	-	-	-	-	-	-	Behind	5 - Procurement	RFQ. Est 6 months
P1274 - Nissan Leaf BEV Hatch	25,000	25,000	-	25,000	-	-	On track	5 - Procurement	RFQ. Est 6 months
P1275 - Toyota Corolla Hybrid Hatch	25,000	25,000	-	25,000	25,000	25,000	On track	5 - Procurement	Vehicle ordered.

CITY OF VINCENT
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23
AS AT 30 APRIL 2023

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Commitment Balance	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
P1276 - Toyota Corolla Hybrid Hatch	-	-	-	-	-	-	Behind	5 - Procurement	RFQ. Est 6 months
P1277 - Toyota Corolla Hybrid Hatch	25,000	25,000	-	25,000	25,000	25,000	On track	5 - Procurement	Vehicle ordered.
P1278 - Toyota Corolla Hybrid Sedan	25,000	25,000	-	25,000	25,000	25,000	On track	5 - Procurement	Vehicle ordered.
P1279 - Toyota Camry Hybrid SL	28,000	28,000	-	28,000	-	-	On track	5 - Procurement	RFQ. Est 6 months
P1280 - Toyota Corolla Hybrid Sedan	25,000	25,000	-	25,000	25,000	25,000	On track	5 - Procurement	Vehicle ordered.
P2182 - Toyota Hilux Workmate Ttop	-	-	-	-	-	-	Behind	5 - Procurement	RFQ. Est 6 months
P2200 - VOLKSWAGEN Caddy Maxi TDI250	-	-	-	-	-	-	Behind	5 - Procurement	RFQ. Est 6 months
P2201 - Nissan Navara King Cab Ttop	-	-	-	-	42,033	42,033	Behind	5 - Procurement	RFQ. Est 6 months
P2202 - Nissan Navara King Cab Ttop	-	-	-	-	42,033	42,033	Behind	5 - Procurement	RFQ. Est 6 months
P2203 - Nissan Navara King Cab Ttop	-	-	-	-	42,033	42,033	Behind	5 - Procurement	RFQ. Est 6 months
P2204 - Nissan Navara King Cab Ttop	-	-	-	-	42,033	42,033	Behind	5 - Procurement	RFQ. Est 6 months
P2205 - Nissan Navara King Cab Ttop	-	-	-	-	42,033	42,033	Behind	5 - Procurement	RFQ. Est 6 months
P2206 - Nissan Navara King Cab Ttop	-	-	-	-	42,033	42,033	Behind	5 - Procurement	RFQ. Est 6 months
P2207 - Nissan Navara Dual Cab	-	-	-	-	35,880	35,880	Behind	5 - Procurement	RFQ. Est 6 months
P2208 - Nissan Navara	-	-	-	-	64,558	64,558	Behind	5 - Procurement	RFQ. Est 6 months
P2209 - VW Caddy Maxi TDI250	-	-	-	-	-	-	Behind	5 - Procurement	RFQ. Est 6 months
P2210 - Nissan Navara Dual Cab	-	-	-	-	35,880	35,880	Behind	5 - Procurement	RFQ. Est 6 months
P1258 - AS6287 - Toyota Corolla Hybrid Hatch - 1GQT268	23,500	23,500	-	23,500	34,430	34,430	On track	5 - Procurement	Potentially delivered by June 2023.
P1262 - AS6297 - Toyota Corolla Hybrid - 1GRY421	23,500	23,500	23,390	111	-	23,390	Completed	9 - Completed (within budget)	
P2198 - AS6318 - 1GSL453-Nissan Navara	-	-	-	-	64,558	64,558	Behind	5 - Procurement	RFQ and closed.
P2199 - AS6322 - Nissan Navara dual cab 1GTK364	-	-	-	-	35,880	35,880	Behind	5 - Procurement	RFQ. Est 6 months
P2179 - AS5159 - Hyundai TQ iLoad 3s - 1EYK726	40,000	40,000	12,920	27,080	-	12,920	Completed	9 - Completed (within budget)	
P2190 - AS6113 - Mitsubishi Triton 4x2 GLX - 1GJL089	-	-	-	-	42,033	42,033	Behind	5 - Procurement	RFQ. Est 6 months
P2194 - AS6292 - Nissan Navara 4x2 - 1GRN511	-	-	-	-	42,033	42,033	Behind	5 - Procurement	RFQ. Est 6 months
P2195 - AS6293 - Nissan Navara 4x2 - Parks - 1GRN512	-	-	-	-	42,033	42,033	Behind	5 - Procurement	RFQ. Est 6 months
P2196 - AS6294 - Nissan Navara 4x2 - Parks - 1GRN513	-	-	-	-	42,033	42,033	Behind	5 - Procurement	RFQ. Est 6 months
MAJOR PLANT REPLACEMENT PROGRAM									
5 Tonne Rubbish Compactor Small Rear Loader - 1EKS994 - P3521-AS3772	337,000	337,000	-	337,000	336,040	336,040	On track	7 - In progress	ETA delivery September 2023
Heavy Fleet Replacement Program	306,000	306,000	157,764	148,236	146,340	304,104			
- Single Axle Truck, Bin & Infrastructure Deliveries (Hybrid)							Completed	8 - Final stages	Delivered late March.
- Single Axle Truck (Eng. Maint.)							On track	7 - In progress	Potentially delivered before EOY
- Mower/Ride On Kubota							Completed	9 - Completed (within budget)	
- Trailer - Tilt (small)							Completed	9 - Completed (within budget)	
Road Sweeper - 1EBC003 - P3762-AS3554	385,000	385,000	385,000	-	-	385,000	Completed	9 - Completed (within budget)	
Single Axle Tipper Truck - 1BUF690 - P3261-AS2697	163,000	163,000	162,007	994	-	162,007	Completed	9 - Completed (within budget)	

CITY OF VINCENT
NOTE 4 - CAPITAL WORKS SCHEDULE 2022/23
AS AT 30 APRIL 2023

Description	Revised Budget	YTD Budget	YTD Actual	YTD Variance	Commitment Balance	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
MISCELLANEOUS - PLANT AND EQUIPMENT									
Parking Infrastructure Renewal Program	120,000	90,000	26,013	63,988	26,012	52,025	On track	7 - In progress	Installation in process.
Plant & Equipment Assets Total	2,472,141	2,442,141	1,545,233	896,908	1,408,845	2,954,078			
Grand Total	16,991,041	14,879,129	6,788,078	8,091,052	4,311,348	11,099,425			

Summary	Revised Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Land and Buildings	5,152,363	4,350,802	2,185,056	57.6%
Infrastructure Assets	8,261,437	7,224,286	2,773,923	66.4%
Plant and Equipment	2,472,141	2,442,141	1,545,233	37.5%
Furniture and Equipment	1,105,100	861,900	283,866	74.3%
Total	16,991,041	14,879,129	6,788,078	60.0%

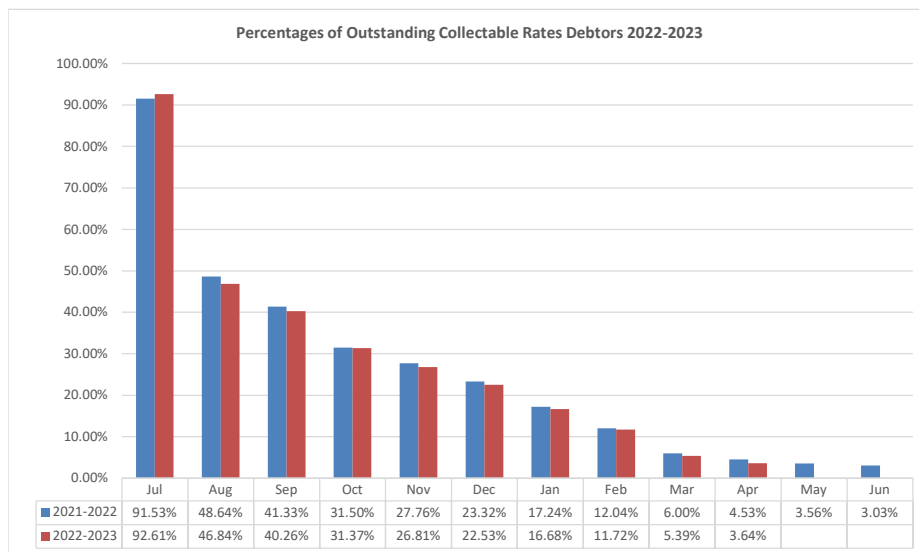
FUNDING	Revised Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Own Source Funding - Municipal	7,887,834	6,172,595	3,151,181	60.1%
Cash Backed Reserves	4,363,230	4,353,217	1,735,403	60.2%
Capital Grants, Contributions and	3,281,977	2,895,317	1,602,496	51.2%
Other (Disposals/Trade In)	1,458,000	1,458,000	298,998	79.5%
Total	16,991,041	14,879,129	6,788,078	60.0%



**CITY OF VINCENT
NOTE 5 - CASH BACKED RESERVES
AS AT 30 APRIL 2023**

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 30/04/2023 \$	Budget Interest Earned 30/06/2023 \$	YTD Actual Interest Earned 30/04/2023 \$	Budget Transfers from Reserve 30/06/2023 \$	YTD Actual Transfers from Reserve 30/04/2023 \$	Budget Closing Balance 30/06/2023 \$	Actual Closing Balance 30/04/2023 \$
Beatty Park Leisure Centre Reserve	102,898	102,898	200,000	200,000	5,926	5,442	(100,000)	(100,000)	208,824	208,340
Cash In Lieu Parking Reserve	1,457,574	1,457,574	72,000	36,731	22,112	11,456	(772,500)	(125,308)	779,186	1,380,452
DSR Office Building Reserve	219,307	219,307	0	0	229	148	(211,475)	(6,600)	8,061	212,855
Leederville Oval Reserve	96,153	96,153	0	0	1,932	1,352	(30,000)	(25,800)	68,085	71,705
Loftus Community Centre Reserve	37,660	37,660	100,000	100,000	4,021	3,465	0	0	141,681	141,125
Loftus Recreation Centre Reserve	219,341	219,341	60,000	53,735	6,698	5,125	(50,000)	(45,690)	236,039	232,511
Parking Facility and Equipment Reserve	107,182	107,182	0	0	3,130	2,193	0	0	110,312	109,375
Plant and Equipment Reserve	131	131	0	0	1	0	(83)	0	49	131
State Gymnastics Centre Reserve	131,596	131,596	12,000	10,321	3,756	2,701	(15,000)	(15,000)	132,352	129,617
Waste Management Plant and Equipment Res	223,599	223,599	0	0	6,531	4,577	0	0	230,130	228,176
Tamala Park Land Sales Reserve	1,930,361	1,930,361	1,250,000	833,334	92,889	73,244	0	0	3,273,250	2,836,939
Asset Sustainability Reserve	5,283,932	5,283,932	3,150,926	2,694,348	175,030	117,295	(2,442,172)	(1,178,724)	6,167,716	6,916,851
Percent for Art Reserve	332,907	332,907	0	0	4,291	40	(186,000)	0	151,198	332,947
Land and Building Acquisition Reserve	301,642	301,642	0	0	8,810	6,174	0	0	310,452	307,816
Strategic Waste Management Reserve	29,148	29,148	0	0	851	941	0	0	29,999	30,089
Hyde Park Lake Reserve	163,644	163,644	0	0	4,780	3,425	0	0	168,424	167,069
Public Open Space Reserve - Land Sales	653,071	653,071	900,000	107,993	39,811	33,745	(190,000)	0	1,402,882	794,809
Underground Power Reserve	215,555	215,555	2,285,000	801,082	66,725	30,778	(216,000)	(14,785)	2,351,280	1,032,630
POS Reserve - Haynes Street	195,760	195,760	39,000	39,000	2,476	2,013	(150,000)	(223,495)	87,236	13,278
	11,701,461	11,701,461	8,068,926	4,876,544	450,000	304,114	(4,363,230)	(1,735,403)	15,857,157	15,146,715

CITY OF VINCENT
NOTE 6 - RATING INFORMATION
AS AT 30 APRIL 2023



CITY OF VINCENT
NOTE 6 - RATING INFORMATION
FOR THE MONTH ENDED 30 APRIL 2023



	Rateable Value	Rate in Dollar Cents	Budget	Actual	Rates Levied to Budget
	\$		\$	\$	%
Rate Revenue					
<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	448,111	149.4%
Rates Waiver	0		(140,000)	(119,907)	85.6%
Total Amount Made up from Rates	464,558,753		39,910,329	40,177,768	
Non Payment Penalties					
Instalment Interest @ 5.5%			185,000	208,036	112.5%
Penalty Interest @ 8%			120,000	143,891	119.9%
Administration Charge - \$8 per instalment			140,000	133,144	95.1%
Legal Costs Recovered			10,000	11,289	112.9%
Other Reimbursements			0		0.0%
Interest Write Off			(2,000)	(341)	17.1%
			40,363,329	40,673,787	
Other Revenue					
Exempt Bins - Non Rated Properties			80,798	80,319	99.4%
Commercial / Residential Additional Bins			21,852	21,383	97.9%
Swimming Pools Inspection Fees			63,000	63,916	101.5%
			40,528,979	40,839,405	
Opening Balance				779,244	
Total Collectable			40,528,979	41,618,649	102.69%
Less					
Cash Received				41,763,982	
Rebates Allowed				(1,167,519)	
Rates Write Off				0	
ESL write off				0	
Rates received in advance				(451,921)	
Rates Balance To Be Collected			40,528,979	1,474,107	3.64%
Add					
ESL Debtors				113,208	
Pensioner Rebates Not Yet Claimed				415,552	
ESL Rebates Not Yet Claimed				16,145	
Less					
Deferred Rates Debtors				(119,341)	
Current Rates Debtors Balance				1,899,671	



CITY OF VINCENT
NOTE 7 - DEBTOR REPORT
FOR THE MONTH ENDED 30 APRIL 2023

DESCRIPTION	CURRENT \$	31-59 DAYS \$	60-89 DAYS \$	OVER 90 DAYS \$	BALANCE \$
DEBTOR CONTROL - HEALTH LICENCES	99	(831)	(953)	150,576	148,892
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	0	0	0	197,436	197,436
DEBTOR CONTROL - PROPERTY INCOME	100,296	4,935	4,574	(66,885)	42,920
DEBTOR CONTROL - RECOVERABLE WORKS	1,252	0	0	930	2,181
DEBTOR CONTROL - OTHER	77,948	(418)	2,640	82,935	163,105
DEBTOR CONTROL - PLANNING SERVICES FEES	739	50	705	75	1,569
DEBTOR CONTROL - GST	(22,061)	(932)	(99,483)	(55,935)	(178,411)
DEBTOR CONTROL - INFRINGEMENT	198,865	113,248	67,571	1,027,774	1,407,458
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(219,546)	(219,546)
IMPAIRMENT OF RECEIVABLES	0	0	0	(218,023)	(218,023)
TOTAL DEBTORS OUTSTANDING AS AT 30/04/2023	357,138	116,052	(24,945)	899,337	1,347,581
	26.5%	8.6%	-1.9%	66.7%	

ACCRUED INCOME	180,184
ACCRUED INTEREST	514,964
PREPAYMENTS	1,220,187
TOTAL TRADE AND OTHER RECEIVABLES	3,262,916

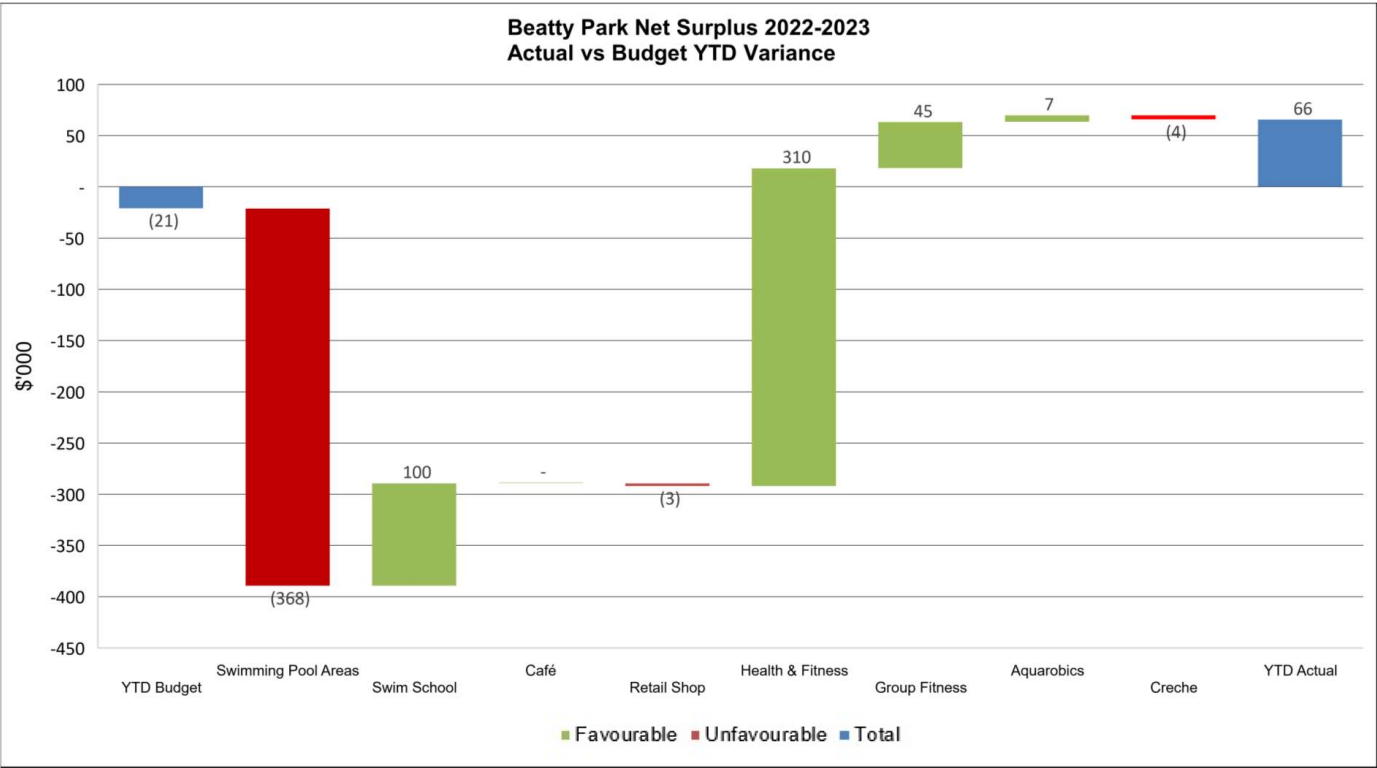
PROPERTY INCOME, RECOVERABLE WORKS AND OTHER DEBTORS:		209,776		
DATE	SUNDRY DEBTORS OVER 90 DAYS	AMOUNT	DEBT DETAILS	Comments
11/03/2019	Tennis Seniors Western Australia	5,728	Building Insurance 2018/19 & 2019/20	In the process to debt collection
23/02/2021	Kre8 Constructions	930	Damaged to ROW 47 Redfern 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	11,294	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
04/08/2022	VT Ngo	6,945	Court fines and costs awarded to COV	\$200 Monthly Repayment in progress from Sep 2022
BALANCE OF 90 DAY DEBTORS OVER \$500		90,067		
% AGING DEBT OVER 90 DAYS		43%		
INFRINGEMENT DEBTORS:		1,407,458		
Referred to FER		1,027,774		
% AGING DEBT OVER 90 DAYS		73%		

CITY OF VINCENT
NOTE 8 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 30 APRIL 2023






	Original Budget	YTD Budget	YTD Actuals	YTD Actuals	Month Actuals	Month Actuals
	2022/23	Apr-23	Apr-23	Apr-22	Apr-23	Apr-22
	\$	\$	\$	\$	\$	\$
<u>ADMINISTRATION</u>						
Revenue	0	0	0	(276,940)	(69,919)	(48,284)
Expenditure	0	0	0	276,940	69,919	48,284
Surplus/(Deficit)	0	0	0	0	0	0
<u>SWIMMING POOLS AREA</u>						
Revenue	2,648,555	2,355,628	2,554,095	1,980,579	227,718	164,348
Expenditure	(4,276,443)	(3,613,904)	(4,180,776)	(3,497,962)	(359,413)	(398,338)
Surplus/(Deficit)	(1,627,888)	(1,258,276)	(1,626,681)	(1,517,383)	(131,695)	(233,990)
<u>SWIM SCHOOL</u>						
Revenue	1,913,804	1,597,279	1,684,464	1,220,856	172,573	148,539
Expenditure	(1,373,703)	(1,120,361)	(1,107,383)	(841,787)	(106,740)	(85,718)
Surplus/(Deficit)	540,101	476,918	577,081	379,069	65,833	62,821
<u>CAFÉ</u>						
Revenue	0	0	0	0	0	0
Expenditure	0	0	0	(91)	0	(19)
Surplus/(Deficit)	0	0	0	(91)	0	(19)
<u>RETAIL SHOP</u>						
Revenue	654,802	615,150	594,965	543,674	39,428	32,383
Expenditure	(531,159)	(475,688)	(458,253)	(444,398)	(36,235)	(60,408)
Surplus/(Deficit)	123,643	139,462	136,712	99,276	3,193	(28,025)
<u>HEALTH & FITNESS</u>						
Revenue	1,954,741	1,728,795	2,122,752	1,791,343	191,893	153,460
Expenditure	(1,300,526)	(1,078,802)	(1,162,406)	(1,089,462)	(91,727)	(110,293)
Surplus/(Deficit)	654,215	649,993	960,346	701,881	100,166	43,167
<u>GROUP FITNESS</u>						
Revenue	703,796	617,029	742,370	634,813	65,491	53,312
Expenditure	(713,114)	(563,055)	(643,300)	(514,858)	(65,100)	(51,017)
Surplus/(Deficit)	(9,318)	53,974	99,070	119,955	391	2,295
<u>AQUAROBCICS</u>						
Revenue	280,923	248,020	307,808	257,840	26,670	22,562
Expenditure	(152,736)	(126,533)	(179,760)	(156,565)	(14,724)	(30,139)
Surplus/(Deficit)	128,187	121,487	128,048	101,275	11,946	(7,577)
<u>CRECHE</u>						
Revenue	73,129	63,459	76,392	64,452	6,893	5,412
Expenditure	(328,063)	(268,112)	(285,303)	(229,581)	(25,695)	(22,475)
Surplus/(Deficit)	(254,934)	(204,653)	(208,911)	(165,129)	(18,802)	(17,063)
Net Surplus/(Deficit)	(445,994)	(21,095)	65,665	(281,147)	31,032	(178,391)
Less: Depreciation	(1,130,424)	(951,960)	(1,020,732)	(957,115)	(107,273)	(95,315)
Surplus/(Deficit)	684,430	930,865	1,086,397	675,968	138,305	(83,076)

CITY OF VINCENT
NOTE 8 - STATEMENT OF FINANCIAL ACTIVITY
BY SERVICE - GRAPH
AS AT 30 APRIL 2023



7.2	AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 APRIL 2023 TO 30 APRIL 2023
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- Attachments:**
1. Payments by EFT and Payroll April 23 [↓](#) 
 2. Payments by Cheque April 23 [↓](#) 
 3. Payments by Direct Debit April 23 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 April 2023 to 30 April 2023 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$4,193,792.68
Cheques	\$498.45
Direct debits, including credit cards	\$129,090.66
Total payments for April 2023	\$4,323,381.79

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 1 April 2023 to 30 April 2023.

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 April 2023 to 30 April 2023, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	2930 – 2934	\$2,786,590.88
Payroll by Direct Credit	April 2023	\$1,407,201.80
Sub Total		\$4,193,792.68
Cheques		
Cheques	82742-82743	\$498.45
Sub Total		\$498.45

Direct Debits (including Credit Cards)

Lease Fees	\$395.83
Loan Repayments	\$78,434.41
Bank Charges – CBA	\$26,942.14
Credit Cards	\$23,318.28
Sub Total	\$129,090.66

Total Payments **\$4,323,381.79**

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 and Payroll 01/04/23 TO 30/04/23			
Date	Payee	Description	Amount
07/04/2023	A Austin	Fitness instructor fees	\$ 464.00
21/04/2023	A Coles	Refund of remainder of gym membership	\$ 218.16
07/04/2023	A D'Ascenzo	Refund of membership	\$ 221.15
07/04/2023	A deNiet	Refund of dog registration	\$ 150.00
21/04/2023	A Duckworth	Design advisory meeting fee	\$ 660.00
07/04/2023	A Fink	Fitness instructor fees	\$ 530.55
07/04/2023	A K Conlin	Refund of Infrastructure bond	\$ 1,500.00
21/04/2023	A Kendle	Rates Refund	\$ 1,103.82
21/04/2023	A Team Printing	Printing services - BPLC	\$ 2,242.90
21/04/2023	A V Hunt	Rebate for reusable sanitary product purchase	\$ 50.00
28/04/2023	A&E Wilmot Superfund	Superannuation	\$ 86.82
21/04/2023	Actimed Australia	Gym Suplies- blood pressure monitor	\$ 116.88
21/04/2023	Acurix Networks Pty Ltd	Leederville wifi services - February 23	\$ 1,419.00
07/04/2023	Advanced Roof Restoration	Refund of infrastructure bond	\$ 1,000.00
07/04/2023	Afgri Equipment Australia Pty Ltd	Repairs to Swift Mower	\$ 31,735.00
07/04/2023	Agserv	Purchase anti cogulants	\$ 335.50
07/04/2023	Aha Consulting	Engagement essentials training	\$ 6,269.98
07/04/2023	Alchemy Saunas Pty Ltd	Sauna monthly rental - BPLC	\$ 2,860.00
21/04/2023	Alinta Energy	Gas charges - Banks reserve	\$ 256.00
07/04/2023	Alldin Pty Ltd	Refund of infrastructure bond	\$ 5,000.00
21/04/2023	ALS Library Services Pty Ltd	Purchase of library books	\$ 6,393.53
21/04/2023	Alsco Pty Ltd	Mat supplies - BPLC	\$ 754.45
07/04/2023	Ampol Australia Petroleum Pty Ltd	Fuel and oils	\$ 30,052.90
07/04/2023	AMS Technology Group Pty Ltd	Programmed preventative maintenance BPLC	\$ 21,967.04
21/04/2023	AMS Technology Group Pty Ltd	Programmed preventative maintenance BPLC	\$ 5,063.66
21/04/2023	Anna Cappelletta	Fitness instructor fees	\$ 2,849.00
07/04/2023	APARC	Central management system, Ticketor enforcement, meter maintenance, sensors maintenance, software licensing and credit card test transactions	\$ 14,355.70
21/04/2023	APARC	Central management system, Ticketor enforcement, meter maintenance, sensors maintenance, software licensing and credit card test transactions	\$ 42,267.28
07/04/2023	Asphaltech Pty Ltd	Asphalt supplies - various locations	\$ 143,884.64
21/04/2023	ATI-Mirage	Staff training - Microsoft 365 for business	\$ 569.25
21/04/2023	Atom Supply	Supply of straps and frill neck hats - Depot	\$ 1,102.20

Date	Payee	Description	Amount
21/04/2023	Aussie Gold	Lifeguard supplies	\$ 698.50
21/04/2023	Australasian Performing Right Association Ltd	Music licence fees - various halls	\$ 1,577.26
21/04/2023	Australia Post	Postage charges	\$ 988.61
07/04/2023	Australian HVAC Services Pty Ltd	Air conditioning repairs - Subiaco Football club	\$ 29,470.09
21/04/2023	Australian HVAC Services Pty Ltd	Air conditioning repairs - Subiaco Football club	\$ 4,202.23
21/04/2023	Australian Institute of Company Directors	Company directors course for Councillors	\$ 16,898.00
18/04/2023	Australian Services Union	Payroll deduction	\$ 207.20
18/04/2023	Australian Taxation Office	Payroll deduction	\$ 211,049.00
07/04/2023	B Sue	Guest speaker - Community history talk	\$ 350.00
21/04/2023	Balcatta Mowers & Chainsaws Pty Ltd	Supply of gardening equipment - Depot	\$ 750.00
07/04/2023	BCITF Building & Construction Industry Training	Levy collection for January 23	\$ 2,986.75
07/04/2023	Bean Bags R Us Pty Ltd	Bean bag covers for outdoor pool area - BPLC	\$ 1,000.00
21/04/2023	Beatty Park Physiotherapy Pty Ltd	Pilates classes - Dec 22 - Feb 23	\$ 900.00
07/04/2023	Benara Nurseries	Supply of plants	\$ 481.82
21/04/2023	Benara Nurseries	Supply of plants	\$ 3,149.56
21/04/2023	Beyond Skate	Skate clinc for youth week event	\$ 2,000.00
07/04/2023	Blackwoods	Hardware Supplies	\$ 3,334.78
07/04/2023	BOC Limited	Medical oxygen supplies	\$ 784.31
21/04/2023	BOC Limited	Medical oxygen supplies	\$ 110.04
21/04/2023	Boral Construction Materials Group Limited	Concrete supplies	\$ 1,099.97
07/04/2023	Boyan Electrical Services	Electrical services - various locations	\$ 9,855.93
21/04/2023	Brandconnect (WA)	Supply of jackets for uniforms	\$ 126.50
21/04/2023	Bredideca Pty Ltd	Supply of vaccum bags	\$ 897.24
07/04/2023	Bridgestone Australia Ltd	Tyre services - 1GWG751	\$ 904.27
21/04/2023	Bridgestone Australia Ltd	Tyre services - 1GWG751	\$ 413.38
07/04/2023	Briskleen Supplies Pty Ltd	Toiletry and cleaning products - BPLC	\$ 1,022.47
21/04/2023	Briskleen Supplies Pty Ltd	Toiletry and cleaning products - BPLC	\$ 6,250.22
21/04/2023	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 291.21
07/04/2023	Budo Group Pty Ltd	Toilet refurbishment - Margaret Kindergarten	\$ 3,665.43
21/04/2023	Built Environment Collective Pty Ltd	Engineering specification-Retile outdoor BPLC	\$ 22,000.00
07/04/2023	Bunnings Trade	Hardware Supplies	\$ 1,476.08
07/04/2023	C Beasley	Fitness instructor fees	\$ 372.00
21/04/2023	C Beasley	Fitness instructor fees	\$ 310.00
07/04/2023	C K Sumner	Refund of infrastructure bond	\$ 3,000.00
21/04/2023	C S Chew and W S Chew	Rates Refund	\$ 229.05
21/04/2023	Carriage Motors Pty Ltd	Vehicle service and repairs	\$ 225.00
07/04/2023	Castledine Gregory	Professional fees - SAT hearing, 596-598 Newcastle Street	\$ 6,223.80
07/04/2023	Charmaine Amanda Magness	Fitness instructor fees	\$ 1,392.00

Date	Payee	Description	Amount
07/04/2023	Chindarsi Architects	Design advisory meeting fee	\$ 1,650.00
07/04/2023	Choiceone Pty Ltd	Temporary staff - Parks	\$ 12,432.67
21/04/2023	Choiceone Pty Ltd	Temporary staff - Parks	\$ 11,943.06
07/04/2023	Christou Design Group Pty Ltd	Design advisory meeting fee	\$ 770.00
07/04/2023	City Of Perth	Building Application archive retrievals	\$ 3,300.46
07/04/2023	City of South Perth	Long service liability	\$ 1,618.17
21/04/2023	City of South Perth	Long service liability	\$ 462.00
21/04/2023	City of Stirling	Meals on Wheels - Dec 22	\$ 688.56
18/04/2023	City of Vincent	Payroll deduction	\$ 772.27
18/04/2023	City of Vincent Staff Social Club	Payroll deduction	\$ 442.00
21/04/2023	City Toyota	Vehicle service and repairs	\$ 384.42
07/04/2023	Civica Pty Limited	Support Payroll On Demand - Feb 23	\$ 3,707.00
07/04/2023	Civil Engineering Assignments	Consultant fee - Capital projects assistance	\$ 1,755.00
21/04/2023	Civil Engineering Assignments	Consultant fee - Capital projects assistance	\$ 2,188.75
07/04/2023	Cleanaway	Supply of bins - Spring markets	\$ 31,651.29
21/04/2023	Cleanaway	Supply of bins - Spring markets	\$ 78,809.71
07/04/2023	Clever Patch	Library supplies	\$ 120.93
07/04/2023	Club 55 Travel	Bus hire - Seniors outing	\$ 3,375.00
07/04/2023	Cobblestone Concrete Pty Ltd	Concrete path repairs - various locations	\$ 2,692.80
21/04/2023	Cobblestone Concrete Pty Ltd	Concrete path repairs - various locations	\$ 2,956.80
21/04/2023	Cockburn Party Hire	Citizenship chairs hire	\$ 2,146.55
07/04/2023	Coffee By The Kilo	Rates Refund	\$ 358.44
07/04/2023	Collaborative World Consultants	Design of lighting and upgrade - DLGSCI	\$ 1,650.00
07/04/2023	Commercial Aquatics Australia	Replacement 1.50m circulation pump and maintenance services - indoor pool pump	\$ 594.00
21/04/2023	Commercial Aquatics Australia	Replacement 1.50m circulation pump and maintenance services - indoor pool pump	\$ 1,691.25
07/04/2023	Compu-Stor	Records digitisation and off-site storage	\$ 515.61
07/04/2023	Connect Call Centre Services	After hours calls service - Jan 23	\$ 1,764.46
07/04/2023	Contraflow Pty Ltd	Traffic management services - Beaufort Street	\$ 10,673.65
21/04/2023	Contraflow Pty Ltd	Traffic management services - Beaufort Street	\$ 28,041.31
07/04/2023	Corsign WA Pty Ltd	Sign supplies - various	\$ 108,430.30
21/04/2023	Corsign WA Pty Ltd	Sign supplies - various	\$ 2,717.00
13/04/2023	Cr A Castle	Council meeting fee	\$ 3,234.25
13/04/2023	Cr Ashley Wallace	Council meeting fee	\$ 3,234.25
13/04/2023	Cr D Loden	Council meeting fee	\$ 3,234.25
13/04/2023	Cr J Hallett	Council meeting fee	\$ 3,234.25
13/04/2023	Cr Ron Alexander	Council meeting fee	\$ 3,234.25

Date	Payee	Description	Amount
13/04/2023	Cr Ross Ioppolo	Council meeting fee	\$ 3,234.25
13/04/2023	Cr S Gontaszewski	Council meeting fee	\$ 4,587.12
13/04/2023	Cr Suzanne Worner	Council meeting fee	\$ 3,234.25
21/04/2023	Credit Clear Pty Ltd	Debt recovery services - Jan & Feb 23	\$ 1,614.10
07/04/2023	D A Christie Pty Ltd	Replace BBQ parts - Bank Reserve	\$ 12,529.00
07/04/2023	D Dama	Fitness instructor fees	\$ 58.00
07/04/2023	D E Ventris	Refund of infrastructure bond	\$ 3,000.00
21/04/2023	D M Anstey	Catering for u	\$ 522.87
07/04/2023	D Massarotto	Refund of Infrastructure bond	\$ 5,000.00
21/04/2023	D Morrissy	Reimbursement - catering for staff development	\$ 102.15
07/04/2023	Dalin Electrical Controls	Repairs to geothermal system - BPLC	\$ 13,038.09
07/04/2023	Daniel Bullen	Fitness instructor fees	\$ 1,020.00
07/04/2023	David Gray & Co Pty Ltd	Supply of MRB bins with lids	\$ 438.02
21/04/2023	Department of Mines, Industry Regulation and Safety	Building services levy collection	\$ 11,415.01
18/04/2023	Department of Social Services	Payroll deduction	\$ 985.31
21/04/2023	Department of Transport	Vehicle ownership searches - Jan 23	\$ 6,708.40
07/04/2023	Deriva Migration Pty Ltd	Refund of Planning application fee	\$ 74.00
07/04/2023	Devco Builders	Maintenance and repairs - various locations	\$ 11,818.22
21/04/2023	Devco Builders	North Perth Town Hall - remove and replace right hand side curtain on main stage	\$ 9,263.65
21/04/2023	Devco Builders	Hyde Park - acid cleaning, regrout tiles and replace 3x hand basins and bottle traps	\$ 8,030.55
21/04/2023	Devco Builders	Maintenance and repairs - various locations	\$ 59,499.66
21/04/2023	DNX Energy Pty Ltd	Creation of LGCs for Beatty Park Power Station	\$ 528.00
07/04/2023	Dominic Snellgrove	Design Review Panel Meeting	\$ 900.00
21/04/2023	Domus Nursery	Supply of plants	\$ 1,515.26
21/04/2023	E S Long	Refund of part dog registration	\$ 150.00
21/04/2023	E Styles	Library author talk	\$ 360.00
18/04/2023	Easi Group	Payroll deduction	\$ 2,281.22
21/04/2023	Ed Art Supplies	Library supplies	\$ 105.33
07/04/2023	Elite Compliance Pty Ltd	Design services - North Perth Bowling and North Perth Town Hall	\$ 990.00
07/04/2023	Ellenby Tree Farm Pty Ltd	Supply of plants and trees	\$ 902.00
07/04/2023	Enviroblast Cannington	Pressure cleaning services	\$ 16,662.58
21/04/2023	Enviroblast Cannington	Pressure cleaning services	\$ 27,520.54
21/04/2023	Environmental Health Australia (WA) Inc	Registration fee - staff training	\$ 3,105.00
07/04/2023	Evolution Bikes	Bicycle helmet - Rangers	\$ 547.95
07/04/2023	Exteria	Supply of park benches and picnic shelter	\$ 8,500.80
21/04/2023	Fairfield Investments (WA) Pty Ltd	Cabin small bar for citizenship ceremony	\$ 2,475.00

Date	Payee	Description	Amount
07/04/2023	Fairplace Pty Ltd	LGA training workshop - Planning, Service fee North Perth Planning framework 50%	\$ 10,978.00
07/04/2023	Flexi Staff Group Pty Ltd	Temporary staff - various departments	\$ 11,799.44
21/04/2023	Flexi Staff Group Pty Ltd	Temporary staff - various departments	\$ 9,305.77
21/04/2023	Flick Anticimex Pty Ltd	Pest control services - Admin	\$ 56.06
07/04/2023	Forestvale Trees Pty Ltd	Supply of trees	\$ 2,321.00
07/04/2023	Fort Amity Pty Ltd t/as Bent Logic	Membership Cards & Fobs - BPLC	\$ 5,472.50
21/04/2023	Fun Faces Perth	Mt Hawthorn Hawkers markets face painter	\$ 320.00
21/04/2023	G Burgess	Distribution services - green waste brochures	\$ 4,950.00
07/04/2023	Galvins Plumbing Supplies	Plumbing supplies - Depot	\$ 94.05
21/04/2023	Giant Autos (1997) Pty Ltd	Vehicle service and repairs	\$ 1,494.84
21/04/2023	Grillex Pty Ltd	Supply of drinking fountain with dog bowl	\$ 4,610.10
21/04/2023	Grove Propagation Nursery	Supply of plants	\$ 3,879.92
07/04/2023	Guardian Exercise Rehabilitation	Refund of BPLC membership	\$ 390.00
07/04/2023	Gymcare	Gym equipment repairs & maintenance - BPLC	\$ 612.04
21/04/2023	Gymcare	Gym equipment repairs & maintenance - BPLC	\$ 3,960.00
07/04/2023	H Brown	Refund of BPLC membership	\$ 251.62
18/04/2023	Health Insurance Fund of WA	Payroll deduction	\$ 185.30
21/04/2023	I Baraiolo	Rates Refund	\$ 116.78
07/04/2023	I J West	Rates Refund	\$ 1,532.23
07/04/2023	Imagesource Digital Solutions	Printing services - BPLC	\$ 198.00
21/04/2023	Initial Hygiene	Sharps disposal services - Aug 22	\$ 945.05
21/04/2023	Insight Enterprises Aust Pty Ltd	Annual subscription - Nitro Pro	\$ 20,400.31
21/04/2023	J Chung	Fitness instructor fees	\$ 174.00
21/04/2023	J Corbellini	Reimbursement of expenses - parking & match ticket	\$ 90.98
07/04/2023	J J Ahmat	Youth week music workshop	\$ 1,500.00
07/04/2023	J L Flower	Refund of senior bus tour	\$ 50.00
07/04/2023	J McPhee	Fitness instructor fees	\$ 62.00
21/04/2023	J McPhee	Fitness instructor fees	\$ 124.00
21/04/2023	J P Marsland	Fitness instructor fees	\$ 290.00
21/04/2023	J Robbins	Catering - morning tea	\$ 75.00
07/04/2023	Janet Verburg	Fitness instructor fees	\$ 521.00
07/04/2023	K A Taylor	Refund of Frame court parking permit	\$ 210.00
07/04/2023	K M Allen	Reimbursement - parking for DDWA workshop	\$ 50.96
21/04/2023	K M Chan	Rebate for reusable sanitary product purchase	\$ 37.58
07/04/2023	K R Vizcarra Paytak	Rates Refund	\$ 404.83
07/04/2023	K Reynolds	Reimbursement - parking for external meeting	\$ 16.66
21/04/2023	K Thomas	Reimbursement for catering for training	\$ 40.90

Date	Payee	Description	Amount
28/04/2023	KJ Concha Pty Ltd ATF HODL Superannuation Fund	Superannuation	\$ 1,477.55
21/04/2023	Krazy Keys	Replace broken key	\$ 100.00
07/04/2023	KS Black Pty Ltd	Installation of water meter - Britannia Reserve	\$ 6,347.00
21/04/2023	KS Black Pty Ltd	Replace low pressure switch - Hyde Park, Bore pump maintenance - Dorrien Gardens	\$ 2,380.07
07/04/2023	Kyilla Primary P&C Assoc Inc	Donation	\$ 500.00
18/04/2023	L.G.R.C.E.U.	Payroll deduction	\$ 22.00
21/04/2023	Landgate	Gross rental valuations for interims and land enquiries	\$ 1,022.34
21/04/2023	Landmark Products Pty Ltd	Design and construction - Banks Reserve public toilets (20% claim)	\$ 13,904.00
07/04/2023	Leederville Cameras	Printing services - Seniors flyers	\$ 510.00
21/04/2023	Leederville Cameras	Printing services - Seniors flyers	\$ 95.00
21/04/2023	Les Mills Asia Pacific	Registration and music fees	\$ 1,719.05
07/04/2023	LisaJoe Investments Pty Ltd	Refund of overpayment to microbusiness bins	\$ 32.00
07/04/2023	LOTE Libraries Direct Pty Ltd	Supply of community language books	\$ 1,203.08
21/04/2023	M A Williams	Rebate for reusable sanitary product purchase	\$ 13.00
07/04/2023	M G Jajko	Fitness instructor fees	\$ 116.00
21/04/2023	M L Humich	Fitness instructor fees	\$ 1,051.54
21/04/2023	M Marshall	Reimbursement for physio appointment	\$ 255.00
07/04/2023	M Slater	Fitness instructor fees	\$ 180.87
21/04/2023	M Slater	Fitness instructor fees	\$ 60.29
07/04/2023	Mackay Urban Design	Design advisory meeting fee	\$ 880.00
21/04/2023	Main Roads WA	Line marking installation - various locations	\$ 13,348.73
07/04/2023	Majestic Plumbing Pty Ltd	Plumbing services - various locations	\$ 5,348.81
21/04/2023	Majestic Plumbing Pty Ltd	Plumbing services - various locations	\$ 7,902.19
07/04/2023	Manheim Pty Ltd	Relocation and sale of abandoned vehicle	\$ 473.00
07/04/2023	Market Creations Agency	Website customisation	\$ 561.00
21/04/2023	Market Creations Agency	Website customisation	\$ 8,068.50
21/04/2023	Marketforce Pty Ltd	Advertising services - Public notices	\$ 9,782.73
21/04/2023	Marshall Beattie Pty Ltd	Exit gate repair- BPLC Reception	\$ 429.00
07/04/2023	Massey's Herd	Milk supplies - Depot	\$ 332.80
13/04/2023	Mayor E Cole	Council meeting fee	\$ 9,322.16
21/04/2023	McLeods Barristers & Solicitors	Legal services - Right of Ways workshop	\$ 4,162.05
28/04/2023	Mercer Spectrum	Superannuation	\$ 2,244.91
21/04/2023	MessageMedia	SMS integrating for Phoenix	\$ 209.66
21/04/2023	Messages on Hold	'On hold' equipment and programming	\$ 456.06
07/04/2023	Mindarie Regional Council	Processable and non processable waste	\$ 53,741.16
21/04/2023	Mindarie Regional Council	Processable and non processable waste	\$ 43,620.19
07/04/2023	Moduplay Group Pty Ltd	Playground repairs	\$ 266.75

Date	Payee	Description	Amount
21/04/2023	My Media Intelligence Pty Ltd	Copyright charges for press articles - October to December 22	\$ 1,190.20
07/04/2023	N Kumar	Distribution services - postcards for Leederville Village Square	\$ 105.00
07/04/2023	Natale Group Australia Pty Ltd	Security services - BPLC	\$ 720.50
21/04/2023	Natale Group Australia Pty Ltd	Security services - BPLC	\$ 1,441.00
21/04/2023	Nature Calls Portable Toilets	Toilet hire - Mt Hawthorn Hawkers market	\$ 545.00
07/04/2023	Nexus Home Improvements	Refund of infrastructure bond	\$ 2,000.00
21/04/2023	NGIS Australia Pty Ltd	3D geographic information system viewer	\$ 4,620.00
07/04/2023	Nicholas Jolly & Associates	Fitness instructor fees	\$ 701.80
07/04/2023	Nightlife Music Pty Ltd	Crowd DJ February 23 - BPLC	\$ 417.94
07/04/2023	Node1 Internet	Fixed wireless internet charges - March 23	\$ 101.73
21/04/2023	Node1 Internet	Fixed wireless internet charges - March	\$ 119.00
07/04/2023	Noma Pty Ltd	Design advisory meeting fee	\$ 3,080.00
21/04/2023	Noma Pty Ltd	Design advisory meeting fee	\$ 2,035.00
21/04/2023	Northsands Resources	Sand supplies	\$ 892.98
07/04/2023	O Dedic	Reimbursement - admin milk supplies	\$ 75.35
07/04/2023	Officeworks Ltd	Office supplies and consumables	\$ 974.98
21/04/2023	Olistico Pty Ltd	Stree management and meditation session for youth week	\$ 600.00
07/04/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Consultancy services - December 22 and January 23	\$ 67,754.72
21/04/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Consultancy services - December 22 and January 23	\$ 11,822.47
21/04/2023	Optus Billing Services Pty Ltd	Telephone and internet charges - various locations	\$ 9,726.41
07/04/2023	OSHGROUPT Pty Ltd	Employee medical assessment	\$ 233.54
21/04/2023	Outdoor Furniture Northside Pty Ltd	Supply of sun loungers - BPLC	\$ 16,201.50
07/04/2023	P Meyerkort	Fitness Instructor Fees	\$ 290.00
07/04/2023	P Tran	Fitness instructor fees	\$ 116.00
21/04/2023	P Tran	Fitness instructor fees	\$ 580.00
21/04/2023	Parks and Leisure Australia	Corporate membership renewal to 30.June 23	\$ 2,200.00
07/04/2023	Paxon Business & Financial Services	Internal audit- Human Resources/ Payroll	\$ 3,960.00
21/04/2023	Paxon Business & Financial Services	Internal audit- Procurement and Contract management	\$ 7,920.00
21/04/2023	PeopleSense by Altius	Counselling services - Jan 23	\$ 2,407.90
07/04/2023	Perth Commercial Fridges	Purchase of ice machine - BPLC	\$ 1,659.00
21/04/2023	Pixelcase Group Pty Ltd	Licence plate parking enforcement system	\$ 2,400.12
07/04/2023	Planning Institute Australia	International Women's Day Breakfast	\$ 120.00
07/04/2023	Plantrite	Supply of plants	\$ 6,891.50
07/04/2023	Print and Sign Co	Printing services - various departments	\$ 2,522.41
21/04/2023	Print and Sign Co	Printing services - various departments	\$ 2,096.04
07/04/2023	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 21,106.25
21/04/2023	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 14,846.15
21/04/2023	Profounder Turfmaster Pty Ltd	Turf maintenance - Britannia Reserve	\$ 13,697.29

Date	Payee	Description	Amount
07/04/2023	Propel Youth Arts WA	Community grant - multicultural youth meetup	\$ 500.00
21/04/2023	Protector Fire Services Pty Ltd	Fire equipment maintenance - BPLC	\$ 14,170.75
07/04/2023	QuickMail	Printing and distribution - Seniors flyers	\$ 874.83
07/04/2023	R Freitas	Fitness instructor fees	\$ 180.00
21/04/2023	R Freitas	Fitness instructor fees	\$ 120.00
07/04/2023	R T Hutchinson & R M Hutichson	Rates Refund	\$ 554.77
07/04/2023	Rada & Neso Services	Monthly cleaning services - BPLC	\$ 9,600.00
07/04/2023	Raymond Lesley Espinos	Fitness instructor fees	\$ 795.76
07/04/2023	REALMstudios Pty Ltd	Design advisory meeting fees	\$ 440.00
21/04/2023	REALMstudios Pty Ltd	Design advisory meeting fees	\$ 2,178.00
07/04/2023	Reconciliation Western Australia Inc	Banners - Scarborough Beach Road, Mt Hawthorn	\$ 4,250.00
07/04/2023	Regents Commercial	Rent - Barlee St CP February 23	\$ 4,707.42
21/04/2023	Regents Commercial	Rent - Barlee St CP February 23	\$ 8,656.37
07/04/2023	Renew Property Maintenance	Clearing rights of way & tipping fees - various locations	\$ 10,868.00
21/04/2023	Renew Property Maintenance	Clearing rights of way & tipping fees - various locations	\$ 6,303.00
21/04/2023	Repco	Auto part supplies	\$ 161.40
21/04/2023	Rotary Club Of North Perth Inc.	Festival and event sponsorship - Hyde Park	\$ 6,500.00
07/04/2023	RPG Auto Electrics	Plant repairs and maintenance	\$ 1,172.88
21/04/2023	RPG Auto Electrics	Plant repairs and maintenance	\$ 3,202.43
07/04/2023	Rubek Automatic Doors	Repair automatic door - Admin	\$ 2,706.00
07/04/2023	S & A Smash Repairs	Insurance excess - 1G2Y421	\$ 500.00
21/04/2023	S & A Smash Repairs	Insurance excess - 1GRN511	\$ 500.00
07/04/2023	S Patchett	Fitness instructor fees	\$ 270.00
07/04/2023	S Sabato	Rates Refund	\$ 320.09
07/04/2023	S Smart	Fitness instructor fees	\$ 406.00
21/04/2023	S Smart	Fitness instructor fees	\$ 116.00
21/04/2023	Safari Building Products	Supply of expansion joints	\$ 1,529.00
21/04/2023	Sam's Repairs & Maintenance	Sign installation and maintenance	\$ 1,819.40
21/04/2023	SAS Locksmiths	Key cutting and lock maintenance service	\$ 1,541.84
21/04/2023	Scarboro Toyota	Vehicle service and repairs	\$ 495.97
21/04/2023	Seaview Orthotics	Supply of litter grabbers	\$ 2,577.00
21/04/2023	Securus	Security services - Woodville Reserve Pavilion	\$ 848.51
07/04/2023	SEEK Limited	Job adverts	\$ 532.26
21/04/2023	SEEK Limited	Job adverts	\$ 889.37
21/04/2023	ServiceFM Pty Ltd	Monthly cleaning services and cleaning materials - various locations	\$ 24,865.67
07/04/2023	Shaaron Taylor	Fitness instructor fees	\$ 300.00
07/04/2023	Shop for Shops	Labels and Tags for retail - BPLC	\$ 71.80
21/04/2023	Shred-X Pty Ltd	Security bin exchange - BPLC	\$ 39.01

Date	Payee	Description	Amount
07/04/2023	Sid Thoo	Consultant fee - Perth design workshop week	\$ 1,800.00
21/04/2023	Sigma Chemicals	Pool chemicals - BPLC	\$ 19,469.47
07/04/2023	Smart Office Systems	Professional services - Authority reporting	\$ 841.50
21/04/2023	Smoke and Mirrors AV	Supply of PA system - Citizenship ceremony	\$ 100.00
21/04/2023	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling	\$ 660.00
07/04/2023	Speedo Australia Pty Ltd	Merchandise - BPLC	\$ 3,197.15
21/04/2023	Sportsworld Of WA	Merchandise - BPLC	\$ 11,838.20
21/04/2023	Stantons International	Probity services - Leederville structure plan	\$ 1,499.30
28/04/2023	Steeg Banham Superannuation Fund	Superannuation	\$ 350.97
07/04/2023	Stephen Carrick Architects Pty Ltd	Heritage advice - various locations	\$ 440.00
07/04/2023	StrataGreen	Garden equipment supplies - various	\$ 919.80
21/04/2023	StrataGreen	Garden equipment supplies - various	\$ 265.50
21/04/2023	Subiaco Football Club Inc.	2022-2023 Subiaco Football Club funding	\$ 6,600.00
28/04/2023	SuperChoice Services Pty Ltd	Superannuation	\$ 274,727.50
07/04/2023	Synergy	Electricity and gas charges - various locations	\$ 44,950.69
21/04/2023	Synergy	Electricity and gas charges - various locations	\$ 94,166.80
07/04/2023	T Klein	Refund of BPLC membership	\$ 432.61
07/04/2023	T Patton	Rates Refund	\$ 649.30
21/04/2023	Tabata Australia Pty Ltd	Merchandise - BPLC	\$ 397.00
21/04/2023	Tagine Tapas Grill Leederville	Catering for youth week event: Multicultural Youth Sundowner	\$ 657.10
07/04/2023	Talis Consultants Pty Ltd - ATF Talis Unit Trust	Road & footpath condition survey & summary	\$ 16,500.00
07/04/2023	Tamala Park Regional Council	GST for sale of land - December 22	\$ 23,834.53
21/04/2023	Techworks Electrical Pty Ltd	Electrical sub switchboard replacement - BPLC (progress claim)	\$ 97,740.87
07/04/2023	Teena Smith	Fitness instructor fees	\$ 450.00
21/04/2023	Teena Smith	Fitness instructor fees	\$ 375.00
07/04/2023	Teller & Associates	Professional fee for reviewing correspondence from IP australia	\$ 481.80
21/04/2023	Temptations Catering	Catering for WALGA meeting	\$ 2,097.60
07/04/2023	The Athlete's Foot Australia	Uniform supplies - Rangers	\$ 1,759.97
07/04/2023	The BBQ Man	BBQ, outdoor artwork & pressure cleaning services - various locations	\$ 5,065.22
07/04/2023	The de Mol Group of Companies Pty Ltd ATFT DGC Trust t/as TDGC	Electricity reimbursement for CCTV equipment usage	\$ 33.00
21/04/2023	The Good Grocer Leederville IGA	Catering - Claisebrook community workshop	\$ 485.00
21/04/2023	The Owners of Musbury Terrace	Reimbursement from heritage assistance fund	\$ 4,125.00
07/04/2023	The Royal Life Saving Society Western Australia Inc	Servicing of AIDS memorial fountain, Hyde park water playground maintenance Jan 23, supply of lifeguard uniforms	\$ 7,169.07
28/04/2023	The Trustee for Fergco Family Super Fund	Superannuation	\$ 2,168.40
07/04/2023	Tom Lawton - Bobcat Hire	Bobcat hire - various locations	\$ 4,166.80
21/04/2023	Tom Lawton - Bobcat Hire	Bobcat hire - various locations	\$ 5,031.40

Date	Payee	Description	Amount
07/04/2023	Totally Workwear Mt Hawthorn	Uniform Supplies - various locations	\$ 334.90
21/04/2023	Totally Workwear Mt Hawthorn	Uniform Supplies - various locations	\$ 992.20
07/04/2023	Transoft Solutions	Software licence renewal-AutoTurn Map	\$ 4,840.00
07/04/2023	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 4,454.23
21/04/2023	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 4,980.83
07/04/2023	Trustees for The Folan Family Trust t/a Inspired Development Solutions	Staff training - executive coaching	\$ 2,970.00
07/04/2023	Tyres4U Pty Ltd	Tyre replacements and maintenance	\$ 436.21
07/04/2023	Universal Diggers	Plant hire - Depot	\$ 5,100.70
21/04/2023	Universal Diggers	Plant hire - Depot	\$ 4,257.00
21/04/2023	V Forbes	Fitness instructor fee	\$ 127.60
21/04/2023	Van Ryt Industries	Cubby house - Haynes Street Reserve	\$ 12,820.60
21/04/2023	Veolia Recycling & Recovery Pty Ltd	Waste collection - BPLC Jan 23	\$ 2,649.21
07/04/2023	W.A. Hino Sales & Service	Plant repairs and maintenance	\$ 131,077.00
07/04/2023	WA Library Supplies	Library supplies - bookmarks	\$ 50.00
21/04/2023	WA Library Supplies	Library supplies - bookmarks	\$ 214.75
21/04/2023	WALGA	WALGA Urban Forest Conference - Valuing	\$ 1,540.00
07/04/2023	Water Corporation	Water charges - various locations	\$ 14,180.47
07/04/2023	Water Corporation	Water charges - various locations	\$ 294.00
21/04/2023	Water Corporation	Water charges - various locations	\$ 3,644.28
21/04/2023	WC Convenience Management Pty Ltd	Maintenance exelooos Jan 23 - various locations	\$ 4,295.87
07/04/2023	Welshpool Fiat Professional	Vehicle service and repairs	\$ 104.50
07/04/2023	West Coast Profilers Pty Ltd	Profiling services - Beaufort Street	\$ 3,212.00
21/04/2023	West Coast Profilers Pty Ltd	Profiling services - Beaufort Street	\$ 46,970.24
07/04/2023	Western Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 3,734.78
21/04/2023	Western Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 1,114.94
21/04/2023	Western Metropolitan Regional Council	Processing FOGO waste January 23	\$ 37,864.36
07/04/2023	West-Sure Group Pty Ltd	Cash collection services January 23	\$ 258.28
21/04/2023	West-Sure Group Pty Ltd	Cash collection services January 23	\$ 2,639.73
07/04/2023	Wheelers Books Pty Ltd	Supply of library books	\$ 82.37
21/04/2023	Wilson Security	Security services - various locations	\$ 143.00
07/04/2023	Winc Australia Pty Ltd	Office supplies and consumables	\$ 294.31
21/04/2023	Winc Australia Pty Ltd	Office supplies and consumables	\$ 868.92
07/04/2023	Work Metrics Pty Ltd	Online inductions - HR	\$ 110.00
07/04/2023	Worldwide East Perth	Printing services - various departments	\$ 77.00
07/04/2023	Wow Wipes	Supply of anti bacterial wipes - BPLC	\$ 1,331.00
21/04/2023	Wow Wipes	Supply of anti bacterial wipes - BPLC	\$ 2,989.80
07/04/2023	X L Chen and S H Xu	Rates Refund	\$ 265.94

Date	Payee	Description	Amount
07/04/2023	YogaNut	Fitness instructor fees	\$ 126.00
07/04/2023	Yokine Building Co	Refund of infrastructure bond	\$ 275.00
07/04/2023	Yolande Gomez	Fitness instructor fees	\$ 599.00
21/04/2023	Yolande Gomez	Fitness instructor fees	\$ 944.00
21/04/2023	Your Licence Pty Ltd	Staff training - dangerous goods awareness course	\$ 259.00
21/04/2023	Zenien	CCTV maintenance - new switch Hip-E club	\$ 11,703.84
07/04/2023	ZIP Heaters Aust Pty Ltd	Hydrotap maintenance - Admin	\$ 7,158.60
			\$ 2,786,590.88
Payroll			
11/04/2023	Ad hoc		\$ 1,065.15
11/04/2023	Pay 21		\$ 693,903.34
24/04/2023	Pay 22		\$ 712,075.30
24/04/2023	Ad hoc		\$ 158.01
Total Payroll			\$ 1,407,201.80
Total Payments			\$ 4,193,792.68

Creditors Report - Payments by Cheque				
01/04/23 to 30/04/23				
<i>Creditor</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
00082742	20/04/2023	Petty Cash - Beatty Park Leisure Centre	Petty cash recoup 23.03.23	\$ 305.15
00082743	20/04/2023	Petty Cash - Depot	Petty cash recoup 28.03.23	\$ 193.30
Total Net Cheque Payments				\$ 498.45

Creditors Report - Payments by Direct Debit				
01/04/23 to 30/04/23				
Credit Card Transactions for the Period 8 March 2023 - 6 April 2023				
<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
CEO	08/03/2023	WA News	WA newspaper subscription - digital and paper	83.60
	08/03/2023	City of Perth Parking	Parking - Perth City coordination leadership group meeting	5.55
	04/04/2023	WA News	WA newspaper subscription - digital and paper	83.60
				\$ 172.75
Acting Director Infrastructure & Environment	09/03/2023	Code Bloom	Farewell Flowers	\$ 41.50
	20/03/2023	Institute of Public works	Training - Engineering team	\$ 890.00
	20/03/2023	Institute of Public works	Training - Engineering team	\$ 2,040.00
	20/03/2023	Institute of Public works	Training - Engineering team	\$ 2,040.00
	21/03/2023	Sai Global	Reference Material for department	\$ 257.35
	24/03/2023	Western Power	Streetlight payment	\$ 498.91
				\$ 5,767.76
Manager Marketing and Partnerships	08/03/2023	Tom's Providore and wine	St Patricks day prize	\$ 100.00
	08/03/2023	Chintacafe	St Patricks day prize	\$ 101.99
	10/03/2023	Officeworks	Underground power mailing labels	\$ 58.56
	10/03/2023	Mailchimp	E-Newsletter	\$ 2,599.33
	12/03/2023	Survey Monkey	Survey tool	\$ 384.00
	15/03/2023	Bunnings Group Ltd	Supplies - Freedom centre youth week activity	\$ 429.56
	16/03/2023	Facebook	Facebook boost - seniors workshop	\$ 44.00
	19/03/2023	Facebook	Facebook boost - seniors workshop	\$ 44.00
	23/03/2023	Asana.com	Marketing and Comms scheduling tool	\$ 917.09
	23/03/2023	International transaction fee	Marketing and Comms scheduling tool	\$ 22.93
	05/03/2023	Shutterstock	Marketing and Partnerships monthly subscription	\$ 99.00
	01/04/2023	Facebook	Facebook advertisement	\$ 165.59
				\$ 4,966.05
Executive Director Strategy & Development	09/03/2023	ASIC	Company search	\$ 9.00
	16/03/2023	Supreme court WA - DOJ	Probate search	\$ 56.50
	16/03/2023	Dept of Justice	Court lodgement fee	\$ 166.30
				\$ 231.80
Council Liaison Officer	14/03/2023	Tsuke-Ba	Catering - Council meeting	\$ 213.60
	20/03/2023	Woolworths	Catering	\$ 35.80
	21/03/2023	SQ Bunn Mee	Catering - Council meeting	\$ 259.00

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
	28/03/2023	Tsuke-Ba	Catering - Council meeting	\$ 213.60
	04/04/2023	SQ Bunn Mee	Catering - Council meeting	\$ 232.50
				\$ 954.50
Branch Librarian	09/03/2023	Beaufort Street Book	Book supplies	\$ 32.99
	10/03/2023	SP JB Hi-Fi online	DVD supplies	\$ 37.95
	15/03/2023	Ezi Wisdom activities	Library supplies - sequences	\$ 103.43
	16/03/2023	SP Dementia shop	CD supplies	\$ 116.19
	16/03/2023	Ezi Wisdom activities	Library supplies - various	\$ 168.32
	02/04/2023	Google youtube premium	Subscription - youtube premium	\$ 14.99
				\$ 473.87
Manager ICT	08/03/2023	Officeworks	IT supplies - apple cables and USB cable	\$ 379.90
	08/03/2023	JB Hi-Fi online	IT supplies - Tripods, batteries and phone covers	\$ 391.85
	09/03/2023	Deputy	Online timesheet software	\$ 1,188.00
	11/03/2023	Intruder.io pro	External vulnerability testing	\$ 382.18
	11/03/2023	International transaction fee	External vulnerability testing	\$ 9.55
	13/03/2023	The Telecom shop Pty Ltd	Video conferencing microphones	\$ 1,195.79
	19/03/2023	Zoom	Video conferencing	\$ 445.37
	20/03/2023	Paypal	Sketch up pro subscription	\$ 440.00
	21/03/2023	EziM2M One Pty Ltd	Sim card service	\$ 413.36
	22/03/2023	Easypark	Parking- Dr Testing with service provider	\$ 8.25
	28/03/2023	Officeworks	IT supplies - mouse and wall chargers	\$ 229.00
	28/03/2023	Blueskys App	Zoom timer app	\$ 18.84
	28/03/2023	International transaction fee	Zoom timer app	\$ 0.47
	01/04/2023	Safetyculture	iAuditor mobile inspection app	\$ 448.80
	02/04/2023	Assetsonar.com	ICT asset management	\$ 344.87
	02/04/2023	International transaction fee	ICT asset management	\$ 8.62
	03/04/2023	Deputy	Online timesheet software	\$ 1,188.00
	03/04/2023	Intruder.io pro	External vulnerability testing	\$ 377.10
	03/04/2023	International transaction fee	External vulnerability testing	\$ 9.43
	03/04/2023	Devolutions Inc	ICT secure accounts/password manager	\$ 1,804.26
	03/04/2023	International transaction fee	ICT secure accounts/password manager	\$ 45.11
	03/04/2023	EziM2M One Pty Ltd	Sim card service	\$ 473.08
	05/04/2023	Twilio Sendgrid	Software API cost - email service BPLC booking system	\$ 133.87
	05/04/2023	International transaction fee	Software API cost - email service BPLC booking system	\$ 3.35
				\$ 9,939.05
Procurement and Contracts Officer	08/03/2023	SQ Bunn Mee	Catering - Redevelopment RFP evaluation	\$ 232.50

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
	29/03/2023	SP Clothing the Gaps	Citizenship ceremony gifts	\$ 390.00
	04/04/2023	HBR Subscription	Harvard Business review subscription	\$ 190.00
				\$ 812.50
Total Corporate Credit Cards				\$ 23,318.28
Direct Debits				
Lease Fees	21/04/2023	Pitney Bowes Leasing	Postal scales	\$ 395.83
			Total Leasing	\$ 395.83
Loan Repayments		Treasury Corporation	Department Sport and Recreation Building, Loftus Centre, Loftus Underground Car Park and Beatty Park Leisure Centre	\$ 78,434.41
Bank Fees and Charges		Commonwealth Bank	Bank fees	\$ 26,942.14
Total Direct Debits including Credit Cards				\$ 129,090.66

7.3 INVESTMENT REPORT AS AT 30 APRIL 2023

Attachments: 1. Investment Statistics as at 30 April 2023  

RECOMMENDATION:

That Council **NOTES** the Investment Statistics for the month ended 30 April 2023 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 30 April 2023 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**

A total of \$4.5m matured in April 2023. As \$6m was invested at the end of March 2023, no new investments have been made in April 2023 to maintain an optimum level of cash flow.

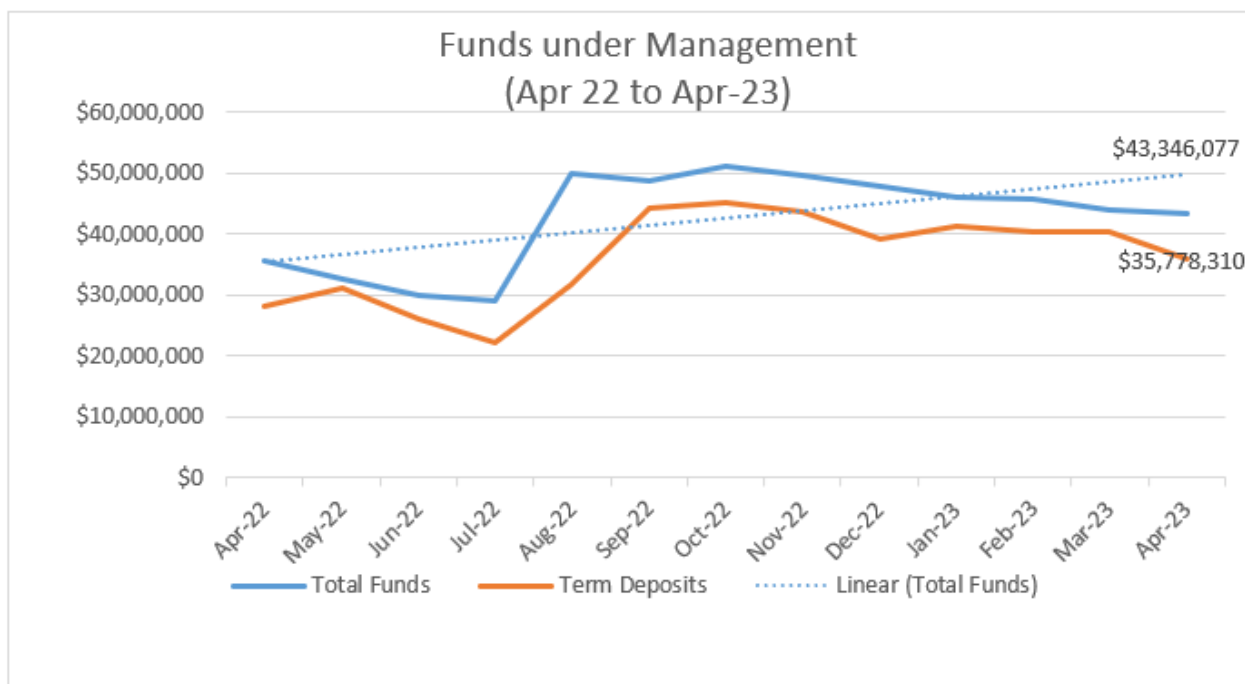
Investment Status

The City's investment portfolio is diversified across several accredited financial institutions.

As at 30 April 2023, the total funds held in the City's operating accounts (including on call) was \$43,346,077 compared to \$35,746,116 for the period ended 30 April 2022. All funds are interest bearing as at 30 April 2023.

The total term deposit investments for the period ended 30 April 2023 were \$35,778,310 compared to \$28,109,164 for the period ended 30 April 2022.

The following chart shows funds under management from April 2022 to April 2023:



Interest Status

Total accrued interest earned on investments as at 30 April 2023 is:

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of YTD Budget
Municipal	\$500,000	\$410,000	\$670,750	163.6%
Reserve	\$450,000	\$380,000	\$382,043	100.5%
Subtotal	\$950,000	\$790,000	\$1,052,793	133.3%
Leederville Gardens Inc Surplus Trust*	\$0	\$0	\$97,254	N/A
Total	\$950,000	\$790,000	\$1,150,047	145.6%

*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 4.18% for current investments compared to the Reserve Bank 90 day accepted bill rate for April 2023 of 3.66%.

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 investments but will potentially result in a lower rate of return.

Administration utilises a platform called 'Yield Hub' to ascertain the level of exposure banks have in fossil fuel activities and 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%	21.7%	90%	39.2%
A-1	25%	0	90%	0
A-2	20%	17.3%	90%	60.8%

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.

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
CURRENT INVESTMENT HOLDING
AS AT 30 APRIL 2023**

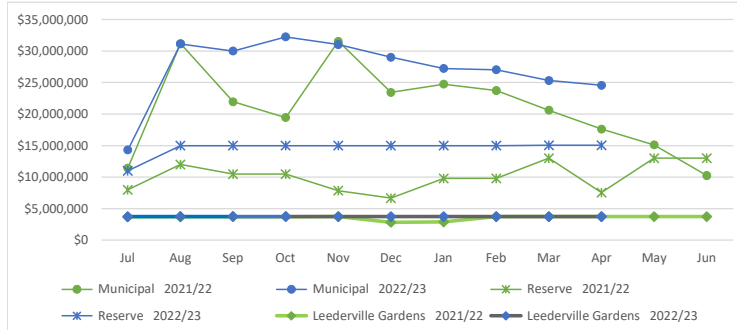
Funds	Institution	Investment Date	Maturity Date	Interest Rate	Principal \$
<u>OPERATING ACCOUNTS</u>					
Municipal	Commonwealth Bank of Australia			3.35%	6,978,057
Municipal	Commonwealth Bank of Australia		Ongoing	3.70%	589,710
Total Operating Funds					7,567,767
<u>TERM DEPOSITS</u>					
Leederville Gardens Inc Surplus Trust	Members Equity Bank	19/05/2022	19/05/2023	3.15%	19,060
Leederville Gardens Inc Surplus Trust	MyState Bank	30/06/2022	30/06/2023	4.00%	1,960,457
Leederville Gardens Inc Surplus Trust	Beyond Bank	04/11/2022	03/11/2023	4.55%	850,117
Leederville Gardens Inc Surplus Trust	National Australia Bank	12/01/2023	11/01/2024	4.53%	908,677
Municipal	AMP Bank	29/03/2023	28/03/2024	4.90%	3,500,000
Municipal	Bank of Queensland	20/02/2023	30/06/2023	4.20%	3,000,000
Municipal	Bank of Queensland	03/03/2023	05/03/2024	5.05%	1,000,000
Municipal	Beyond Bank	04/11/2022	03/06/2023	4.40%	3,500,000
Municipal	Beyond Bank	13/01/2023	13/06/2023	4.21%	2,000,000
Municipal	National Australia Bank	20/02/2023	20/02/2024	4.80%	4,000,000
Reserve	AMP Bank	04/08/2022	04/08/2023	4.20%	4,000,000
Reserve	Hume Bank	29/03/2023	28/03/2024	4.78%	2,540,000
Reserve	Members Equity Bank	19/05/2022	19/05/2023	3.15%	4,000,000
Reserve	National Australia Bank	12/01/2023	11/01/2024	4.53%	4,500,000
Total Term Deposits					35,778,310
Total Investment Including At Call					43,346,077

**CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 30 APRIL 2023**

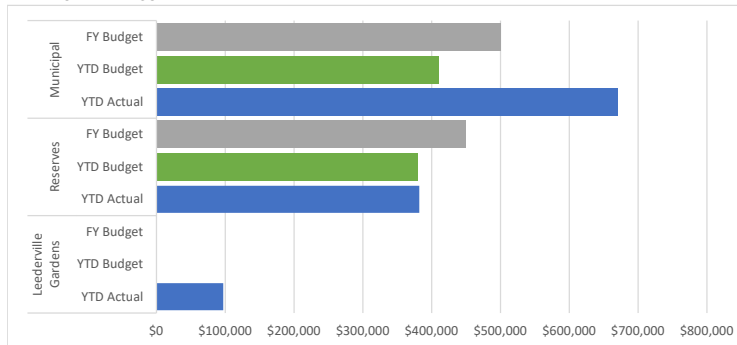
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	%
BY INVESTMENT HOLDINGS					
Municipal Account	6,978,057	0	0	6,978,057	16.1%
Online Saver	589,710	0	0	589,710	1.4%
Term Deposits	17,000,000	15,040,000	3,738,310	35,778,310	82.5%
	24,567,767	15,040,000	3,738,310	43,346,077	100.0%
BY INSTITUTION					
Bank of Queensland	4,000,000	0	0	4,000,000	9.2%
Commonwealth Bank of Australia	7,567,767	0	0	7,567,767	17.5%
Beyond Bank	5,500,000	0	850,117	6,350,116	14.7%
Members Equity Bank	0	4,000,000	19,060	4,019,060	9.3%
National Australia Bank	4,000,000	4,500,000	908,677	9,408,677	21.7%
AMP Bank	3,500,000	4,000,000	0	7,500,000	17.3%
Hume Bank	0	2,540,000	0	2,540,000	5.9%
MyState Bank	0	0	1,960,457	1,960,457	4.5%
	24,567,767	15,040,000	3,738,310	43,346,077	100.0%
BY CREDIT RATINGS (SHORT-TERM ISSUE)					
A-1+	11,567,767	4,500,000	908,676	16,976,443	39.2%
A-1	0	0	0	0	0.0%
A-2	13,000,000	10,540,000	2,829,634	26,369,634	60.8%
	24,567,767	15,040,000	3,738,310	43,346,077	100.0%
BY TERMS					
0-30 days	7,567,767	0	0	7,567,767	17.5%
91-180 days	5,000,000	0	0	5,000,000	11.5%
181-270 days	3,500,000	0	0	3,500,000	8.1%
271-365 days	7,500,000	15,040,000	3,738,310	26,278,310	60.6%
> 1 year	1,000,000	0	0	1,000,000	2.3%
	24,567,767	15,040,000	3,738,310	43,346,077	100.0%
BY MATURITY					
0-30 days	7,567,767	4,000,000	19,060	11,586,827	26.7%
31-90 days	8,500,000	0	1,960,457	10,460,457	24.1%
91-180 days	0	4,000,000	0	4,000,000	9.2%
181-270 days	0	4,500,000	1,758,793	6,258,793	14.4%
271-365 days	8,500,000	2,540,000	0	11,040,000	25.5%
	24,567,767	15,040,000	3,738,310	43,346,077	100.0%
BY FOSSIL FUEL EXPOSURE (as determined by www.marketforces.org.au)					
Fossil Fuel Investments	19,067,767	8,500,000	908,676	28,476,443	65.7%
Non Fossil Fuel Investments	5,500,000	6,540,000	2,829,634	14,869,634	34.3%
	24,567,767	15,040,000	3,738,310	43,346,077	100.0%

**CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 30 APRIL 2023**

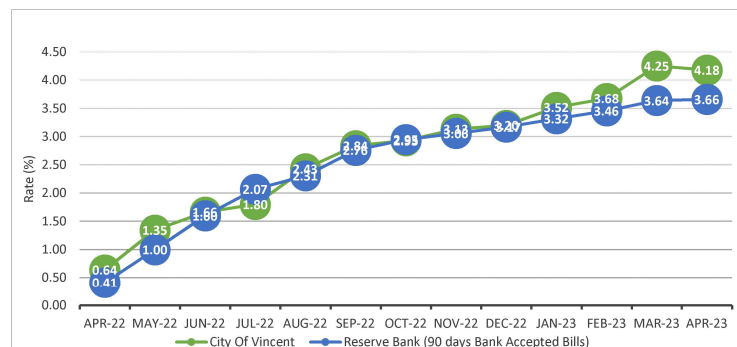
FUNDS INVESTED (ONLINE SAVER AND TERM DEPOSITS)



INTEREST EARNINGS

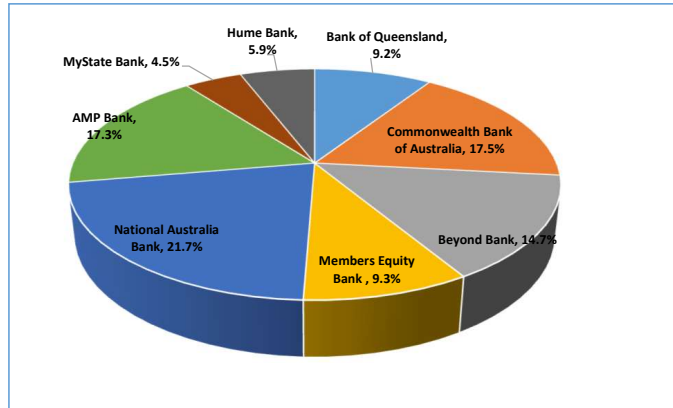


INTEREST RATE COMPARISON

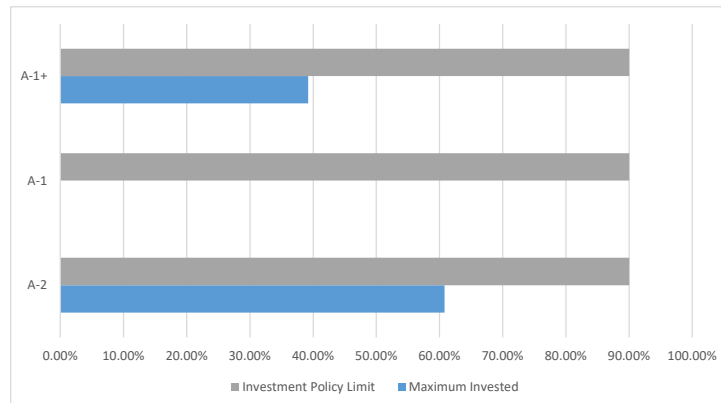


**CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 30 APRIL 2023**

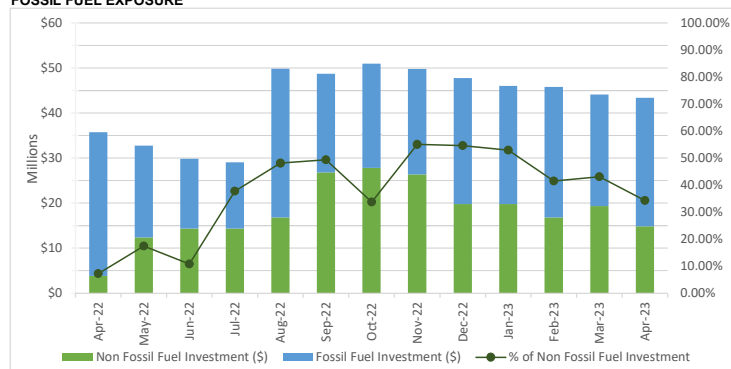
TOTAL PORTFOLIO EXPOSURE



TOATL CREDIT EXPOSURE



FOSSIL FUEL EXPOSURE



* Selection of non fossil fuel investments is based on information provided by www.marketforces.org.au.

**CITY OF VINCENT
INVESTMENT INTEREST EARNINGS
AS AT 30 APRIL 2023**

	YTD 30/04/2023	PY YTD 30/04/2022	FY 2022/23	PY FY 2021/22
	\$	\$	\$	\$
MUNICIPAL FUNDS				
Budget	410,000	76,550	500,000	100,000
Interest Earnings	670,750	79,034	670,750	98,791
% Income to Budget	163.6%	103.2%	134.2%	98.6%
RESERVE FUNDS				
Budget	380,000	100,000	450,000	100,000
Interest Earnings	382,043	42,322	382,043	80,469
% Income to Budget	100.5%	42.3%	84.9%	80.5%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	97,254	69,053	97,254	58,921
% Income to Budget	0.0%	0.0%	0.0%	0.0%
TOTAL				
Budget	790,000	176,550	950,000	200,000
Interest Earnings	1,150,047	190,409	1,150,047	238,180
% Income to Budget	145.6%	107.9%	121.1%	119.1%
Variance	360,047	13,859	200,047	38,180
% Variance to Budget	45.6%	7.9%	21.1%	19.1%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	790,000	176,550	950,000	200,000
Interest Earnings	1,052,793	121,356	1,052,793	179,259
% Income to Budget	133.3%	68.7%	110.8%	89.6%
Variance	262,793	(55,194)	102,793	(20,741)
% Variance to Budget	33.3%	(31.3%)	10.8%	(10.4%)

7.4 UNDERGROUND POWER FINANCIAL MODEL

Attachments: 1. **Underground Power Financial Model**  

RECOMMENDATION:

That Council

1. **ADOPTS the Underground Power Financial Model outlined at Attachment 1 and Notes the following:**
 - 1.1 **A maximum borrowing capacity of 50% has been assessed using the Western Australian Treasury Corporation's (WATC) Indicative Additional Debt Capacity Calculator.**
 - 1.2 **Ratepayers will be provided the option to pay their service charges upfront payment or through a 4-year payback period option.**
 - 1.3 **The 4-year payback period option will be available for up to an estimated maximum 70% of ratepayers per project and funded by either or a combination of 4-year fixed interest term loans borrowed from the WATC, the Underground Power Reserve and the Tamala Park Land Sales Reserve.**
 - 1.4 **The Underground Power Reserve and Tamala Park Land Sales Reserve will be used during the life of the project.**
 - 1.5 **Properties will be levied a service charge based on the total costs of their specific project area.**

PURPOSE OF REPORT:

To consider the adoption of the Underground Power Financial model for the 2022/23 financial year that will provide guidance for the City's delivery and implementation of the eight underground power projects.

BACKGROUND:

The City has undertaken extensive financial modelling of the underground power project and considered all options to find an equitable solution for both the City and ratepayers.

DETAILS:**Overview**

Program	Details
NRUP – Network Renewal Underground Program	This is a targeted program and prioritises Western Power assets that are in imminent need of replacement. These assets are near end of life and retain minimal residual value.
TUPP – Targeted Underground Power Program	This program is identical to the NRUP. The name was changed in November 2022 at the discretion of Western Australian's Minister for Energy.
RUP – Retrospective Underground Program	This is not a targeted program and captures areas that currently don't qualify for the TUPP

The variance in ratepayer's contribution across the projects will largely be dependent on the following factors:

- Western Power's contribution
- Existing ground mounted transformers
- Demographic and site conditions including residential density, block frontage, ground conditions and traffic management requirements

The City of Vincent is working collaboratively with Western Power to obtain the best possible deal for ratepayers with the majority of NRUP and TUPP projects receiving a Western Power contribution of at least 50%. The NRUP and TUPP projects are based on a network driven approach, targeting assets that are due for replacement. This allows Western Power to maximise its contribution to project costs in line with its regulatory framework.

The RUP projects areas are not on Western Power's current network driven priority list which may result in higher contributions from ratepayers as the overhead power assets are not near end of life and still retain significant value. The City's two RUP projects are scheduled to be delivered as the last projects commencing in 2030 and over time RUP projects may qualify for the TUPP program.

The City's project management team is actively engaged with Western Power to understand when the two RUP project areas may qualify for the TUPP program and will report back to Council when further information is available.

Underground Power Project Costs

The funding for the projects will be shared between Western Power and the City's ratepayers:

- Western Power will fund a portion of the network charge which will vary depending on the project
- Ratepayers will fund the remaining network charges and the connection fee

Western Power has provided an E30 cost estimate for the projects, meaning that costs may vary by +/- 30%. The E10 estimates will be provided to the City in due course, which is intended to be within an accuracy of +/- 10%.

The City's financial model includes a 10% contingency on the costs provided by Western Power. The majority of the cost of the underground power projects involve the undergrounding of overhead wires and poles, new street lighting installed to the Australian Standard and the installation of new transformers and switchgear.

The E30 estimates listed below are subject to change over the next 10 years of the project and are based on the information currently available from Western Power.

Ratepayers should not make financial commitments or plans based on the E30 estimates and should wait for the more accurate E10 estimates which will be available following the detailed design stage for each project.

Program	Project	No. of Customers (Estimate)	E30 Estimated Western Power Contribution	E30 Estimated Ratepayer's Contribution (including contingency and project management costs)
NRUP	North Perth/ Mount Lawley	1,929	\$10.5m	\$7.2m
NRUP	North Perth/ Mount Hawthorn	1,681	\$13.1m	\$9.3m
NRUP	Perth/ Highgate - including heritage sites	1,784	\$8.6m	\$5.6m
TUPP	Leederville/North Perth	3,328	\$18.4m	\$15.4m
TUPP	Mount Hawthorn	2,309	\$14.7m	\$15.9m
TUPP	West Perth/Perth/Leederville/East Perth	2,508	\$8.0m	\$10.1m
RUP	Mount Hawthorn/Joondanna/Osborne Park	1,079	\$6.0m	\$10.0m
RUP	North Perth	1,258	\$8.4m	\$6.3m
Total		15,876	\$87.7m	\$79.7m

Western Power Payments and Timeline

The proposed project timeline balances the financial constraints of the City and Western Power's project rollout. The City plans to negotiate payment terms and construction dates that align with the levying of service charges. These terms and considerations include:

- Western Power will only issue invoices at the later of; the construction start date or after service charges are raised for each project.
- The City will only levy service charges after Western Power has provided E10 estimates
- There are sufficient funds through loan borrowings, services charges, and reserves to manage Western Power cash calls.

Details on the estimated construction timelines, service charge dates and payment dates are included in **Attachment 1**.

Service Charges

Pursuant to Section 6.38(1) of the Local Government Act 1995 and Regulation 54 of the Local Government (Financial Management) Regulations, every property will be levied a service charge based on the total project costs of their area and paid through their annual rates notice. As the City recognises the significant cost per property, ratepayers will be provided the option to elect for upfront payments or a 4-year instalment plan; the latter option being available for up to 70% of ratepayers per project. The City does not intend to average out any costs across the eight projects.

The underground power's service charges applicable to ratepayers will consist of two main components:

- Network charge – this is determined by the property type, which relates to the capacity provided by Western Power in their cables and network equipment
- Connection fee – this is dependent on whether the property has existing underground connection

Other components of the service charge that will be recoverable from ratepayers include:

- Interest incurred on borrowings; applicable to ratepayers who elect for the 4-year instalment option
- Project management costs incurred by the City

The method and design of the service charge allocation for both residential and commercial properties is currently being investigated by the City and will be presented to Council for consideration later in the year.

Properties with an existing underground power connection will pay a reduced service charge. An indicative cost range based on current E30 estimates for an average ratepayer is listed below. Further detailed costings are yet to be received from Western Power so the averages provided below are subject to change once further information is received.

Programs	No. of Customers	Indicative Average Underground Power Service Charge	Median Rates based on GRV \$20,800	Total indicative annual cost including rates (\$)	
				Upfront	4 Year (excluding interest costs)
NRUP, TUPP & RUP	15,876	\$3,000 to \$9,000	\$1,565	\$4,700 to \$10,700	\$2,500 to \$4,000

Owners of properties that hold either a Commonwealth issued Pensioner Concession Card or Commonwealth Seniors Health Card together with a WA Seniors Card are entitled to a 50% discount on underground power charges, proportionate to their share of the property. If they choose to pay by instalments this 50% discount is available for each year that instalment payments are applicable.

State Government Seniors Card holders (i.e. not pensioners) can access a fixed rebate of \$100, for payment in full (proportionate to their share of the property).

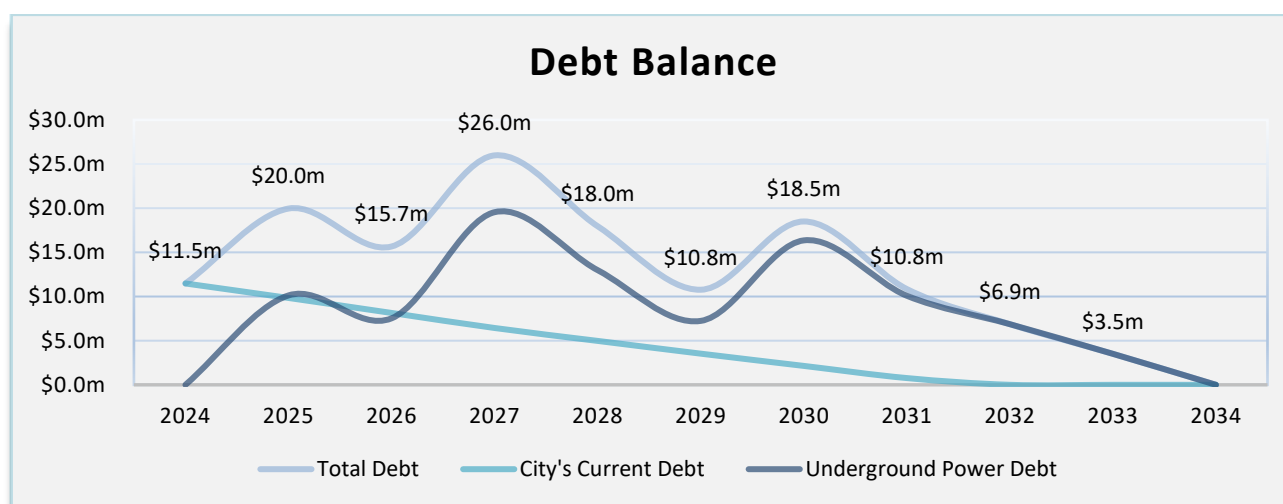
Borrowings

The City's adopted Long Term Financial Plan 2022/23 to 2031/32 was used to assess borrowing capacity against the Western Australian Treasury Corporation's (WATC) Indicative Additional Debt Capacity Calculator. Based on a minimum debt service coverage ratio of 2.3 and maximum target net debt ratio of 50%, the calculations showed that the City would have a maximum borrowing capacity of up to 50% of the total costs for each project. All loans will be subject to approval by the WATC.

Pursuant to Section 6.20 of the Local Government Act 1995, individual loans will be borrowed for each project to fund ratepayers that have elected for the 4-year instalment plan. Each loan will have a 4-year fixed interest term that will be financed through the WATC and repaid through service charges. The interest rate charged will be determined on the day the loan is drawn and is based directly off the prevailing interest rates that WATC securities trade on the market.

The model assumes that the City will reach maximum borrowing capacity and will not borrow funds for other projects during the life of the underground power project. Due to the limit on the City's borrowing capacity, a combination of debt and reserve funding will allow for up to 70% ratepayers to elect for the 4-year instalment plan. Priority for this option will be provided to pensioners and those experiencing financial hardship.

The City's debt levels over the life of the project; including existing loans are shown below:



Reserves

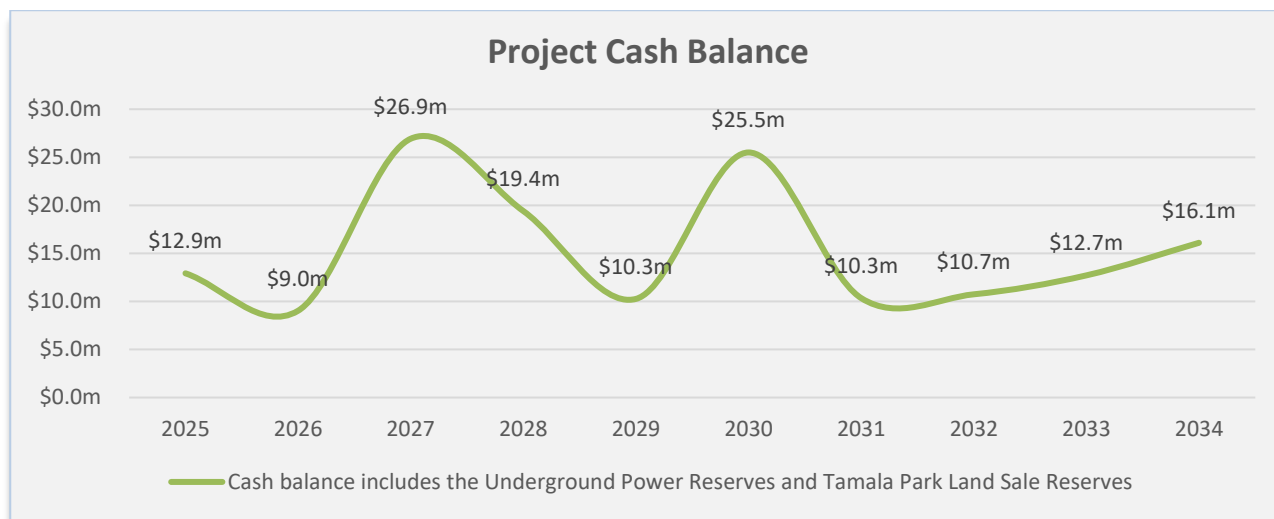
The use of reserves allows 4-year instalment options for up to 70% of ratepayers, helps manage service charge recoverability timing issues and potential project cost escalations. The City has calculated the level of reserves required to maintain sufficient liquidity throughout the project. The reserves below will be used during the life of the underground power project:

- Underground Power Reserve
- Tamala Park Land Sales Reserve

The balance of the Underground Power Reserve is projected to be \$2.3m at the start of 2024/25.

The balance of the Tamala Park Land Sales Reserve is projected to be \$5.0m at the start of 2024/25. The reserve is expected to receive another \$6.6m in dividends by the end of 2030/31 through land developments by the Tamala Park Regional Council (TPRC). The projected amounts are provided by the TPRC and are based on a 10-year long-term forecast that may be subject to changes on an annual basis.

The City's project cash balance for the life of the underground power project including reserves is shown below:



Sensitivity Analysis

Sensitivity analysis (**Attachment 1**) has been conducted on various scenarios to determine the financial impact of potential cost increases, reduced recoverability and varying levels of upfront payments. The financial model has been developed to allow for sufficient reserve funding and debt capacity to allow for up to 70% of ratepayers to elect for the 4-year instalment option.

CONSULTATION/ADVERTISING:

Subject to E10 estimates and detailed property costings to be provided by Western Power, public consultation will be undertaken with residents in the specific project areas to determine the level of debt funding required from the WATC.

LEGAL/POLICY:

The Underground Power Financial Model is not considered legal and binding. The main purpose is to assist with the City's future planning and provide guidance for the delivery and implementation of the eight projects.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve the Underground Power Financial Model. The funding agreement for each project will be reviewed and require Council approval prior to construction commencing.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Enhanced Environment

Our urban forest/canopy is maintained and increased.

Thriving Places

Our physical assets are efficiently and effectively managed and maintained.

Sensitive Design

Our built form is attractive and diverse, in line with our growing and changing community.

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the following key sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

Urban Greening and Biodiversity

PUBLIC HEALTH IMPLICATIONS:

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

Reduced exposure to environmental health risks

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications to the City for 2023/24.

The financial model will inform the City's negotiation in the Co-Funding Agreement, which will need to be signed by Western Power and the City of Vincent prior to the construction commencing.

COV - OFFICIAL - SENSITIVE



CITY OF VINCENT

Underground Power Financial Model 2022/23



COV - OFFICIAL - SENSITIVE

Underground Power Model – Indicative Timeline

Project End Date: June 2031

	North Perth/ Mount Lawley	North Perth/ Mount Hawthorn	Perth/ Highgate - including heritage sites	Leederville/ North Perth	Mount Hawthorn	West Perth/Perth/ Leederville/ East Perth	Mount Hawthorn/ Joondanna/ Osborne Park	North Perth
Service Charges Levy Date	July 2024	July 2024	July 2025	July 2026	July 2027	July 2030	July 2030	July 2030
Construction period	Apr 24 – Sept 25	Jan 24 to Aug 25	Jun 25 to Aug 26	Jul 26 to Jan 29	Jan 27 to Mar 29	Feb 30 to May 31	Jun 30 to Aug 31	Jun 30 to Jun 31
Deferred Start Western Power Payment Date	Oct-24	Oct-24	Aug-25	Sep-26	Aug-27	Aug-30	Aug-30	Aug-30

The timelines above are indicative and have been provided by Western Power. These are subject to change depending on the time taken for Western Power to complete their design, procurement and internal review process.

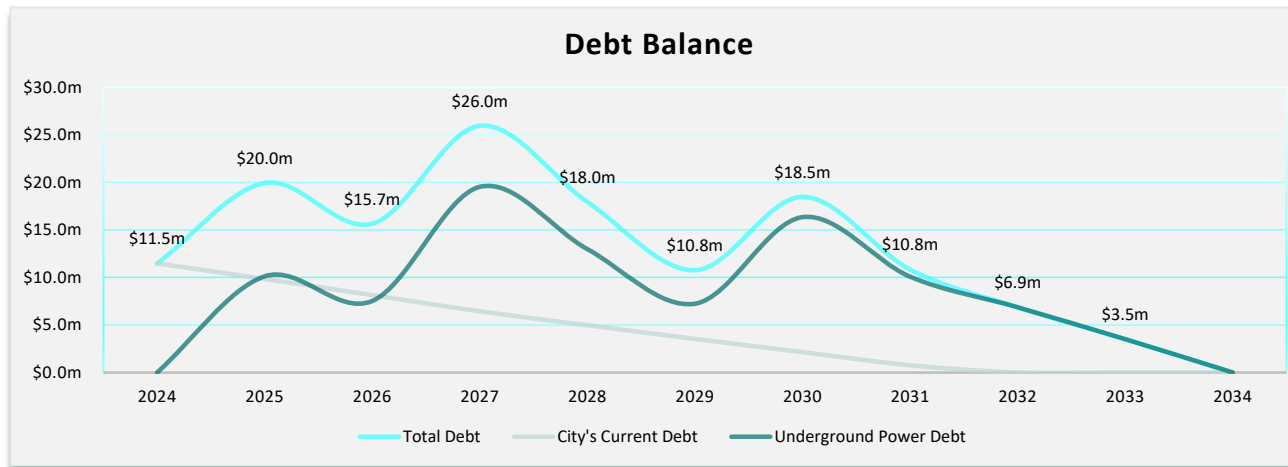


CITY OF VINCENT

COV - OFFICIAL - SENSITIVE

Underground Power Model - Borrowing

Financial Metrics	Explanation
Loan Term	4-year fixed interest term loans to be repaid through service charges. Interest rates for each loan will vary and are subject to applicable interest rates at the time of borrowing.
Peak Debt	Estimated to be \$26m in 2026/27
Borrowing Capacity	To extend the City's borrowing capacity up to 50% per project - Minimum target debt service coverage ratio - 2.3 - Maximum target net debt ratio – 50%

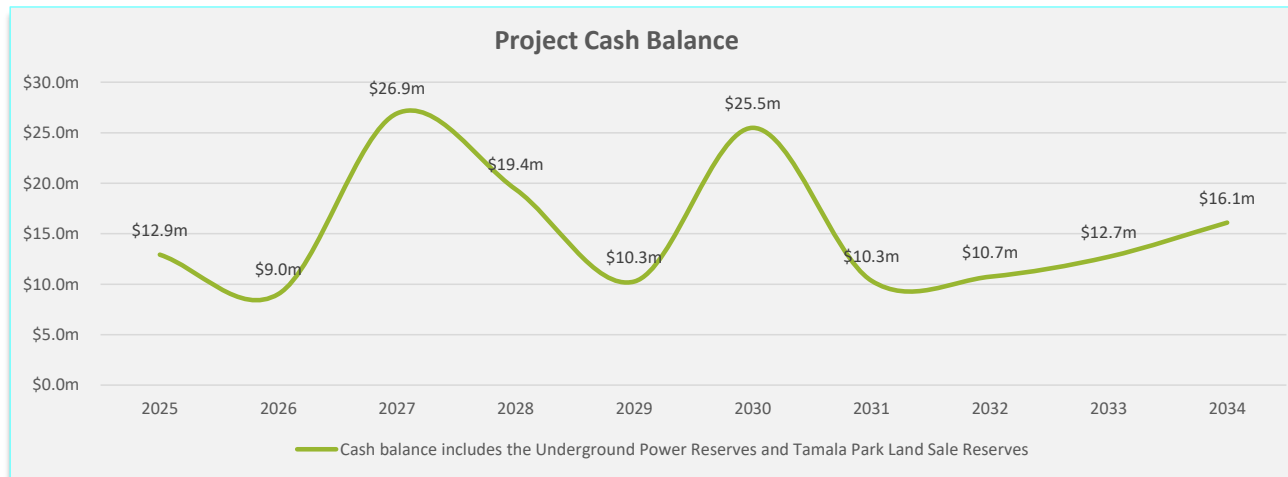


CITY OF VINCENT

COV - OFFICIAL - SENSITIVE

Underground Power Model – Cash & Reserves

Financial Metrics	Explanation
Available reserves to manage cashflow	- Underground Power Reserve - \$2.3m - Tamala Park Land Sales Reserve - \$5.0m to \$11.6m
4-year payback period option	Available to up to 70% of ratepayers through a combination of debt and use of reserves



CITY OF VINCENT

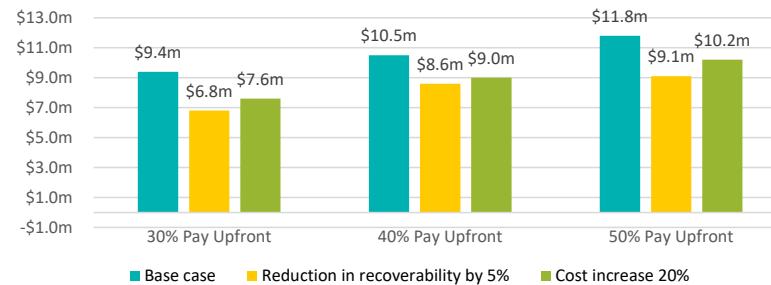
COV - OFFICIAL - SENSITIVE

Sensitivity Analysis – Lowest Cash Balance

- The use of reserves allows 4-year installment options for up to 70% of ratepayers, helps manage service charge recoverability timing issues and potential project cost escalations
- The minimum cash balance during the project life is estimated for the three scenarios below based on varying level of upfront ratepayers
- A reduction in recoverability of rates and project cost increases may impact the amount the City is able to borrow for each project

Scenario	30% Pay Upfront	40% Pay Upfront	50% Pay Upfront
Base case	\$9.4m in FY29	\$10.5m in FY29	\$11.8m in F29
Reduction in recoverability by 5%	\$6.8m in FY31	\$8.6m in FY31	\$9.1m in F29
Cost increase 20%	\$7.6m in FY31	\$9.0m in FY29	\$10.2m in F29

Lowest Cash Balance



CITY OF VINCENT

7.5 EVENT SPONSORSHIP 2023/2024

- Attachments:**
1. Event Sponsorship Detailed Summary  
 2. Event Sponsorship Guidelines  
 3. Revelation Perth International Film Festival - Confidential
 4. East Perth Football Club Footyville - Confidential
 5. Good Sammy LOOP - Confidential
 6. WAHonk Fest - Confidential
 7. Communities Connect Multicultural Mental Health Expo - Confidential
 8. Beaufort Street Network Dogtober - Confidential
 9. Jazz Picnic in The Park and Jazz Brunch - Confidential
 10. PrideFEST Fairday - Confidential
 11. Mt Hawthorn Streets Festival - Confidential
 12. Candlelight Best Movie Soundtracks - Confidential
 13. Beaufort Street Network Christmas Festival - Confidential
 14. Mt Hawthorn NYE - Confidential
 15. Hyde Park Festival - Confidential
 16. St Patricks Day Festival - Confidential
 17. Multicultural Market - Confidential
 18. RTRFM Neon Picnic - Confidential
 19. North Perth Primary School 125th Year Anniversary - Confidential
 20. Subiaco Football Club City of Vincent Match - Confidential
 21. Perth Swing Dancing Hullabaloo Fair - Confidential
 22. Pickle District After Dark - Confidential
 23. Leederville Connect Events - Confidential
 24. Centrestage Seniors Concert Series - Confidential
 25. Vincent Open Studios - Confidential

RECOMMENDATION:

1. That Council **APPROVES** an amount of \$249,000 in 2023/24 for Event Sponsorships as follows:

Event	Amount
Revelation Perth International Film Festival Revelation Perth International Film Festival	\$15,000
East Perth Football Club Footyville	\$0
Good Sammy LOOP By Good Sammy	\$15,000
Junkadelic Brass Band WAHonk Fest 2023	\$0
Multicultural Services Centre of WA Communities Connect Multicultural Mental Health Expo	\$0
Beaufort Street Network Dogtober	\$7,000
Perth International Jazz Festival Jazz Picnic In The Park and Jazz Brunch	\$25,000
Pride WA PrideFEST Fairday	\$20,000
Palace J Mt Hawthorn Streets Festival	\$25,000
FEVER Candlelight: Best of Movie Soundtracks	\$12,000
Beaufort Street Network Beaufort Street Christmas Festival	\$5,000
Floreat Athena Mt Hawthorn NYE	\$10,000
Rotary Club of North Perth Hyde Park Festival	\$15,000
St Patricks Day WA	\$20,000

St Patricks Day Festival	
Kena Cabral Morales Multicultural Market	\$0
RTRFM Neon Picnic	\$10,000
North Perth Primary School North Perth Primary School 125 th Year Anniversary	\$0
Subiaco Football Club City of Vincent Match	\$5,000
Perth Swing Hullabaloo Fair	\$0
The Pickle District After Dark	\$30,000
Leederville Connect Leederville Town Centre Events	\$25,000
Centrestage Recording Studios Seniors Concert Series	\$10,000
Julie Rosario Vincent Open Studios	\$0
TOTAL EVENT SPONSORSHIP	\$249,000

2. **NOTES** the allocation of all 2023/24 Event Sponsorship remains subject to the recipient signing a Sponsorship Agreement with the City of Vincent identifying all related expectations and obligations.

PURPOSE OF REPORT:

To approve the proposed 2023/24 Event Sponsorship and associated budget allocations.

BACKGROUND:

The City of Vincent allocated \$238,000 Event Sponsorship in 2022/23 as follows:

Event	Amount
Leederville Connect Leederville Connect Events	\$32,500
Revelation Perth International Film Festival Revelation Perth International Film Festival	\$20,000
East Perth Football Club City of Vincent Football Festival	\$5,000
Premier Events Little People Festival	\$1,500
Mt Hawthorn Hub Little Day Out	\$10,000
Beaufort Street Network Dogtober	\$7,000
Heart Inspired Events Mt Hawthorn Hawkers Markets	\$5,000
Perth International Jazz Festival Jazz Picnic In The Park	\$20,000
Beaufort Street Network Twilight Christmas Markets	\$5,000
Pride WA Pride Fairday	\$20,000
Floreat Athena Party on the Pitch New Year's Eve	\$10,000
Rotary Club of North Perth Hyde Park Festival	\$15,000

RTRMFM Neon Picnic	\$10,000
St Patricks Day Inc WA St Patricks Day Festival	\$20,000
Subiaco Football Club (and East Perth Football Club) City of Vincent Football Match	\$7,000
Pickle District After Dark	\$30,000
Event Allocation Year-Round Event Applications	\$20,000
TOTAL EVENT SPONSORSHIP	\$238,000

DETAILS:**Process for Seeking Applications**

Applications for 2023/24 Event Sponsorship opened on 8 February 2023 with a callout for art events, family friendly festivals, sporting celebrations, community concerts and cultural celebrations. The availability of sponsorship was promoted through the City's Facebook page, website, e-newsletters, monthly advert and direct correspondence with previous and prospective applicants. Applications closed on 6 April 2023.

Assessment Criteria

To ensure an equitable assessment process, all applicants were required to respond to assessment criteria to demonstrate what value their event adds to the Vincent community and how it aligns with the Strategic Community Plan.

Five assessment criteria were included:

Enhanced Environment

- How will your event work to minimise the environmental impact and encourage an environmentally friendly event?

Accessible City

- How will your event encourage smart travel?
- How will you create an event that is accessible to all members of the community?

Connected Community

- Who is your target demographic and how will the event encourage their involvement and participation?
- How will the event have broad appeal and actively engage and connect the local and greater community?

Thriving Places

- How will the event increase economic benefit to the local businesses and encourage them to be involved?
- How will the event provide social benefit and cultural opportunities to the local and greater community?

Innovative and Accountable

- Provide evidence you can deliver the event. Include history of previous work, evidence of additional funding sources and organisation capacity to deliver all aspects of the event.

The eligibility criteria is detailed in the Event Sponsorship Guidelines in Attachment 2. Sponsorship is available for:

- Established commercial businesses and incorporated community groups
- Applicants with appropriate insurances and licences (public liability, product liability, general property, and workers compensation)
- Events that are free to attend are within a public place in the City's boundary
- Events held between 1 July 2023 and 30 June 2024
- Events that demonstrate alignment to all criteria within these guidelines

Sponsorship is not available for:

- Applicants without an Australian Business Number
- Schools, P&C associations, political or religious groups
- Events that have commenced or begun promotion. The City cannot sponsor retrospectively
- Purchases or capital equipment, insurances, ongoing and recurring staff salaries, including consultant fees
- Applicants with outstanding debt to the City

Application Outcomes

A detailed summary of applications is in Attachment 1.

A total of 23 applications were received as shown in the following table. The detail of the submissions is shown in Confidential Attachments 3 – 25.

The total amount requested was \$622,652, and the recommended sponsorship total is \$249,000.

Event	Amount Requested	Amount Recommended	2022/2023 Funding
Revelation Perth International Film Festival	\$20,000	\$15,000	\$20,000
Footyville	\$7,500	\$0	\$0
LOOP by Good Sammy	\$37,152	\$15,000	\$0
WAHonk Fest	\$40,000	\$0	\$0
Community Connect – Multicultural Mental Health Expo	\$40,000	\$0	\$0
Dogtober	\$11,000	\$7,000	\$7,000
Jazz Picnic in the Park and Jazz Brunch	\$38,000	\$25,000	\$20,000
Pride Fairday	\$40,000	\$20,000	\$20,000
Mt Hawthorn Streets Festival	\$40,000	\$25,000	\$0
Candlelight: Best of Movie Soundtracks	\$25,000	\$12,000	\$0
Beaufort Street Christmas Festival	\$25,000	\$5,000	\$5,000
Mt Hawthorn NYE	\$40,000	\$10,000	\$10,000
Hyde Park Festival	\$25,000	\$15,000	\$15,000
St Patricks Day Festival	\$40,000	\$20,000	\$20,000
Multicultural Market	\$3,000	\$0	\$0
Neon Picnic	\$10,000	\$10,000	\$10,000
North Perth Primary School 125 th Year Anniversary	\$40,000	\$0	\$0
City of Vincent Match (with East Perth Football Club)	\$8,000	\$5,000	\$7,000
Hullabaloo Fair	\$3,000	\$0	\$0
After Dark	\$40,000	\$30,000	\$30,000
Leederville Town Centre Events	\$40,000	\$25,000	\$32,500
Seniors Concert Series	\$40,000	\$10,000	\$0
Vincent Open Studios	\$10,000	\$0	\$0
TOTAL	\$622,652	\$249,00	

Calendar and location Summary

Event recommendations also consider where and when the event takes place to ensure events are held throughout the year and at a range of locations.

Month	Event	Location
July	Revelation Film Festival	Leederville Town Centre
August	LOOP by Good Sammy	North Perth Town Hall
October	WAHonk Fest Dogtober	Axford Park, Weld Square, Leederville Village Square Barlee Street Carpark or Grosvenor Road
November	Jazz Picnic in the Park Jazz Brunch Pride Fairday Mt Hawthorn Streets Festival	Hyde Park Town Centres Hyde Park Mt Hawthorn Town Centre
December	Candlelight Movie Soundtracks Beaufort Street Christmas Festival Mt Hawthorn NYE	Hyde Park Beaufort Street Town Centre Litis Stadium
March	Hyde Park Festival St Patricks Day Festival Neon Picnic	Hyde Park Leederville Town Centre and Oval Hyde Park
April	City of Vincent Match	Leederville Oval
May	After Dark	Pickle District
Year Round	Leederville Town Centre Events Seniors Concert Series	Leederville Town Centre Mt Lawley

CONSULTATION/ADVERTISING:

Consultation and advertising were not required.

LEGAL/POLICY:

- Community Funding Policy

RISK MANAGEMENT IMPLICATIONS

Medium: The public nature of events attracts risks including loss of reputation, financial, loss and damage to facilities and equipment. This is managed by the sponsorship agreement which requires recipients to supply the City with event plans, risk management plans and insurance details.

The sponsorship agreement also stipulates recipients carry out the events at their own risk and agree to not make any claims against the City and the City shall have no liability or responsibility to the provider with respect to the event.

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.

Accessible City

Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.

Connected Community

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

We have enhanced opportunities for our community to build relationships and connections with each other and the City.

Our many cultures are celebrated.

Our community facilities and spaces are well known and well used.

We are an inclusive, accessible and equitable City for all.

Thriving Places

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

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

We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.

Innovative and Accountable

Our 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 recipients are required through the funding agreement to adhere to sustainable practices.

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:

Event Sponsorship funding of \$299,500, approved by Council in the annual budget for 2023/24.

COMMENTS:

The allocation of event funding through Council's 2023/24 budget will not only contribute to the success of various community events, but also have positive impacts on the local economy and social cohesion.

Due to the number of applications and available budget, funding for some events has reduced from last year and not all events can be funded. The events that are well established and have built strong community connections are encouraged to seek additional sponsorship to support their events.

The delivery of these events in collaboration with town teams, community groups, local businesses and not-for-profits builds strong relationships to enhance collaboration, strengthen community bonds and lead to the development of more inclusive and diverse events reflecting the unique needs and interests of the local community.

Event Sponsorship

Event Name	Revelation Perth International Film Festival				
Event Date	12 – 16 July 2023				
Event Location	Luna Cinema Leederville, Oxford Streets bars and cafes				
Event Organiser	Revelation Perth International Film Festival				
Event Description	<p>The festival is an annual film event, presenting over 200 international, national, and local films, talks, events and presentations.</p> <p>The festival is a project and industry initiator and annually delivers film and cross-artform components focused on industry and community capacity building, discussion, visual art, live performances, and community events, many of which are free to the public.</p> <p>This year's festival will include its famous opening night, international screening program, and special events centred on the achievements of local works. The festival will include filmmaker talks and presentations, the Get Your Shorts On and City of Vincent Film Project screening and a host of other activities and cultural collaborations in Vincent with satellite activities across Perth.</p>				
Event is Free	<p>Talks and professional development events are free.</p> <p>The family screening program is free for under 16.</p> <p>Tickets will range from \$15.50 (for seniors), \$18.50 (concession), \$21.50.</p> <p>The festival will have range of passes that provide admission for \$5.</p>				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$302,700	\$20,000	\$15,000	Yes	Marketing
Sponsorship History	\$20,000 in 2022/23				
Compliant EOI?	A mix of free events, and ticketed events.				
Administration Recommendations	<p>The festival appeals to lovers of film, art and culture and brings significant benefit to the town centre as it attracts 22,000 people to Leederville and provides activation during the winter. It is recommended funding be reduced slightly this year as the festival has a strong reputation and has become a well-established event that would be able to draw in new sponsors to help with the sustainability of the festival.</p>				

Event Sponsorship

Event Name	Footyville				
Event Date	15 July 2023				
Event Location	Leederville Oval				
Event Organiser	East Peth Football Club				
Event Description	East Perth Football Club are seeking funding to provide a 'Footyville' experience including inflatables, giveaways and activities for kids, increased marketing and promotion for the game days, increased interaction with local businesses to promote egress from Leederville Oval into the Town Centre.				
Event is Free	Tickets are \$18 for adults, \$15 for concession and kids under 16 are free.				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$15,000	\$7,500	\$0	No	Marketing
Sponsorship History	N/A				
Compliant EOI?	No. Tickets are required to be free for Vincent residents.				
Administration Recommendations	Administration recommends redirecting this funding request to coincide with the Subiaco Football Clubs event 'City of Vincent Football Match' to be a home game for both teams as a 'City of Vincent Derby'. Providing both teams with the opportunity collaborate to deliver a community event at Leederville Oval.				

Event Sponsorship

Event Name	LOOP by Good Sammy				
Event Date	26 August 2023				
Event Location	North Perth Town Hall				
Event Organiser	Good Sammy Mt Lawley				
Event Description	<p>LOOP by Good Sammy is a sustainable pop-up event featuring up-cycled, recycled, and circular/slow fashion. The event is designed to bring people into Vincent, specifically the disability and circular economy cohorts.</p> <p>The market will attract new groups to Vincent as part of a mission to address the 'invisibility of disability'. The marketplace will be staffed by people with disability and their support staff, there will be visual representations and activation by people with disability, all promoting the important contributions of the disability community.</p> <p>The event will drive change in textile waste through exhibitions, workshops, visual displays and a thriving marketplace.</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$40,679	\$37,152	\$15,000	Yes	Facilities Marketing
Sponsorship History	N/A				
Compliant EOI?	Yes				
Administration Recommendations	<p>The event has been designed with the disability community in mind and will provide valuable and meaningful experiences for people with disability. The event will be accessible, inclusive, and family-friendly, with a significant focus on the importance of sustainability. This event aligns with Vincent's Access and Inclusion Plan, and Sustainable Environment Strategy. It is recommended the City provide mid-level funding to assist the event getting off the ground, and encourage Good Sammy to create new partnerships and seek additional sponsors.</p>				

Event Sponsorship

Event Name	WAHonk Fest 2023				
Event Date	6 - 8 October 2023				
Event Location	Axford Park, the Mezz, Leederville Village Square, The Leederville Hotel, Cranked Coffee, Weld Square and the Ellington Jazz Club.				
Event Organiser	Junkadelic Brass Band and Upbeat Events				
Event Description	<p>WAHonk Fest Street Music Festival is an outdoor spectacle featuring alternative community bands and related arts. Volunteer run, WAHonk is a parade, a party, a raucous celebration.</p> <p>The event has previously been held in 2017 and 2018 in Fremantle as part of the Fremantle International Street Arts Festival. The concept for WAHonk 2023 in Vincent will be supported by UpBeat Events who share their Mt Hawthorn arts hub space with Junkadelic Brass Band.</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$88,400	\$40,000	\$0	Yes	Waste Rangers Marketing Facilities
Sponsorship History	N/A				
Compliant EOI?	Yes – in part				
Administration Recommendations	<p>Administration was unable to identify how the funding would be allocated for this initiative. No details were provided about the likely scale of the events or the infrastructure required. It is unclear whether the event would have many outgoing costs.</p> <p>The City may be able to provide in-kind support by way of waiver of park booking fee to allow these performances.</p>				

Event Sponsorship

Event Name	Community Connect – Multicultural Mental Health Expo				
Event Date	10 October 2023				
Event Location	North Perth Town Hall and Multicultural Gardens				
Event Organiser	Multicultural Services Centre of WA (MSCWA)				
Event Description	<p>MSCWA propose to host a one-day Multicultural Mental Health Expo on World Mental Health Day. Keeping with the 2023 theme 'Mental Health and Wellbeing' as a global priority for all, urging culturally and linguistically diverse (CaLD) communities of WA to participate in the event and engage with local and metro based mental health service providers.</p> <p>The following will form part of the Expo:</p> <ul style="list-style-type: none"> • Free mental health screening tests; • Awareness raising sessions on how to manage stress; • Yoga and meditation sessions; • Massage sessions; • Local mental health service stalls; and • Multicultural entertainment and food during the event. 				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$65,000	\$40,000	\$0	Yes	Facility Hire
Sponsorship History	N/A				
Compliant EOI?	No				
Administration Recommendations	<p>As a health a wellbeing expo, this does not align with the funding criteria of being a vibrant and creative event. It is important to ensure funds are allocated to events that create a vibrant and connected community. While the application may not fall within the Event Sponsorship criteria, the applicant may be eligible for other City funding.</p>				

Event Sponsorship

Event Name	Dogtober				
Event Date	14 October 2023				
Event Location	Barlee Street Carpark, or Grosvenor Road				
Event Organiser	Beaufort Street Network				
Event Description	Dogtober is a celebration of people coming together around their love of dogs. The event centres around the famous dog show, plus there will be activities for dogs, dog yoga, market stalls, free children's activities, and a movie night.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$15,000	\$11,000	\$7,000	Yes	Waste Rangers Marketing Facilities
Sponsorship History	\$7,000 in 2022/23				
Compliant EOI?	Yes				
Administration Recommendations	Administration supports this event as it has shown growth and popularity in the community over the years and focuses on place activation, economic development, and provides a fun engaging activity for the community enjoy. Administration recommends the same level of funding as previous years.				

Event Sponsorship

Event Name	Jazz Picnic in The Park and Jazz Brunch				
Event Date	5 November 2023				
Event Location	Hyde Park and venues around Vincent				
Event Organiser	Perth International Jazz Festival (PIJF)				
Event Description	<p>The PIJF looks to expand the festival offering in the City of Vincent, through more activation in Hyde Park as part of the Jazz Picnic, as well as activating town centres in a new event 'Jazz Brunch'.</p> <p>In 2023, the Jazz Picnic will use two spaces in Hyde Park to accommodate the growing popularity and audiences. The existing Hyde Park stage will provide the main community event with food truck options and other family activities. Entertainment will be on offer near the new permanent café on the West side of the park.</p> <p>PIJF will also add Jazz Brunch, which will be part of an overall festival expansion and grow to include four weekends. The Brunch will activate local town squares and businesses with jazz duos and trios on a Sunday. This will give the venues and the community jazz bands to fill the streets with the sound of live jazz and draw the community to town centres.</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$80,000	\$38,000	\$25,000	Yes	Waste Rangers Marketing Facilities
Sponsorship History	\$20,000 in 2022/23 for Jazz Picnic in The Park				
Compliant EOI?	Yes				
Administration Recommendations	<p>The Jazz Festival is an inclusive and community-focused series of events, showcasing exceptional local Perth, national and international talent. The event application aligns with the Arts Development Action Plan and is growing to include activation of Vincent's Town Centres with the Jazz Brunch proposal. The funding recommendation is based on the increase from last year's funding to include the extension of the event around Hyde Park, and the Jazz Brunch.</p>				

Event Sponsorship

Event Name	Pride Fairday				
Event Date	12 November 2023				
Event Location	Hyde Park				
Event Organiser	Pride WA				
Event Description	<p>Pride Fairday is an annual community picnic day aimed primarily at the LGBTQIA+ community across greater Perth and WA, but also for allies and the general public to celebrate the LGBTQIA+ community and its culture.</p> <p>Last year's Fairday broke attendance records with an estimated attendance of 37,000. The event includes over 120 community, government, corporate, sporting and food stalls as well as free amusements rides and entertainment.</p> <p>Family-friendly entertainment by live performers and a community dog show are highlights of Fairday. The event caters for persons with hearing, visual and physical disabilities, as well as quiet spaces for those with sensory challenges.</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$80,000	\$40,000	\$20,000	Yes	Marketing Rangers Waste Facilities
Sponsorship History	\$20,000 in 2022/23				
Compliant EOI?	Yes				
Administration Recommendations	<p>Fairday is the hallmark event in the annual PrideFEST calendar and supports and celebrates diversity and inclusion. The event is a safe and empowering space for the LGBTQIA+ community to come together and express themselves freely and aligns with the City's Access and Inclusion Plan. It is recommended funding is remain as previous years as the City provides in-kind support and other programs for PrideFEST through Community Development Initiatives. PrideFEST has built strong community connections and is encouraged to seek additional funding through new partnership.</p>				

Event Sponsorship

Event Name	Mount Hawthorn Street Festival				
Event Date	25 November 2023				
Event Location	Mount Hawthorn Town Centre				
Event Organiser	Palace J				
Event Description	<p>The Mt Hawthorn Streets Festival has been missed by the local community; it provides joyful community atmosphere where people come together to enjoy what Mt Hawthorn has to offer.</p> <p>The street will be filled with live music and roving entertainment, connecting the hospitality venues by spilling them out onto the street.</p> <p>The event will feature plenty of seating through the middle of the street to cater for the masses, live cooking, pop up bars, car park block parties, pottery painting, cocktail bars, live street art and more.</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$203,458	\$40,000	\$25,000	Yes	Waste Rangers Marketing
Sponsorship History	N/A				
Compliant EOI?	Yes				
Administration Recommendations	<p>The return of the festival will promote local businesses, provide opportunities for artists and performers to create a vibrant and festive atmosphere. Palace J has the necessary experience to deliver this event and has worked on large scale events including Cancer No Bueno, Wine Machine and Sets on the Beach. There has been an increase in appetite from residents and local businesses for the event to return, and the funding recommendation is to assist this large-scale event re-establishing itself in the community.</p>				

Event Sponsorship

Event Name	Candlelight: Best of Movie Soundtracks				
Event Date	9 December				
Event Location	Hyde Park				
Event Organiser	FEVER				
Event Description	<p>Candlelight is an intimate classical music concert series held by candlelight in unique spaces. The programming ranges from classical to more contemporary acts and genres from Vivaldi's Four Seasons to more contemporary programs such as Best Works of Hans Zimmer.</p> <p>The Candlelight concert at Hyde Park will see a stage set up in the middle of the lawn surrounded by battery operated candles and the audience will be encouraged to come with picnic rugs and enjoy this special night with music and candles.</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$25,000	\$25,000	\$12,000	No	Marketing Waste Facilities
Sponsorship History	N/A				
Compliant EOI?	Yes				
Administration Recommendations	<p>The event proposes to be a special evening showcasing musicians by candlelight to create an intimate experience for the community. The organisers have a strong following and have the capability to deliver a high-quality event. This is envisaged to be a low-cost, high impact community event.</p>				

Event Sponsorship

Event Name	Beaufort Street Christmas Festival				
Event Date	16 December 2023				
Event Location	Beaufort Street, Mary Street Piazza, St Albans Church				
Event Organiser	Beaufort Street Network				
Event Description	<p>The Christmas pageant will start at Mary Street Piazza and parade down Beaufort Street, ending at St Albans Church where there will be a community Twilight Market. Local community groups, artisans, free children's entertainment, and live music will be on offer at the market.</p> <p>This year Beaufort Street Network plan to extend the event space onto Beaufort Street with more children's entertainment and increased opportunities for local businesses. By closing both sides of the road, the aim is to provide alfresco dining areas for attendees from local businesses, rides and inflatables and other kid's activities. Along the street between Mary Street and St Alban's there will be buskers, art installations and Christmas decorations.</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$32,000	\$25,000	\$5,000	Yes	Waste Rangers Facilities Marketing
Sponsorship History	\$5,000 in 2022/23				
Compliant EOI?	Yes				
Administration Recommendations	<p>Beaufort Street Network are proposing to expand their Christmas festival by inviting local businesses and restaurants to spill out onto the street and featuring a trail of performers and activations as part of the festival. The Beaufort Street Christmas Festival has the City of Perth Christmas Pageant to compete with, so Administration recommends making small changes to slowly increase the scale of the event. For this reason, it is recommended funding is not increased and the event slowly build momentum by encouraging local businesses to trade on the footpath, and utilising Mary Street Piazza or Grosvenor Road rather than St Albans Church to better draw the crowd closer to local businesses.</p>				

Event Sponsorship

Event Name	Mt Hawthorn NYE				
Event Date	31 December 2023				
Event Location	Litis Stadium				
Event Organiser	Floreat Athena				
Event Description	<p>Floreat Athena want to offer an alternative new year's event, one that doesn't focus on fireworks, but on families within the Vincent community.</p> <p>Local artist Roly Skender will design a series of light shows to be exhibited amongst the trees and existing environment of Litis Stadium. Various projectors will be used to create the artwork which will be stunning, quirky, meaningful and reflect and celebrate the community.</p> <p>There will be a series of family friendly interactive entertainment and other performance activities including live bands, Cirquest performances and workshops, Kindling Creative's Boxville, bubble artists, face painters, local sporting activations, push carts and a DJ disco.</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$53,774	\$40,000	\$10,000	Yes	Waste Facilities Marketing
Sponsorship History	\$10,000 in 2022/23				
Compliant EOI?	Yes				
Administration Recommendations	<p>With little offerings for families on New Year's Eve, Floreat Athena's event will provide a safe and fun environment for families to celebrate the new year. The funding recommendation is based on last year's sponsorship amount and so the event can slowly build capacity as it establishes itself in the Mt Hawthorn community.</p>				

Event Sponsorship

Event Name	Hyde Park Festival				
Event Date	3 – 4 March 2024				
Event Location	Hyde Park				
Event Organiser	Rotary Club of North Perth				
Event Description	The Hyde Park Festival is one of Perth's oldest and most loved community events. Like previous years, the festival will offer a vast array of family activities, family fun zone, amusement rides, arts and crafts, entertainment, food and over 250 stalls. The event draws a huge crowd of approximately 40,000 over the two-day festival.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$140,000	\$25,000	\$15,000	Yes	Waste Rangers Facilities Marketing
Sponsorship History	\$15,000 in 2022/23				
Compliant EOI?	Yes				
Administration Recommendations	Administration has identified the Rotary Club of North Perth has the capacity to deliver this event which has demonstrated ongoing community support. Sponsorship should remain the same as last year as the City provides a wide range of in-kind support and the event is well-established so would be desirable to other sponsors.				

Event Sponsorship

Event Name	St Patricks Day Festival				
Event Date	16 March 2024				
Event Location	Leederville Town Centre and Oval				
Event Organiser	St Patricks Day WA				
Event Description	<p>In Ireland, St. Patrick's Day is marked by tradition and culture, and across the world on March 17 people don a shade of green and celebrate their own sense of 'Irishness'.</p> <p>The Australian/Irish community connection has been strong for years and this event allows the Irish to celebrate a sense of home in Vincent. Leederville will be filled with musicians, food trucks, stalls and lots of fun for the kids. People from all over WA come along to celebrate their sense of heritage and culture.</p> <p>2023 was the first event in three years and was a huge success. In 2024 the event aims to be bigger and better to celebrate again and bring the Irish community together.</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$225,000	\$40,000	\$20,000	Yes	Marketing Facilities Rangers Waste
Sponsorship History	\$20,000 in 2022/23				
Compliant EOI?	Yes				
Administration Recommendations	<p>The St Patricks Day Festival draws a huge crowd to Leederville to celebrate Irish culture and heritage and provides a range of economic benefits to local businesses. The event promotes the community coming together to enjoy music, food and entertainment. The funding recommendation is based on the level of in-kind support provided by the City and that the event is well-established and would be considered by other sponsors.</p>				

Event Sponsorship

Event Name	Multicultural Market				
Event Date	16 March 2024				
Event Location	Hyde Park				
Event Organiser	Kena Cabral Morales				
Event Description	<p>The Multicultural Market event is designed to offer a range of activities that promote cultural diversity, community involvement, and entrepreneurship. Some of the activities planned for the event include:</p> <ul style="list-style-type: none"> • Small business showcase providing a platform for small businesses from diverse backgrounds • Cultural performances by artists from different backgrounds • Food from different cultures • Workshops and seminars on topics including cultural diversity and entrepreneurship • Opportunities for people to engage with their community and learn about local initiatives and organisations <p>The event aims to promote cultural diversity, supports small businesses, and empower the community.</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$500	\$3,000	\$0	No	Waste Facilities Marketing
Sponsorship History	N/A				
Compliant EOI?	No				
Administration Recommendations	<p>The Multicultural Market is more of an information seminar and therefore does not meet the event criteria of being a vibrant creative event. While the application may not fall within the Event Sponsorship criteria, the applicant may be eligible for other City funding.</p>				

Event Sponsorship

Event Name	Neon Picnic				
Event Date	16 March 2024				
Event Location	Hyde Park				
Event Organiser	RTRFM				
Event Description	<p>Neon Picnic is RTRFM's annual family friendly outside broadcast. RTRFM broadcasts live radio and five local bands on a Saturday afternoon in March.</p> <p>The event is free and includes kid's activities, a licensed bar, food trucks, live music, and DJs. The event is a family friendly and a great way to celebrate the RTRFM Community.</p> <p>Neon Picnic in 2024 will celebrate its 7th year and has become a staple in the local music calendar and community event calendar during the early parts of the year.</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$25,000	\$10,000	\$10,000	Yes	Waste Facilities Marketing
Sponsorship History	\$10,000 in 2022/23				
Compliant EOI?	Yes				
Administration Recommendations	Administration recommends continuing the same level of funding as last year. RTRFM have a large demographic of listeners in Vincent, the event is well attended by locals and being situated on Beaufort Street it provides a fundamental link to the City of Vincent and Mt Lawley.				

Event Sponsorship

Event Name	North Perth Primary School 125 th Year Anniversary				
Event Date	16 March 2024				
Event Location	North Perth Primary School				
Event Organiser	North Perth Primary School				
Event Description	<p>The North Perth Primary School 125th year anniversary organising committee is proposing a community fair on the school oval to celebrate.</p> <p>Activities will include fireworks, drones, kid's activities, rides, games, food trucks and stalls.</p> <p>The event will be open to the wider community to help celebrate the school's rich history in North Perth</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$80,000	\$40,000	\$0	Yes	Waste Marketing
Sponsorship History	N/A				
Compliant EOI?	No				
Administration Recommendations	Schools and P&C associations are not eligible for event funding.				

Event Sponsorship

Event Name	City of Vincent Match				
Event Date	13 April 2024				
Event Location	Leederville Oval				
Event Organiser	Subiaco Football Club				
Event Description	<p>City of Vincent WAFL Match is a free event for City of Vincent residents when Subiaco Football Club is fixtured to play co-tenants East Perth.</p> <p>The game day celebrations will include food trucks, family and children entertainment and sporting club involvement.</p>				
Event is Free	Tickets are \$15, Vincent residents will have free entry.				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$10,500	\$8,000	\$5,000	Yes	Marketing
Sponsorship History	\$7,000 in 2022/23				
Compliant EOI?	Yes				
Administration Recommendations	<p>The City of Vincent has developed a long-standing relationship with Subiaco Football Club and Administration supports funding 50% of the requested amount as per the guidelines. Administration requests this game be a Subiaco Football Club v East Perth Football Club game as a 'City of Vincent Derby' where both clubs work together to deliver a free community event.</p>				

Event Sponsorship

Event Name	Hullabaloo Fair				
Event Date	16 April 2024				
Event Location	Hyde Park				
Event Organiser	Perth Swing				
Event Description	Hullabaloo Fair is a community swing dancing social featuring WA Youth Jazz Orchestra and a small number of stalls from the Swing Dancing Community.				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$6,000	\$3,000	\$0	Yes	Waste Marketing Facilities
Sponsorship History	N/A				
Compliant EOI?	Yes				
Administration Recommendations	The proposed event would have appeal to the swing dancing community but not necessarily to the broader community. The Hullabaloo Fair currently takes place at Hyde Park without City funding.				

Event Sponsorship

Event Name	After Dark				
Event Date	3 May 2024				
Event Location	The Pickle District				
Event Organiser	The Pickle District				
Event Description	<p>After Dark is an art crawl event and is a celebration of the local art scene providing opportunities for community members to engage with local artists and appreciate their work.</p> <p>After Dark will include:</p> <ul style="list-style-type: none"> • Exhibitions with local galleries, museums, and art spaces showcasing the work of local artists. • Live music, theatre performances and other forms of live art. • Street performers, such as musicians, dancers, and poets. • Painting, sculpture, or printmaking workshops. • Interactive art installations 				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$80,000	\$40,000	\$30,000	Yes	Waste Rangers Marketing
Sponsorship History	\$30,000 in 2022/23				
Compliant EOI?	Yes				
Administration Recommendations	Administration recommends continuing the same level of funding as previous years as the event has established itself as a high-quality all-encompassing art crawl, shining a light on art organisations in the west end. The event showcases the diverse range of artists and venues in the district while delivering engaging experiences for event goers.				

Event Sponsorship

Event Name	Leederville Town Centre Events				
Event Date	2023 – 2024 Financial Year				
Event Location	Leederville Town Centre				
Event Organiser	Leederville Connect				
Event Description	<p>The series of events is delivered and run to build energy and excitement around Leederville as a place to be often and a place for everyone, which are cornerstones of the Leederville community's expectations.</p> <p>This year Leederville Connect have put together a program which continues to build on smaller activations drawing on new local businesses that have expressed willingness to engage and require limited infrastructure. These events will include giveaways and smaller scale entertainment to revitalise the arts and cultural sectors and invite youth participation.</p> <p>The iconic Arty Farty Christmas Party on the list, and a new 'Laneville' framed as part of our emerging Kratorville series and utilising Electric Lane or the Water Corp Lane.</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$79,000	\$40,000	\$25,000	Yes	Waste Marketing Rangers Facilities
Sponsorship History	\$32,500 in 2022/23				
Compliant EOI?	Yes				
Administration Recommendations	Leederville Connect are proposing to expand their event series to take advantage of Electric Lane and Oxford Street Reserve. Leederville Connect have a strong relationship with local businesses and provide a range of events to engage the local community. The funding recommendation is in line with the group's capacity to run events as demonstrated in 2022/23 when not all sponsorship funds were used.				

Event Sponsorship

Event Name	Seniors Concert Series				
Event Date	2023 – 2024 Financial Year				
Event Location	Centrestage Recording Studios				
Event Organiser	Centrestage Recording Studios				
Event Description	<p>Centrestage will run a series of intimate concerts and seniors Q&A sessions exclusively for local seniors to participate in and enjoy.</p> <p>The events will be presented at Centrestage Recording Studios. Owner, Nunzio Mondia will perform on piano and present singers, instrumentalists and select senior stories throughout the series.</p> <p>One of the most powerful interactions is the bringing together of children and seniors a 'Grand Parents Morning' event. One of the concerts will include students from local Highgate Primary School to perform for seniors.</p> <p>Concerts may include the studio filming and recording of selected senior stories. All events will conclude with morning tea and coffee and post-concert social interaction.</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$40,000	\$40,000	\$10,000	No	Rangers Marketing
Sponsorship History	N/A				
Compliant EOI?	Yes				
Administration Recommendations	Administration approves this concept on a smaller scale to build up over time. The series would benefit local performers, seniors and young students and may form part of the City's Seniors outings to keep the events within the City of Vincent.				

Event Sponsorship

Event Name	Vincent Open Studios				
Event Date	2023 – 2024 Financial Year				
Event Location	Various Locations in Vincent				
Event Organiser	Julie Rosario				
Event Description	<p>An event where creatives and artists living and working within the City of Vincent open up their studios and galleries to the general public.</p> <p>An inaugural event which will happen across one weekend in November or March 2024.</p> <p>An opportunity to showcase the City of Vincent as a centre for creativity.</p>				
Event is Free	Yes				
Sponsorship Request	Event Budget	Funding Requested	Funding Recommendation	Seeking other sponsors?	In-kind support requested
	\$12,000	\$10,000	\$0	No	Marketing
Sponsorship History	N/A				
Compliant EOI?	No				
Administration Recommendations	The applicant is not eligible for funding as they are an individual and not an incorporated group.				



CITY OF VINCENT

FESTIVAL AND EVENT SPONSORSHIP

GUIDELINES | 2023/2024



The City of Vincent sees events as an essential part of creating cultural opportunities that make Vincent a lively and connected place for people to enjoy. Events activate town centres and place spaces, sustain artists and the creative economy.

Applications are encouraged for sponsorship funding for a variety of events such as art events, family-friendly festivals, sporting celebrations, community concerts, food markets and cultural celebrations.

IMPORTANT DATES

8 February Applications open	6 April Applications close	20 June Applications approved by council	Party Time!
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ELIGIBLE

Sponsorship is available for:

- Established commercial businesses and incorporated community groups
- Applicants with appropriate insurances and licences (public liability, product liability, general property, and workers compensation)
- Events that are free to attend and are within a public place in the City's **boundary**
- Events held between 1 July 2023 and 30 June 2024
- Events that demonstrate alignment to all criteria within these guidelines

NOT ELIGIBLE

Sponsorship is not available for:

- Applicants without an Australian Business Number
- Schools, P&C associations, political or religious groups
- Events that have commenced or begun promotion. The City cannot sponsor retrospectively
- Purchases of capital equipment, insurances, ongoing and recurring staff salaries, including consultant fees
- Applicants with outstanding debt to the City



FUNDING

Applicants may apply for sponsorship up to \$40,000. The City will not fund more than half the total cost of the event. Funding is available for:

- Traffic Management
- Staging equipment, audio visual, structures and toilets
- Performers, entertainers and activities
- Art activations
- Marketing and promotion

IN-KIND SUPPORT

The City may be able to provide the following as in-kind support

- Accessibility and sustainability guidance
- Advice about Welcome to Country or Acknowledgment of Country
- Additional marketing and promotion
- Waste and recycling services
- Ranger services
- Hire of parks, facilities and use of carparks

SPONSORSHIP AGREEMENTS

Successful applicants will enter into a written agreement with the City to manage the partnership and outline key responsibilities for both parties. The City will be under no obligation to provide sponsorship until both parties have executed the agreement.

ACQUITTAL PROCESS

An event acquittal is to be submitted by the applicant no later than 60 days after the event.

WELCOME TO AND ACKNOWLEDGMENT OF COUNTRY

An acknowledgment or Welcome to Country is to be given at all events receiving sponsorship from the City.

ACCESSIBILITY

The applicant should make every effort to create an even that is accessible for people with disability and the LGBTIQ+ and culturally and linguistically diverse communities.

HELPFUL HINTS

- [Department of Health Guidelines for concerts, events and organised gatherings](#)
- [Strategic Community Plan](#)
- [Town Centre Place Plans](#)

HOW TO APPLY

Click [here](#) to apply. Applications close 6 April at 4.00pm.

CANVASSING OF ELECTED MEMBERS

Canvassing or lobbying to the Mayor, Councillors or City of Vincent employees in relation to any sponsorship application will result in the application being ineligible for sponsorship.

CONTACT US

Alanna Curtin, Community and Civic Events Officer
[9273 6000](tel:92736000) or mail@vincent.wa.gov.au

7.6 OUTCOME OF ADVERTISING AND ADOPTION OF PURCHASING POLICY

- Attachments:**
1. **Amended Purchasing Policy - Clean Copy - Public Submission**  
 2. **Amended Purchasing Policy - Tracked Changes - Public Submission**  
 3. **Summary of Submissions - Outcomes of Purchasing Policy Amendments**
 

RECOMMENDATION:

That Council **ADOPTS** the amendments to the Purchasing Policy at Attachment 1.

PURPOSE OF REPORT:

To present the outcome of community consultation and seek approval of the proposed Purchasing Policy amendments at **Attachment 1 (Purchasing Policy Clean Version)** and **Attachment 2 (Purchasing Policy Tracked Changes)**.

BACKGROUND:

The requirement of provisions outlined in clause 1.3 of the Policy Development and Review Policy were presented to Council Members through the monthly Policy Paper on 28 October 2022.

The amended Purchasing Policy was further presented to the Audit Committee on 2 March 2023 where it was approved for Council Briefing.

At the Ordinary Council Meeting on 4 April 2023, Council approved advertising of the City's Purchasing Policy.

DETAILS:

The City of Vincent Purchasing Policy (the Policy) was first developed and adopted by Council in 2007. The Policy was originally established to ensure that the City of Vincent's (the City) procurement practices and processes were compliant with relevant legislation, to ensure consistency across all operational areas for purchasing activities and to deliver a best practice approach for all City procurements.

The Policy has been reviewed and amended, as required, every five years. The Policy was last reviewed and adopted by Council on 17 November 2020 in response to the mandatory tender threshold increase from \$150,000 to \$250,000 due to the impact of COVID-19. A further change included amending the required number of quotations for pre-qualified suppliers for the first two thresholds.

Although the next scheduled review of the Purchasing Policy is not until 2024, a recent review of the City's procurement practices have identified key areas for improvement including:

- Strengthening the alignment with the City's Strategic Community Plan Priorities and Purchasing Principles;
- Improving the ability to easily purchase goods and/or services from local suppliers, Aboriginal and Torres Strait Islander businesses and disability businesses; and
- Improving productivity and administrative efficiencies for low value, low risk purchases.

There are five (5) proposed amendments to the Purchasing Policy which are as follows:

1. Amending the purchasing thresholds;
2. Amending the required number of quotations for preferred supplier panels;
3. Amending the Contract Management Framework threshold for the requirement of a formal contract;
4. Separating and amending the Aboriginal and Torres Strait Islander and Disability Enterprise principles; and
5. Amending the procurement exemptions.

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation was undertaken between 18 April and 19 May 2023, 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:

- PerthNow Central – 20 April 2023; and
- Perth Voice – 22 April 2023.

Administration received two (2) submissions, as summarised at **Attachment 3**.

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.

Section 11A(1) of the Local Government (Functions and General) Regulations 1996 states that a local government is to adopt and implement a purchasing policy.

RISK MANAGEMENT IMPLICATIONS

Low: Adopting the proposed policy is low risk.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Connected Community

We recognise, engage and partner with the Whadjuk Noongar people and culture.

Thriving Places

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

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 financial / budget implications.

COMMENTS:

The Policy review to date has found that the current purchasing thresholds and purchasing requirements do not reflect the current financial climate and are restricting the City from efficiently and effectively procuring general goods and services. The thresholds also restrict the City from purchasing low value low risk goods / services from local suppliers, Aboriginal and Torres Strait Islander businesses and disability businesses.

The principles in the current Policy regarding Aboriginal and Torres Strait Islander business and disability enterprises do not reflect the City's Innovate Reconciliation Action Plan 2022 – 2024 nor the City's Access and Inclusion Plan 2022 – 2027.

Purchasing Policy



Legislation / local law requirements	Local Government Act 1995 Local Government (Function and General) Regulations 1996
Relevant delegations	Delegation 2.2.14 – Expressions of interest for goods or services Delegation 2.2.15 – Tenders for goods and services
Related policy procedures and documents	Procurement Framework: https://intranet.vincent.wa.gov.au/documents/1786/procurement-framework

PURPOSE

To ensure that the City of Vincent's (**City's**) procurement practices and processes are compliant with relevant legislation and best practice.

OBJECTIVE

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that value for money is attained for the City;
- are compliant with relevant legislation, codes and standards, including the *Local Government Act 1995*
- (**Act**) and the *Local Government (Functions and General) Regulations 1996*, (**Regulations**);
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the City;
- demonstrate probity by establishing consistent processes that promote openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- ensure that goods and services to be procured are necessary and fit for purpose;
- properly evaluate and consider the safety and health characteristics of any goods/services prior to being introduced into the City's workplaces;
- are supported by Budget provisions or comply with section 6.8(1) of the Act; and
- are conducted in a consistent and efficient manner across the City and that ethical decision making is demonstrated.

ALIGNMENT TO THE STRATEGIC COMMUNITY PLAN

The Policy will enhance the City of Vincent [Strategic Community Plan](#) by focusing on our strategic priorities and delivering them through our purchasing and tendering decisions.

Examples of how we do this include:

- Delivering an *Enhanced Environment* through our commitment to sustainable procurement that minimises negative social and environmental impacts;
- Creating *Thriving Places* through our Buy Local practices;
- Supporting *Connected Communities* through a focus on gender equality and social enterprises owned and operated by Aboriginal and Torres Strait Islander people or people with disabilities;
- Delivering *Accessible City* outcomes and *Sensitive Design* by choosing high quality, safe, diverse and attractive built form solutions; and

Purchasing Policy



- Remaining *Innovative and Accountable* by promoting openness, transparency, fairness and equity to all potential suppliers and our focus on value for money.

SCOPE

The policy covers all purchasing requirements for Executive Directors of City of Vincent.

POLICY

1. Value for money

Value for money is the difference between the total benefit derived from a good or a service against its total cost, when assessed over the period the goods or services are to be used. Achieving best value for money at the individual purchase level requires that assessments consider cost and non-cost factors, where relevant, the overall objective of the procurement and make a value judgement about the best outcome.

In addition to a qualitative assessment of the procurement, an assessment of the value for money outcome for any purchasing process should consider:

- an initial needs assessment to determine the ongoing relevance and necessity for the procurement and mode of delivery;
- the up-front, after purchase and fit-for-purpose costs and risks associated with the procurement;
- all relevant total costs of ownership and benefits including up-front price, transaction costs associated with acquisition, delivery, use, holding, maintenance and disposal (including where appropriate residual or resale values);
- overall objectives of the procurement and outcome being sought. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- non-cost factors such as fitness for purpose, quality, delivery, service, support and sustainability impacts.
- the supplier's financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the City's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

2. Sustainable Procurement

The City is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and processes that minimise negative social and environmental impacts while maximising social and environmental benefits.

These considerations must, however, be balanced against value for money outcomes to ensure the

Purchasing Policy



City's economic viability, essential to its long-term sustainability. Practically, sustainable procurement means the City shall endeavour at all times to identify and procure products and services that have been determined as necessary for the achievement of Strategic Community Plan priorities of enhanced environment. Where practical, the City will endeavour to procure in a manner which takes into account the lifecycle cost of a product by considering the sustainability rating of the product or service provider.

3. Buy Local

The City is committed to the ongoing support of local City of Vincent business and, as much as practicable, the City will consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses. Requests for Quotations and Tenders will be structured to encourage local businesses to bid and consider the indirect benefits that have flow on benefits for local suppliers.

4. Aboriginal and Torres Strait Islander Businesses

The City of Vincent's reconciliation vision is one where Aboriginal and non-Aboriginal people walk alongside each other in respectful and meaningful partnership, celebrating Noongar culture and tradition. To help achieve this vision, the City is committed to ensuring that all Aboriginal and Torres Strait Islander businesses have full, fair, and reasonable access to procurement opportunities. To achieve better outcomes in attracting, supporting, and procuring Aboriginal and Torres Strait Islander businesses and to increase contracting opportunities, therefore supporting employment and business opportunities for the Aboriginal community, where a value for money assessment of multiple offers has an equal result, then preference will be given to procure goods and/or services from Aboriginal and Torres Strait Islander businesses.

5. Disability Enterprises

The City of Vincent is committed to working toward equity for all community members including people with disability, their family members and carers. The City values diversity and believes that supporting participation and inclusion for all makes a stronger, more vibrant community. In recognition of the potential for procurement processes to assist in supporting this vision, the City, where practicable, where a value for money assessment of multiple offers has an equal result, then preference will be given to procure goods and/or services from Disability Enterprises and Disability-Owned or run businesses. Such businesses include Charities and Not for Profits whose core business is providing services for people with a Disability.

6. Gender Equality

In recognition of the City's commitment to promoting workplace gender equality, the City, where practicable, will not procure any goods and/or services from employer's listed on the Workplace Gender Equality Agency's Non-Compliant List.

7. Purchasing Requirements

7.1 Values

Purchasing that is **\$250,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 6.4 of this Purchasing Policy.

Purchasing that **exceeds \$250,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tendering exemption, as stated under section

Purchasing Policy



6.6 of this Policy is not deemed to be suitable.

7.2 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

- Exclusive of Goods and Services Tax (GST);
- The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the City will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased; and
- If a purchasing threshold would be reached within three years for a particular contract for procurement, then the purchasing requirement under the relevant threshold (including the tender threshold) would need to be considered.

7.3 Purchasing from Existing Contracts

Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.

7.4 Purchasing Thresholds

In addition to the other policy provisions, the table below prescribes the purchasing request process to be applied based on the proposed purchase value:

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
Up to \$2,000	Direct Purchase from the open market with zero quotations required. This purchasing method is suitable where the purchase is in a known market or is very low risk and where the cost of seeking quotes would be unreasonable on a cost to benefit analysis basis.	Purchase directly from: <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; with zero quotations required.
Over \$2,000 and up to \$20,000	Seek two written quotations from the open market. Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money. Different suppliers should be used from time to time to test value for money for regular purchases.	Purchase directly from: <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; with zero quotations required.

Purchasing Policy



Over \$20,000 and up to \$100,000	Seek three written quotations from the open market including a brief outlining the specified requirement.	<p>Purchase directly from:</p> <ul style="list-style-type: none"> an existing panel of pre-qualified suppliers administered by the City; or a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; <p>requiring two written quotations including a brief outlining the specified requirement.</p>
Over \$100,000 and up to \$250,000	<p>Seek at least three (3) written quotations from the open market by formal invitation under a Request for</p> <p>Quotation (RFQ), containing pricing schedule and detailed specification of goods and services required.</p> <p>Contract required upon award of the RFQ.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy, and a contract will result.</p>	<p>Seek three (3) written quotations from a pre-qualified panel of suppliers (whether administered by the City through the WALGA preferred supply program or State Government CUA).</p> <p>A formal Request for Quotation (i.e. City of Vincent template, WALGA Template or State Government CUA template) must be used.</p> <p>Contract required upon award of the RFQ.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy, and a contract will result.</p>
Over \$250,000	<p>Conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the City's tender procedures.</p> <p>(Council Approval)</p>	<p>Where the purchase is expected to be over \$250,000:</p> <p>Obtain at least three written quotations from suppliers by formal invitation under a Request for Quotation (RFQ), containing price and detailed specification of goods and services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>

7.5 Sole Source of Supply

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources and goods/services must be made, with a written confirmation of this recorded.

Once determined, the justification for a sole source of supply must be endorsed by the Chief Executive Officer or Director, prior to a contract being entered into, or a purchase order raised.

Purchasing Policy



7.6 Tendering Exemptions

The City limits the discretion from the requirement to call tenders provided under section 11(2) of the Regulations, to values over \$250,000. Accordingly, tenders do not have to be publicly invited for contracts over \$250,000 in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA).
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth
- \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the City; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

Further to the above exemptions, the City limits the discretion from the requirement to call for multiple quotations for the following goods / services:

- subscriptions;
- association and Professional memberships;
- conferences, seminars and training programs;
- Government Gazette advertising (regulatory requirement – Local Government Act Section 3.12);
- government rates;
- non-contestable utility services;
- banking fees and costs;
- insurance premiums with LGISWA;
- proprietary consumables, parts and maintenance for existing equipment where there is no substitute or warranty is voided if a substitute is used.
- proprietary software license renewals (including support and maintenance), where the software continues to meet the needs and budget of the City, and there would be a migration and implementation cost to change software.

It should further be noted that the exemptions in the Purchasing Policy apply to all purchasing thresholds, excluding over \$250,000 ex GST.

7.7 Council Approvals

The Regulations provide that Council is required to Accept tenders (subject to approved Delegations of Authority). For the avoidance of doubt, Council approval is not required for the provision of goods or services when public tenders are not required to be invited (and are not invited), providing the expenditure is authorised through the annual budget or approved in accordance with section 6.8(1) of the Act.

Section 13 of the Regulations specify that if:

“a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited to the requirements of this Division.”

Purchasing Policy



8. Panels of Pre-qualified Suppliers

8.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The City will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

8.2 Application

If the City determines it beneficial for a Panel to be created, it must do so in accordance with Part 4, Division 3 of the *Local Government (Functions and General) Regulations 1996*.

8.3 Purchasing from the panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

The City will take into account its purchasing thresholds when distributing work among panel members.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award (via purchase order) communications must all be captured on the City's electronic records system. A record is to be maintained for each quotation process made under each Panel that captures all communications between the City and Panel members.

9. Records Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000* (WA), the City's Records Management Policy and associated procurement procedures.

Purchasing Policy



CITY OF VINCENT

OFFICE USE ONLY	
Responsible Officer	Procurement and Contracts Officer
Initial Council adoption	DATE: 17/11/2020, REF# D20/218326
Reviewed / Amended	DATE: 22/09/2020, REF#: <TRIM REF>
Next Review Date	DATE: 23/09/2024,

Purchasing Policy



Legislation / local law requirements	Local Government Act 1995 Local Government (Function and General) Regulations 1996
Relevant delegations	Delegation 2.2.14 – Expressions of interest for goods or services Delegation 2.2.15 – Tenders for goods and services
Related policy procedures and documents	Procurement Framework: https://intranet.vincent.wa.gov.au/documents/1786/procurement-framework

PURPOSE

To ensure that the City of Vincent's (**City's**) procurement practices and processes are compliant with relevant legislation and best practice.

OBJECTIVE

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that value for money is attained for the City;
- are compliant with relevant legislation, codes and standards, including the *Local Government Act 1995*
- (**Act**) and the *Local Government (Functions and General) Regulations 1996*, (**Regulations**);
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the City;
- demonstrate probity by establishing consistent processes that promote openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- ensure that goods and services to be procured are necessary and fit for purpose;
- properly evaluate and consider the safety and health characteristics of any goods/services prior to being introduced into the City's workplaces;
- are supported by Budget provisions or comply with section 6.8(1) of the Act; and
- are conducted in a consistent and efficient manner across the City and that ethical decision making is demonstrated.

ALIGNMENT TO THE STRATEGIC COMMUNITY PLAN

The Policy will enhance the City of Vincent [Strategic Community Plan](#) by focusing on our strategic priorities and delivering them through our purchasing and tendering decisions.

Examples of how we do this include:

- Delivering an *Enhanced Environment* through our commitment to sustainable procurement that minimises negative social and environmental impacts;
- Creating *Thriving Places* through our Buy Local practices;
- Supporting *Connected Communities* through a focus on gender equality and social enterprises owned and operated by Aboriginal and Torres Strait Islander people or people with disabilities;
- Delivering *Accessible City* outcomes and *Sensitive Design* by choosing high quality, safe, diverse and attractive built form solutions; and

Purchasing Policy



- Remaining *Innovative and Accountable* by promoting openness, transparency, fairness and equity to all potential suppliers and our focus on value for money.

SCOPE

The policy covers all purchasing requirements for Executive Directors of City of Vincent.

POLICY

1. Value for money

Value for money is the difference between the total benefit derived from a good or a service against its total cost, when assessed over the period the goods or services are to be used. Achieving best value for money at the individual purchase level requires that assessments consider cost and non-cost factors, where relevant, the overall objective of the procurement and make a value judgement about the best outcome.

In addition to a qualitative assessment of the procurement, an assessment of the value for money outcome for any purchasing process should consider:

- an initial needs assessment to determine the ongoing relevance and necessity for the procurement and mode of delivery;
- the up-front, after purchase and fit-for-purpose costs and risks associated with the procurement;
- all relevant total costs of ownership and benefits including up-front price, transaction costs associated with acquisition, delivery, use, holding, maintenance and disposal (including where appropriate residual or resale values);
- overall objectives of the procurement and outcome being sought. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- non-cost factors such as fitness for purpose, quality, delivery, service, support and sustainability impacts.
- the supplier's financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the City's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

2. Sustainable Procurement

The City is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and processes that minimise negative social and environmental impacts while maximising social and environmental benefits.

These considerations must, however, be balanced against value for money outcomes to ensure the

Purchasing Policy



City's economic viability, essential to its long-term sustainability. Practically, sustainable procurement means the City shall endeavour at all times to identify and procure products and services that have been determined as necessary for the achievement of Strategic Community Plan priorities of enhanced environment. Where practical, the City will endeavour to procure in a manner which takes into account the lifecycle cost of a product by considering the sustainability rating of the product or service provider.

3. Buy Local

The City is committed to the ongoing support of local City of Vincent business and, as much as practicable, the City will consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses. Requests for Quotations and Tenders will be structured to encourage local businesses to bid and consider the indirect benefits that have flow on benefits for local suppliers.

4. Aboriginal and Torres Strait Islander Businesses

The City of Vincent's reconciliation vision is one where Aboriginal and non-Aboriginal people walk alongside each other in respectful and meaningful partnership, celebrating Noongar culture and tradition. To help achieve this vision, the City is committed to ensuring that all Aboriginal and Torres Strait Islander businesses have full, fair, and reasonable access to procurement opportunities. To achieve better outcomes in attracting, supporting, and procuring Aboriginal and Torres Strait Islander businesses and to increase contracting opportunities, therefore supporting employment and business opportunities for the Aboriginal community, the City will endeavour where a value for money assessment of multiple offers has an equal result, then preference will be given to procure goods and/or services from Aboriginal and Torres Strait Islander businesses.

5. Disability Enterprises

The City of Vincent is committed to working toward equity for all community members including people with disability, their family members and carers. The City values diversity and believes that supporting participation and inclusion for all makes a stronger, more vibrant community. In recognition of the potential for procurement processes to assist in supporting this vision, the City, where practicable, the City will endeavour where a value for money assessment of multiple offers has an equal result, then preference will be given to procure goods and/or services from Disability Enterprises and Disability-Owned or run businesses. Such businesses include Charities and Not for Profits whose core business is providing services for people with a Disability.

6. Gender Equality

In recognition of the City's commitment to promoting workplace gender equality, the City, where practicable, will not procure any goods and/or services from employer's listed on the Workplace Gender Equality Agency's Non-Compliant List.

7. Purchasing Requirements

7.1 Values

Purchasing that is **\$250,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 6.4 of this Purchasing Policy.

Purchasing that **exceeds \$250,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tendering exemption, as stated under section

Purchasing Policy



6.6 of this Policy is not deemed to be suitable.

7.2 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

- Exclusive of Goods and Services Tax (GST);
- The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the City will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased; and
- If a purchasing threshold would be reached within three years for a particular contract for procurement, then the purchasing requirement under the relevant threshold (including the tender threshold) would need to be considered.

7.3 Purchasing from Existing Contracts

Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.

7.4 Purchasing Thresholds

In addition to the other policy provisions, the table below prescribes the purchasing request process to be applied based on the proposed purchase value:

Purchase Value Threshold	Purchasing Requirement Open Market	Purchasing Requirement Pre-Qualified Suppliers
Up to \$2,000	Direct Purchase from the open market with zero quotations required. This purchasing method is suitable where the purchase is in a known market or is very low risk and where the cost of seeking quotes would be unreasonable on a cost to benefit analysis basis.	Purchase directly from: <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; with zero quotations required.
Over \$2,000 and up to \$20,000	Seek two written quotations from the open market. Officers may use their general knowledge of the market, advertisements, in-store price comparisons, catalogues, supplier web sites and any other reasonable means to determine whether the purchase represents value for money. Different suppliers should be used from time to time to test value for money for regular purchases.	Purchase directly from: <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the City; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; with zero quotations required.

Purchasing Policy



Over \$20,000 and up to \$100,000	Seek three written quotations from the open market including a brief outlining the specified requirement.	<p>Purchase directly from:</p> <ul style="list-style-type: none"> an existing panel of pre-qualified suppliers administered by the City; or a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; <p>requiring two written quotations including a brief outlining the specified requirement.</p>
Over \$100,000 and up to \$250,000	<p>Seek at least three (3) written quotations from the open market by formal invitation under a Request for</p> <p>Quotation (RFQ), containing pricing schedule and detailed specification of goods and services required.</p> <p>Contract required upon award of the RFQ.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy, and a contract will result.</p>	<p>Seek three (3) written quotations from a pre-qualified panel of suppliers (whether administered by the City through the WALGA preferred supply program or State Government CUA).</p> <p>A formal Request for Quotation (i.e. City of Vincent template, WALGA Template or State Government CUA template) must be used.</p> <p>Contract required upon award of the RFQ.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy, and a contract will result.</p>
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Once determined, the justification for a sole source of supply must be endorsed by the Chief Executive Officer or Director, prior to a contract being entered into, or a purchase order raised.

Purchasing Policy



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The City limits the discretion from the requirement to call tenders provided under section 11(2) of the Regulations, to values over \$250,000. Accordingly, tenders do not have to be publicly invited for contracts over \$250,000 in the following instances:

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“a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited to the requirements of this Division.”

Purchasing Policy



8. Panels of Pre-qualified Suppliers

8.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The City will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

8.2 Application

If the City determines it beneficial for a Panel to be created, it must do so in accordance with Part 4, Division 3 of the *Local Government (Functions and General) Regulations 1996*.

8.3 Purchasing from the panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

The City will take into account its purchasing thresholds when distributing work among panel members.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award (via purchase order) communications must all be captured on the City's electronic records system. A record is to be maintained for each quotation process made under each Panel that captures all communications between the City and Panel members.

9. Records Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000* (WA), the City's Records Management Policy and associated procurement procedures.

Purchasing Policy



CITY OF VINCENT

OFFICE USE ONLY	
Responsible Officer	Procurement and Contracts Officer
Initial Council adoption	DATE: 17/11/2020, REF# D20/218326
Reviewed / Amended	DATE: 22/09/2020, REF#: <TRIM REF>
Next Review Date	DATE: 23/09/2024,

SUMMARY OF SUBMISSIONS ON POLICIES***Amendments to Purchasing Policy*****Summary of public comment****SUBMISSION 1**

Has the Reconciliation Action Plan Working Group had input into this process - Amendment to purchasing policy regarding Indigenous businesses.

Administration's response

The consultation process for the proposed amendments to the Purchasing Policy occurred in 2022 and 2023. The draft amendments were sent to the City's Community Development Advisor – Reconciliation for review and comment. The Community Development Advisor was very supportive of the amendment and agreed that it aligned well with the City's commitments. The amendment was also sent to the City's Aboriginal Engagement Officer for review and comment who was also supportive of the amendment.

Further to the above, Administration also conducted an analysis on the City's spend on Aboriginal and Torres Strait Islander businesses over an 18 month period. The outcome of this analysis informed and validated the recommended increase of the purchasing thresholds and amendments to the purchasing requirements. Raising the purchasing thresholds and amending the purchasing requirements improves the ability to easily purchase goods and/or services from Aboriginal and Torres Strait Islander businesses which will assist in supporting these businesses to grow and, in turn can support the growth of jobs for Aboriginal and Torres Strait Islander people.

Having the ability and freedom to directly engage Aboriginal and Torres Strait Islander businesses will contribute towards the City's Innovate Reconciliation Action Plan 2022 – 2024 Action and Deliverable 13 - Increase Aboriginal and Torres Strait Islander supplier diversity within our organisation to support improved economic and social outcomes.

The City's Coordinator Procurement and Contracts also attended the City of Vincent Internal Reconciliation Action Plan Working Group in March 2023 and provided an update as to the status of the Purchasing Policy amendments.

SUBMISSION 2

Section 4, and to some extent Section 5, are just exercises in virtue signalling as they are written. The guiding principle is “Value For Money” - it usurps all other criteria.

The section ends with a statement that the City will endeavour to procure goods and services from ATSI companies. ‘Endeavour’ is a pretty wishy-washy word which gives no guidance to purchasing officers. It would be clearer if the statement included something along the lines of “where an assessment of value for money results in offers which are considered to provide equal value for money, preference will be given to”

This reinforces the concept of ‘value for money’ and reduces the chance that a purchasing officer misinterprets the intention and simply gives a contract to an ATSI company without considering value for money.

I object to increasing the limit for purchases without a quote to \$2,000 (Section 7.4). The limit should remain at \$200. The underlying principle should be about getting the best price for the community and not about making it easier for purchasing staff. Raising the limit to \$2,000 is just an invitation for corrupt behaviour on a larger scale.

The City accepts the suggested wording and will update the Aboriginal and Torres Strait Islander Principle and Disability Enterprise Principle to specify; *where a value for money assessment of multiple offers has an equal result, then preference will be given to procure goods and/or services from Aboriginal and Torres Strait Islander businesses or Disability Enterprises and Disability-Owned or run businesses.*

The decision to raise the threshold to \$2,000 was based on the City conducting an in-depth analysis of the following:

- Types of purchases and level of risk of those purchases up to this amount;
- Benchmarking against other Councils;
- Current financial climate;
- Ability to engage local suppliers; and
- Ability to engage Aboriginal and Torres Strait Islander and Disability businesses.

The outcome of this analysis indicated that increasing the direct purchase threshold would deliver the following benefits:

- Better engagement with local suppliers;
- Improved engagement Aboriginal and Torres Strait Islander businesses and Disability businesses;
- Current risks created by delays in sourcing of these low value/low risk requirements would be reduced; and
- Administrative efficiencies achieved – resulting in improved service delivery.

The City's Fraud and Corruption Prevention Policy sets out the City's approach to fraud and corruption prevention, detection, monitoring and reporting. This Policy is supported by a Fraud and Corruption Prevention Plan which provides a structured framework for fraud and corruption prevention, detection, monitoring and reporting.

7.7	PROPOSAL TO HOLD EVENTS AT LEEDERVILLE OVAL
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Attachments: 1. Leederville Oval Map of Leased Area [!\[\]\(99f58673407353e96a019fbca558fd72_img.jpg\)](#) 

RECOMMENDATION:

That Council:

1. Subject to the approval of the Minister of Lands, APPROVES the grant of licence to Newox Pty Ltd (ACN 640 888 599) for the use of a portion of Leederville Oval, 246 (Lot 500) Vincent Street, Leederville on the following key terms:
 - 1.1 Initial Term: 1 October 2023 to 7 January 2024; and
1 October 2024 to 7 January 2025.
 - 1.2 Option Term: 1 October 2025 to 7 January 2026; and
1 October 2026 to 7 January 2027
at the absolute discretion of the City.
 - 1.3 Licence Fee: 1 October 2023 to 7 January 2024; and
1 October 2024 to 7 January 2025:
Based on City of Vincent's fees and charges applicable to Leederville Oval for financial year 2023/2024.

1 October 2025 to 7 January 2026; and
1 October 2026 to 7 January 2027:
Based on City of Vincent's fees and charges applicable to Leederville Oval as at 1 July of that financial year.
 - 1.4 Licence Area: Portion of Leederville Oval, being oval section, common area section, additional facilities, and car parking area (i.e. all of Lot 500 Vincent Street, Leederville except the areas leased to East Perth Football Club Inc., Subiaco Football Club Inc. and the Department of Local Government, Sport and Cultural Industries).
 - 1.5 Permitted Purpose: To host a number of events focused around food, music or family friendly entertainment.
Proposed events under this Licence shall be operated in keeping with the deliverables of the City's Public Health Plan, including:
 - a) The event activities shall not be focused on the consumption of alcohol;
 - b) Alcohol advertising, marketing, promotion and sponsorship shall be limited; and
 - c) All events shall be smoke and vape free.
 - 1.6 Outgoings: Lighting as per City of Vincent's fees and charges adopted as at 1 July annually.
 - 1.7 Cleaning and Maintenance: Licensee's responsibility.
 - 1.8 Make good: Licensee's responsibility, including through bond payment for turf repair by City.

1.9 Approvals

The licensee shall make all relevant applications to the City, prior to each event, for approval under relevant Environmental Noise, Building and Health legislation.

1.10 Redevelopment:

If the City:

- d) wishes to develop the Land or its surrounds; or
- e) determines that it can no longer maintain the Land in a safe and occupiable condition,

the City, may upon providing the Licensee with 3 months' prior notice, require the Licensee to surrender the licence over the Land.

2. Subject to the Minister's approval in Recommendation 1 and final satisfactory negotiations being carried out by the Chief Executive Officer, **AUTHORISES** the Mayor and the Chief Executive Officer to affix the common seal and execute the Licence; and
3. **NOTES** that the event organiser would be required to inform the community of event details ahead of events.

PURPOSE OF REPORT:

To consider granting a Licence to Newox Pty Ltd (ACN 640 888 599) as trustee for the Newox Trust (Licensee) for the use of the portions of Leederville Oval, 246 (Lot 500) Vincent Street, Leederville, that are not currently leased from the City (Licence Area).

BACKGROUND:**Land**

No. 246 (Lot 500) Vincent Street, Leederville (Land) is reserved Parks and Recreation under the Metropolitan Region Scheme and is Crown land. Pursuant to a Management Order dated 22 September 2009, the City is vested with the care control and management of the Land for Recreation, Office and Administration purposes. The City has the power to lease, sub-lease or licence the Land for any term not exceeding 30 years subject to the prior written approval of the Minister for Lands.

The City has a lease with the East Perth Football Club and the Subiaco Football Club (the Clubs) for the period from 1 November 2004 to 31 October 2025. At the end of the current lease period, the Clubs have a right to exercise the option to extend the lease for a further nine years. The leases are for portions of the building shown in the Leederville Oval map attached as **Attachment 1**.

Newox Pty Ltd Proposal

The Licensee is a company associated with FJM Property. The Newox Trust has a long term lease over and runs the Leederville Hotel.

In early May 2023, the Licensee requested exclusive rights to the unleased areas of Leederville Oval for the purpose of hosting a series of events focused around food and beverage offerings and/or music.

The proposal would include the use of the Clubs leased areas, in which the Licensee would negotiate and arrange with the two clubs.

The Licensee has advised that they have the support of the Clubs for this proposal and propose to share revenue with the Clubs in return for the use of their club rooms.

The proposed licence with the City would cover the interconnecting area between the Clubs' leased areas, as well as the oval, car park and other common areas.

The Licensee is looking to hold events on two distinctly different scales:

- Larger events would utilise the whole or at least a substantial part of the Leederville Oval and its amenities. The larger events are all proposed to be family friendly, with the exception of a New Year's Eve event; and
- Smaller events would be confined to the Clubs' leased premises; the interconnecting area between the Clubs' leased areas at the rear of the first floor old grandstand; a small portion of the car park and the toilets at the rear of the grandstand. The smaller events would either be family friendly or be confined to the internal areas and held at night.

The Licensee has advised that the events are proposed to occur only between October and December each year and that no events would occur during the Western Australian Football League (WAFL) season.

The Licensee has requested for the licence to commence by mid-2023.

DETAILS:

Licence

The Licensee's proposal to host the events at Leederville Oval would be considered under a licence tenure where they have a contractual right to non-exclusive occupation and use of the Licence Area. In accordance with the [Property Management Framework](#) (adopted by Council on 17 November 2020), the Licensee is classified as a category 3 tenant, being a commercial entity. The framework sets out that the tenancy fee for a licence is to be negotiated.

The Licensee has proposed the following key licence terms:

1	Initial Term	1 October 2023 to 7 January 2024; and 1 October 2024 to 7 January 2025.
2	Option Term	1 October 2025 to 7 January 2026; and 1 October 2026 to 7 January 2027; at the absolute discretion of the City.
3	Licence Fee	As per City of Vincent's fees and charges applicable to Leederville Oval for the respective financial year.
4	Licence Area	Portion of Leederville Oval, being the oval section, common area section, additional facilities, and car parking area.
5	Permitted Purpose	To host a number of events focused around food, music or family friendly entertainment.
6	Outgoings	Lighting as per City of Vincent's fees and charges adopted as at 1 July annually.
7	Cleaning and maintenance	Licensee's responsibility.
8	Make Good	Licensee's responsibility, including through bond payment for turf repair by City.
9	Redevelopment	If the City: a) wishes to develop the Land or its surrounds; or b) determines that it can no longer maintain the Land in a safe and occupiable condition; the City, may upon providing the Licensee with 3 months' prior notice, require the Licensee to surrender the licence over the Land.

Licence Term

As the Licensee only wants the right to use Leederville Oval for events between October and December each year, it is proposed that the licence be granted only for this period rather than for a continuous 24 months. This would allow others to propose events at other times of the year, such as St Patricks Day.

It is proposed that the option term be at the absolute discretion of the City.

Licence Fees

The City of Vincent's current fees and charges applicable to Leederville Oval are as follows:

- **Half Day Event Under 1,000 people** – \$2,500.00 PLUS Bump in/Bump out – \$1,250;
- **Full Day Event Under 1,000 people** – \$5,000.00 PLUS Bump in/Bump out – \$2,500;
- **Full Day Event of 1,000 – 5,000 patrons** – \$7,900.00 per day PLUS Bump in/Bump out – \$3,950 PLUS Event Application Fee – \$500;
- **Full Day Event of 5,000 – 12,000 patrons** – \$12,600.00 per day PLUS Bump in/Bump out – \$6,300 PLUS Event Application Fee – \$500; and
- Note: Floodlights per hour \$ 276.00.

These fees would provide the most appropriate basis for the licence fees, noting that they do not include a fee for the use of the car park or the bar between the two club rooms.

For use of the car park and the area between the two club rooms, the Licensee has proposed a fee of \$1,000 per day. This proposed fee is acceptable in the context of the fees charged by other inner city local governments for the use of unpaid car parks and that the City currently does not have a fee or charge for the use of these spaces.

The licensee (or other responsible person(s)) will be subject to paying fees and charges associated with event related applications (public building, food, noise etc.), for each event, per the City's Fees and Charges schedule for the relevant financial year.

Licence Area

The Licence Area will comprise of portion of the Leederville Oval, being the oval section, common area section, additional facilities and car parking area.

Before entering into the licence, the City would be required to gain support from all lease and licence holders over the Land.

The licence would not apply to the areas leased by the Clubs, being their club rooms and changerooms. In order to use these areas, the Licensee would require the consent from the Clubs.

The licence would require the Licensee to inform lease and licence holders of any events before they occur.

Permitted Purpose

It is recommended that the events proposed be required to meet the deliverables in the City's Public Health Plan and not be focused around alcoholic beverage offerings.

It is recommended that the licence require any events to be open to all ages and family friendly with the exception of late night events, which could be permitted to be over 18's only, provided alcoholic beverage offerings are not the focus of the event and alcohol consumption is not promoted by the event.

The maximum accommodation for any event at the Licence Area would be subject to State Government regulations based on:

- Use of the venue / building(s);
- Available floor space (publicly accessible);
- Available exits (number and aggregate width); and
- Available sanitary facilities.

The Licensee would be responsible for making the relevant applications to construct, alter or extend the Public Building(s) at the Venue, prior to each event, and occupancy of the venue would be subject to approval being granted.

Temporary structures erected for any event at the Venue would be subject to independent certification by a suitable qualified engineer/building surveyor/person. The City would require sufficient evidence to be provided, prior to the use of the structure(s), to satisfy evidence of suitability, safety, accessibility and integrity.

Exits and toilet facilities at Leederville Oval are not currently adequate for large event crowds and additional signage and accessible toilets would be required to accommodate such events.

In relation to the Leederville Oval itself, due to the short 'dummy fence' that surrounds it, the available capacity of the pitch/oval would be limited at any one time, depending on the management measures being implemented by the Licensee.

The use of amplified sound at any event at the Venue will be subject to compliance with the Environmental Protection (Noise) Regulations 1997 (Noise Regulations). A detailed noise management plan will be required for any event involving the use of amplified music. A maximum of two events, in any consecutive 12 month period, may be considered in accordance with Regulation 18 of the Noise Regulations.

Cleaning

All cleaning and maintenance associated with events would be the responsibility of the Licensee.

Make Good

The events would take place during the WAFL offseason, during which time reticulation needs to take place on the oval. The impact on the turf of any events taking place on the oval would need to be carefully managed and restrictions would be put in place through the terms of the licence to ensure that any damage can be managed and reticulation can occur in preparation for the WAFL preseason.

In addition, the Licensee acknowledges that AFLW and AFL preseason games are sometimes held on Leederville Oval during the proposed events period (October to December). The licence would need to be restricted so that if these games are proposed, they can occur. These restrictions would include not permitting events on the oval surface for at least six weeks prior to any AFLW or AFL preseason games. Events could then occur on the oval after games, provided watering is not impacted. Turf renovations to repair any damage could then occur in January ready for the WAFL preseason training.

The turf repairs resulting from the events would be funded by the Licensee. A bond would be retained for the event season and the City would undertake any remediation work.

CONSULTATION/ADVERTISING:

The City would be required to obtain the written consent of the lease holders and licence owners prior to entering into the licence.

The licence holder would be required under the licence to notify the lease holders, licence owners and the community of event details prior to events occurring.

LEGAL/POLICY:

- Health (Miscellaneous Provisions) Act 1911
- Health (Public Buildings) Regulations 1992
- Health (Temporary Sanitary Conveniences) Regulations 1997
- Guidelines for Concerts, Events and Organised Gatherings 2022
- AS/NZS ISO 31000:2009
- Building Act 2011
- National Construction Code
- Building Regulations 2012
- Environmental Protection Act 1987
- Environmental Protection (Noise) Regulations 1997

The grant of licence would require the Minister for Lands consent.

The event organiser would be required to provide advance resident notification of the event program and details.

RISK MANAGEMENT IMPLICATIONS

Medium: It is low to medium risk for Council to approve this license as proposal with the following issues to be considered

Risks:

- Delays to turf renovations during the football off season impacting on the WAFL clubs preseason use of the ground and use of the oval during the WAFL season;
- Impact on AFLW and AFL preseason game opportunities at Leederville Oval;
- Noise complaints from nearby residents; and
- Antisocial behaviour from event patrons.

Benefits:

- Financial return to the City;
- Increased economic benefit to Leederville Town Centre;
- Financial support for the two WAFL clubs;
- Activation of Leederville Oval during the football off season; and
- Vibrancy and activation of Leederville Town Centre.

STRATEGIC IMPLICATIONS:

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

Connected Community

Our community facilities and spaces are well known and well used.

Thriving Places

We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

The City of Vincent's Public Health Plan 2020-2025 sets the long-term goal of reducing smoking and harmful alcohol use, with the following key deliverables related to events proposals:

"1.4 Reduce exposure to unhealthy advertising, marketing, promotion and sponsorship (includes, but not limited to alcohol, unhealthy food and drink, smoking, and gambling)"

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

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

18.3 Incorporate public health principles into applications involving the sale and supply of alcohol."

The events proposed by Newox Pty Ltd would be required to achieve the above deliverables.

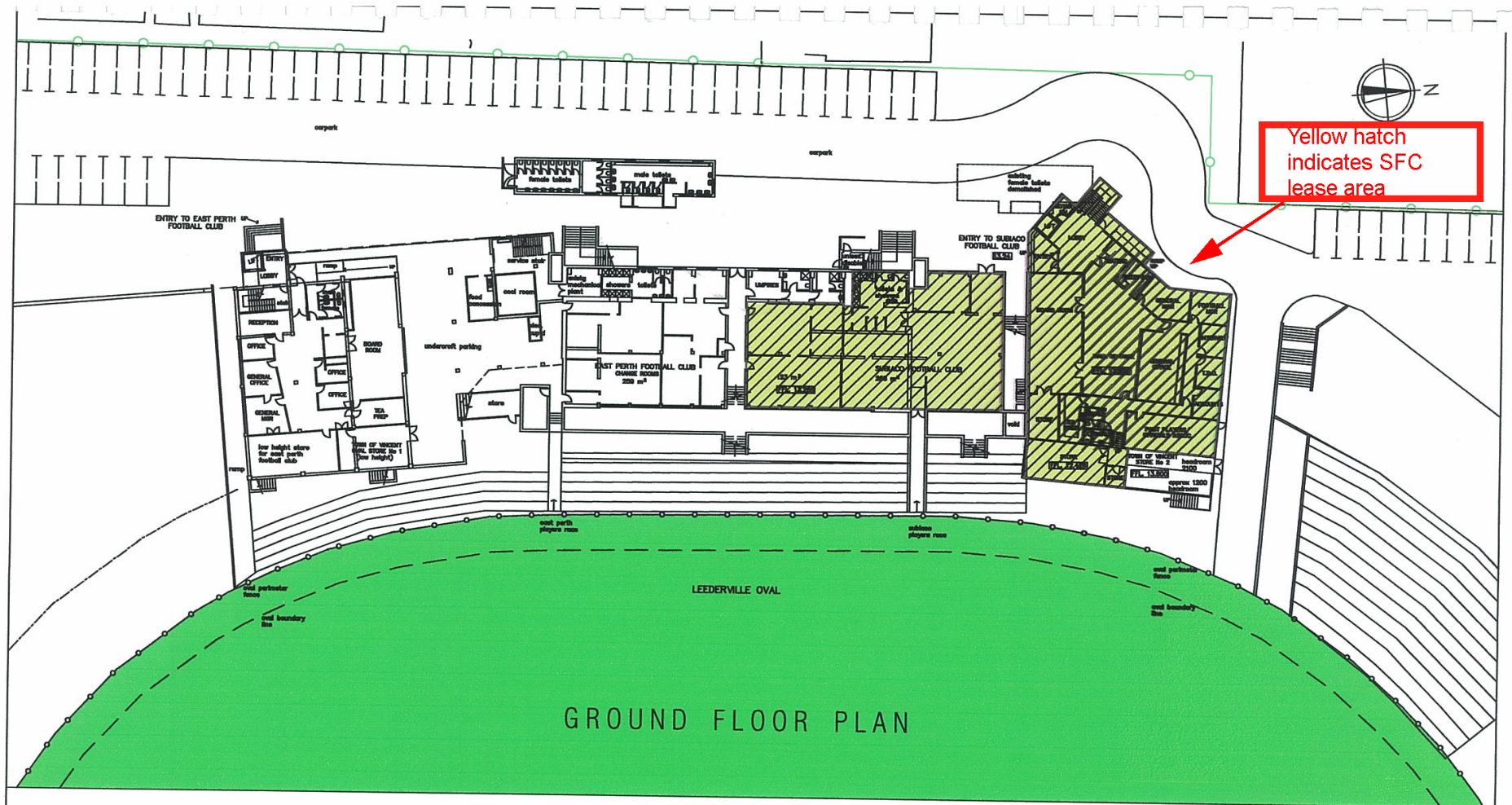
FINANCIAL/BUDGET IMPLICATIONS:

The City would benefit from additional revenue generated as a result of the licence.

COMMENTS:

The presence of large-scale events at Leederville Oval brings many advantages to Leederville Town Centre, attracting visitors who would patronise local businesses and contribute to the overall economic development and vibrancy of the town centre. As demonstrated by the WAFL Grand Final in 2022, there was an approximate increase of \$283,000 in spending in the town centre on event day. The City would continue to monitor the spend map data to measure the economic impact on local businesses while events are taking place. These types of events would highlight Leederville as an attractive destination for local residents and tourists alike.

The City would work with Newox Pty Ltd to reduce any impacts on surrounding residents which would be managed through community consultation, noise management plans, ingress and egress plans and resident notifications. Impacts on the community would be monitored over the event period.



PROPOSED REDEVELOPMENT OF LEEDERVILLE OVAL SUBIACO FOOTBALL CLUB PROPOSED LEASE AREA

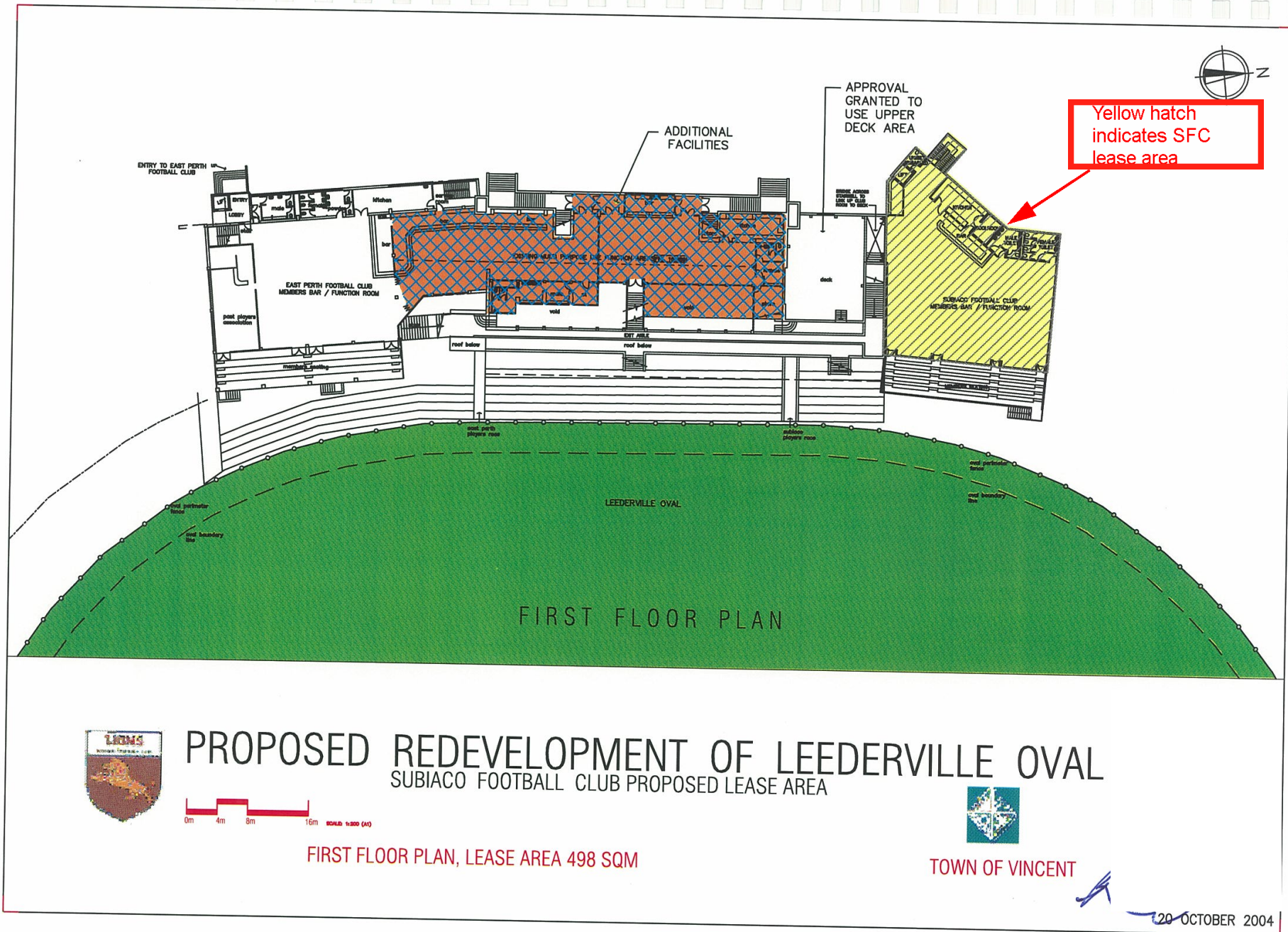


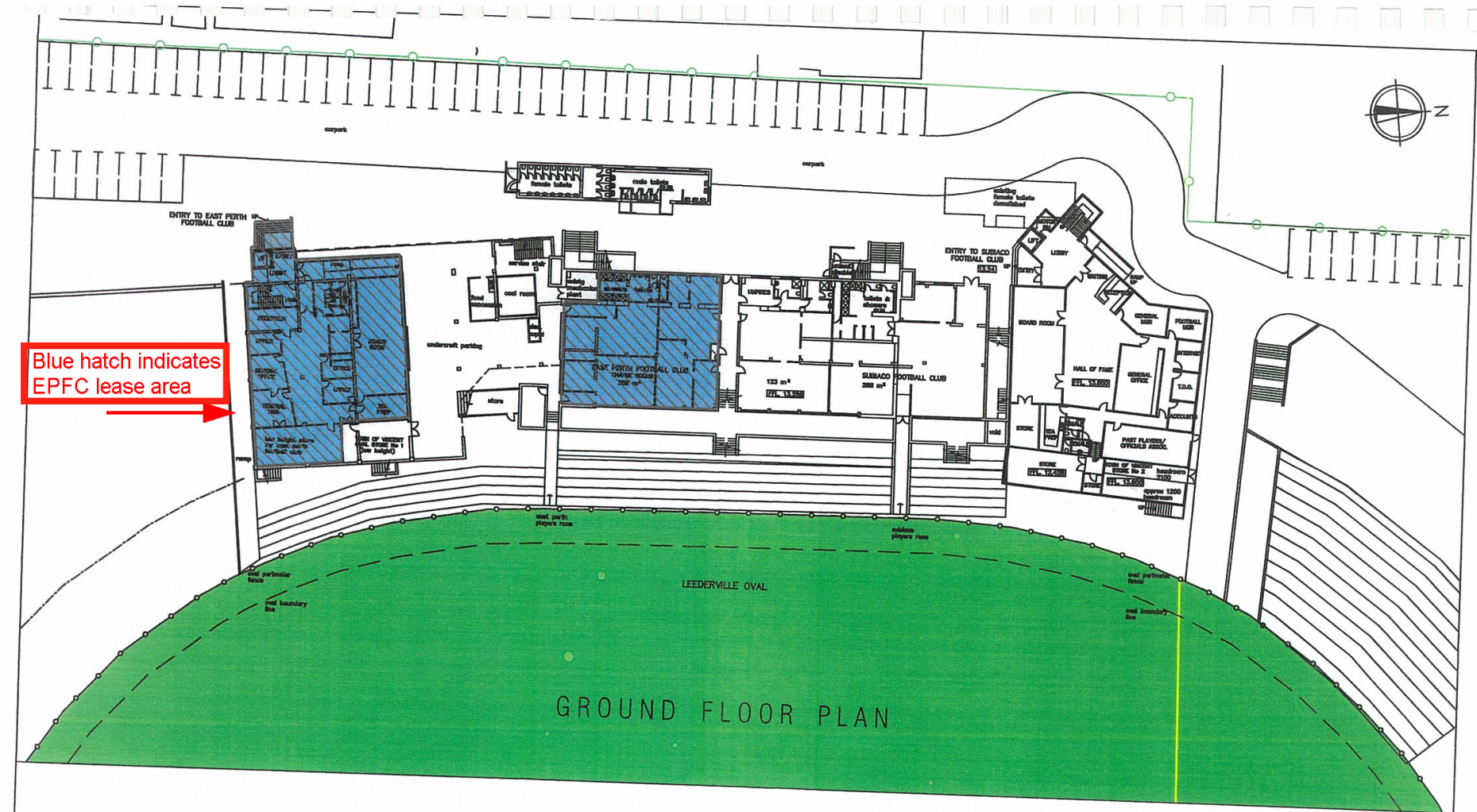
GROUND FLOOR PLAN, LEASE AREA 571 SQM
CHANGE ROOMS, LEASE AREA 414 SQM



TOWN OF VINCENT

20 OCTOBER 2004





PROPOSED REDEVELOPMENT OF LEEDERVILLE OVAL

EAST PERTH FOOTBALL CLUB PROPOSED LEASE AREA

0m 4m 8m 16m SCALE 1:200 (A0)

DRAWING No:

GROUND FLOOR PLAN, LEASE AREA 414 SQM
CHANGE ROOMS, LEASE AREA 262 SQM



TOWN OF VINCENT

20 OCTOBER 2004



8 CHIEF EXECUTIVE OFFICER

8.1 ANNUAL REVIEW OF COUNCIL DELEGATIONS

Attachments: 1. Register of Council Delegations - Marked up for 2023 Review  

RECOMMENDATION:

That Council:

1. **NOTES** the annual review of its delegations in accordance with Section 5.46(2) of the *Local Government Act 1995*, as outlined in this report; and
2. **DELEGATES BY ABSOLUTE MAJORITY** the local government functions listed in the City's Council Delegated Authority Register included as Attachment 1.

PURPOSE OF REPORT:

To consider amendments to the City's Delegated Authority Register (Register), following a review as required under the *Local Government Act 1995* (Act).

BACKGROUND:

All delegations made under the Act must be made by absolute majority and recorded in a register. Sections 5.18 and 5.46 of the Act require that at least once every financial year, delegations are to be reviewed by the delegator for those delegations under the Act, but also presents an opportunity to review delegations made under other legislation. Council undertook its last annual review of delegations in April 2022 and endorsed the proposed outcome of that review at its 17 May 2022 meeting.

The purpose of delegating power is to enable routine decision making to be undertaken in a cost effective and efficient manner, or rapidly where a time imperative may be involved.

Council is required to make decisions of high importance, some of which require absolute majority decisions and cannot be delegated.

Council also has discretionary functions that involve making routine decisions that are high frequency and low risk. It is appropriate for Council to delegate these functions to the Chief Executive Officer (CEO). The Register of Delegations sets out the powers and functions delegated from Council to the CEO.

DETAILS:

The annual review of delegations by Council is a statutory requirement and is also necessary to ensure the delegations remain consistent with legislation and applicable to the City's current operational needs.

In March 2023, Administration undertook a review of the City's delegations. A 'tracked changes' version of the Council Delegations Register is at **Attachment 1**.

As a result of this review the following changes to the Council delegations are proposed.

Delegation	Action	Comments
2.2.18 – Leases and licences to Small Community Groups, Sporting Clubs and Community Groups and Organisations as in accordance with the Property Management Framework	Clarify the Function of the delegation with reference to s3.58	Administrative for consistency
	Clarify delegation for Category 1 & 2	Clarify that the delegation allows for negotiation of special conditions (i.e., lease period less than the management framework based on group circumstances) this would ensure administration: <ul style="list-style-type: none"> have a consistent approach when resolving and finalising negotiation matters including additional special conditions with lessees which will provide certainty and more timely outcomes; ensure a more efficient turnaround with transitioning tenants to their respective occupancy agreements; and manage tenant relationships.
	Extend authority to execute minor variations to Category 3 & 4	Category 3 & 4 tenants are higher risk, and the delegation only extends to minor variations which will enable Administration to have a consistent approach when resolving and finalising negotiation matters, including additional special conditions with lessees, which will provide certainty and more timely outcomes; and better manage tenant relationships.
2.2.20 – Defer payment, grant discounts, waive fees or write off debts	Increase the power to waive fees or write off debts relating to infringements from \$270 to \$650, and to write-off debts with the Fines Enforcement Registry to a maximum combined total of \$50,000	The current maximum infringement is \$500 (parking in an Acrod bay). Increasing the write-off limit to \$650, will take into account this infringement amount, including all additional related agency and FER lodgement costs.
3.1.1 – Council to CEO – all Local Laws & 3.1.8 – Delegation by CEO to other employees – Animal Local Law	New delegation to administer the City's Animal Local Law	The City's Animal Local Law was made by Council at its meeting held 13 December 2022 – Item 10.3.
4.1 – Grant or refuse a Building Permit & 4.2 – Demolition permits	Extend delegation to section 17 of the <i>Building Act 2011</i>	<p>Under the <i>Building Act 2011</i>, there are two types of building permit applications – certified and uncertified. Uncertified applications are applicable only to residential developments for e.g., single dwelling, outbuildings, swimming pool, retaining wall and patio.</p> <p>The City's building surveyors assess the uncertified applications and sign a Certificate of Design Compliance (CDC) for the building or incidental structure that is the subject of the application if the building or incidental structure is deemed to comply with the requirements of the National Construction Code (NCC).</p> <p>If a CDC cannot be issued by the City's building surveyors due to non-compliance with NCC provisions, the City will refuse to grant a building permit for the proposed building work.</p>

Delegation	Action	Comments
4.10 – Powers of Entry	Add new delegation for powers of entry – sections 100, 101, 102, 104, 105, 106 and 107 of the <i>Building Act 2011</i>	To provide authority of authorised persons under the <i>Building Act 2011</i> to enter and remain on a place at any reasonable time for compliance purposes in relation to building work, demolition work, and an existing building or incidental structure. Currently, there is no delegation for authorised persons to gain entry onto a property under the <i>Building Act 2011</i> by Compliance Services and Building Services for building compliance and enforcement purposes.
11.3 – Food business registrations	Extend delegation to Coordinator Environmental Health	The health team determines approval of food business registration. Delegation at Coordinator level is recommended to assist with operational requirements.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Section 5.46(2) of the Act requires Council to review of its delegations at least once every financial year.

RISK MANAGEMENT IMPLICATIONS

Low: There is low risk in Council approving the new delegations due to the conditions on the delegations which define clear authorities and accountabilities for City officers.

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 resources and assets are planned and managed in an efficient and sustainable manner.

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

REGISTER OF DELEGATIONS, AUTHORISATIONS AND APPOINTMENTS

Delegations from Council to the CEO

Delegations from the CEO to other employees

Authorisations by the CEO of other employees

Appointments by the CEO of other employees

Proposed changes are in Red

Reviewed by Administration ~~24 March 2022~~ 16 March 2023

Reviewed by Council ~~17 May 2022~~ 16 May 2023

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1 Introduction

This document is a register of the delegations, authorisations and appointments of the City of Vincent.

Some legislation confers powers on local governments to allow Council to delegate power to a committee of the local government, the local government's 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/>.

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.

1.1 The difference between a delegation, 'acting through' another person and an 'authorised person'

A Delegation

Simply put, a delegation is the process prescribed in legislation for assigning authority to exercise an express power or duty from the delegate to another person (named by position title or office) or an entity (the delegate).

Some legislation confers a power directly on a person. A person appointed to a statutory office does not need any further delegation or authorisation in order to fulfil those assigned powers and duties. For example:

- The *Local Government Act 1995* lists statutory offices including Mayor, CEO and Returning Officer;
- The *Public Health Act 2016* assigns duties to Environmental Health Officers;
- The *Building Act 2011* assigns duties to Building Surveyors; and
- The *Local Government Act 1995*, *Cat Act 2011* and *Graffiti Vandalism Act 2016* also allow a local government CEO to delegate any powers or duties assigned to their office.

Acting through another person

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.

Section 5.16(4) of the *Local Government Act 1995* provides that:

(4) *Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.*

Similarly, s5.45(2) Act provides that:

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing –

- a) *a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or*

- b) *a Chief Executive Officer from performing any of his or her functions by acting through another person.*

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 (and who under some Acts do not necessarily have to be employees of the local government but often are) 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.

In accordance with section 9.10(2) of the Act the CEO may appoint authorised persons for the purposes of 1 or more of the following laws;

1. *Local Government Act 1995;*
2. *Caravan Parks and Camping Grounds Act 1995;*
3. *Cat Act 2011;*
4. *Cemeteries Act 1986;*
5. *Control of Vehicles (Off-road Areas) Act 1978;*
6. *Dog Act 1976;* and
7. subsidiary legislation made under an Act referred above; and written law prescribed for the purposes of section 9.10 of the *Local Government Act 1995* .

The power to appoint an Authorised Officer may reside with the Council or the CEO depending on the legislation. Note that a council can delegate authority to its CEO to appoint authorised persons under legislation; in some Acts an employee or other person holding an office are directly authorised under that Act itself. Provisions vary by Act.

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. An authorised person cannot delegate their powers and duties to another person.

Who may appoint authorised persons depends on the enabling legislation.

Authorised persons may or may not have delegated authority to undertake certain actions – the delegation of authority is a separate matter, although they are included in this register for ease of reference and review.

1.2 The Interpretation Act 1984 – principles of delegation

Section 59 of the *Interpretation Act 1984* prescribes the framework for how delegated authority must be structured in Western Australian law.

In summary:

1. The written law (head of power) must include an express power to delegate, which specifically enables a person (the delegator) to make a delegation;
2. In that same written law, there must be an express power or duty conferred or imposed on the delegator and it must be capable of being delegated. This means that:
 - a. The power or duty proposed for delegation must be written in the same law as the express power to delegate; and
 - b. That written law must not prohibit the power or duty from being delegated or contain limitations or conditions, which the proposed delegation exceeds.
3. The power to delegate cannot be delegated;
4. Delegations must be in writing (the instrument of delegation); and
5. Delegations must be advised to the delegate in writing.

Note that nothing prevents the delegating body or person from taking back a delegation or sub delegation, or actually making the relevant decision on a particular issue. Similarly, a delegator does not have to exercise the delegation and may refer the decision back to the delegator.

Similarly, section 59(2) provides that:

The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith.

Delegation by office or by name

Section 53 of the *Interpretation Act 1984* provides that a delegation can be to the holder of an office (whether acting or permanent) or by naming an individual:

Where a written law confers a power or imposes a duty upon a person to appoint or designate a person to —

- (a) perform any function; or*
- (b) be a member of any board, tribunal, commission, committee, council, or other similar body, whether corporate or unincorporate; or*
- (c) be or do any other thing,*

that person may make the appointment or designation either by appointing or designating a person by name or by appointing or designating the holder of an office by the term designating his office; and any such appointment or designation of the holder of an office shall be construed as the appointment or designation of the person from time to time holding, acting in, or lawfully performing the functions of the office.

Delegations made by the City are to the holder of an office.

Section 49 of the *Interpretation Act 1984* provides that the officer's powers and duties may be exercised by acting officer

Where a written law confers a power or imposes a duty on the holder of a public office as such, the power may be exercised and the duty shall be performed by the person for the time being lawfully holding, acting in, or performing the functions of the office.

1.3 How this document is structured

Matters that apply generally to delegations and authorisations are set out in this introduction. As there can be differences in legislation, delegations that may be made under various Acts are set out by Act, rather than by employee or organisational structure.

While generally prohibited, some legislation does allow sub-delegation (mainly the Local Government Act) from Council to the CEO, and from the CEO to other employees. Delegations from the CEO to other employees and appointments of authorised persons are listed in other documents.

Each section of this document is structured as follows:

- Guidance notes, including any particular requirements of the enabling legislation of unusual features;
- Delegations from Council to a committee (if allowed by the enabling legislation and if the City has any committees established to deal with the power to be exercised);
- Delegations from the CEO to an employee (or other person if allowed by the enabling legislation); and
- A list of persons authorised to perform certain functions under the enabling legislation.

The individual delegations are set out as follows.

Heading

A snapshot of what it is that is delegated

Delegation from Council to CEO

Most legislation refers to a 'local government'. This heading makes it clear that in this case, this is a delegation from Council to the CEO. Under most Acts, Council can only delegate to the CEO.

Delegator: <i>Power / Duty assigned in legislation to:</i>	'Local Government' will be the entity in most cases.
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	This sets out the head of power in the Act or regulation that allows a power to be delegated; eg Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	The section or part of the Act that is being delegated; eg: Local Government Act 1995: s.5.50 Making payments to employees in addition to contract or award.
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	A summary of what is delegated; eg: The Chief Executive Officer is delegated the power to approve of making payment to employees in addition to their contract or Award.
Council Conditions on this Delegation:	This sets out any conditions or limitations; e.g.: Payments must be in accordance with Council policy 1234
Express Power to Sub-Delegate:	Some legislation allows sub-delegation from the CEO to another employee and some does not. Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Delegation by CEO to other employees

Where subdelegation is allowed, this section sets out who it is to, and what additional conditions might apply.

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Notes

This sets out any matters that might relate to the power delegated not covered above, links to policies, local laws or administrative procedures that might apply.

1.4 Exercising delegated authority

Overall requirements

Before using a delegated authority a delegate must familiarise themselves with the legislative framework, conditions and limitations relevant to the statutory power or duty that informs the decisions they will make.

The delegate must also consider and apply local laws, Council decisions, policy, procedures or standards that are relevant to the decisions they are empowered to make.

Conflicts of interest

The City requires persons to whom authority has been delegated to deal appropriately with conflicts of interest.

Section 5.71 of the *Local Government Act 1995* provides that employees must disclose interests relating to delegated functions:

5.71. Employees to disclose interests relating to delegated functions

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and —

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and*
- (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.*

Penalty: \$10 000 or imprisonment for 2 years.

A conflict of interest arises where a personal interest is in conflict with the public interest. Delegates must disclose any conflict of interest which may require them to be removed from the decision-making process.

A delegate must ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

A delegate may also refer the decision making back to the delegator, where they consider there is a risk or sensitivity, which makes it more appropriate for the delegator to make that decision.

The City's Code of Conduct also applies.

Requirement for annual return and disclosures by delegate

An employee to whom a duty or power is delegated under the *Local Government Act 1995* is considered a 'designated employee' under section 5.74(1) of the Act and is required to complete a primary and annual return each year.

Keeping a record of decisions made under delegated authority

In accordance with Section 5.46(3) of the *Local Government Act 1995*, a person to whom a power or duty is delegated is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Regulation 19 of the Local Government (Administration) Regulations 1996 requires a delegate to keep a written record of:

- a. how the person exercised the power or discharged the duty;
- b. when the person exercised the power or discharged the duty; and
- c. the person or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The City has decided that this applies regardless of the enabling legislation.

A central record of decisions made under a delegation is unnecessary but a record must be kept by the person exercising the power.

A record made that complies with the City's record keeping policy (e.g. a letter or email sent in accordance with that policy) is sufficient.

Ethical and accountable decision making

Delegates are accountable for all decisions that they make and must ensure that those decisions are made with the highest of ethical and professional standards.

2 Delegations made under the *Local Government Act 1995*

The *Local Government Act 1995* (the Act) is the legislation most widely used for delegations by local governments.

The Act confers some powers directly on a CEO, and s 5.44 sets out the duties of a CEO.

This part of the register deals with delegations from Council under the Act. Under this Act, Council may delegate authority to a committee or to the CEO.

Council may place restrictions or conditions on the exercise of that power or duty such as a financial amount, to take into account a policy or direction from Council, or something particular only to the matter delegated.

Delegation from Council to a committee

Section 5.16 of the *Local Government Act 1995* allows Council to delegate by an absolute majority vote some powers and duties to certain committees. This is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Subject to sections 58 and 59 of the *Interpretation Act 1984* —

- (a) A delegation made to a committee under s5.16 has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
- (b) Any decision to amend or revoke a delegation under this section is to be by an absolute majority.

There are limits on delegation of powers and duties to certain committees set out in s5.17:

- (1) *A local government can delegate —*
 - (a) *to a committee comprising council members only, any of the council's powers or duties under this Act except —*
 - (i) *any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and*
 - (ii) *any other power or duty that is prescribed;*
 - and*
 - (b) *to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and*
 - (c) *to a committee referred to in section 5.9(2)(c), (d) or (e)*, any of the local government's powers or duties that are necessary or convenient for the proper management of —*
 - (i) *the local government's property; or*
 - (ii) *an event in which the local government is involved.*
- (2) *A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f)**.*

* A committee comprising:

- (c) council members, employees and other persons; or
- (d) council members and other persons; or
- (e) employees and other persons.

** A committee comprising of other persons only.

Delegation from Council to the CEO

Section 5.42 allows Council to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act.

It cannot delegate to any other person or employee unless expressly provided for in legislation.

All delegations made by Council to the CEO must be by an absolute majority decision, and must be reviewed at least annually.

Restrictions on delegations from the Council to the CEO

Section 5.43 of the Act restricts what can be delegated by Council to the CEO:

- A power under sections 214(2), (3) or (5) of the *Planning and Development Act 2005* (which relate to a local government's powers to deal with illegal development);
- Any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- Appointing an auditor;
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- Any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100 (which relate to fees for elected members, an allowance for the Deputy Mayor, meeting fees and reimbursement of expenses, and payments for certain committee members) ;
- Borrowing money on behalf of the local government;
- Hearing or determining an objection of a kind referred to in section 9.5 (which relates to an objection or appeal in response to a decision to grant a person an authorisation under Part 3 or under any local law or regulation that is to operate as if it were a local law; or to renew, vary, or cancel an authorisation that a person has under any of those provisions);
- The power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- Any power or duty that requires the approval of the Minister or the Governor;
- Such other powers or duties as may be prescribed under the Local Government (Administration) Regulations 1996, and which are under :
 - section 7.12A(2), (3)(a) or (4) of the Act (which relate to duties of local government with respect to audits, determine if any matters raised by the audit report, require action to be taken by the local government, prepare a report addressing any matters identified as significant by the auditor in the audit report and advise the Minister); and
 - Regulations 18C and 18D which relate to the selection and appointment process for CEOs and the local government's duties in relation to a performance review of CEO.
- Regulation 6 of the Local Government (Financial Management) Regulations 1996 prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

Delegation from the CEO to another employee

Under s5.44 the CEO may sub-delegate any of these powers and duties functions to another employee, other than the power of delegation itself.

Those delegations are also subject to any restrictions or conditions that the Council may have placed on the delegation to the CEO. The CEO may add further conditions or restrictions, and which also must be reviewed annually.

Parameters are summarised below, as are the delegations themselves. More detail about the particular sections of the Act that apply is also made under each heading.

2.1 Delegations from Council to committees

2.1.1 Delegation to Behaviour Complaints Committee

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 and 5.17 Delegation of some powers and duties to certain committees
Express Power or Duty Delegated:	<i>Local Government (Model Code of Conduct) Regulations 2021:</i> Clause 12 Dealing with a complaint Clause 13 Dismissal of complaint
Delegate:	Behaviour Complaints Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur (<i>MCC.cl.12(1) and (3)</i>). In making any finding the Committee must also determine reasons for the finding (<i>MCC.cl.12(7)</i>). 2. Where a finding is made that a breach has occurred, authority to: <ol style="list-style-type: none"> a. take no further action (<i>MCC.cl.12(4(a))</i>); or b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates (<i>MCC.cl.12(4)(b), (5) and (6)</i>). 3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal (<i>MCC.cl.13(1) and (2)</i>).
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. The Committee will make decisions in accordance with the principles and specified requirements established in the Code of Conduct Behaviour Complaints Management Policy. b. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act. c. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item. d. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent.
Express Power to Sub-Delegate:	Nil.
Compliance Links:	Code of Conduct for Council Members, Committee Members and Candidates; Code of Conduct Behaviour Complaints Management Policy; and Behaviour Complaints Committee Terms of Reference
Record Keeping:	Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of <i>Local Government (Administration) Regulation 19</i> .

Notes:

The purpose of Condition (c) and (d) is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.

2.2 Delegations from Council to the CEO

2.2.1 Appointment of an acting CEO

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	Section 5.42 <i>Local Government Act 1995</i>
Express Power or Duty Delegated:	Power to appoint an Acting Chief Executive Officer under s5.36(1)(a).
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Power to appoint an Acting Chief Executive Officer under s5.36(1)(a).
Council Conditions on this Delegation:	<ul style="list-style-type: none"> • The Employee being designated a "Senior Employee", as prescribed by the Local Government Act; • Appointments being no longer than 6 weeks; • Council Members to be advised of acting Chief Executive Officer; • The acting role to be rotated between the Executive Directors of the City where practicable.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.2 Serving of notices requiring certain things to be done by owner or occupier of land

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> Sections 3.25(1) and 3.26
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is delegated the power to: <ol style="list-style-type: none"> 1) Issue a notice in writing relating to the land requiring the person to do anything specified in Schedule 3.1, Division 1 or for the purpose of remedying or mitigating the effects of any offence prescribed in Schedule 3.1, Division 2; and 2) do anything that he considers necessary to achieve, so far as is practicable, the purpose for which the notice was given, including recovering the cost of anything it does as a debt due from the person who failed to comply with the notice.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.3 Performing particular things on land which is not local government property

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> Section 3.27 A local government may perform its general functions of the things prescribed in Schedule 3.2 of the Act on land, even though the land is not local government property and the local government does not have consent to do it.
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is delegated the power to carry out things prescribed in Schedule 3.2 even though the land is not local government property and the local government does not have consent to do it
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.4 Powers of entry

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.5 Declare vehicle is abandoned vehicle wreck

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	The declaration is to be recorded in the appropriate record to meet legislative requirements.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.6 Confiscated or uncollected goods

Guidance note

Section.3.47 of the Act specifies that s.3.58 applies to disposal of goods under s.3.47.

Note however, that the s.3.57 tender requirements do not apply to either the disposal of confiscated or uncollected goods OR the Disposal of Property under s.3.58. (s3.57 applies only to "contracts... under which another person is to supply goods or service").

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.7 Disposal of sick or injured animals

Note that this delegation relates only to animals not covered by the *Dog Act 1976* or *Cat Act 2011*.

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.8 Closing thoroughfares to vehicles

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] c. Permanent closures to be referred to Council for determination.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.9 Control reserves and certain unvested facilities

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the City that the City could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)].
Council Conditions on this Delegation:	Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.10 Obstruction of footpaths and thoroughfares

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> prevent damage to the footpath; or prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. Provided evidence of sufficient Public Liability Insurance. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.

Express Power to Sub-Delegate:*Local Government Act 1995:*

s.5.44 CEO may delegate some powers and duties to other employees

2.2.11 Public thoroughfares – dangerous excavations

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.12 Crossovers - construction, repair and removal

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996 .
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.13 Private works on, over or under public places

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.8
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.14 Expressions of interest for goods and services

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.15 Tenders for goods and services

Guidance notes:

Contract Variations

The Local Government ([Functions and General \) Regulations](#) (reg 21A) enables contract variations applying only to contracts formed with a successful tenderer. A delegation of reg 21A is required for the CEO (or any sub-delegate) to vary a tender contract.

Making, varying or discharging contracts formed through mechanisms other than a tender, are not subject to reg 21A. Section 9.49B9 of the Act applies to non-tender contracts and requires that any person making decisions to make, vary or discharge a contract must do so under the authority of the Local Government. Meaning there must either be an express Council resolution enabling the CEO to administer the contract OR the contract is operational in nature and may be administered by the CEO (or officers by Acting Through).

Contract Management

In addition, the CEO may assign operational responsibilities for contract administration via position descriptions or documented procedures.

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to invite tenders although not required to do so [F&G r.13]. 4. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 5. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 6. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]. 7. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)] and either:

	<ul style="list-style-type: none"> i. Accept, or reject tenders under a value of \$250,000 in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)]; or ii. Recommend to council acceptance or rejection of all other tenders. <p>8. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, and to then negotiate minor variations with the successful tenderer before entering into a contract [F&G r.20(1) and (3)].</p> <p>9. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].</p> <p>10. Authority to decline any tender [F&G r.18(5)].</p> <p>11. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)]</p> <p>12. Authority to:</p> <ul style="list-style-type: none"> i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%. ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. <p>13. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].</p>
Council Conditions on this Delegation:	<p>The invitation to tender is to be entered into the Tender Register in the prescribed manner.</p> <p>Selection criteria must be recorded in the appropriate record and comply with the requirements of the Regulations.</p> <p>Details of the minor variations must be recorded in the appropriate record.</p> <p>Details of the calling of expressions of interest must be recorded in the appropriate record and in the Tender Register.</p> <p>The delegation is subject to:</p> <ul style="list-style-type: none"> 1. tenders called to comply with Council's Policy No. 1.2.2 – “<i>Code of Tendering</i>” and Policy No. 1.2.3 – “<i>Purchasing Policy</i>”; and 2. tenders can only be invited for those goods and services identified in the Annual Budget, Plan for the Future or where the expenditure has been approved in advance by Council;
Express Power to Sub-Delegate:	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

Panels of pre-qualified suppliers for goods and services

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3.. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Council Conditions on this Delegation:	a. Panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.16 Disposing of property

Note that s.3.57 tender requirements do not apply to the Disposal of Property under s.3.58 (s.3.57 applies only to “contracts ... under which another person is to supply goods or service”).

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> (a) to the highest bidder at public auction [s.3.58(2)(a)]. (b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$250,000 or less. c. When determining the method of disposal: <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ○ Reserve price has been set by independent valuation. ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> ○ Negotiate the sale of the property up to a -10% variance on the valuation; and ○ Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. d. Where the market value of the property (other than land) is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken: <ul style="list-style-type: none"> • Without reference to Council for resolution; and

	<ul style="list-style-type: none">• In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.18 Disposing of Property by Leases and Licences to Small Community Groups, Sporting Clubs and Community Groups and Organisations in accordance with the Property Management Framework

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58 Disposing of Property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<u>Authority to dispose of property by lease or licence.</u> To approve and execute any new lease, licence or management agreement or variation, extension or assignment of an approved lease, licence or management agreement, in respect to a: Category One (1) – Small Community Group, pursuant to the adopted <u>Property Management Framework</u> , or Category Two (2) Sporting Clubs and Community Groups and Organisations, pursuant to the adopted <u>Property Management Framework</u>
Council Conditions on this Delegation:	<p>a. <u>Category One (1) – Small Community Group; and Category Two (2) Sporting Clubs and Community Groups and Organisations tenants:</u></p> <ul style="list-style-type: none"> <u>Authority to approve and execute any new lease, licence or management agreement in accordance with the Property Management Framework, or variation, extension, assignment, termination, surrenders, special conditions or payment schedules of an approved lease, licence or management agreement.</u> <p>b. <u>Category Three (3) – Commercial Entities, State and National clubs, Associations and Community Organisations; and Category (4) – Government Agencies tenants:</u></p> <p><u>Authority to approve and execute any minor variations (being non-material and does not alter the substantive terms of a lease or licence), extension, assignment (including consent to a deemed assignment), termination, surrender, subletting, special conditions or payment schedules of an approved lease or licence. The terms and conditions of any lease, licence or management agreement must be in accordance with the terms and conditions approved by Council as set out in the Property Management Framework – Category One (1) and Two (2).</u></p> <ul style="list-style-type: none"> <u>Requests from community or sporting groups not currently occupying a City building in Category One (1) or Category Two (2), will require a specific resolution of Council.</u> <p><u>The delegation does not extend to Category Three (3) or Four (4) of the Property Management Framework. Any leases or licences in accordance with Category Three</u></p>

	(3) or Four (4) will require a specific resolution of Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.19 Payments from the municipal or trust funds

Guidance notes

The difference between incurring liabilities and making payments

The following information will assist in understanding the legislative framework that informs:

- Incurring a liability as a procedural matter subject to CEO authorisations; and
- Making payments as an express (written) statutory power which is capable of being delegated.

Incurring liabilities (procedures and administrative authorities)

Incurring liabilities is not described in the Local Government Act or Regulations as an express power or duty, rather it is only described as a requirement for the Local Government and the CEO to control by developing "systems and procedures" [see FM Regs 5 and 11].

Incurring liabilities is therefore not an express (written) power or duty which is capable of being delegated. The CEO must establish systems and written procedures which give effect to compliance with legislation and purchasing policy and provide appropriate internal controls and risk mitigation for incurring liabilities.

- Issuing a requisition – a requisition is only a proposal to purchase (FM Regs 5 & 11) describing the goods or services required to enable a decision to issue a purchase order. It does not incur a liability as the goods / services may only be provided on the basis of an appropriately issued purchase order. Administrative procedures should establish which positions are authorised to issue requisitions.

A decision to issue a requisition and therefore a purchase order is informed by other, previous Council decisions, for example – the budget adopted by Council, Council decisions to approve projects or implement policies.

The decision to incur a liability where a budget provision has been made is part of implementing a Council decision and therefore accords with the CEO's duties under s.5.41(c).

- Issuing a purchase order – a purchase order creates a contract between the supplier and the local government. It incurs a liability (FM Regs.5 & 11) provided that the goods or services are ultimately supplied in accordance with the requirements specified in the purchase order. Administrative procedures should establish which positions are authorised to issue purchase orders, with pre-requisite requirements for a purchase order to only be issued, where due diligence confirms:
 - Compliance with the local governments purchasing policy;
 - The committal value of the purchase order is within an appropriate and available budget allocation; and
 - The proposed goods / services / works are within the scope of implementing a Council decision, either specific or generally.
- Using a credit or transaction card (store card, fuel card or corporate credit card) – transaction cards are a method of incurring a liability, with the goods or services received and a statement provided to the local government for acquittal on at least a monthly basis. Procedures should prescribe the positions which are authorised to use transaction cards and the limits and obligations for use for their use when incurring liabilities and the requirements for acquittal of statements to enable payment.
- Verification of a liability
 - Goods / services received – a record that evidences that the goods or services have been received in accordance with the purchase order.
 - Verification of invoice – the charges align with the accepted quote or the contracted schedule of rates as relevant, which have been checked against the record of goods / services received.

- Verification of transaction card statements – transactions accord with the card holder limits and conditions, transactions are for a proper purpose (not personal) and the goods / services obtained are within the scope of implementing a Council decision either specific or generally.

An element of the internal control is the separation of roles from employees who incur liabilities and those who make payments. This means that a person who has responsibility for incurring a liability should not also be responsible for verifying the liability or approving the relevant payment.

In addition, Council (and also through its audit committee) may form an opinion as to its satisfaction the procedures prepared in accordance with FM 11, when it undertakes its biennial review of Internal Controls in accordance with Audit Reg. 17(1)(b).

Making payments (delegated authority)

Financial Management Reg.12(1)(a) prescribes the ability for the Council to delegate to the CEO its power to make payments from the Municipal or the Trust Fund. Financial Management Reg.13 prescribes the procedural matters that the CEO must comply with if the power to make payments is delegated.

A payment can only be made, where an opinion has been formed (delegated authority decision FM Reg12(1)(a)) that the goods or services specified in the purchase order have been satisfactorily received.

Procedural reviews

Audit Regulations [r.17(1)(b) & (2)] require the CEO to review procedures and report the outcomes of the review to the Audit Committee at least once in every 3 financial years.

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)]. 2. Authority to transfer funds held in the Trust Fund for over 10 years to the Municipal Fund.
Council Conditions on this Delegation:	a. Authority to make payments is subject to annual budget limitations.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.20 Defer payment, grant discounts, waive fees or write off debts

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the City [s.6.12(1)(b)]. 2. Grant a concession in relation to money owed to the City [s.6.12(1)(b)]. 3. Write off an amount of money owed to the City [s.6.12(1)(c)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. The power to waive fees or write off money is subject to the amount not exceeding \$5000. b. The power to waive fees or write off debts relating to infringements is subject to the debt not exceeding \$270 \$650. c. The power to waive or write off library fees is subject to the debt not exceeding \$50. d. This delegation is not applicable to writing off or waiving rates or service charges. e. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated continued action to recover the debt will outweigh the net value of the debt if recovered by the City.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.21 Amendment of a rate record

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.22 Agreement as to payment of rates and service charges

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	Subject to Council Policy No. 1.2.12 – Rates and Service Charges.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.23 Determine due date for rates or service charges

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine the date on which rates or service charges become due and payable to the City [s.6.50].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.24 Recovery of rates or service charges

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.25 Recovery of rates debts – require lessee to pay rent

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the City [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	Subject to Council Policy No. 1.2.13 – Collection of Rates and Service Charges.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.26 Recovery of rates debts - actions to take possession of the land

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the City [s.6.71]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. 3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	a. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale without having, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.27 Rate record – objections

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.28 Power to invest and manage investments

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C, the City's Investment Policy and related procedures. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit Committee at least once every 3 financial years as part of the Local Government (Audit) Regulations 1996, r.17 review. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.29 Dealing with objections under Part 9 of *Local Government Act 1995**Delegation from Council to CEO*

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> Section 9.5(2), Section 9.6(5) and 9.9(1)(b)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is delegated the power to: <ul style="list-style-type: none"> • receive an objection and grant an extension of time for an objection to be lodged (Section 9.5(2)). • give notice in writing of how it has been decided to dispose of the objection and the reasons for disposing of it in that way. • determine that there are reasons why the effect of a decision should not be suspended in line with the provisions of the Local Government Act 1995 Section 9.9(1)(b).
Council Conditions on this Delegation:	This delegation may not be exercised to dispose of an objection to a decision originally made by the CEO.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.30 Execution of documents

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> Section 9.49A (4) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. The Chief Executive Officer is delegated authority to sign documents in relation to the administration of leases, licences, or other land agreements. 2. The Chief Executive Officer is delegated authority to sign sponsorship or grant agreements and acquittals where the City's contribution falls within budget or is consistent with a Council resolution. 3. The Chief Executive Officer is delegated authority to provide consent and execute documents in relation to any assignment or sublease where there is a request by a lessee operating under a lease agreement. 4. The Chief Executive Officer is delegated authority to sign Memorandums of Understanding (MOU) if they satisfy the following conditions: <ol style="list-style-type: none"> a) There is no additional financial contribution in excess of existing budgets required to give effect to the City's obligations under the MOU. b) Formalises an existing working relationship between the City and a government agency or department or another local government. 5. The Chief Executive Officer is delegated authority to execute, lodge, remove, withdraw, surrender or modify relating to notifications, covenants, easements and caveats under the <i>Transfer of Land Act 1893</i>. 6. The Chief Executive Officer is delegated authority to execute easements or deeds of easement under the <i>Land Administration Act 1997</i> and/or <i>Strata Titles Act 1985</i>. 7. Documents required to satisfy conditions of subdivision and/or development approval. 8. The Chief Executive Officer is delegated authority to sign Finance Leases, Contracts, Service Level agreements, and any other agreement that does not require the Common Seal of the City.
Council Conditions on this Delegation:	Execution of all documents must be in accordance with City's Execution of Documents Policy.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.31 Appointing External Complaints Officer

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s5.42 Delegation of some powers and duties to the CEO.
Express Power or Duty Delegated:	<i>Local Government (Model Code of Conduct) Regulations 2021:</i> r11(3) Complaint about alleged breach "The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawal of complaints."
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	For the CEO to appoint an external Complaints Officer to receive complaints and withdrawal of complaints related to the City of Vincent Code of Conduct for Council Members, Committee Members and Candidates.
Council Conditions on this Delegation:	Any appointment under this delegation excludes a current or former City of Vincent Council Member, Committee Member, candidate, or employee. Any appointed external Complaints Officer must comply with the requirements contained in the: <ul style="list-style-type: none"> • Code of Conduct for Council Members, Committee Members and Candidates; and • Code of Conduct Behaviour Complaints Management Policy
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2.2.32 Appointment of Community Directors – Leederville Gardens

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s3.18 Performing Executive Functions
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. To run a search and selection process for each community Director to be appointed by the City; and 2. To appoint and/or reappoint one (or more) of the potential appointees to the Board
Council Conditions on this Delegation:	Selection and appointment to be undertaken in accordance with clause 18, division 3 of the Leederville Gardens Inc. Rules of Association
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

3 Local Laws

Guidance note

Any decision which has the effect of granting, renewing, varying or cancelling a permission or authorisation under a Local Law is a decision that is subject to Part 9, Division 1 of the Local Government Act (objection and appeal rights – see s.9.1) and can be referred to the State Administration Tribunal. Example Local Law decision include approving, refusing, applying a condition, varying an approval or condition or cancelling a permit.

Such decisions are deemed 'quasi-judicial' and imply substantial scope for decision outcomes to differ on each occasion that a decision is made. Therefore, as with other legislation, where a discretionary power or duty is assigned in a local law to the 'Local Government', the power or duty must be delegated to convey the authority to make decisions.

Note that imposition of a fee or charge where mentioned in a local law cannot be delegated and must be set by Council when adopting its budget under Part 6 of the Local Government Act 1995.

3.1 Administer Local Laws

3.1.1 Council to CEO – all Local Laws

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Sections 3.18 and 5.42 of the <i>Local Government Act 1995</i> All powers under City's local laws: <ul style="list-style-type: none"> • <i>Dogs Local Law</i> • <i>Fencing Local Law</i> • <i>Health Local Law</i> • <i>Local Government Property Local Law</i> • <i>Parking & Parking Facilities Local Law</i> • <i>Meeting Procedures Local Law</i> • <i>Trading in Public Places Local Law</i> • <i>Animal Local Law</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to administer the City's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the City under the City's local laws, including relating to: <ul style="list-style-type: none"> • Permits; • Enforcement framework; • Recovery of costs; and • Adding or changing parking restrictions.
Council Conditions on this Delegation:	Parking permits are to be issued in accordance with the City's policy number 3.9.3
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

4 Delegations made under the *Building Act 2011*

Guidance note

Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.

The *Building Act 2011* refers to a 'permit authority', which is the local government in this instance.

4.1 Grant or refuse a Building Permit

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.17 Uncertified application to be considered by building surveyor s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22] decide whether to sign a certificate of design compliance for the building or incidental structure that is the subject of the application [s.17(2) and (3)] . 3. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22] . 3-4 Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)]. 4-5 Authority to determine an application to extend time during which a building permit has effect [r.23]. i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5-6 Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	

Express Power to Sub-Delegate:*Building Act 2011:*

s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

4.2 Demolition permits

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.17 Uncertified application to be considered by building surveyor s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	a. The Chief Executive Officer is delegated authority to grant or refuse a Demolition Permit other than for buildings classified by the National Trust and Council's Heritage Register, pursuant to the Building Act 2011, Sections 21, 22.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

4.3 Occupancy permits or building approval certificates

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

4.4 Building Orders

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.112(2) Content of building order s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to make Building Orders in relation to: <ol style="list-style-type: none"> Building work Demolition work An existing building or incidental structure [s.110(1)]. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. Authority to issue a building order to require a person to do one or more things within a specified time period, including stopping building or demolition work and demolishing a building or structure [s. 112(2)(a)-(h)]: Authority to revoke a building order [s.117]. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> take any action specified in the order ; or commence or complete any work specified in the order; or if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	<ol style="list-style-type: none"> Subject to Sub-Section 112(2)(b) being conditional as follows; <i>"The Order to demolish, dismantle or remove a building or incidental structure that has been, or is being, built or occupied in suspected contravention of a provision of the Building Act 2011, SHALL only be issued where the building is assessed to be in a state that is dangerous and which cannot be easily rectified"</i>.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i>

	s.127(6A) CEO may delegate a power or duty to a local government employee subject to conditions.
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4.5 Inspection and copies of building records

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

4.6 Referrals and issuing certificates

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the City's District [s.145A(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

4.7 Private pool barrier – performance solutions

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	Building Regulations 2012: r.51 Approvals by permit authority
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

4.8 Smoke alarms – performance solutions

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	Building Regulations 2012: r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

4.9 Designate employees as Authorised Persons

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

4.10 Powers of entryDelegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<u>Building Act 2011:</u> <u>s.127(1) & (3) Delegation: special permit authorities and local government</u>
Express Power or Duty Delegated:	<u>Building Act 2011:</u> <u>s.100(1) Entry powers</u> <u>s.101(1) Powers after entry for compliance purposes</u> <u>s.102(1) Obtaining information and documents</u> <u>s.103(3) Use of force and assistance</u> <u>s.104(2) Directions generally</u> <u>s.105 Obstruction of authorised persons etc</u> <u>s.106(1) Entry warrant to enter place</u> <u>s.107(1) Issue of warrant</u>
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. <u>Authority to enter and remain on a place at any reasonable time for compliance purposes in relation to:</u> <ol style="list-style-type: none"> a. <u>Building work</u> b. <u>Demolition work</u> c. <u>An existing building or incidental structure</u> 2. <u>Authority to conduct an inspection of a building or incidental structure including private swimming pool safety barrier [s.101(e)]:</u> 3. <u>Authority to inspect the place and any thing at the place [s.101(1)(a)]:</u> 4. <u>Authority to examine, measure, test, photograph or film the place and any thing at the place [s.101(1)(c)]:</u> 5. <u>Authority to take any thing, or a sample of or from any thing, at the place for analysis or testing [s.101(1)(e)]:</u> 6. <u>Authority to direct a person to give such information as the authorised person requires, or to answer a question put to the person, in relation to any matter the subject of the compliance purposes [s.102(1)(a)]:</u> 7. <u>Authority to direct a person to produce a relevant record in the person's custody or under the person's control [s.102(1)(b)]:</u> 8. <u>Authority to examine and make a copy of a relevant record produced in response to a direction under paragraph (b) [s.102(1)(c)]:</u> 9. <u>Authority to direct a person to produce a relevant record in the person's custody or under the person's control [s.102(1)(b)]:</u> 10. <u>Authority to request a police officer or other person to assist the authorised person in exercising powers under this Act [s.103(3)]:</u> 11. <u>Authority to apply to a JP for an entry warrant authorising the entry of a place for a compliance purpose [s.106(1)]:</u> 12. <u>Authority to execute a warrant by the authorised person to whom it is issued or any other authorised person [s.109(1)]:</u>

<u>Council Conditions on this Delegation:</u>	<u>Nil</u>
<u>Express Power to Sub-Delegate:</u>	<u>Building Act 2011:</u> <u>s.127(6A) CEO may delegate a power or duty to a local government employee subject to conditions.</u>

~~4.10~~**4.11 Prosecutions***Delegation from Council to CEO*

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to commence a prosecution for an offence against the <i>Building Act 2011</i> [s.133(1)(b)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) – CEO may delegate this power subject to any conditions imposed on the delegation to the CEO.

4.12 Issue of Building Infringement Notices

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	Regulations 70(1), 70(2) and 70(3) of the <i>Building Regulations 2012</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. The power to appoint an "authorised officer" who is to have by virtue of that appointment, the power under the Criminal Procedure Act 2004 Part 2, to issue infringement notices, for offences specified under Building Regulations 2012 Schedule 6. 2. The power to appoint an "approved officer" who is to have by virtue of that appointment, the powers under the Criminal Procedure Act 2004 Part 2, to extend and withdraw infringement notices, for offences specified under Building Regulations 2012 Schedule 6. 3. Revoke an appointment under (1) or (2) at any time. 4. Give an identity card to an authorised person under (1). <p>Note: The CEO may appoint officers pursuant to the provisions identified, who then have the powers referred to, by virtue of Building Regulations 2012, Regulations 70(2) or 70(1) as applicable.</p>
Council Conditions on this Delegation:	<ol style="list-style-type: none"> (a) A person appointed under (1) or (2) must be an employee of the City. (b) A person cannot be appointed under (1) unless the person has already been authorised for the purpose of performing functions under Section 9.16 of the Local Government Act 1995. (c) A person cannot be appointed under (1) if the person holds an appointment under (2). (d) A person cannot be appointed under (2) unless the person has already been authorised for the purpose of performing functions under Section 9.19 and/or 9.20 of the Local Government Act 1995. (e) A person cannot be appointed under (2) if the person holds an appointment under (1). (f) Records of all appointments made under delegation to be kept on appropriate file or register. Statutory Power to Delegate: Building Act 2011, Section 127(6A).
Express Power to Sub-Delegate:	<i>Building Act 2011</i> Section 127 (6A) - CEO may delegate any of the CEO's powers and duties to other employees, other than power of delegation, subject to any conditions, qualifications, limitations or exceptions imposed on the delegation.

5 Delegations made under the *Fines, Penalties, and Infringement Notices Enforcement Act 1984*

5.1 Designate employees as Authorised Persons

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i>
Express Power or Duty Delegated:	Section 13(2) of the <i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i>
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Appointment of officers as Prosecuting Officers for the purposes of the <i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i> , Section 13(2).
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	

Notes:

This is not in the WALGA model, but previously 2.2 in the City's 2018/19 register, and was a list of persons authorised as designated persons under the FER Act. This delegation is to the CEO to appoint those persons on the City's behalf.

6 Delegations made under the *Strata Titles Act 1985*

6.1 Issue of approval for built strata subdivision under section 25 – Forms 24 and 26

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Strata Titles Act 1985</i> Section 25 Certificate of Commission
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Power to issue a Form 15A and Form 15C (certificate of approval) pursuant to section 25 of the <i>Strata Titles Act 1985</i> , for a plan of subdivision, re-subdivision or consolidation, except those applications that: <ul style="list-style-type: none"> (a) propose the creation of a vacant lot; (b) proposed vacant air strata's in multi-tiered strata scheme developments; (c) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relating to: <ul style="list-style-type: none"> (i) a type of development; and/or (ii) land within an area, which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

7 Delegations made under the *Bush Fires Act 1954*

Section 48 of the *Bush Fires Act 1954* provides that:

48. Delegation by local governments

- (1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.
- (2) Performance by the chief executive officer of a local government of a function delegated under subsection (1) —
 - (a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
 - (b) is to be treated as performance by the local government.
- (3) A delegation under this section does not include the power to subdelegate.
- (4) Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.

Section 59 provides that a local government may delegate to its CEO, bush fire control officer, or other officer to prosecute for offences under the Act:

59. Prosecution of offences

- (1) A person authorised by the Minister, a person employed in the Department for the purposes of this Act, an authorised CALM Act officer, a member of the Police Force, or a local government, may institute and carry on proceedings against a person for an offence alleged to be committed against this Act.
- (2) The person instituting and carrying on the proceedings shall be reimbursed out of the funds of the local government within whose district the alleged offence is committed, all costs and expenses which he may incur or be put to in or about the proceedings.
- (3) A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer, to consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district, and may pay out of its funds any costs and expenses incurred in or about the proceedings.
- (4) A local government may by written instrument cancel, or from time to time vary, any instrument of delegation conferred under subsection (3).
- (5) Notwithstanding that a local government has under subsection (3) conferred authority on a delegate, the local government is not precluded from exercising but may itself exercise the authority.

7.1 Bush Fires Act 1954 – powers and duties

Council to CEO

Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> S48 Delegation by local governments
Express Power or Duty Delegated:	All powers, duties and functions under the <i>Bush Fires Act 1954</i> .
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is delegated the power to perform all powers, duties and functions of a Local Government under the <i>Bush Fires Act 1954</i> , including the appointment of a Bush Fire Control Officers and all authorised persons under the Act and Regulations.
Council Conditions on this Delegation:	Decisions under s17(7) (variation of prohibited burned times) must be undertake jointly by both the Mayor and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8). Excludes powers and duties that are prescribed in the Act with the requirement for a resolution by the local government.
Head of power to Sub-Delegate:	Nil – subdelegation is prohibited under s48(3) of the <i>Bush Fires Act 1954</i> .

Notes:

Previously delegation 3.3 of the City's 2018/19 register.

Council to other officers

Note that some sections of the Bush Fires Act allow a council to directly delegate power to an employee.

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> S59A(3) - Prosecution for offences under the Act
Express Power or Duty Delegated:	S59A - Prosecution for offences under the Act
Delegate:	Manager Ranger Services The power to issue infringement notices, pursuant to Section 59A under the <i>Bush Fires Act 1954</i> is delegated to: Manager Ranger Services Coordinator Ranger Services All Rangers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer and Manager Ranger Services are delegated the power to undertake prosecutions for offences under the <i>Bush Fires Act 1954</i> .

Council Conditions on this Delegation:	Nil. Note: s59A(3) and Bush Fires (Infringements) Regulations 1978, Reg.4(a) provide that only the Mayor or the Chief Executive Officer may withdraw an infringement notice.
Express Power to Sub-Delegate:	Nil.

CEO to other employees

Section 48(3) of the *Bush Fires Act 1954* prohibits sub-delegation.

8 Delegations made under the *Cat Act 2011*

Section 44 of the *Cat Act 2011* operates in a similar manner to the delegation provisions of the *Local Government Act 1995*:

44. Delegation by local government

- (1) *The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) *A decision to delegate under this section is to be made by an absolute majority.*

45. Delegation by CEO of local government

- (1) *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 another provision of this Act.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) *This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 44, but in the case of such a power or duty —*
 - (a) *the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and*
 - (b) *the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.*
- (4) *Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.*
- (5) *In subsections (3) and (4) —*
conditions *includes qualifications, limitations or exceptions.*
- (6) *A power or duty under section 63, 64 or 65 cannot be delegated to an authorised person.*

46. Other matters relevant to delegations under this Division

- (1) *Without limiting the application of the Interpretation Act 1984 sections 58 and 59 —*
 - (a) *a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and*
 - (b) *any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.*
- (2) *Nothing in this Division is to be read as preventing —*
 - (a) *a local government from performing any of its functions by acting through a person other than the CEO; or*
 - (b) *a CEO from performing any of his or her functions by acting through another person.*

47. Register of, and review of, delegations

- (1) *The CEO of a local government is to keep a register of the delegations made under this Division to the CEO and to employees of the local government.*
- (2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
- (3) *A person to whom a power or duty is delegated under this Division is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

8.1 Delegations from Council to CEO

8.1.1 Cat registrations

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the City's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

8.1.2 Cat control notices

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the City's District [s.26].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

8.1.3 Approval to breed cats

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

8.1.4 Recovery of costs – destruction of cats

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

8.1.5 Applications to keep additional cats

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the Cat (Uniform Local Provisions) Regulations 2013.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

8.1.6 Reduce or waive cat registration fee

Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	Cat Regulations 2012: Schedule 3 Fees clause 1(4)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

8.1.7 Appointment of Authorised Persons

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s. 48 Authorised persons
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to appoint authorised persons by issuing a certificate of authorisation [s.48].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Notes:

Previously delegation 3.1 of the City's 2018/19 register

9 Delegations made under the *Dog Act 1976*

Section 10AA of the *Dog Act 1976* provides that:

10AA. Delegation of local government powers and duties

- (1) *A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, delegate to its chief executive officer any power or duty of the local government under another provision of this Act.*
- (2) *The delegation must be in writing.*
- (3) *The delegation may expressly authorise the delegate to further delegate the power or duty.*
- (4) *A local government's chief executive officer who is exercising or performing a power or duty that has been delegated as authorised under this section, is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown.*
- (5) *Nothing in this section limits the ability of a local government's chief executive officer to perform a function through an officer or agent.*

10AB. Register of, and review of, delegations

- (1) *The chief executive officer of a local government is to keep a register of —*
 - (a) *delegations made under section 10AA(1); and*
 - (b) *further delegations made under the authority of a delegation made under section 10AA(1).*
- (2) *At least once every financial year —*
 - (a) *delegations made under section 10AA(1); and*
 - (b) *further delegations made under the authority of a delegation made under section 10AA(1),*
are to be reviewed by the delegator.

The only restrictions on what can be delegated are those that require an absolute majority decision by council under s1.4 of the *Local Government Act 1995*. These are:

- Under s31 in relation to areas where dogs are prohibited:
 - (2B) *A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a place where dogs are prohibited —*
 - (a) *at all times; or*
 - (b) *at specified times.*
- And designation of dog exercise areas under s31(3A):
 - (3A) *A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a dog exercise area.*

9.1 Refuse or cancel registration of a dog

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the City's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

9.2 Recovery of moneys due under the *Dog Act 1976*

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties

9.3 Dispose of or sell dogs liable to be destroyed

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

9.4 Declare dangerous dog

Guidance note

Section 33E also provides that this power may be exercised by an Authorised Person. If the Local Government has appointed an Authorised Person for this purpose (specified in the Certificate of Authorisation for the purposes of s.33E), then this Delegation is not required.

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

9.5 Dangerous dog declared or seized – deal with objections and determine when to revoke

Guidance note

Delegation of the s.33F power to deal with an objection to a dangerous dog declaration should not be delegated to the same person / position who is delegated / authorised to exercise s.33E powers enabling the declaration of a dangerous dog.

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) and (5) Local government may revoke declaration or proposal to destroy
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] 4. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties

9.6 Deal with objection to notice to revoke dangerous dog declaration or destruction notice

Guidance note

Delegation of the s33H(5) power to deal with an objection should not be delegated to the same person/position who is delegated/authorised to exercise s.33H(1) and (2).

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
Council Conditions on this Delegation:	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

9.7 Determine recoverable expenses for dangerous dog declaration

Guidance note

This delegation does not include s33M(1)(b) as the setting of a fixed fee must be Council resolution in accordance with s.6.16 of the Local Government Act 1995.

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

9.8 Appointment of Authorised Persons

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.11(1) Staff and Services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3]. 2. Authority to appoint authorised persons to exercise the powers conferred on an authorised person by this Act [s.11(1)].
Council Conditions on this Delegation:	The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

10 Delegations made under the *Tobacco Products Control Act 2006*

10.1 Appointment of Authorised Persons and Restricted Investigators

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 <i>Delegation of some powers or duties to the CEO</i> <i>s 21 Public Health Act 2016:</i>
Express Power or Duty Delegated:	<i>Tobacco Products Control Act 2006</i> s.77 Power to appoint restricted investigators <i>Public Health Act 2016</i> s.24 Power to appoint Authorised Officers under the <i>Public Health Act 2016</i> to act as Authorised Officers under the <i>Tobacco Products Control Act 2006</i> by virtue of clause 1 of the Glossary of the <i>Tobacco Products Control Act 2006</i> .
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons as restricted investigators under s77 of the <i>Tobacco Products Control Act 2006</i> 2. Authority to appoint Authorised Officers for the purposes of the <i>Tobacco Products Control Act 2006</i> by appointing Authorised Officers under section 24 of the <i>Public Health Act 2016</i>
Council Conditions on this Delegation:	The Chief Executive Officer may further delegate (sub delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	s.5.44 <i>Local Government Act 1995</i> s.21(4) <i>Public Health Act 2016</i>

11 Delegations made under the *Food Act 2008*

Guidance note

References to 'CEO' in the *Food Act 2008* mean the CEO of the Department of Health. There are no powers or duties assigned to the CEO of a local government in this Act.

There is also no power of sub-delegation available. As such it is important for each delegation under this Act to be made direct to delegates who are most suitable for fulfilling the power or duty.

11.1 Determine Compensation

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegates:	Chief Executive Officer Executive Director Strategy and Development Manager Built Environment and Wellbeing
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$5,000. Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	NIL - Food Regulations 2009 do not provide for sub-delegation.
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal under s35(5) of the Act

Notes:

Previously delegations 4.1, 4.1A, 4.1B and 4.1C of the City's 2018/19 register.

11.2 Prohibition orders

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Chief Executive Officer Executive Director Strategy and Development Manager Built Environment and Wellbeing
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL - Food Regulations 2009 do not provide for sub-delegation.
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal

Notes:

11.3 Food business registrations

Head of power or Duty Delegated:	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Delegate:	Chief Executive Officer Executive Director Strategy and Development Manager Built Environment and Wellbeing Coordinator Environmental Health
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal The guideline to which this delegation should be informed by can be found here - https://www.health.wa.gov.au/Articles/A_E/Designation-of-authorized-officers

Notes:

11.4 Debt recovery and prosecutions

Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Head of power or Duty Delegated:	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Delegate:	Chief Executive Officer Executive Director Strategy and Development Manager Built Environment and Wellbeing
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL - Food Regulations 2009 do not provide for sub-delegation.

Notes:

11.5 Food businesses list – public access

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Regulations 2009:</i> r.51 Enforcement agency may make list of food
Delegate:	Chief Executive Officer Executive Director Strategy and Development Manager Built Environment and Wellbeing
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL - Food Regulations 2009 do not provide for sub-delegation.

Notes:

11.6 Appoint Authorised Officers and Designated Officers

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	<p>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express Power to Sub-Delegate:	NIL - Food Regulations 2009 do not provide for sub-delegation.
Compliance Links:	<p>s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers</p> <p>s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed</p>

Notes:

12 Delegations made under the *Graffiti Vandalism Act 2016*

References to 'CEO' in the *Graffiti Vandalism Act 2016* mean the CEO of the Department of Corrective Services. There are no powers or duties assigned to the CEO of a local government within this Act.

Sections 16 and 17 allow for a local government to delegate powers and duties to its CEO however:

- 16. Delegation by local government**
- (1) *The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Part.*
 - (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
 - (3) *A decision to delegate under this section is to be made by an absolute majority.*
- 17. Delegation by CEO of local government**
- (1) *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 another provision of this Part other than this power of delegation.*
 - (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
 - (3) *This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 16, but in the case of such a power or duty —*
 - (a) *the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and*
 - (b) *the exercise of that power or the discharge of that duty by the CEO's delegate,**are subject to any conditions imposed by the local government on its delegation to the CEO.*
 - (4) *Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.*
 - (5) *In subsections (3) and (4) —*
conditions *includes qualifications, limitations or exceptions.*

12.1 Give notice requiring obliteration of graffiti

Delegations from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	Nil.

Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
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12.2 Notices – deal with objections and give effect to notices

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

12.3 Obliterate graffiti on private property

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Council Conditions on this Delegation:	a. Subject to exercising Powers of Entry. b. Graffiti removal is to be undertaken in accordance with Policy 2.1.3 – Graffiti Control and Removal.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

12.4 Powers of entry

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

13 Delegations made under the *Public Health Act 2016*

Guidance note

Section 21 of the *Public Health Act 2016* provides that powers may only be delegated to the CEO or an authorised officer designated under s.24 unless a Regulation enacted under the *Public Health Act 2016* specifically authorises a delegated power or duty of an enforcement agency to be further delegated.

Under s4 of the Act, 'enforcement agency' includes a local government.

13.1 Enforcement agency reports to the Chief Health Officer

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the City [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.

Notes:

13.2 Determine compensation for seized items

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.264 Compensation
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	Compensation is limited to a maximum value of \$5,000 with any proposal for compensation above this value to be referred for Council's determination.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal

Notes:

13.3 Commence Proceedings

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.280 Commencing Proceedings
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to commence proceedings for an offence under the <i>Public Health Act 2016</i> [s.280]
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.

Notes:

13.4 Appoint Authorised Officer or Approved Officer (Asbestos Regulations)

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express Power or Duty Delegated:	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.
Compliance Links:	<i>Criminal Procedure Act 2004 – Part 2</i>

Notes:

13.5 Designate Authorised Officers

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ul style="list-style-type: none"> i. The <i>Public Health Act 2016</i> or other specified Act ii. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act iii. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ul style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Subject to each person so appointed being; <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	<p><i>Public Health Act 2016</i></p> <p>s.20 Conditions on performance of functions by enforcement agencies</p> <p>s.25 Certain authorised officers required to have qualifications and experience.</p> <p>s.26 Further provisions relating to designations</p> <p>s.27 Lists of authorised officers to be maintained</p> <p>s.28 When designation as authorised officer ceases</p> <p>s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers</p> <p>s.30 Certificates of authority</p> <p>s.31 Issuing and production of certificate of authority for purposes of other written laws</p> <p>s.32 Certificate of authority to be returned.</p> <p>s.136 Authorised officer to produce evidence of authority</p> <p><i>Criminal Investigation Act 2006</i>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i></p>

14 Delegations made under the *Health (Miscellaneous Provisions) Act 1911*

Guidance note

Section 26 of the *Health (Miscellaneous Provisions) Act 1911* provides that:

26. Powers of local government

Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder:

Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.

14.1 Discharge of powers and duties under the Act

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Miscellaneous Provisions) Act 1911:</i> Section 26
Express Power or Duty Delegated:	To exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The CEO is appointed as the City's deputy under the Act to exercise and discharge all or any of the powers and functions of the local government.
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	

14.2 Appoint Authorised Persons

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Miscellaneous Provisions) Act 1911:</i>
Express Power or Duty Delegated:	To exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The CEO may appoint authorised persons under the Act.
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	

15 Appointment of authorised persons under the *Caravan Parks and Camping Grounds Act 1995*

Guidance note

There is no need for Council to delegate authority to the CEO to appoint persons to undertake certain matters under the *Caravan Parks and Camping Grounds Act 1995* as section 17 of the *Caravan Parks and Camping Grounds Act 1995* confers power directly on the CEO of a 'local government' authority to appoint 'authorised persons'.

15.1 Appointment of Authorised Persons by the CEO

Section 17 of the *Caravan Parks and Camping Grounds Act 1995* provides that:

17. *Appointment of authorised person*

- (1) *The chief executive officer of the Department or a local government —*
 - (a) *may appoint such persons to be authorised persons for the purposes of this Act as the chief executive officer or the local government considers necessary; and*
 - (b) *must issue each person appointed under paragraph (a) with an identity card, in the prescribed form, certifying that the person is an authorised person under this Act.*
- (2) *An authorised person is to produce the identity card referred to in subsection (1)(b) whenever required to do so by any person in respect of whom the authorised person has exercised, or is about to exercise, any of the powers of an authorised person under this Act.*
- (3) *Production of an identity card referred to in subsection (1)(b) is prima facie evidence that the person to whom the identity card relates is an authorised person for the purposes of this Act.*
- (4) *Every member of the Police Force is, if so requested by an authorised person, to aid and assist the authorised person enforcing compliance with this Act and has, while so aiding and assisting, all the powers and authorities of an authorised person.*

16 Delegations made under the *Planning and Development Act 2005*

Section 5.42 of the Local Government Act provides that:

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) ...
 - (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.*

Sections 214 (2), (3) and (5) of the Planning and Development Act 2005 provide that:

214. Illegal development, responsible authority's powers as to

- (1) ...
- (2) *If a development, or any part of a development, is undertaken in contravention of a planning scheme or an interim development order or in contravention of planning control area requirements, the responsible authority may give a written direction to the owner or any other person undertaking that development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements.*
- (3) *If a development has been undertaken in contravention of a planning scheme or interim development order or in contravention of planning control area requirements, the responsible authority may give a written direction to the owner or any other person who undertook the development —*
 - (a) *to remove, pull down, take up, or alter the development; and*
 - (b) *to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.*
- (4) *The responsible authority may give directions under subsections (2) and (3)(a) and (b) in respect of the same development and in the same instrument.*
- (5) *If it appears to a responsible authority that delay in the execution of any work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order, the responsible authority may give a written direction to the person whose duty it is to execute the work to execute that work.*
- (6) ...

Regulations 81-84 of the Planning and Development (Local Planning Schemes) Regulations 2015 provide that:

81. Terms used

In this Division —

absolute majority has the meaning given in the Local Government Act 1995 section 1.4;

committee means a committee established under the Local Government Act 1995 section 5.8.

82. Delegations by local government

- (1) *The local government may, by resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under this Scheme* other than this power of delegation.*

(2) A resolution referred to in subclause (1) must be by absolute majority of the council of the local government.

(3) The delegation must be in writing and may be general or as otherwise provided in the instrument of delegation.

83. Local government CEO may delegate powers

(1) The local government 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 functions under this Scheme other than this power of delegation.

(2) A delegation under this clause must be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) Subject to any conditions imposed by the local government on its delegation to the local government CEO under clause 82, this clause extends to a power or duty the exercise or discharge of which has been delegated by the local government to the CEO under that clause.

84. Other matters relevant to delegations under this Division

The Local Government Act 1995 sections 5.45 and 5.46 apply to a delegation made under this Division as if the delegation were a delegation under Part 5 Division 4 of that Act.

(*Underlining added - the effect of this is that a power can only be delegated if it exists in a local government's local planning scheme (LPS) in the first instance).

16.1 Delegations by Council to the CEO

16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	Regulations 81-84 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Express Power or Duty Delegated:	<p>Determination of an application for development approval under clause 68 of Schedule 2 of the <i>Planning and Development (Local Planning Scheme) Regulations</i>; subclause 29(2) of the <i>Metropolitan Region Scheme</i>; and subsection 31(2) of the <i>State Administrative Tribunal Act 2004</i>.</p> <p>Advertising of applications and proposals under subclauses 18(4), 23(2) and 34(4) of the City of Vincent Local Planning Scheme No. 2; Clauses 18, 50 and 64 and subclauses 66(1) and 77(3) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>; and subclause 30(1) of the <i>Metropolitan Region Scheme</i>.</p> <p>Determining accompanying material requirements for applications for development approval, including refusal to accept an application, under Clauses 11, 63 and 85 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> <p>Amending or cancelling development approval, including waiving or varying a requirement in Part 8 or 9 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> for minor amendments and temporary works or use, under Clause 77 and subclauses 61(1)(a) and (b) (Item 17), and 61(2)(f) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> <p>Determining accompanying material requirements for Local Development Plans under Clause 49 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> <p>The Chief Executive Officer is delegated the power to:</p> <ul style="list-style-type: none"> • Exercise discretion, determine and apply conditions to all applications for development approval made under the City of Vincent Local Planning Scheme No. 2 and/or Metropolitan Region Scheme; • Exercise discretion and affirm, vary or set aside a decision made on an application for development approval following a request by the State Administrative Tribunal for a reconsideration to be made under section 31 of the <i>State Administrative Tribunal Act 2004</i>; • Determine the requirement for and extent of advertising of applications and proposals made under the City of Vincent Local Planning Scheme No. 2 and <i>Metropolitan Region Scheme</i>; • Determine the type and extent of accompanying material required to be lodged with applications and proposals made under the City of Vincent Local Planning Scheme No. 2 and <i>Metropolitan Region Scheme</i> and whether an application should be accepted or rejected; • Exercise discretion, determine and apply conditions to all applications to amend or cancel a development approval;

	<ul style="list-style-type: none"> • Exercise discretion, determine and apply conditions to all applications made to extend the period within which a development approved must be substantially commenced; • Exercise discretion, determine and apply conditions to all applications made under regulation 17A of the Planning and Development (Development Assessment Panels) Regulations 2011 to amend or cancel a development approval made by a Development Assessment Panel; • Waive or vary a requirement in Part 8 or Part 9 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> in respect of an application where that application is considered to relate to a minor amendment to the development approval; and • Determine the type and extent of accompanying material requirements, and any modifications required by Council in respect to a Local Development Plan under Part 6 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>The determination of applications for development approval made under City of Vincent Local Planning Scheme No. 2 and the <i>Metropolitan Region Scheme</i>.</p> <p>Reconsidering a decision when invited to do so by the State Administrative Tribunal under section 31 of the <i>State Administrative Tribunal Act 2004</i>.</p> <p>Determining the requirement for and extent of advertising of applications and proposals made under the City of Vincent Local Planning Scheme No. 2 and <i>Metropolitan Region Scheme</i>.</p> <p>Determining the type and extent of accompanying material required to be lodged with applications and proposals made under the City of Vincent Local Planning Scheme No. 2 and <i>Metropolitan Region Scheme</i> and whether an application should be accepted or not;</p> <p>The determination of applications to amend or cancel a development approval made under delegated authority or to extend the period within which the development approved must be substantially commenced.</p> <p>Waiving or varying a requirement in Part 8 or Part 9 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> in respect of an application where that application is considered to relate to a minor amendment to the development approval.</p> <p>Determine the type and extent of accompanying material requirements, and any modifications required by Council in respect to a Local Development Plan under Part 6 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p>
Council Conditions on this Delegation:	<ol style="list-style-type: none"> 1. This delegation does not extend to applications for development approval that propose to introduce one of the following land uses listed under Local Planning Scheme No. 2: <ol style="list-style-type: none"> a. Cinema/theatre; b. Club premises; c. Corrective institution; d. Exhibition centre; e. Hospital; f. Hotel; g. Motel; h. Nightclub; i. Place of worship; j. Reception centre; k. Residential building; l. Restricted Premises

	<ul style="list-style-type: none"> m. Serviced apartment; n. Tavern, unless: <ul style="list-style-type: none"> i. the premises is already subject to a Tavern Licence issued under the <i>Liquor Licensing Act 1985</i>; or ii. the Tavern accommodates 120 patrons or less <ol style="list-style-type: none"> 2. This delegation does not extend to applications for development approval that propose a height of three storeys or more and do not meet the applicable Building Height deemed-to-comply standard or Acceptable Outcomes set by State Planning Policy 7.3: Residential Design Codes in respect to the number of storeys and/or the height measured in metres; 3. This delegation does not extend to applications for development approval that propose a new non-conforming use that is proposed to replace and effect the discontinuance of an existing non-conforming use; 4. This delegation does not extend to applications for telecommunications infrastructure that have received one or more objections; 5. This delegation does not extend to the approval of applications for a billboard sign or directional sign; 6. This delegation does not extend to applications for development approval that propose demolition of any structure/building on a heritage protected place. 7. This delegation does not extend to applications for development approval that propose alterations and additions to a place listed on the State Register of Heritage Places, unless the works are for: <ul style="list-style-type: none"> a. External fixtures (as defined by the Residential Design Codes); b. Restoration and remediation works; c. Internal building works; d. Façade upgrades and roof replacements; or e. Single storey additions that are located behind the front building line of the existing heritage building. 8. This delegation does not extend to applications for development approval that have received more than five (5) objections during the City's community consultation period unless the application is for a billboard sign or directional sign; 9. This delegation does not extend to applications to amend a development approval that was determined by Council, unless the amendments proposed; <ul style="list-style-type: none"> a. meet all equivalent acceptable or deemed-to-comply standards, or does not propose any further departure to previously approved variations to acceptable or deemed-to-comply standards, set out in the City's Local Planning Policies; b. meet all of the deemed-to-comply standards or element objectives and acceptable outcomes, or does not propose any further departure to previously approved variations to deemed-to-comply standards, or element objectives and acceptable outcomes, as set out in State Planning Policy 7.3 Residential Design Codes; and c. would not change the impact of any condition imposed and would not change the substantial commencement period of the approved development. 10. This delegation does not extend to requests from the State Administrative Tribunal for a reconsideration of a Council decision under section 31 of the <i>State Administrative Tribunal Act 2004</i>; 11. This delegation does not extend to applications for development approval that propose more than three (3) 'Dwellings (Grouped)'
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	<p>or 'Dwellings (Multiple)' and do not meet the deemed-to-comply standards or acceptable outcomes in relation to car parking of State Planning Policy 7.3: Residential Design Codes; and</p> <p>12. This delegation does not extend to applications for development approval that propose permanent structures on City owned or managed land, except where:</p> <ul style="list-style-type: none">a. The structure is an awning, orb. The structure is for a ground anchor; orc. The structure is for an encroachment which:<ul style="list-style-type: none">i. is an architectural feature and does not encroach by greater than 250 millimetres; orii. is a window or shutter that encroaches on a road or public space by no more than 50 millimetres when open, and is at least 2.75 metres above the ground level; <p>as outlined in the Minister's for Land's authorisations.</p>
Express Power to Sub-Delegate:	

16.1.2 Deal with illegal development under s214 of the Act

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	Any expenses incurred by the City in carrying out the works specified in a direction notice shall be recovered from the person to whom the direction was given.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

16.1.3 Enforce compliance with a direction issued under section 214 of the Act

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 215(1) and (2)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Enforce compliance with a written direction issued under section 214 of the <i>Planning and Development Act 2005</i> to remove, pull down, take up or alter the development, restore the land as nearly as practicable to its condition immediately before the development started and to recover the costs from the person the written direction was given to.
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

16.1.4 Issue of heritage conservation notice under *Planning and Development (Local Planning Schemes) Regulations 2015*

Delegation from Council to CEO

Head of power to Delegate: <i>Power that enables a delegation to be made</i>	Regulations 81-84 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Reg 82 – the local government may, by resolution, delegate to a committee or a local government CEO any of the local government's powers or duties under this Scheme.
Express Power or Duty Delegated:	Clauses 13(2), (3), (4) and (5), Schedule 2 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> – Heritage Conservation Notice
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Form the view that a heritage place is not being properly maintained and give a written notice requiring the person to carry out specified repairs to the heritage place by a specified time, being a time that is not less than 60 days after the day on which the notice is given; 2. If a person fails to comply with a heritage conservation notice, enter the heritage place and carry out the repairs specified in the notice; 3. Recover the expenses incurred in carrying out repairs as a debt due from the person to whom the notice was given, in a court of competent jurisdiction; 4. Vary a heritage conservation notice to extend the time for carrying out the specified repairs; and 5. Revoke a heritage conservation notice.
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Reg 83 - CEO may delegate any of the CEO's powers and duties to other employees, other than power of delegation

Revisions



Review	Council Item	CM Ref	Details
25/06/2019	OMC - 12.5 Minutes	D19/92612	Annual review of Council delegations
08/07/2019	Administrative	D19/95056	Review and appointment of sub-delegations and authorisations.
03/09/2019	Administrative	D19/124944	Update of authorised officers. Approval of sub-delegation clause 2.4.10 to Manager Built Environment and Wellbeing. Extended CEO delegations to Executive Directors and Managers – Clause 2.4.11.
17/09/2019	OMC - 12.5 Minutes	D19/140608	Amendments to Council Delegations: <ul style="list-style-type: none"> • Amendment to delegations 4.4 and 10.1; • New delegations 4.10 and 17.1.3; and • Removal of delegations 2.1.1, 15.1 & 16.
24/09/2019	Administrative	D19/143297	Updated sub-delegations, authorisations and appointments
25/11/2019	Administrative	D19/181887	Position title changes <ul style="list-style-type: none"> • Executive Director Planning and Place to Executive Director Strategy and Development • Manager Regulatory Services to Manager Built Environment and Wellbeing • Manager Governance, Property and Contracts to Executive Manager Corporate Strategy and Governance; • Manager Asset and Design Services to Manager Asset and Engineering; and • Manger Parks and Property Services to Manager Parks and Urban Green
30/03/2020	SCM - 6.1 Minutes	D20/54046 & D20/59080	Amendments to Council delegation 16.1.1 & addition of clause 2.1.1 - Delegation to the COVID Relief and Response Committee.
21/04/2020	Administrative	D20/73202	Extension of sub-delegations and authorisations to Manager Development and Design.
23/04/2020	Administrative	D20/73371	Annual review undertaken by administration proposed amendments recommended to Council
16/06/2020	OMC – 12.1 Minutes	D20/105165	Annual review undertaken by Council. Extension of CEO Delegation 2.2.29 and clarification of condition 9 of delegation 16.1.1

18/08/2020	OMC – 12.3 & 12.4 Minutes		<p><u>Item 12.3</u></p> <p>Council revoked its delegation to grant licences under regulation 17 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> to the COVID-19 Relief and Recovery Committee. Function removed from clause 2.1.1.</p> <p><u>Item 12.4 – New delegation – 16.1.4 - Issue of Heritage Conservation Notice</u></p> <p>Council delegated to the CEO the power to issue a heritage conservation notice under clause 13(2), (3), (4) and (5) of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> <p>Renumbered appointment of Authorised Persons under the <i>Planning and Development Act 2005</i> & LPS to 16.1.5 (previously 16.1.4)</p>
17/11/2020	OMC – 11.2 Minutes		<p><u>New delegation - 2.2.18 - Leases and licences to Small Community Groups, Sporting Clubs and Community Groups and Organisations in accordance with the Property Management Framework</u></p> <p>Council delegated to the CEO the power to dispose of property in accordance with section 3.58 of the <i>Local Government Act 1995</i></p> <p>Existing delegations 2.2.18 to 2.2.30 renumbered 2.2.19 to 2.2.31 accordingly.</p>
22/04/2021		D21/6734 D21/1169263 and D21/116707	Annual review undertaken by administration proposed amendments from CEO reviewed proposed amendments for Council recommended.
22/06/2021	OMC – 12.5 Minutes		<p>Annual review undertaken by Council</p> <p>16.1.1 - Extended the delegation function to determining accompanying material requirements for Local Development Plans under Clause 49 of the Planning and Development (Local Planning Schemes) Regulations 2015 including the type and extent of accompanying material requirements. Updated conditions 1, 2, and 6 of this delegation and approved new conditions 9c and 12.</p> <p>Removed extension of the following delegations made under the Food Act 2008 from Manager Development and Design. These being delegation 11.1, 11.2, 11.3 and 11.4</p>
20/08/2021	Administrative	D21/148376	Position title correction - Manager Asset and Engineering updated to Manager Engineering

12/10/2021	OMC – 9.6 Minutes		<p><u>New delegation 4.11 - Issue of Building Infringement Notices</u></p> <p>Council delegated to the CEO the power to appoint “authorised officers” to issue infringement notices, for offences, “approved officers” to extend and withdraw infringement notices, the power to revoke an appointment, to issue an identity card to an authorised person.</p> <p>Existing clause 4.11 - List of Authorised Persons under the Building Act 2011 renumbered to 4.12 accordingly.</p>
14/12/2021	OMC – 9.15 Minutes	D21/229940	<p><u>New delegation 2.1.2 - Behaviour Complaints Committee</u></p> <p>Council delegated to the Behaviour Complaints Committee authority to deal with complaints in accordance with clause 12 and 13 of the <i>Local Government (Model Code of Conduct) Regulations 2021</i>.</p> <p><u>New delegation 2.2.31 – Appointing External Complaints Officer</u></p> <p>Council delegated to the CEO authority to appoint an external Complaints Officer to receive complaints and withdraw complaints related to the City of Vincent Code of Conduct for Council Members, Committee Members and Candidates.</p> <p>Delegation 2.2.31 - Appointment of Authorised Persons re-numbered to delegation 2.2.32</p>
24/03/2022	EMC – 5.2	D22/50860	Annual review undertaken by administration proposed amendments to sub-delegations and authorisations approved. D22/41677
17/05/2022	OMC – 12.1 Minutes	D22/84449	Annual review undertaken by Council (see report for amendments)
24/05/2022	Administrative	D22/89013	Approval of sub-delegation 2.2.32 - Appointment of Community Directors – Leederville Gardens to Executive Manager Corporate Strategy and Governance
24/05/2022	Administrative		Delegation 2.3.7 - Information to be available to the public. Regulations 29(2) and (3) of the <i>Local Government Administration Regulations 1996</i> deleted in accordance with the <i>Local Government Regulations Amendment Regulations (No. 2) 2020</i> .
15/09/2022	Administrative	D22/161123	Delegated powers under section 3.18 of the Local Government Act 1995 for the purpose of administering all powers under the Local Government Property Local Law extended to Manager Engineering & Manager Parks and Urban Green. Delegation and authorisation extended to new role of manager City Buildings and Asset Management.

04/11/2022	Administrative	D22/181771	Position title change – Executive Manager Financial Services to Chief Financial Officer
22/11/2022	Administrative	D22/111860, D22/130999 & D22/203610	Position title change – Compliance Officers to Development Compliance Officers

8.2 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO LEGAL REPRESENTATION FOR COUNCIL MEMBERS AND EMPLOYEES POLICY

- Attachments:**
1. **Legal Representation for Council Members and Employees Policy - (clean copy)** [↓](#) 
 2. **Legal Representation for Council Members and Employees Policy - (marked up)** [↓](#) 

RECOMMENDATION:

That Council ADOPTS the amended Legal Representation for Council Members and Employees Policy at Attachment 1.

PURPOSE OF REPORT:

To present the outcome of community consultation and seek approval of the amended [Legal Representation for Council Members and Employees](#) Policy at **Attachment 1**.

BACKGROUND:

Council at its meeting 14 March 2023 Meeting approved undertaking community consultation of the amended Legal Representation for Council Members and Employees Policy.

DETAILS:

Section 9.56 of the *Local Government Act 1995* (the Act) provides protection from actions of tort for anything a Council Member or Employee has done in good faith, in the performance of a function under the Act or any other written law.

The Act further provides that the general function of a local government is to provide for good government of persons in its district and that money held in the municipal fund may be applied towards the performance of the functions and the exercise of powers conferred on the local government by the Act.

The Policy sets out the circumstances under which the City will contribute to legal fees for Council Members and Employees.

The substantive changes to the policy are as follows:

Removal of mandatory statutory declaration

The existing Policy provides no guarantee for financial assistance to the applicant.

Clause 3.5 of the Policy requires the applicant to fill out a statutory declaration in which they agree to repay the cost under clause 7 if:

- a. They are determined under clause 5 to have not acted in reasonable or in good faith or have acted unlawfully or in any way that constituted improper conduct or have misled the Council about their application.

Legal advice, sought as a result of a previous application, recommended that the City amend its Policy to consider that the requirement for a statutory declaration is not mandatory and could form part of a conditional approval, if required.

The proposed amendments include the removal of clause 3.5 and 3.6 noting that any requirement to repay legal cost is to be assessed and determined on a case-by-case basis and included in the condition of approval noted in clause 5.1 (c) and clause 5.2.

CEO determination of Employee applications

The existing policy requires all applications to be submitted to Council for approval. The City is obliged to indemnify Employees against liabilities, losses and expenses incurred as a result of performing their duties.

In accordance with the Act Council Members have no direct authority over Employees with respect to the performance of their duties. The Act prescribes that the CEO is responsible for performance of Employees, determination of Employee applications (with the exception of an application made by the CEO) should reside with the CEO.

Proposed amendments to the Policy will authorise the CEO to determine all Employee applications (past and present) in accordance with the Council approved budget.

Other minor amendments include:

- Administration is proposing minor amendments to the wording of the objective for simplicity. An introduction, purpose and scope have also been added for clarification.
- requirement to refer each matter to the Local Government Insurance Scheme for assessment under the management liability insurance; and
- clarification of the application process.

CONSULTATION/ADVERTISING:

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation was undertaken between 2 April 2023 and 15 May 2023.

The policy was advertised on the City of Vincent website, social media and through the following public notices:

- Perth Voice – Sunday 2 April 2023;
- Perth Now Central (Vincent Reporter) – Thursday 6 April 2023; and
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

No public submissions were received.

LEGAL/POLICY:

Section 2.7(2)(b) of the Act provides Council with the power to determine policies.

The City's [Policy Development and Review Policy](#) sets out the process for repealing and adopting policies.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to remove mandatory statutory declarations from the Policy as any requirement to repay legal cost will be assessed and determined on a case-by-case basis and may be included in the condition of approval noted in clause 5.1 (c) and clause 5.2 where necessary.

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.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

Legal Representation for Council Members and Employees Policy



CITY OF VINCENT

Legislation / local law requirements	<i>Local Government Act 1995</i> <i>Legal Practice Act 2003</i>
Relevant delegations	Nil.
Related policies, procedures and supporting documentation	Local Government Operational Guideline - Legal Representation for Council Members and Employees

PRELIMINARY

INTRODUCTION

Section 9.56 of the *Local Government Act 1995* (the Act) provides protection from actions of tort for anything a Council Member or employee has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law. However, the legislation does not preclude people taking action against individual Council Members or employees if they believe that the Council Member or employee has not acted in good faith.

Section 3.1 of the Act provides that the general function of a local government is to provide for the good government of persons in its district. Section 6.7(2) provides that money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law. Under these provisions, Council can expend funds to provide legal representation for its members and employees, as long as it believes that the expenditure falls within the scope of the local government's function.

PURPOSE

To set out the circumstances under which the City will contribute to legal fees for council members and employees.

OBJECTIVE

To:

- protect the interests of council members and employees (including past members and former employees) where they become involved in legal proceedings as a result of their official functions; and
- ensure security, equity and consistency for council members and employees to work for the good government of the district.

SCOPE

This policy applies to the contribution of legal fees for council members and employees (including past members and former employees) where they become involved in civil legal proceedings in the course of their official functions.

Legal Representation for Council Members and Employees Policy



DEFINITIONS

approved lawyer is to be

- a. a 'certified practitioner' under the *Legal Practice Act 2003*;
- b. from a law firm on the City's panel of legal service providers, if relevant, unless the Council or CEO considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and
- c. approved in writing by the Council or the CEO under delegated authority.

council member or employee means a current or former commissioner, Council Member, Non-elected Member of a Council Committee or Employee of the City.

legal proceedings may be civil, criminal or investigative.

legal representation is the provision of legal services, to or on behalf of a Council Member or Employee, by an approved lawyer that are in respect of

- a. a matter or matters arising from the performance of the functions of the Council Member or Employee; and
- b. legal proceedings involving the council member or employee that have been, or may be, commenced.

legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

legal services includes advice, representation or documentation that is provided by an approved lawyer. payment by the City of legal representation costs may be either by

- a. a direct payment to the approved lawyer (or the relevant firm); or
- b. a reimbursement to the Council Member or Employee.

to act in good faith

To act 'in good faith' is to act honestly or sincerely, without an intention to deceive. This is also known as **acting bona fide**. A decision made in good faith is one where you genuinely believe it to be for the benefit of the company as a whole and not merely for your self interest.

Legal Representation for Council Members and Employees Policy



POLICY

In each case, the Council Member or Employee must refer the matter to the Local Government Insurance Scheme for assessment under the management liability insurance (elected members and employees liability) cover in respect of claims against them personally for any alleged wrongful acts arising out of their official duties. Should the cover not provide the representation, the conditions of this policy apply.

1. Payment Criteria

There are four major criteria for determining whether the City will pay the legal representation costs of a council member or employee. These are:

- a. the legal representation costs must relate to a matter that arises from the performance, by the Council Member or Employee, of his or her functions;
- b. the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
- c. in performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- d. the legal representation costs do not relate to a matter that is of a personal or private nature.

2. Examples of legal representation costs that may be approved

- 2.1 If the criteria in clause 1 of this policy are satisfied, the City may approve the payment of legal representation costs:
 - a. where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Council Member or Employee; or
 - b. to enable proceedings to be commenced and/or maintained by a Council Member or Employee to permit him or her to carry out his or her functions - for example where a Council Member or Employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Council Member or Employee; or
 - c. where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Council Members or Employees.
- 2.2 The City will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a Council Member or Employee.

3. Application for payment

- 3.1 All applications are to be submitted, in writing, to the CEO or where the CEO is the applicant to the Mayor
- 3.2 The written application for payment of legal representation costs is to give details of:

Legal Representation for Council Members and Employees Policy



- a. the matter for which legal representation is sought;
 - b. how that matter relates to the functions of the council member or employee making the application;
 - c. the lawyer (or law firm - if known) who is to be asked to provide the legal representation;
 - d. the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
 - e. an estimated cost of the legal representation; and
 - f. why it is in the interests of the City for payment to be made
- 3.3 The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 3.4 As far as possible the application is to be made before commencement of the legal representation to which the application relates.
- 3.5 An application made by a Council Member or the CEO is to be accompanied by a report to Council prepared by the CEO or where the CEO is the applicant by an appropriate Senior Employee. The report will contain an assessment of the request, together with a recommendation.
- 4. Legal representation costs – Limit**
 - 4.1 The Council or CEO, in approving an application in accordance with this policy, shall set a limit on the costs to be paid based on the estimated costs in the application.
 - 4.2 A Council Member or Employee may make a further application to the council in respect of the same matter.
- 5. Determination**
 - 5.1 The Council may:
 - a. refuse;
 - b. grant; or
 - c. grant subject to conditions, an application for payment of legal representation costs made by Council Members or the CEO.
 - 5.2 The CEO may:
 - a. refuse;
 - b. grant; or
 - c. grant subject to conditions, an application for payment of legal representation costs made by Employees.

Legal Representation for Council Members and Employees Policy



- 5.3 Conditions under clause 5.1 and 5.2 will include, but are not restricted to:
- a. a financial limit; and
 - b. a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 5.4 In assessing an application, regard to any insurance benefits that may be available to the applicant under the City's Council Members or Employees insurance policy or its equivalent, shall be applied.
- 5.5 The Council or CEO may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 5.6 The Council or CEO may, subject to clause 5.7, determine that a Council Member or Employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:
- a. not acted reasonably or in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 - b. given false or misleading information in respect of the application.
- 5.7 A determination under clause 5.6 may be made only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 5.8 Where determination is made under clause 5.6;
- a. assistance will be immediately withdrawn; and
 - b. the legal representation costs paid by the City are to be repaid by the Council Member or Employee in accordance with the conditions of approval.
- 6. Delegation to Chief Executive Officer**
- 6.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant or may result in increased risk exposure to the City, the CEO may exercise, on behalf of the Council, any of the powers of the Council under clause 5.1 in accordance with the City's Risk Management Policy.
- 6.2 An application approved by the CEO under clause 6.1, is to be submitted to the next Ordinary Meeting of the Council. Council may exercise any of its powers under this Policy, including its powers under clause 5.5.

Legal Representation for Council Members and Employees Policy



7. Repayment of legal representation costs

- 7.1 A Council Member or Employee whose legal representation costs have been paid by the City is to repay the City:
- all or part of those costs – in accordance with any formal agreement conditioning the application;
 - as much of those costs as are available to be paid by way of set-off – where the Council Member or Employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the City paid the legal representation costs.
- 7.2 The City may take action in a court of competent jurisdiction to recover any monies due to it under this Policy.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	23/07/2002
Previous Title	N/A
Reviewed / Amended	Amended 07/11/2006 Reviewed 04/04/2018 (no amendments made)
Next Review Date	

Legal Representation for Council Members and Employees Policy



CITY OF VINCENT

Legislation / local law requirements	<i>Local Government Act 1995</i> <i>Legal Practice Act 2003</i>
Relevant delegations	Nil.
Related policies, procedures and supporting documentation	Local Government Operational Guideline - Legal Representation for Council Members and Employees

PRELIMINARY

INTRODUCTION

Section 9.56 of the *Local Government Act 1995* (the Act) provides protection from actions of tort for anything a Council Member or employee has, in good faith, done in the performance or purported performance of a function under the Act or under any other written law. However, the legislation does not preclude people taking action against individual Council Members or employees if they believe that the Council Member or employee has not acted in good faith.

Section 3.1 of the Act provides that the general function of a local government is to provide for the good government of persons in its district. Section 6.7(2) provides that money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by the Act or any other written law. Under these provisions, Council can expend funds to provide legal representation for its members and employees, as long as it believes that the expenditure falls within the scope of the local government's function.

PURPOSE

To set out the circumstances under which the City will contribute to legal fees for council members and employees.

OBJECTIVE

~~This policy is designed to protect the interests of Council Members and Employees (including past members and former employees) where they become involved in legal proceedings because of their official functions. In these situations the City may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.~~

~~This policy is necessary to ensure security, equity and consistency for Members and Employees to work for the good government of the district. This policy applies in that respect~~

To:

- protect the interests of council members and employees (including past members and former employees) where they become involved in legal proceedings as a result of their official functions; and
- ensure security, equity and consistency for council members and employees to work for the good government of the district.

Legal Representation for Council Members and Employees Policy



SCOPE

This policy applies to the contribution of legal fees for council members and employees (including past members and former employees) where they become involved in civil legal proceedings in the course of their official functions.

POLICY PROVISIONS

DEFINITIONS

approved lawyer is to be

- a. a 'certified practitioner' under the *Legal Practice Act 2003*;
- b. from a law firm on the City's panel of legal service providers, if relevant, unless the Council or CEO considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and
- c. approved in writing by the Council or the CEO under delegated authority.

council member or employee means a current or former commissioner, Council Member, Non-elected Member of a Council Committee or Employee of the City.

legal proceedings may be civil, criminal or investigative.

legal representation is the provision of legal services, to or on behalf of a Council Member or Employee, by an approved lawyer that are in respect of

- a. a matter or matters arising from the performance of the functions of the Council Member or Employee; and
- b. legal proceedings involving the council member or employee that have been, or may be, commenced.

legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

legal services includes advice, representation or documentation that is provided by an approved lawyer. payment by the City of legal representation costs may be either by

- a. a direct payment to the approved lawyer (or the relevant firm); or
- b. a reimbursement to the Council Member or Employee.

to act in good faith

To act 'in good faith' is to act honestly or sincerely, without an intention to deceive. This is also known as **acting bona fide**. A decision made in good faith is one where you genuinely believe it to be for the benefit of the company as a whole and not merely for your self interest.

Legal Representation for Council Members and Employees Policy



POLICY

In each case, the Council Member or Employee must refer the matter to the Local Government Insurance Scheme for assessment under the management liability insurance (elected members and employees liability) cover in respect of claims against them personally for any alleged wrongful acts arising out of their official duties. should the cover not provide the representation, the conditons of this policy apply.

1. Payment Criteria

There are four major criteria for determining whether the City will pay the legal representation costs of a council member or employee. These are:

- a. the legal representation costs must relate to a matter that arises from the performance, by the Council Member or Employee, of his or her functions;
- b. the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
- c. in performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- d. the legal representation costs do not relate to a matter that is of a personal or private nature.

2. Examples of legal representation costs that may be approved

- 2.1 If the criteria in clause 1 of this policy are satisfied, the City may approve the payment of legal representation costs:
 - a. where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Council Member or Employee; or
 - b. to enable proceedings to be commenced and/or maintained by a Council Member or Employee to permit him or her to carry out his or her functions - for example where a Council Member or Employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Council Member or Employee; or
 - c. where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Council Members or Employees.
- 2.2 The City will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a Council Member or Employee.

3. Application for payment

- 3.1 ~~A Council Member or Employee who seeks assistance under this policy is to make an application(s), in writing, to the Council or the CEO.~~

3.1 All applications are to be submitted, in writing, to the CEO or where the CEO is the applicant to the Mayor

Legal Representation for Council Members and Employees Policy



- 3.2 The written application for payment of legal representation costs is to give details of:
- the matter for which legal representation is sought;
 - how that matter relates to the functions of the council member or employee making the application;
 - the lawyer (or law firm - if known) who is to be asked to provide the legal representation;
 - the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
 - an estimated cost of the legal representation; and
 - why it is in the interests of the City for payment to be made
- 3.3 The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 3.4 As far as possible the application is to be made before commencement of the legal representation to which the application relates.
- ~~3.5 The application is to be accompanied by a signed Statutory Declaration by the applicant that he or she:~~
- ~~has read, and understands, the terms of this Policy;~~
 - ~~acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and~~
 - ~~undertakes to repay to the City any legal representation costs in accordance with the provisions of clause 7~~
- ~~3.6 In relation to clause 3.5(c), when a person is to be in receipt of such monies the person should sign a Statutory Declaration which requires repayment of that money to the local government as may be required by the local government and the terms of the Policy.~~
- 3.7 An application made by a Council Member or the CEO is ~~also~~ to be accompanied by a report to Council prepared by the CEO or where the CEO is the applicant by an appropriate Senior Employee. The report will contain an assessment of the request, together with a recommendation.

4. Legal representation costs – Limit

- 4.1 The Council or CEO, in approving an application in accordance with this policy, shall set a limit on the costs to be paid based on the estimated costs in the application.
- 4.2 A Council Member or Employee may make a further application to the council in respect of the same matter.

5. Council's powers Determination

- 5.1 The Council may:

Legal Representation for Council Members and Employees Policy



- a. refuse;
- b. grant; or
- c. grant subject to conditions, an application for payment of legal representation costs made by Council Members or the CEO.

5.2 The CEO may:

- a. refuse;
- b. grant; or
- c. grant subject to conditions, an application for payment of legal representation costs made by Employees.

5.23 Conditions under clause 5.1 and 5.2 will include, but are not restricted to:

- a. a financial limit; and
- b. a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

5.34 In assessing an application, ~~the council may have~~ regard to any insurance benefits that may be available to the applicant under the City's Council Members or Employees insurance policy or its equivalent, shall be applied.

5.45 The Council or CEO may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

5.56 The Council or CEO may, subject to clause 5.67, determine that a Council Member or Employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:

- a. not acted reasonably or in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- b. given false or misleading information in respect of the application.

5.67 A determination under clause 5.56 may be made ~~by the Council~~ only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

5.78 Where ~~the Council makes a~~ determination is made under clause 5.56;

- a. assistance will be immediately withdrawn; and
- b. the legal representation costs paid by the City are to be repaid by the Council Member or Employee in accordance with ~~clause 7~~ the conditions of approval.

6. Delegation to Chief Executive Officer

6.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant or may result in increased risk exposure to the City, the CEO may exercise, on

Legal Representation for Council Members and Employees Policy



behalf of the Council, any of the powers of the Council under clause 5.1 in accordance with the City's Risk Management Policy.

- 6.2 An application approved by the CEO under clause 6.1, is to be submitted to the next Ordinary Meeting of the Council. Council may exercise any of its powers under this Policy, including its powers under clause 5.45.

7. Repayment of legal representation costs

- 7.1 A Council Member or Employee whose legal representation costs have been paid by the City is to repay the City:
- a. all or part of those costs – in accordance with ~~a determination by the Council under clause 5.7~~ any formal agreement conditioning the application;
 - b. as much of those costs as are available to be paid by way of set-off – where the Council Member or Employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the City paid the legal representation costs.
- 7.2 The City may take action in a court of competent jurisdiction to recover any monies due to it under this Policy.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	23/07/2002
Previous Title	N/A

Legal Representation for Council Members and Employees Policy



CITY OF VINCENT

Reviewed / Amended	Amended 07/11/2006 Reviewed 04/04/2018 (no amendments made)
Next Review Date	

8.3 ADOPTION OF CORPORATE BUSINESS PLAN 2023/24 - 2026/27 AND FOUR YEAR CAPITAL WORKS PROGRAM 2023/24 - 2026/27

Attachments: 1. Draft Corporate Business Plan 2023/24 - 2026/27 and Capital Works Program 2023/24 - 2026/27 

RECOMMENDATION:

That Council:

1. **ADOPTS BY ABSOLUTE MAJORITY** the City of Vincent Corporate Business Plan 2023/24 – 2026/27 at Attachment 1 including the Four Year Capital Works Program 2023/24 – 2026/27; and
2. **NOTES that:**
 - 2.1 **financials in the CBP and CWP are subject to change based on the figures adopted in the City’s Annual Budget 2023/24 and Long Term Financial Plan; and**
 - 2.2 **final editorial, design and formatting of these documents will be determined by the Chief Executive Officer prior to publication.**

PURPOSE OF REPORT:

In accordance with section 5.56 of the *Local Government Act 1995* (the Act) and Regulation 19DA of the *Local Government (Administration) Regulations 1996* the City is required to plan for the future and have a four year Corporate Business Plan (CBP).

BACKGROUND:

Council at its meeting 20 September 2022 adopted the CBP 2022/23 – 2025/26. As part of the annual budget process, Administration has undertaken an annual review of all the City’s projects, programs and services to inform the CBP review in 2023.

DETAILS:**Corporate Business Plan 2023/24 – 2026/27**

The updated Corporate Business Plan 2023/24 – 2026/27 (CBP), at **Attachment 1**, captures the City’s strategic priorities, projects and initiatives. These are aligned to meet Strategic Community Plan (SCP) priorities, the four-year Capital Works Program (CWP) and operational area deliverables, projects and programs.

Projects and initiatives in the CBP and CWP which are scheduled for 2023/2024 are funded in the Annual Budget 2023/24. The CBP is also aligned with the City’s Long-Term Financial Plan (LTFP).

The Budget 2023/24 and the LTFP are being presented to Council for adoption at its 20 June 2023 Meeting (addressed in a separate item). Any amendments to the recommended Annual Budget 2023/24 and LTFP will be made and reflected in the CBP and CWP prior to publishing.

The CBP provides a comprehensive overview of the City’s commitments, resourcing and operations including all projects, programs and services for the next four years.

The key elements of the CBP are as follows:

- Strategic projects for 2023/24;
- SCP community priorities implemented through the CBP;
- Profile of each service area, including their purpose, key functions and operational programs;
- Resources required to deliver these priorities, projects and initiatives. This includes employee costs, financial statements and organisational structures;
- Update on the City's Risk Management Framework;
- Overview of the Vincent Underground Power Project, and other major projects; and
- Alignment with CEO KPIs.

Four Year Capital Works Program 2023/24 – 2026/27

The Four Year Capital Works Program (CWP) is an Annexure to the CBP and includes both a summary and detailed version of the capital works program for the next four years with a significant focus on planning for renewal of existing assets over building new infrastructure. This was reviewed as part of the development of the Long Term Financial Plan which will require adjustments to current planned capital expenditure in 2025/26 & 2026/27 to manage the City's cash flow requirements.

Council is being presented with the Annual Budget 2023/24 at the 20 June 2023 Meeting (addressed in a separate item), and if adopted, would approve the projects listed in the first year (2023/24) of this Four Year Capital Works Program. Any amendments to the recommended Annual Budget 2023/24 will be made and reflected in the CBP and CWP prior to publishing.

All projects detailed in the consecutive years 2024/25 to 2026/27 will depend on Council's approval in the relevant Annual Budget process informed by the 10 Year Long Term Financial Plan.

The Capital Works Program has been developed to meet anticipated community infrastructure needs and the future development of the City with the strategic direction for the Program provided by the Strategic Community Plan and Long Term Financial Plan.

CONSULTATION/ADVERTISING:

The CBP will be promoted through the City's website after adoption and publication.

Items listed in the Capital Works Program may be subject to community consultation as required by the City's [Community and Stakeholder Engagement Policy](#).

As each works item progresses the requirement for community engagement will be considered against the Community and Stakeholder Engagement Policy consistent with the City's Project Management Framework.

LEGAL/POLICY:

Local governments must prepare a plan for the future in accordance with section 5.56 of the *Local Government Act 1995*.

The development of a CBP covering a minimum four financial years is a requirement of regulation 19DA(1) and 19DA(2) of the *Local Government (Administration) Regulations 1996*.

Regulation 19DA(3) also requires a CBP to:

- set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district;*
- govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
- develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to adopt the CBP and CWP as it aligns with the legislative requirements and will achieve the SCP priorities.

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

SUSTAINABILITY IMPLICATIONS:

The CBP includes initiatives that contribute to the achievement of the City's *Sustainable Environment Strategy 2019-2024*.

PUBLIC HEALTH IMPLICATIONS:

The CBP includes initiatives that contribute to the achievement of the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Projects and initiatives in the CBP and CWP which are scheduled for 2023/2024 are funded in the Annual Budget 2023/24 presented to Council at its 20 June 2023 Meeting. Any amendments to the recommended Annual Budget 2023/24 will be changed and reflected in the CBP and CWP prior to publishing.

Projects and initiatives in the CBP scheduled from 2024/25 onward will be approved for delivery as part of next year's Annual Budget as informed by the Long Term Financial Plan.

The CBP and CWP reflect the recommended LTFP, which is being presented to Council for adoption at the same Meeting (addressed in a separate item). The CBP and CWP are subject to the figures which are adopted by Council in the LTFP. Any amendments to the recommended LTFP will be changed and reflected in the CBP and CWP prior to publishing.

Draft Corporate Business Plan 2023/24 – 2026/27

Front Cover

Inside Front Cover

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 and present.

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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CEO'S Message

This year's update to our four year Corporate Business Plan and Capital Works Program reflects Council's recently adopted Strategic Community Plan 2022 – 2032.

The Strategic Community Plan is the Council's key strategic document. It was the result of extensive engagement with a broad cross-section of our community. It describes the vision we will strive to achieve over the next decade, where we will focus our efforts and how we will measure our progress.

This Corporate Business Plan outlines how we will implement this vision through our projects, programs and services. The updated Strategic Community Plan and community engagement process demonstrated that we have been on the right track.

The biggest change is that we are now able to commit to providing underground power to all our residential streets. There has been a strong and consistent call for underground power from our community over many years and we are now in a position to deliver it. Our collective work outlined in this plan is aimed at making Vincent more Vibrant, Diverse and Sustainable. It is incredibly rewarding to work with a committed Council and engaged staff to make this a reality on our streets, parks, town centres and community facilities.

I thank both Council and staff for their ongoing support and dedication.

The Integrated Planning & Reporting Framework

Local Governments are required to plan for the future in accordance with the *Local Government Act 1995*. The Integrated Planning and Reporting Framework (IPRF) provides an integrated approach to planning and ensures community priorities and aspirations are translated into operational objectives by the City.

What is a Corporate Business Plan?

A Corporate Business Plan (CBP) is a key part of the City's IPRF. It is a planning document that translates the Council's priorities, as set out in the City's Strategic Community Plan 2018-2028 (SCP), into outcomes within the resources available to the City. The CBP details the services, actions, projects, and programs that the City will undertake over the next four years to achieve the community's vision, as documented in the SCP.

The Corporate Business Plan is informed by the Long Term Financial Plan (LTFP), Asset Management Strategy, Workforce Plan and issue specific strategies and plans. The CBP is a rolling four-year plan that is reviewed and updated annually.

HOW WE IMPLEMENT THE IPRF

This infographic will be updated prior to publishing.



STATEMENT OF STRATEGIC INTENT

Clever:
We always choose the simplest, quickest and most cost effective way to deliver our services.

Creative:
We find new and different approaches to get better outcomes for the City and our community.

Courageous:
We understand and manage the risks in being clever and creative but we still take action.

OUR VISION

To be a **clever, creative** and **courageous** local government.

OUR SERVICES

Office of the CEO
Strategy & Development
Infrastructure & Environment
Community & Business Services

OUR VALUES

Engaging

Listening, understanding and communicating is the key to our success

Accountable

We work openly and transparently to earn our community's trust

Making a Difference

Our work improves our community and the lives of our residents

OUR COMMITMENT

With Team Vincent you will be **HEARD**.

- | | |
|--------------------|--|
| Hear: | We will listen to what you say. |
| Engage: | We will take the time to understand your perspective. |
| Appreciate: | We will value your perspective. |
| Respond: | We will respond to your views which will inform our decision making. |
| Do: | We will act and deliver on our values and commitments. |

OUR STRATEGIC COMMUNITY PLAN

This infographic will be changed to reflect updated SCP prior to publishing.

In October 2018, the City adopted its SCP. The SCP established six priority areas to guide the delivery of the City's projects, programs and services over a 10-year period. The six priority areas were a result of a robust community consultation and represent the community's vision and aspirations.



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

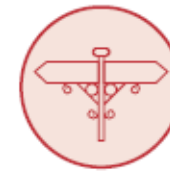
We are diverse, welcoming and engaged community. We want to celebrate what makes us unique and connect with those around us to enhance our quality of life.



THRIVING PLACES

Our vibrant places and spaces are integral to our identity, economy and appeal.

We want to create, enhance and promote great places and spaces for everyone to enjoy.



SENSITIVE DESIGN

Design that 'fits in' to our neighbourhoods is important to us.

We want to see unique, high quality developments that respect our character and identity and respond to specific local circumstances.



INNOVATIVE & ACCOUNTABLE

The City of Vincent has a significant role to play in supporting our community to realise its vision. To achieve this, we will be an innovative, honest, engaged and responsible organisation that manages resources well, communicates effectively and takes our stewardship role seriously.

City of Vincent Profile

Information below to be reflected in infographic form.

The City of Vincent is an inner-city municipality incorporating some of Perth's most vibrant, inviting town centres and suburbs. The City is located about 3 kilometres north of the Perth CBD.

Growth: the City's population for 2022 was 38,433 and it is estimated to increase to 49,081 by 2041.

Age: the largest age group in the City is the 30 to 34 year group (4,197 persons, equivalent to 11.5% of the City's total residents). The 25 to 29 year and 35 to 39 year demographic groups account for 11.2% and 9.8% of the City's total residents respectively.

Place of origin: in 2021, 32.9% of residents were born overseas (the majority of these residents were originally from the United Kingdom, Italy or New Zealand) and 19.8% of the population spoke a language other than English at home.

Education: compared to greater Perth, there is a significantly higher proportion of people in the City with a formal qualification (Bachelor or higher degree) and a lower proportion of people with no formal qualifications.

Employment: in the 2022 December quarter, the unemployment rate in the City was 3.0%. This is slightly lower than the greater Perth unemployment rate of 3.5% and Western Australia 3.4%.

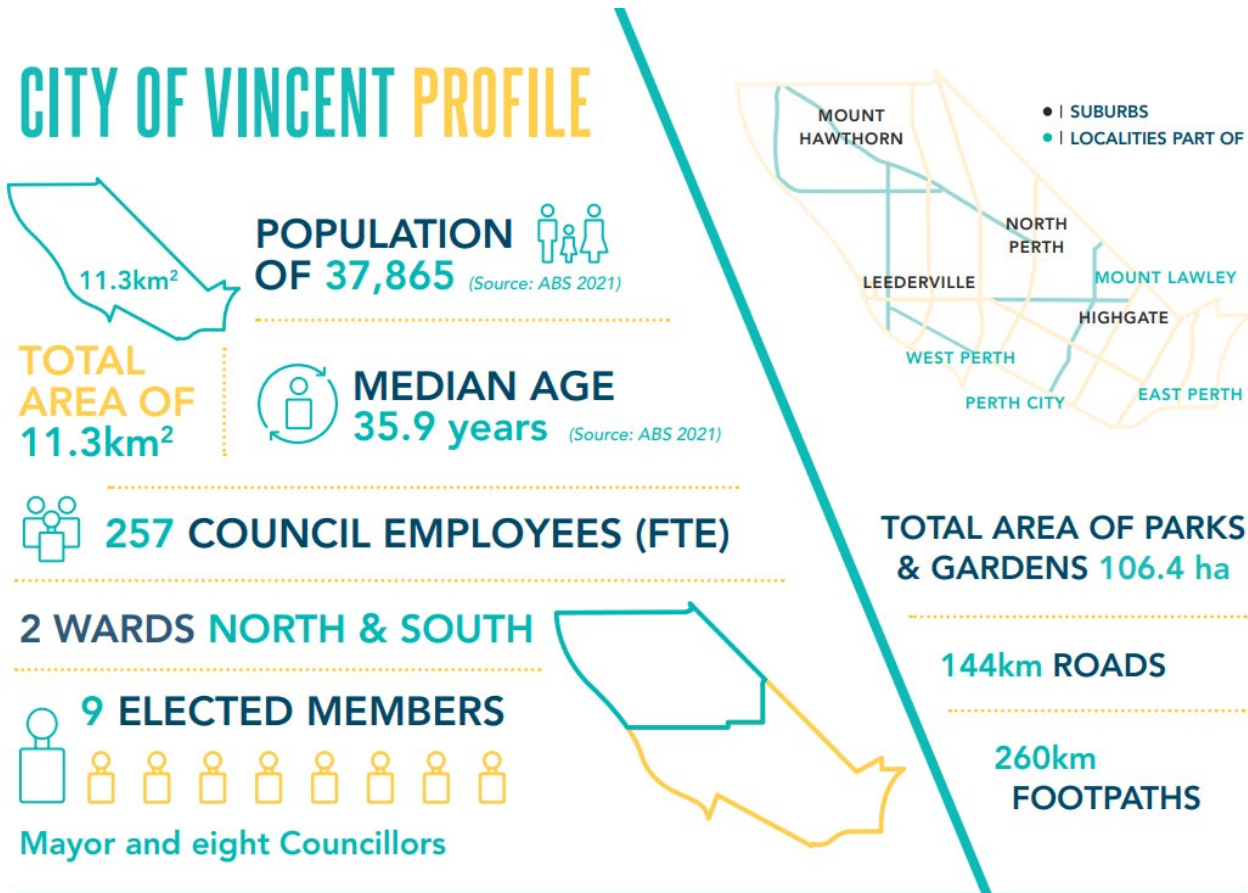
Dwellings: 45.1% of residents live in a separate house, 28.3% in medium density and 25.7% in high-density dwellings. 37.6% of residents are renting.

Socio-Economic Indexes for Areas (SEIFA): the City has a SEIFA index score of 1,067.5 compared to a score of 1,020.0 for greater Perth, 1,011.0 for Western Australia and 1,001.2 for Australia.

Information in the below table to be reflected in infographic form.

KEY FACTS	
Area	Land area 1,140 ha (11.49 Km ²)
Population	Estimated population 38,433 as at 30 June 2022 (Source: ABS ERP 2022)
Median age	36 years (Source: ABS 2021 Census Report)
Rateable properties	19,355 as at April 2023
Number of Council employees	458 including casual, permanent and fixed term staff 2022/23
Number of Wards	Two
Number of Elected Members	Mayor and eight Councillors
Distance from Perth City	The Administration and Civic Centre is 3 kilometres from Perth GPO
Area of parks and gardens	106.9 hectares
Length of roads and footpaths	180 kilometres (road) and 260 kilometres (footpath)
Suburbs and localities	<div> Suburbs: <ul style="list-style-type: none"> • Highgate • Leederville • Mount Hawthorn • North Perth </div> <div> Localities – parts of: <ul style="list-style-type: none"> • Coolbinia • East Perth • Mount Lawley • Perth • West Perth </div>
Boundaries	Swan River, Town of Cambridge and Cities of Bayswater, Perth and Stirling

This infographic will be updated prior to publishing to reflect Key Facts on previous page.



Information in the below table to be reflected on a map.

COMMUNITY FACILITY	LOCATION / PLACE	
Child Health Centres	<ul style="list-style-type: none"> • Harold Street, Highgate • City of Vincent Community Centre, Loftus Street • Mt Hawthorn Community Centre, Scarborough Beach Road 	
Community Centres	<ul style="list-style-type: none"> • City of Vincent Community Centre • Mount Hawthorn Community Centre 	
Libraries	<ul style="list-style-type: none"> • City of Vincent Library and Local History Centre 	
Recreation Facilities	<ul style="list-style-type: none"> • Beatty Park Leisure Centre • 1 Bowling Club • 1 Croquet Club • Dorrien Gardens • E and D Litis Stadium • 10 Halls and Pavilions 	<ul style="list-style-type: none"> • Hyde Park • Leederville Oval • Loftus Recreation Centre • 48 Parks and Reserves • Perth Oval (HBF Park) • 4 Tennis Clubs
Schools	<ul style="list-style-type: none"> • Aranmore Catholic Primary School • Aranmore Catholic College • Highgate Primary School • Highgate Primary School Kindergarten • Kyilla Primary School • Margaret Kindergarten 	<ul style="list-style-type: none"> • Mount Hawthorn Primary School • North Metropolitan TAFE – Leederville • North Metropolitan TAFE – Mount Lawley • North Perth Primary School • Sacred Heart Primary School

Strategic Focus Areas for 2023/24

- Embed Council's new **Strategic Community Plan** priorities in all the City's projects, programs and services.
- Progress **Reconciliation Action Plan** actions to promote greater equality and opportunities for all members of our society.
- Continue to implement the **Smoke Free Town Centres Project**.
- Deliver the **Local Government Election 2023**, alongside the Western Australian Electoral Commission.
- Continue **Policy and Strategy Review Program**.
- Progress **Accessible City Strategy** actions including preparing precinct-specific parking management plans, with priority given to precincts already at capacity.
- Continue to implement recommended reforms from the **Small Business Friendly Approvals Program** to help businesses start, pivot and grow.
- Prepare the **Local Planning Scheme and Strategy Review**.
- Continue to deliver the **Customer Service Experience** initiative to make it easier for our customers to do business with us.
- Advocate on major projects including **Beatty Park 2062**, **40km speed zones**, and **Leederville Oval Civic Precinct Master Plan**.
- Deliver the **Capital Works Program**.

SCP implementation through CBP

The Strategic Community Plan (SCP) is the City's most significant guiding document and establishes the community's vision for Vincent's future. The CBP demonstrates how the City maps out the services, projects and programs we will deliver over the next four years to achieve this vision.

The table below shows how City strategies and plans, and the actions delivered through them, are aligned to each of the six community priorities:

	PRIORITY AREA	SCP OUTCOMES	SCP OUTCOMES DELIVERED AS ACTIONS
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	<ul style="list-style-type: none"> Our parks and reserves are maintained, enhanced and are accessible for all members of the community. Our urban forest/canopy is maintained and increased. We have improved resource efficiency and waste management. We have minimised our impact on the environment. Power lines are undergrounded. 	<ul style="list-style-type: none"> Banks Reserve Master Plan Britannia North West Reserve Development Plan Greening Plan 2018 – 2023* Haynes Street Reserve Development Plan Public Open Space Strategy 2018 Robertson Park Development Plan Sustainable Environment Strategy 2019 – 2024* Waste Strategy 2018 – 2023*
ACCESSIBLE CITY	We want to be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent.	<ul style="list-style-type: none"> 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. We have embraced emerging transport technologies. 	<ul style="list-style-type: none"> Accessible City Strategy 2020 – 2030 Precinct Parking Management Plan Car Parking Strategy* Access and Inclusion Plan 2022 – 2027
CONNECTED AND HEALTHY COMMUNITY	We are 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.	<ul style="list-style-type: none"> We have enhanced opportunities for our community to build relationships and connections with each other and the City. Our many cultures are celebrated. We recognise, engage and partner with the Whadjuk Noongar people and culture. Our community facilities and spaces are well-known and well-used. We are an inclusive, accessible and equitable City for all. We protect, improve and promote public health and wellbeing within Vincent. 	<ul style="list-style-type: none"> Closed Circuit Television CCTV Strategy 2013* Community and Stakeholder Engagement Strategy Public Health Plan 2020 – 2025 Reconciliation Action Plan 2022 – 2024 Innovate Safer Vincent Plan 2019 – 2022* Vincent Communications Plan 2021 – 2023* Youth Action Plan 2020 – 2026

THRIVING PLACES	Thriving places are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy	<ul style="list-style-type: none"> · We are recognised as a City that supports local and small business. · Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority. · We encourage innovation in business, social enterprise and imaginative uses of space, both public and private. · Efficiently managed and maintained City assets in the public realm. · Art, history and our community's living cultures are evident in the public realm. 	<ul style="list-style-type: none"> · Thriving Places Strategy · North Perth Town Centre Place Plan · Mount Hawthorn Town Centre Place Plan · Leederville Town Centre Place Plan · Beaufort Street Town Centre Place Plan · William Street Town Centre Place Plan · Pickle District Place Plan · Claisebrook Town Centre Place Plan
SENSITIVE DESIGN	Design that 'fits in' to our neighbourhoods is important to us. We want to see unique, high quality developments that respect our character and identity and respond to specific local circumstances.	<ul style="list-style-type: none"> · Our built form is attractive and diverse, in line with our growing and changing community. · Our built form character and heritage is protected and enhanced. · Our planning framework supports quality design, sustainable urban built form and is responsive to our community and local context. · More people living in, working in, or enjoying our town centres. 	<ul style="list-style-type: none"> · Local Planning Scheme · Local Planning Strategy · Affordable Housing Strategy · Heritage Strategic Plan 2013 – 2017 · Leederville Precinct Structure Plan · Policy No. 7.1.1. Built Form · Site specific planning frameworks
INNOVATIVE & ACCOUNTABLE	We have 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.	<ul style="list-style-type: none"> · We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible. · We engage with our community so they are involved in what we are doing and how we are meeting our goals. · Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction. · We embrace good ideas or innovative approaches to our work to get better outcomes for Vincent and our community. 	<ul style="list-style-type: none"> · Asset Management Strategy 2020 – 2030 · Equal Employment Opportunity Management Plan 2012 – 2014 · Long Term Financial Plan 2023/24 – 2032/33 · Property Management Framework · Revenue and Rating Plan 2022 – 2026

**Strategy or plan currently under development or due for development.*

Risk Management

The City has a well-established Risk Management Framework that serves as the foundation for effectively managing risks throughout the organisation. It supports the achievement of the City's strategic, corporate, operational, and project objectives by providing transparent and formal oversight of risks, to enable informed decision-making.

The Risk Management Framework ensures that proactive measures are taken to address identified risks and that the existing risk management systems and controls are effective. The City is committed to continuously enhancing its risk management practices and maturity by integrating risk analysis and management across all functions and services.

Risk management is conducted in accordance with the Council's determined appetite for risk. The Risk Management Policy stipulates that Risk Appetite and Tolerance Statements should be reviewed within three months of each ordinary Council election, allowing incoming Council Members to review and modify the City's risk tolerance in pursuit of its strategic objectives. A review of Vincent's Risk Appetite and Tolerance Statements will be conducted after the Local Government Elections to be held in October 2023.

During the 2022/23 period, the City conducted a thorough review and update of its Risk Management Policy. The key objectives of this update were as follows:

- Aligning risk consequence criteria with best practices in risk management.
- Introducing likelihood probability as an additional means of assessing the likelihood of risks.
- Incorporating a control rating table to assess the effectiveness of controls, categorising them as fully effective, adequate, or inadequate.
- Updating the risk classification matrix to ensure that likely and major risks are classified as extreme, while minor and almost certain or catastrophic and unlikely risks are classified as high.
- Assigning the role of the Audit Committee to review the treatment of residual risks classified as high or extreme.
- Adding provisions to ensure the engagement of appropriate expertise in risk classification, guiding Policy implementation, and ensuring regular review of the City's Risk Appetite and Tolerance Statements.

All risks undergo regular review, monitoring, and reporting to the Audit Committee and Executive Management Committee in accordance with the Risk Management Framework. To align with the updated Policy, corporate risks were re-evaluated, and the findings were presented to the Audit Committee.

Workforce Profile

To be updated after Annual Budget and LTFP adoption.

As the City increases in population, continuously reviewing and optimising the workforce will result in the City maintaining excellence in the delivery of services, programs and projects to the community with consistent full-time equivalent employment (FTE) numbers.

2023/24 FTE COST	2024/25 FTE COST	2025/26 FTE COST	2026/27 FTE COST

SERVICE AREA	2023/24 TOTAL FTE COST	FTE NO. (PERMANENT)	COST (PERMANENT)	FTE NO. (CASUAL)	COST (CASUAL)
CEO & Executive Management					
Human Resources					
Information & Communication Technology					
Corporate Strategy & Governance					
Urban Design & Strategic Projects					
Public Health & Built Environment					
Development & Design					
Ranger Services					
Parks					
Engineering					
City Buildings & Assets					
Waste & Recycling					
Library & Local History					
Beatty Park Leisure Centre					
Communications & Engagement					
Underground Power					
Financial Services					
Grand Total					

Financial Summary

Figures to be confirmed after Annual Budget and LTFP adoption.

Key Terms:

- **Operating Revenue** refers to the sum of all money generated.
- **Operating Expense** is an expense incurred by the City in the course of its normal business operations.
- **Net Operating Expense** is the bottom line net financial impact of operating a service area (operating revenue less operating expenses)

The future revenue and expenses are influenced by inflation, service levels and other economic factors and is consistent with the LTFP*.

	2023/24	2024/25	2025/26	2026/27
Revenues	\$	\$	\$	\$
Rates	42,299,855	44,837,846	46,855,549	48,495,494
Operating grants, subsidies and contributions	1,498,420	1,543,374	1,589,678	1,637,369
Fees and Charges	22,003,704	23,113,815	23,704,231	24,415,359
Interest earnings	1,103,000	891,970	780,821	769,109
Other revenue	1,385,434	1,349,492	1,389,976	1,431,674
Total Operating Revenue	68,290,413	71,736,497	74,320,255	76,749,005
Expenses				
Employee costs	31,078,610	31,858,182	32,660,101	33,313,303
Materials and contracts	23,064,882	23,242,175	24,324,951	24,599,313
Utility charges (electricity, gas, water etc.)	1,800,315	1,854,325	1,909,957	1,967,255
Depreciation on non-current assets	12,607,088	13,502,107	14,024,521	14,484,661
Interest expenses	495,449	429,678	361,061	289,373
Insurance expenses	804,195	828,320	853,169	878,765
Other expenditure	752,098	685,961	718,052	751,347
Total Operating Expenses	70,602,637	72,400,748	74,851,812	76,284,017
Net Result from Operations	2,312,224	664,251	531,557	-464,988
Non-operating grants, subsidies and contributions	3,221,473	4,573,740	1,620,406	2,353,740
Profit on disposal of assets	612,705	624,959	637,459	650,208
Loss on asset disposals	4,335	4,422	4,510	4,600
Share of profit or (loss) of associates accounted for using the equity method	1,848,288	2,846,349	2,599,258	3,857,575
Net result	3,365,907	7,376,375	4,321,056	7,321,911
Other comprehensive revenue	8,885,622	5,405,171	5,605,602	5,713,715
TOTAL COMPREHENSIVE REVENUE	12,251,529	12,781,546	9,926,658	13,035,626

* subject to Council adoption of the LTFP.

Financial Summary by City Service Area

To be included after Annual Budget and LTFP adoption.

The financial summary by service area has been determined from the City's' 2023/24 budget. The revenue and expenses for future years are based on a 2%-3.1% annual increase (excluding rates).

FINANCIAL PROJECTIONS	2023/2024 OPERATING REVENUE	2023/2024 OPERATING EXPENSES	2023/2024 NET OPERATING EXPENSES
CEO & Executive Management			
Sustainability & Innovation Services			
Human Resources			
Information & Communications Technology			
Corporate Strategy and Governance			
Policy & Place			
Built Environment and Well Being			
Development & Design			
Ranger Services			
Parks			
Engineering			
Waste and Recycling			
Library and Local History Services			
Beatty Park Leisure Centre			
Marketing, Customer Service and Community Development			
City Buildings and Asset Management			
Financial Services (including rates income)			
Grand Total			








Strategic Projects

Figures to be confirmed after Annual Budget and LTFP adoption.

Pursuant to the Project Management Framework adopted by City, the following projects have been identified as Strategic Projects for the period of the CBP.

Strategic Projects are projects that generally have three or more attributes as follows:

- High priority
- Exceeding 12 months in duration
- Introduces significant risk, change, and significant benefit
- More than \$250,000 budget
- High profile or significant community impact or interest (in line with Community Engagement Framework)
- Requires three or more Full Time Equivalent across divisional team

	SCP Category Alignment	Title of Works	Lead Directorate	Description of Works	Operating/ Capital	23/24	24/25	25/26	26/27
1		Vincent Underground Power Network	Infrastructure & Environment	Convert distribution powerlines to underground power, delivering reliable and safe power while improving street appeal and allowing the tree canopy to flourish.	Op & Cap	200,000	200,000	200,000	200,000
2		Leederville Carpark Redevelopment	Strategy & Development	Redevelopment of The Avenue and Frame Court carparks.	Op	50,000			
3		Beatty Park Leisure Centre	Infrastructure & Environment	Repair and maintain the Heritage Grandstand and develop a long-term asset management program to guide the efficient maintenance and operation of the facility.	Op & Cap	2,145,050	1,995,000	310,000	310,000
4		Robertson Park Development Plan	Strategy & Development	Stage 1 – Deliver multi-sports courts and tennis centre entrance upgrades.	Op & Cap	800,000	3,349,000	1,073,000	332,000
5		Banks Reserve Master Plan	Strategy & Development	Stage 2 – Deliver new public toilets, Walter's Brook Crossing, new picnic facilities, 'River Journeys' interpretation node, and complementary elements.	Op & Cap	200,000	306,000	605,000	650,000
6		Leederville Oval Civic Precinct Master Plan	Strategy & Development	Develop the Leederville Oval Civic Precinct Master Plan.	Op		50,000		
7		Britannia North West Reserve Development Plan	Strategy & Development	Stage 1 – Deliver Litis Stadium changeroom and clubroom upgrades.	Op & Cap	1,500,000	1,350,000	150,000	
Items shown in the Strategic Projects are not included in the Service Area Deliverables.						<p>Cap</p> <p>Capital expenditures, which are major purchases that will be used in the future</p>		<p>Op</p> <p>Operating expenditures (expenses) which are day to day costs that are part of normal operation of business</p>	

CEO's KPI's 2023-2024

To be inserted after CEO Performance Review Panel approval of KPI's.

Vincent Underground Power Project (VUPP)

The City of Vincent is working with Western Power to take advantage of a once-in-a-50-year opportunity to underground Vincent's overhead power distribution lines.

In May 2022, the City signed a Memorandum of Understanding (MOU) with Western Power, to pursue underground power for three project areas, covering approximately 35% of the Vincent municipal area. This was followed in December 2022 by a second MOU for an additional five project areas. Together, the eight project areas will deliver underground power to the entire city.

This transformational undertaking will facilitate:

- Increased urban tree canopy
- Improved street appearance
- Reduced street tree pruning costs
- Improved public safety, reliability and security of power
- Increased property values for property owners
- Improved opportunities for emerging technologies

More than 16,000 properties will be connected to the new underground power network, at a total estimated cost of \$160million shared with Western Power. The City's commitment is expected to be approximately \$68 million for the eight project areas.

The objective of VUPP is to manage the undergrounding of electricity distribution lines for the benefit of the Vincent community, in collaboration with Western Power; and to do this in a safe, equitable and affordable manner, with minimum risk and interruption for all involved.

Each of the eight project areas in the program is subject to a separate Co-Funding Agreement, to be executed with Western Power prior to commencement of works. Each Co-Funding Agreement requires Council approval, informed by a business case, which will be prepared for Council consideration following the completion of engineering design for each project area.

Construction work in the first project area is expected to start in early 2024. The last of the eight project areas is expected to be completed in 2031.

Projects Spotlight

FIFA Women's World Cup 2023

The countdown is on until Vincent plays host to one of the biggest events on the global sporting calendar.

From 22 July, the world's largest women's sporting event, the FIFA Women's World Cup 2023 will kick off across Australia and Aotearoa New Zealand.

Perth Rectangular Stadium (HBF Park) will host five games as part of the tournament, attracting an estimated crowd of up to 20,000 people per game.

The City has been working closely with FIFA, Venues West and Tourism WA to assist in the event management.

Britannia North West Reserve Development Plan (Litis Stadium Changeroom Upgrade)

The first steps of the Britannia North West Reserve Development Plan (Development Plan) are being implemented following the \$3million Federal Funding being secured for upgrades to Litis Stadium.

The City was advised in late 2022 that the \$3million Federal Funding commitment would still be honoured if a funding agreement was executed. The City and Floreat Athena Football Club (FAFC) worked closely throughout this process to have the funding secured, and can now proceed with the construction of the new change room facility and refurbishment works to the Clubroom which is leased by FAFC.

Council endorsed the Britannia North West Development Plan in November 2021, which provides for a new multi-sports changeroom facility to be constructed on the former grandstand footprint along with improving the connection across the site and greater Britannia Reserve.

Historical elements of the Litis Stadium grandstand will be salvaged and incorporated into the new building, ensuring a strong connection to the important local history at the site will be maintained.

Mount Hawthorn Skate Park

Aspiring skaters in the City of Vincent will soon be treated to a youth skate space at Britannia Reserve with the final design works currently underway and construction to soon follow. The project is estimated to be completed by October 2023.

Skate Sculpture was appointed to deliver the Mt Hawthorn Youth Skate Space, which will cater for the City of Vincent's thriving population of children and teenagers. The skate space will be approximately 350sqm and includes a mini ramp, quarter pipe, pyramid box, ride up rail, pump bump along with other skateable elements that featured highly during community consultation. Additional planting, turf banks, shade structure and bench seating will provide separation from current reserve activities and allow parents and families to comfortably spend more time at the location.

The City's Public Open Space Strategy identified the need for more accessible youth play and recreation facilities in Leederville and Mount Hawthorn.

A \$200,000 election commitment from Hon. John Carey MLA, State Member for Perth for a skate and scooter facility brought the project to life. The City of Vincent is contributing the remaining \$115,000 towards delivering the skate space and associated landscaping.

ORGANISATIONAL OBJECTIVES



CITY OF VINCENT



Service Area Information

Development & Design

Our objective	To create sensitively designed places that respect the character of our local areas and to facilitate business activities that contribute towards vibrancy in our town centres and commercial areas.
Strategic Pillars	
Decision Making	Deliver timely, accurate and consistent decisions in accordance with the planning framework that are outcomes focused, supports small business and achieves high quality built form.
Community Empowerment	Facilitate connections between stakeholders to deliver shared outcomes by providing specialist advice and empowering stakeholders.
Systems Administration	Maintain a proactive culture in seeking efficiencies in the way we work, supported by corporate systems and processes.

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Determine 85 per cent of development applications within statutory or agreed timeframes.	Funded from operating budget	✓	✓	✓	✓
Transition to application of the State Government's Medium Density Housing Code.	Funded from operating budget	✓			
Implement improvements to support small business.	Funded from operating budget	✓			
Measure customer satisfaction through customer effort surveys.	Funded from operating budget	✓	✓	✓	✓

✓ = Project occurring in this year. FTE cost included within operating cost for service area

Urban Design & Strategic Projects

Our objective	Lead improvements for our current and future community by understanding needs, designing great places, and implementing change.
Strategic Pillars	
Clever	Have a strategic focus and thinking. Ensure needs are balanced with a long term view of financial, social and environmental sustainability. Develop strategies and plans that are based on best practice which continuously monitor and adapt to changing needs of the current and future community.
Resourceful	Deliver projects effectively, being financially responsible and delivering quality outcomes within timeframes. Manage expectations around timeframes and deliverables through realistic and detailed project scoping. Ensure projects are aligned with strategy. Provide agile and innovative ideas and solutions.
Proactive	Be true to our values so that we can prioritise projects correctly to ensure the best results and working environment. Decisions are informed by data and evidence. Own our decisions and the outcome of these, through recognising both wins and learnings. Being transparent with the community.
Collaborative	Collaborate within our team as well as externally. Create and maintain positive relationships with stakeholders. Empower stakeholders to create positive change. Facilitate connections between stakeholders. Collaborate and partner with stakeholders to deliver shared outcomes and interests. Advocate and represent the City on planning matters.

Strategic Planning

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Review Local Planning Policies	Funded from operating budget	✓	✓	✓	✓
Prepare Metropolitan Regional Scheme Amendments	Funded from operating budget	✓	✓	✓	✓

Manage Character and Heritage Areas	Funded from operating budget	✓	✓	✓	✓
Review Municipal Heritage Inventory	Funded from operating budget	✓			
Maintain Advocacy Agenda	Funded from operating budget	✓	✓	✓	✓
Develop Affordable Housing Strategy	Funded from operating budget	✓	✓		
Review Local Planning Strategy and Scheme	Funded from operating budget	✓	✓		
Develop North Claisebrook Planning Framework	Funded from operating budget	✓			
Develop Pickle District Planning Framework	Funded from operating budget	✓			
Develop North Perth Planning Framework	Funded from operating budget	✓			
Develop Mount Hawthorn Planning Framework	\$15,000	✓	✓		
Develop Beaufort Street Planning Framework	\$15,000	✓	✓		
Develop William Street Planning Framework	\$15,000	✓	✓		
Administer Heritage Assistance Fund	\$30,000	✓	✓	✓	✓
Administer Heritage Plaques Fund	\$1,000	✓	✓	✓	✓
Administer Trees of Significance Fund	\$1,000	✓	✓	✓	✓

✓ = Project occurring in this year. FTE cost included within operating cost for service area

Sustainability

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Develop and Implement the Sustainable Environment Strategy	\$41,206	✓	✓	✓	✓
Install solar photovoltaic (PV) systems	\$9,000	✓	✓	✓	✓
Manage public electric vehicle charging infrastructure	Funded from operating budget	✓	✓	✓	✓
Manage the Waterwise Councils Program	Funded from operating budget	✓	✓	✓	✓
Deliver water and energy efficiency education to community	Funded from operating budget	✓	✓	✓	✓
Monitor utility usage	Funded from operating budget	✓	✓	✓	✓

✓ = Project occurring in this year. FTE cost included within operating cost for service area

Place Planning

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Implement Leederville Town Centre Place Plan	\$40,000	✓	✓	✓	✓
Implement North Perth Town Centre Place Plan	\$30,000	✓	✓	✓	✓
Implement North Claisebrook Town Centre Place Plan	\$40,000	✓	✓	✓	✓
Implement Pickle District Place Plan	\$21,000	✓	✓	✓	✓

Develop and Implement William Street Town Centre Place Plan	\$5,000	✓	✓	✓	✓
Develop and Implement Mount Hawthorn Town Centre Place Plan	\$60,000	✓	✓	✓	✓
Develop and Implement Beaufort Street Town Centre Place Plan	\$70,000	✓	✓	✓	✓
Implement Arts Plan	\$142,000	✓	✓	✓	✓
Implement Thriving Places Strategy	Funded from operating budget	✓	✓	✓	✓
Implement Accessible City Strategy	\$300,000	✓	✓	✓	✓
Implement Wayfinding and Signage Plan	\$198,000	✓	✓	✓	✓
Implement Vibrant Public Spaces Policy	Funded from operating budget	✓	✓	✓	✓
Develop and Implement Place Performance Report	\$102,500	✓	✓	✓	✓
Implement Town Centre Artworks	\$172,000	✓			
Implement the Mount Hawthorn Youth Skate Space	\$285,776	✓			
Develop View Street Urban Design Study	\$50,000	✓	✓		
Trial Grosvenor Road Pedestrianisation	\$70,000	✓	✓		
Maintain artwork across City	\$30,000	✓	✓	✓	✓
Administer Business Enhancement Grants	\$32,500	✓	✓	✓	✓
Administer Percent for Art Applications	Funded from operating budget	✓	✓	✓	✓

Administer Town Team Grants	\$60,000	✓	✓	✓	✓
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✓= Project occurring in this year. FTE cost included within operating cost for service area

Strategic Projects

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Implement Public Open Space Strategy	Funded from operating budget	✓	✓	✓	✓
Develop Community Infrastructure Plan	\$30,000	✓	✓		
Develop Link and Place Guidelines	\$100,000	✓			
Implement Britannia Reserve Development Plan	\$3,000,000	✓	✓		
Design and Implement Birdwood Square Toilet and Changeroom Facilities	\$314,000	✓			
Design and Implement Leederville Skate Park Upgrade	Funded from operating budget			✓	✓
Design Axford Park Upgrade	Funded from operating budget	✓	✓		
Formalise the Leederville Main Drain Pedestrian Corridor	\$30,000	✓	✓		
Implement Robertson Park Development Plan - Stage 2	Funded from operating budget			✓	✓
Implement Haynes Street Reserve Development Plan – Stage 2	Funded from operating budget				✓

✓= Project occurring in this year. FTE cost included within operating cost for service area

Public Health and Built Environment

Our objective	Supporting the wellbeing of the community by monitoring risks and achieving safety, amenity and public health deliverables; in line with planning, building and health objectives.
Strategic Pillars	
Connected and Informed Community	Achieving shared outcomes by providing specialist advice and empowering connection between stakeholders, supported by people-centred systems and processes.
Smart Decisions	Deliver timely, accurate, consistent and outcome focussed decisions in accordance with planning, building and health frameworks.
Well Managed Risks	Monitor, investigate and ensure risks relating to safety, amenity and public health are addressed; to promote an enhanced built and natural environment and community wellbeing.
Supportive Systems and Culture	Working together to create and maintain a proactive culture to deliver clear direction for an efficient and supportive workplace; and ensure our services and planning are data-driven.

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Improve the customer experience during the building and health application process, by transitioning to online systems.	Funded from operating budget	✓	✓		
Deliver advice and education to assist food businesses implement Standard 3.2.2A – Food Safety Management Tools.	Funded from operating budget	✓			
Implement improvements to health, building and planning compliance investigation and assessment processes, to support small business.	Funded from operating budget	✓	✓	✓	✓
Implement the City's Public Health Plan 2020-2025.	\$40,000	✓	✓	✓	

✓ = Project occurring in this year. FTE cost included within operating cost for service area

Corporate Strategy & Governance

Our objective	To facilitate strategic, compliant and sustainable decision making and outcomes.
Strategic Pillars	
Corporate Strategy and Performance	Facilitate corporate planning process to inform the City's strategic framework
Corporate Governance	Oversee the frameworks required to deliver on the City's strategic objectives and ensure legislative compliance and risk management
Council Decision Making	Provide advice and support to Council in a timely, accountable and compliant manner.
Land Management	Manage the City's land to maximise financial return and community benefit.

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Manage Council election process (with WA Electoral Commission).	\$144,000	✓		✓	
Prepare land development plan for strategic guidance on City-owned land parcels.	Funded from operating budget	✓			
Manage Internal Audit Program (21/22 – 24/25).	\$30,000	✓	✓		
Implement the Small Business Friendly Approvals Program.	Funded from operating budget	✓	✓		

✓ = Project occurring in this year. FTE cost included within operating cost for service area

Ranger Services

Our objective	To make the City a safe place for all creatures great and small.
Strategic Pillars	
Parking and Traffic Management	Inspectorial control, monitor & improve parking systems & infrastructure, implement parking sensors project, parking permits system improvements, infringement appeal processing & prosecutions.
Animal Control	Manage animal control registration register, monitoring the streets and parks ensuring compliance along with community expectation, community engagement, education programs.
Public Amenity	Administer and monitor permit applications and permits in the public realm, implement street activation aligning with events, securing City infrastructure as required, investigate litter and illegal dumping reports in collaboration with waste services, improve security systems in City owned facilities.
Community Safety	Address the issues surrounding homelessness, creating and maintaining safer places through CPTED, actioning the Safer Vincent Plan, monitor and implement CCTV networks in public areas, implement the local emergency management arrangement.

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Implement E-Permits next phase – all other parking permits and obstruction permits.	Funded from operating budget	✓	✓	✓	✓
Parking machine maintenance contract.	Funded from operating budget	✓	✓	✓	✓
Parking/Infrastructure program improvements.	Funded from operating budget	✓	✓	✓	✓
Review delivery of the Safer Vincent Plan.	Funded from operating budget	✓	✓	✓	✓

✓= Project occurring in this year. FTE cost included within operating cost for service area

Engineering

Our objective	Design, build, maintain and renew City infrastructure through sustainable measures.
Strategic Pillars	
Initiation & Pre-planning	Partnering with: community, businesses, Council Members, utility providers, State and Local Government, internal business units.
Engage	Involvement of: community, businesses, Council Members, utility providers, State and Local Government, internal business units.
Collaborative Design	Healthy streets in: footpath, cycle paths, roads, drainage, traffic, electrical, development applications, bus stops.
Effective Delivery	High quality in: footpaths, cycle paths, roads, laneways, drainage, light fleet, bus stops, street lights.
Operating and Maintaining	Innovation in: footpaths, cycle paths, roads, laneways, drainage, light fleet, bus stops, street lights, bridges.

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Delivery of the Bike Plan 2023-2028 action items.	Funded from operating budget	✓	✓	✓	✓
High level traffic modelling within precincts.	Funded from operating budget		✓	✓	
Manage EOI process for e-scooter share scheme.	Funded from operating budget	✓			

✓ = Project occurring in this year. FTE cost included within operating cost for service area

Parks

Our objective	Maintain and enhance our public open space to provide a sustainable green environment for the community
Strategic Pillars	
Parks	Horticultural operations, eco-zoning program, parks replanting program, turf renovation, weed control, rubbish/litter collection, tree management, safety inspections.
Streetscapes	Street tree management, town centre greening, road reserve maintenance, seniors verge mowing, City wide weed control, fire hazard reduction.
Water	Bore, reticulation & pump maintenance programs, irrigation efficiency, waterwise council endorsement, DWER licencing requirements, manual watering programs.
Infrastructure	Infrastructure upgrade & renewal program, playground safety inspections, lighting audit, water playground/feature compliance & operation, contract maintenance & repair.
Community	Programs, events & initiatives to support & encourage community greening, engaging with & educating the community on horticultural & environmental practices.

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Completion of Street Tree and Park Tree Mapping Project - data collection of all trees on public land in the City to enable better management for the future.	Funded from operating budget	✓	✓		
Develop and document maintenance schedules of key parks operational activities to improve management of our Public Open Space.	Funded from operating budget	✓	✓		
Improved engagement with and education of community on key horticultural and environmental practices of the Park Team.	Funded from operating budget	✓	✓	✓	

✓ = Project occurring in this year. FTE cost included within operating cost for service area

Waste and Recycling

Our objective	Delivery of the City's Waste Strategy Projects, with the Vision of Zero Waste to Landfill by 2028.
Strategic Pillars	
Contracted Kerbside / Verge Side Waste Management Services	Domestic recycling and general waste collections, Recycling and FOGO processing, collection and disposal of illegally dumped waste (bulky items) and verge side domestic collections for bulk hard (Verge Valet trial) and green waste.
In-house Waste Management Services	Domestic FOGO collection, servicing of street and parks public waste, street and precinct cleaning including graffiti management, event waste management and bin/infrastructure delivery and maintenance services, Household Hazardous Waste (HHW) collection (Community Recycling Stations).
Waste Education, Engagement And Advocacy	Engaging with residents, local businesses and City staff to identify barriers, educate, improve awareness and provide solutions to maximise waste recovery and avoidance. Advocacy and lobbying for change to State and Federal waste legislation and policy, working collaboratively Locally and Regionally.

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Deliver Waste Strategy Projects in accordance with the City's Project Management Framework (PMF) and aligning implementation plans, to ensure the State's Waste Avoidance and Resource Recover (WARR) Strategy 2030 targets are achieved.	Funded from operating budget	✓	✓	✓	✓
Waste education and engagement, non-compliance monitoring, bin tagging, tailored waste education and support for Multi-Unit Dwellings (MUDs) – multiple programs and initiatives.	Funded from operating budget	✓	✓	✓	✓
Review and renew/award waste contracts in accordance with purchasing protocols.	Funded from operating budget	✓	✓	✓	✓
E-Waste Drop Off Trial, to increase resident access to local recovery options.	\$20,000	✓			

✓ = Project occurring in this year. FTE cost included within operating cost for service area

Community Facilities: Beatty Park Leisure Centre

Our objective	To provide places and opportunities for our community to prioritise their health, wellbeing, and social connections
Strategic Pillars	
Infrastructure	Beatty Park Leisure Centre is a safe, compliant, contemporary, accessible, sustainable facility.
Community	Provide and enable programs, services and opportunities for social inclusion, health, wellbeing, education, and safety.
Customer Experience	A friendly and welcoming environment offering an efficient and consistent service by knowledgeable and well-trained staff.
Facility Operations	Safe, clean, well-presented, and efficiently managed facilities.

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Continue to enhance customer experience by maintaining a Net Promoter Score >70.	Funded from operating budget	✓	✓	✓	✓
Review of programs available to the community to ensure they meet the current and future needs.	Funded from operating budget	✓	✓	✓	✓
Implementation of City Property Management Framework for clubs and community groups; improve customer experience in hire of halls, reserves and facilities; optimise facility utilisation.	Funded from operating budget	✓	✓	✓	✓

✓= Project occurring in this year. FTE cost included within operating cost for service area

Community Facilities: Library & Local History

Our objective	To provide opportunities for literacy, learning, social connection and cultural experiences in a safe, inclusive space.
Strategic Pillars	
Collections	The Library and Local History Centre collections support and informs knowledge seeking pursuits, promotes literacy and learning, continues to be diverse and inclusive and preserves local heritage for future access and use.
Programs and Services	The Library and Local History Centre nurtures connection and understanding of local history, heritage and culture. There are opportunities for literacy, learning, digital inclusion, personal development, creative outlets and social connection.
Community Engagement & Experience	There is a keen focus on positive, respectful, sincere and professional customer service experiences. Utilising active and responsive community engagement initiatives to guide and influence service delivery.
Infrastructure & Systems	The Library and Local History Centre is a safe, welcoming and accessible space for all members of the community. With up to date technology, systems and assets that meet the expectations and needs of the community.

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Utilisation of collection usage statistics and community feedback to ensure collections remain current, diverse, accessible and supportive of community needs.	Funded from operating budget		✓		
Undertake research and review of library best practices and principles for library design, with a focus on improved library shelving and organising the collection into genres for improved accessibility and engagement. Adherence to procurement and project management processes and requirements.	Funded from operating budget		✓	✓	
Implementation of community engagement initiatives to identify community expectations and needs from the library and local history centre service delivery model.	Funded from operating budget			✓	

✓= Project occurring in this year. FTE cost included within operating cost for service area

City Buildings and Asset Management

Our objective	Build, enhance and maintain community facilities. Capture and manage asset data to be used to inform good decision making.
Strategic Pillars	
Strategic Asset Planning	All infrastructure/asset data capture, renewal planning & modelling, concept development, strategy and plan development, process improvement.
Project & Program Planning	Community consultation, technical input /detail design, capital works programming, Council workshops, lessee/lessor liaison & advice, Customer/Councillor Requests.
Project Management	Building renewals, facility upgrades, demolition, new buildings, procurement and contract management.
Building Asset Management	Maintenance scheduling, reactive maintenance, contract management, procurement, building inspections and cleaning.

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Implementation of Asset Management Sustainability Strategy	Funded from operating budget	✓	✓	✓	
Develop and document maintenance schedules of key buildings operational activities to improve maintenance and management of our City facilities	Funded from operating budget	✓	✓		
Review and renew/award building maintenance contracts in accordance with purchasing protocols.	Funded from operating budget	✓	✓	✓	✓
Collect asset data for all key infrastructure including condition audits to inform future renewal programs	Funded from operating budget	✓	✓	✓	✓

✓ = Project occurring in this year. FTE cost included within operating cost for service area

Communications and Engagement

Our objective	Communicate and engage authentically and consistently to build and strengthen community connections.
Strategic Pillars	
Clear and Consistent Communication	Consistent high quality and responsive communication across all touch points and communications channels.
Customer focus	Putting the customer and community first whilst embedding innovation into everything we do.
Engaged Community	Developing partnerships, seeking community input into decision making and keeping the community informed.
Community Development & Empowerment	Creatively deliver events, programs and services that celebrate our diverse community through collaboration and partnership.

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Implement Customer Experience Project.	Funded from operating budget	✓	✓	✓	✓
Develop and deliver a seniors program.	\$34,000	✓	✓	✓	✓
Manage major event funding.	\$250,000	✓	✓	✓	✓
Implement the Youth Action Plan.	\$22,000	✓	✓	✓	✓
Implement the Access and Inclusion Plan.	\$15,000	✓	✓	✓	✓
Implement the Community Engagement Framework.	Funded from operating budget	✓	✓	✓	✓
Deliver the Vincent Communications Plan.	\$20,000	✓	✓	✓	✓
Coordinate implementation of the City's Reconciliation Action Plan.	\$73,000	✓	✓	✓	✓

✓ = Project occurring in this year. FTE cost included within operating cost for service area

Financial Services and Project Management Office

Our objective	High performing agile Finance function, delivering value through innovative financial and commercial solutions, strategic alignment and business partnering
Strategic Pillars	
Finance Operating Model	Finance foundations embedded and brand recognised as an innovative, agile, reputable and strategic function delivering a high level of customer service
Efficient and Contemporary Process	Embracing technology and business intelligence solutions
Strategic Decision Solutions	Value-add innovative solutions and business partnering through empowerment, strategic decision support and influence
Procurement & Contract Management Optimisation	Strategic procurement by providing value for money through future planning, market intelligence, contract management and governance
High Performing Teams	Talent management of a highly skilled and motivated team, delivering ongoing value to stakeholders

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Financial hardship for ratepayers	\$50,000	✓	✓	✓	✓
System upgrades to improve reporting and streamline processes	Funded from operating budget	✓	✓	✓	✓
Project Management Framework improvements	Funded from operating budget	✓			
Contract Management Framework improvements	Funded from operating budget	✓			
Manage Vincent Underground Power Program.	\$210,000	✓	✓	✓	✓

✓ = Project occurring in this year. FTE cost included within operating cost for service area

Human Resources

Our objective	Attract, develop and retain talent. Create an environment where our people feel safe, can grow as individuals and professionals and create a culture that leads by example through our values and commitment to the City's strategic priorities
Strategic Pillars	
Attraction and Retention	Attracting and recognising employee contributions
Organisational Development	Building capability to meet future needs
People Processes	Excellence in service delivery
Health, Safety and Wellbeing	Embedding a healthy and safe culture
Equity and Diversity	Valuing equality and advancing diversity

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Update our Employee Value Proposition (EVP) to attract and retain employees at the City	Funded from operating budget	✓	✓		
Reconciliation Action Plan and Access and Inclusion Plan workforce initiative and actions	Funded from operating budget	✓	✓	✓	✓
Revitalise and implement onboarding and induction processes and framework for leaders, employees and contractors.	Funded from operating budget	✓	✓		
Enterprise Agreement Negotiations	Funded from operating budget	✓	✓		

✓ = Project occurring in this year. FTE cost included within operating cost for service area

Information and Communications Technology (ICT)

Our objective	Improving the digital experience of City staff and customers.
Strategic Pillars	
Raise ICT leadership	Facilitating change & challenging legacy systems; modernise policies & procedures; ensure cyber-attack response capability
Better Communications	Promoting plans and benefits; frontline staff engagement; cyber awareness & training.
Reduced Overhead	Reduced number of issues and requests; expanded self-service & mobility; processes aligned to audit and procurement outcomes.
More Change	Enhance team capability; stronger business team collaboration to transform workflows; leverage modern enterprise systems.
More Innovation	Respect security, privacy, sustainability; deliver customer-centric solutions; ensure suitable governance of data.

Operating Initiative	Net Cost Budgeted 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027
Cyber security	Funded from operating budget	✓	✓	✓	✓
Privacy and Responsible Information Sharing (PRIS) legislation preparation	Funded from operating budget	✓	✓		
Business continuity and disaster recovery capability	Funded from operating budget	✓	✓	✓	✓
Smart City agenda and data governance	Funded from operating budget	✓	✓		

✓ = Project occurring in this year. FTE cost included within operating cost for service area

BACK COVER PAGE

Draft Four Year Capital Works Program 2023/24 – 2026/27

Front Cover

Overview of Four Year Capital Works Program 2023/24 – 2026/27

Figures to be confirmed after Annual Budget and LTFP adoption.

Line No	Title of Works	Expenditure Type	Funding Arrangements					Budget Submission Year				
			Municipal	Grants	Reserve	Contribution	Total	Budget 23/24	Budget 24/25	Budget 25/26	Budget 26/27	4Yr Capex Total
1	Bus Shelter Replacement and Renewal Program	Renewal	80,000				80,000	40,000	40,000			80,000
2	Fleet Management Program	New/Renewal	1,891,000		2,448,000	1,496,000	5,835,000	2,268,000	1,823,000	1,394,000	350,000	5,835,000
3	Footpath Upgrade and Renewal Program	Renewal	1,187,000				1,187,000	100,000	177,500	448,750	460,750	1,187,000
4	Gully Soak-well and Minor Drainage Improvement Program	Renewal/Upgrade	2,562,000		600,000		3,162,000	450,000	652,000	904,000	1,156,000	3,162,000
5.1	Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand	Renewal			200,000		200,000	200,000				200,000
	BPLC - Construction of Indoor Changerooms	Upgrade	550,000		650,000		1,200,000	650,000	550,000			1,200,000
5.2	Beatty Park Leisure Centre - Facilities Infrastructure Renewal	Renewal	1,540,050		1,820,000		3,360,050	1,295,050	1,445,000	310,000	310,000	3,360,050
6	Rights of Way Rehabilitation Program	Renewal	510,000				510,000	123,000	126,000	129,000	132,000	510,000
7	Artlets	New			20,000		20,000	20,000				20,000
8	Solar Photovoltaic System Installation	New	200,000			109,400	309,400	109,400		100,000	100,000	309,400
9	Bicycle Network	New	75,000	375,000	321,000		771,000	160,500	310,500	300,000		771,000
10.1	Road Maintenance Programs – Local Road Program	Renewal	5,948,231				5,948,231	1,353,341	1,551,342	1,655,222	1,388,326	5,948,231
10.2	Road Maintenance Programs – MRRG	Renewal	1,480,000	2,960,000			4,440,000	1,110,000	1,110,000	1,110,000	1,110,000	4,440,000
10.3	Road Maintenance Programs – Roads to Recovery	Renewal		934,960			934,960	233,740	233,740	233,740	233,740	934,960
10.4	Road Maintenance Programs – State Black Spot	Renewal	286,667	619,999	138,396		1,045,062	80,000	130,000	505,062	330,000	1,045,062
11	Skate Space at Britannia Reserve	Renewal	30,000		20,000		50,000	50,000				50,000
12	Traffic Management Improvements	Renewal/Upgrade	420,000				420,000	102,000	104,000	106,000	108,000	420,000
13	Car Parking Upgrade/Renewal Program	Renewal	2,908,300				2,908,300	187,000	525,500	554,000	1,641,800	2,908,300
14	Banks Reserve Master Plan Implementation	New	1,761,000				1,761,000	200,000	306,000	605,000	650,000	1,761,000
15	Accessible City Strategy Implementation Program	New			600,000		600,000	300,000	300,000			600,000
16	Land and Building Asset Renewal Projects	Renewal	1,780,000		924,500		2,704,500	300,000	1,256,500	628,000	520,000	2,704,500
	Litis Stadium changerroom redevelopment	Renewal/Upgrade		3,000,000			3,000,000	1,500,000	1,350,000	150,000		3,000,000
	North Perth Bowling Club Toilet & changerroom refurbishment	Renewal/Upgrade		110,000	55,000		165,000	165,000				165,000
17	Miscellaneous Asset Renewal (City Buildings)	Renewal	250,000		550,000		800,000	50,000	250,000	250,000	250,000	800,000

18	246 Vincent Street, Leederville - DLGSC - Lease Obligation Renewal Commitments	Renewal			190,000		190,000			190,000		190,000
19	Parks Greening Plan Program	New	830,000				830,000	200,000	200,000	230,000	200,000	830,000
20	Air Conditioning & HVAC Renewal	Renewal/Upgrade	1,582,301				1,582,301	112,301	720,000	350,000	400,000	1,582,301
21	Water and Energy Efficiency Initiatives	Renewal	300,000		75,000		375,000	75,000	100,000	100,000	100,000	375,000
22	Public Open Space Strategy Implementation Plan	Renewal/Upgrade/ New	317,600	100,000			417,600	324,000	30,600	31,200	31,800	417,600
23	Community Safety Initiatives	New	339,700				339,700	80,000	83,200	86,500	90,000	339,700
24	Haynes Street Reserve Development Plan Implementation	New			420,000		420,000	100,000			320,000	420,000
25	Parks Eco-Zoning Program	Renewal/Upgrade	100,000				100,000	20,000	40,000	20,000	20,000	100,000
26	Parks Irrigation Upgrade & Renewal Program	Renewal/Upgrade	3,015,000				3,015,000	640,000	495,000	925,000	955,000	3,015,000
27	Parks Infrastructure Upgrade & Renewal Program	Renewal	488,000	580,000	580,000	580,000	2,228,000	85,000	53,000	150,000	1,940,000	2,228,000
28	Parks Fencing Renewal Program	Renewal	406,000				406,000	50,000	87,000	169,000	100,000	406,000
29	Parks Lighting Renewal Program	Renewal	256,000				256,000	50,000	50,000	52,000	104,000	256,000
30	Parks Pathways Renewal Program	Renewal	735,000				735,000	105,000	100,000	270,000	260,000	735,000
31	Parks Playground / Exercise Equipment Upgrade & Renewal Program	Renewal	2,250,000		587,000		2,837,000	403,000	680,000	775,000	979,000	2,837,000
32	Enterprise Applications Upgrades	Renewal/Upgrade	400,000				400,000	100,000	100,000	100,000	100,000	400,000
33	ICT Renewal Program	Renewal	259,200				259,200	45,000	70,000	71,400	72,800	259,200
34	Public Toilet Renewal Program	Renewal	335,000				335,000	25,000	165,000	95,000	50,000	335,000
35.1	Robertson Park Development Plan - Stage 1	Renewal/Upgrade/ New	2,954,000	500,000	200,000	1,900,000	5,554,000	800,000	3,349,000	1,073,000	332,000	5,554,000
36	Street Lighting Renewal Program	Renewal	201,000				201,000	40,000	60,000	50,000	51,000	201,000
37	Parking Machines Asset Replacement Program	Renewal	653,000				653,000	150,000	150,000	153,000	200,000	653,000
Grand Total			38,881,049	9,179,959	10,398,896	4,085,400	62,545,304	14,451,332	18,773,882	14,273,874	15,046,216	62,545,304

Detailed Four Year Capital Works Program 2023/24 – 2026/27

Figures to be confirmed after Annual Budget and LTFP adoption.

Land and Building Assets

Line No	Title of Works	Description	Suburb	SCP Alignment	Expenditure Type	Budget Submission Year				4YR CAPEX TOTAL
						Budget 23/24	Budget 24/25	Budget 25/26	Budget 26/27	
5	Beatty Park Leisure Centre	BPLC - Heritage Grandstand Electrical Works	North Perth	Enhanced Environment	Renewal	200,000				200,000
		BPLC – Construct & Fit Out Indoor Pool Changerooms	North Perth	Connected Community	Upgrade	650,000	550,000			1,200,000
		BPLC - Facilities Infrastructure Renewal	North Perth	Enhanced Environment	Renewal	250,000	450,000	250,000	250,000	1,200,000
		Plant room remedial works	North Perth	Enhanced Environment	Renewal	100,000				100,000
		BPLC - Pool Tiling Works	North Perth	Enhanced Environment	Renewal	800,000	850,000			1,650,000
8	Solar Photovoltaic System Installation	Solar Installation (Belgravia/Gymnastics WA)	Leederville	Enhanced Environment	New	109,400				109,400
		Solar Installation - General Provision	All	Enhanced Environment	New			100,000	100,000	200,000
		Infrastructure Works - Litis Stadium	Mt Hawthorn	Enhanced Environment	Renewal/Upgrade	1,500,000	1,350,000	150,000		3,000,000
		Lease Property Non Scheduled Renewal	All	Innovative & Accountable	Renewal	50,000	76,500	78,000	80,000	284,500
		Non Fixed Asset Renewals - Works Depot	Council	Enhanced Environment	Renewal	20,000	20,000	20,000	20,000	80,000
		Library Renewals	Leederville	Innovative & Accountable	Renewal		85,000	200,000	60,000	345,000
		Loftus Rec Centre - Lease Required Renewal	Leederville	Innovative & Accountable	Renewal				20,000	20,000
		North Perth Bowling Club	North Perth	Connected Community	Renewal/Upgrade	165,000				165,000

		Britannia Reserve - Tool Library	Mount Hawthorn	Connected Community	Renewal		25,000			25,000
		Hyde Park - Gazebo Renewal	Mount Lawley	Innovative & Accountable	Renewal				50,000	50,000
		Replace electrical distribution boards - multiple buildings - post asbestos removal	All	Innovative & Accountable	Renewal	30,000				30,000
		Gym roof repairs (Leased Belgravia)	Leederville	Innovative & Accountable	Renewal		60,000			60,000
		Lift Renewal - Administration & Civic Centre	Council	Enhanced Environment	Renewal		240,000			240,000
		Leederville Oval Stand Fac Renewal (Leased)	Leederville	Enhanced Environment	Renewal	100,000	100,000	100,000		300,000
		Administration Centre Renewals	Council	Innovative & Accountable	Renewal	100,000	100,000	100,000	50,000	350,000
		Facility renewal (Leased Gymnastics WA)	Leederville	Innovative & Accountable	Renewal		100,000	80,000		180,000
		Mt Hawthorn Community Centre Facility Renewal (Leased)	Mount Hawthorn	Thriving Places	Renewal		200,000			200,000
		Toilet/ facilities upgrade - Loftus Rec Ctr (Belgravia)	Leederville	Innovative & Accountable	Renewal		250,000			250,000
		Highgate Child Health Clinic Renewal (Leased Child and Adolescent Health)	Highgate	Innovative & Accountable	Renewal			20,000		20,000
		North Perth Child Health Clinic Renew - 22 View St (Leased Department of Health)	North Perth	Innovative & Accountable	Renewal				20,000	20,000
		Facility renewal - 62 Frame Court (Leased Y WA Headquarters)	Leederville	Innovative & Accountable	Renewal				200,000	200,000
		Mt Hawthorn Child Health Clinic Facility Renewal (Leased)	Mount Hawthorn	Thriving Places	Renewal				20,000	20,000
		Royal Park Hall - Carpet and Blind Renewal	West Perth	Thriving Places	Renewal			30,000		30,000
17	Miscellaneous Asset Renewal (City Buildings)	Misc Asset Renewal - City buildings	All	Thriving Places	Renewal	50,000	250,000	250,000	250,000	800,000
18	246 Vincent Street, Leederville - DLGSC - Lease Obligation Renewal Commitments	Lift renew and non fixed assets renewal	All	Enhanced Environment	Renewal			190,000		190,000

20	Air Conditioning & HVAC Renewal	Air Conditioning & HVAC Renewal - Admin	Leederville	Thriving Places	Renewal/Upgrade	50,000	450,000	250,000		750,000
		DLGSC - HVAC, Plant & Fire Services Renewals	Leederville	Thriving Places	Renewal				300,000	300,000
		Air Con & HVAC Renew - Miscellaneous	Leederville	Thriving Places	Renewal	50,000	50,000	100,000	100,000	300,000
		Air Con & HVAC Renew - Library & Local History Centre	Leederville	Thriving Places	Renewal	12,301				12,301
		Air Con/HVAC Renew - Mt Hawthorn Comm Centre (Leased)	Mount Hawthorn	Thriving Places	Renewal		100,000			100,000
		Air Con/HVAC Renew - Leederville Oval Stadium (EPFC)	Leederville	Thriving Places	Renewal		120,000			120,000
21	Water and Energy Efficiency Initiatives	Water and Energy Efficiency Initiatives	All	Enhanced Environment	Renewal	75,000	100,000	100,000	100,000	375,000
27	Parks Infrastructure Upgrade & Renewal Program	Leederville Oval - Surface Reconstruction	Leederville	Enhanced Environment	Renewal				1,740,000	1,740,000
34	Public Toilet Renewal Program	Public Toilet Renewal - General Provision	All	Enhanced Environment	Renewal	25,000	50,000	50,000	50,000	175,000
		Charles Veryard Reserve Clubroom Toilets	North Perth	Enhanced Environment	Renewal			45,000		45,000
		Britannia Road Pavilion Toilets	Leederville	Enhanced Environment	Renewal		115,000			115,000

Figures to be confirmed after Annual Budget and LTFP adoption.

Infrastructure Assets

Line No	Title of Works	Description	Suburb	SCP Alignment	Expenditure Type	Budget Submission Year				4YR CAPEX TOTAL
						Budget 23/24	Budget 24/25	Budget 25/26	Budget 26/27	
1	Bus Shelter Replacement and Renewal Program	Bus Shelters - Replace & Upgrade	All	Connected Community	Renewal	40,000	40,000			80,000
3.1	Footpath Upgrade and Renewal Program	Footpath Upgrade and Renewal Program	All	Accessible City	Renewal	100,000	177,500	448,750	460,750	1,187,000
4	Gully Soak-well and Minor Drainage Improvement Program	Minor Drainage Improvement Program	All	Enhanced Environment	Renewal/Upgrade	400,000	600,000	600,000	600,000	2,200,000
		Gully Soak Well Program	All	Enhanced Environment	Renewal/Upgrade	50,000	52,000	54,000	56,000	212,000
		Catchment Drainage Improvements	All	Enhanced Environment	Renewal			250,000	500,000	750,000
6	Rights of Way Rehabilitation Program	Rights of Way Rehab Program	All	Connected Community	Renewal	123,000	126,000	129,000	132,000	510,000
7	Artlets	Artlets - Public Art - Sculpture	Leederville	Connected Community	New	20,000				20,000
9	Bicycle Network	Bicycle Network	North Perth Mt Hawthorn	Accessible City	New	150,000	300,000	300,000		750,000
		Bicycle Network - Travel Smart Actions	North Perth Mt Hawthorn	Accessible City	New	10,500	10,500			21,000
10.1	Road Maintenance Programs – Local Road Program	Annual Local Roads Program - bgt to be split	All	Accessible City	Renewal	1,353,341	1,551,342	1,655,222	1,388,326	5,948,231
10.2	Road Maintenance Programs – MRRG	Annual MRRG Program - bgt to be split	All	Accessible City	Renewal	1,110,000	1,110,000	1,110,000	1,110,000	4,440,000
10.3	Road Maintenance Programs – Roads to Recovery	Annual Roads to Recovery Program - bgt to be split	All	Accessible City	Renewal	233,740	233,740	233,740	233,740	934,960
		State Black Spot Programs scheduled annually	All	Accessible City	Renewal	80,000	130,000	505,062	330,000	1,045,062
11	Skate Space at Britannia Reserve	Mt Hawt Skate Park - Youth Skate Facility (Election Commitment)	Mt Hawthorn	Enhanced Environment	Renewal	50,000				50,000
12	Traffic Management Improvements	Minor Traffic Management Improvements	All	Accessible City	Renewal/Upgrade	102,000	104,000	106,000	108,000	420,000

13	Car Parking Upgrade/Renewal Program	Minor Capital Improv of City Car Parks (General Provision)	All	Accessible City	Renewal	37,000	37,500	38,000	38,500	151,000
		Access and Inclusion (DAIP) – ACROD Parking Improve Program	All	Accessible City	Renewal	30,000	30,000	30,000	30,000	120,000
		ASeTTS Car Park - 286 Beaufort Street	Perth	Accessible City	Renewal	20,000				20,000
		Macedonia Place Car Park	North Perth	Accessible City	Renewal	50,000				50,000
		Accessibility audits and proposed project implementation	Perth	Accessible City	Renewal	50,000	50,000	50,000	50,000	200,000
		Banks Reserve - Northern Car Park	Mount Lawley	Accessible City	Renewal		110,000			110,000
		Gill Street Car Park	North Perth	Accessible City	Renewal		85,000			85,000
		Leederville Tennis Club Car Park	Leederville	Accessible City	Renewal		73,000			73,000
		Oxford Street Car Park	Leederville	Accessible City	Renewal		60,000			60,000
		Chelmsford Road Car Park	Mount Lawley	Accessible City	Renewal		80,000			80,000
		Fitzgerald Street Car Park	North Perth	Accessible City	Renewal			256,000		256,000
		Beatty Park Reserve Car Park	North Perth	Accessible City	Renewal			50,000		50,000
		Car Park Renewal - DLGSC (leased)	Leederville	Accessible City	Renewal			50,000		50,000
		Pansy Street Car Park	North Perth	Accessible City	Renewal			42,000		42,000
		Robertson Park Car Park	Perth	Accessible City	Renewal			38,000		38,000
		The Avenue Car Park	Leederville	Accessible City	Renewal				394,500	394,500
		Frame Court Car Park	Leederville	Accessible City	Renewal				250,800	250,800
		Wasley Street Car Park	North Perth	Accessible City	Renewal				63,000	63,000
		Beatty Park Leisure Centre Car Park	Leederville	Accessible City	Renewal				350,000	350,000
		Coogee Street Car Park	Mount Hawthorn	Accessible City	Renewal				62,000	62,000
		Britannia Reserve Main Car Park	Mount Hawthorn	Accessible City	Renewal				300,000	300,000
		Charles Veryard Reserve Car Park East	North Perth	Accessible City	Renewal				56,000	56,000

		Flinders Street Car Park	Mount Hawthorn	Accessible City	Renewal				47,000	47,000
14	Banks Reserve Master Plan Implementation	Walter's Brook Crossing	Mount Lawley	Enhanced Environment	New	200,000	100,000			300,000
		Container Café	Mount Lawley	Enhanced Environment	New			60,000		60,000
		Kayak Storage Facility	Mount Lawley	Enhanced Environment	New				200,000	200,000
		Community Meeting Space	Mount Lawley	Enhanced Environment	New				450,000	450,000
		Pedestrian lighting and other electricals	Mount Lawley	Enhanced Environment	New			95,000		95,000
		General landscaping and park furniture/amenities	Mount Lawley	Enhanced Environment	New		206,000			206,000
		Boardwalk	Mount Lawley	Enhanced Environment	New			450,000		450,000
15	Accessible City Strategy Implementation Program	Accessible City Strategy Implementation - Capex for future years subject to Cash-in Lieu Reserve Funds received	All	Enhanced Environment	New	300,000	300,000			600,000
19	Parks Greening Plan Program	Greening plan	All	Enhanced Environment	New	200,000	200,000	100,000	200,000	700,000
		Greening program - Robertson Park	Perth	Enhanced Environment	New			130,000		130,000
22	Public Open Space Strategy Implementation Plan	Public Open Space Strategy Implementation	All	Enhanced Environment	New	30,000	30,600	31,200	31,800	123,600
		Birdwood Square - Public Toilets	Perth	Enhanced Environment	Renewal/Upgrade	294,000				294,000
23	Community Safety Initiatives	Laneway Lighting Program	All	Enhanced Environment	New	80,000	83,200	86,500	90,000	339,700
24	Haynes Street Reserve Development Plan Implementation	Haynes St Reserve Development Plan 1 & 2	North Perth	Thriving Places	New	100,000			320,000	420,000
25	Parks Eco-Zoning Program	Blackford Street Reserve - Eco-zoning	Mount Hawthorn	Enhanced Environment	Renewal/Upgrade	10,000				10,000
		Jack Marks Reserve - Eco-zoning	Perth	Enhanced Environment	Renewal/Upgrade	10,000				10,000
		Road Reserves - Eco-zoning	All	Enhanced Environment	Renewal		13,000			13,000

		Bourke Street Reserve - Eco-zoning	North Perth	Enhanced Environment	Renewal/Upgrade		20,000			20,000
		Leake/Alma Street Reserve - Eco-zoning	North Perth	Enhanced Environment	Renewal/Upgrade		7,000			7,000
		Parks Eco-Zoning - General Provision	All	Enhanced Environment	Renewal			20,000	20,000	40,000
26	Parks Irrigation Upgrade & Renewal Program	Britannia Reserve - renew groundwater bore (south) No 40	Leederville	Enhanced Environment	Renewal	45,000				45,000
		Forrest Park - renew groundwater bore	Mount Lawley	Enhanced Environment	Renewal	45,000				45,000
		Charles Veryard - renew in-ground irrigation system and electrical cabinet	North Perth	Enhanced Environment	Renewal/Upgrade	250,000				250,000
		Keith Frame Res - renew ground irrigation system and electrical cubicle and bore renewal	Leederville	Enhanced Environment	Renewal/Upgrade	145,000				145,000
		Axford Park - renew in-ground irrigation system and electrical cabinet	Mount Hawthorn	Enhanced Environment	Renewal/Upgrade	80,000				80,000
		Sutherland St - renew irrigation, groundwater bore and electrical cabinet	West Perth	Enhanced Environment	Renewal/Upgrade	75,000				75,000
		Weld Square - renew irrigation system and install iron filter	Perth	Enhanced Environment	Renewal/Upgrade			180,000		180,000
		Hyde Park - renew groundwater bores No 24 and 29	Perth	Enhanced Environment	Renewal		90,000			90,000
		Robertson Park - renew groundwater bore No 31	Perth	Enhanced Environment	Renewal		45,000			45,000
		Gladstone St Res - renew irrigation, elec cabinet and ground water bore	Perth	Enhanced Environment	Renewal/Upgrade		100,000			100,000
		Ellesmere St Res - renew groundwater bore & electrical cabinet	North Perth	Enhanced Environment	Renewal		60,000			60,000
		Road Reserves - renew groundwater bores (x 4)	All	Enhanced Environment	Renewal			120,000		120,000
		Brentham St Res - renew groundwater bore and electrical cabinet	Mount Hawthorn	Enhanced Environment	Renewal		60,000			60,000
		Oxford St Res - renew groundwater bore, electrical cabinet and install iron filter	Leederville	Enhanced Environment	Renewal/Upgrade		140,000			140,000

		Beatty Park Res - renew in-ground irrigation system, electrical cabinet and install iron filter	North Perth	Enhanced Environment	Renewal/Upgrade			230,000		230,000
		Les Lilleyman Res - renew groundwater bore	North Perth	Enhanced Environment	Renewal			45,000		45,000
		Birdwood Square - renew irrigation system and electrical cabinet	Perth	Enhanced Environment	Renewal/Upgrade			125,000		125,000
		Forrest Park - upgrade irrigation system and electrical cabinet	Mount Lawley	Enhanced Environment	Renewal/Upgrade			225,000		225,000
		Hyde Park - renew groundwater bores No 36	Highgate	Enhanced Environment	Renewal				45,000	45,000
		Britannia Reserve - renew in ground irrigation system and electrical cabinets (x2)	Leederville	Enhanced Environment	Renewal/Upgrade				815,000	815,000
		Charles Veryard - renew groundwater bore	North Perth	Enhanced Environment	Renewal				45,000	45,000
		Ellesmere St Res - renew in ground irrigation system	North Perth	Enhanced Environment	Renewal/Upgrade				50,000	50,000
27	Parks Infrastructure Upgrade & Renewal Program	Parks Infrastructure Upgrade & Renewal - BBQ provision	North Perth	Enhanced Environment	Renewal	45,000	45,000	60,000	60,000	210,000
		Hyde Street Reserve - replace Gazebo	Mount Lawley	Enhanced Environment	Renewal	10,000				10,000
		Street / POS furniture renewal - Town Centres	Mount Lawley	Enhanced Environment	Renewal	5,000				5,000
		Smith's Lake - resurfacing of boardwalk	North Perth	Enhanced Environment	Renewal	25,000				25,000
		Infrastructure Upgrade/Renewal Program - General Provision	All	Enhanced Environment	Renewal				55,000	55,000
		Axford Park - replace flag poles	Mount Hawthorn	Enhanced Environment	Renewal		8,000			8,000
		Oxford St Reserve - renew park furniture	Leederville	Enhanced Environment	Renewal			40,000		40,000
		Streetscape - renew furniture	All	Enhanced Environment	Renewal			50,000	50,000	100,000
		Multicultural Federation Gardens - Renew Gazebo	North Perth	Enhanced Environment	Renewal				35,000	35,000
28	Parks Fencing Renewal Program	Royal Park - renew volleyball court fencing	West Perth	Enhanced Environment	Renewal	30,000				30,000

		Multicultural Gardens - renew perimeter fencing	North Perth	Enhanced Environment	Renewal	20,000				20,000
		Fencing Upgrade Program - General Provision	All	Enhanced Environment	Renewal			90,000	100,000	190,000
		Shakespeare St Res - renew perimeter fencing	Mount Hawthorn	Enhanced Environment	Renewal		22,000			22,000
		Kyilla Park - renew perimeter bollards	North Perth	Enhanced Environment	Renewal			50,000		50,000
		Blackford Street Reserve - renew perimeter fencing and remove playground fencing	Mount Hawthorn	Enhanced Environment	Renewal		40,000			40,000
		Ellesmere Street - renew playground fencing	North Perth	Enhanced Environment	Renewal			24,000		24,000
		Jack Marks Reserve - renew perimeter fencing	Perth	Enhanced Environment	Renewal		25,000			25,000
		Leake/Alma St Res - renew playground fencing	North Perth	Enhanced Environment	Renewal			5,000		5,000
29	Parks Lighting Renewal Program	Lighting Renewal Program - General Provision	All	Enhanced Environment	Renewal	50,000	50,000	52,000	104,000	256,000
30	Parks Pathways Renewal Program	Hyde Park Re-asphalt Pathways	Perth	Enhanced Environment	Renewal			50,000	50,000	100,000
		Tony Di Scerni Pathway - re-asphalt existing bitumen pathways	Mount Lawley	Enhanced Environment	Renewal	100,000				100,000
		Redfern/Norham St Res - re-asphalt existing bitumen pathways	North Perth	Enhanced Environment	Renewal	5,000				5,000
		Pathways Renewal Program - General Provision	All	Enhanced Environment	Renewal			80,000	150,000	230,000
		Venables Park - re-asphalt existing bitumen pathways	Leederville	Enhanced Environment	Renewal		50,000			50,000
		Stuart Street - re-asphalt existing bitumen pathways	Perth	Enhanced Environment	Renewal			20,000		20,000
		Smith's Lake - re-asphalt existing bitumen pathways	North Perth	Enhanced Environment	Renewal			35,000		35,000
		Banks Reserve - re-asphalt existing bitumen pathways	Mount Lawley	Enhanced Environment	Renewal		50,000			50,000
		Robertson Park - re-asphalt existing bitumen pathways	Perth	Enhanced Environment	Renewal			50,000		50,000

		Mick Michael Park - re-asphalt existing bitumen pathways	West Perth	Enhanced Environment	Renewal			35,000		35,000
		Weld Square - Re-asphalt existing pathways	Perth	Accessible City	Renewal				60,000	60,000
31	Parks Playground / Exercise Equipment Upgrade & Renewal Program	Forrest Park - Replace Playground Shade Sail	Mt Lawley	Enhanced Environment	Renewal				18,000	18,000
		Cricket Wicket Renewal Program	All	Enhanced Environment	Renewal	25,000		25,000		50,000
		Braithwaite Park - replace wooden nature plan elements	Mount Hawthorn	Enhanced Environment	Renewal			50,000		50,000
		Oxford St Res - renew wooden nature play elements	Leederville	Enhanced Environment	Renewal			10,000		10,000
		Ellesmere Street Reserve - replace playground shade sails	North Perth	Enhanced Environment	Renewal	18,000				18,000
		Ellesmere Street Reserve - replace playground soft fall	North Perth	Enhanced Environment	Renewal	80,000				80,000
		Menzies Park - replace playground soft fall	Mount Hawthorn	Enhanced Environment	Renewal	50,000				50,000
		Ellesmere/Matlock St Res - replace playground soft fall	North Perth	Enhanced Environment	Renewal	10,000				10,000
		Braithwaite Park - playground and soft fall replace (south)	Mount Hawthorn	Enhanced Environment	Renewal	150,000				150,000
		Kyilla Park - soft fall replacement	North Perth	Enhanced Environment	Renewal	60,000				60,000
		Weld Square - replace basketball backboards	Perth	Enhanced Environment	Renewal	10,000				10,000
		Playground/Exer Equip Renewal Program - General Provision	All	Enhanced Environment	Renewal		300,000	300,000	287,000	887,000
		Britannia Reserve - replace exercise equipment	Leederville	Enhanced Environment	Renewal		70,000			70,000
		Brigatti Gardens - replace playground equip/soft fall	Leederville	Enhanced Environment	Renewal			125,000		125,000
		Edinboro St Res - replace playground equipment and soft fall	Mount Hawthorn	Enhanced Environment	Renewal		160,000			160,000
		Charles Veryard Res - playground and soft fall replacement	North Perth	Enhanced Environment	Renewal			150,000		150,000

		Banks Reserve - renew platforms and wooden nature play elements	Mount Lawley	Enhanced Environment	Renewal			20,000		20,000
		Forrest Park - replace playground and softfall	Mount Lawley	Enhanced Environment	Renewal				154,000	154,000
		Hyde Park - renew playground and softfall (east)	Perth	Enhanced Environment	Renewal		150,000			150,000
		Beatty Park Reserve - replace exercise equipment	North Perth	Enhanced Environment	Renewal			70,000		70,000
		Auckland & Hobart St Reserve - replace shade sails	North Perth	Enhanced Environment	Renewal			25,000		25,000
		Hyde Park - renew playground and softfall (West)	Perth	Enhanced Environment	Renewal				350,000	350,000
		Brentham Street Reserve - Renew Playground Equipment and Softfall	Leederville	Enhanced Environment	Renewal				90,000	90,000
		Blackford Street Reserve - Renew Playground Equipment and Softfall	Mt Hawthorn	Enhanced Environment	Renewal				80,000	80,000
36	Street Lighting Renewal Program	Street Lighting Upgrade Program	All	Enhanced Environment	Renewal	40,000	60,000	50,000	51,000	201,000
35.1	Robertson Park Development Plan - Stage 1	Tennis Centre - Multi-Sports Courts surfacing, fencing, lighting, contingencies and fees.	Perth	Thriving Places	Renewal/Upgrade	800,000				800,000
		Tennis courts upgrade - resurfacing/conversions, lighting, fencing	Perth	Thriving Places	Renewal/Upgrade		2,100,000	630,000		2,730,000
		Tennis Ctr - entrance, thoroughfare, shelters, hit-up wall, half court	Perth	Thriving Places	Renewal/Upgrade		843,000			843,000
		Preliminaries	Perth	Thriving Places	Renewal		406,000			406,000
		Design Contingency	Perth	Thriving Places	Renewal			50,000	53,000	103,000
		Construction Contingency	Perth	Thriving Places	Renewal			200,000	221,000	421,000
		Professional Fees	Perth	Thriving Places	Renewal			116,000		116,000
		Escalation to March 2023	Perth	Thriving Places	Renewal			50,000	58,000	108,000
		Tennis Centre - Additional Contingencies and Professional Fees	Perth	Thriving Places	New			27,000		27,000

Figures to be confirmed after Annual Budget and LTFP adoption.

Plant and Equipment Assets

Line No	Title of Works	Description	Suburb	SCP Alignment	Expenditure Type	Budget Submission Year				4YR CAPEX TOTAL
						Budget 23/24	Budget 24/25	Budget 25/26	Budget 26/27	
2	Fleet Management Program	Light Fleet Replacement - Annual Allocation	Council	Innovative & Accountable	Renewal	1,018,000	318,000	589,000	260,000	1,167,000
		Heavy Fleet Replacement Program	Council	Innovative & Accountable	Renewal	1,250,000	705,000	805,000	90,000	2,850,000
		Heavy Fleet - Drainage Truck	All	Accessible City	New		800,000			800,000
37	Parking Machines Asset Replacement Program	Parking Infrastructure Renewal Program	All	Accessible City	Renewal	150,000	150,000	153,000	200,000	653,000

Figures to be confirmed after Annual Budget and LTFP adoption.

Furniture and Equipment Assets

Line No	Title of Works	Description	Suburb	SCP Alignment	Expenditure Type	Budget Submission Year				4YR CAPEX TOTAL
						Budget 23/24	Budget 24/25	Budget 25/26	Budget 26/27	
5.2	Beatty Park Leisure Centre - Facilities Infrastructure Renewal	BPLC - Non Fixed Assets Renewal	North Perth	Enhanced Environment	Renewal	60,050	60,000	60,000	60,000	240,050
		BPLC Non-Infrastructure Fixed Asset Renewal	North Perth	Enhanced Environment	Renewal	85,000	85,000	0	0	170,000
32	Enterprise Applications Upgrades	Enterprise Applications Upgrade	Council	Innovative & Accountable	Renewal/Upgrade	100,000	100,000	100,000	100,000	400,000
33	ICT Renewal Program	ICT Infrastructure Renewal	Council	Innovative & Accountable	Renewal	45,000	70,000	71,400	72,800	259,200

Clever:
We always choose
the simplest, quickest
and most cost effective
way to deliver our
service

Creative:
We find new and
different approaches
to get better outcomes
for the City and
our community

Courageous:
We understand and
manage the risks in
being clever and
creative but we still
take action















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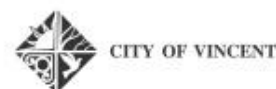
8.4	INFORMATION BULLETIN
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- Attachments:**
1. Unconfirmed Minutes of the Sustainability and Transport Advisory Group - 30 March 2023 [↓](#) 
 2. Minutes of the Tamala Park Regional Council Meeting held on 20 April 2023 [↓](#) 
 3. Unconfirmed Minutes of the Mindarie Regional Council Meeting held on 27 April 2023 [↓](#) 
 4. Statistics for Development Services Applications as at the end of April 2023 [↓](#) 
 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 2 June 2023 [↓](#) 
 8. Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current [↓](#) 
 9. Register of Applications Referred to the Design Review Panel - Current [↓](#) 
 10. Street Tree Quarterly Report [↓](#) 
 11. Mindarie Regional Council - Waste to Energy Tender - Confidential
 12. Response to Petition - Pruning of Trees in Scarborough Beach Road [↓](#) 
 13. Register of Petitions - Progress Report - May 2023 [↓](#) 
 14. Register of Notices of Motion - Progress Report - May 2023 [↓](#) 
 15. Register of Reports to be Actioned - Progress Report - May 2023 [↓](#) 
 16. Council Workshop Items since 27 April 2023 [↓](#) 
 17. Council Meeting Statistics [↓](#) 
 18. Council Briefing Notes - 9 May 2023 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated June 2023.

MINUTES



SUSTAINABILITY AND TRANSPORT ADVISORY GROUP

Thursday 30 March, 2023 at 6pm

Venue: Committee Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville
UNCONFIRMED MINUTES

Attendees:

City of Vincent Councillors
Cr Hallett (Chairperson)

Community Representatives
Chris Cutress, Helen Griffiths, Ian Kininmonth, Jacinta Key, Katherine Celenza, Phil Taylor

City of Vincent Officers
A/Executive Director Infrastructure & Environment, Executive Manager Policy and Place, Sustainability & Innovation Co-ordinator, Sustainability & Innovation Advisor, Manager Engineering, Executive Manager ICT

.....

1. Welcome/Declaration of Opening

Councillor Hallett opened the meeting at 6pm and delivered the Acknowledgement of Country.

2. Apologies

Cr Loden, Adam Wilmot.

3. Confirmation of the Minutes

The confirmation of the Minutes of the meeting held on August 22, 2022 were deferred until the next meeting due to the requirement for two minor additions to be made.

4. Business

4.1 Sustainability Update Sustainable Environment Strategy 2021/22 Update

The Sustainability & Innovation Co-ordinator presented on how the City of Vincent is tracking towards its target of zero emissions by 2030. Key points by members of the group included:

- As carbon offsets will be required it is worth considering forward purchasing to surrender later down the track.
- Consider benchmarking with other local governments.
- Other pathways to eliminate waste to landfill should be considered beyond Waste to Energy-
- Baseline tree canopy figures to be revised to align with D.P.L.H dashboard.
- Liveability should be considered. Some strategies interlink such as Greening Plan and Public Open Space Strategy.

Members were then invited to make comments relating to whether targets that have been met or exceeded should be revised.

RECOMMENDED ACTION: STAG members agreed to note update provided and agreed that targets met or exceeded should not be revised as this could be done in preparing the next iteration of the Strategy.

4.2 Innovation (Future Technology Update) Smart City Positioning Statement

For the convenience of the meeting and with consent of the Chair, this item was swapped with 4.3. The Executive Manager of ICT updated members about a Smart City Positioning Statement that has been developed. Key points were:

- The purpose of the document was to provide a framework to collect data.
- The City has a number of points of data collection.
- Data could be centralised e.g. parking, transport, water and waste.
- First initiative was to improve internal governance around Project Management.
- Privacy and governance issues need to be considered, including risk of data we are collecting and the option of commercialising data.

The Executive Manager of ICT departed the meeting.

RECOMMENDED ACTION: STAG members agreed to note update provided.

4.3 Active Transport Update

The Manager of Engineering provided a progress update.

Bike Plan:

- Consultation has taken place with a total of 200 respondents contributing.
- Council will consider adoption of a new Bike Plan in June.

Traffic and Transport:

- 40 traffic and transport issues are currently being addressed.
- Trees play an important role in traffic calming. Phil Taylor from WALGA Roadwise Program made offer to consider this in more detail.
- Discussions are taking place with Main Roads WA regarding the road network.

Drainage Strategy:

- A 10 year Drainage Plan is in the planning phase.
- 200 flooding hot spot areas have been identified.
- Record keeping has been lacking in this area historically and is an identified area for improvement.
- Sustainable urban drainage options and water quality are being considered once base data is collected and modelling has been undertaken.
- Discussions regarding drainage issues have taken place with Water Corporation, Main Roads, neighbouring local governments, Mt Hawthorn community group and a North Perth community group.

RECOMMENDED ACTION: STAG members agreed to note update provided.

4.4 Other business

- ARUP EV Charging Report.
- Biochar information.
- CSIRO State of the Climate Report.

Member Ian Kininmonth talked about the Stockholm example of Biochar, outlined the benefits of Biochar and said that the Water Corporation and DWER may be interested in participating in a Biochar project. Consideration of trialling Biochar with community Food Forest project.

Regarding the ARUP EV Report, Cr Hallett suggested that Administration provide an overview of Vincent's current public EV infrastructure for the next meeting.

RECOMMENDED ACTION: STAG members agreed to note the reports, information links plus the verbal update provided. Administration agreed to provide an update on public EV infrastructure at the next STAG meeting.

5. Close/Next Meeting

The Chairperson closed the meeting at 8:03pm. The next meeting will be held on Thursday 1 June at 6pm.

Signed

Councillor (Chairperson)

Dated this _____ day of _____ 20__



Ordinary Meeting of Council

Thursday, 20 April 2023

MINUTES

These Minutes were confirmed as a true and correct record of proceedings at a meeting held on 22 June 2023.

Signature:
Chair

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*

MINUTES Ordinary Meeting of Council – 20 April 2023

MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Elaine Haddon-Casey	
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 Cr Bianca Sandri Cr Karlo Perkovic	Cr David Lagan
Town of Victoria Park	Cr Bronwyn Iffe	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 Ordinary Meeting of Council – 20 April 2023

PRESENT

Chair	Cr Bianca Sandri
Deputy Chair	Cr Suzanne Migdale
Councillors	Cr John Chester Cr Brent Fleeton Cr Elaine Haddon-Casey (<i>arrived 6:04pm</i>) Cr Bronwyn Ife Cr Nige Jones Cr Tony Krsticevic Cr Glynis Parker Cr Karlo Perkovic (<i>left 6:44pm</i>) Cr Brett Treby Cr Ashley Wallace (<i>left 6:46pm</i>)
Alternate Members	Nil
Staff	Mr Chris Adams (Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Ms Vickie Wesolowski (Office Manager/Executive Assistant) Mr Daniel Govus (Senior Governance Officer – City of Stirling)
Apologies Councillors	Nil
Leave of Absence	Nil
Absent	Nil
Consultants	Mr Alex Maguire (Satterley Property Group) Mr Drew Tomkins (Satterley Property Group) Mr Alan Abel (Satterley Property Group)
Apologies Participant Councils' Advisers	Mr Stuart Jardine (City of Stirling) Mr Mat Humfrey (City of Joondalup) Mr David MacLennan (City of Vincent) Mr Daniel Simms (City of Wanneroo) Ms Michelle Reynolds (City of Perth) Mr Anthony Vuleta (Town of Victoria Park)
In Attendance Participant Councils' Advisers	Mr Stevan Rodic (City of Stirling) Mr Kelton Hincks (Town of Cambridge)
Members of the Public	Nil
Press	Nil

MINUTES Ordinary Meeting of Council – 20 April 2023

DISCLOSURE OF INTERESTS

Cr John Chester declared an impartial interest in Item 14.3 as two directors of Natural Area Holdings Pty Ltd are known to him.

The CEO declared a financial interest in Item 14.5 as the Item related to his contract as CEO.

1. APOLOGIES AND LEAVE OF ABSENCE

Nil

2. OFFICIAL OPENING

The Chair declared the meeting open at 6:01pm.

3. PUBLIC STATEMENT/QUESTION TIME

Nil

4. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

Nil

5. PETITIONS

Nil

6. CONFIRMATION OF MINUTES**6.1. CONFIRMATION OF MINUTES**

Moved Cr Parker, Seconded Cr Perkov.

That the Council CONFIRMS and the Chair signs the minutes from the Ordinary Meeting of Council held 16 February 2023 and the Special Meeting of Council held on 17 March 2023 as true and accurate records of proceedings.

The Motion was put and declared CARRIED (11/0).

7. BUSINESS ARISING FROM MINUTES

Nil

8. ADMINISTRATION REPORTS AS PRESENTED

Cr Haddon-Casey joined the meeting at 6:04pm.

MINUTES Ordinary Meeting of Council – 20 April 2023

8.1. BUSINESS REPORT – MONTH ENDING 31 MARCH 2023

Moved Cr Migdale, Seconded Cr Treby.

That the Council RECEIVES the Business Report for the month ending 31 March 2023.

The Motion was put and declared CARRIED (12/0) by exception resolution.

8.2. PROJECT FINANCIAL REPORT - FEBRUARY 2023

Moved Cr Ife, Seconded Cr Jones.

That the Council RECEIVES the Project Financial Report (February 2023) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (12/0).

8.3. STATEMENT OF FINANCIAL ACTIVITY - FEBRUARY 2023

Moved Cr Migdale, Seconded Cr Treby.

That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 28 February 2023.

The Motion was put and declared CARRIED (12/0) by exception resolution.

8.4. LIST OF MONTHLY ACCOUNTS SUBMITTED - FEBRUARY 2023

Moved Cr Migdale, Seconded Cr Treby.

That the Council:

- 1. RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for February 2023 - \$2,415,772.68.**
- 2. APPROVES the CEO Credit Card Statement for February 2023.**

The Motion was put and declared CARRIED (12/0) by exception resolution.

8.5. STATEMENT OF FINANCIAL ACTIVITY - MARCH 2023

Moved Cr Migdale, Seconded Cr Treby.

That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 31 March 2023.

The Motion was put and declared CARRIED (12/0) by exception resolution.

MINUTES Ordinary Meeting of Council – 20 April 2023

8.6. LIST OF MONTHLY ACCOUNTS SUBMITTED - MARCH 2023

Moved Cr Migdale, Seconded Cr Treby.

That the Council:

- 1. RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for March 2023 - \$1,074,253.90.**
- 2. APPROVES the CEO Credit Card Statement for March 2023.**

The Motion was put and declared CARRIED (12/0) by exception resolution.

8.7. SALES AND SETTLEMENT REPORT – MONTH ENDING 31 MARCH 2023

Moved Cr Migdale, Seconded Cr Treby.

That the Council RECEIVES the Sales and Settlement Report for the month ending 31 March 2023.

The Motion was put and declared CARRIED (12/0) by exception resolution.

8.8. CATALINA GREEN ENTRY STATEMENTS - WIND TREES

Moved Cr Ife, Seconded Cr Krsticevic.

That the Council SUPPORTS the:

- 1. Proposed installation of two Wind Trees within the Catalina Green entry statements.**
- 2. Use of the sole supplier provisions of the *Local Government (Functions and General) Regulations 1996 11(2)(f)*.**

The Motion was put and declared (12/0).

8.9. 2023/24 DRAFT BUDGET ASSUMPTIONS

Moved Cr Migdale, Seconded Cr Treby.

That Council SUPPORTS utilising the budget assumptions as listed in the Details/Discussion section of this report as the basis of preparation of the TPRC 2023/24 Budget.

The Motion was put and declared CARRIED (12/0) by exception resolution.

8.10. CATALINA CENTRAL: FUTURE SOUTHWARDS DEVELOPMENT

Moved Cr Chester, Seconded Cr Migdale.

MINUTES Ordinary Meeting of Council – 20 April 2023

That the Council:

1. **NOTE** the planning and environmental challenges associated with the proposed development of the southern area of the Catalina Green Estate.
2. **REQUEST** that the CEO and Chair of TPRC hold regular discussions with the Mindarie Regional Council (MRC) CEO and Chair regarding:
 - a. Future plans for their respective projects;
 - b. Current odour, noise, landfill gas, groundwater and dust monitoring programs and findings; and
 - c. Current and future remediation programs that are scheduled in and around the MRC site;and report back to the TPRC Council periodically on these matters.
3. **As a component of the 2023/2024 Budget process, ADJUSTS** the development and sales timeframe for Catalina Central to reflect potential development of the southern area of Catalina Green commencing in FYE 2030 as opposed to current plans which show development and sales commencing earlier.

The Motion was put and declared CARRIED (12/0).

8.11. REVIEW OF OCCUPATIONAL HEALTH AND SAFETY POLICY

Moved Cr Migdale, Seconded Cr Treby.

That the Council ADOPTS the Work Health and Safety Policy.

The Motion was put and declared CARRIED (12/0) by exception resolution.

8.12. COUNCIL MEETING DATE - JUNE 2023

Moved Cr Jones, Seconded Cr Haddon-Casey.

That the Council APPROVE that the June 2023 Ordinary Council meeting be held on 22 June 2023 at the City of Stirling at 6:00pm and that the meeting date be advertised as required by the *Local Government Act 1995*.

The Motion was put and declared CARRIED (12/0).

8.13. REPEAL OF TPRC POLICIES

Moved Cr Migdale, Seconded Cr Treby.

That the Council REPEALS the following Policies:

1. **Charity Home Sponsorship Policy**
2. **Petty Cash Policy**
3. **Financial Management - Significant Accounting Policies**

The Motion was put and declared CARRIED (12/0) by exception resolution.

MINUTES Ordinary Meeting of Council – 20 April 2023

9. COMMITTEE REPORTS**MANAGEMENT COMMITTEE (16 MARCH 2023)****9.1. STRATEGIC LAND DEVELOPMENT: OPTIONS ANALYSIS**

Moved Cr Migdale, Seconded Cr Chester.

That the Council:

- 1. NOTE the options that have been reviewed for potential Special Site development by the TPRC.**
- 2. ADOPT the following Special Site development options being actively explored/pursued in the short term:**
 - a. Green Display Village**
 - b. Beach Commercial Site**
 - c. Beach Group Housing South**
 - d. Green 7.5M Lots**
- 3. That a status report of the special site development options be PRESENTED to Council within six months.**

The Motion was put and declared CARRIED (12/0).

9.2. CATALINA SALES INCENTIVES - EXTENSION OF REDEMPTION VALIDITY PERIOD

Moved Cr Haddon-Casey, Seconded Cr Jones.

That the Council AUTHORISES the Chief Executive Officer to approve a further extension of up to six months (for a total extension of up to 12 months) to the eligibility period for the redemption of sales incentive packages on Catalina lots that:

- 1. Settled between 1 October 2020 and 31 August 2021; and**
- 2. Have been the subject of delayed completion of home construction due to high levels of demand on home builders.**

The Motion was put and declared CARRIED (12/0).

10. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

11. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

12. URGENT BUSINESS APPROVED BY THE CHAIR

Nil

MINUTES Ordinary Meeting of Council – 20 April 2023

13. GENERAL BUSINESS

Nil

14. DECISION TO MOVE TO CONFIDENTIAL SESSION

Moved Cr Migdale, Seconded Cr Krsticevic.

That:

1. Item 14.1 – **CONTRACT VARIATION – CIVIL CONSTRUCTION TERM CONTRACT – RETAINING WALL COSTS** 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:
 - c) *A contract entered into, or which may be entered into, by the TPRC and which relates to a matter to be discussed at a meeting (section 5.23(2)(c)); and*
 - e) *A matter that if disclosed would reveal –*
 - ii) *information that has commercial value to a person; or*
 - iii) *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)).*
2. Item 14.2 – **CATALINA CENTRAL LOCAL CENTRE SITE (LOT 800 AVIATOR BOULEVARD) – DEVELOPMENT UPDATE** be **CONSIDERED** Behind Closed Doors in accordance with Sections 5.23(2)(c) and (e) *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:
 - (c) *a contract entered into, or which may be entered into, by the TPRC and which relates to a matter to be discussed at a meeting (section 5.23(2)(c)); and*
 - (e) *a matter that if disclosed would reveal –*
 - ii) *information that has a commercial value to a person; or*
 - iii) *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)).*
3. Item 14.3 – **OFFSET VEGETATION AND MAINTENANCE TENDER 01/2023** 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:
 - (c) *A contract entered into, or which may be entered into, by the TPRC and which relates to a matter to be discussed at a meeting (section 5.23(2)(c)); and*
 - (e) *A matter that if disclosed would reveal –*
 - ii) *information that has commercial value to a person; or*
 - iii) *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)).*
4. Item 14.4 – **DEVELOPMENT MANAGEMENT AGREEMENT – KEY PEOPLE** 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:

MINUTES Ordinary Meeting of Council – 20 April 2023

(c) *A contract entered into, or which may be entered into, by the TPRC and which relates to a matter to be discussed at a meeting (section 5.23(2)(c)); and*

(e) *A matter that if disclosed would reveal –*

ii) *information that has commercial value to a person; or*

iii) *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)).

5. Item 14.5 – TPRC CEO SECONDARY EMPLOYMENT 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:

(c) *A contract entered into, or which may be entered into, by the TPRC and which relates to a matter to be discussed at a meeting (section 5.23(2)(c)); and*

(e) *A matter that if disclosed would reveal –*

ii) *information that has commercial value to a person; or*

iii) *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 (12/0).

At 6:33pm the meeting was closed to the public, and all attendees who were not required left the meeting prior to consideration of Item 14.1.

14.1. CONFIDENTIAL: CONTRACT VARIATION - CIVIL CONSTRUCTION TERM CONTRACT - RETAINING WALL COSTS

Moved Cr Migdale, Seconded Cr Ife.

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)(c) and (e) of the *Local Government Act 1995*.

The Motion was put and declared CARRIED (12/0).

14.2. CONFIDENTIAL: CATALINA CENTRAL LOCAL CENTRE SITE (LOT 800 AVIATOR BOULEVARD) - DEVELOPMENT UPDATE

Moved Cr Chester, Seconded Cr Migdale.

That the Council:

1. **PROCEEDS** with the confidential recommendation as outlined in the Confidential Agenda.

MINUTES Ordinary Meeting of Council – 20 April 2023

2. **RESOLVES** that this report, attachments and resolution remain confidential in accordance with section 5.23(2)(c) and (e) of the *Local Government Act 1995*.

The Motion was put and declared CARRIED (12/0).

14.3. CONFIDENTIAL: OFFSET REVEGETATION AND MAINTENANCE TENDER 01/2023

Moved Cr Chester, Seconded Cr Treby.

That the Council:

1. **PROCEEDS** with the amended 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)(c) and (e) of the *Local Government Act 1995*.

The Motion was put and declared CARRIED (12/0).

Representatives from Satterley Property Group left the meeting.

14.4. CONFIDENTIAL: DEVELOPMENT MANAGEMENT AGREEMENT - KEY PEOPLE

Moved Cr Treby, Seconded Cr Parker.

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)(c) and (e) of the *Local Government Act 1995*.

The Motion was put and declared CARRIED (12/0).

14.5. CONFIDENTIAL: CONSIDERATION OF SECONDARY EMPLOYMENT FOR TPRC CEO – LATE ITEM

The CEO, Mr Chris Adams, left the room prior to consideration of the item at 6:40pm.

Councillor Karlo Perkov left the meeting at 6:44pm during consideration of Item 14.5.

Councillor Ashley Wallace left the meeting at 6:46pm during consideration of Item 14.5.

Moved Cr Fleeton, Seconded Cr Migdale.

That the Council:

1. **PROCEEDS** with the confidential recommendation as outlined in the Confidential Agenda.

MINUTES Ordinary Meeting of Council – 20 April 2023

2. RESOLVES that this report, attachments and resolution remain confidential in accordance with section 5.23(2)(c) and (e) of the *Local Government Act 1995*.

The Motion was put and declared CARRIED (10/0).

The CEO returned to the room at 7:04pm.

Moved Cr Migdale, Seconded Cr Treby.

That the meeting be REOPENED to the public.

The Motion was put and declared CARRIED (10/0).

At 7:05pm the meeting was reopened to the public.

15. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 7:05pm.



MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

27 APRIL 2023

CITY OF WANNEROO

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.30 pm

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**Councillor Attendance**

Cr K Vernon (Chair)	Town of Victoria Park
Cr A Jacob (Deputy Chair)	City of Joondalup
Cr C May	City of Joondalup
Cr L Gobbert, JP	City of Perth
Cr C Hatton <i>arrived at 6.34</i>	City of Stirling
Cr E Re <i>arrived at 6.34</i>	City of Stirling
Cr Lisa Thornton	City of Stirling
Cr A Castle	City of Vincent
Cr F Cvitan, JP	City of Wanneroo
Cr P Miles	City of Wanneroo

MRC Officers

Mr S Cairns (Chief Executive Officer)
Ms A Arapovic (Finance Manager)
Mr A Griffiths (Project and Procurement Manager)
Mr M Hattingh (Operations Manager)
Ms S Cherico (Human Resources Officer)
Ms D Toward (Executive Support)

Apologies

Cr J Ferrante	City of Stirling
Cr K Shannon	Town of Cambridge

Approved leave of absence

Nil

Member Council Observers

Mr N Claassen	City of Joondalup
Mr M Pennington	City of Joondalup
Mr G Taylor	City of Perth
Mr A Murphy	City of Stirling
Mr P Varris	City of Vincent
Mr H Singh	City of Wanneroo
Mr A Kowero	City of Wanneroo
Mr J Wong	Town of Victoria Park

Visitors

Nil

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3 DECLARATION OF INTERESTS

Name /Position	Councillor Karen Vernon
Item No./Subject	14.2 Engagement of Consultant to assist in the Annual Review of the CEO's Performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	Each of the consultants who submitted a proposal for services, including the recommended consultant, are known to me through their provision of similar professional services to the Town of Victorial Park or MRC.

Name /Position	Councillor Chris Hatton
Item No./Subject	14.2 Engagement of Consultant to assist in the Annual Review of the CEO's Performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	Impartiality – The City of Stirling has engaged with Learning Horizons, and myself.

Name /Position	Councillor Albert Jacob
Item No./Subject	14.2 Engagement of Consultant to assist in the Annual Review of the CEO's Performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	Learning Horizons also provide this service to CoJ and (Helen) is known to me.

Name /Position	Councillor Alex Castle
Item No./Subject	14.2 Engagement of Consultant to assist in the Annual Review of the CEO's Performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	Have dealt with one of the proponents at the City of Vincent

Name /Position	Councillor Lisa Thornton
Item No./Subject	14.2 Engagement of Consultant to assist in the Annual Review of the CEO's Performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	Impartial interest as one the proponents is known to me through the CEO process at the City of Stirling

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Name /Position	Councillor Elizabeth Re
Item No./Subject	14.2 Engagement of Consultant to assist in the Annual Review of the CEO's Performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	Impartial interest as one of the proponents was a proponent for the City of Stirling CEO

Name /Position	Cr Frank Cvitan
Item No./Subject	14.2 Engagement of Consultant to assist in the Annual Review of the CEO's Performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	One of proponents is known to me and has done work for the City of Wanneroo i.e. Learning Horizons

Name /Position	Cr Paul Miles
Item No./Subject	14.2 Engagement of Consultant to assist in the Annual Review of the CEO's Performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	Proponent does work for the City of Wanneroo – Learning Horizons

Name /Position	Councillor Liam Gobbert
Item No./Subject	14.2 Engagement of Consultant to assist in the Annual Review of the CEO's Performance
Nature of Interest	Interest that may affect impartiality
Extent of Interest	A consultant has previously made a bid for similar services at the City of Perth

Name /Position	Scott Cairns Chief Executive Officer
Item No./Subject	14.2 Engagement of Consultant to assist in the Annual Review of the CEO's Performance
Nature of Interest	Financial Interest and Interest that may affect impartiality
Extent of Interest	Scott Cairns is the Chief Executive Officer

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4 PUBLIC QUESTION TIME

Public question time opened at 6.36 pm
There were no members of the public present.
Public question time closed at 6.36 pm

5 ANNOUNCEMENT BY THE PRESIDING PERSON

The Chair received a letter from the Hon Reece Whitby MLA, Minister for Environment; Climate Action; Racing and Gaming in March 2023 relating to the proposed upgrade of the RRF. As a result of the MRC's advocacy on this project, the Minister has confirmed the State Government's support and co-funding for the project. The Chair acknowledged that this is a significant milestone, and thanked the CEO and the MRC team for their work getting to this stage.

6 APPLICATION FOR LEAVE OF ABSENCE

Cr Albert Jacob requested Leave of Absence from Council duties covering the period 02 July 2023 to 28 July 2023.

Moved Cr Vernon, Seconded Cr May
That Council approves the request for Leave of Absence from Council duties for Cr Jacob covering the period 02 July 2023 to 28 July 2023.

(CARRIED UNANIMOUSLY 10/0)

7 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 ORDINARY COUNCIL MEETING – 23 FEBRUARY 2023

The Minutes of the Ordinary Council Meeting held on 23 February 2023 have been printed and circulated to members of the Council.

RESPONSIBLE OFFICER RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 23 February 2023 be confirmed as a true record of the proceedings.

Moved Cr Hatton, seconded Cr Castle
RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 10/0)

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9	CHIEF EXECUTIVE OFFICER REPORTS
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9.1	FINANCIAL STATEMENTS FOR THE MONTH ENDED 28 FEBRUARY 2023 AND 31 MARCH 2023
Reference:	GF-23-0000019
Appendix(s):	Appendix No. 1, 2 and 3
Date:	27 April 2023
Responsible Officer:	FINANCE MANAGER

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:

- Statement by Comprehensive Income by Nature and Type
- Operating Income Statement by Program
- Statement of Financial Activity
- Statement of Reserves
- Statement of Investing Activities
- Tonnage Report

DETAIL

The Financial Statements for the month ended 28 February 2023 and 31 March 2023 are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the two months up to 31 March 2023 is attached at **Appendix No. 3**.

The complete suite of Financial Statements which includes the Income 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 March 2023

	YTD Budget	YTD Actual	Variance
	t	t	t
Tonnes – Members	132,249	131,390	(859)
Tonnes – Others	37,843	38,518	675
TOTAL TONNES	170,092	169,908	(184)
	\$	\$	\$
Revenue – User Charges	25,191,824	25,110,604	(81,220)
Revenue – Other	4,949,067	5,009,572	60,505
TOTAL REVENUE	30,140,891	30,120,176	(20,715)
Expenses	(26,626,938)	(26,734,821)	(107,883)
NET SURPLUS/(DEFICIT)	3,513,953	3,385,355	(128,598)

Members

Members tonnages for the financial period ended 31 March 2023 were 859 tonnes below budget.

Trade & Casuals

The Casual and Trade tonnages are 675 tonnes higher than forecast for the financial year to date with 25,507 tonnes delivered through the waste discounted rate tender.

Overall tonnages for the financial period ended 31 March 2023 were 184 tonnes less than budgeted. The variances have reduced significantly due to revised tonnage budgets reflected in March.

The net result variance is \$128,598 or 4% against year to date budget.

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VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Receive the Financial Statements set out in Appendix No. 1 and 2 for the months ended 28 February 2023 and 31 March 2023.

Moved Cr Vernon, seconded Cr Cvitan

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 10/0)

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9.2 LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 28 FEBRUARY 2023 AND 31 MARCH 2023	
File No:	FIN/5-09
Appendix(s):	Appendix No. 4 and 5
Date:	27 April 2023
Responsible Officer:	Finance Manager

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 28 February 2023 and 31 March 2023 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
28 February 2023	General Municipal	Cheques	\$640.00
		EFT	\$739,900.22
		DP	\$4,351,991.97
		Inter account transfers	\$0.00
		Total	\$5,092,532.19
31 March 2023	General Municipal	Cheques	\$2,046.75
		EFT	\$699,020.33
		DP	\$4,377,526.51
		Inter account transfers	\$0.00
		Total	\$5,078,593.59

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 28 February 2023 and 31 March 2023.

Moved Cr Vernon, seconded Cr Re

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

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9.3	DRAFT MRC STRATEGIC COMMUNITY PLAN 2023 - 2032
File No:	GF-23-0000104
Appendix(s):	Appendix 6 – Draft Strategic Community Plan 2023 – 2032
Date:	14 April 2023
Responsible Officer:	Chief Executive Officer

SUMMARY

This report presents the Draft Mindarie Regional Council's (MRC) Strategic Community Plan (SCP) for consideration as required under the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

The report seeks endorsement of the SCP to provide notice to the public of the Council's decision.

BACKGROUND

The MRC's current SCP 2018 – 2037 was adopted by Council at its meeting on 06 April 2017. The SCP is required to be reviewed every four years under the requirements of the *Local Government (Administration) Regulations 1996*. A review was due in 2021; a point acknowledged by the MRC in 2021 when the MRC informed the Department of Local Government, Sport and Cultural Industries that the MRC was not able to meet its obligation under the Regulations to carry out a 4 yearly review of the SCP due to a number of matters.

Between 2020 and 2021, the MRC experienced a period of change which impacted strategy setting such as:

- MRC entered into a contract with Workpower to operate the Re-Use shop and the public recycling areas at Tamala Park
- Streamlining of operations at Tamala Park resulted in an organisational restructure
- MRC concluded a major contract for the management of the Resource Recovery Facility at its Neerabup site
- A change of CEO in 2021

Several individual strategy sessions have taken place with Council and member council administrations since 2021, which have resulted in the development of a draft SCP (**Attachment 6**).

The new draft SCP covers the period 2023 to 2032 and creates a new Vision for the MRC, 'Collaborating for a regional Circular Economy', with a Mission, 'To deliver sustainable waste management options for members'. The MRC's new Objectives are stated below:

- **Deliver best practice services**
- **Position MRC to provide world class waste management options**
- **Deliver best practice governance process and structures.**

The new SCP sets Strategies and Performance Targets to enable the delivery of the above Objectives, and takes account of the two major assets of the MRC, the Tamala Park Site and the Neerabup Site.

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CONSULTATION

The Regulations require that the SCP be developed with input from the local governments' electors and ratepayers. A regional council has neither electors nor ratepayers to consult.

When developing the initial SCP the MRC sought clarification from the Department of Local Government, Sport and Cultural Industries (DLGSC) on the stakeholders to be consulted in the development of a new SCP. DLGSC advised that the member council local governments were the MRC's primary stakeholders.

The MRC's SCP has been developed in consultation with the following stakeholder groups:

- MRC Councillors
- Member Council Executives
- MRC employees

The SCP consultation process consisted of workshops, meetings and written communication. The feedback from all stakeholder groups has been taken into account in the final draft.

DETAIL

The MRC's initial SCP review process commenced in 2021 through a series of independent facilitated strategy workshops, as follows:

- 04 March 2021 – Leadership team workshop
- 12 March 2021 – MRC staff (group A)
- 12 March 2021 – MRC staff (group B)

Consultation and development of the SCP paused in May 2021 following consultation with the Chairperson and the Member Councils. It was agreed that the SCP review process would be put on hold until ongoing business decisions had been completed, and a new CEO had been recruited.

The new CEO commenced on 28 September 2021, and conducted strategy workshops with MRC Councillors and Member Council Executives on both 3 November 2021 and 26 July 2022.

In September 2022 an independent facilitated workshop was attended by MRC Councillors and Member Council Executives and invited speakers from the Department of Water and Environmental Regulation (DWER).

A second and final independent facilitated workshop with MRC councillors took place on 02 February 2023, where a draft early stage SCP skeleton document was discussed. Council provided clear direction at that workshop on their requirements in any new final SCP.

Administration further developed the SCP document in February 2023, and a draft copy of the SCP was email to councillors and administrations for comments on 28 March 2023.

Minor feedback has been received which has been incorporated into the Draft SCP.

LEGAL COMPLIANCE

The development or an amendment to the SCP is a requirement of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996.

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STRATEGIC IMPLICATIONS

The Integrated Planning Framework ensures that the future of local government is set using long term strategies backed by shorter termed implementation plans.

The MRC is currently developing the supporting plans which will align to the new SCP. The following plans are proposed to be presented to Council in June 2023.

- Corporate Business Plan
- Long Term Financial Plan
- Asset Management Plan
- Workforce Plan

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The implementation of the SCP will be subject to the future endorsement of the supporting plans, discussed above, and the MRC's normal budgetary approval process.

COMMENT

Through the SCP review process, it has become apparent, generally, that member councils require the continued delivery of the best-practice waste management options currently delivered at the Tamala Park Waste Management Facility and access to options that align with the requirements of the Western Australian Waste Avoidance and Resource Recovery Strategy 2030 (WARR Strategy) and all member councils' DWER approved Waste Plans.

The Tamala Park Landfill is likely to end during the period of this new SCP, and this has been taken into account in the development of the final document. The MRC will work with member councils to ensure that the facility is closed appropriately and cared for in to the future, and that an alternative option is provided for upon closure.

Council has expressed the need for the MRC to operate sustainably at all times, and reduce its operational environmental impact. This is reflected in the SCP's Strategic Actions.

In alignment with its new mission, the MRC has a key role to play in delivering sustainable waste management options on behalf of its members; the MRC is uniquely positioned to provide member councils choice. By collaborating together, and realising the potential pulling power of the secondary resources disposed of by a third of the Perth Metropolitan Area (over 700,000 residents) the MRC proposes to investigate and identify the best possible opportunities for member councils and bring these forward to Council to allow it to make a decision for the benefit of all seven member council communities.

The MRC has the ability to leverage upon its existing assets, skillset and potential, to improve its financial sustainability whilst operating for the benefit of the region, and to identify if/how it can contribute to the development of circular economy opportunities as discussed in the WARR Strategy.

This draft SCP reflects the feedback and comments of all stakeholders involved in its development and provides the MRC with guidance and direction on what is must do to meet the needs of member councils as they seek to deliver upon their respective communities' consistent requirement for better environmental outcomes and high quality waste management services.

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VOTING REQUIREMENT

Absolute Majority

RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

1. Adopt the Strategic Community Plan 2023- 2032 as contained in Appendix 6.

(Absolute Majority Required)

2. Give Local Public Notice, in accordance with s.19D of the Local Government (Administration) Regulations 1996, advising that the Strategic Community has been adopted by the Council.

Moved Cr Re, seconded Cr Castle

RESOLVED

That the recommendation be adopted

(CARRIED BY ABSOLUTE MAJORITY 9/1)

For: Crs Castle, Cvitan, Hatton, Jacob, May, Miles, Re, Thornton, Vernon

Against: Cr Gobbert

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10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 75

RESPONSIBLE OFFICER RECOMMENDATION

That the Members Information Bulletin Issue No. 75 be received.

Moved Cr Re, seconded Cr Miles

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 URGENT BUSINESS

Nil

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

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 item 14.1 & 14.2 as the items are of a confidential nature.

No members of the public were present in the gallery.

**Moved Cr Vernon, seconded Cr Re
Procedural Motion**

1. Closes the meeting to the members of the public at 7.14 pm to consider items 14.1 & 14.2 in accordance with Section 5.23 of the *Local Government Act 1995*.
2. For item 14.1 General Insurance Renewal 2023/24 - Permits the MRC Chief Executive Officer, MRC staff and member council officers seated in the gallery to remain in the chamber during discussion.
3. For item 14.2 Engagement of Consultant to assist in the annual review of the CEO's Performance – Permits the MRC HR Officer and the Executive Support Officer to remain in the chamber during discussion.

(CARRIED UNANIMOUSLY 10/0)

Doors closed at 7.14 pm

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14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2)(d) of the Local Government Act 1995 as the report deals with matters where legal advice was obtained.	
14.1	GENERAL INSURANCE RENEWAL 2023/24
File No:	GF-23-0000112
Attachment(s):	1. Letter – Legal advice McLeod Lawyers dated 9 March 2023 2. Procurement Australia Evaluation Summary
Date:	11 April 2023
Responsible Officer:	Chief Executive Officer

That the Council:

- 1. Notes the confidential information contained in this report from Procurement Australia and McLeods Lawyers.**
- 2. Authorises the CEO to procure general insurances from LGIS for 2023/24 and for a further 2 years, followed by a review of market premiums in 2026/27.**

(Absolute majority)

Moved Cr Vernon, seconded Cr Jacob

Moved Cr Re, Seconded Cr Vernon
Procedural Motion

Under clause 10.1(j) of the Mindarie Regional Council Meeting Procedures Local Law 2020, suspend the operation of clause 7.9, speaking twice.

(CARRIED 8/2)

For: Crs Castle, Cvitan, Hatton, Jacob, Miles, Re, Thornton, Vernon

Against: Crs Gobbert, May

Moved Cr Vernon, Seconded Cr Cvitan

Procedural Motion

Resume the operation of clause 7.9, speaking twice.

(CARRIED 10/0)

RESOLVED

That the recommendation be adopted

(CARRIED BY ABSOLUTE MAJORITY 10/0)

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7.44 pm Member Council officers left the gallery. There were no members of the public seated in the gallery.

The MRC CEO, Finance Manager, Operations Manager and Projects and Procurement Manager left the Council Chambers.

The HR Officer and Executive Support Officer remained in the Council Chambers.

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 may be entered into.

14.2 ENGAGEMENT OF CONSULTANT TO ASSIST IN THE ANNUAL REVIEW OF THE CEO'S PERFORMANCE

File No:	GF-23-0000103
Attachment(s):	Nil
Date:	11 April 2023
Responsible Officer:	Chief Executive Officer

CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE RECOMMENDATION

That Council:

Appoints Learning Horizons as the external Human Resource Consultant, subject to their acceptance of the appointment, to conduct a review of the MRC's Chief Executive Officer performance and remuneration for the period 1 July 2022 to 30 June 2023, 2 additional annual periods plus a 1 + 1 year extension at the sole discretion of the Mindarie Regional Council.

**Moved Cr Vernon, seconded Cr Jacob
RESOLVED**

**That the recommendation be adopted
(CARRIED UNANIMOUSLY 10/0)**

Moved Cr Vernon, seconded Cr Hatton

Procedural Motion:

That Council:

- **Reopen the meeting to members of the public at 7.51 pm**

**To re-open the meeting to the public
(CARRIED UNANIMOUSLY 10/0)**

Doors re-opened at 7.51 pm, the Chair declared the meeting re-opened. As there were no members of the public present, the Chair noted the resolutions passed behind closed doors.

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15 NEXT MEETING

The next Ordinary Council meeting is to be held on Thursday 01 June 2023 at the Town of Cambridge commencing at 6.30 pm.

16 CLOSURE

The Chair closed the meeting at 7.52 pm and thanked the City of Wanneroo for their hospitality and use of their meeting facilities, and thanked the MRC officers and Member Council Officers for attending.

SignedChair

Dated.....day of2023

Statistics for Development Applications As at the end of April 2023

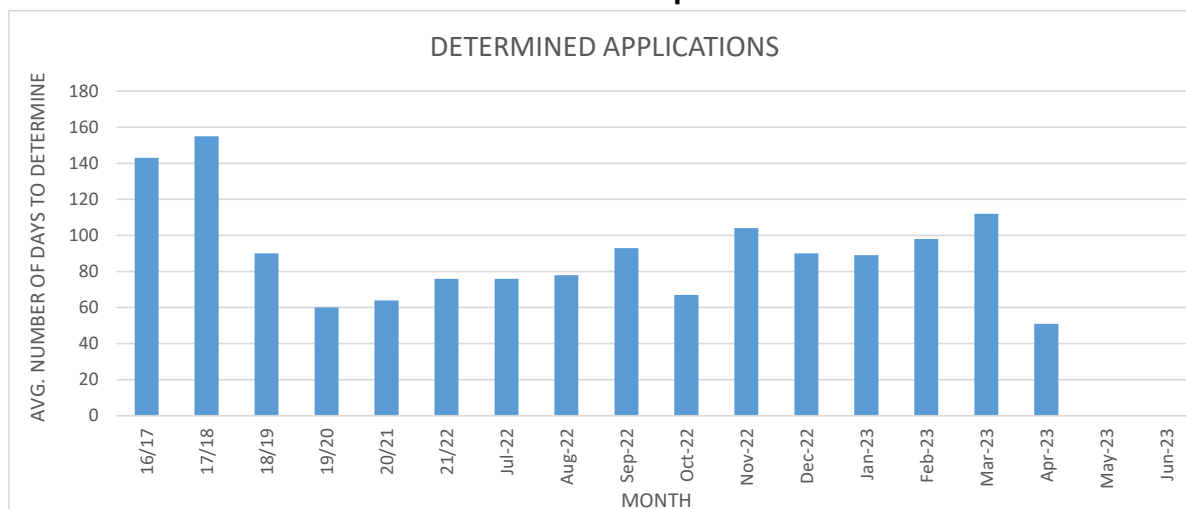
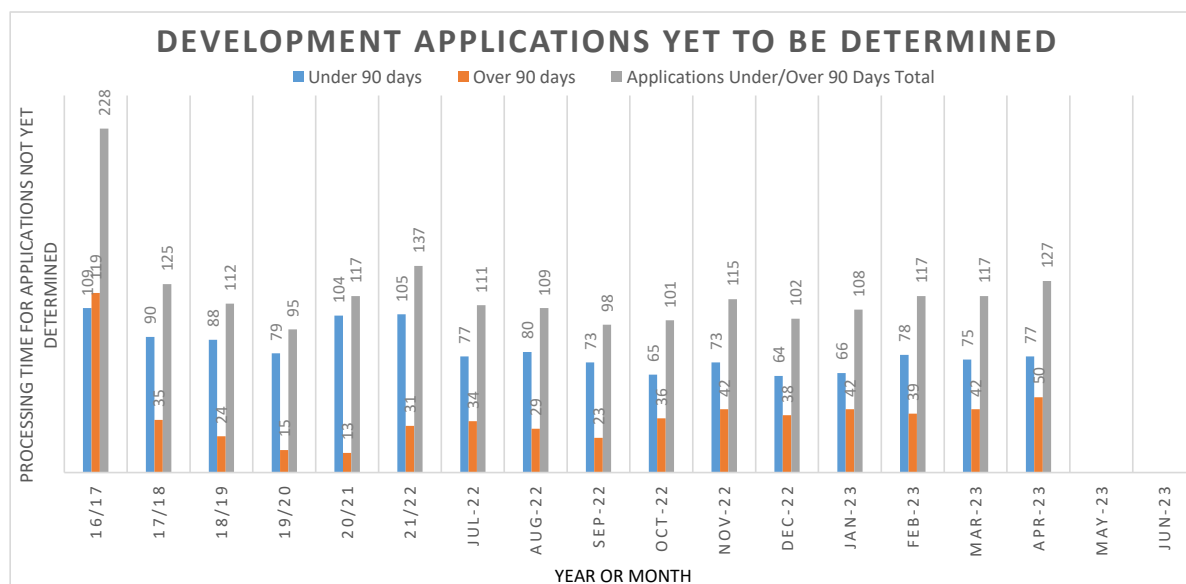


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2021.

Processing Days	16/17	17/18	18/19	19/20	20/21	21/22	Jul-22	Aug-22	Sep-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	51	6	49	9	21	45	51	15		
Average	143	155	85	60	64	76	76	78	101	67	104	90	89	98	112	51		
Maximum	924	1008	787	499	268	298	155	136	212	111	168	205	167	173	280	171		

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
DA's Determined (excludes DA's exempt from approval or cancelled)	31	27	31	19	12	31	11	22	14	14		
Value of Determined DA's (in millions)	4.28	31	69.8	3.01	53.4	145.4	2.25	5.5	6.7	28.8		



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
DA's lodged	27	25	23	27	25	18	17	31	26	22		
DA's to be Determined	111	109	96	101	115	102	108	117	117	127		
Value of DA's to be Determined (in millions)	238.59	305.59	244.36	287.49	273.64	106.44	108.49	110.80	108.66	100.78		

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 2 JUNE 2023**

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. SAT agreed to further adjournment to 21 September 2022. Applicant required to submit mechanical drawings prior to the next SAT Hearing. Matter further adjourned to 17 November 2022 as the consultant contracted by Hanoze Park Pty Ltd passed away. Mechanical drawings have been submitted and it has been identified that a development application and building application would be required. Mediation listed for 17 November 2022 was vacated, and matter is listed for hearing on 3 March 2023. A development approval has been issued for external fixtures, and the City is awaiting submission of a building application for solution. The SAT mediation hearing that was scheduled for 3 March 2023, was adjourned, with the matter relisted for a Directions Hearing on 14 April 2023. The City is advised the installation of the new exhaust system at the premises is imminent. The SAT hearing that as scheduled for 14 April 2023, was adjourned, with the matter relisted for 12 May 2023. The City is advised the installation of the new exhaust system will be completed by 2 May 2023. The two parties will return to SAT on 23 June 2023. At this time, the matter will either be resolved to the satisfaction of both parties, adjourned to a later mediation or programmed for a Hearing by the SAT Member.</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"> • 14 October 2022 – City Statement of Issues, Facts and Contentions due to SAT. • 28 October 2022 – Applicant Statement of Issues, Facts and Contentions due to SAT. • 8 February 2023 – Witness statements and draft conditions due to SAT. • 23 and 24 February 2023 – SAT Hearing.

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 2 JUNE 2023**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
				<p>Subsequent to this the applicant confirmed withdrawal of matter on 19 October 2022. The applicant has since requested the matter be reopened and a Directions Hearing was held on 25 November 2022 and a further Directions Hearing on 16 December 2022 to consider this. At the 16 December 2022 Directions Hearing, the SAT allowed for the appeal to be reinstated following the previous withdrawal, with the matter to be listed for full hearing. Directions Hearing scheduled for 13 January 2023 was vacated. The SAT issued Orders on 13 January 2023 with a full hearing held on 25, 26 and 31 May 2023. Awaiting SAT Orders schedule to be handed down within 90 days.</p> <p><i>Representation by: Castledine Gregory</i></p>
3.	No. 391 Lord Street, Mount Lawley (DR 192 of 2022)	31 October 2022	Urbanista Town Planning	<p>Application for review of a Joint Development Assessment Panel decision to refuse an application for a mixed-use development on 19 October 2022.</p> <p>*****</p> <p>Directions hearing was vacated and mediation was listed for 30 November 2022. Mediation held on 30 November 2022. A second mediation was held on 1 February 2023. A third mediation was held on 3 April 2023 to discuss further modifications to the proposal. The SAT issued Orders on 3 April 2023 with the following key dates associated:</p> <ul style="list-style-type: none"> • 15 May 2023 – The Applicant provided an amended application to the City for assessment. • 20 July 2023 – The Respondent is invited to reconsider its decision on the application by this date pursuant to Section 31 of the <i>State Administrative Tribunal Act 2004</i>. • 28 July 2023 – Directions hearing scheduled. <p><i>Representation by: JDAP Presiding Member</i></p>

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 2 JUNE 2023**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	No. 129 Loftus Street, Leederville	Harley Dykstra Planning & Survey Solutions	Form 1 – Child Care Premises	12 May 2022	1 May 2023	The DAP meeting was held on 1 May 2023. The DAP resolved to support the City's recommendation to unanimously refuse the application. The meeting minutes can be found here .
2.	Nos. 41-45 Angove Street, North Perth	Hidding Urban Planning	Form 1 – Service Station	7 September 2022	3 May 2023	The DAP meeting was held on 3 May 2023. The DAP resolved to support the City's recommendation to unanimously refuse the application. The meeting minutes can be found here .
3.	Nos. 194-200 Carr Place, Leederville	Taylor Burrell Barnett	Form 1 – Multiple Dwelling Development	3 January 2023	8 May 2023	The DAP meeting was held on 8 May 2023. The DAP resolved to support the City's recommendation to unanimously approve the application subject to conditions and subject to two amendments. The meeting minutes can be found here .
4.	Nos. 139 and 141 Lake Street, Perth	Planning Solutions	Form 1 – Mixed Use Development	17 January 2023	Not yet scheduled	The application is on stop-the-clock as the City has requested further information. A new due date for the Responsible Authority Report has not yet been confirmed.
5.	No. 554 Newcastle Street, West Perth	Tomaria Construction	Form 1 – Mixed Use Development	20 January 2023	Not yet scheduled	The application is on stop-the-clock as the City has requested further information. A new due date for the Responsible Authority Report has not yet been confirmed.
6.	Nos. 37-43 Stuart Street, Perth	Planning Solutions	Form 1 – Change of Use to Unlisted Use (Community Purpose) and Alterations and Additions	5 May 2023	Not yet scheduled	Currently under assessment. Responsible Authority Report is currently due on 24 July 2023.

DAP Process Improvements:

The City's Administration has changed the process for DAP matters. This will include early confirmation of the availability of Elected Members that are DAP Members to attend DAP meetings. This will also include the circulation of the Responsible Authority Report to all Elected Members on contentious DAP items.

**CITY OF VINCENT DESIGN REVIEW PANEL
REGISTER OF APPLICATIONS CONSIDERED BY DESIGN REVIEW PANEL
AS AT 2 JUNE 2023**

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
No. 195 Beaufort Street, Perth	Lateral Planning	Mixed Use Development	3 May 2023	Pre-lodgement Application The proposal would benefit from referral to the Design Review Panel to consider departures to the New Northbridge Design Guidelines and Residential Design Codes Volume 2 – Apartments (R Codes), and the appropriateness of the development within its setting.
Nos. 384-388, 390 and 392 Oxford Street, Mount Hawthorn	Redhorn Development Pty Ltd	Mixed Use Development	3 May 2023	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 Volume 2 – Apartments (R Codes), and the appropriateness of the development within its setting.
Nos. 38-40 and 44 Brisbane Street, Perth	Rowe Group	Mixed Use Development (Specialist Disability Accommodation)	3 May 2023	Pre-lodgement Application – Previously Referred To consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 15 March 2023.

SUBJECT:	Quarterly Street Tree Removal Request Report
DATE:	1 June 2023
AUTHOR:	Sarah Hill, Manager Parks
AUTHORISER:	Peter Varris, A/Executive Director Infrastructure & Environment

PURPOSE:

To present Council with a quarterly update on street tree removal requests within the City of Vincent.

BACKGROUND:

At the Ordinary Meeting of Council on the 5 December 2017, a Notice of Motion was presented requesting Administration provide a monthly Information Bulletin to Council summarising all requests for street tree removal within the City and the outcome of each.

This decision was subsequently altered to require the report be provided on a quarterly basis at the 3 December 2019 Ordinary Meeting of Council.

COMMENTS:

Please find below listing for the period 25 July 2022 to 31 May 2023.

Date	Requested By	Address	Suburb	Reason for Removal	Tree Species	Inspection Comments	No. of Trees	Approved	Replacement Species
25/07/2022	Resident	65 Joel Terrace	East Perth	Tree is almost dead	<i>Callistemon 'Kings Park Special'</i>	Tree is in serious decline with no chance of recovery	1	Yes	TBD
19/08/2022	Resident	358 Bulwer Street	Highgate	Verge tree is dead	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
07/07/2022	Parks Services	392 Oxford Street	Leederville	Tree hit by car	<i>Melaleuca viridiflora</i>	Hit by car - tree removed	1	Yes	<i>Melaleuca viridiflora</i>
31/07/2022	Parks Services	Windich Place	Leederville	Greening Plan - replacement plantings	<i>Eucalyptus sp.</i>	Unsuitable species causing damage to infrastructure	2	Yes	<i>Melaleuca viridiflora</i>
05/08/2022	Resident	56 Bourke Street	Leederville	Tree old and irreparably declining	<i>Agonis flexuosa</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Agonis flexuosa</i>
11/07/2022	Resident	23 Coogee Street	Mount Hawthorn	Tree in serious decline	<i>Callistemon 'Kings Park Special'</i>	Heavily pollarded and in poor form	2	Yes	<i>Melaleuca viridiflora</i>
24/08/2022	Resident	49 Edinboro Street	Mount Hawthorn	Tree is serious decline	<i>Melaleuca sp.</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Corymbia eximia</i>
04/07/2022	Resident	43 Coogee Street	Mount Hawthorn	Tree in serious decline	<i>Agonis flexuosa</i>	Tree half dead in middle of well established verge	1	Yes	<i>Agonis flexuosa</i>
10/08/2022	Resident	25 Chelmsford Road	Mount Lawley	Dead tree on verge, had turned black & no leaves		Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
31/07/2022	Resident	25 Stanley Street	Mount Lawley	Tree is split down middle	<i>Agonis flexuosa</i>	Large Agonis splitting and leaning over road - dangerous and requires removal	1	Yes	<i>Agonis flexuosa</i>
11/07/2022	Resident	25A Leake Street (Claverton Street frontage)	North Perth	Tree in serious decline	<i>Callistemon sp.</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Jacaranda mimosifolia</i>
03/08/2022	Resident	39 Doris Street	North Perth	Tree appears to be dying/dead	<i>Lagerstromia indica</i>	Tree is confirmed dead	1	Yes	<i>Lagerstromia indica</i>
24/08/2022	Resident	44 Claverton Street	North Perth	Verge tree is dead	<i>Callistemon sp.</i>	Tree is confirmed dead	1	Yes	Any native
08/06/2022	Resident	5 Loch Street	North Perth	Verge tree is dead		Tree is confirmed dead	1	Yes	<i>Eucalyptus victrix</i>
04/07/2022	Engineering	157 Claisebrook Road	Perth	Tree eroded at base and has begun leaning	<i>Jacaranda mimosifolia</i>	Removal approved - requires ATCO approval	1	Yes	<i>Jacaranda mimosifolia</i>
31/07/2022	Parks Services	46 Monger Street	Perth	Large cavities in centre	<i>Platanus acerifolia</i>	Tree requires removal - structurally unsound and posing safety risk	2	Yes	<i>Platanus acerifolia</i>
11/08/2022	Resident	470-472 William Street	Perth	Street tree is dead	<i>Lophostemon confertus</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca quinquenervia</i>
12/08/2022	Resident	313-315 Stirling Street	Perth	Street tree is dead		Tree is confirmed dead	1	Yes	<i>Eucalyptus todiana</i>
03/09/2022	Western Power	Anzac Road	Mt Hawthorn	Self-seeded tree at base of power pole - pole to be replaced	<i>Callistemon</i>	Self-seeded tree at base of power pole - pole to be replaced	1	Yes	N/A
03/09/2022	Parks Services	246 Vincent Street	Leederville	Verge tree is dead	<i>Corymbia maculata</i>	Tree is confirmed dead	1	Yes	<i>Corymbia maculata</i>

03/09/2022	Parks Services	8, 15, 65 & 71 Joel Terrace	Mount Lawley	Verge tree is dead	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	4	Yes	TBD
12/08/2022	Resident	40-42 Forrest Street	Mount Lawley	Tree in serious decline	<i>Brachychiton populensis</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Brachychiton populensis</i>
26/08/2022	Resident	369 William Street	Perth	Tree on lean	<i>Robinia sp</i>	Removal required as causing a safety obstruction	1	Yes	<i>Pyrus ussuriensis</i>
09/09/2022	Parks Services	18 Forrest Street	North Perth	Verge tree is dead	<i>Fraxinus excelsior raywood</i>	Tree is confirmed dead	1	Yes	TBD
09/09/2022	Parks Services	29 Camelia Street	North Perth	Verge tree is dead	<i>Melaleuca quinquenervia</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca quinquenervia</i>
09/09/2022	Parks Services	43 Burt Street	North Perth	Verge tree is dead	<i>Olea europaea</i>	Tree is confirmed dead	1	Yes	<i>Olea europaea</i>
09/09/2022	Parks Services	226 Charles Street	North Perth	Verge tree is dead	<i>Callistemon viminalis</i>	Tree is confirmed dead	1	Yes	TBD
09/09/2022	Parks Services	25 Leake Street	North Perth	Verge tree is dead	<i>Callistemon viminalis</i>	Tree is confirmed dead	2	Yes	<i>Jacaranda mimosifolia</i>
09/09/2022	Parks Services	358 Bulwer Street	North Perth	Verge tree is dead	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
09/09/2022	Parks Services	43 Cowle Street	North Perth	Verge tree is dead	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
09/09/2022	Parks Services	47 Cowle Street	North Perth	Verge tree is dead	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
09/09/2022	Parks Services	58 Wasley Street	North Perth	Verge tree is dead	<i>Hymenosporum flavum</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09/09/2022	Parks Services	61 Burt Street	North Perth	Verge tree is dead	<i>Casuarina cristata</i>	Tree is confirmed dead	1	Yes	<i>Corymbia eximia</i>
02/09/2022	Resident	20 Auckland Street	North Perth	Tree dying and in decline	<i>Agonis flexuosa</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Agonis flexuosa</i>
31/08/2022	Resident	31 Stanley Street	Mount Lawley	Verge tree is dead	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
16/09/2022	Resident	Opposite 8 Russell Street	North Perth	Verge tree is dead	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca quinquenervia</i>
21/09/2022	Resident	8 St Albans Avenue	Highgate	Verge tree is dead	<i>Lophostemon confertus</i>	Tree is confirmed dead		Yes	<i>Melaleuca viridiflora</i>
21/09/2022	Parks Services	217 Fitzgerald Street	North Perth	Verge tree is dead	<i>Melaleuca quinquenervia</i>	Tree is confirmed dead	1	Yes	N/A
21/09/2022	Resident	43 Ruby Street	North Perth	Dying tree	<i>Ulmus chinensis</i>	Tree is in serious decline with no chance of recovery	1	Yes	Any native
23/09/2022	Western Power	235 Fitzgerald Street	North Perth	Tree wrapped around pole which Western Power have scheduled for replacement.	<i>Melaleuca quinquenervia</i>	Removal approved as no other options for retaining tree	1	Yes	TBD
13/10/2022	Water Corporation	2 Dunedin Street	Mount Hawthorn	Leaking pipe required urgent removal	<i>Lophostemon confertus</i>	Removal approved as no other options for retaining tree	2	Yes	<i>Corymbia eximia</i>
30/03/2022	Resident	317-325 Stirling Street	Highgate	Verge tree is dead	<i>Lophostemon confertus</i>	Tree is confirmed dead	1	Yes	<i>Eucalyptus totidiana</i>
21/06/2022	Resident	404 Lord Street	Mount Lawley	Tree suspected to be dead	<i>Corymbia maculata</i>	Called out to remove off road, tree hit by car	1	Yes	<i>Corymbia maculata</i>

05/05/2022	Resident	8 St Albans Avenue	Highgate	Dead tree on verge	<i>Lophostemon confertus</i>	Tree is confirmed dead	1	Yes	<i>Lophostemon confertus</i>
12/08/2022	Resident	40-42 Forrest Street	Mount Lawley	Tree in serious decline	<i>Brachychiton populensis</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Brachychiton pop</i>
31/08/2022	Resident	31 Stanley Street	Mount Lawley	Tree is dead	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
25/10/2021	Resident	150 Harold Street	Mount Lawley	Tree appears to be dead	<i>Melaleuca Styphliodes</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca quinquenervia</i>
30/09/2022	Resident	8 Scott Street	Leederville	Tree declining and disease	<i>Delonix regia</i>	Tree is currently being inspected for shot hole borer	1	Yes	<i>Corymbia eximia</i>
17/10/2022	Resident	57 Tennyson Street	Leederville	Tree is dead	<i>Olea europaea</i>	Tree is confirmed dead	1	Yes	TBD
23/10/2022	Parks Services	84 Cowle Street	North Perth	Over-mature tree in decline and structurally unsound	<i>Agonis flexuosa</i>	Removal approved for safety reasons	1	Yes	<i>Agonis flexuosa</i>
23/10/2022	Parks Services	16 Marmion Street	North Perth	Over-mature tree in decline and structurally unsound	<i>Agonis flexuosa</i>	Removal approved for safety reasons	1	Yes	<i>Agonis flexuosa</i>
23/10/2022	Parks Services	18 Marmion Street	North Perth	Over-mature tree in decline and structurally unsound	<i>Agonis flexuosa</i>	Removal approved for safety reasons	1	Yes	<i>Agonis flexuosa</i>
23/10/2022	Parks Services	38 Marmion Street	North Perth	Over-mature tree in decline and structurally unsound	<i>Agonis flexuosa</i>	Removal approved for safety reasons	1	Yes	<i>Agonis flexuosa</i>
23/10/2022	Parks Services	494 Fitzgerald Street (Marmion Street frontage)	North Perth	Over-mature tree in decline and structurally unsound	<i>Agonis flexuosa</i>	Removal approved for safety reasons	1	Yes	<i>Agonis flexuosa</i>
28/10/2022	Parks Services	313 Stirling Street	Highgate	Tree is dead	<i>Lophostemon confertus</i>	Tree is confirmed dead	1	Yes	TBD
31/10/2022	Resident	4 Roy Street	Mount Lawley	Tree is dead	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
16/11/2022	Parks Services	7 Knutsford Street (Ruby Street frontage)	North Perth	Tree is dead	<i>Ulmus parvifolia</i>	Tree is confirmed dead	1	Yes	<i>Ulmus parvifolia</i>
07/11/2022	Parks Services	Corner Claverton & Charles Street	North Perth	Tree is dead	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	Any native species
23/11/2022	Parks Services	Bourke Street verge - Smiths Lake Reserve	North Perth	Tree in decline	<i>Melaleuca lanceolata</i>	Tree is confirmed dead	1	Yes	<i>Corymbia eximia</i>
25/11/2022	Parks Services	Anzac Road verge - Give Way Park	North Perth	Tree is dead	<i>Lophostemon confertus</i>	Tree is confirmed dead	1	Yes	<i>Eucalyptus cladocalyx</i>
29/11/2022	Resident	9B Anderson Street	Mount Hawthorn	Large gum tree illegally planted on verge near the Kerb causing damage	<i>Eucalyptus camaldulensis</i>	Confirmed this was not planted by the city and requires removal	1	Yes	N/A due to existing trees
06/12/2022	Resident	23 Joel Terrace	Perth	Callistemons have been in decline for a while	<i>Callistemon 'Kings Park Special'</i>	Trees are in serious decline with no chance of recovery	3	Yes	<i>Hibiscus tiliaceus</i>

08/12/2022	Resident	35 Camielia Street	North Perth	Dead tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09/12/2022	Parks Services	13 Deague Court	North Perth	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09/12/2022	Parks Services	1 Hanover Place (Deague Court frontage)	North Perth	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09//12//22	Resident	15 Vine Street	North Perth	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
09/12/2022	Parks Services	31 Sasse Avenue	Mount Hawthorn	Dead Tree	<i>Triadica sebifera</i>	Tree is confirmed dead	1	Yes	<i>Triadica sebifera</i>
09/12/2022	Parks Services	36 Sasse Avenue	Mount Hawthorn	Dead Tree	<i>Triadica sebifera</i>	Tree is confirmed dead	1	Yes	<i>Triadica sebifera</i>
09/12/2022	Parks Services	111 Eton Street	North Perth	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Triadica sebifera</i>
09/12/2022	Parks Services	203 Carr Place	Leederville	Dead Tree	<i>Lophostemon confertus</i>	Tree is confirmed dead	1	Yes	<i>Jacaranda mimosifolia</i>
09/12/2022	Parks Services	218 Carr Place	Leederville	Dead Tree	<i>Jacaranda mimosifolia</i>	Tree is confirmed dead	1	Yes	<i>Jacaranda mimosifolia</i>
09/12/2022	Parks Services	100 Palmerston Street	Northbridge	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09/12/2022	Parks Services	101 Palmerston Street	Northbridge	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09/12/2022	Parks Services	2 Ethel Street	North Perth	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	No replacement
09/12/2022	Parks Services	4 Roy Street	Mount Lawley	Dead Tree	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
09/12/2022	Parks Services	61 Wright Street	Highgate	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca quinquenervia</i>
09/12/2022	Parks Services	64 Wright Street	Highgate	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca quinquenervia</i>
09/12/2022	Parks Services	2 Lincoln Street	Highgate	Dead Tree	<i>Callistemon salignus</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09/12/2022	Parks Services	Opposite 77 West Parade	Mount Lawley	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Callistemon viminalis</i>
09/12/2022	Parks Services	153 Shakespeare Street	Mount Hawthorn	Dead Tree	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
09/12/2022	Parks Services	36 Brisbane Street	East Perth	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Callistemon salignus</i>
09/12/2022	Parks Services	224 Brisbane Street	Northbridge	Dead Tree	<i>Cassia fistula</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09/12/2022	Parks Services	132 Brisbane Street	Perth	Dead Tree	<i>Corymbia ficifolia</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca quinquenervia</i>
09/12/2022	Parks Services	11 Union Street	North Perth	Dead Tree	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
09/12/2022	Parks Services	84 Flinders Street	Mount Hawthorn	Dead Tree	<i>Lophostemon confertus</i>	Tree is confirmed dead	1	Yes	<i>Corymbia eximia</i>

09/12/2022	Parks Services	52 Buxton (Ashby Street frontage)	Mount Hawthorn	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09/12/2022	Parks Services	316 Stirling Street (Lincoln Street frontage)	Highgate	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Callistemon viminalis</i>
09/12/2022	Parks Services	7 Ebsworth Street	Mount Lawley	Dead Tree	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
09/12/2022	Parks Services	101 London Street	North Perth	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca quinquenervia</i>
09/12/2022	Parks Services	86 Carr Street (Florence Street frontage)	West Perth	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Corymbia eximia</i>
09/12/2022	Parks Services	Opposite 89 West Parade	Mount Lawley	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Callistemon viminalis</i>
09/12/2022	Parks Services	4 Camellia Street	North Perth	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09/12/2022	Parks Services	8 Salisbury Street	North Perth	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09/12/2022	Parks Services	2 Tennyson Street	North Perth	Dead Tree	<i>Callistemon salignus</i>	Tree is confirmed dead	1	Yes	<i>Callistemon salignus</i>
09/12/2022	Parks Services	Opposite 2 Tennyson Street	North Perth	Dead Tree	<i>Callistemon salignus</i>	Tree is confirmed dead	1	Yes	<i>Callistemon salignus</i>
09/12/2022	Parks Services	Opposite 3 Tennyson Street	North Perth	Dead Tree	<i>Callistemon salignus</i>	Tree is confirmed dead	1	Yes	<i>Callistemon salignus</i>
09/12/2022	Parks Services	31 Cleaver Street	West Perth	Dead Tree	<i>Lophostemon confertus</i>	Tree is confirmed dead	1	Yes	<i>Corymbia eximia</i>
09/12/2022	Parks Services	284 Oxford Street (Galwey Street frontage)	Leederville	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09/12/2022	Parks Services	19 Ruth Street	Northbridge	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09/12/2022	Parks Services	3 Somerville Street	East Perth	Dead Tree	<i>Hymenosporum flavum</i>	Tree is confirmed dead	1	Yes	<i>Jacaranda mimosifolia</i>
09/12/2022	Parks Services	11 Somerville Street	East Perth	Dead Tree	<i>Hymenosporum flavum</i>	Tree is confirmed dead	1	Yes	<i>Jacaranda mimosifolia</i>
12/12/2022	Parks Services	17 Blake Street	North Perth	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
12/12/2022	Parks Services	1 Haynes Street	North Perth	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
14/12/2022	Parks Services	Opposite 6 Hunter Street	North Perth	Dead Tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	No replacement
14/12/2022	Parks Services	10 Ethel Street (Raglan Road frontage)	North Perth	Dead Tree	<i>Callistemon viminalis</i>	Tree is confirmed dead	4	Yes	<i>Melaleuca viridiflora</i>
14/12/2022	Parks Services	Leederville Parade	Leederville	Dead Tree	<i>Schinus terebinthifolia</i>	Tree is confirmed dead	3	Yes	No replacement

21/12/2022	Resident	184 Anzac Road	Mount Hawthorn	Over-mature Agonis leaning over	<i>Agonis flexuosa</i>	Tree leaning over dangerously - removal approved for safety	1	Yes	<i>Agonis flexuosa</i>
23/12/2022	Resident	269 Vincent Street	Leederville	Melaleuca leaning over driveway	<i>Melaleuca sp.</i>	Tree hit by vehicle and obstructing access	1	Yes	<i>Melaleuca viridiflora</i>
23/12/2022	Resident	66 Smith Street	Highgate	Trees haven't grown in many years - looking like dying	<i>Melaleuca sp.</i>	Trees haven't performed in years due to road base that requires removal	8	Yes	<i>Melaleuca sp.</i>
15/12/2022	Parks Services	165 Coogee Street	Mount Hawthorn	Dead Tree	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
15/12/2022	Parks Services	24 Kalgoorlie Street	Mount Hawthorn	Dead Tree	<i>Lophostemon confertus</i>	Tree is confirmed dead	1	Yes	<i>Lophostemon confertus</i>
15/12/2022	Parks Services	40 Brady Street (Tasman Street frontage)	Mount Hawthorn	Dead Tree	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
12/12/2022	Parks Services	69 Bondi Street	Mount Hawthorn	Development application	<i>Callistemon 'Kings Park Special'</i>	Removal of two trees one dead - development approval to allow access	2	Yes	No replacement
29/12/2022	Parks Services	103 Alma Road	North Perth	Development application	<i>Lophostemon confertus</i>	Removal of tree due to ROW widening for development requirements	1	Yes	N/A
04/01/2023	Resident	131 London Street	Mount Hawthorn	Damaged by vehicle crash	<i>Melaleuca sp.</i>	Tree damaged beyond repair	1	Yes	<i>Melaleuca sp.</i>
06/01/2023	Resident	50 East Street	Mount Hawthorn	Dead Tree	<i>Jacaranda mimosifolia</i>	Tree is confirmed dead	1	Yes	<i>Jacaranda mimosifolia</i>
09/01/2023	Parks Services	21 Cantle Road	Perth	Damaged by vehicle crash	<i>Jacaranda mimosifolia</i>	Heavily damaged beyond saving	1	Yes	<i>Jacaranda mimosifolia</i>
16/01/2023	Parks Services	58 Mabel Street	North Perth	Damaged tree	<i>Erythrina indica</i>	Tree is damaged beyond repair	1	Yes	<i>Erythrina indica</i>
18/01/2023	Resident	9 Union Street	North Perth	Dead Tree	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
19/01/2023	Resident	opposite 95 East street	Mount Hawthorn	Tree in serious decline	<i>Jacaranda mimosifolia</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Jacaranda mimosifolia</i>
06/02/2023	Parks Services	31 Coogee street	Mount Hawthorn	Dead Tree	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
08/02/2023	Parks Services	34 Sasse Avenue	Mount Hawthorn	Dead Tree	<i>Triadica sebifera</i>	Tree is confirmed dead	1	Yes	<i>Triadica sebifera</i>
08/02/2023	Parks Services	153 Shakespeare Street	Mount Hawthorn	Dead Tree	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
08/02/2023	Parks Services	42 East Street	Mount Hawthorn	Dead Tree	<i>Jacaranda mimosifolia</i>	Tree is confirmed dead	1	Yes	<i>Jacaranda mimosifolia</i>
09/02/2023	Parks Services	93 Kalgoorlie Street (Berryman Street frontage)	Mount Hawthorn	Dead Tree	<i>Callistemon sp.</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09/02/2023	Parks Services	47 Sasse Avenue	Mount Hawthorn	Dead Tree	<i>Triadica sebifera</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
09/02/2023	Parks Services	Gibney Street (Scarborough Bch Rd frontage)	Mount Hawthorn	Dead Tree	<i>Callistemon sp.</i>	Tree is confirmed dead	2	Yes	<i>Callistemon sp.</i>

09/02/2023	Parks Services	35 Ruby Street	North Perth	Declining unhealthy Trees	<i>Ulmus chinensis</i>	Tree is confirmed dead	1	Yes	<i>Ulmus chinensis</i>
15/02/2023	Resident	64 Egina Street	Mount Hawthorn	Dead tree	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
27/02/2023	Resident	24 Chatsworth Road	Highgate	Young tree in poor health	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
27/02/2023	Parks Services	Glebe Street	North Perth	Dead street trees	<i>Lophostemon confertus</i>	Trees are confirmed dead	4	Yes	TBD
27/02/2023	Parks Services	West Parade/Harold Street	Mount Lawley	Removal required to allow access to new train station	<i>Callistemon 'Kings Park Special'</i>	Removal approved as no other options for retaining tree	1	Yes	N/A
20/02/2023	Resident	38 Egina Street	Mount Hawthorn	Tree in declining health	<i>Agonis flexuosa</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Agonis flexuosa</i>
12/03/2023	Resident	11 Stanley Street	Mount Lawley	Tree in severe decline - driveway under construction	<i>Agonis flexuosa</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Agonis flexuosa</i>
16/03/2023	Parks Services	41 Galway street	Leederville	Dead tree	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Agonis flexuosa</i>
21/03/2023	Parks Services	Beaufort Street median	Mount Lawley	Damaged by vehicle crash	<i>Corymbia maculata</i>	Damaged beyond repair and requires removal	1	Yes	TBD
23/03/2023	Resident	108 Richmond Street	Leederville	Tree in severe decline	<i>Quercus sp.</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Eucalyptus sp.</i>
23/03/2023	Resident	57 Woodstock Street	mount hawthorn	Dead tree	<i>Callistemon sp.</i>	Tree is confirmed dead	1	Yes	<i>Callistemon sp.</i>
24/03/2023	Parks Services	Leederville Pde / the Avenue Carpark verge	Leederville	Dangerous overhanging road	<i>Eucalyptus camaldulensis</i>	Tree requires removal for safety reasons	1	Yes	TBD
30/03/2023	Parks Services	16 Roy Street	Mount Lawley	Tree in decline	<i>Agonis flexuosa</i>	Tree is confirmed dead	1	Yes	<i>Delonix regia</i>
30/03/2023	Parks Services	4 Anderson Street	Mount Hawthorn	Tree in decline	<i>Lophostemon confertus</i>	Tree is confirmed dead	1	Yes	<i>Corymbia eximia</i>
30/03/2023	Parks Services	107 Palmerston Street	Perth	Dead tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
07/04/2023	Parks Services	27 Coogee Street	Mount Hawthorn	Large tree failing	<i>Agonis flexuosa</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Agonis flexuosa</i>
18/04/2023	Parks Services	9A Vine Street	North Perth	Tree in decline to be removed	<i>Agonis flexuosa</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Melaleuca quinquenervia</i>
03/05/2023	Parks Services	31 Knutsford Street (Blake Street frontage)	North Perth	Dead tree	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
05/05/2023	Parks Services	Fitzgerald Street carpark (behind Dorrien Gardens)	West Perth	Dead tree	<i>Callistemon sp.</i>	Tree is confirmed dead	1	Yes	N/A
18/05/2023	Resident	146-148 Joel Terrace	Mount Lawley	Tree in serious decline	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
18/05/2023	Resident	72 Wright Street	Highgate	Tree in serious decline	<i>Hakea sp.</i>	Tree is confirmed dead	1	Yes	TBD
26/05/2023	Resident	47 Forrest Street	Mount Lawley	Tree in decline	<i>Tristaniopsis laurina</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Tristaniopsis laurina</i>

31/05/2023	Parks Services	131 Egina Street	Mount Hawthorn	Tree in decline	<i>Agonis flexuosa</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Jacaranda mimosifolia</i>
31/05/2023	Parks Services	82 Bourke Street	Leederville	Almost dead and causing an obstruction to the footpath	<i>Agonis flexuosa</i>	Tree is in serious decline with no chance of recovery	1	Yes	<i>Agonis flexuosa</i>

COUNCIL BRIEFING AGENDA

13 JUNE 2023

RESPONSE TO PETITION - PRUNING OF TREES IN SCARBOROUGH BEACH ROAD

DETAILS:

Background

Administration has received several requests to prune the street tree located at 152-160 Scarborough Beach Road, Mount Hawthorn (on the Flinders Street frontage) to a height well below the roof of the building to alleviate issues associated with leaves and nuts blocking gutters and causing water damage to the building.

To address these concerns, the tree has previously been pruned back from the property line and the Strata Manager advised that height reduction is not supported due to the growing characteristics of the tree and the negative impact this would have on the trees structure.

On 10 April 2023 Administration received a petition from the Strata and a site meeting was arranged however, the matter was unable to be resolved. On 16 May 2023 Council received the petition requesting a height reduction of the tree to well below the roof of the building and requested Administration provide Council with a report, which could possibly form part of the Information Bulletin.

Tree Assessment Observations

The street tree (pictured below) has been inspected by the Parks Team on several occasions and the following observations have been made:

- Tree species is *Corymbia maculata* – Spotted Gum, not located under powerlines.
- Large, healthy specimen providing approximately 65m² of canopy coverage and contributing to the habitat and species diversity of the streetscape.
- Tree is the only remaining specimen in approximately 60m stretch of hardstand (noting that a nearby tree was lost during a storm event and has yet to be replaced).

Street Tree Policy

The street tree has been inspected and pruned in accordance with the City's Street Tree Policy.

Given that Administration has deemed that reducing the tree in height is not appropriate due to the growing characteristics of the species, the only other option to retaining the tree would be complete removal and replacement.

Removal of the tree is not supported due to its positive contribution to the streetscape. The City's Street Tree Policy also states that tree removal is not supported for nuisance issues such as leaf, bark and fruit shedding.



Street tree located on the Flinders Street frontage of 152-160 Scarborough Beach Road, Mount Hawthorn

COMMENTS:

The street tree located on the Flinders Street frontage of 152-160 Scarborough Beach Road, Mount Hawthorn has been assessed and pruned in accordance with the City's Street Tree Policy. In its current form, the tree is providing canopy coverage and habitat in a location otherwise lacking in trees.

In accordance with the City's Street Tree Policy, reducing the height or removal of the tree are administrative decisions with both options not supported. The tree will be retained in its current form and pruned as required in line with the Street Tree Policy and annual pruning programs.

TITLE:	Register of Petitions – Progress Report – May 2023
DIRECTORATE:	Chief Executive Officer

DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

Key Index:	
CEO:	Chief Executive Officer
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSD:	Executive Director Strategy & Development

Date Rcd	Subject	Action Officer	Action Taken
18/4/2023	Petition with 8 signatures received requesting that Council carry out crown pruning (to a height below the height of the building) and the shaping of the street trees adjacent to the building named Sant Elmo" 152 – 160 Scarborough Beach Road, Mt Hawthorn (situated on the corner of Scarborough Beach Road and Finders Street), in order to prevent the ongoing roof and ceiling damage to the apartments, and the associated costs incurred, to repair the damage being caused by the flooding from leaf and nut drop into the apartment gutters. The subject trees are situated in Flinders Street Mt Hawthorn.	EDIE	An information sheet has been prepared for June 2023 Council Meeting.
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.

TITLE:	Register of Notices of Motion – Progress Report – May 2023
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

Key Index:

CEO: Office of the CEO
EDCBS: Executive Director Community & Business Services
EDIE: Executive Director Infrastructure & Environment
EDSD: Executive Director Strategy & Development

Details	Action Officer	Comment
13 December 2022 – Submitted by Cr Wallace		
Local Planning Scheme No. 2 Amendment Regarding Service Stations	EDSD	Council approved Scheme Amendment No.12 (Service Stations) at its Meeting in May 2023 for forwarding to the WAPC.

TITLE:	Register of Reports to be Actioned – Progress Report – May 2023
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following reports still require action or are in the process of being actioned.

Key Index:

CEO:	Office of the CEO
CFO:	Chief Financial Officer
EDSD:	Executive Director Strategy & Development
EDIE:	Executive Director Infrastructure & Environment

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
Council Meeting 16 May 2023				
9.4	Request for Proposals for Redevelopment of Leederville Carparks	EDSD	Council endorsed the preferred proponent to enter into negotiations to develop a Heads of Agreement regarding their proposal.	A Business Plan will be presented to Council for approval to advertise in mid 2023.
9.7	Advertising of New Policy - North Claisebrook Planning Framework	EDSD	Council approved the draft planning framework for advertising.	The results of consultation and the updated framework will be presented to Council in late 2023.
9.8	Advertising of New Policy - West Perth Planning Framework	EDSD	Council approved the draft planning framework for advertising.	The results of consultation and the updated framework will be presented to Council in late 2023.
9.9	City of Vincent Arts Plan - Approval to Advertise	EDSD	Council approved the draft plan for advertising.	The results of consultation and the updated plan will be presented to Council in late 2023.
9.10	Thriving Places Strategy - Approval to Advertise	EDSD	Council approved the draft strategy for advertising.	The results of consultation and the updated strategy will be presented to Council in late 2023.
10.5	Draft Bike Plan	EDIE	21 Days local public notice – to return to Council in July for adoption	OCM 25 July 2023
11.4	Advertising of amended policy - Recognition of Noongar Boodjar Culture and History through Welcome to Country and Acknowledgement of Country	EMC&E	Public Consultation closes 14 June 2023 and will be presented to OCM 25 July 2023 for adoption.	OCM 25 July 2023
11.5	Advertising of Differential Rates	CFO	Differential Rates have been advertised and will be presented to OCM 20 June 2023 as part of the Annual Budget Adoption.	OCM 20 June 2023
12.1	Annual Review of Council Delegations	EMCSG	To be presented to 20 June 2023 OCM	OCM 20 June 2023
12.2	Leederville Oval sponsorship and naming rights	EMCSG	Required to be presented back to Council if any submissions received	OCM June/July 2023
12.4	Reports and Minutes of the Audit Committee Meeting Held on 4 May 2023	EMCSG	Outstanding agenda items to be reported back to June Audit Committee meeting	OCM 25 July 2023
Council Meeting 4 April 2023				

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
9.2	Review of Design Guidelines	EDSD	Council approved advertising for the Brookman & Moir Street Heritage Area and Lacey Street Character Area Local Planning Policies. Also approved for advertising was the associated amendment to the Built Form Policy and the revocation of Appendix 3, 12. 14. 15. 16 and 18.	The results of advertising and the updated local planning policies will be presented to Council in mid 2023.
9.5	Proposed Lease of Portion of No. 41 (Lot 31) Britannia Road, Leederville at Britannia Reserve for a Telecommunications Facility	EDSD	Council approved public notice for the proposed lease and if any submissions received the lease to be presented to Council for determination.	Public notice will commence 29 April 2023 for 14 days. If required, to be presented to June OCM.
10.2	Introduction of \$1 First Hour Fee in Car Parks - Analysis	EDIE	Discussions with stakeholders progressing.	2023
11.4	Advertising of amended policy - Purchasing Policy	CFO	Public Consultation closed Friday 12 May. Will be presented to OCM 20 June 2023 for adoption	OCM 20 June 2023
13.1	Alma/Leake Intersection Diagonal Diversion	EDIE		Completed A report was presented to Council in May 2023.
Council Meeting 14 March 2023				
9.4	Advertising of Amended Policy No. 7.7.1 - Non-Residential Development Parking Requirements and Payment in Lieu of Parking Plan	EDSD	Council approved advertising of the Policy. Significantly amended policies must be provided for a period exceeding 21 days. Advertising has concluded.	The revised policy will be presented to Council in 2023.
9.5	Minor Amendment to Metropolitan Region Scheme - Leederville Parade Primary Regional Road Reserve	EDSD	Council requested that the WAPC proceed with a Minor Amendment to the Metropolitan Region Scheme to remove the Primary Regional Road reservation.	Advertising will be undertaken by the WAPC, with results presented back to Administration in late 2023.
10.1	Harold Street – Response to Petition	EDIE	Council requested that a report be prepared on the conclusion of the consultation around the proposed Harold Street/Beaufort Street Blackspot design prior to (or at the same time as) considering the outcomes of the warrant check of the intersection.	Completed A report on the result of community consultation for resident only parking was presented to May 2023 OCM.
10.3	Waste Strategy Project – Verge Valet Vincent Trial Update	EDIE	Extend trial 12 months (July 2023-June 2024).	Further report (inclusive of community consultation feedback) to Council on progress of trial in March 2024.
12.2	Advertising Of Amended Policy - Legal Representation For Council Members And Employees (Policy No. 4.2.01)	EMCSG	Council approved the amendments to the policy for community consultation.	To be reported to Council after the community consultation Mid 2023
12.4 RESPONSES TO MOTIONS CARRIED AT THE ANNUAL GENERAL MEETING OF ELECTORS HELD ON 2 FEBRUARY 2023				
4.1	<u>Renaming Mount Hawthorn Community Centre Lesser Hall</u> - That Council REQUESTS the CEO investigate the cost and location options of a flag pole at the Mount Hawthorn Community Centre Lesser Hall entry and signage on	EDIE	Investigate and cost signage. Investigate and cost flagpole.	Complete The Flagpole has been budgeted for within the maintenance budget for the Mount Hawthorn Community Centre. 4 suitable locations have been identified for the

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
	the Mount Hawthorn Community Centre Lesser Hall to bring awareness and promotion to where the local RSL meetings occur and provides this information to Council as part of its 2023/24 Budget process.			pole to be erected and will be determined with relevant stakeholders prior to installation in the next couple of months.
4.2(1)	<u>Development Green Space</u> - That Council REQUEST the CEO to present a review of the landscaping requirements in the City's Built Form Policy to Council by December 2023.	EDIE	Administration is completing a review of the City's Built Form Policy against the State's Medium Density Codes and will present this review and the impact to the Built Form Policy to Council in late 2023.	Late 2023
4.5	<u>Fitzgerald):</u> 4.5.1 That the City of Vincent addresses the safety issues for pedestrians at the corner of Fitzgerald Street and Newcastle Street in this financial year 2022/23. 4.5.2 That the City of Vincent places a bollard or visual deterrent to offer a pedestrian refuge and protection of the Heritage listed building on the corner Newcastle Street and Fitzgerald Street. (similar to what exists on the City of Perth side of the fore mentioned intersection).	EDIE	Improvements / modifications to the intersection of Newcastle and Fitzgerald Streets requires the collaboration of several stakeholders and is expected to take over eighteen months to achieve. The interim solution has the support of the proposer of the motion	2024
Motion 4.6	<u>Menzies Street Traffic</u> Menzies street - North Perth - Review current access and traffic flow. Consider changing to cul de sac or one way to reduce "rat run" effect and speeding cars.	EDIE	The City of Vincent have completed traffic counts in February 2023. This confirms that Menzies Street does not warrant any Local Area Traffic Calming due to; <ul style="list-style-type: none">• Low traffic volumes• Low Speeds Survey shows that intervention is not warranted and STAG will consider the streets adjacent to Menzies St to see if any intervention is warranted.	Completed
4.8	<u>Chemical Sprays</u> – That Council REQUESTS that Administration provide a report to Council by June 2023 on options and costs for further reduction in the use of glyphosate.	EDIE	Report by July 2023 Inc. soil sample analysis.	Current resource priorities may result in report delay by one month (now July 2023) - July 2023
4.11	<u>Speed Humps</u> - That Council REQUESTS that Administration undertakes a road condition assessment to underpin a program of maintenance and needs assessment for speed humps and other traffic interventions in local areas, and report to Council Workshop on the findings of these assessments by end of 2023.	EDIE	Report by December 2023	December 2023
12.4 4.12	<u>Refund of Rates</u> AUTHORISES Administration present such a model along with all assumptions to Council for	CFO	The Vincent Underground Power Project model will be presented to OCM 20 June 2023.	OCM 20 June 2023

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
	approval, including an indication of when each area will be consulted about the preferences for up- front payment.			
4.16(3)	<ul style="list-style-type: none"> • <u>E-Waste</u> – That Council NOTES the various e-waste disposal options already available to residents and REQUESTS Administration to advertise these disposal options to increase community awareness; and REQUESTS: <ul style="list-style-type: none"> • a six-month trial of E-waste drop-off points; • that a report be presented to Council at the end of the trial detailing the findings from the trial; and • that the Administration promote the trial in the media, social media, and other normal channels. 	EDIE	<p>Investigation to be commenced.</p> <p>Proposal to Council Workshop for information.</p>	To be presented to Council at the end of the trial.
12.7 Report and Minutes of the Audit Committee Meeting held on 2 March 2023				
5.1	<ul style="list-style-type: none"> • 5.1 Managing Risk through the Procurement, Contract Management and the Project Management Framework 		Amendment requested that the CEO report to Council any risks identified as extreme and/or high in the monthly register	Will be included in register
5.5	<ul style="list-style-type: none"> • 5.5 Fraud and Corruption Prevention Plan – Annual Review 		Amendment requested that the report be updated to include further information.	Will be presented August 2023 Audit Committee Meeting
Council Meeting 14 February 2023				
10.1	Update on Expanding 40KM/H Speed Zones Within City of Vincent	EDIE	The original AREA 40 trail bound by Vincent, Walcott, Guildford, Swan River, GFF, Newcastle and Charles Street's has been approved by Main Roads WA as a permanent installation of speed limits.	City to continue to advocate for 40km/h across the City.
Council Meeting 13 December 2022				
9.6	Draft Strategic Community Plan 2022 - 2032	EDSD	The draft Strategic Community Plan was authorised for advertising for 28 days. Following advertising, the revised draft will be presented to Council in May 2023.	Completed May 2023
9.8	Mount Hawthorn Youth Skate Space	EDSD	Results from advertising and the updated concept plan was approved by Council. The tendering and construction process will be completed in mid 2023.	Completed 2023
9.9	Redevelopment Proposals, Leederville	EDSD	Council approved the Stage 2 Request for Detailed Proposals. These have been distributed to the three shortlisted proponents. Following the evaluation process and due diligence, this will be presented to Council in mid 2023.	Superseded/Completed by Item 9.4 - 16 May OMC.
10.1	Stormwater Drainage	EDIE	Commencing within the Mount Hawthorn precinct; Hydraulic modelling to be undertaken in 2023 – 2024	Anticipated be undertaken during the 2023 - 2024 financial year (funded through the above modelling project);

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			financial year (estimated cost of \$80,000 - \$160,000)	and 2023 - 2024 Annual Budget preparations.
10.4	Full Median Strip for Angove Street and Woodville Street Intersection	EDIE	Report back to Council on the outcome of the community consultation and advice whether the traffic management treatment trial should proceed. Consultation results received for full median strip for Angove Street and Woodville Street intersection and is currently being evaluated.	Late 2023
12.3	Vincent Underground Power Project – Five Additional project areas	CFO	For inclusion on the Business Plan, to reflect the ongoing nature of the VUPP	Completed Underground Power information has been included in the business plan and the 23/24 budget.
Council Meeting 15 November 2022				
10.2	EOI for E-Scooter Shared Scheme in the City of Vincent	EDIE	Council approved the CEO inviting Expressions of Interest for and e-Scooter Share Scheme to operate within the City of Vincent. EOI to go out End of April/Early May 2023	EOI process is being finalised through the procurement phase, expected to be issued end of April/early May 2023.
Council Meeting 18 October 2022				
9.5	Local Planning Scheme Amendment No. 11	EDSD	Special Control Area drafted for inclusion in Local Planning Scheme No. 2 to protect the Royal Perth Hospital Emergency Helicopter Flight Path. Scheme amendment approved for advertising. Results from advertising and the updated scheme amendment will be presented to Council for consideration in early mid 2023.	Early-Mid 2023.
9.10	Place Plan Annual Review		Final review of Volume 1: Vincent Town Centre Place Plan and Volume 2: North Perth Town Centre Place Plan. 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.	Council will receive this update annually with the next update scheduled for August 2023.
Council Meeting 23 August 2022				
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 early mid 2023.	Early Mid 2023.
9.6	Advertising of Amended Policy - Local Planning Policy No. 7.5.1 - Minor Nature Development	EDSD	Policy amendments drafted to update exemptions proposed to be applicable in the City of Vincent. Amended policy approved for advertising. Results from advertising and the updated Policy will be presented to Council	Early Mid 2023.

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			for consideration in late 2022 early mid 2023	
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. Construction of diversion complete Feb 2023. Assessment ongoing.	Complete Reported to Council in May 2023 OCM.
Council Meeting 26 July 2022				
9.7	Beaufort Street and Grosvenor Road Pedestrian Improvement Projects	EDSD	Following the trial, concept plan options for a flexible public plaza are being developed, including investigating the feasibility of reconfiguring or integrating the car parks with key consideration given to the key movement issues identified during the trial. A road safety audit would be completed on these plans.	To be presented to Council in late 2023.
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	Late 2022/Early Mid 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	Tenant's position has changed, reviewing options. They will inform the City later part of 2023.	Late 2022. Early 2023 Late 2023
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	Signed lease returned 24 April 2023 for execution by CEO and Mayor.	Completed Deed of Extensions for Lease and Contract executed May 2023
Council Meeting 17 May 2022				
9.3	Accessible City Strategy - Implementation Update	EDSD	Council will receive this update annually with the next update scheduled for May 2023.	Completed Each annual update will be provided via the Info Bulletin.
9.4	Sale of No. 25 (Lot 93) Sydney Street, North Perth	EDSD	Car Park license extinguished 18 May 2023. Council resolved to accept offer of sale 16 May 2023. Settlement process commenced.	November Late 2022. Early 2023 August 2023.
Council Meeting 5 April 2022				
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 advertised and determined by Council at the 22 October Council Meeting. Amendment has been forwarded to the WAPC for consideration before being presented to Minister for determination.	Response from Minister expected in mid-2023.
12.5	Responses to motions carried at the Annual Meeting of Electors held on 2 February 2022			
Motion 2	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 street trees planting going forward being native.	EDIE	Tree Selection Tool published on website – Feb 2023.	Completed Replaced by AGM motion in February 2023
Council Meeting 8 March 2022				

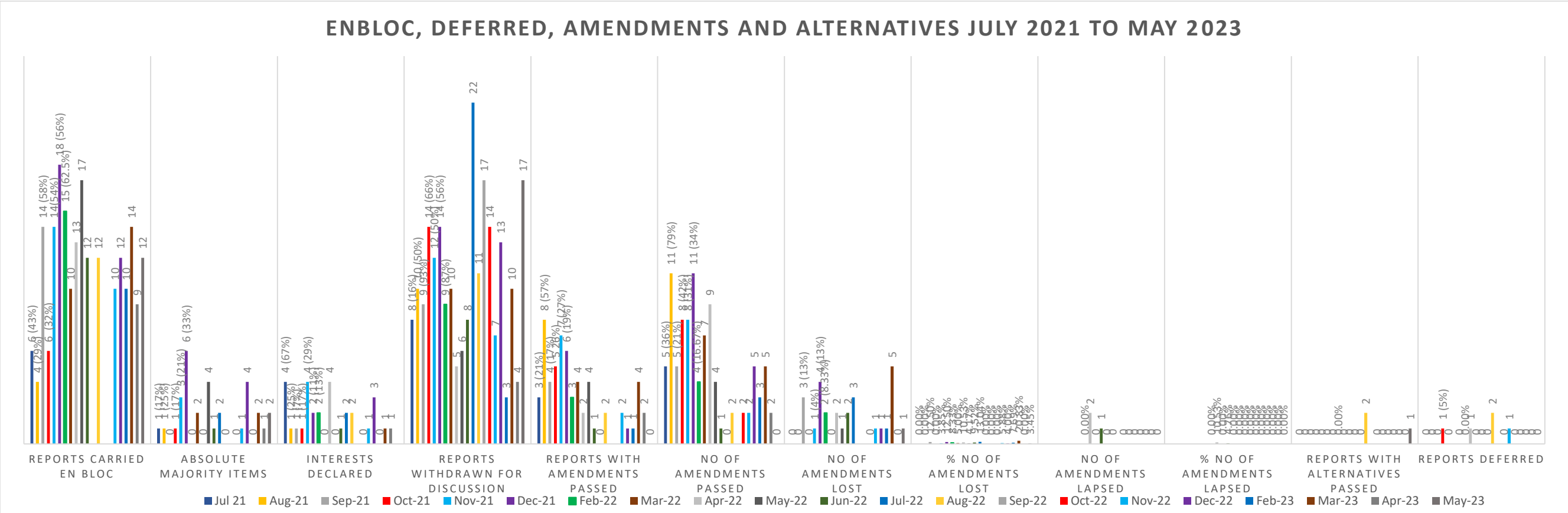
Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
9.4	Sale of No. 26 Brentham Street, Leederville	EDSD	Scheme Amendment considered by SPC awaiting Minister's determination. Follow up required with adjoining landowners to confirm interest in sale.	Early Mid 2023
Council Meeting 14 September 2021				
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 mid late 2022 early mid 2023
Council Meeting 20 October 2020				
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.	Expected completion 31 December 2021. End of 2021/22 financial year. September 2021 Late 2021 During Late 2022 Early Mid 2023
Council Meeting – 23 July 2019				
9.8	Beaufort Street Change of Use Exemption and Amendment to Policy No. 7.5.1 - Minor Nature Development	EDSD	The trial has been implemented along with a number of additional exemptions implemented through the State Government in response to COVID.	The revised draft Policy will be was presented to Council for consideration in 2022 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 early mid 2023.
Council Meeting – 30 April 2019				
11.4	Transfer and dedication of lots as road - Charles Street, North Perth	CEO	Main Roads to organise State Solicitors Office to prepare have prepared transfer documents. Awaiting signing by both parties. Acquisition of Lot 66 on hold due to adverse possession claim. Resolution of adverse possession claim waiting on Landgate decision. The Possessory Application that was lodged on 28/06/2019 has been granted by the Commissioner of Titles and was advertised in The West Australian on 29/08/2022 with the notice period expiring on 19/09/2022	To be signed by 30 October 2020. 31 May 2023 update: The Application is in it's finalisation stage with a new survey being lodged by the Applicant (being DP424973) which is In Order For Dealings. Landgate will notify City when Application and DP are registered.
Council Meeting – 30 May 2017				
12.5	Perth Parking Levy	EDIE	State Government yet to release results of consultation.	Update scheduled to be provided in late 2021. 2022 Early 2023

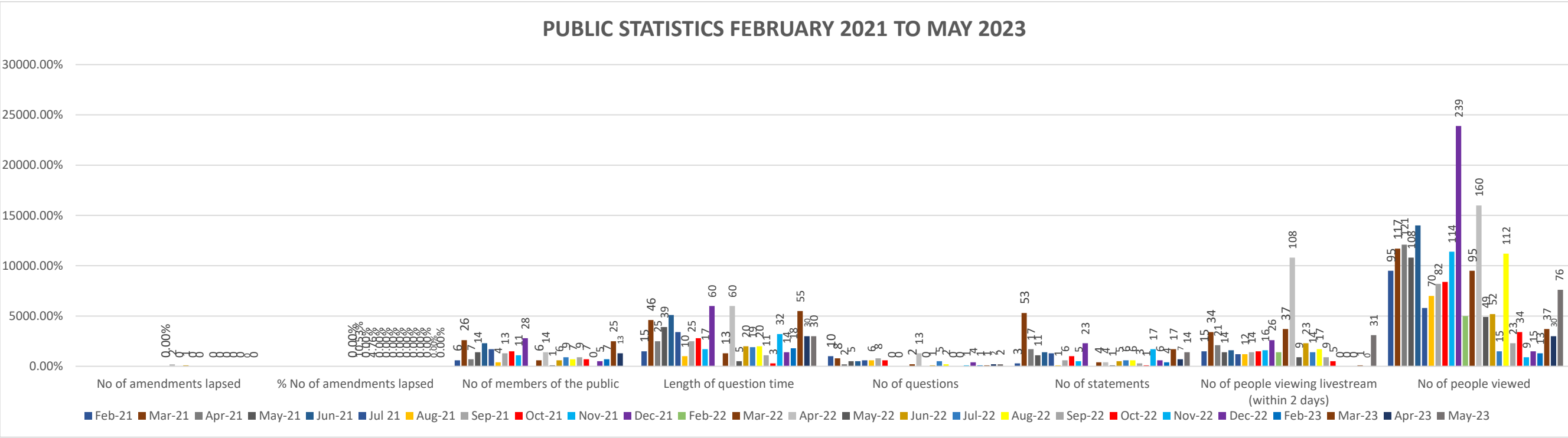
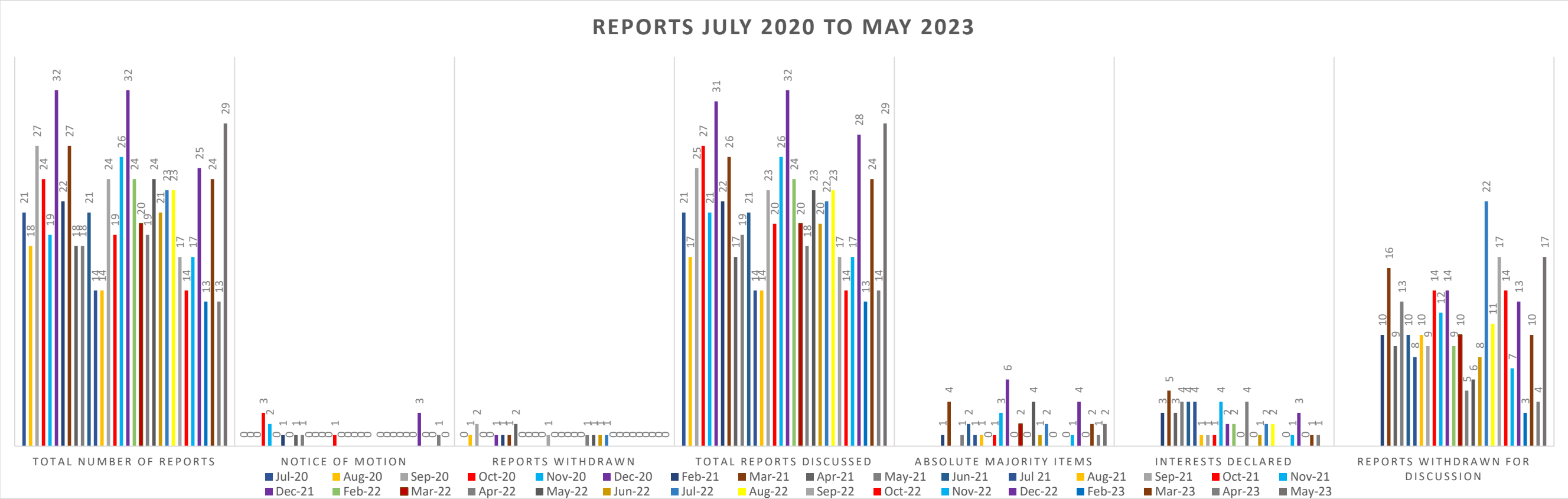
COUNCIL WORKSHOPS

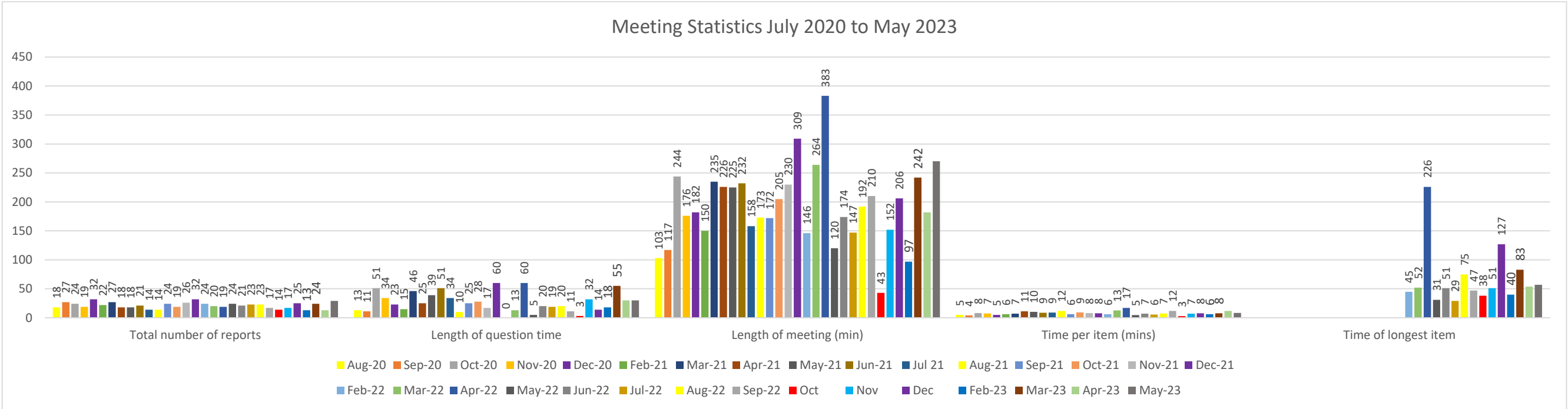
One workshop has been held since 27 April 2023 - it was on 23 May 2023 and had the following items on the agenda:

- Redevelopment Proposals, Leederville
- Precinct Parking Management Plans
- Small Business Friendly Approvals Program and Customer Experience Project Update
- Update of the Strategic Projects in the Corporate Business Plan 2022/23 - 2025/26
- Traffic Report – Joel Terrace
- FIFA Women's World Cup
- Consideration of North Perth Planning Framework
- Council Member Decision Making Forward Agenda
- Proposal to hold Events at Leederville Oval

Council Meeting Statistics – May 2023









CITY OF VINCENT

NOTES

Council Briefing

9 May 2023

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9 MAY 2023

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9 MAY 2023

**NOTES OF CITY OF VINCENT
COUNCIL BRIEFING
HELD AS E-MEETING AND AT THE
ADMINISTRATION AND CIVIC CENTRE,
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 9 MAY 2023 AT 6.00PM**

PRESENT:	Mayor Emma Cole	Presiding Member
	Cr Susan Gontaszewski	South Ward
	Cr Alex Castle	North Ward
	Cr Dan Loden	North Ward
	Cr Ross Ioppolo	South Ward
	Cr Ron Alexander	North Ward
	Cr Suzanne Worner	North Ward
IN ATTENDANCE:	David MacLennan	Chief Executive Officer
	John Corbellini	Executive Director Strategy & Development
	Paul Morrice	A/Executive Director Infrastructure & Environment
	Karsen Reynolds	A/Manager Development & Design
	Tara Gloster	Executive Manager Urban Design & Strategic Projects
	Luke McGuirk	Manager Engineering (left at 8.38pm, during Item 8.3)
	Yvette Plimbley	Manager Waste and Recycling (electronically) (Left at 8.22 after Item 6.3)
	Chris Dixon	A/Manager Rangers Services (electronically) (left at 8.30pm)
	Jayde Robbins	Manager City Buildings & Asset Management (electronically) (left at 8.25pm)
	Ian Mickle	Cygnets West (Joined at 7.28pm for Item 5.4 only)
	John Del Dosso	Cygnets West (Joined at 7.28pm for Item 5.4 only)
	Joslin Colli	A/Executive Manager Corporate Strategy & Governance
	Wendy Barnard	Council Liaison Officer
Public:	Approximately 16 members of the public.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Emma Cole, declared the meeting open at 6.03pm 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 and present."

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Jonathan Hallett was an apology for this meeting.

Cr Ashley Wallace was an apology for this meeting.

COUNCIL BRIEFING NOTES

9 MAY 2023

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.

Jon Denaro of Fremantle – Item 5.8

- Stated he is the Chairman and spokesman of the Pickle District
- Stated that he is supportive of this document, but feels it does not have enough teeth, and does not fully support their aim of bringing more artists and activity into the area and continue to build the West End arts precinct, which is the only one in Western Australia
- Stated that he doesn't agree that developers should be able to build to 18 storeys and maybe negotiate some arts outcome. This needs to be drastically reduced to keep the cultural element in place
- Stated that the document should encourage real outcomes, for example negotiation for square metres, dedicated in perpetuity, so that it can be a legacy for the future

The Presiding Member, Emma Cole, thanked Mr Denaro for his comments and congratulated him on After Dark on Friday night, which was another amazing event and was extremely well attended.

Ashlee La Fontaine of North Perth – Item 6.1

- Stated that the proposed alternative fails to address traffic volume, with the justification to ensure neighbouring access roads are protected
- Queried if Council would consider a local area traffic management plan, focusing on reducing traffic volume, to ensure a better outcome for residents
- Mentioned that keeping local access roads off of Gerald Street is not the strategy preferred by residents in the impacted streets, nor the strategy documented by the City of Vincent. It is also not the case in other town centres. North Perth residents have expressed as a high priority, as part of the recent North Perth Town Centre Place Plan, that the City addresses rat running on local access roads adjacent to the town centre
- Stated that neighbouring town centres benefit from lower traffic volumes and are more likely to support additional treatments on their local and distributor roads
- Mentioned that community opposition to changes to the road network is predictable, expected initially and documented in many traffic management guidelines and this should have been accounted for
- Urged Council to consider the community's key concerns for improved consistency in safety and amenity across all cells within the City

The Presiding Member, Emma Cole, thanked Ms La Fontaine for her comments.

Trish Byrne of Perth – Item 5.7

- Spoke against the officer's recommendation, considers that further community consultation is required
- Stated that the process outlined on the Plan your Place – Claisebrook webpage was not followed. The webpage states that "Once the framework is drafted, we will host more workshops and information sessions to confirm we heard what the community said." does not believe this process occurred
- Stated that there has been poor engagement. Important and potentially damaging decisions being led by a select few who were able to attend the workshops
- Mentioned that there may have been confusion as to the importance of this document, as it was referred to as a Place Plan, Framework, Planning Policy and envisioning exercise in various correspondence
- Stated concerned about overly restrictive height limits, with significant changes to the maximum allowed height in some areas reduced by 30%, without due consideration for the consequences
- Mentioned that this has the potential to deliver sub optimal design due to cost effectiveness, rather than quality

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The Presiding Member, Emma Cole, thanked Ms Byrne for her comments.

Carol Scafe of Perth – Item 5.3

- Spoke in support of the recommendation, as the proposal does not follow in the spirit of the Brookman/Moir Streets heritage and developments of this type will forever change the fabric of the precinct
- The modest scale, open space and lack of bulk of the existing homes should be maintained and conserved to retain the character of the area

The Presiding Member, Emma Cole, thanked Ms Scafe for her comments.

Bliss Brosnan of Perth – Item 5.3

- Spoke in support of the recommendation
- Stated she is looking forward to defending the Design Guidelines

The Presiding Member, Emma Cole, thanked Ms Brosnan for her comments and advised she is happy to engage further regarding the Design Guidelines.

Anthony Hart of Perth – Item 5.2

Submitted comments in writing, which he spoke to.

- Mentioned that he is the applicant for the item
- Stated that the roller shutters do complement the existing building, only 5% of the building is glazed, and it is covered only at night. An overwhelming majority of the community respondents supported this view.
- Considers that transparent shutters would not complement the existing building, neither would bars, large security grilles or any of the other security options available
- Mentioned that the report states that roller shutters were installed due to several breakins, and the applicant is not supportive of removing the shutters and providing alternative security. This is misrepresentative, as significant levels of security measures are in place, including fully monitored alarm, night time cameras, security filmed window glass, toughened glass to automatic doors, motion sensor lighting, full PR motion sensors to all internal areas and much more. These have been communicated to the City
- Stated that transparent roller shutters are not in keeping with the character of the building, would not be aesthetically pleasing and is prone to damage and graffiti.
- Stated that the report states that the current roller shutters are not recessed in the building, disagrees with this
- Mentioned willing to compromise in order to have this application approved

The Presiding Member, Emma Cole, thanked Mr Hart for his comments. .

Written statement (separate attachments)

Please find attached my 'statement' attached. I fully understand that the level of content will make it unlikely that much of this can be addressed in the Council Briefing (if any), however I wanted the Council Members to have my responses to the council points, particularly in light of the fact that the recommendation from the City is to refuse my application. Please note - although the document itself is long (it will be easy for them to search for my comments. I just wanted to ensure they have this level of feedback/justification in order to make a balanced decision over the coming week. It's also important they have this, as if my application is unsuccessful, it will form part of the documentation I'll be presenting to the SAT in any 'appeal'.

COUNCIL BRIEFING NOTES

9 MAY 2023

Michael Hernan of Perth – Item 5.2

- Queried if the Council plans to update the Built Form Policy to include guidelines regarding businesses within the activity corridor, or will Council insist that businesses adhere to guidelines not designed for that particular area and featuring completely different scope of community interaction and engagement?
- Queried if all businesses in that area be required to have their internal spaces lit in accordance with the Built Form Policy, as the Policy does not specify a time of day, and if this is with regard to interaction with the environment will the Council potentially compensate businesses for having their stores illuminated to 70%?
- Stated that the building does contain high value assets, as it is a service centre for the Police Force fleet of bicycles, which need to be secured at a different level than private assets would be. Requested that Council take this into account.

The Presiding Member, Emma Cole, thanked Mr Hernan for his comments

Hamza Hotat of Perth - Item 5.3

- Stated that he has been appointed by the owner of the property to create the design, as the current condition and size of the property does not satisfy their needs
- The design has changed significantly to address the City requirement and community concerns, as well as maintaining the heritage of the area, and has been assessed by the Heritage Council and approved
- The design meets sustainability and energy needs of the owners
- Stated that they have responded to the City's concerns and that should be taken into account

The Presiding Member, Emma Cole, thanked Mr Hotat for his comments and advised that the report says that the Heritage Council did not support the application, and she will ask the question during discussion on the item. She then reviewed the report and advised that the original application was not approved by the Heritage Council, but the revised application was. She apologised for the confusion.

Leon Firios of North Perth – Item 6.1

- Spoke in support of the recommendation
- Stated that despite all the publicity there are only 3 people in support of the diversion
- Urged Council to remove the diversion

The Presiding Member, Emma Cole, thanked Mr Firios for his comments and his advocacy.

Peter Eastwood of Perth – Item 5.7

- Spoke in support of the recommendation
- Stated that he owns property in the area and plans to develop in the near future
- Stated that the area at the moment has needles in gardens, theft from driveways, etc and is no comparison to North Perth
- Development of landscaping, better pedestrian and cycling access through the area and increased CCTV etc has his support

The Presiding Member, Emma Cole, thanked Mr Eastwood for his comments.

Pauline Holdaway of Perth – Item 5.7

- Spoke in support of framework
- Stated that there were a number of public meetings held and a public survey in case residents were unable to attend the meetings
- Stated that it is imperative that the framework is in place before the concrete batching plant expiry occurs, as if that is extended it will devastate the area, there will be no more investment in the redevelopment of the area

COUNCIL BRIEFING NOTES

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- Mentioned that the framework is a good reflection of what the community wants, certainly the safety concerns, lighting and central areas of the public park have been addressed. There are certain areas of concern, such as the helicopters landing at the hospital, but the compromise in the framework is a good one

The Presiding Member, Emma Cole, thanked Ms Holdaway for her comments

The following statements were submitted in writing prior to the meeting:

Tom Goode of Mt Lawley – Item 5.7

While applauding the planners approach to the removal of the concrete batching plants, I am concerned that the planning approach is ignoring some of the changes that are happening in the northern part of the north Claisebrook precinct.

Administration have provided the responses below:

1. There is a multi-story building under construction on railway land at the eastern end of Harold street. The planners appear unaware of this or any impact it might have.

The Public Transport Authority (PTA) building and its impacts were considered in the context report that informed the preparation of the draft NCPF (North Claisebrook Planning Framework). Being located within the rail reserve (under the management of the PTA), the City does not determine the height or scale of development in this area. The intention of the draft NCPF and the suburban frame sub-precinct is to maintain the character and dwelling diversity of the northern part of the precinct whilst providing built form controls that enable a transition to medium density development.

2. The precinct should not be considered as one area as Summers Street divides the area. Note there is no direct vehicular access onto Summers Street from the northern end.

The comment is noted. The intention of the inclusion of the area north of Summers Street was to apply development controls to this area that would ensure the character and dwelling diversity was maintained, and to allow the area to be considered as part of future changes to development provisions as the greater Claisebrook area develops. Whilst vehicle connectivity between the north and south of Summers Street is limited, pedestrian and cyclist connectivity is strong. Amenities and public transport links south of Summers Street service the whole precinct.

3. The map used is misleading as it does not show road closures.

This comment is noted. The maps used in Part 02 Context aim to show a snapshot of the existing conditions within North Claisebrook. The maps used elsewhere in the draft NCPF aim to show the location of future private realm development controls and public realm improvements.

4. Planning must include a controlled exit for traffic wishing to turn right onto Lord Street from at least one of the streets north of Summers St.

The City anticipates that a precinct wide transport impact assessment (TIA) can inform required modifications to the local road network and will be advocated for by the City as part of Action 5.6.3 Seek funding opportunities from the Perth Parking Levy.

David Stevens of North Perth – Item 5.5

The March 2023 general meeting minutes mentioned Mount Hawthorn Skate Park Project will commence this financial year. No update was provided in the April 2023 general meeting minutes. Can you please provide an update on the project including whether a construction contract has been awarded, and proposed the construction schedule?

Administration have provided the below response:

The tender submission of Skate Sculpture for Tender PP249/2023 Mount Hawthorn Youth Skate Space (Design and Construct) is being considered by Council at its Meeting on 16 May. Pending this Council decision, the design will commence in May with construction due to be completed at the end of 2023. Further information will be announced once the contract is awarded.

COUNCIL BRIEFING NOTES9 MAY 2023

Andrew Kailis of West Perth – Item 5.8

As a local resident, volunteer, and business owner in the WPPF area I would like to state that the Senior Strategic Planner did an incredible job putting this document together.

She was engaging and had a high level of understanding of the needs from both sides of the fence. I am sure with valuable input from our Place Planner.

There being no further speakers, Public Question Time closed at approximately 6.30pm.

4 DECLARATIONS OF INTEREST

- 4.1 Cr Ross Ioppolo declared an impartiality interest in Item 5.6 Leederville Oval Precinct Master Plan. The extent of his interest is that his daughter attends Leederville Early Childhood Centre.
- 4.2 Cr Alex Castle declared an impartiality interest in Item 5.1 No. 4 (Lot: 1; S/P: 24447) Primrose Street, Perth - Proposed Alterations and Additions to Grouped Dwelling. The extent of her interest is that she is friends with one of the architects employed by Chindarsi Associates, who prepared some of the papers for the report.
- 4.3 Cr Dan Loden declared an impartiality interest in Item 5.6 Leederville Oval Precinct Master Plan. The extent of his interest is that his son attends Leederville Early Childhood Centre.
- 4.4 Mayor Cole declared an impartiality interest in Item 5.4 Request for Proposals for Redevelopment of Leederville Carports. The extent of her interest is that one of the sub-consultants to one of the proposals is someone I know professional and personally but she has not discussed or engaged with him or any of the proponents in relation to the item.

COUNCIL BRIEFING NOTES

9 MAY 2023

5.8 ADVERTISING OF NEW POLICY - WEST PERTH PLANNING FRAMEWORK

- Attachments:
1. Draft West Perth Planning Framework
 2. Survey Submissions

RECOMMENDATION:

That Council PREPARES Local Planning Framework: West Perth as at Attachment 1, for the purpose of community consultation, pursuant to Schedule 2, Part 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

MAYOR COLE:

Why is it not the Pickle District Planning Framework?

EXECUTIVE MANAGER URBAN DESIGN & STRATEGIC PROJECTS:

The title has been updated to the Pickle District Planning Framework.

MAYOR COLE:

Can we include reference to Pickle Park?

EXECUTIVE MANAGER URBAN DESIGN & STRATEGIC PROJECTS:

This has been included within the map on page 27 of the framework.

MAYOR COLE:

Is the acceptable height too high to achieve the community benefit?

EXECUTIVE MANAGER URBAN DESIGN & STRATEGIC PROJECTS:

Administration will include a question in the community consultation to investigate this, giving different alternative options to achieve community benefit while still achieving the desired heights viably.

CR LODEN:

Can the wording for #3 of the development incentives for community benefit include specific sqm and increase the time for the lease? What is the consequence of providing this in perpetuity?

EXECUTIVE MANAGER URBAN DESIGN & STRATEGIC PROJECTS:

#3 of the development incentives for community benefit now requires a minimum lease period of 10 years. This is to allow suitable time for a business to establish themselves.

To ensure this space continues to support the creative art industry, the framework stipulates the space must continue to operate as a space that services the creative arts industry.

As part of the Making Space for Culture Report, Administration asked business within the creative arts industry what size spaces they required to operate their businesses. A variety of sizes were requested which is reflected within #3 of the development incentives for community benefit clause.

COUNCIL BRIEFING NOTES

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6.1 RESPONSE TO PETITION – ALMA/LEAKE INTERSECTION DIAGONAL DIVERSION**Attachments:** 1. Petition - Diagonal Diversion - Confidential**RECOMMENDATION:****That Council:**

1. **APPROVES** the discontinuance of the diagonal diversion trial at the intersection of Alma Road and Leake Street, North Perth; and
2. **APPROVES** the installation of a 4-way raised plateau at the above intersection in the current financial year.

MAYOR COLE:

Can we Include the Flow Diagrams and traffic speeds before and after?

MANAGER ENGINEERING:

They have been included within the report.

CR LODEN:

Can the report include that the 4-way plateau will not stop through traffic such as heavy vehicles.

MANAGER ENGINEERING:

They have been included within the report.

CR LODEN:

Foreshadow an amendment to delete Item 2. Reason: invested in significant raised plateau to address speed need to address volume; include traffic speed prior to plateau vs after implemented

MANAGER ENGINEERING:

Noted

CR IOPPOLO:

Can we sort through the detail of the Petition and find out how many people live locally on adjacent streets who are against the diagonal diversion.

MANAGER ENGINEERING:

They have been included within the report.

COUNCIL BRIEFING NOTES

9 MAY 2023

5.7 ADVERTISING OF NEW POLICY - NORTH CLAISEBROOK PLANNING FRAMEWORK

- Attachments:
1. Draft North Claisebrook Planning Framework
 2. Survey Submissions

RECOMMENDATION

That Council PREPARES Local Planning Framework: North Claisebrook as at Attachment 1, for the purpose of community consultation, pursuant to Schedule 2, Part 2, Clause 4(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

MAYOR COLE:

Can we better differentiate colours on the land use map for consultation?

EXECUTIVE MANAGER URBAN DESIGN & STRATEGIC PROJECTS:

These colours have been updated to be more contrasted.

MAYOR COLE:

What is the reasoning for the height of 6 storeys on the transit corridor?

EXECUTIVE MANAGER URBAN DESIGN & STRATEGIC PROJECTS:

A height of 6 storeys was chosen as to aid in the transition to the lower height sub precincts of the Village (4 storeys) and Suburban Frames (4 & 3 Storeys). Community benefit provisions originally did not apply to the Transit Corridor sub-precinct. In light of the comments at the Council Briefing, developments in the Transit Corridor sub-precinct can now go to a maximum height of 8 storeys subject to meeting the criteria for community benefit as well as meeting the minimum lot size requirements.

COUNCIL BRIEFING NOTES

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5.3 NO. 12 BROOKMAN STREET (LOTS: 69 AND 90; PLAN: 4576) - PROPOSED ALTERATIONS AND ADDITIONS TO SINGLE HOUSE**Ward:** South

- Attachments:**
1. Consultation and Location Plan
 2. Development Plans
 3. Heritage Impact Statement
 4. Perspectives
 5. Summary of Submissions - Applicant Response
 6. Summary of Submissions - Administration Response
 7. 22 July 2022 Plans
 8. 24 November 2022 Plans
 9. Overshadowing Analysis
 10. Public Domain View
 11. 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, REFUSES the application for Alterations and Additions to Single House at No. 12 (Lots: 69 and 90; P: 4576) Brookman Street, Perth in accordance with the plans shown in Attachment 2 with the associated determination advice notes in Attachment 11, for the following reasons:

1. The proposed provision of open space does not satisfy the Design Principles of Clause 5.1.4 of State Planning Policy 7.3: Residential Design Codes – Volume 1, the development considerations of the City of Vincent Planning and Building Policy Manual Appendix 6 – Brookman and Moir Streets Development Guidelines, and performance criteria of Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties, for the following reasons:
 - 1.1 The building footprint of the additions would result in building bulk on the site that is inconsistent with the expectations of the R25 density code and the modest scale of the Brookman and Moir Streets Precinct; and
 - 1.2 The building footprint and scale would not be compatible with or respectful of the adjoining properties and wider precinct;
2. The proposed solar access to adjoining sites does not satisfy the Design Principles of Clause 5.4.2 of State Planning Policy 7.3: Residential Design Codes – Volume 1 or objectives of the Brookman and Moir Streets Development Guidelines because the shadow from the additions would adversely impact the amenity of the adjoining property by restricting existing solar access to an outdoor living area;
3. The demolition of the rear water closet does not satisfy the development controls of the City of Vincent Planning and Building Policy Manual Appendix No. 6 Brookman and Moir Streets Development Guidelines because it has not been demonstrated that it would not adversely impact the cultural heritage significance associated with the heritage place, through the removal of development which represents an original component of the subdivision of the Brookman and Moir Streets Precinct;
4. The scale, form and architectural detailing of the proposed two storey addition would not satisfy the objectives of the City of Vincent Planning and Building Policy Manual Appendix No. 6 Brookman and Moir Streets Development Guidelines, objectives of City of Vincent Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties or development principles of State Planning Policy 3.5 – Historic Heritage Conservation. This is because it would not be respectful of, or compatible with, the heritage fabric of the subject site and adjoining properties, and would not appropriately interpret the heritage significance of the dwellings within the Brookman and Moir Streets Precinct with a high quality contemporary design;
5. As a result of the demolition and cumulative impact of building bulk, scale, appearance and

COUNCIL BRIEFING NOTES

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overshadowing from the proposed additions, for reasons 1 to 4, the development would:

- 5.1 adversely affect the cultural heritage significance of the subject site and broader Brookman and Moir Streets Heritage Precinct (Clause 67(2)(k), (l) (f) (g) and (x) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*);
- 5.2 not be compatible with the existing or desired character of the local area, as defined by the Brookman and Moir Streets Development Guidelines (Clause 67(2)(g) and (m) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*);
- 5.3 have an adverse and detrimental impact on the amenity of the adjoining property and character of the locality in accordance with Clause 67(n) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
- 5.4 not enhance the amenity and character of the existing neighbourhood and is not compatible with the established area in accordance with the objectives of the Residential Zone under Local Planning Scheme No. 2.

NO QUESTIONS

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5.2 NOS. 334-336 (LOTS: 4 & 5, D/P: 1304) BEAUFORT STREET, PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO SHOP (ROLLER SHUTTERS) (UNAUTHORISED EXISTING DEVELOPMENT)

Ward: South

Attachments:

1. Consultation and Location Plan
2. Development Plans
3. Applicant Justification
4. Summary of Submissions - Applicant's Response
5. Summary of Submissions - Administration's Response
6. Determination Advice Notes

RECOMMENDATION:

That Council:

1. In accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, REFUSES the application for proposed Alterations and Additions to Shop (Roller Shutters) (Unauthorised Existing Development) at Nos. 334-336 (Lots: 4 & 5; D/P: 1304) Beaufort Street, Perth, in accordance with the plans provided in Attachment 2, for the following reasons:
 - 1.1 The development does not satisfy the objectives of the Commercial zone under Clause 16 of the City's Local Planning Scheme No. 2, as the roller shutters are incompatible with the design of facades within the streetscape. This is as a result of the roller shutters providing for reduced activation to the street frontage;
 - 1.2 The development does not satisfy the Policy Objectives of the City's Policy No. 7.1.1 – Built Form, as:
 - 1.2.1 The development does not contribute to public spaces, maximise street level interest, interaction between inside and outside, or minimise blank facades; and
 - 1.2.2 As a result of the roller shutters, the use does not provide for a visual connection with the adjoining public spaces and does not adhere to the performance criteria of the Western Australian Planning Commissions, Designing Out Crime Planning Guidelines;
 - 1.3 The development does not satisfy the Element Objectives of Clause 1.13 Façade Design and Clause 1.4 Adaptive Reuse of the City's Policy No. 7.1.1 – Built Form as:
 - 1.3.1 The appearance of the roller shutters as a security measure adversely impacts on and does not reflect the character of the local area or complement the existing building; and
 - 1.3.2 The roller shutters reduce activation provided to the street frontage, which reduces visibility of the internal use from the street;
 - 1.4 As a consequence of the adverse appearance of the roller shutter addition and subsequent reduced street surveillance, the proposed development:
 - 1.4.1 Is not compatible nor complimentary to the area in which it is located (Clause 67(2)(m) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*); and
 - 1.4.2 Would detract from the amenity and character of the locality and would set an undesirable precedence (Clause 67(2)(n)(ii) and (iii) of the Deemed Provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*); and
2. **INSTRUCTS** the applicant, within 28 days from the issuing of the notice of determination, to

COUNCIL BRIEFING NOTES**9 MAY 2023**

remove the roller shutters from the building façade and the affected areas of the façade made good, to the satisfaction of the City.

NO QUESTIONS

At 7:20 pm, Cr Dan Loden left the meeting.

At 7:21 pm, Cr Dan Loden returned to the meeting.

COUNCIL BRIEFING NOTES

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5.4 REQUEST FOR PROPOSALS FOR REDEVELOPMENT OF LEEDERVILLE CARPARKS

- Attachments:
1. Redevelopment Proposals Selection Criteria
 2. Stage 1 Submission 1 - Confidential
 3. Stage 1 Submission 2 - Confidential
 4. Stage 1 Submission 3 - Confidential
 5. Stage 2 Request for Detailed Proposals
 6. Stage 2 Submission 1 - Confidential
 7. Stage 2 Submission 2 - Confidential
 8. Stage 2 Submission 3 - Confidential
 9. Redevelopment Proposals Evaluation Worksheet - Confidential
 10. The Avenue and Frame Court Carpark Land Valuation - Confidential
 11. Redevelopment Proposals Commercial Assessment - Confidential
 12. Redevelopment Proposals Commercial Assessment - Summary Following Valuation - Confidential
 13. Redevelopment Proposals Commercial Review - Confidential
 14. Risk Assessment Workshop Report - Confidential
 15. Redevelopment Proposals Preliminary Statutory Planning Assessment - Confidential

RECOMMENDATION

That Council:

1. NOTES the evaluation outcome for the Stage 2 Request for Detailed Proposals, relating to The Avenue and Frame Court Car Parks, Leederville;
2. ENDORSES the proposal as outlined in Attachments 3 and 7, as the preferred proposal;
3. REQUESTS the Chief Executive Officer to progress development of a Heads of Agreement with the preferred proponent in relation to their proposal, as outlined in Attachments 3 and 7, provided that the Heads of Agreement:
 - 3.1 Is not a binding agreement to sell or undertake any redevelopment of the land;
 - 3.2 Contains a binding acknowledgement by the proponent as to the City's obligations under sections 3.58 and 3.59 of the Local Government Act that must be complied with before the City can agree to proceed with any major land transaction;
 - 3.3 Addresses the risks outlined in the Redevelopment Proposals Commercial Assessment, included in Attachment 11;
 - 3.4 Addresses point 1 in the conclusion of the PwC Leederville Expression of Interest: Commercial Review included in Attachment 13;
 - 3.5 Addresses the findings of the Redevelopment Proposals Preliminary Statutory Planning Assessment, included at Attachment 15; and
 - 3.6 States that the City of Vincent would have the first right of refusal for the management of the public car park(s);
4. REQUESTS the Chief Executive Officer prepare a Business Plan under sections 3.58 and 3.59 of the *Local Government Act 1995* in relation to the proposal outlined in Attachments 3 and 7, that addresses the:
 - 4.1 risks outlined in the Redevelopment Proposals Commercial Assessment, included in Attachment 11;
 - 4.2 points in the conclusion of the PwC Leederville Expression of Interest: Commercial Review included in Attachment 13; and
 - 4.3 Risks and Opportunities set out in the Risk Assessment Workshop Report, included in

COUNCIL BRIEFING NOTES

9 MAY 2023

Attachment 14; and

5. **NOTES** that the Heads of Agreement, along with a Business Plan, would be presented to Council for approval to invite and consider public submissions on that Business Plan before Council then considers whether to enter into a major land transaction under sections 3.58 and 3.59 of the *Local Government Act 1995*.

At 7.28pm the livestream was stopped to discuss the confidential attachment.

All staff present left the meeting, the staff attending electronically were put in the waiting room.

CR IOPPOLO:

Can I please have the Probity Officers advice on what would happen if there were modifications to the Leederville Precinct Structure Plan? How would this impact the process?

EXECUTIVE MANAGER STRATEGIC PROJECTS & URBAN DESIGN:

As provided by Kevin Donnelly, Stantons:

The principal consideration would relate to the materiality of the modification. If it was significant and would have an impact on the capacity of the Preferred Proponent to deliver the project as proposed and accepted by Council, then it would be quite possible that process would need to be either terminated or put on hold until all proponents were given the opportunity to consider the impact of the modifications on their proposals. If the modification was minor and did not have an impact on the plans that have been presented to Council, along with the financial justification, then the amendment would be unlikely to be material and would probably not force a change to the process.

If much greater in scope, then it would be likely to be regarded as a material change and would force the City to reconsider the entire process, with the potential outcome that the existing process would need to be terminated and a decision taken as to going back to the market based on the revised structure plan.

CR IOPPOLO:

If The Avenue and Frame Court car parks were sold together would the valuation change?

EXECUTIVE MANAGER STRATEGIC PROJECTS & URBAN DESIGN:

The valuer has confirmed that due to the demand for these sites being significant, the valuation would remain the same if sold separately or together.

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CONFIDENTIAL RESPONSE PROVIDED SEPARATELY

At 8:05 pm, Cr Dan Loden left the meeting.

At 8:06 pm, Cr Dan Loden returned to the meeting.

At 8.06pm the Cygnet West representatives left the meeting and did not return.

At 8.06pm the livestream resumed.

COUNCIL BRIEFING NOTES

9 MAY 2023

5.5 RFT PP249/2023 MOUNT HAWTHORN YOUTH SKATE SPACE**Attachments:** 1. Evaluation Summary - Confidential**RECOMMENDATION:****That Council:**

- 1. NOTES the outcome of the evaluation process for Tender PP249/2023 Mount Hawthorn Youth Skate Space (Design and Construct); and**
- 2. ACCEPTS the tender submission of Skate Sculpture for Tender PP249/2023 Mount Hawthorn Youth Skate Space (Design and Construct).**

NO QUESTIONS

Cr Loden advised that he had questions about the confidential attachment, but the Presiding Member advised that , as we had just been in confidential session, the other items would be discussed first.

COUNCIL BRIEFING NOTES

9 MAY 2023

5.1 NO. 4 (LOT: 1; S/P: 24447) PRIMROSE STREET, PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO GROUPED DWELLING**Ward:** South**Attachments:**

1. Consultation and Location Map
2. Development Plans
3. Applicant Justification
4. Determination Advice Notes

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, **APPROVES** the application for and Alterations and Additions to Grouped Dwelling at No. 4 (Lot: 1; S/P: 24447) Primrose Street, Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 4:

1. Development Plans

This approval is for Alterations and Additions to a Grouped Dwelling as shown on the approved plans dated 29 March 2023 and 21 April 2023. No other development forms part of this approval;

2. 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;

3. Colour and Materials

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

4. 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;

5. Landscaping

5.1 Prior to use of the approved development, all landscaping works shall be undertaken in accordance with the approved plans dated 29 March 2023 and 21 April 2023, to the satisfaction of the City;

5.2 Prior to use of the approved terraces, the planter boxes shall be installed to the satisfaction of the City. The terrace planter boxes shall not be removed unless further approval of the City is obtained; and

5.3 The landscaping installed to the planter boxes to the eastern edge of Terrace 1 shall be to a minimum height of 1.6 metres above the finished floor level to ensure compliance with the visual privacy requirements of the Residential Design Codes and thereafter maintained, to the satisfaction of the City; and

6. Visual Privacy

Prior to occupancy or use of the development, all privacy screening shown on the approved plans shall be installed and shall be visually impermeable and are to comply in all respects with the visual privacy requirements of the Residential Design Codes, to the satisfaction of

COUNCIL BRIEFING NOTES**9 MAY 2023**

the City.

NO QUESTIONS

At 8.08pm the A/Manager Development & Design left the meeting and did not return.

COUNCIL BRIEFING NOTES

9 MAY 2023

5.6 LEEDERVILLE OVAL PRECINCT MASTER PLAN

Attachments: 1. Leederville Oval Precinct Master Plan - Project Plan and Timeline

RECOMMENDATION:

That Council:

1. APPROVES the inclusion of the Leederville Oval Precinct Master Plan as a Strategic Project, within the 2023/24 – 2026/27 Corporate Business Plan; and
2. NOTES the Project Plan and Timeline, as at Attachment 1.

At 8.09pm Executive Director Strategy & Development left the meeting.

At 8.11pm Executive Director Strategy & Development returned to the meeting.

MAYOR COLE:

Name Leederville Oval Precinct Master Plan, would it be better described as Leederville Oval Civic Precinct Master Plan?

EXECUTIVE MANAGER URBAN DESIGN & STRATEGIC PROJECTS:

The title has been updated in the report and attachment.

MAYOR COLE:

Can we strengthen reference to engaging external stakeholders?

EXECUTIVE MANAGER URBAN DESIGN & STRATEGIC PROJECTS:

This reference has been added.

MAYOR COLE:

Should we reference implementation when the plan is not about implementation?

EXECUTIVE MANAGER URBAN DESIGN & STRATEGIC PROJECTS:

Reference to implementation has been removed.

5.9 CITY OF VINCENT ARTS PLAN - APPROVAL TO ADVERTISE

- Attachments:**
- 1. Arts Development Action Plan 2018-2020 Review**
 - 2. Stakeholder Engagement Findings Report June 2022**
 - 3. Draft Arts Plan 2023-2028**

RECOMMENDATION:

That Council **APPROVES** the draft Arts Plan 2023-2028, at Attachment 3, for the purpose of advertising.

NO QUESTIONS

COUNCIL BRIEFING NOTES

9 MAY 2023

5.10 THRIVING PLACES STRATEGY - APPROVAL TO ADVERTISE

Attachments: 1. Draft Thriving Places Strategy for Advertising

RECOMMENDATION:

That Council APPROVES draft Thriving Places Strategy 2023-2028 for the purpose of advertising.

NO QUESTIONS

COUNCIL BRIEFING NOTES**9 MAY 2023****5.11 OUTCOME OF ADVERTISING - STRATEGIC COMMUNITY PLAN 2022 - 2032**

- Attachments:**
- 1. Strategic Community Plan 2022 - 2032**
 - 2. Engagement Summary and Verbatim Comments**
 - 3. Strategic Community Plan 2022 - 2032 - Marked-up**

RECOMMENDATION:

That Council **ADOPTS** the Strategic Community Plan 2022 – 2032 at Attachment 1.

NO QUESTIONS

COUNCIL BRIEFING NOTES

9 MAY 2023

5.12 OUTCOMES OF ADVERTISING - AMENDMENT NO. 12 TO LOCAL PLANNING SCHEME NO. 2

- Attachments:
1. Form 2A - Amendment No. 12 to Local Planning Scheme No. 2 - Permissibility of Service stations
 2. Summary of Submissions - Amendment No. 12 (Service Stations)

RECOMMENDATION:

That Council:

1. **CONSIDERS** the submissions and Administrations response to the submissions pursuant to Part 5, Division 3, Regulation 50 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. **SUPPORTS** Amendment 12 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; and
3. **FORWARDS** all relevant information in accordance with Regulation 44 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to the Western Australian Planning Commission for Approval.

NO QUESTIONS:

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9 MAY 2023

5.13 EXTENSION OF LEASES TO CHILD & ADOLESCENT HEALTH SERVICE FOR CHILD HEALTH CLINICS**Attachments: Nil****RECOMMENDATION:****That Council:**

- 1. APPROVES an extension to Child and Adolescent Health Service of the Leases for:**
 - 1.1 Loftus Child Health Clinic located at portion of No. 99 (Lot 501) Loftus Street, Leederville;**
 - 1.2 Mount Hawthorn Child Health Clinic located at portion of No. 197 (Lot 274) Scarborough Beach Road, Mount Hawthorn; and**
 - 1.3 Highgate Child Health Clinic located at 84 (lot 150) Harold St, Mount Lawley;****commencing on 1 July 2023 and expiring on 30 June 2028;**
- 2. SUBJECT to final satisfactory negotiations carried out by the Chief Executive Officer, AUTHORISES the Chief Executive Officer to carry out final negotiations and execution of the Deeds of Extension of Lease in accordance with the Execution of Documents Policy; and**
- 3. NOTES that the North Perth Child Health Clinic has ceased its operations at 20 (Lot 4) View Street, North Perth as of 1 May 2023 and a future report will be presented for Council to consider tenancy arrangements of the site.**

NO QUESTIONS:

COUNCIL BRIEFING NOTES

9 MAY 2023

5.14 OFFERS FOR SALE - NO. 25 (LOT 93) SYDNEY STREET, NORTH PER

This report will be presented to the Council Meeting on 16 May 2023.

NO QUESTIONS

COUNCIL BRIEFING NOTES**9 MAY 2023**

At 7.35pm the Presiding Member decided to go behind closed doors to discuss the confidential attachments for Items 5.5 and 6.4, and the livestream was stopped.

5.5 RFT PP249/2023 MOUNT HAWTHORN YOUTH SKATE SPACE

Attachments: 1. **Evaluation Summary - Confidential**

RECOMMENDATION:

That Council:

1. **NOTES** the outcome of the evaluation process for Tender PP249/2023 Mount Hawthorn Youth Skate Space (Design and Construct); and
2. **ACCEPTS** the tender submission of Skate Sculpture for Tender PP249/2023 Mount Hawthorn Youth Skate Space (Design and Construct).

NO QUESTIONS

COUNCIL BRIEFING NOTES

9 MAY 2023

6.4 RFT IE224/2022 PROVISION OF GENERAL ELECTRICAL MAINTENANCE SERVICES**Attachments:** 1. Evaluation Worksheet IE224-2022 - Confidential**RECOMMENDATION:****That Council:**

1. **NOTES** the outcome of the evaluation process for Tender IE224/2022 Provision of General Electrical Maintenance Services; and
2. **ACCEPTS** the tender submission of EOS Electrical for Portion A of Tender IE224/2022 - Electrical maintenance services to all City of Vincent owned and managed buildings and parks, except Beatty Park Leisure Centre; and
3. **ACCEPTS** the tender submission of Rosevale Fire & Electrical for Portion B of Tender IE224/2022 - Electrical maintenance services to the Beatty Park Leisure Centre.

NO QUESTIONS

At 7.40pm the livestream resumed.

COUNCIL BRIEFING NOTES

9 MAY 2023

6.2 PROPOSED RESIDENTIAL ONLY PARKING RESTRICTIONS, HAROLD STREET, MOUNT LAWLEY - RESULTS OF COMMUNITY CONSULTATION

Attachments: 1. Harold St Consultation submissions for resident only parking restriction on northern side of Harold Street, Mount Lawley

RECOMMENDATION:

That Council:

1. **NOTES** the comments received during the consultation period (Attachment 1);
2. **APPROVES** the introduction of resident only parking on the northern side of Harold Street, between Vincent Street and Beaufort Street, Mount Lawley; and
3. **ADVISES** consultation respondents and affected residents of its decision.

NO QUESTIONS

COUNCIL BRIEFING NOTES

9 MAY 2023

6.3 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDED GRAFFITI CONTROL AND REMOVAL POLICY 2.1.3

- Attachments:
1. Graffiti Control and Removal Policy
 2. Community Feedback on Draft Graffiti Management Policy
 3. Draft Graffiti Management Policy with tracked changes
 4. Draft Graffiti Management Policy final

RECOMMENDATION:

That Council **ADOPTS** the amended Graffiti Control and Removal Policy (to be re-named as Graffiti Management Policy) at Attachment 4.

NO QUESTIONS

COUNCIL BRIEFING NOTES

9 MAY 2023

6.4 RFT IE224/2022 PROVISION OF GENERAL ELECTRICAL MAINTENANCE SERVICES**Attachments:** 1. Evaluation Worksheet IE224-2022 - Confidential**RECOMMENDATION:****That Council:**

1. **NOTES** the outcome of the evaluation process for Tender IE224/2022 Provision of General Electrical Maintenance Services; and
2. **ACCEPTS** the tender submission of EOS Electrical for Portion A of Tender IE224/2022 - Electrical maintenance services to all City of Vincent owned and managed buildings and parks, except Beatty Park Leisure Centre; and
3. **ACCEPTS** the tender submission of Rosevale Fire & Electrical for Portion B of Tender IE224/2022 - Electrical maintenance services to the Beatty Park Leisure Centre.

NO QUESTIONS

COUNCIL BRIEFING NOTES

9 MAY 2023

6.5 DRAFT BIKE PLAN 2023-2028 CONSULTATION

- Attachments:
1. Draft CoV Bike Plan_Rev1 05.04.23
 2. Bike Plan 2023-2028 Online Survey

RECOMMENDATION:

That Council:

- **RECEIVES** the Draft Bike Plan 2023 – 2028 at Attachment 2; and
- **AUTHORISES** the Chief Executive Officer to provide 21 days local public notice of the Draft Bike Plan 2023 – 2028 for the purpose of public consultation.

At 8:26 pm, Cr Suzanne Worner left the meeting.

At 8:28 pm, Cr Suzanne Worner returned to the meeting.

MAYOR COLE:

Page 38 – Inclusion of the 40km/h to help achieve and promote cycling (safely)

MANAGER ENGINEERING:

Action Item# 1 on page 20 includes slower speeds (40km/h on all local roads).

MAYOR COLE:

How are we advocating on behaviour change such as women cyclists.

MANAGER ENGINEERING:

The Bike Plan 2023 -2028 on page 38 details behaviour change and the final draft will include wording on promoting Female cyclist/cycling.

CR GONTASZEWSKI:

How is Beaufort Street and Smith Street is being looked at within the bike plan. There was some previous agreement with DoT?

MANAGER ENGINEERING:

The Bike Plan identifies Beaufort Street within the Mt Lawley/Highgate Neighbourhood Plan on page 27. Action items 28 to 36 are listed on page 28 which includes items relating to Beaufort Street and also Smith Street, the details of which will be completed through review, design and planning by administration in implementation of these actions. There may be funding opportunities for future projects with DoT.

CR GONTASZEWSKI:

How are the North and South links being developed.

MANAGER ENGINEERING:

The DoT Long Term Cycle Network looks at the connections including North to South, East to West shown as Primary, Secondary and Local Routes, referred within the Bike Plan 2023 – 2028 on page 37. Action Items provide an overview on what is required to be developed, the review, design and planning will detail how these items are implemented.

CR LODEN

How are the details being investigated in areas such as Scarborough Beach Road and Oxford Street.

MANAGER ENGINEERING:

The Bike Plan identifies Scarborough Beach Road and the northern end of Oxford Street within the Mt Hawthorn Neighbourhood Plan on page 24. Action items 19 to 27 are listed on page 25 which includes items relating to Scarborough Beach Road and Oxford Street, the details of which will be completed through review, design and planning by administration in implementation of these actions.

COUNCIL BRIEFING NOTES**9 MAY 2023**

7.1 FINANCIAL STATEMENTS AS AT 31 MARCH 2023**Attachments: 1. Financial Statements as at 31 March 2023****RECOMMENDATION:**

That Council RECEIVES the Financial Statements for the month ended 31 March 2023 as shown in Attachment 1.

NO QUESTIONS

COUNCIL BRIEFING NOTES

9 MAY 2023

7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 1 MARCH 2023 TO 31 MARCH 2023

- Attachments:
1. Payments by EFT and Payroll March 23
 2. Payments by Cheque March 23
 3. Payments by Direct Debit March 23

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 March 2023 to 31 March 2023 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$6,800,412.35
Cheques	\$600.50
Direct debits, including credit cards	\$130,433.91
 Total payments for March 2023	 \$6,931,446.76

NO QUESTIONS

COUNCIL BRIEFING NOTES**9 MAY 2023**

7.3 INVESTMENT REPORT AS AT 31 MARCH 2023**Attachments: 1. Investment Statistics as at 31 March 2023****RECOMMENDATION:**

That Council NOTES the Investment Statistics for the month ended 31 March 2023 as detailed in Attachment 1.

NO QUESTIONS

COUNCIL BRIEFING NOTES

9 MAY 2023

7.4 ADVERTISING OF AMENDED POLICY - RECOGNITION OF NOONGAR BOODJAR CULTURE AND HISTORY THROUGH WELCOME TO COUNTRY AND ACKNOWLEDGEMENT OF COUNTRY

- Attachments:
1. Recognition of Noongar Boodjar Culture and History through Welcome to Country and Acknowledgement of Country - Marked Up Version
 2. Recognition of Noongar Boodjar Culture and History through Welcome to Country and Acknowledgement of Country - Clean Version

RECOMMENDATION

That Council **APPROVES** the proposed amendments to the Recognition of Noongar Boodjar Culture and History through Welcome to Country and Acknowledgement of Country Policy, at Attachment 1, for the purpose of community consultation.

NO QUESTIONS

7.5 DIFFERENTIAL RATING STRATEGY 2023/24

This report will be presented to the Council Meeting on 16 May 2023.

NO QUESTIONS

COUNCIL BRIEFING NOTES

9 MAY 2023

8.1 ANNUAL REVIEW OF COUNCIL DELEGATIONS

Attachments: 1. Register of Council Delegations - Marked up for 2023 Review

RECOMMENDATION:

That Council:

1. NOTES the annual review of its delegations in accordance with Section 5.46(2) of the *Local Government Act 1995*, as outlined in this report; and
2. DELEGATES BY ABSOLUTE MAJORITY the local government functions listed in the City's Council Delegated Authority Register included as Attachment 1.

NO QUESTIONS

COUNCIL BRIEFING NOTES

9 MAY 2023

8.2 LEEDERVILLE OVAL SPONSORSHIP AND NAMING RIGHTS

- Attachments:
1. Leederville Oval - Naming Rights Sponsorship Proposal Document (2022)
 2. 21 Mar 2023 - Playbookx Letter
 3. Leederville Oval Map of Leased Areas
 4. Sponsorship Agreement dated 27 July 2006 - Medibank Private Limited - Confidential

RECOMMENDATION:

That Council:

1. APPROVES giving public notice and inviting submissions under the provisions of section 3.58(3) of the *Local Government Act 1995* for the proposal by Sullivan Logistics for sponsorship and naming rights of Leederville Oval located at No. 246 (Lot 500) Vincent Street, Leederville;
2. If no submissions are received as a result of public notice period in Recommendation 1. above, AUTHORIZES the:
 - 2.1 Chief Executive Officer to:
 - 2.1.1 prepare the relevant legal agreement to include the matters detailed in this report;
 - 2.1.2 negotiate the terms of the legal agreement;
 - 2.1.3 execute all documentation; and
 - 2.1.4 comply with all applicable legislation as required to give effect to the proposal in Recommendation 1; and
 - 2.2 Mayor and Chief Executive Officer to affix the common seal and execute the legal agreement in accordance with the Execution of Documents Policy; and
3. NOTES that if any submissions are received as a result of the public notice period in Recommendation 1. above, the Chief Executive Officer will provide the submissions to Council for consideration and determination whether to proceed with the proposal.

CR IOPPOLO:

Confirm which is the correct sponsorship figures – page 2 and page 3 is different.

A/EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

Page 2 refers to the City's Naming Rights Sponsorship Proposal Document which sets out the City's preference for a minimum two year deal with third year option. The current proposal is seeking a three year deal with an option of further two years which is reflected in the proposed terms listed on page 3.

Manager Engineering left the meeting at 8.32pm and did not return.

COUNCIL BRIEFING NOTES

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At 8.38pm Manager Engineering left the meeting and did not return.

8.3 INFORMATION BULLETIN

- Attachments:**
1. Unconfirmed Minutes of the Sustainability and Transport Advisory Group - 30 March 2023
 2. Accessible City Update
 3. Statistics for Development Services Applications as at the end of March 2023
 4. Register of Legal Action and Prosecutions Monthly - Confidential
 5. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 28 April 2023
 6. Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current
 7. Register of Applications Referred to the Design Review Panel - Current
 8. Register of Petitions - Progress Report - April 2023
 9. Register of Notices of Motion - Progress Report - April 2023
 10. Register of Reports to be Actioned - Progress Report - April 2023
 11. Council Workshop Items since 5 April 2023
 12. Council Meeting Statistics
 13. Council Briefing Notes - 28 March 2023

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated May 2023.

CR GONTASZEWSKI:

Can I please confirm that the assessment of not being on track is to do with the preceding period but the commentary is in relation to the future?

EXECUTIVE MANAGER URBAN DESIGN & STRATEGIC PROJECTS:

Yes, this is correct.

CR GONTASZEWSKI:

Would it be good to have another column for those targets that are not on track to indicate whether we feel we can make up the distance or whether we feel that the target actually is not going to be met?

EXECUTIVE MANAGER URBAN DESIGN & STRATEGIC PROJECTS:

The status tracking column has been expanded to provide an explanation when a target is not on track.

CR GONTASZEWSKI:

Can we get some more commentary around water usage?

EXECUTIVE MANAGER URBAN DESIGN & STRATEGIC PROJECTS:

The irrigation system at the administration building (scheme water) is due to be replaced next financial year. This is anticipated to save a large amount of water and should have a positive impact on reducing our overall scheme water use. An exact amount is difficult to determine.

CR GONTASZEWSKI:

How many electric vehicles if any we are getting this year?

EXECUTIVE MANAGER URBAN DESIGN & STRATEGIC PROJECTS:

We have budgeted to purchase four electric vehicle sedans and one electric vehicle van this year (2022/2023). On back order we only have hybrid vehicles, not electric vehicles.

COUNCIL BRIEFING NOTES

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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**

Nil

12 CLOSURE

There being no further business the meeting closed at 8.39pm.

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED ("BEHIND CLOSED DOORS")

11.1 APPOINTMENT OF EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT - 2023

The Chief Executive Officer is of the opinion that this report is of a confidential nature as it contains information concerning:

Local Government Act 1995 - Section 5.23(2):

- (a) a matter affecting an employee or employees
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting

LEGAL:

2.14 Confidential business

- (1) All business conducted by the Council at meetings (or any part of it) which are closed to members of the public is to be treated in accordance with the Local Government (Rules of Conduct) Regulations 2007.

Confidential reports are provided separately to Council Members, the Chief Executive Officer and Directors.

In accordance with the legislation, confidential reports are to be kept confidential until determined by the Council to be released for public information.

At the conclusion of these matters, the Council may wish to make some details available to the public.

12 CLOSURE