



CITY OF VINCENT

AGENDA

Ordinary Council Meeting

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

The following conditions apply to public questions and statements:

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

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

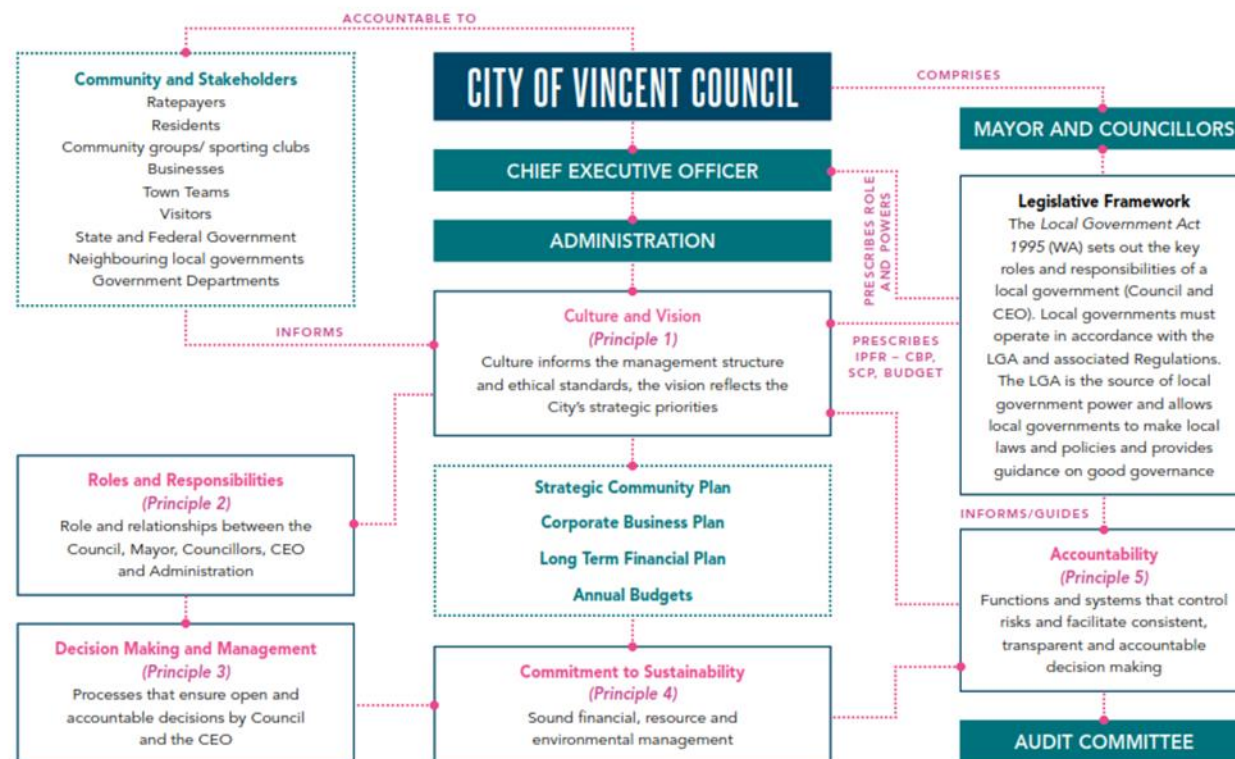
RECORDING AND WEBSTREAMING OF COUNCIL MEETINGS

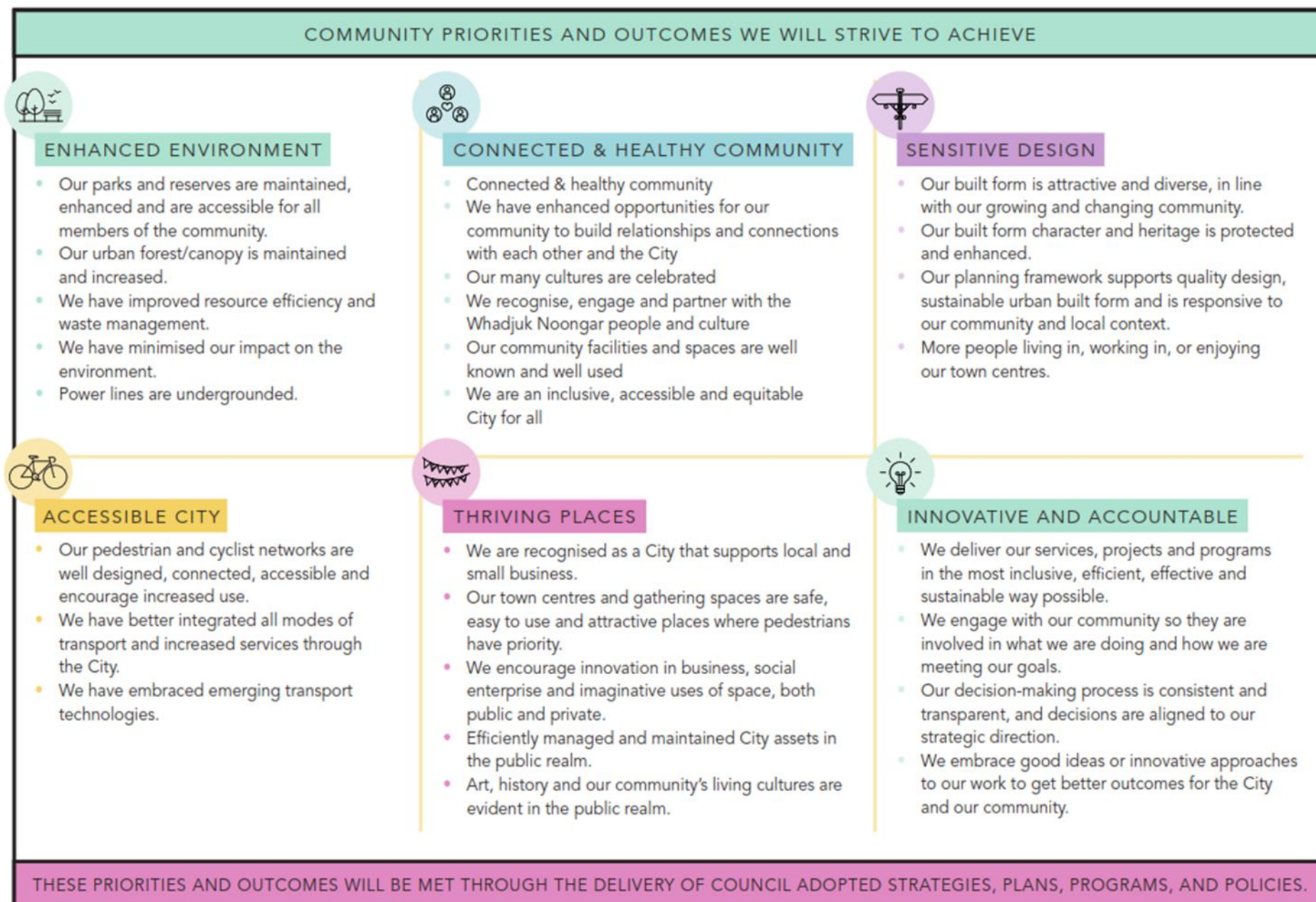
- All Council proceedings are recorded and livestreamed in accordance with the [Council Proceedings - Recording and Web Streaming Policy](#).
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- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
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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 and present".

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

An apology was received from Cr Ross Ioppolo.

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

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 APPLICATIONS FOR LEAVE OF ABSENCE

5 THE RECEIVING OF PETITIONS, DEPUTATIONS AND PRESENTATIONS

6 CONFIRMATION OF MINUTES

Ordinary Meeting - 19 September 2023

7 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)







8 DECLARATIONS OF INTEREST

Mayor Emma Cole declared a financial Interest in Item 9.2 Amendment to the Municipal Heritage Inventory: 40 Guildford Road, Mount Lawley. The extent of her interest is that the land is owned by the Western Australian Planning Commission (WAPC) and she is a paid Commission Member and also sits on the Executive, Finance and Property Committee that deal with WAPC property matters. She is not seeking approval to participate in the debate or remain in Chambers or vote on the matter.

9 STRATEGY & DEVELOPMENT

9.1 NO. 54 (LOT: 7; PLAN: 4387) LINCOLN STREET HIGHGATE – PROPOSED ALTERATIONS AND ADDITIONS TO SINGLE HOUSE

Ward: South

- Attachments:
1. Consultation and Location Map [↓](#) 
 2. Development Plans [↓](#) 
 3. Determination Advice Notes [↓](#) 
 4. Summary of Submissions - Administration's Response [↓](#) 
 5. Summary of Submissions - Applicant's Response [↓](#) 
 6. Streetscape Perspectives [↓](#) 

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 Single House at No. 54 (Lot: 7; Plan: 4387) Lincoln Street, Highgate, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 3:

1. Development Plans

This approval is for Alterations and Additions to Single House as shown on the approved plans dated 15 August 2023. No other development forms part of this approval;

2. Amended Plans

Prior to the lodgement of a building permit, amended plans shall be submitted to and approved by the City that show the retention of a frame of brickwork across the ceiling and down the sides of the walls in the demolition of the internal wall between the living and dining rooms. Development and demolition works must be undertaken in accordance with the amended plans approved by the City and prior to use of the approved development, to the satisfaction of the City;

3. Boundary Walls

The surface finish of boundary walls facing an adjoining property shall be of a good and clean condition, prior to the occupation or use of the development, and thereafter maintained, to the satisfaction of the City. The boundary walls shall be finished in accordance with the as shown on the approved schedule of materials, or material as otherwise approved, to the satisfaction of the City;

4. Colours and Materials

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

5. Stormwater

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

6. 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; and

7. Photographic Record of Works

Within 28 days of completion of the approved works, a photographic record of the works undertaken (internal and external) shall be submitted to the City for inclusion in its Historical Archive Collection, to the satisfaction of the City.

EXECUTIVE SUMMARY:

The purpose of this report is to consider an application for development approval for proposed alterations and additions to a single house at No. 54 Lincoln Street, Highgate (the subject site) that is heritage listed under the City of Vincent's Heritage List (Management Category A). A location plan is included as **Attachment 1**.

The proposal would involve the partial demolition of internal and external walls, roofing, a patio and a deck to the rear of the existing dwelling to enable the construction of a two storey rear addition. Restoration works are also proposed to the front façade of the dwelling.

Renovations were undertaken to the dwelling in the 1990's including works to its rear. The proposed works to the rear of the dwelling would not impact the heritage significance of the place. The heritage protected place that forms a part of a row of dwellings referred to as the Police Cottages and that make an important contribution to the streetscape.

The proposed alterations and additions have been designed to meet all deemed-to-comply and acceptable development standards, with the exception of boundary wall heights.

The proposed boundary wall to the east has been located to align closely with the rear building line of the eastern neighbour, and the proposed boundary wall to the western boundary has been limited in length to 2.5 metres. The proposed boundary walls and presentation of the sides of the dwelling to its neighbours have been designed to incorporate diversity in colours, materials and articulation to effectively reduce their visual impact and would not unduly impact the amenity of both adjoining properties.

The proposed development is acceptable as considered against the planning framework inclusive of the City's Policy No. 7.1.1 – Built Form Policy and Local Planning Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties, which ensures the preservation of heritage value while enabling improvements to the dwelling.

PROPOSAL:

The application proposes the demolition of walls and the roof of the rear of the dwelling to facilitate the construction of a two storey rear addition to an existing single house on a heritage protected place at No. 54 Lincoln Street, Highgate.

Conservation works are also proposed that are limited to the repair of mortar joints between brickwork across the street façade.

The proposed demolition works involve removal of the following:

- Decking and landscaping elements such as retaining walls in the backyard;
- A patio at the rear of the dwelling;
- Internal and external walls at the rear of the dwelling; and
- The roof at the rear of the dwelling.

The proposed development plans are included as **Attachment 2**.

BACKGROUND:

Landowner:	Drew McDonald and Elizabeth Langdon
Applicant:	Ecohabit
Client:	Drew McDonald and Elizabeth Langdon
Date of Application:	17 May 2023
Zoning:	MRS: Urban LPS2: Zone: Residential R Code: R80
Built Form Area:	Residential
Existing Land Use:	Single Dwelling
Proposed Use Class:	Single Dwelling – 'P'
Lot Area:	205m ²
Right of Way (ROW):	No
City of Vincent Heritage List:	Yes, Management Category A
State Register of Heritage Places:	No

Site Context and Zoning

The subject site is bound by Lincoln Street to the south, single houses to the east and west and a three storey apartment to the north. A location plan is included as **Attachment 1**.

The subject site and surrounding area are zoned Residential R80 under the City's Local Planning Scheme No. 2 (LPS2) and are within the Residential Built Form Area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy) with a permitted building height of three storeys.

The subject site has a 10.0 metre frontage and 20.5 metre depth, and accommodates an existing single storey dwelling. The topography of the site is variable and generally slopes downwards from the street to the rear of the lot. At its greatest extent, the difference in levels from the front to the rear of the site is approximately 0.8 metres.

Heritage Listing

The subject site is in a row of dwellings on the City's Heritage List comprising of seven closely set detached cottages, constructed in the Federation Georgian style and dating from the later years of the nineteenth century.

The [Statement of Significance](#) refers to the row of dwellings as the Police Cottages, which they were known as locally. This is because of their historic occupation by police officers of the Highgate Hill Police Station, located opposite the site on the southern side of Lincoln Street.

The Police Cottages have retained a high level of integrity in the design presenting to the streetscape. Each dwelling features a hipped roof with a bow or skillion style verandah supported by timber posts. The verandahs of each dwelling are constructed to the street boundary, with predominantly picket fencing forming a balustrade to the verandahs. The rhythm of repetitive form, scale and front fences makes an important contribution to the streetscape and character of the area and are the key elements of heritage significance.

The dwelling on the subject site has retained the majority of the original fabric of the building, with some internal and external alterations to the rear of the building undertaken in the 1990's.

Key changes to the building from the 1990's renovations included the following:

- Removal of a western internal passage wall between the rear two rooms;
- Removal of the rear wall and enclosure of a rear verandah to extend the living/dining area; and
- Construction of a new rear patio and decking area.

DETAILS:**Summary Assessment**

The table below summarises the planning assessment of the proposal against the provisions of the City's Policy No. 7.1.1 – Built Form, Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties (Heritage Management Policy) and the State Government's Residential Design Codes and the. 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	✓	
Lot Boundary Setbacks	✓	
Lot Boundary Walls		✓
Building Height/Storeys	✓	
Open Space	✓	
Outdoor Living Areas	✓	
Landscaping (R Codes)	✓	
Privacy	✓	
Parking & Access	✓	
Solar Access	✓	
External Fixtures	✓	
Heritage Management Policy	✓	

Detailed Assessment

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

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.

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

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 this element meets the design principles and local housing objectives.

The planning element of the application that do not meet the applicable deemed-to-comply standards and requires the discretion of Council is as follows:

Boundary Walls	
Deemed-to-Comply Standard	Proposal
R Codes Volume 1 Clause 5.1.3 – Lot Boundary Setback	
Maximum boundary wall height: 3.5m	Maximum eastern boundary wall height: 3.7m Maximum western boundary wall height: 4.0m

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

The Heritage Management Policy sets out that proposed development that complies with acceptable development standards will generally be approved, and that the performance criteria describe the desired outcome to be achieved.

Unlike the Built Form Policy and R Codes, the Heritage Management Policy also requires consideration of the proposal against performance criteria even though it complies with the prescribed acceptable development standards. This is also considered in the Comments section below.

CONSULTATION/ADVERTISING:

Community consultation was undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days between 3 July 2023 and 17 July 2023. The method of consultation included a notice on the City's website and five letters being sent to the adjoining and adjacent landowners and occupiers, as shown in **Attachment 1** in accordance with the City's Community and Stakeholder Engagement Policy.

Five submissions were received at the conclusion of the consultation period. One submission was in support of the proposal and four objected to the proposal. The key comments in support of the proposal are summarised as follows:

- The proposal is a fair and balanced approach to improving the liveability of the property while preserving heritage.
- The visual impact from the front and sides appears to be limited and acceptable.

The key concerns raised during the community consultation period are summarised as follows:

- The additions should be designed to not be visible from the street to preserve the heritage streetscape.
- The western boundary wall height will reduce the amenity of adjoining properties, block sunlight and introduce obtrusively bulky and overbearing mass.
- Reduction to setbacks will impact existing openness and amenity.
- The proposal will adversely impact access to daylight for adjoining properties.
- Roots from existing trees on the site are damaging sewer connections on adjoining properties. Further landscaping will exacerbate this.

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

Amended Plans

The applicant submitted amended plans dated 15 August 2023 following the community consultation period. These amended plans reflect the following changes:

Ground Floor

- Eastern wall setback reduced from 0.69 metres to 0.04 metres and is treated as a boundary wall; and
- Western boundary wall height reduced from 4.5 metres to 4.0 metres.

First Floor

- Portion of southern wall setback from the street reduced from 10.7 metres to 9.2 metres;
- Eastern wall setback increased from 0.69 metres to 1.2 metres;
- Western wall setback reduced from 1.5 metres to 1.2 metres;
- First floor dwelling width reduced from 7.87 metres to 7.66 metres; and
- Roof form modified to include a shallow pitch. This reduces the overall building height by 0.1 metres and reduces the height of the street facing wall by 0.3 metres.

The amended plans were not readvertised. This is consistent with the City's Community and Stakeholder Engagement Policy because the amendments did not result in any new departures to the deemed-to-comply standards. Previous submitters have been notified of the changes to the plans.

Design Review Panel (DRP):

Referred to DRP: Yes

Plans as Originally Submitted

The plans as originally submitted was referred to the City's DRP Member who specialises in heritage conservation and architecture for comment. This referral requested comments on the appropriateness of the proposed development on a heritage protected place and as considered against the 10 principles of good design.

The DRP Member provided the following comments in respect to the positive aspects of the proposal:

- The proposed partial demolition is supported, as the section to be demolished does not contribute to the cultural heritage significance of the place.
- The alterations and additions do not alter the original façade or roof pitch. The position and size of the additions ensure that the prominence of significant sections of the place are not obscured and are being retained.
- The upper storey is sited and massed behind the principal façade so that it is not visually prominent from the street. The addition allows the use of the north facing backyard.
- The alterations and additions are clearly distinguishable from the original part of the heritage place to be conserved.
- The proposal indicates the extent of conservation works to be undertaken to the existing cottage. This conservation outcome is a positive for the Lincoln Street streetscape.
- It is recommended that a photographic archival record is prepared of the existing dwelling with a plan showing the direction of the photographs. It is also recommended that a photographic record of the completed works is provided to the City of Vincent.
- The proposed works are acceptable and whilst providing a contemporary residential addition, there is a conservation outcome that positively contributes to the Lincoln Street streetscape and the Houses, Nos. 54-66 Lincoln Street, Highgate (former Police Cottages). The cultural heritage values of the group of houses are maintained and the conservation works to the facade enhance and celebrate the heritage significance.

The DRP Member provided the following comment for further consideration:

- As a Management Category A place, the proposed alterations/removal of the interior wall from the proposed living to dining room is considered acceptable; however, details of the extent of removal and materials should be provided for the City's consideration.

Amended Plans

The applicant provided amended plans on 15 August 2023. This identified the extent and materials of interior walls to be demolished and removed, being brick material to be removed for the full extent of the wall.

The amended plans were referred to the DRP member for further comment on 19 September 2023 in relation to the extent and materials of interior walls proposed to be demolished and seeking further comment in relation to building bulk, streetscape impacts and the colours and materials proposed.

The DRP Member provided the following comments on the amended plans:

- The addition is proposing a contemporary and consistent colour palette and scheme. The materials and colours will not compete with the existing cottage (and cottages) materials and colours. The grey colour, timber colour and textures of the finishes of the additions are complementary to the existing and are acceptable.
- Whilst there are glimpses of the rear addition from the street it is clear from these views that the addition is not prominent in the Lincoln Street streetscape. From the information and detail provided, the upper floor addition would not have a negative impact on the streetscape.
- The upper floor cantilever design is set well back from the significant cottage and the existing south elevation. The cantilevered detail over the alfresco area and the rear elevation is a contemporary design element and does not contribute to a negative impact on building bulk.

- As the place is a Management Category A on the Local Heritage Survey, it is recommended that brickwork nibs are retained to each end of the opening as well as to the head of the opening to allow an interpretation that the space was previously two rooms.

The DRP Member confirmed their support for the proposal, subject to brickwork nibs being retained as outlined above.

The City has communicated this recommendation from the DRP Member to the applicant who is accepting of a condition of approval requiring this modification.

A condition of approval has accordingly been recommended requiring brickwork elements to be retained in accordance with the DRP Member's advice.

A summary of the design review progress is shown in the table below.

Design Review Progress		
	<i>Supported</i>	
	<i>Pending further attention</i>	
	<i>Not supported</i>	
	<i>Not relevant to this proposal</i>	
	DRP Member	
	Referral 1 on 6 August 2023	Referral 2 on 19 September 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		

LEGAL/POLICY:

- Planning and Development Act 2005;*
- Heritage Act 2018;*
- Planning and Development (Local Planning Schemes) Regulations 2015;*
- City of Vincent Local Planning Scheme No. 2;
- Burra Charter;
- State Planning Policy 3.5 – Historic Heritage Conservation;
- State Planning Policy 7.3 – Residential Design Codes;
- Community and Stakeholder Engagement Policy;
- Policy No. 7.1.1 – Built Form Policy; and
- Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties.

Planning and Development Act 2005

In accordance with Schedule 2, Clause 76(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Part 14 of the *Planning and Development Act 2005*, the applicant 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 and Development (Local Planning Schemes) Regulations 2015* (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.

The matters for consideration relevant to this application relate to the compatibility of the development within its setting, amenity and character of the locality, heritage significance, consistency with planning policies, submissions received during community consultation and advice from the DRP.

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.*

Burra Charter

The Australia ICOMOS Charter for Places of Cultural Significance, the Burra Charter 2013 (the Burra Charter) sets a standard of practice for those who provide advice, make decisions about, and undertake work to places of cultural significance. The Burra Charter applies to all types of places of cultural significance, including the subject site.

In accordance with Article 22.1 of the Burra Charter, 'new work' is acceptable where it respects the cultural significance of the place. This can be done through consideration of its siting, bulk, form, scale, character, colour, texture and material. In accordance with Article 22.2 of the Burra Charter, the works should be readily identifiable but should respect the cultural significance of the place.

State Planning Policy 3.5 – Historic Heritage Conservation

State Planning Policy 3.5 – Historic Heritage Conservation (SPP 3.5) sets out principles of sound and responsible planning for the conservation and protection of Western Australia's historic heritage. These principles inform the heritage management standards of local planning policies.

Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties

As the subject site and adjoining properties to the west are heritage listed properties, the proposal is required to be assessed against both Parts 4 and 5 of the Heritage Management Policy.

The objectives of the Heritage Management Policy are to:

1. *Encourage the appropriate conservation and restoration of places listed on the City of Vincent Municipal Heritage Inventory (The Heritage List) in recognition of the distinct contribution they make to the character of the City of Vincent.*
2. *Ensure that works, including conservation, alterations, additions and new development, respect the cultural heritage significance associated with places listed on the City of Vincent Municipal Heritage Inventory.*

3. *Promote and encourage urban and architectural design that serves to support and enhance the ongoing significance of heritage places.*
4. *Ensure that the evolution of the City of Vincent provides the means for a sustainable and innovative process towards integrating older style buildings with new development.*
5. *Complement the State Planning Policy No. 3.5 'Historic Heritage Conservation' and the City of Vincent Residential Design Elements Policy and other associated Policies.*

Part 4 of the Heritage Management Policy relates to development to heritage listed buildings. The policy includes 'acceptable development' criteria as well as the following three performance criteria:

- P1 Development is to comply with the statement of significance outlined in Heritage Assessment, Heritage Impact Statement and/or Place Record Form.*
- P2 Alterations and additions to places of heritage value should be respectful of and compatible with existing fabric and should not alter or obscure fabric that contributes to the significance of the place.*
- P3 To ensure the cultural heritage significance of a place is conserved and the majority of the significant parts of the heritage place and their relationship to the setting within the heritage place should be retained.*

Part 5 of the Heritage Management Policy relates to development adjacent to heritage listed buildings. The policy includes 'acceptable development' criteria as well as the following three performance criteria:

- P1 New development maintains and enhances existing views and vistas to the principal façade(s) of the adjacent heritage listed place.*
- P2 New development maintains and enhances the visual prominence and significance of the adjacent heritage listed place.*
- P3 New development is of a scale and mass that respects the adjacent heritage listed place.*

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 delegation does not extend to proposals for the demolition of any structure or building on a heritage protected place.

The subject site is a heritage protected place. The application proposes the demolition of an existing patio, deck, roof and external and internal walls at the rear of the existing building.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

The City has assessed the application against the environmentally sustainable design provisions of the Built Form Policy. 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.

The applicant has provided information about the environmental sustainability performance of the proposed development. The proposed development incorporates sustainability initiatives with the northern orientation of the proposed additions, north-facing openings for sunlight access with awnings provided over these, installation of a skylight to the living room, and incorporation of 12 roof mounted solar panels.

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 demolition of structures in the backyard of the subject site and partial demolition of the rear of the dwelling would not impact on the heritage significance of the place.
- The rear location and design of the proposed alterations and additions are respectful and compatible with buildings on-site and on the adjoining property that is of heritage value.
- The form and scale of the proposed alterations and additions is consistent with that expected of a R80 high density coded site that has a three storey height standard under the Built Form Policy and is supported by the City's DRP Member.
- The proposed alterations and additions would ensure visual compatibility with the surrounding properties and streetscape, meets overshadowing and visual privacy deemed-to-comply standards, and would not adversely affect the amenity of adjoining properties.

Boundary Walls

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

- Reducing Building Bulk:
 - Site Characteristics and Compatibility: The proposed rear addition has been designed to respond to the characteristics of the site that includes a narrow 10.0 metre frontage, shallow 20.5 metre lot depth and sloping topography from the front to rear of approximately 0.8 metres. The siting of the addition aligns closely with the rear building lines of both adjacent dwellings, creating visual consistency, preserving view lines across the backyards from each dwelling and minimising the impact of building bulk on outdoor living areas.
 - Western Boundary Wall: The proposed western boundary wall measures 2.5 metres in length and presents a 0.5 metre departure to the boundary wall height deemed-to-comply standard under the R Codes. The neighbouring dwelling to the west is one of the Police Cottages and the proposed boundary wall extension would be located adjacent to the outdoor living area at the rear of the neighbouring dwelling. The neighbouring dwelling's outdoor living area has a depth of 7.7 metres from the rear lot boundary, of which 2.5 metres would interface with the proposed boundary wall. This proposed boundary wall length would be finished in natural timber cladding and would incorporate a flat roof form. This would contrast with the red brick of the existing dwelling. The limited length of the proposed boundary wall extension together with the use of contrasting colours and materials would assist in mitigating the impact of building bulk as it presents to the adjoining western property and their adjacent outdoor living area.
 - Eastern Boundary Wall: The proposed eastern boundary wall presents a 0.2 metre departure to the deemed-to-comply standard for boundary wall height under the R Codes. The proposed boundary wall aligns closely with the rear building line of the eastern adjoining dwelling and extends 0.36 metres beyond the rear of that dwelling. The proposal incorporates articulation across the proposed boundary wall and features variance in roof form, colours and materials. The existing boundary wall is setback 0.58 metres from this side boundary, is constructed of red brick and presents a skillion roof form. The proposed boundary wall extension would be located up to the lot boundary, finished with a fine texture cladding in dark grey and presents a flat roof form. The contrasting setbacks, materials, colours and forms between the two walls visually distinguishes the two sections of wall and effectively mitigates the impression of bulk.

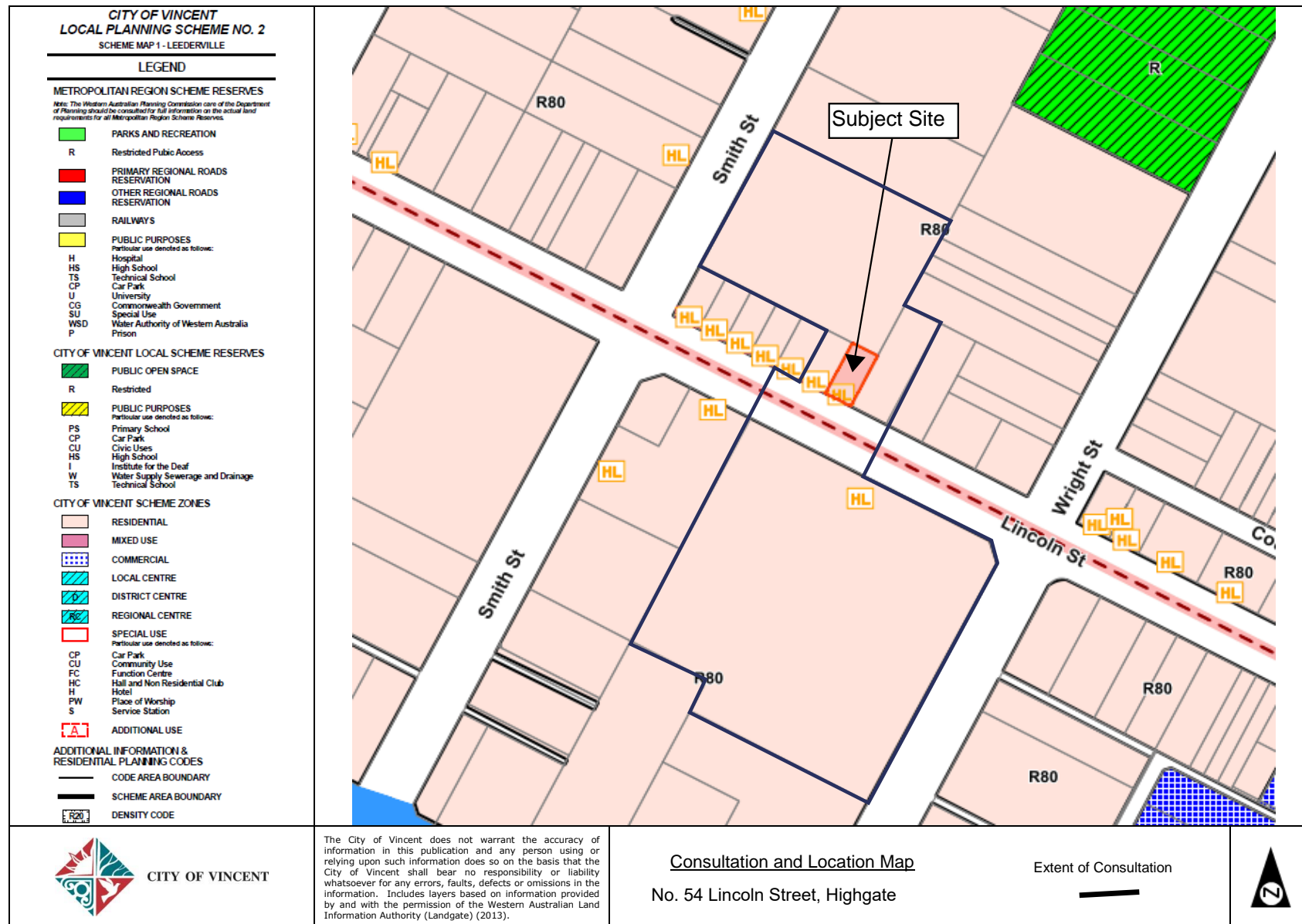
- Impact on Solar Access: Overshadowing is assessed based on shadow cast on 21 June at winter solstice when shadowing is at its worst, as per the deemed-to-comply standard in the R Codes. The shadow cast measured at winter solstice falls in a southern direction and due to the orientation of the property, shadow cast from the proposed eastern boundary wall would fall over a portion of the eastern adjoining property. The proposed eastern boundary wall is located adjacent to a kitchen window on the eastern adjoining property. This kitchen window is setback 1.6 metres from the lot boundary. Direct western sunlight into the kitchen window is currently limited by an awning located above the window and the canopy of the Jacaranda tree located in the backyard of the subject site. This means that access to direct sunlight for the kitchen window is already limited and the 0.2 metre portion of boundary wall that exceeds the deemed-to-comply height would not unduly impact the amenity of the adjoining property. The shadow from this boundary wall would also largely fall within the shadow cast from the upper floor addition and which has a side lot boundary setback that is compliant with the deemed-to-comply standards of the R Codes.
- Ventilation: The proposed boundary walls interface with the side setback and open space areas of the adjacent dwellings and would retain adequate access to air flow and natural ventilation.
- Visual Privacy: The proposed boundary walls do not feature any major openings and would not result in overlooking or loss of privacy of neighbouring properties.


Heritage Management Policy

Parts 4 and 5 of the Heritage Management Policy set out development standards for development to heritage places and adjacent to heritage places, respectively. The Policy requires the proposal to be considered against the performance criteria.

Comments are included below relating to how the proposed development to a heritage listed place meets the performance criteria and objectives of the Heritage Management Policy.

- Demolition Acceptability: The proposed demolition is limited to the rear portion of the building which has already been subject to renovations in the 1990's and does not contribute to the heritage significance of the place.
- Sympathetic to Existing Heritage Values: The proposed additions presents a contemporary design situated to the rear of the dwelling. The location of the additions to the rear of the dwelling minimises their visibility and preserves the rhythm of the streetscape that forms part of the heritage value of the Police Cottages. Streetscape perspectives showing the visibility of the rear additions from the street are included in **Attachment 6**.
- Materials & Finishes: The proposed materials and finishes to the rear additions comprise of a contemporary dark grey and brown colour palette. This provides contrast to the existing building whilst remaining sympathetic in colour and texture to the existing red brickwork. The proposed materials and colours are contemporary in nature, allowing the additions to be distinguished as 'new work' while not mimicking or replicating historic styles. The use of a darker colour for the second storey addition contrasts it from the light colour of the existing roof. This assists in concealing it and preserves the view of the heritage street façade, ensuring that it is complimentary to the heritage elements of the existing building.
- DRP Support: The City's DRP Member specialising in heritage conservation advised that the proposed works are compatible with the existing heritage building and row of heritage dwellings forming the Police Cottages heritage place. This is due to the siting and design of the additions, which do not detract from the visual prominence of the heritage façade of the dwelling presenting to the Lincoln Street streetscape. The DRP Member advised that the contemporary design, colour palette and scheme is distinguishable from and does not compete with the materials and colours of the existing dwelling. The DRP Member also advised that the use of grey colour, timber colour and textures and finishes of the proposed additions are complimentary to the existing dwelling and are acceptable.






SUBJECT SITE

Lincoln St


66 Lot 1, 64 Lot 2, 62 Lot 3, 60 Lot 4, 58 Lot 5, 56 Lot 6, 54 Lot 7, 52 Lot 13, 50 Lot 12, 49 Lot 163, 45 Lot 11, 43 Lot 123, 44 Lot 2

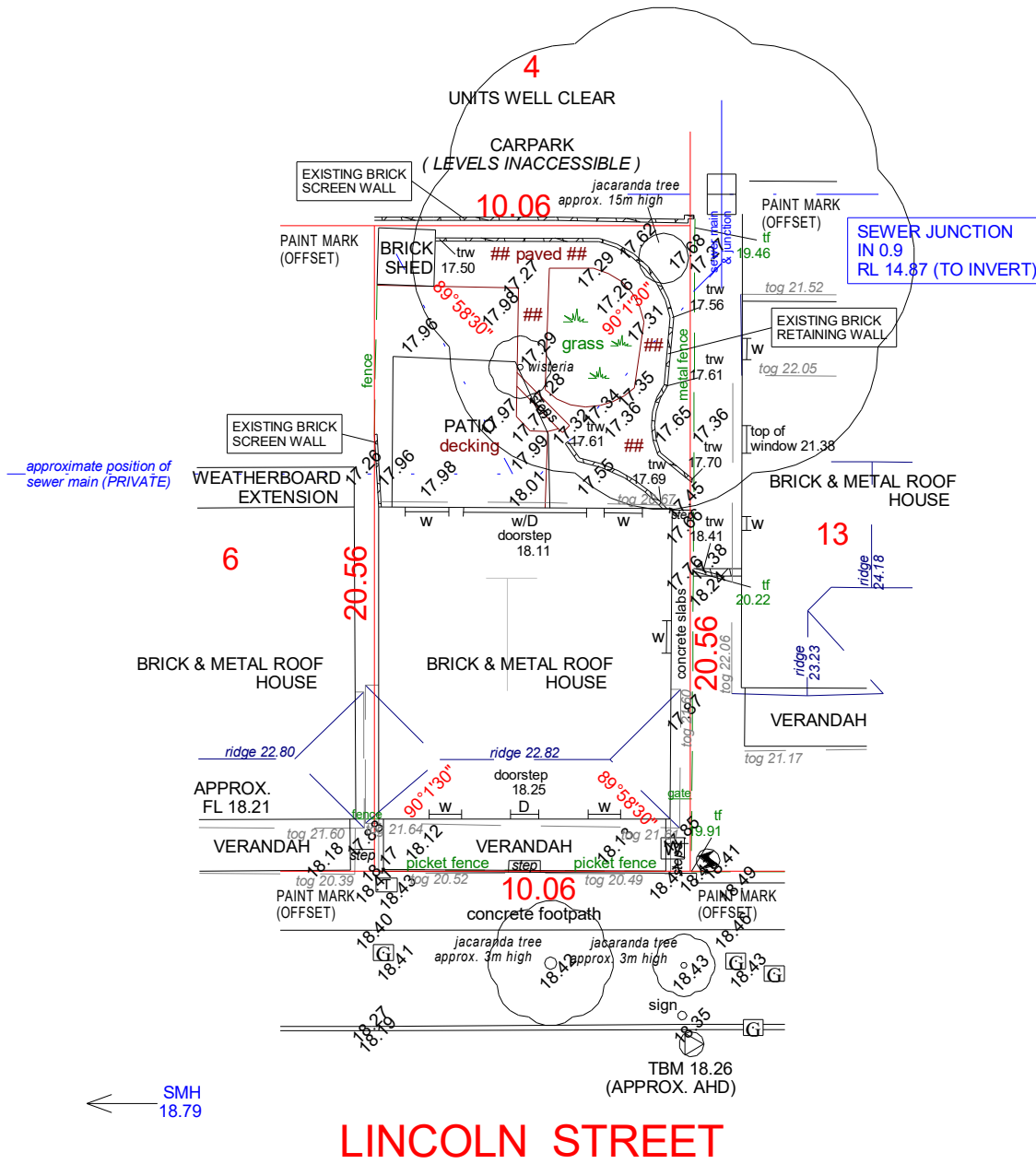


CITY OF VINCENT

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No. 54 Lincoln Street, Highgate



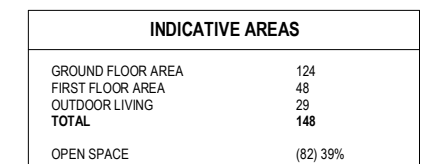


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15 August 2023

Amended Plan

1
S3.01
SURVEY PLAN
SCALE 1 : 200

REV	DATE	BY	CHKD	REVISION DESCRIPTION
6	15.08.2023	CH	City	DA REISSUE
5	15.05.2023			Issue for Development Application
4	17.04.2023			Schematic Design Review
3	31.01.2023	SC	SC	Schematic Design
2	18.01.2022	SC	RL	Concept Design



10:15

PROPOSED SITE PLAN

Amended Plan

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1
S3.01

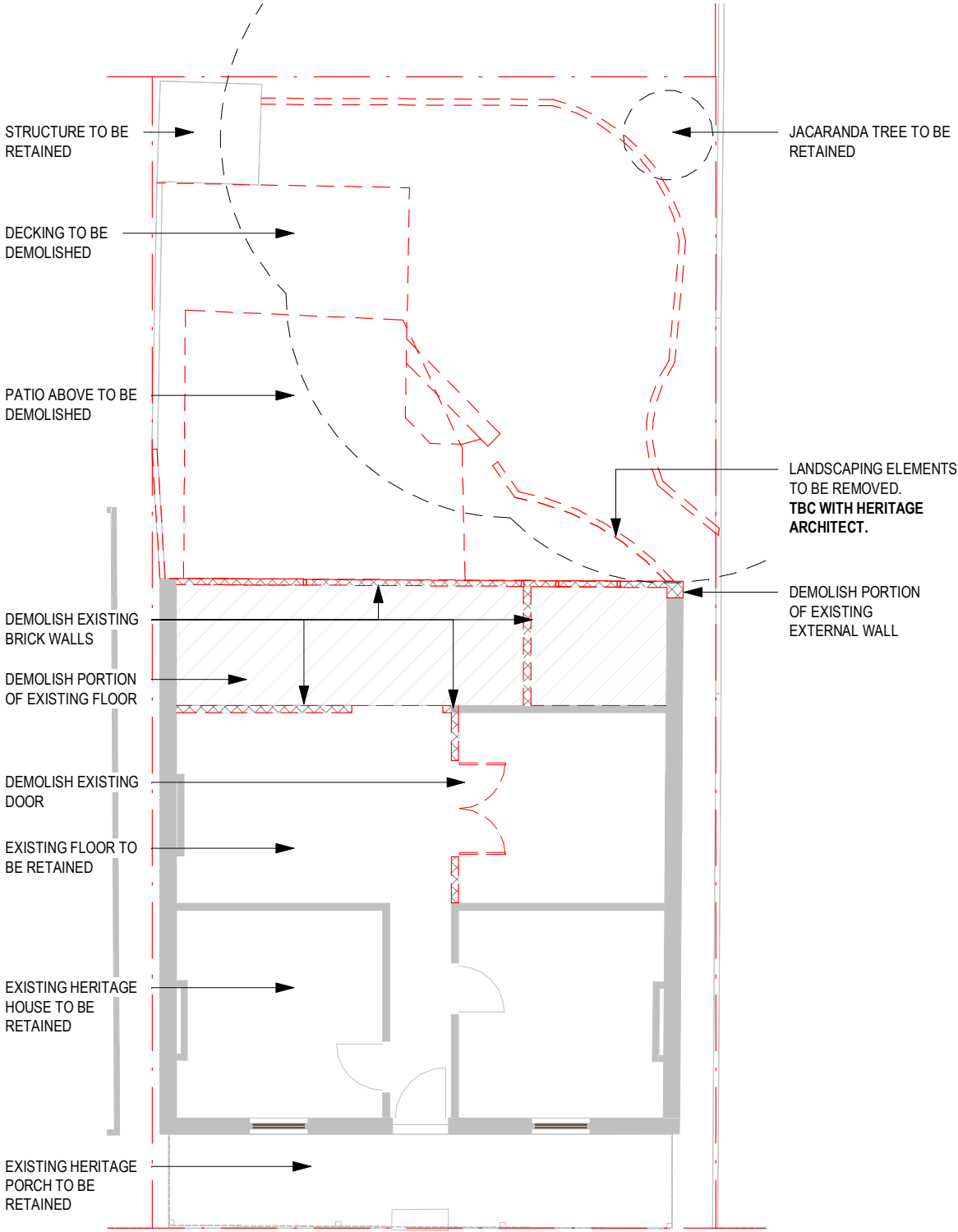
PROPOSED SITE PLAN

SCALE 1 : 100

L I N C O L N S T R E E T

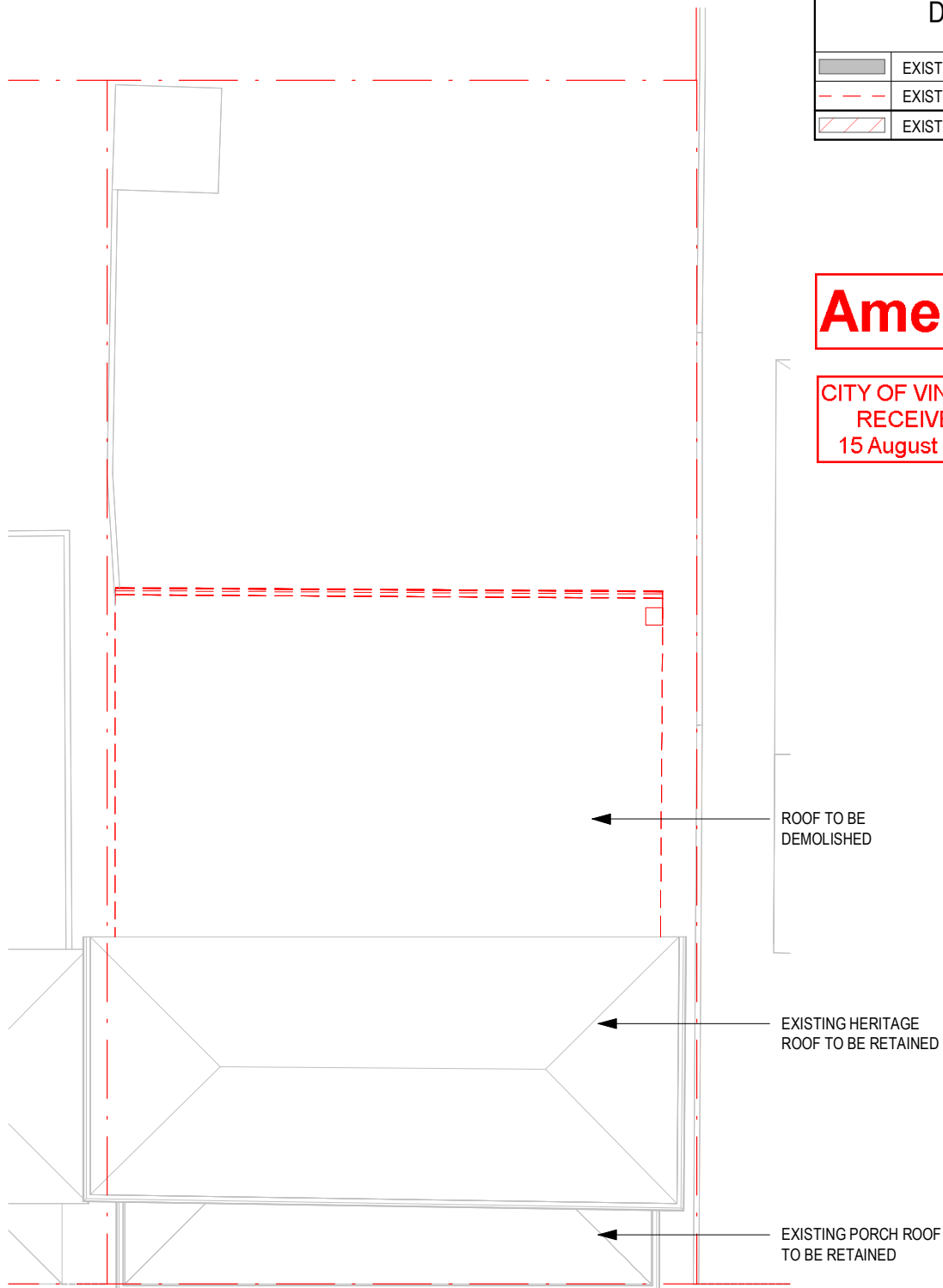
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- (APPROX. AHD)

6	15.08.2023	CH	City	DA REISSUE
5	15.05.2023			Issue for Development Application
4	17.04.2023			Schematic Design Review
3	31.01.2023	SC	SC	Schematic Design
REV	DATE	BY	CHKD	REVISION DESCRIPTION



1 DEMOLITION - GROUND FLOOR PLAN

SCALE 1 : 100



2 DEMOLITION - ROOF PLAN

SCALE 1 : 100

DEMOLITION KEY	
	EXISTING STRUCTURE TO BE RETAINED
	EXISTING TO BE DEMOLISHED
	EXISTING FLOOR TO BE DEMOLISHED

Amended Plan

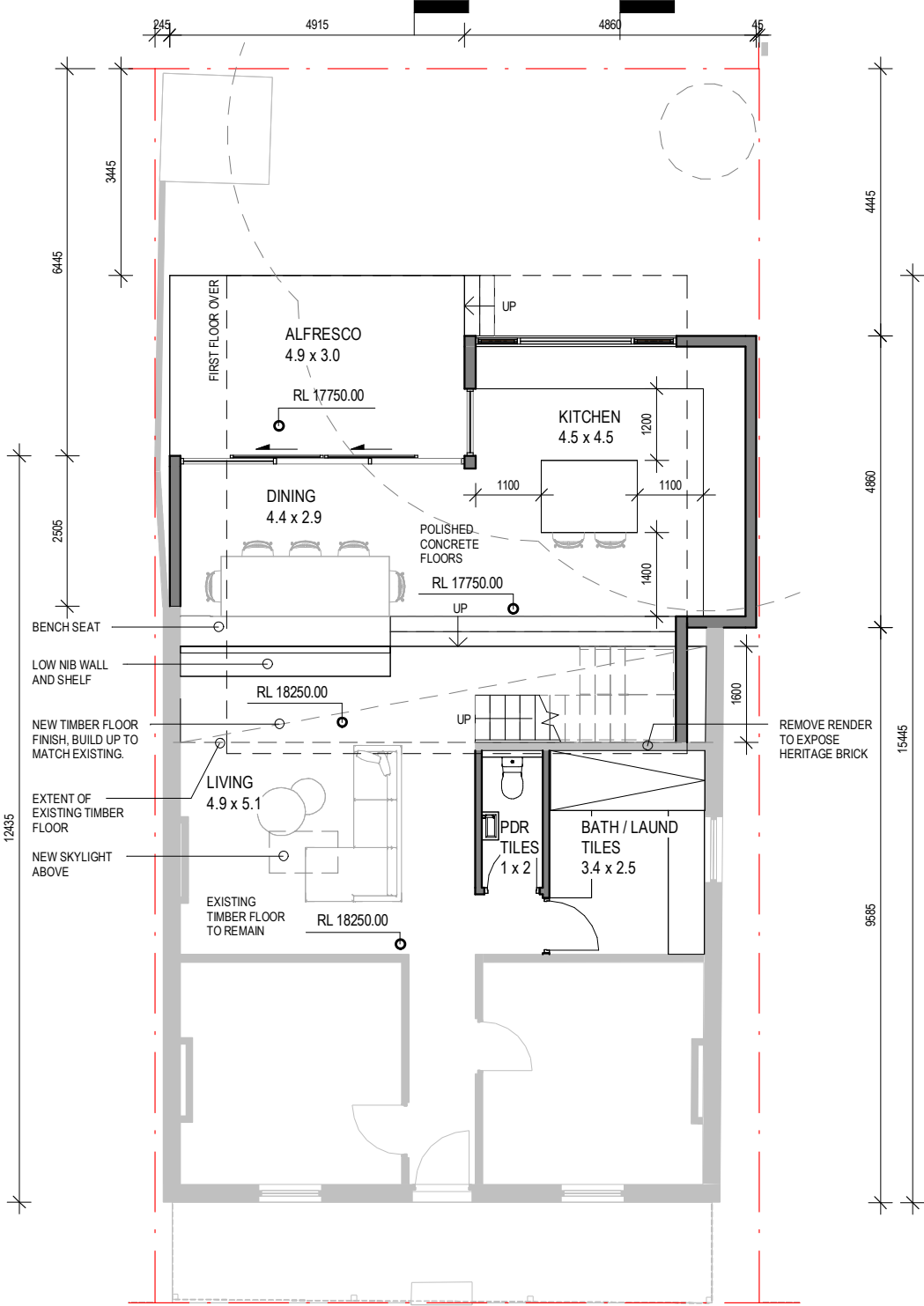
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DEMOLITION PLAN

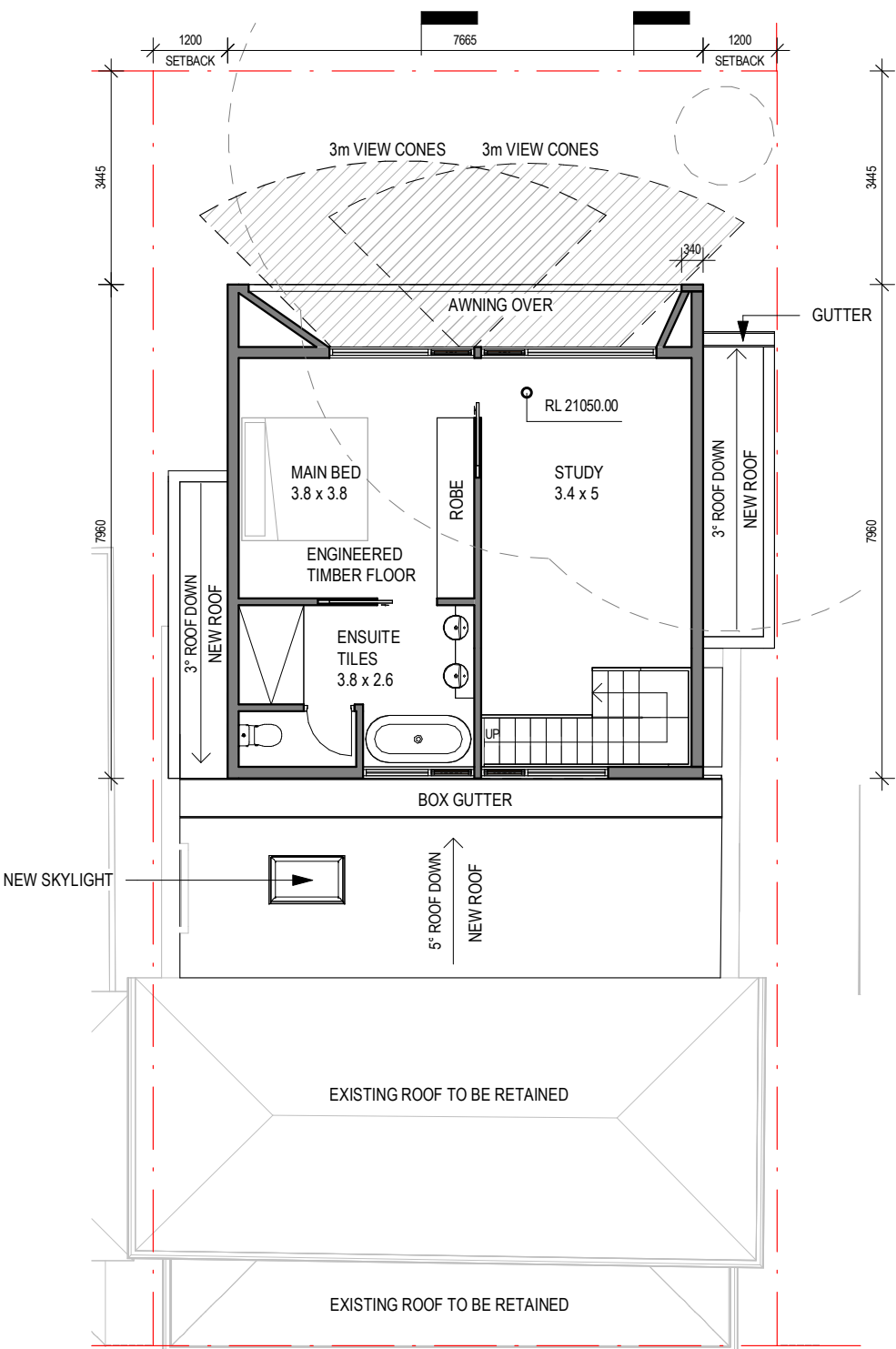
S1.02



REV	DATE	BY	CHKD	REVISION DESCRIPTION
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5	15.05.2023			Issue for Development Application
4	17.04.2023			Schematic Design Review
3	31.01.2023	SC	SC	Schematic Design
2	18.01.2022	SC	RL	Concept Design



1
S3.01
GROUND FLOOR PLAN
SCALE 1:100



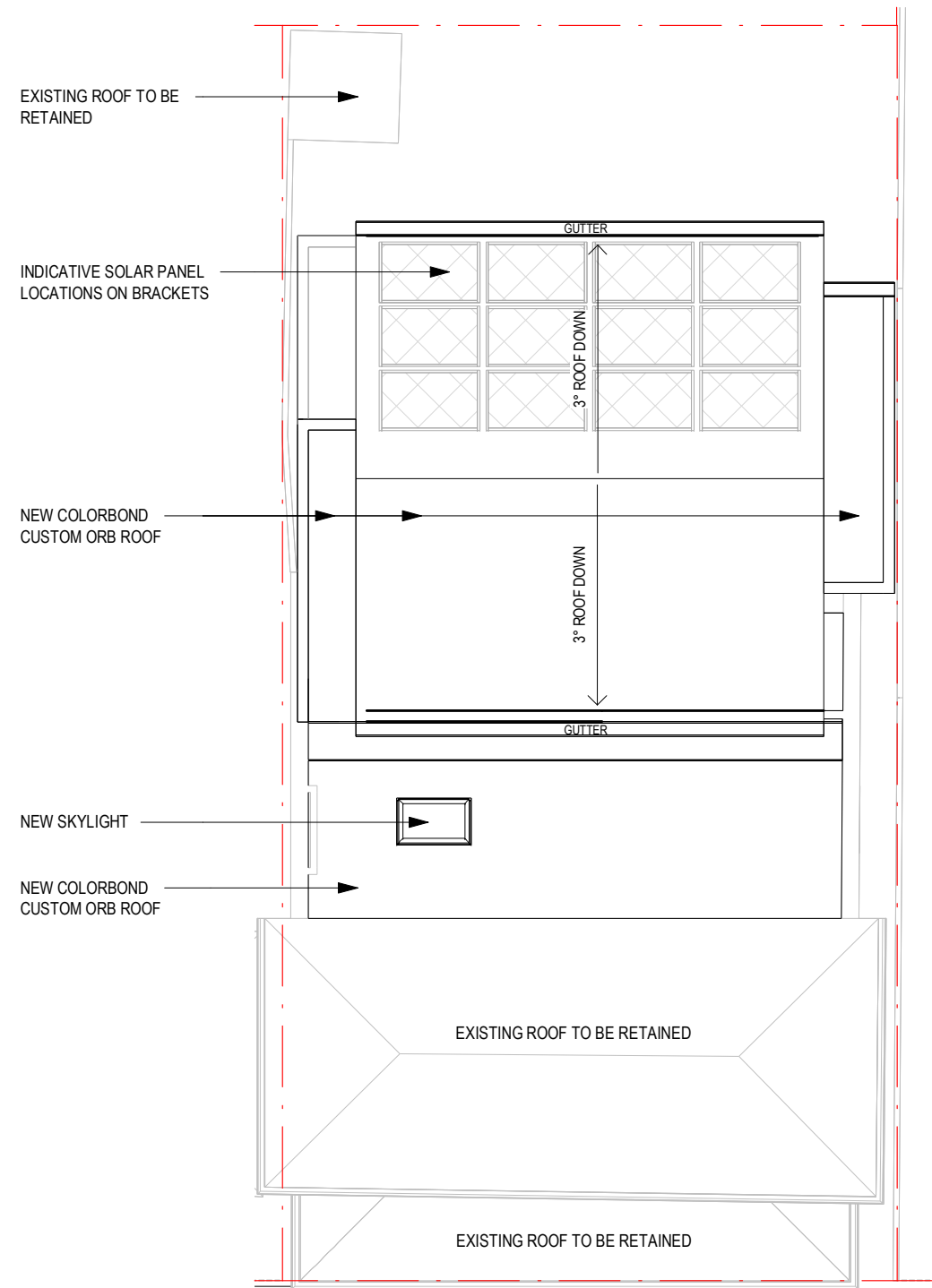
2
S4.01
FIRST FLOOR PLAN
SCALE 1:100

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INDICATIVE AREAS	
GROUND FLOOR AREA	124
FIRST FLOOR AREA	48
OUTDOOR LIVING	29
TOTAL	148
OPEN SPACE	(82) 39%

PLAN KEY	
	EXISTING STRUCTURE TO BE RETAINED
	NEW CONSTRUCTION



S2.02

PROPOSED ROOF PLAN

Amended Plan

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1
S3.01

PROPOSED ROOF PLAN

SCALE 1 : 100

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2	18.01.2022	SC	RL	Concept Design

Langdon Lincoln Development Application	SITE DETAILS 54 Lincoln Street, Perth	PREPARED FOR Liz Langdon and Drew McDonald	DESIGNED RL DRAWN SC
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PROJECT NO.
22527



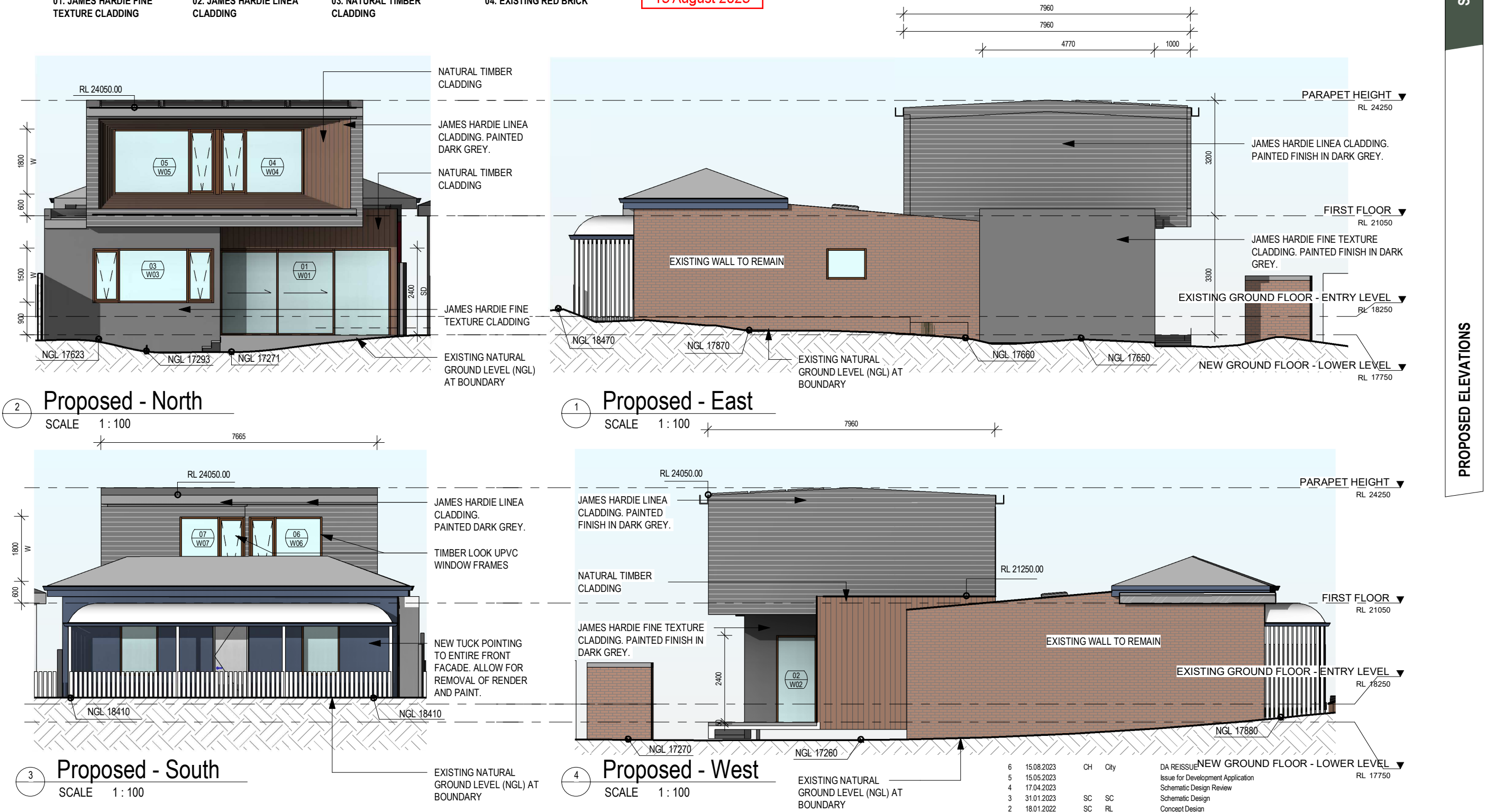
Suite 11, 99-101 Francis Street, Northbridge 6003, Western Australia
P: 9463 0850 E: enquiry@ecohabit.com.au W: www.ecohabit.com.au

ecohabit

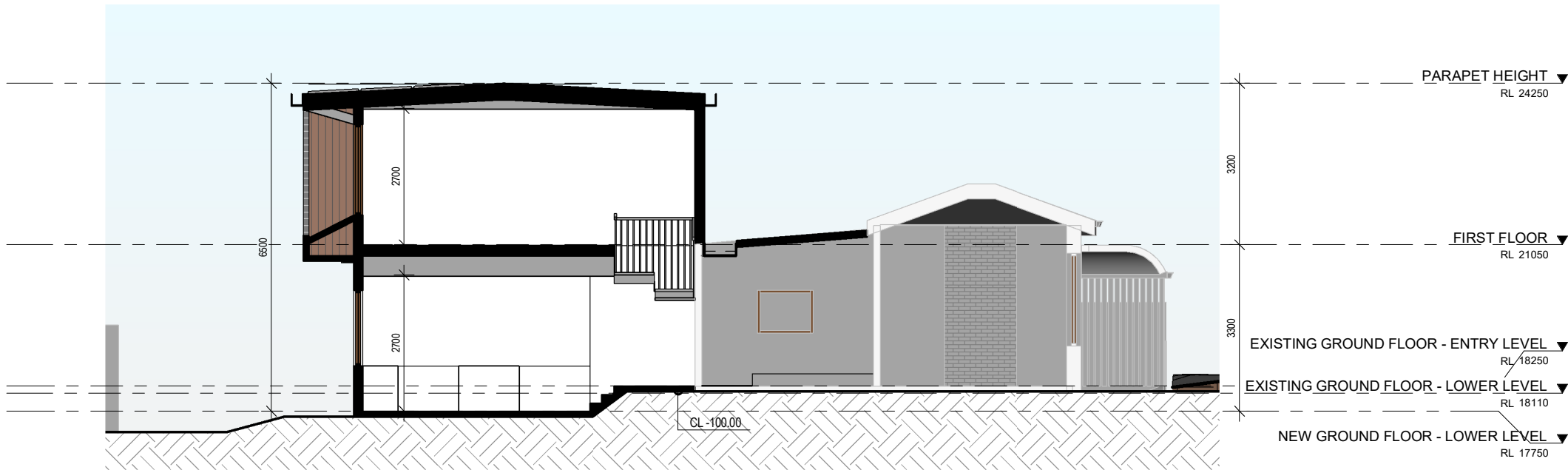


Amended Plan

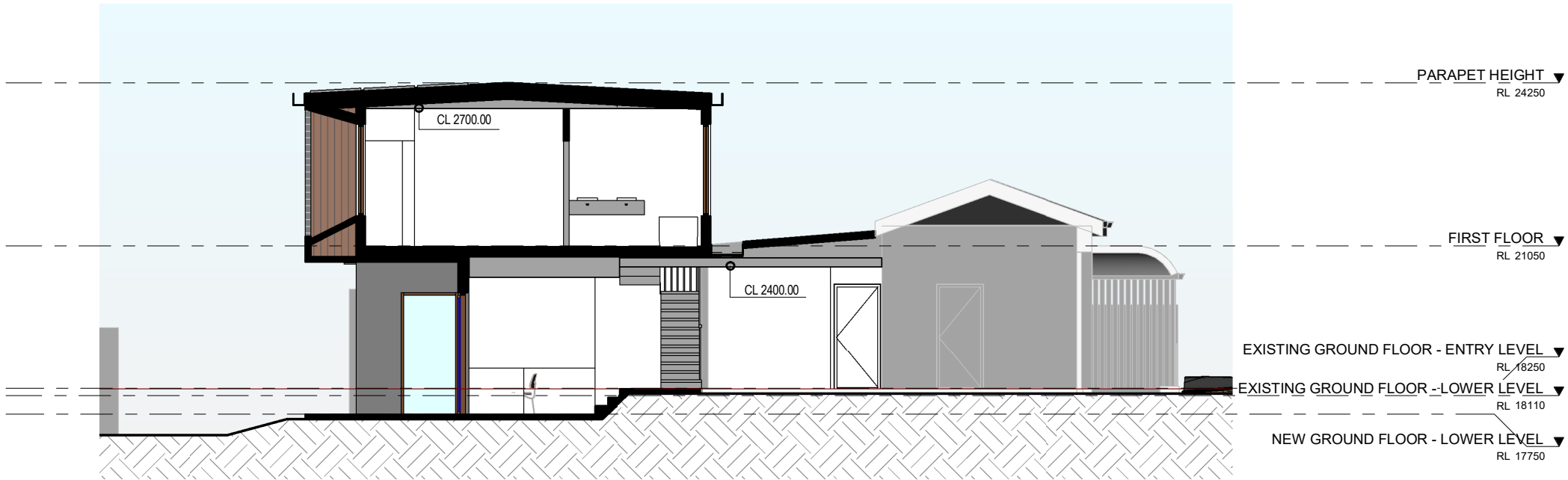
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REV	DATE	BY	CHKD	REVISION DESCRIPTION



2
S2.01
SECTION 02
SCALE 1:100



1
S2.01
SECTION 01
SCALE 1:100

Amended Plan

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5	15.05.2023			Issue for Development Application
4	17.04.2023			Schematic Design Review
REV	DATE	BY	CHKD	REVISION DESCRIPTION

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. 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.
11. With reference to Condition 2, the owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.
12. The applicant is advised that the boundary walls, including but not limited to the cladding materials, are required to achieve a minimum Fire-Resistant Level (FRL) not less than FRL 60/60/60. Evidence of suitability, such as CodeMark Certificate of Conformity, should be provided at building permit stage in order to verify the FRL, alternatively the applicant may consult with a private building surveyor for a performance solution.

Summary of Submissions:

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

Comments Received in Support:	Administration Comment:
<p><u>General</u></p> <ul style="list-style-type: none"> The proposal is a fair and balanced approach to improving the liveability of the property while preserving heritage. The visual impact from the front and sides appears to be limited and acceptable. 	<p>Noted.</p>
Comments Received in Objection:	Administration Comment:
<p><u>Building Height</u></p> <p>The additions should be designed to not be visible from the street in order to preserve the heritage streetscape.</p>	<p>The applicant has amended the plans, modifying the roof form to include a shallow pitch from the centre of the roof. This has resulted in a reduction in the overall height by 0.1 metres and reduction in the front facing wall of the second storey addition by 0.3 metres. The second storey addition has also been shifted to sit centrally within the lot, aligning with the pitch of the existing street fronting roof. While a portion of the roof form would remain visible from the street, the bulk of the addition would be obscured from view due to its location to the rear of the existing dwelling (refer to streetscape perspectives included in Attachment 6). The additions have been designed and finished to in a contemporary nature and would be sympathetic to the existing dwelling, ensuring that it does not detract from the visual prominence of the heritage façade of the place.</p>
<p><u>Lot Boundary Setbacks</u></p> <ul style="list-style-type: none"> The western boundary wall height will reduce the amenity of adjoining properties, block sunlight and introduce obtrusively bulky and overbearing mass. Reduction to setbacks will impact existing openness and amenity. 	<ul style="list-style-type: none"> The applicant has amended the plans, reducing the height of the western boundary wall by 0.5 metres. The extent of the wall that would be visible from the western neighbours property is limited to 2.5m in length, as the remainder of the boundary wall exists on-site and abuts an existing boundary wall on the western neighbouring lot. The 2.5 metre length of the proposed western boundary wall, the use of contrasting colours and materials, and orientation of the lots would reduce the impact of visual bulk associated with the additional 0.5 metres in height sought for the boundary wall that exceeds the deemed-to-comply standard and would maintain solar access for the adjoining western neighbour. The applicant has amended the plans, shifting the second storey addition to sit centrally within the lot and to comply with the deemed-to-comply lot boundary setbacks to both the east and west.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
<u>Access to Daylight</u> The proposal will adversely impact access to daylight for adjoining properties.	The subject site has a slightly skewed northern orientation, resulting in some overshadowing to the south-east as measured at 21 June winter solstice in accordance with the R Codes. The length of the proposed eastern boundary wall aligns closely with the rear building line of the eastern adjoining dwelling, ensuring the outdoor living areas of the eastern adjoining property are not affected. Major openings facing this side lot boundary in the eastern adjoining dwelling feature awnings to protect it from the western afternoon sun. This means that the 0.2 metre portion of boundary wall that exceeds the deemed-to-comply height would have a negligible impact on daylight access for the eastern neighbouring property. The shadow from this boundary wall would also largely fall within the shadow cast from the upper floor addition and which has a side lot boundary setback that is compliant with the deemed-to-comply standards of the R Codes.
<u>Landscaping</u> Roots from existing trees on the site are damaging sewer connections on adjoining properties. Further landscaping will exacerbate this.	There are no planning standards under the planning policy framework that restricts planting of trees in proximity to lot boundaries. Impacts from vegetation on private property is a civil matter and not regulated under the planning framework.

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

Summary of Submissions: DA5.2023.140.1 No. 54 Lincoln Street, Highgate – Alterations and Additions to Single House

The tables below summarise the comments received during the advertising period of the proposal. Please provide your comment against each item in the 'Applicant Comment' section.

Overall, the City received five submission during the consultation period. The City received four comments of objection and one comment of support.

Comments Received in Support:	Applicant Comment:
<u>General</u> <ul style="list-style-type: none"> The proposal is a fair and balanced approach to improving the liveability of the property while preserving heritage. The visual impact from the front and sides appears to be limited and acceptable. 	<p>Improving the liveability of the property will increase the building lifespan hence allowing for the retention of the heritage structure for many more years. This is an environmentally sustainable response that reduces embodied carbon by the reuse of as much of the existing structure as possible while offering better oriented and constructed (and therefore more comfortable) spaces to be used as the primary living areas of the house.</p>

Comments Received in Objection:	Applicant Comment:
<u>Building Height</u> <ul style="list-style-type: none"> The additions should be designed to not be visible from the street in order to preserve the heritage streetscape. 	<p>The development to the rear of the property leaves the original house intact, maintaining the appearance of the cottage and the integrity of the streetscape. We have ensured that the new addition remain as low as possible so as not to impose on the cottage, the minimum ground floor height is set by the existing cottage meaning that the building is visible slightly above the house from the street view. The cladding on the upper storey of the cottage is a dark colour to reduce the visual dominance of the new structure.</p>  <p>VIEW FROM THE SOUTH AT EYE LEVEL (LINCOLN STREET)</p>

Summary of Submissions: DA5.2023.140.1 No. 54 Lincoln Street, Highgate – Alterations and Additions to Single House**Lot Boundary Setbacks**

- The western boundary wall height will reduce the amenity of adjoining properties, block sunlight and introduce obtrusively bulky and overbearing mass.
- Reduction to setbacks will impact existing openness and amenity.

The western wall of the extension is stepped in the vertical plane. The lower floor wall follows the line of the existing house which has no material setback as currently built. The upper floor, however, is set back by 1500mm. This ensures that the upper floor does not block light or impact the amenity of the western neighbour. This is demonstrated in the below render showing the location of the western neighbour in relation to the new development (also in application submission documents).



VIEW FROM THE BACKYARD AT 54 LINCOLN STREET

Summary of Submissions: DA5.2023.140.1 No. 54 Lincoln Street, Highgate – Alterations and Additions to Single House

<p><u>Access to Daylight</u></p> <ul style="list-style-type: none"> The proposal will adversely impact access to daylight for adjoining properties. 	<p>The rear wall of new addition sits almost in line with the rear wall of the house to the East and thus wont effect the daylight to the outdoor space to the back of this property (refer image below). We note that two of the windows on the western façade of this property are small windows most likely to WC or Laundry and that the current larger window looks directly into the yard at 54 Lincoln street which affects the amenity of the yard space.</p> <p>We believe that the reduced setbacks to both sides of the property are in line with the existing housing in the area and are not unreasonable in such a high density area (R80). The reduction of setbacks allows for better adaptive reuse of the existing property which allows for the retention of heritage structures and a more environmentally sustainable outcome.</p> <div data-bbox="658 676 1218 1074"> </div> <div data-bbox="1249 609 1991 1066"> </div>
<p><u>Landscaping</u></p> <ul style="list-style-type: none"> Roots from existing trees on the site are damaging sewer connections on adjoining properties. Further landscaping will exacerbate this. 	<p>The existing Jacaranda tree to the rear of the property appears on the City of Vincent trees of significance inventory. The tree is established and healthy and adds to the amenity of the property and surrounding spaces. Any new landscaping proposed is waterwise planting in line with the City of Vincent's Sustainability Policy and is proposed where existing garden is already located.</p> <p>Many studies show green spaces in and near urban areas play an important role in harbouring biodiversity and promoting human well-being. We would like to note that it is particularly important to retain landscaping wherever possible in high density areas such as this. This is well supported and encouraged in many of the City of Vincent's policies.</p>

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



LINCOLN ST VIEW 1
South - Road
at eye level



LINCOLN ST VIEW 2
South - Path
at eye level



LINCOLN ST VIEW 3
South East - Verge
at eye level



LINCOLN ST VIEW 4
South East - Path
at eye level



LINCOLN ST VIEW 5
South West - Verge
at eye level



LINCOLN ST VIEW 6
South West - Path
at eye level

S6.01

PERSPECTIVES - LINCOLN STREET

Langdon Lincoln Development Application Item 9.1- Attachment 6	SITE DETAILS	PREPARED FOR	DESIGNED	RL						PROJECT NO.	Suite 11, 99-101 Francis Street, Northbridge 6003, Western Australia
	54 Lincoln Street, Perth	Liz Langdon and Drew McDonald	DRAWN	SC	0					22527	P- 9463 0850 E- enquiry@ecohabit.com.au W- www.ecohabit.com.au

9.2 AMENDMENT TO THE MUNICIPAL HERITAGE INVENTORY: 40 GUILDFORD ROAD, MOUNT LAWLEY

- Attachments:**
1. Submission Letter [↓](#) 
 2. Main Roads Approved Land Dealings Plan - Guildford Road and East Parade [↓](#) 
 3. Applicant's Heritage Impact Statement [↓](#) 
 4. Photographic Archival Record [↓](#) 
 5. Applicant's Response to Design Review Panel's Comments [↓](#) 
 6. Applicant's Response to Administration Comments [↓](#) 
 7. Summary of Submissions [↓](#) 

RECOMMENDATION:**That Council:**

1. **RESOLVES** that No. 40 (Lots 254 and 403) Guildford Road, Mount Lawley be removed from the City's Municipal Heritage Inventory (MHI) pursuant to Schedule 2, Part 3, Clause 8(3)(d) of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and
2. **NOTES** that Administration will notify the Heritage Council of Western Australia and the owner of the place of this decision pursuant to Schedule 2, Part 3, Clause 8(4) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

PURPOSE OF REPORT:

For Council to consider a request to remove No. 40 Guildford Road, Mount Lawley from the City's Municipal Heritage Inventory.

BACKGROUND:

In July 2023, the City received an application from a planning consultancy acting on behalf of the Department of Planning, Lands and Heritage (DPLH) for the removal of No. 40 Guildford Road, Mount Lawley (the subject site) from the City's Municipal Heritage Inventory (MHI). The applicant's supporting report for the proposal is included as **Attachment 1**.

The subject site contains a single-storey brick and corrugated zincalume residence designed in the Federation Queen Anne style and was constructed circa 1904.

In 2000 the subject site was added to the City's MHI and is currently listed as a Management Category B – Conservation Recommended.

In August 2007, a request was received from Main Roads Western Australia (MRWA) for the demolition of the house on the subject site. The City conducted a review at the time and determined the subject site met the threshold for its retention on the MHI. As part of this review, the following Statement of Significance was prepared:

The house at 40 Guildford Road is a substantial and good example of the Federation Arts and Crafts style, which demonstrates the aspirations of the original developers for this neighbourhood before the growth of traffic on Guildford Road impacted so heavily on amenity.

At its [4 December 2007 Ordinary Meeting](#), Council resolved to retain the subject property as Management Category B - Conservation Recommended on the MHI. This listing affords the property statutory protection as a heritage listed place. The subject site abuts Guildford Road, which is reserved for Primary Regional Roads (PRR) under the Metropolitan Region Scheme (MRS).

The subject site forms part of a wider government landholding comprising 34 lots situated along Guildford Road and East Parade. A plan showing these 34 lots is included within the applicant's report (**Attachment 1**). These lots have been identified for the delivery of social housing as part of the State Government [Housing Diversity Pipeline \(HDP\) program](#). The form and scale of the future development has not yet been determined.

The DPLH has advised that following Council's determination, the State Government will be inviting detailed proposals from proponents for the next stage of the Mount Lawley HDP project. This project will enable the renewal of vacant land along Guildford Road and East Parade and provide for additional social housing.

In support of the application, the applicant has provided a Heritage Impact Statement (**Attachment 3**), and a Photographic Archival Record (**Attachment 4**).

Administration, in consultation with City's Design Review Panel heritage specialist member, assessed the proposal in accordance with:

- ### Item 9.2

LPP 7.6.5 outlines the following three scenarios for the deletion of a property from the MHI:

1. Cultural Heritage Significance

The cultural heritage significance of the place in the existing heritage assessment was erroneous.

2. Condition

The poor state of a place should not in itself be a reason for removal from MHI. Deletion of a place from MHI will only be considered if a structural condition report conducted by a registered structural engineer states that the structural integrity of the place has failed to the point where it cannot be rectified without the removal of a majority of its significant fabric.

3. Social or Historic Significance Only

Where the heritage value is historic and/or social only, the owner/applicant can demonstrate that it cannot practically be retained in its entirety or in part because:

- (a) The location of the building on the site; or
- (b) The limited Vehicular Access to the site and non-compliance with Australian Standards; or
- (c) The inability to comply with the National Construction Codes Series e.g. ramps, corridor widths etc.; or
- (d) The inability of the existing building structure or materials to be incorporated into the new development; or
- (e) The inability of the existing building to support additional height and bulk to the intention of the locality as prescribed in the relevant planning policy.

A summary of the DRP member's heritage assessment is included below.

- The subject site is a Category B place on the City's MHI meaning that it is on the heritage list and 'conservation is recommended'. It was originally listed in 2006 as a 'substantial and good example of the Federation Arts and Crafts style, which demonstrates the aspirations of the original developers for this neighbourhood before the growth of traffic on Guildford Road impacted so heavily on amenity'. This Statement of Significance identified its aesthetic value as a Federation Arts and Craft building and therefore has more than just 'social and historic' significance as detailed in Figure 1 of LPP 7.6.5.
- Over the last 17 years the subject site has been neglected, which has resulted in degradation of the building and a significant loss of its heritage values. The Heritage Impact Statement prepared by Hocking Heritage + Architecture in 2023 (**Attachment 2**) states that the building is in a very poor condition and supports demolition. There is no structural engineer's report that supports the assessment of condition or whether the remediation of the building would impact on its significance.
- The property could be restored back into a residential function without irreversible impact to the significance of the property. However, the road widening is a relevant consideration for future development proposals, if the façade of the building was demolished then it would have an irreversibly negative impact on the significance of the place.

The DRP member's comments and assessment against LPP 7.6.5 as well as the applicant's response is included in **Attachment 5**.

In response to the DRP member's comments, the applicant provided further information on the planned road widening of Guildford Road. These are summarised below.

- The subject lot was originally acquired by the State for the purpose of delivering major road upgrades along Guildford Road and East Parade. Other properties acquired for the same purpose have previously been demolished in preparation for the future upgrades.
- The subject dwelling has been retained as far as practicable in the interim to allow for the final land requirements to be determined in order to understand the impact to the dwelling and the potential for retention.
- The primary frontage of the dwelling including the front room, steps, verandah and associated footings encroach into the road reserve (refer Figure 1).
- The ultimate changes to the street layout and the proximity of the dwelling to the street edge will fundamentally alter the context and relationship of the dwelling to the streetscape, further diminishing its authenticity, original character and historic value.

The applicant's response in detail is found in **Attachment 6**.

LPP 7.6.4 Heritage Management – Interpretation

In accordance with clause 4.1 of LPP 7.6.4, applicants are required to prepare an interpretive plaque or an alternative interpretive proposal. In response the applicant has provided a photographic archival record found in **Attachment 4**.

CONSULTATION/ADVERTISING:

Community consultation was undertaken from 28 July to 18 August 2023 in accordance with Community and Stakeholder Engagement Policy and included the following:

- Advertisement placed in the Perth Voice newspaper;
- A sign placed on site;
- Notice displayed on Imagine Vincent website.
- Letters were sent to adjoining and adjacent neighbours in accordance with the Community and Stakeholder and Engagement Policy; and
- A referral being sent to the heritage division of the Department of Planning, Lands & Heritage.

Seven submissions were received from the community, three in support of the property's removal from the MHI and four objecting. One submission was received from the heritage division of the DPLH which noted that the place is not in the State Register of Heritage Places, is not in the vicinity of a place on the Register, is not subject to a heritage agreement, and is not identified as a place warranting assessment by the Heritage Council.

The submissions in support of the property's removal noted its current state of disrepair and antisocial activities which have occurred in the property.

The submissions opposing the property's removal referred to the need to retain the City's heritage and that the property's current condition has been caused through demolition by neglect. Concerns were also raised regarding the potential loss of mature vegetation from the redevelopment of the Mount Lawley HDP site.

A summary of submissions, including a response from Administration and the applicant is included in **Attachment 7**.

LEGAL/POLICY:

- *Heritage Act 2018*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Local Planning Scheme No. 2;
- Local Planning Policy No. 7.6.2 – Heritage Management – Assessment;
- Local Planning Policy 7.6.4 – Heritage Management – Interpretation; and
- Local Planning Policy No. 7.6.5 – Heritage Management – Amendments to the Municipal Heritage Inventory (MHI).

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to remove the place from the MHI.

STRATEGIC IMPLICATIONS:

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

Connected and Healthy Community

We are an inclusive, accessible and equitable City for all.

Thriving Places

We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.

Sensitive Design

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

Innovative and Accountable

We engage with our community so they are involved in what we are doing and how we are meeting our goals.

FINANCIAL/BUDGET IMPLICATIONS:

There are no budget implications to remove the place from the MHI.

COMMENTS:

Administration is of the opinion that the dwelling's current degraded state has been caused through neglect and that the dwelling could be restored without impacting its significance.

Notwithstanding the above, MRWA's ultimate land requirements to facilitate future upgrades to Guildford Road and East Parade will necessitate partial demolition and substantial modification of the existing dwelling. This is due to the location of the dwelling on the site. The extent of demolition and modification will have a material impact on the fabric of the existing dwelling such that the original character, authenticity and significance of the dwelling will be irreversibly impacted and cannot practically be retained. The removal of the place from the MHI can be supported against Clause 3(a) of LPP 7.6.5 for this reason.

If determined by Council consistent with the officer recommendation, Administration will notify the HCWA and the owner of the place of this decision pursuant to Schedule 2, Part 3, Clause 8(4) of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Administration will also notify those who made a submission.



Our Ref: 23-212

5 September 2023

Chief Executive Officer
City of Vincent
244 Vincent Street
LEEDERVILLE WA 6902

Attention: Karsen Reynolds – Coordinator Planning Services

Dear Karsen,

**PROPOSED DEMOLITION OF EXISTING HERITAGE LISTED SINGLE DWELLING –
LOTS 254 & 403 (NO. 40) GUILDFORD ROAD, MOUNT LAWLEY**

element acts on behalf of the Department of Planning, Lands and Heritage ('DPLH') in relation to the above matter. Please find enclosed an Application for Development Approval for the demolition of the existing residential dwelling situated on Lots 254 & 493 (No. 40) Guildford Road, Mount Lawley (the 'subject site').

In accordance with the City of Vincent's requirements, please find enclosed:

- A completed and signed City of Vincent Application for Development Approval form;
- A completed and signed MRS Form 1;
- A current copy of the Certificate of Title for the subject site;
- A copy of the proposed demolition plan; and
- Supporting justification contained within this correspondence.

1.0 SITE DETAILS

The subject site comprises two (2) lots, legally defined as set out in Table 1 below.

Table 1 – Certificate of Title Details

Lot	Plan	Vol	Folio	Street Address	Land Area	Registered Proprietor
403	31182	2209	507	40 Guildford Road, Mt Lawley	312m ²	WA Planning Commission
254	2001	2209	507	40 Guildford Road, Mt Lawley	417m ²	WA Planning Commission

Refer Attachment One – Certificate of Title.

The subject site forms part of a wider government landholding comprised of 34 lots situated along Guildford Road and East Parade (Attachment Two) which have been identified for the delivery of social housing as part of the Housing Diversity Pipeline.





2.0 BACKGROUND – THE HOUSING DIVERSITY PIPELINE

The Housing Diversity Pipeline (HDP) is part of the State Government's commitment to improve the quality and accessibility of social housing in Western Australia. Several agencies including DPLH) are working collaboratively to identify and offer suitable surplus Government-land to the market for innovative housing developments that provide for social housing and deliver more housing choice for our communities.

Project delivery methods may include (but are not limited to) long-term ground leases, partnership models, and design and construct models for either build-to-rent or build-to-sell housing. All developments must deliver a minimum of 20 per cent of social housing dwellings across the development.

The broader landholding (herein referred to as the "Mount Lawley HDP site") of which the subject site forms a part was one of nine sites released to market through an Expression of Interest (EOI) process in August 2022. The EOI process has been completed and the shortlist of respondents to progress to the next phase of procurement has been approved and successful proponents have been informed.

The Mount Lawley HDP site received submissions that were shortlisted. The next stage will involve a request for detailed proposals where multiple suitable proponents have been shortlisted, or a direct negotiation process where only one proponent has been shortlisted. The Mount Lawley HDP site received submissions that were deemed to meet the State Government's social housing objectives and will proceed to this stage.

3.0 PROPOSED DEMOLITION

This Development Application proposes the full demolition of the existing residential dwelling and all associated infrastructure at the subject site to facilitate comprehensive re-development of the wider Mount Lawley HDP site.

For reasons that will be detailed in this submission, full demolition of the existing residential dwelling is proposed (i) for the purpose of improving housing choices and access to suitable and affordable homes – particularly for the most vulnerable, and (ii) to accommodate road widening required for the delivery of major road upgrades at the Guildford Road / East Parade intersection.

The form and scale of the development has not been determined at this stage and will be subject to detailed design development as part of the next stage of the procurement process.

4.0 ZONING AND RESERVATIONS

Metropolitan Region Scheme

The Metropolitan Region Scheme ('MRS') is the overriding statutory land use planning scheme for the Perth Metropolitan Region and provides the legal basis for the applicable development control and use of land at the regional level.

Under the provisions of the MRS, the subject site is zoned 'Urban' (Figure 1).

Road Widening Requirement

The subject site abuts Guildford Road, which is reserved for 'Primary Regional Roads' (PRR) under the MRS (Figure 1).

The subject lot was originally acquired by the State along with all other properties fronting Guildford Road between Stanley Street and Pakenham Street in 1997 to allow for upgrades to Guildford Road and East Parade. Between 2000 and 2001 minor upgrades were complete for the addition of a turning lane on Guildford Road.

element.

Land has previously been excised from the subject lot and set aside for road reserve abutting Guildford Road in preparation of future major capacity upgrades at the intersection of Guildford Road and East Parade. The current MRS reservation delineates additional land requirements for a number of lots along Guildford Road over and above the land which has previously been excised (Figure 1).



Figure 1 – Metropolitan Region Scheme

Main Roads WA (MRWA) has developed plans for the proposed ultimate upgrades at the Guildford Road / East Parade intersection and has issued an ultimate land take requirement plan for the required road widening which shows land requirements affecting the subject lot beyond the current extent of the PRR and beyond that of the land previously excised (Figure 2).

Refer Attachment Two – Endorsed Main Roads Land Take Requirements Plan

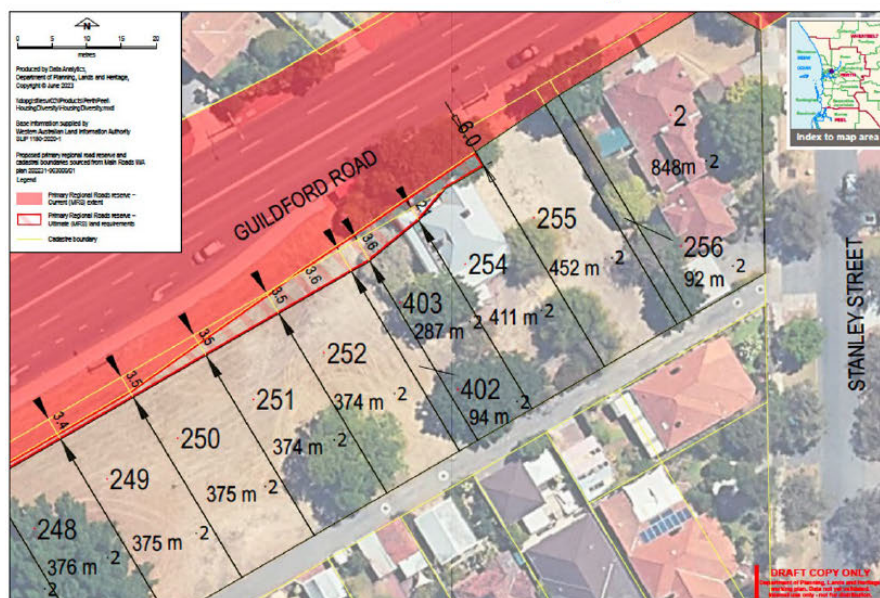


Figure 2 – Primary Regional Road – Ultimate Land Requirements

MRWA have advised that an MRS amendment to reserve the land as PRR will not be progressed prior to delivery of the road upgrades as there is no immediate need to protect the required land via a statutory mechanism due to the fact that the State is currently the sole landowner for all affected land. It is standard practice that the final MRS reservation will be gazetted through an omnibus amendment following construction of the road upgrades.

To ensure the land is protected, DPLH have agreed with MRWA for the required road widening to be excised and set aside through a plan of subdivision which is currently being prepared for lodgement with WAPC. A deposited Plan has been prepared for the subdivision showing the amalgamation of 34 lots abutting Guildford Road and East Parade between Stanley Street and Gardiner Street to create 4 balance lots for future redevelopment and set aside land for road widening. The extent of land proposed to be set aside for road widening is consistent with the current land take requirements plan issued by MRWA.

Refer Attachment Three – Draft Deposited Plan

Road Widening Impact

The planned road widening affecting the subject lot will necessitate modification of the existing dwelling to eliminate any encroachment into the future road reserve. The primary frontage of the dwelling including the front room, steps, verandah and associated footings will be an encroachment in the road reserve and require partial demolition and substantial modification.

The extent of these required modifications will have a material impact on the fabric of the existing dwelling such that it is considered the original character of the dwelling will be detrimentally impacted and cannot practically be retained. Figure 4 shows an overlay of the endorsed road widening requirements in relation to the surveyed location of the dwelling, highlighting the affected areas.

Refer Attachment Four – Road Widening Requirements Overlay



Figure 3 – MRWA Road Widening Overlay



City of Vincent Local Planning Scheme No. 2

The City of Vincent Local Planning Scheme No. 2 ('LPS 2') sets out the provisions for development control and land use within the City. Pursuant to the provisions of LPS 2, the subject site 'Residential' and has an applicable density coding of 'R100' as contemplated under the Residential Design Codes of WA (the 'R-Codes').

The objectives of the Residential zone as contemplated under LPS 2 are detailed below:

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

Lots 254 and 403 form part of an overall WAPC landholding comprising 34 lots (Mount Lawley HDP site), forming an area of approximately 13,638m² located alongside East Parade and Guildford Road, as detailed in the Figure 4 below.

The proposed demolition will facilitate the future development of the landholding, contributing significantly to housing choice and affordability in a key location in proximity to public transport and amenities.

Development of the land holdings which are predominately vacant will enhance amenity in the locality by activating an underutilised area and improve safety through removal of the existing dwelling at the subject site which is currently derelict.

element.



Figure 4 – Landholding for Future Development

5.0 HERITAGE CONSIDERATIONS

City of Vincent Municipal Heritage Inventory

The City's Municipal Heritage Inventory ('MHI') lists the existing dwelling at the subject site as a 'Moderate Level of Significance' which is described as:

Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the place.

Management Category B – Conservation Recommended

Consider for inclusion on the MHI (Heritage List) if owner/applicant consents to inclusion.

The City of Vincent prepared the following statement in 2006 with regard to the dwelling:

The house at 40 Guildford Road is a substantial and good example of the Federation Arts and Crafts style, which demonstrates the aspirations of the original developers for this neighbourhood before the growth of traffic on Guildford Road impacted so heavily on amenity.

The dwelling is in a state of disrepair and currently boarded up. Graffiti is evident internally and externally.



City of Vincent Heritage Management Local Planning Policies

Local Planning Policy 7.6.1: Heritage Management – Development Guidelines

The City's 'Local Planning Policy 7.6.1: Heritage Management – Development Guidelines for Heritage and Adjacent Properties' ('LPP 7.6.1') seeks to assist owners in undertaking alterations and additions to places listed on the City's MHI.

LPP 7.6.1 notes that planning approval from the City is required where demolition of a heritage place is proposed. Consistent with the requirements of the policy, this application seeks approval from the City for demolition of the existing dwelling at the subject site to facilitate the future development of social housing.

Local Planning Policy 7.6.4: Heritage Management – Interpretive Signage

As contemplated under the City's 'LPP 7.6.4 – Heritage Management – Interpretive Signage' ('LPP 7.6.4'), we understand that the City may require Interpretive Signage to recognise the history of the place as a condition of the approval. However, given a photographic archival record of the dwelling has been undertaken, this is considered adequate in terms of capturing the historical record of the site. No interpretation signage is considered necessary as part of the demolition and future redevelopment of the site.

Local Planning Policy 7.6.5: Heritage Management – Amendments to the Municipal Heritage Inventory

The City's 'LPP 7.6.5: Heritage Management – Amendments to the Municipal Heritage Inventory' ('LPP 7.6.5') outlines that the City may consider amendments to the MHI through the Demolition Planning Application process. LPP 7.6.5 outlines where a building is requested to be removed from the MHI, at least one (1) of the following conditions must be met, as detailed in the table below.

Table 2 – Conditions for Removal of a Building from the Municipal Heritage Inventory

Policy Condition	Comment
Cultural Heritage Significance <i>The cultural heritage significance of the place in the existing heritage assessment was erroneous.</i>	<p>The cultural heritage significance of the place was not erroneous in 2007 when last assessed.</p> <p>It was noted at that time that the integrity of the historic setting had been compromised. Since then, the increased traffic on Guildford Road has led to an acceleration in the changes to the streetscape and its original neighbourhood context.</p> <p>In 2007, the place was occupied and demonstrated its original use and much of its original detail. In 2023, the place is no longer habitable and original fabric has been stripped from the place and the remaining fabric is in poor condition.</p> <p>To make the place viable for use would require removal of the structures across the rear of the property and replacement of much of the remaining fabric in the front rooms of the place. These changes would have an impact on the cultural heritage significance.</p>
Condition <i>A structural condition report conducted by a registered structural engineer states that the structural integrity of the place has failed to the point where it cannot be rectified without the removal of a majority of its significant fabric. Note: The poor state of a place should not in itself be a reason for removal from MHI.</i>	<p>A structural engineer's report has not been prepared. The application does not seek to demolish the building based on its current structural condition.</p> <p>The subject lot was originally acquired by the State for the purpose of delivering major road upgrades along Guildford Road and East Parade. Other properties acquired for the same purpose have previously been demolished in preparation for the future upgrades. The subject dwelling has been retained as far as practicable in the interim to allow for the final land requirements to be determined in order to understand the impact to the dwelling and the potential for retention.</p>



<p>Social or Historic Significance only</p> <p><i>Where the heritage value is historic and/or social only the owner/applicant can demonstrate that it cannot practically be retained in its entirety or in part because:</i></p> <p><i>a) The location of the building on the site; or</i></p> <p><i>b) The limited Vehicular Access to the site and non-compliance with Australian Standards; or</i></p> <p><i>c) The inability to comply with the National Construction Codes Series e.g. ramps, corridor widths etc.; or</i></p> <p><i>d) The inability of the existing building structure or materials to be incorporated into the new development; or</i></p> <p><i>e) The inability of the existing building to support additional height and bulk to the intention of the locality as prescribed in the relevant planning policy.</i></p>	<p>The primary planning justification for proposing the removal of the dwelling from the MHI and supporting its demolition fall within sub-clauses (a) and (d).</p> <p><u>(a) The location of the building on the site</u></p> <p>Main Roads have progressed development of plans for major road upgrades at the Guildford Road / East Parade intersection and now have an endorsed land requirement plan which confirms the extent of additional road widening necessary to facilitate the upgrades. The plan confirms that the road widening will materially impact on the fabric of the dwelling. As outlined in Figures 2 and 3 and Attachments 2 and 4, the existing dwelling is incompatible with the future MRS PRR reservation as it will encroach into the road reserve.</p> <p>The existing dwelling will require partial demolition and significant modification affecting the primary frontage including the front room, steps, verandah and associated footings to in order to eliminate encroachment into the future road reserve and attempt to retain remaining portions of the dwelling. The brick and metal roof dwelling cannot be relocated to account for the road widening.</p> <p>Hocking Heritage + Architecture considered that the identified historic value of the dwellings role in demonstrating the creation of a neighbourhood clustered around Guildford Road is no longer evident because of existing changes to the original streetscape character. The ultimate changes to the street layout and the proximity of the dwelling to the street edge will fundamentally alter the context and relationship of the dwelling to the streetscape, further diminishing its authenticity, original character and historic value.</p> <p>Hocking Heritage + Architecture conclude that due to the extent of required modifications, the historical fabric and character of the dwelling will be impacted to a point where it is not considered that the dwelling could be sustained and retain its heritage values.</p> <p>The planned road widening and major upgrades of the East Parade / Guildford Road intersection is an important piece of transport infrastructure as identified in the Perth and Peel@3.5million Central Sub-Regional Framework. Subsequently, the existing dwelling will need to be demolished and removed.</p> <p><u>(d) The inability of the existing building structure or materials to be incorporated into the new development.</u></p> <p>The existing dwelling cannot be incorporated into the proposed Mount Lawley HDP development mainly due to its location and incompatibility with the existing and proposed MRS PRR reservation. The location of the dwelling in proximity to the existing MRS PRR reservation is non-compliant with the R100 primary street setback requirement of 2.0m. The proposed MRS PRR reservation falls within front portions of the dwelling itself.</p> <p>The removal of the dwelling will allow for a comprehensive redevelopment of the wider development site for the delivery of new housing supply through an active State Government initiative in line with priority State Government policy objectives.</p> <p>There may be opportunity as part of the demolition of the dwelling to recycle materials for use in future developments.</p>
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As demonstrated above, the existing dwelling cannot practically be sustained and retain its heritage values. We respectfully request that Council approve the proposed demolition and remove the property from the City's MHI.

Heritage Impact Statement

A Heritage Impact Statement ('HIS') and archival photographic record have been prepared by Hocking Heritage + Architecture (Hocking) in support of the proposed demolition of the dwelling.

Refer Attachment Five – Heritage Impact Statement.



The HIS notes that the decline in the condition of the building has meant a significant loss of aesthetic values. The evolution of Guildford Road to a busy main road has meant that any connection with the former community has long been absent. The HIS also assesses the impact that the additional road widening will have on the dwelling and concludes that:

'the demolition of the portion of the building will result in the loss of authenticity and integrity of the building. The remainder of the building could not be sustained and retain its heritage values.'

In summary, the incremental change to the function of Guildford Road and the associated streetscape including the properties adjoining the subject lot over time has resulted in a diminishing of the significance and character of the original streetscape and dwelling. The modifications that will be required as a result of additional road upgrades planned for Guildford Road will result in the authenticity of the character, style and physical fabric of the dwelling being reduced to a point where it no longer holds a practical value of retention.

As recommended in the HIS, Hocking have prepared a detailed archival photographic record which captures the remaining aesthetic heritage values evident at the place.

Refer Attachment Six – Archival Photographic Record

6.0 DEMOLITION METHODOLOGY

The demolition works will be completed in one stage and will include removal of all buildings and associated infrastructure.

At this juncture, a demolition contractor has not been appointed for the proposed works. Demolition methodology will be determined by the contractor, however, it is expected that the methodology will include:

- Service disconnections and rodent baiting;
- Site establishment and securing of the subject site;
- Removal of any hazardous materials (as required);
- Removal of ancillary structures, fittings, salvageable materials, deleterious materials etc;
- Vegetation removal and protection of trees to be retained;
- Further breakdown of demolished material or deconstructed structures; and
- Transport of demolished or deconstructed materials from the site.

Working hours for demolition are to be confirmed, but it is expected that works will be undertaken between the hours of 7am to 7pm Monday to Saturday (excluding public holidays), in accordance with the standard construction hours under the *Environmental Protection (Noise) Regulations 1997*. Any work outside these hours will require approval of an Out of Hours Noise Management Plan by the City.

It is expected that most vehicular movements associated with the demolition works will be via the laneway (removal of the rear fencing) and Stanley Street given Guildford Road is a busy regional road.

A more detailed Demolition Management Plan will be prepared by the appointed demolition contractor and will be submitted with the Demolition Permit application lodged with the City. This will include further details in relation to:

- Demolition methodology;
- Vegetation retention and protection;
- Noise and vibration management;
- Traffic management;
- Dust management;
- Safety and security; and
- Dilapidation surveys and reports.



As this Demolition Management Plan cannot be prepared until the demolition methodology is confirmed by the appointed contractor, it is considered that this matter can be appropriately dealt with via a condition of planning approval requiring the submission of the Demolition Management Plan for endorsement by the City, prior to lodgement of a Demolition Permit application.

7.0 SUMMARY

This application seeks approval for complete demolition of the existing residential building and associated infrastructure at the subject site.

The demolition is proposed to facilitate widening of Guildford Road reserve to accommodate future planned major upgrades of the Guildford Road/ East Parade intersection and will also allow for the ultimate redevelopment of the site in line with priority State Government housing policy catered towards access and housing diversity.

The progression of these demolition works is an urgent priority, and therefore we respectfully request the City's assistance in progressing this application for development approval as quickly as possible, noting that:

- The demolition works are necessary to enable the widening of the Guildford Road Primary Regional Road reserve to accommodate planned major upgrades of the Guildford Road / East Parade intersection;
- Demolition of the existing dwelling is necessary to enable comprehensive redevelopment of a broader government landholding (HDP Mount Lawley site) for the purpose of improving housing choices and access;; and
- The existing dwelling at the subject site is vacant, boarded up and presents a safety hazard to the public.

[REDACTED]



Plan Information

Tenure Type

Freehold

Plan Type

Deposited Plan

Plan Purpose

Subdivision

Plan Heading

Lots 501-504 & 801-805

Locality & Local Government

Locality

Mount Lawley

Local Government

City of Vincent

Department of Planning, Lands and Heritage

File Number

Examination

Examined

Date

Planning Approval

Planning Authority

XXXXX

Reference

Delegated under S. 16 P&D Act 2005

Date

In Order For Dealings

Subject To

For Inspector of Plans and Surveys

Date

Plan Approved

Inspector of Plans and Surveys / Authorised Land Officer

Date

Former Tenure Interests and Notifications

Subject	Purpose	Statutory Reference	Origin	Land Burdened	Benefit To	Comments
⑥	EASEMENT (SEWERAGE)	SEC 27A OF THE T.P & D ACT REGULATION 6	D 75898	LOT 503	WATER CORPORATION	SEE NOTE

UNLOGGED VERSION SUBJECT TO
LANDGATE AUDIT & WAPC APPROVAL
This plan is
-Current as at REVISION A
-Subject to change without notice
-Not intended for design use, a LANDGATE CERTIFIED
CORRECT copy should be obtained for such purposes.

DRAFT ONLY

Survey Details

Field Records

Declared as Special Survey Area

NO

Survey Certificate - Regulation 54

I, NICHOLAS KAITSE
hereby certify that this plan is accurate and is correct representation of the -
(a) survey; and
(b) calculations from measurements recorded in the field records,
undertaken for the purposes of this plan and that it complies with the relevant
written law(s) in relation to which it is lodged.

Licensed Surveyor

Date

Survey and Plan Notation

NOTE Z: THE DIMENSIONS AND POSITIONS OF THIS EASEMENT ARE BASED ON
ACCURATE SURVEYED ALIGNMENTS.

Survey Organisation

Name

Land Surveys

Address

P.O BOX 746, Belmont 6984

Phone

94774477

Fax

94774499

Email

projects@landsurveys.net.au

Reference


2300903

Amendments


Version	Lodgement Type	Amendment Description	Authorised By	Date
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Former Tenure


New Lot / Land	Parent Plan Number	Parent Lot Number	Title Reference	Subject Land Description
501	P 2001 P 2001 P 2001 P 2001 P 2001 P 2001 DP 31182 DP 31182 P 2001 P 2001 P 2001 P 2001 DP 426938	Pt 247 Pt 248 Pt 249 Pt 250 Pt 251 Pt 252 Pt 402 Pt 403 Pt 254 Pt 255 Pt 256 Pt 552	2208 / 552 2208 / 543 2209 / 504 2208 / 544 2209 / 508 2209 / 506 2209 / 506 2209 / 507 2209 / 507 1701 / 915 2009 / 635	
502	P 2001 P 2001 P 2001 P 2001 P 2001 P 2001 P 2001 DP 31179 DP 31179 P 2001 P 2001 P 2001 P 2001 P 2001	Pt 234 Pt 235 Pt 236 Pt 237 Pt 238 Pt 239 Pt 240 Pt 241 Pt 400 Pt 401 Pt 243 Pt 244 Pt 245 Pt 246	1464 / 800 1286 / 319 1187 / 471 2208 / 548 2208 / 546 2208 / 549 2208 / 550 2208 / 551 2208 / 540 2208 / 541 2208 / 542 2209 / 505 2208 / 545 2208 / 547	
503	DP 426937 DP 426937 P 2001 P 2001 P 2001	Pt 550 Pt 551 Pt 207 Pt 208 Pt 209	2178 / 84 1265 / 648 1265 / 649	
504	P 2001 P 2001 P 2001	Pt 202 Pt 203 Pt 204	1868 / 517 1418 / 87 1887 / 420	
801	P 2001 P 2001 DP 426938	Pt 255 Pt 256 Pt 552	1701 / 915 2009 / 635	
802	P 2001 P 2001 P 2001 P 2001 P 2001 P 2001 P 2001 DP 31182 DP 31182 P 2001	Pt 247 Pt 248 Pt 249 Pt 250 Pt 251 Pt 252 Pt 402 Pt 403 Pt 254	2208 / 552 2208 / 543 2209 / 504 2208 / 544 2209 / 508 2209 / 506 2209 / 506 2209 / 507 2209 / 507 2209 / 507	
803	P 2001 P 2001 P 2001 P 2001 P 2001 P 2001 P 2001 P 2001 DP 31179 DP 31179 P 2001 P 2001 P 2001 P 2001 P 2001	Pt 234 Pt 235 Pt 236 Pt 237 Pt 238 Pt 239 Pt 240 Pt 241 Pt 400 Pt 401 Pt 243 Pt 244 Pt 245 Pt 246	1464 / 800 1286 / 319 1187 / 471 2208 / 548 2208 / 546 2208 / 549 2208 / 550 2208 / 551 2208 / 540 2208 / 541 2208 / 542 2209 / 505 2208 / 545 2208 / 547	
804	DP 426937 DP 426937 P 2001 P 2001	Pt 550 Pt 551 Pt 207 Pt 208 Pt 209	2178 / 84 1265 / 648 1265 / 649	
805	P 2001 P 2001 P 2001	Pt 202 Pt 203 Pt 204	1868 / 517 1418 / 87 1887 / 420	



GOVERNMENT OF
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Landgate



Land Surveys

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JOB No: 2300903

SHEET
1

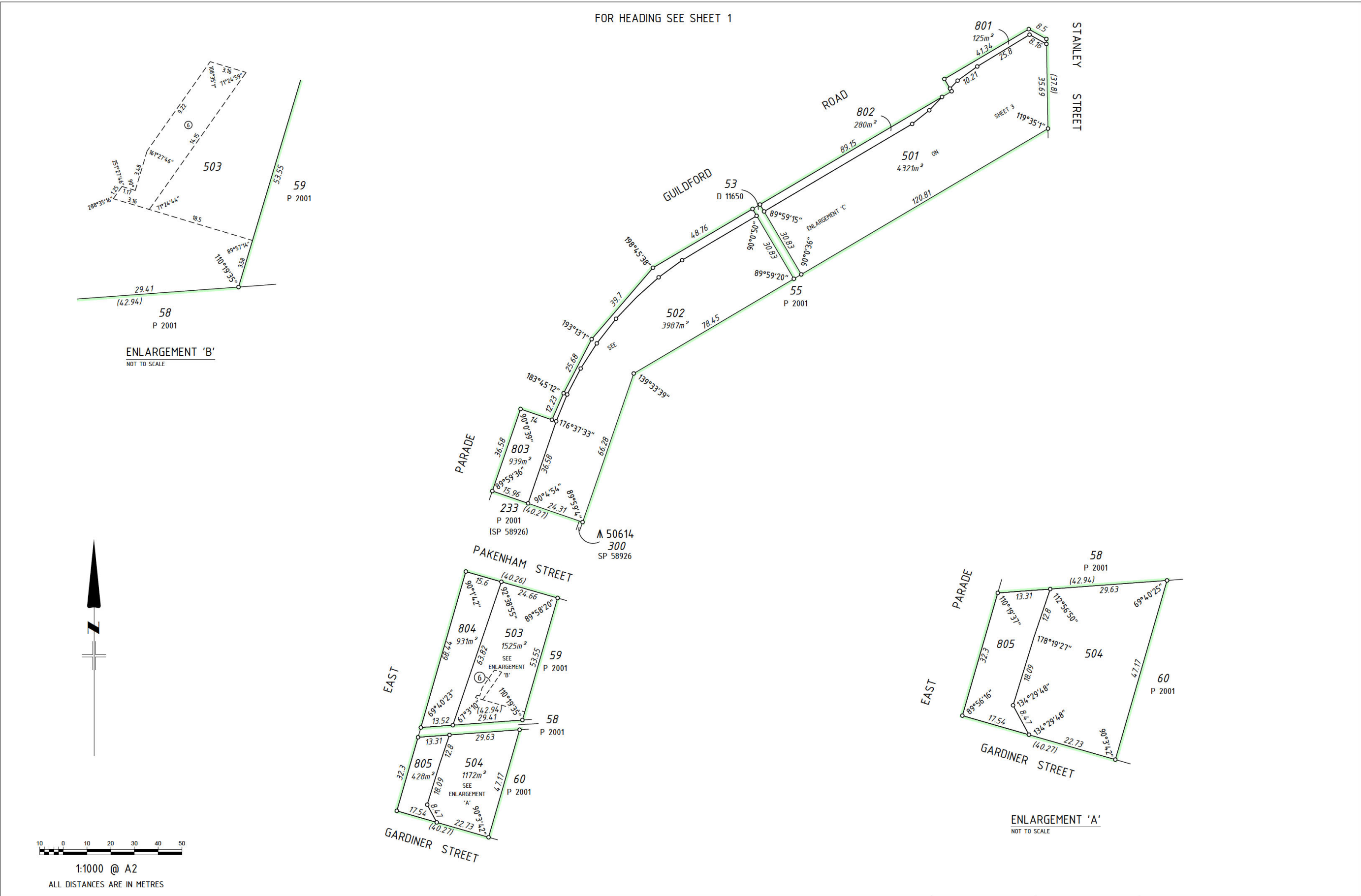
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1

DEPOSITED PLAN
426939

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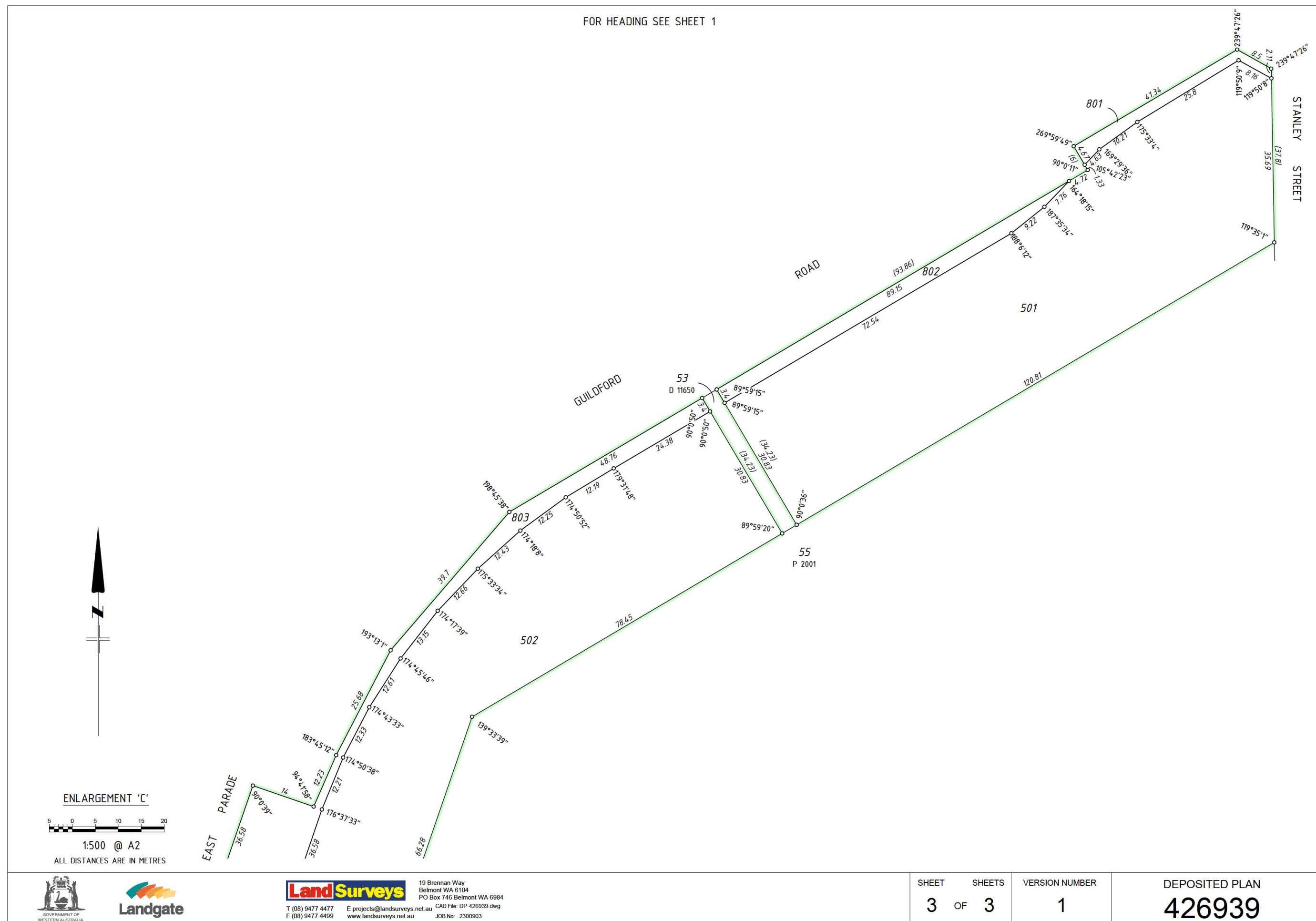
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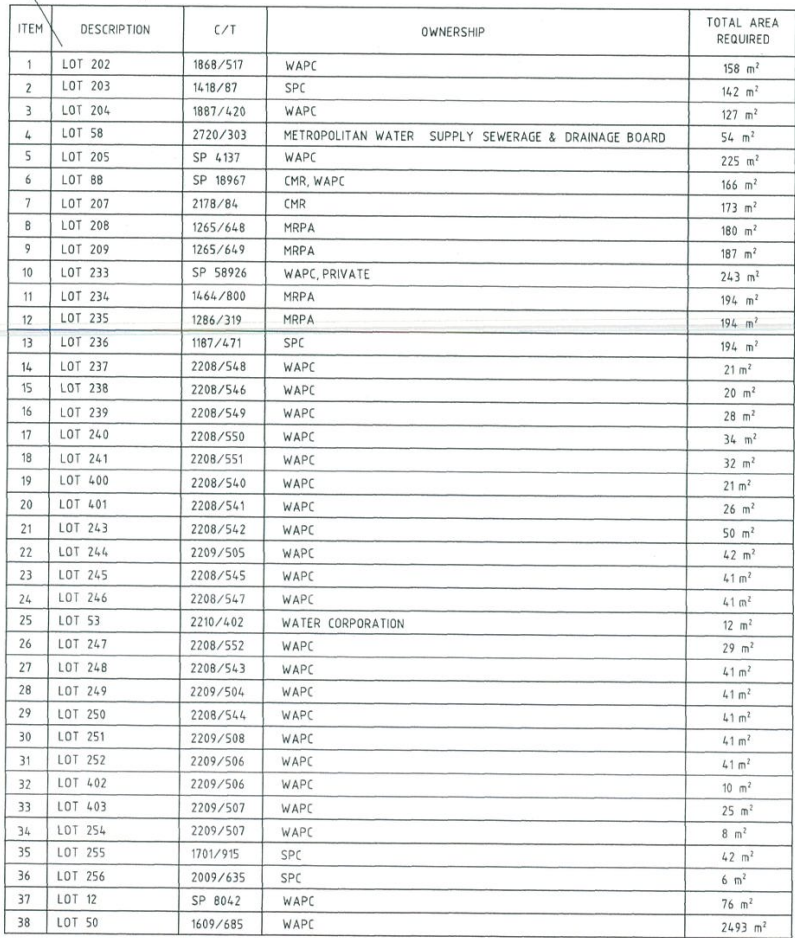


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SHEET	SHEETS	VERSION NUMBER
2	OF 3	1

DEPOSITED PLAN
426939



[illegible]



Department of Planning,
Lands and Heritage



P3138, LOT 254 (40) GUILDFORD RD, MOUNT LAWLEY
Heritage Impact Statement



HOCKING HERITAGE + ARCHITECTURE

August 2023

40 Guildford Road, Mount Lawley
Heritage Impact Statement

August 2023

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HHA Job No. 2023-08

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40 Guildford Road, Mount Lawley
Heritage Impact Statement

August 2023

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1. Introduction

This Heritage Impact Statement has been prepared at the request of the Department of Planning Lands and Heritage. Demolition of the building is proposed to enable future development of this site and adjacent properties on Guildford Road and East Parade, Mount Lawley for social housing.

Alongside the proposed development of the large parcel of land owned by the DPLH, Main Roads WA have assessed that Guildford Road needs to be widened along the southern side of Guildford Road to accommodate increased volume of vehicle traffic. The volume of traffic is also predicted to increase with any proposed development of the land held by DPLH. The widening will require resumption of portion of all lots on the south side of Guildford Road between Stanley Street and Pakenham Street.

The proposed resumption for road widening will require portion of the subject property at 40 Guildford Road to be removed.

40 Guildford Road was considered by the Department of Planning Lands and Heritage for inclusion in the State Register of Heritage Places in 2002 and was found to be below threshold for inclusion.

This heritage impact statement seeks to assess the impact on the cultural heritage significance of the place and some consideration of the wider impact on the streetscape. The report has been prepared following the guidelines established by the Heritage Council in their publication *Heritage Impact Statement – A Guide*.

2. Site Analysis

2.1 Location

The property is located on the southeast side of Guildford Road in the block bound by Stanley Street and East Parade.

The property is located across two lots; lot 254 (40) on Plan 2001 and lot 403 on Deposited Plan 31182 as designated on Certificate of Title Volume 2209 Folio 50.

On either side of the lot are vacant lots where former residences of a similar age were located.



40 Guildford Road, Mount Lawley
Heritage Impact Statement

August 2023

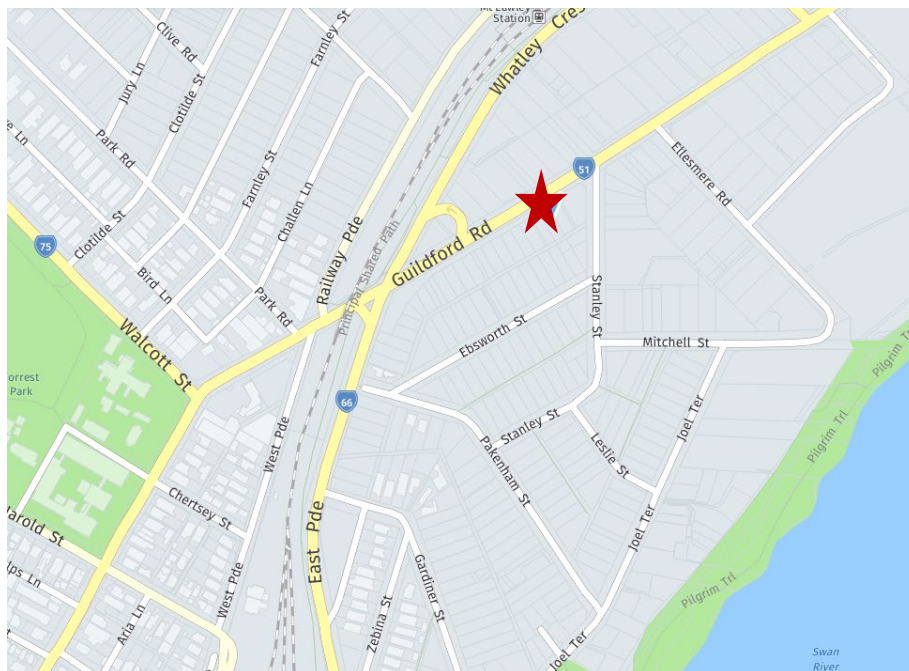


Figure 1: Location Map
Courtesy Google Maps, accessed 21 October 2022



Figure 2: Lots 254 and 403 (40) Guildford Road Mount Lawley.
COURTESY CITY OF VINCENT INTRAMAPS



40 Guildford Road, Mount Lawley
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2.2 Heritage Listing

The place has been identified by the City of Vincent as a Moderate Level of Significance which is described as:

Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the place.

Management Category B - Conservation Recommended

Consider for inclusion on the MHI (Heritage List) if owner/applicant consents to inclusion.

Type	Status	Date	Category
Local Heritage Survey		12 Sept 2006	Category B
Heritage List	Adopted	12 Sept 2006	
Heritage Agreement	None		
State Register	Below Threshold	30 Nov 2001	-----
Register of National Estate	-----	-----	-----
Classified by the National Trust	-----	-----	-----

2.3 Statement of Significance

The City of Vincent prepared the following statement in 2006.

The house at 40 Guildford Road is a substantial and good example of the Federation Arts and Crafts style, which demonstrates the aspirations of the original developers for this neighbourhood before the growth of traffic on Guildford Road impacted so heavily on amenity.

3. Subject Property

3.1 Physical Description

This substantial single storey brick and corrugated zincalume residence demonstrates the Federation Queen Anne style. It is an asymmetric floor plan with a verandah wrapping the front and portion of the western side of the building.

It features an elaborate gable infill on the projecting bay and a bullnose verandah roof supported on turned posts. The verandah is brick paving on sand infill that is contained by limestone foundations. The original timber verandah has been removed although the steps to the main entry do remain.

Internally the place retains its original floor plan with some additions across the rear. In general, there is little evidence of any original finishes as the place has been stripped of all architectural details, such as architraves, skirtings and the majority of the floorboards. Windows are all broken and some window frames have been completely removed. On the eastern elevation there is evidence of failed brickwork.

The place is in very poor condition and graffiti is evident internally and externally.

The garden shows no evidence of any formal planting and although some trees are large specimens there are not species of any particular rarity or merit.



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Heritage Impact Statement

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3.2 Streetscape



Figure 3: View southwest on Guildford Road and vacant lot adjacent.

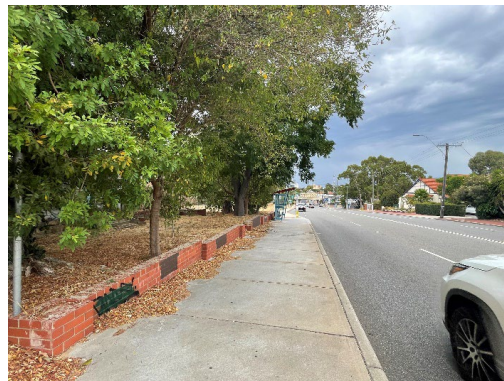


Figure 4: View southwest on Guildford Road towards the Mount Lawley subway.



Figure 5: View northeast on Guildford Road towards subject property.



Figure 6: View of the western elevation across the adjacent vacant lots.



Figure 7: View showing relationship to Guildford Road.



Figure 8: View showing relationship to Guildford Road.



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3.3 Elevations and Landscape

The majority of the exterior of the original residence still demonstrates the brick construction with concrete bands and some remnants of tuckpointing. Large areas of the external walls have graffiti and the surrounding grounds are in poor condition with some mature trees.



Figure 9: Front Elevation



Figure 10: Front Elevation



Figure 11: Front Elevation



Figure 12: Front Elevation



Figure 13: Rear Elevation.



Figure 14: Rear Elevation.



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Heritage Impact Statement

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Figure 15: West Elevation.



Figure 16: East Elevation.

3.4 Internal Photographs

The interior of the property was poorly lit and difficult to navigate because of the removed floorboards and accumulation of debris. The following photographs demonstrate that the majority of detail has been removed. Apart from some original floorboards there are no architraves, skirtings or doors. There is also asbestos sheeting in the rear of the building.



Figure 17: Front Door.



Figure 18: Hallway.



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Figure 19: Bedroom



Figure 20: Bedroom.



Figure 21: Bedroom



Figure 22: Bedroom 1.



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Figure 23: Bedroom 2.

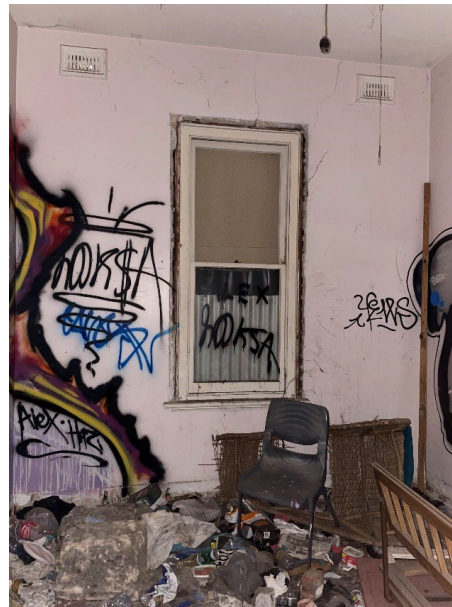


Figure 24: Bedroom 3.



Figure 25: Lounge Room.



Figure 26: Lounge Room.



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Heritage Impact Statement

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Figure 27: Lounge Room



Figure 28: Lounge Room



Figure 29: Dining Room (former kitchen)

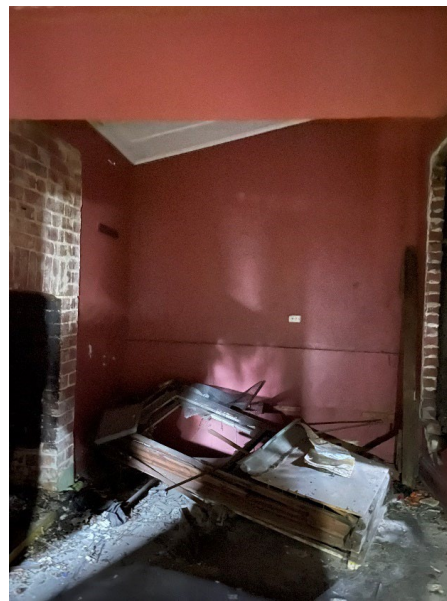


Figure 30: Dining Room (former kitchen)



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Figure 31: Kitchen.



Figure 32: Kitchen ceiling.



Figure 33: Kitchen alcove.



Figure 34: Kitchen.



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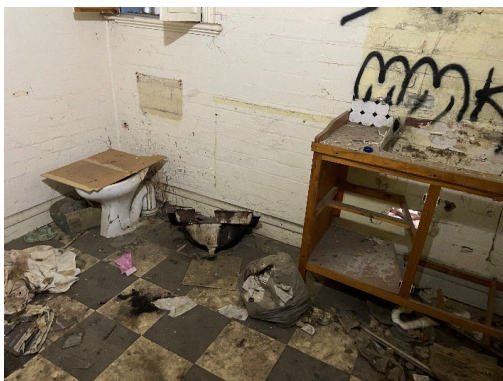


Figure 35: Bathroom.

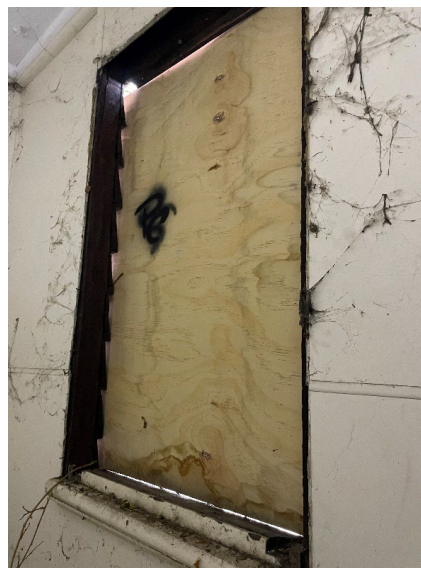


Figure 36: Bathroom window.

3.5 History

This place was built c1904 as a private residence. It was used for that purpose until its declining condition made it uneconomic to repair. The place was closed and has been accessed by vagrants for some years and been stripped of any original detail.¹

The adjacent residences on Guildford Road have been demolished in the early 2000s leaving the place isolated within cleared lots to the north and south.

4. Proposed Development

The Department of Planning Lands and Heritage are proposing to develop this site and adjoining lots for future social housing. The form and scale of the development has not been finalised at this stage. Nevertheless, it is a requirement of the new development that the site is cleared to enable optimum occupancy of the site.

Alongside the proposed development of the large parcel of land owned by the DPLH, Main Roads WA have assessed that Guildford Road needs to be widened along the southern side of Guildford Road to accommodate the current increased volume of vehicle traffic. The volume of traffic is also predicted to increase with any proposed development of the land held by DPLH. The widening will require resumption of portion of all lots on the south side of Guildford Road between Stanley Street and Pakenham Street.

Specifically, the proposed resumption for road widening will require portion of the subject property at 40 Guildford Road to be removed.

Therefore the subject property is required to be removed for future development of the site and because it will hamper the road widening which is required for the ongoing safety and amenity of the community.

¹ Refer to the Archival Record for 40 Guildford Road, Mount Lawley, May 2023.



40 Guildford Road, Mount Lawley
Heritage Impact Statement

August 2023

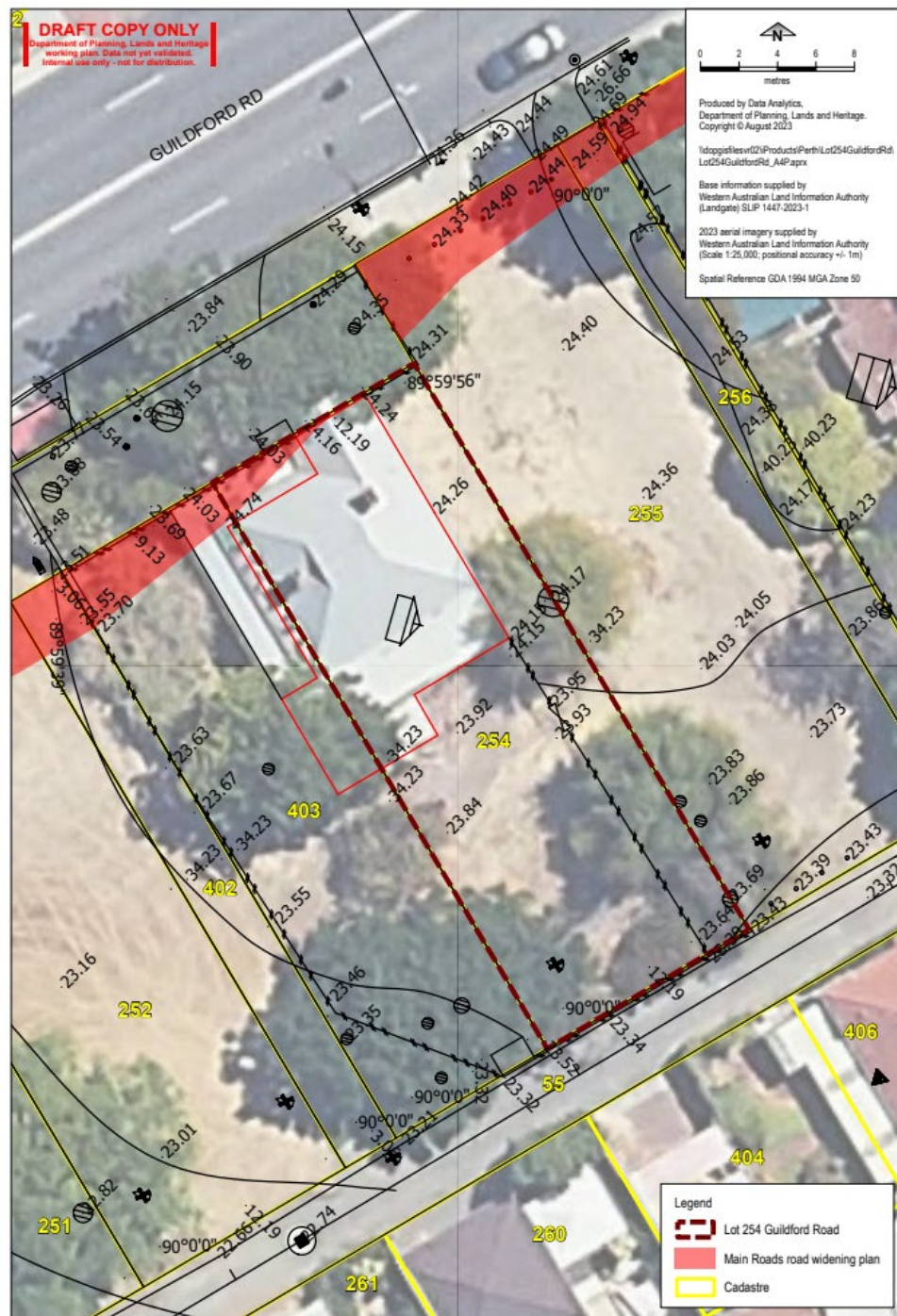


Figure 37: Road Widening Plan prepared by Main Roads.



40 Guildford Road, Mount Lawley
Heritage Impact Statement

August 2023

5. Assessment of Impact

The development application is seeking to remove the building from the City's Municipal Heritage Inventory (MHI) to enable demolition of the building.

Under Clause 2 of the City of Vincent's Heritage Policy 7.6.5, amendments can be made to the MHI to accompany applications for demolition.

The requirements under Figure 1 of that policy state that to delete a building from the MHI, the application would be to demonstrate **one** of the following

- *The cultural heritage significance of the place in the existing heritage assessment was erroneous.*
- *A structural condition report conducted by a registered structural engineers states that the structural integrity of the place has failed to the point where it cannot be rectified without the removal of a majority of its significant fabric. Note: The poor state of a place should not in itself be a reason for removal from MHI*
- *Where the heritage value is historic and/or social only the owner/applicant can demonstrate that it cannot practically be retained in its entirety or in part*

RATIONALE FOR REMOVAL FROM THE MHI	RATIONALE
<i>The cultural heritage significance of the place in the existing heritage assessment was erroneous.</i>	<p>The cultural heritage significance of the place was not erroneous in 2007 when last assessed.</p> <p>It was noted at that time that the integrity of the historic setting had been compromised. Since then, the increased traffic on Guildford Road has led to an acceleration in the changes to the streetscape and its original neighbourhood context.</p> <p>In 2007, the place was occupied and demonstrated its original use and much of its original detail. In 2023, the place is no longer habitable and original fabric has been stripped from the place and the remaining fabric is in poor condition.</p> <p>To make the place viable for use would require removal of the structures across the rear of the property and replacement of much of the remaining fabric in the front rooms of the place. These changes would have an impact on the cultural heritage significance.</p>
<i>A structural condition report conducted by a registered structural engineers states that the structural integrity of the place has failed to the point where it cannot be rectified without the removal of a majority of its significant fabric. Note: The poor state of a place should not in itself be a reason for removal from MHI</i>	A structural engineer's report has not been prepared.
<i>Where the heritage value is historic and/or social only the owner/applicant can demonstrate that it cannot practically be retained in its entirety or in part</i>	The heritage values of the place were determined to be in part the aesthetic value of its Federation Arts and Crafts style which is no



40 Guildford Road, Mount Lawley
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	<p>longer apparent because of the loss of original detail.</p> <p>The historic and social values of the place were identified in the remaining form and fabric of the place. This has now been significantly diminished through vandalism and the deterioration of the condition of the remaining fabric.</p> <p>The identified historic value of its role in demonstrating the creation of a neighbourhood clustered around Guildford Road is no longer evident.</p>
--	---

In addition to the above requirements of the Heritage Policy 7.6.5 an assessment of the impact of demolition on the heritage values of the place has been determined through the values designated in the 2006 Heritage Assessment for the Local Heritage Survey.

The house at 40 Guildford Road is a substantial and good example of the Federation Arts and Crafts style, which demonstrates the aspirations of the original developers for this neighbourhood before the growth of traffic on Guildford Road impacted so heavily on amenity.

The decline in the condition of the building has meant a significant loss of aesthetic values and the evolution of Guildford Road to a busy main road has meant that any connection with the former community has long been absent.

HERITAGE VALUE	ASSESSMENT OF IMPACT
<i>The house at 40 Guildford Road is a substantial and good example of the Federation Arts and Crafts style, which demonstrates the aspirations of the original developers for this neighbourhood before the growth of traffic on Guildford Road impacted so heavily on amenity</i>	<p><i>The demolition of the building will lead to a loss of the building fabric but its degraded state has meant its heritage values are already diminished from the 2006 statement.</i></p> <p><i>The association with the original development has long been absent because of the changing nature of the adjacent properties on Guildford Road.</i></p> <p><i>The future road widening of Guildford Road will have a further impact on the heritage value associated with the former streetscape and community which formerly lived adjacent.</i></p>

6. Conclusion

The demolition of the building at 40 Guildford Road, Mount Lawley is supported.

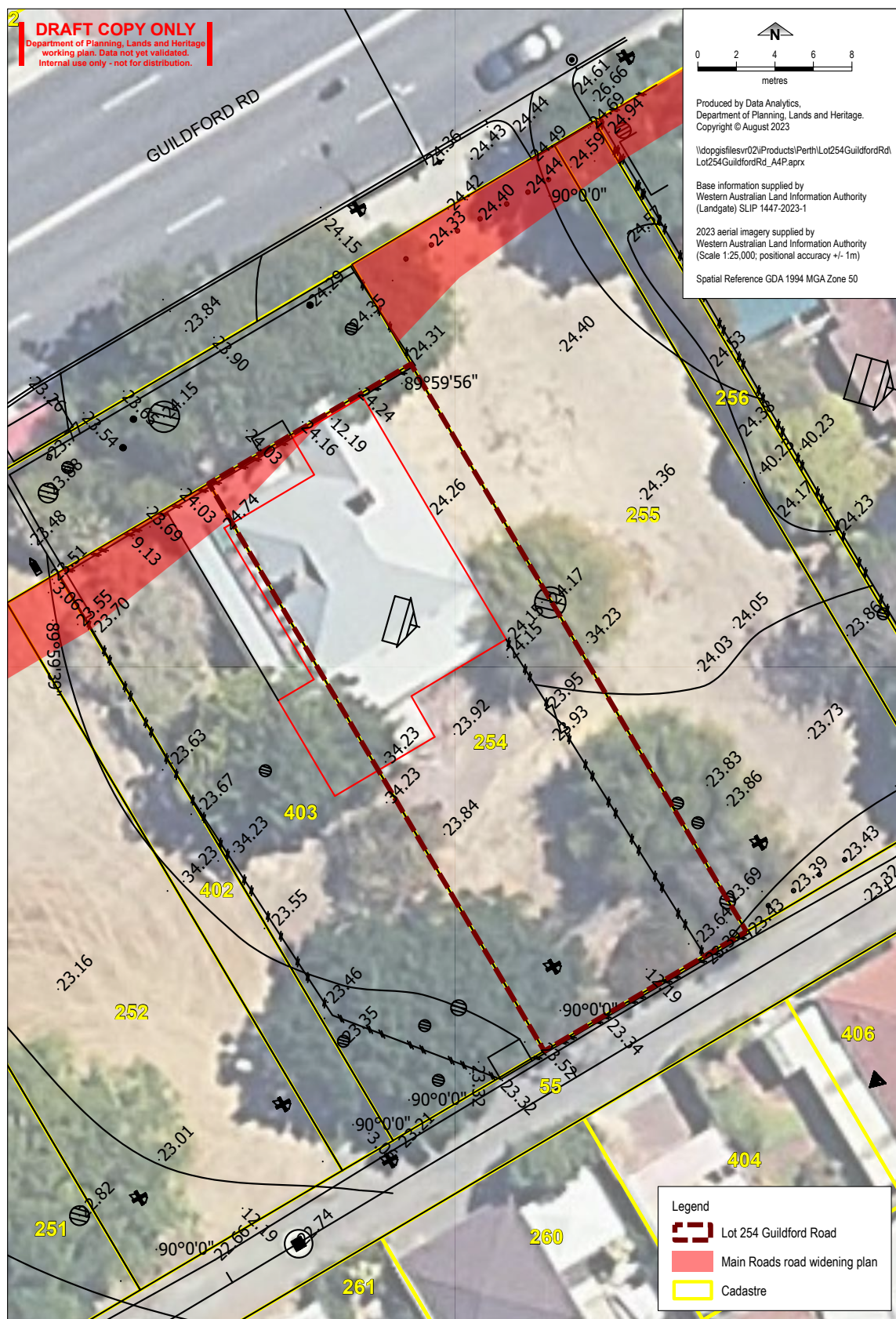
The road widening is essential for the safety and amenity of the wider community. Demolition of portion of the building will result in the loss of authenticity and integrity of the building. The remainder of the building could not be sustained and retain its heritage values.

The preparation of an archival photographic record will capture any remaining aesthetic heritage values evident at the place.



element.

ATTACHMENT FIVE – ROAD WIDENING REQUIREMENTS OVERLAY



Lot 254 Guildford Road, Mount Lawley

element.

ATTACHMENT SIX - ARCHIVAL PHOTOGRAPHIC RECORD



Department of Planning,
Lands and Heritage



P3138, LOT 254 (40) GUILDFORD RD, MOUNT LAWLEY
Photographic Archival Record



HOCKING HERITAGE + ARCHITECTURE

March 2023

Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

March 2023

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HHS Job No. 2023-08

Rev No	Author	Reviewer		Date
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Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

March 2023

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Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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1.0 Background

This photograph archival record has been prepared at the request of the Department of Planning Lands and Heritage. Demolition is proposed for the building to enable future development of this site and adjacent properties on Guildford Road and East Parade, Mount Lawley.

This place was considered by the Department of Planning Lands and Heritage for inclusion in the State Register of Heritage Places in 2002 and was found to be below threshold for inclusion.

The place has been identified by the City of Vincent as a Moderate Level of Significance which is described as:

Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the place.

Management Category B - Conservation Recommended

Consider for inclusion on the MHI (Heritage List) if owner/applicant consents to inclusion.

This Archival Record has been prepared to enable the development of the site whilst recognising the heritage values of the place.

2.0 Statement of Significance

The City of Vincent have prepared the following statement.

The house at 40 Guildford Road is a substantial and good example of the Federation Arts and Crafts style, which demonstrates the aspirations of the original developers for this neighbourhood before the growth of traffic on Guildford Road impacted so heavily on amenity.

3.0 Location

The property is located on the south east side of Guildford Road in the block bound by Stanley Street and East Parade.

The property is located across two lots; lot 254 (40) on Plan 2001 and lot 403 on Deposited Plan 31182 as designated on Certificate of Title Volume 2209 Folio 50.

On either side of the lot are vacant lots where former residences of a similar age were located.



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

March 2023

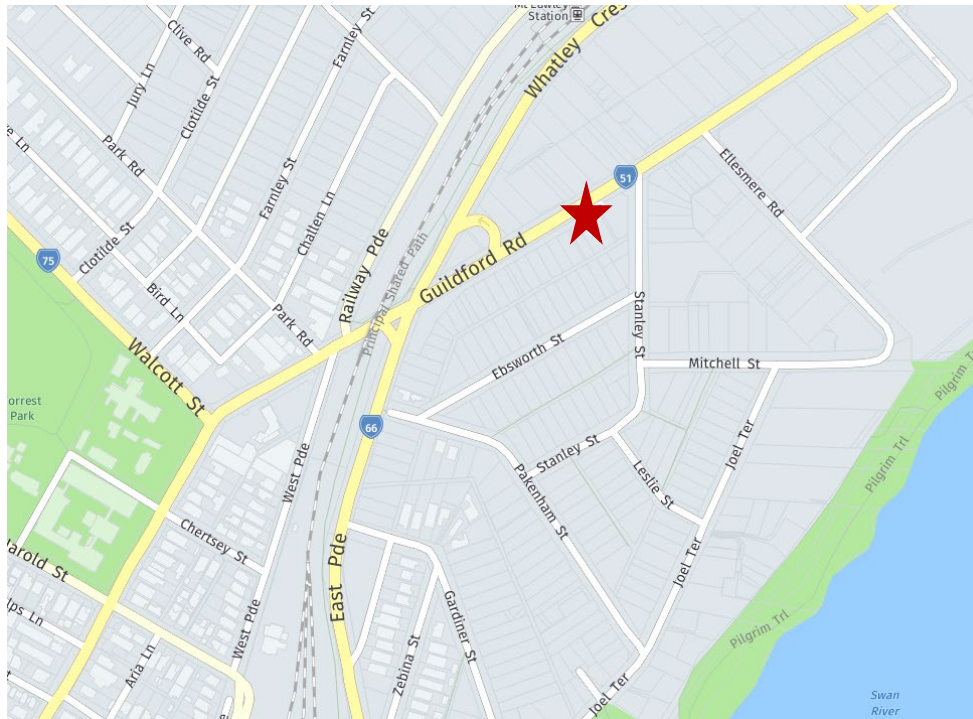


Figure 1: Location Plan

COURTESY NEARMAP



Figure 2: Lots 254 and 403 (40) Guildford Road Mount Lawley.

COURTESY CITY OF VINCENT INTRAMAPS



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

March 2023

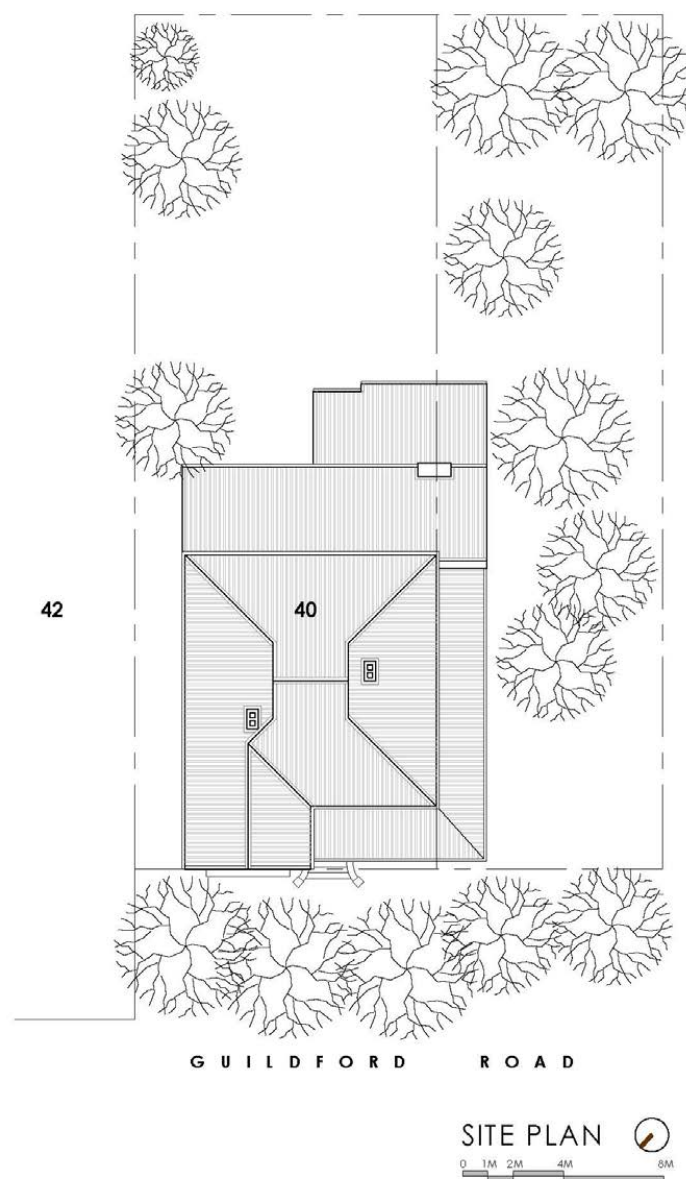


Figure 3: Site Plan



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

March 2023

4.0 Brief History

*This history has been expanded from the research prepared for the City of Vincent Local Heritage Survey. Acknowledgement is extended to the authors of that documentation.*¹

This section of Guildford Road is part of the East Norwood Estate which was developed in 1898, on part of Locations A4 and A5, on the eastern side of the Fremantle-Guildford Railway line, in the East Perth/Mt Lawley area. The subdivision was carried out by surveyors Crossland & Hardy on behalf of the Perth (WA) Estate Company Limited of 364 Hay Street.

The strong demand for new housing was a result of the population boom created by the gold discoveries in the State. One member of the Perth (WA) Estate Company was Zebina Lane, who was an engineer and mine owner at the Great Boulder mines, and one of a number of people who made money in gold mining and reinvested it in land developments during this period. The Company had previously developed the adjoining Westralia Estate on the west side of the railway line on Location A4. The estate was promoted as having 'splendid building lots', 'made roads' and 'river frontages'. In the latter case these were the larger blocks along Joel Terrace which were expected to attract the wealthier buyers. It is evident from the subdivision map that this was not one of the earliest blocks sold, the earliest being those used for 'spec' and rental housing along the railway line (East Parade), Bramall and Summers Street.

The estate's boundary nearest to the subject place was Stanley Street (two house blocks from No. 40), which later became the boundary between the Town of Vincent (formed 1995) and that portion of Mount Lawley which is in the City of Stirling. This section of Guildford Road was listed in the Wise's Post Office Directories initially as 'Guildford old road' and by 1905 it was known as 'Old Guildford Road' and listed in conjunction with Lord Street. Around 1908 it became known as 'Guildford Road, Norwood' and it remained so until the 1940's.

No 40 Guildford Road, was well positioned for access to Perth's train system via the nearby Mount Lawley Station. Then in 1924 a single tram track was laid from the tram terminus on the corner of Lord and Lincoln Streets through the Mount Lawley Subway to Maylands. In 1939 this line was duplicated, and the Subway widened to accommodate the second track. This further improved access to the city.

In 1925 the resident was Herbert Illingworth. At that time the area around the Mount Lawley Subway (just a street block away) was a thriving village. The shops and businesses also listed in the Directories were No. 1 Guildford Road Methodist Church, No. 3 plumber, No. 5 Laundry, Nos. 8 - 10 butcher, No. 12 fancy goods and draper, No. 14 confectioner and grocer, No. 15 newsagent, stationer, tobacconist and State Savings Bank agency, No. 18 tobacco and fancy goods and No. 19 butcher. In 1.

The subdivision plan for this property was approved in 1898 and lots were purchased from the developer British Westralia Syndicate Limited.² Lots 253 and 254 were purchased in 1902 by Alice Victoria McColl.³

Alice Victoria McColl (c1863-1914) was the wife of railway employee, Stawell Austral McColl (c1861-1916). From the available evidence in the Post Office Directories and Electoral Rolls the place was built in 1904 as A. McColl is recorded living in Guildford Road in 1905. The builder or architect of the residence has not been determined. It is likely that a local builder, such as John Berne Hawkins who lived in Guildford Road, constructed the home in accordance with readily available plans from pattern books that were in common usage at the time. The plan form and remaining detail of the building indicate that the home was of some quality and not a cottage for occupants of limited

¹ Place 3818 House, City of Vincent InHerit database entry. Adopted 2006.

² Certificate of Title, 161/20, Landgate.

³ Certificate of Title, 161/20, Landgate.



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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income. This conclusion is also supported by the evidence that the residence occupied more than one lot it and was set in a more expansive garden setting.⁴

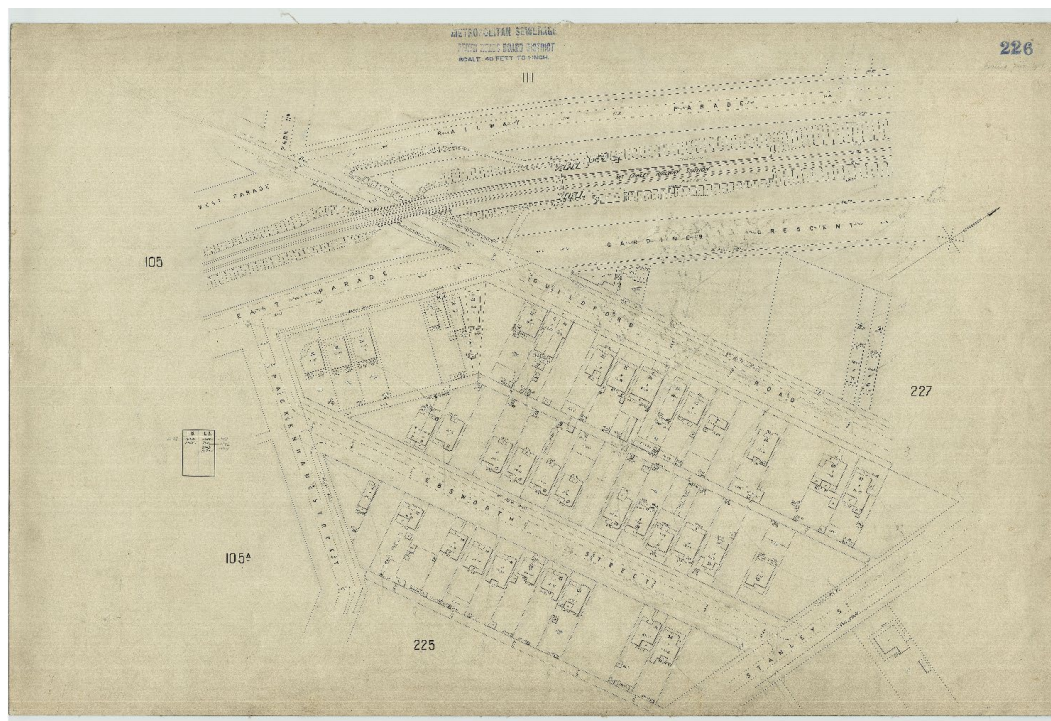


Figure 4: Sewerage Plan Sheet 226, 1917.

COURTESY SROWA SERIES 634 CONS 4156 ITEM 0226

The McColls appear to have lived in the place until c1911 and subsequently leased the place to tenants. A newspaper article from March 1911 records that Stawell and Alice McColl were living in St Georges Terrace Perth at that time.⁵

Post Office Directories record that there was a rapid turnover of occupants between 1912 and 1915 and was then occupied by caterer Andrew Cavanagh and his wife Jane until 1918.

In 1914, Alice McColl died, and the property transferred to Stawell McColl, and on his death in 1916 the property was transferred to their children, Alice Sophia McColl and Archibald Dougald McColl.⁶ The siblings continued to lease the property to tenants, traveller Herbert Illingworth and his wife Ethel Illingworth from 1919 to 1926.⁷

In 1926, the property was transferred to clerk Frederick William James Joyce (c1893-1973) and his wife Eunice Hilda Joyce, nee Bevan (c1895-1977). The couple married in 1914 and had at least four children and lived at this house until the 1970s. Frederick Joyce died in 1973 and Eunice lived on in the house until at least 1975 when the place was transferred to draftsman William Richard Marks and

⁴ Sewerage Plan Sheet 226 shows the width of the lot is larger than the majority of the housing lots adjacent.

⁵ *The West Australian*, 29 March 1911, p. 4.

⁶ Certificates of Title, 682/184 and 682/185, Landgate.

⁷ Post Office Directories, State Library of WA, [Post office directories | State Library of Western Australia \(slwa.wa.gov.au\)](https://www.sla.wa.gov.au) accessed February 2023.



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Public Relations Officer Lynette Marks.⁸ The couple lived at the house until 1986 when the house was transferred to the Western Australian Planning Commission.⁹ With the transfer of the property to the WAPC the residence was leased to tenants.

Aerial photographs from the mid 20th century indicate that the extent and form of the residence have not changed considerably since that time. The WAPC and its subsequent authorities maintained the property when it was occupied by tenants including the replacement of the roof cladding in the late 1980s.

The physical evidence suggests that the timber verandah was replaced in the late 1980s with the current verandah which is brick laid on sand.

The houses located to the south of the 40 Guildford Road were demolished in 2000, and the house to the north was demolished c2009. The original residential context of this portion of Guildford Road has been lost as a result of these changes.

The residence has been unoccupied for several years and is in a very poor condition.

4.1 Occupants and owners

DATE	OWNERS	OCCUPANT
1898 - 1902	British Westralia Syndicate Limited	None
1902 - 1918	Alice Victoria McColl	1905 – 1911 Stawell Austral McColl and Alice Victoria McColl. 1912 William J Franz 1913 Frederick W Koeppel 1914 John Dillon and Haswell Bromley 1915 - 1918 Andrew and Jane Cavanagh
1918 - 1926	Alice Sophia McColl and Archibald Dougald McColl	1919 - 1926 Herbert Illingworth
1926 – 1975	Frederick William Joyce and Eunice Hilda Joyce.	Frederick William Joyce (until 1973) and Eunice Hilda Joyce.
1975 - 1986	William Richard Marks and Theresa Barbara Marks	William Richard Marks and Theresa Barbara Marks
1986 - 2001	Western Australian Planning Commission	Various
2001 – 2023	Western Australian Planning Commission (Dept of Planning Lands and Heritage)	Various and vacant

⁸ Certificate of Title 1033/111, Landgate.

⁹ Certificate of Title 1070/301, Landgate.



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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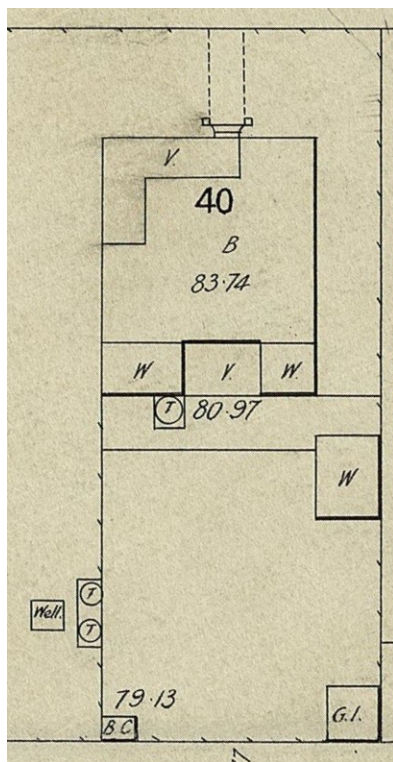


Figure 5: Sewerage plan of the property, 1917.
COURTESY SROWA. SERIES 634 CONS 4156 ITEM 0226.

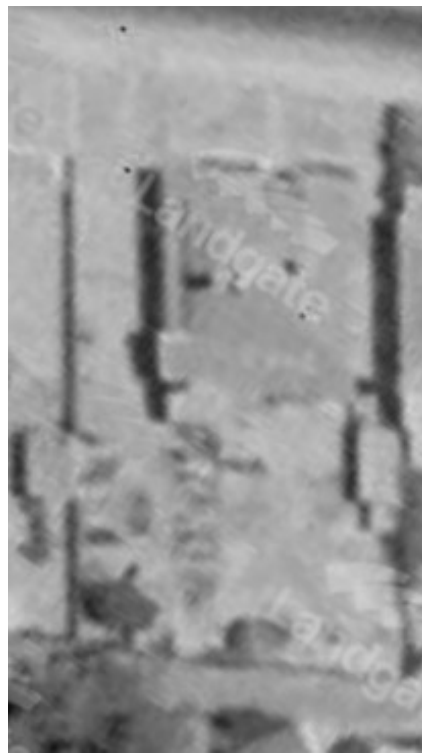


Figure 6: Aerial photograph, 1965
COURTESY LANDGATE



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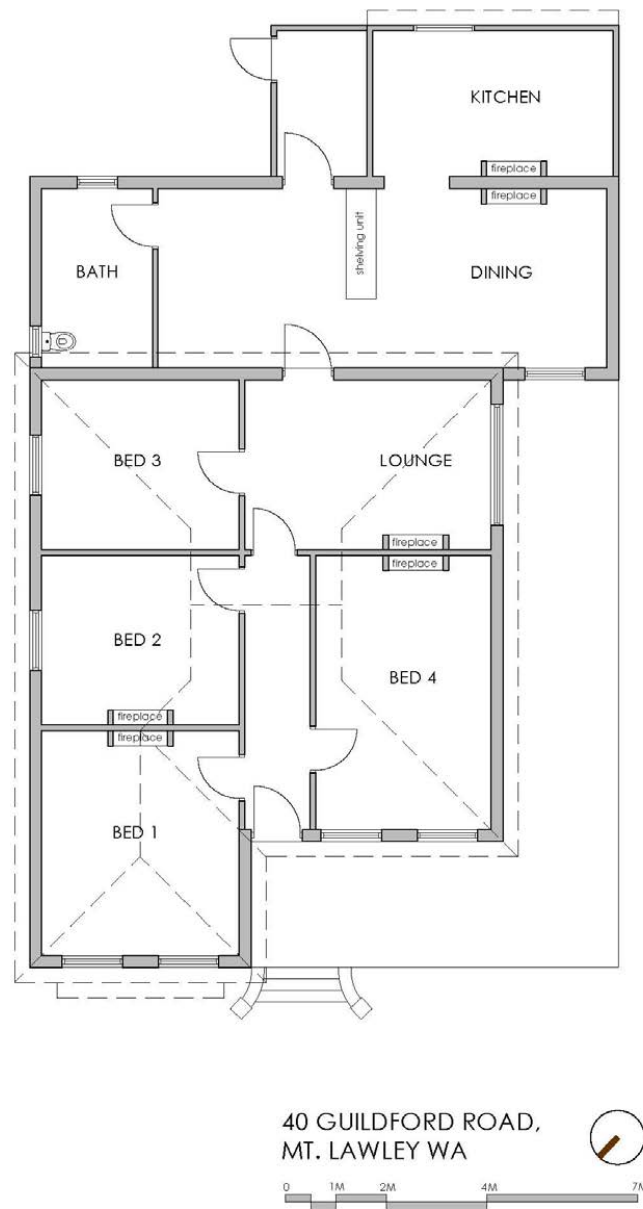


Figure 7: Floor Plan



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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5.0 Photographs

The following images were taken on 8 March 2023 by Hocking Heritage + Architecture. No access was available to the roof space or underfloor space.

5.1 Streetscape



Figure 8: View southwest on Guildford Road and vacant lot adjacent.



Figure 9: View southwest on Guildford Road towards the Mount Lawley subway.



Figure 10: View northeast on Guildford Road towards subject property.



Figure 11: View of the western elevation across the adjacent vacant lots.



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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Figure 12: View from the lane at the rear of the property.

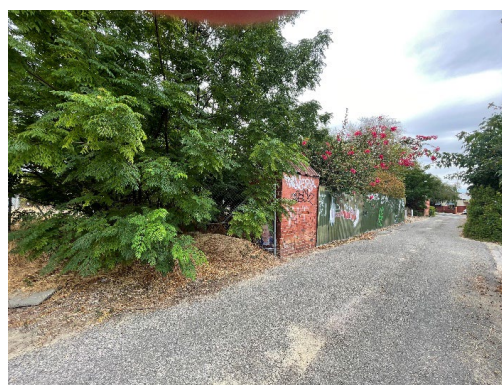


Figure 13: View from the lane at the rear of the property.



Figure 14: View from the lane showing the rear property fence and planting.



Figure 15: View from the lane to the western elevation.



Figure 16: View showing relationship to Guildford Road.

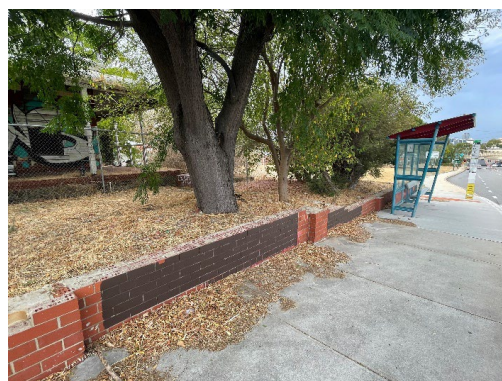


Figure 17: View showing relationship to Guildford Road.



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Figure 18: Properties on the northern side of Guildford Road.



Figure 19: View to buildings on the northern side of Guildford Road.

5.2 Elevations and Landscape

The majority of the exterior of the original residence still demonstrates the brick construction with concrete bands and some remnants of tuckpointing. Large areas of the external walls have graffiti and the surrounding grounds are in poor condition although there are some mature trees.



Figure 20: Front Elevation

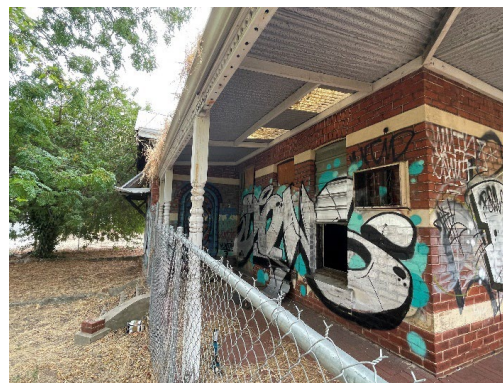


Figure 21: Front Elevation



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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Figure 22: Front Elevation.



Figure 23: Front Elevation.



Figure 24: Front Elevation showing verandah.



Figure 25: Front Elevation showing original steps.



Figure 26: Rear Elevation.



Figure 27: Rear Elevation.



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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Figure 28: Rear Elevation.



Figure 29: Rear Elevation.



Figure 30: West Elevation.



Figure 31: East Elevation.



Figure 32: Remnant planting on the east side of the house

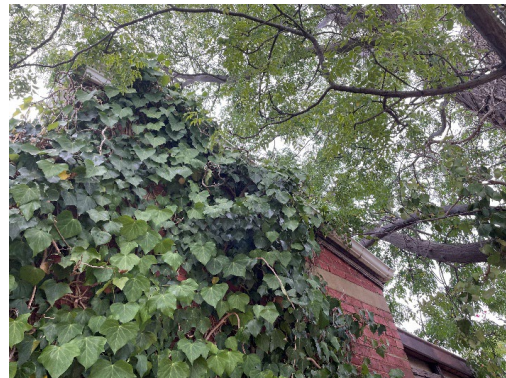


Figure 33: Overgrown creeper on the west elevation.



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Figure 34: Rubble and degraded plants on the west side of the lot.



Figure 35: Fenced western side of the lot and some remnant hardscaping.

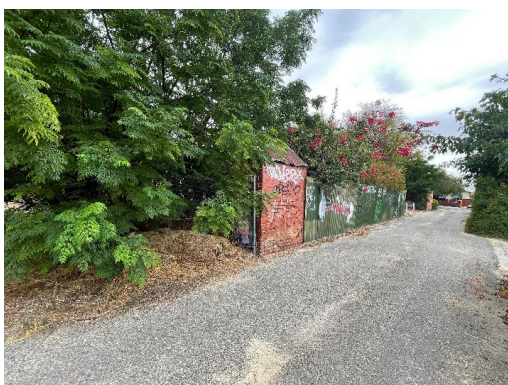


Figure 36: View of the mature trees in the backyard from the lane.



Figure 37: Back yard.



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5.3 Internal Photographs

The interior of the property was poorly lit and difficult to navigate because of the removed floorboards and accumulation of debris. The following photographs demonstrate that the majority of detail has been removed. Apart from some original floorboards there are no architraves, skirtings or doors. There is also asbestos sheeting in the rear of the building.



Figure 38: Front Door.



Figure 39: Hallway.



Figure 40: Hallway.



Figure 41: Hallway.



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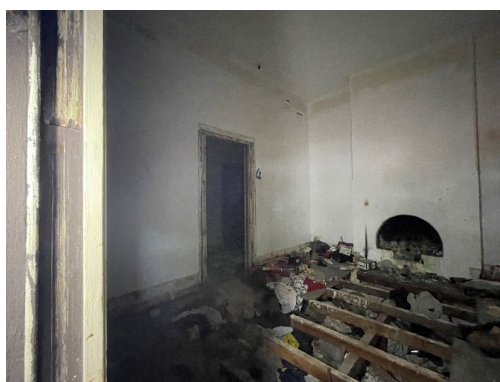


Figure 42: Bedroom

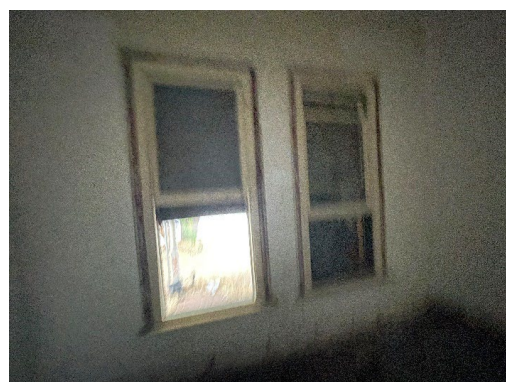


Figure 43: Bedroom.



Figure 44: Bedroom



Figure 45: Bedroom 1.



Figure 46: Bedroom 1.

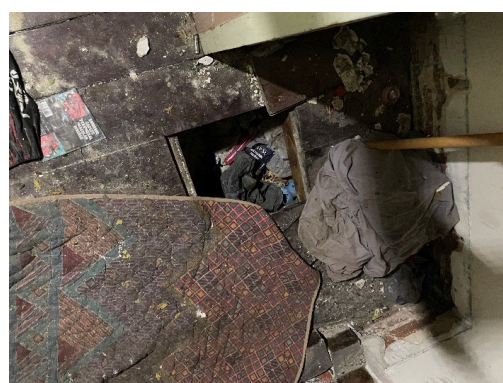


Figure 47: Detail of floorboards.



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Figure 48: Bedroom 2.

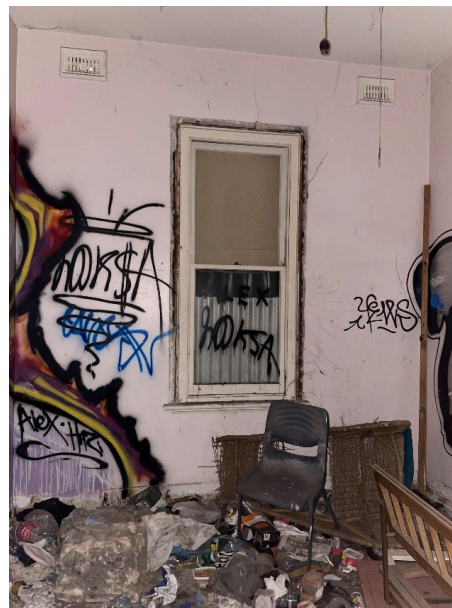


Figure 49: Bedroom 3.



Figure 50: Lounge Room.



Figure 51: Lounge Room.



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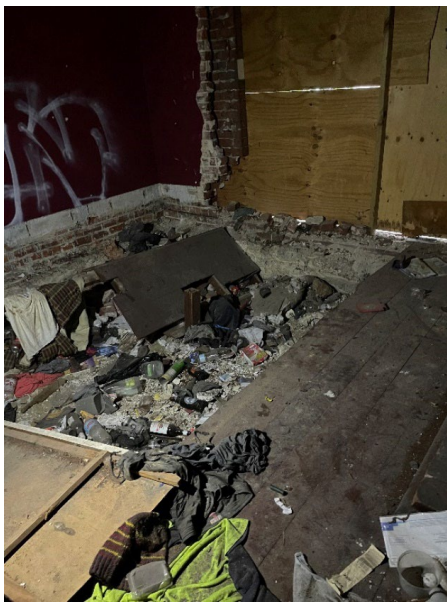


Figure 52: Lounge Room



Figure 53: Lounge Room



Figure 54: Dining Room (former kitchen)

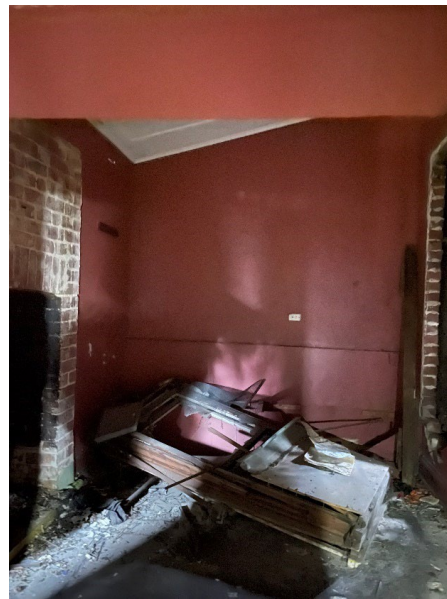


Figure 55: Dining Room (former kitchen)



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Figure 56: Kitchen.



Figure 57: Kitchen ceiling.



Figure 58: Kitchen alcove.



Figure 59: Kitchen.



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Figure 60: Sleepout looking through to Dining Room.



Figure 61: Sleepout looking through to Dining Room.



Figure 62: Bathroom door and ceiling.



Figure 63: Bathroom.



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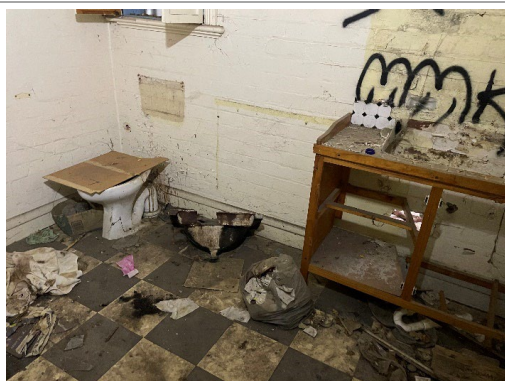


Figure 64: Bathroom.

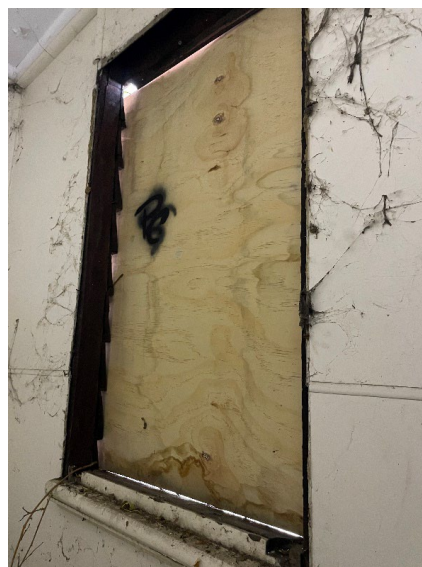


Figure 65: Bathroom window.



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Department of Planning,
Lands and Heritage



P3138, LOT 254 (40) GUILDFORD RD, MOUNT LAWLEY
Photographic Archival Record



HOCKING HERITAGE + ARCHITECTURE

March 2023

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HHS Job No. 2023-08

Rev No	Author	Reviewer		Date
-	Prue Griffin	Grady O'Brien	DPLH	March 2023



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1.0 Background

This photograph archival record has been prepared at the request of the Department of Planning Lands and Heritage. Demolition is proposed for the building to enable future development of this site and adjacent properties on Guildford Road and East Parade, Mount Lawley.

This place was considered by the Department of Planning Lands and Heritage for inclusion in the State Register of Heritage Places in 2002 and was found to be below threshold for inclusion.

The place has been identified by the City of Vincent as a Moderate Level of Significance which is described as:

Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the place.

Management Category B - Conservation Recommended

Consider for inclusion on the MHI (Heritage List) if owner/applicant consents to inclusion.

This Archival Record has been prepared to enable the development of the site whilst recognising the heritage values of the place.

2.0 Statement of Significance

The City of Vincent have prepared the following statement.

The house at 40 Guildford Road is a substantial and good example of the Federation Arts and Crafts style, which demonstrates the aspirations of the original developers for this neighbourhood before the growth of traffic on Guildford Road impacted so heavily on amenity.

3.0 Location

The property is located on the south east side of Guildford Road in the block bound by Stanley Street and East Parade.

The property is located across two lots; lot 254 (40) on Plan 2001 and lot 403 on Deposited Plan 31182 as designated on Certificate of Title Volume 2209 Folio 50.

On either side of the lot are vacant lots where former residences of a similar age were located.



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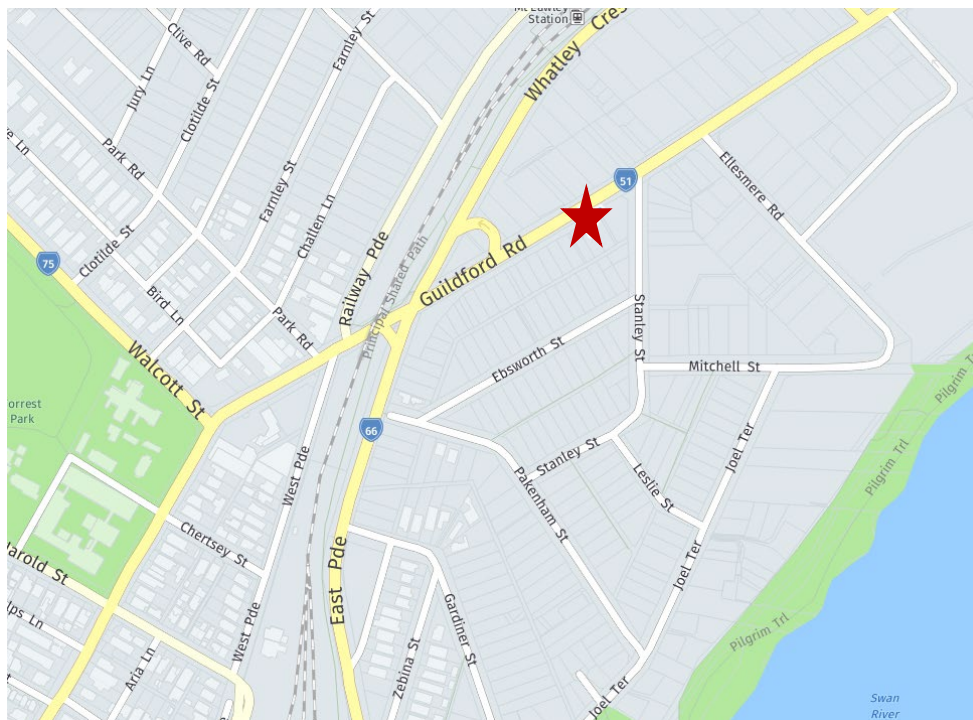


Figure 1: Location Plan

COURTESY NEARMAP



Figure 2: Lots 254 and 403 (40) Guildford Road Mount Lawley.

COURTESY CITY OF VINCENT INTRAMAPS



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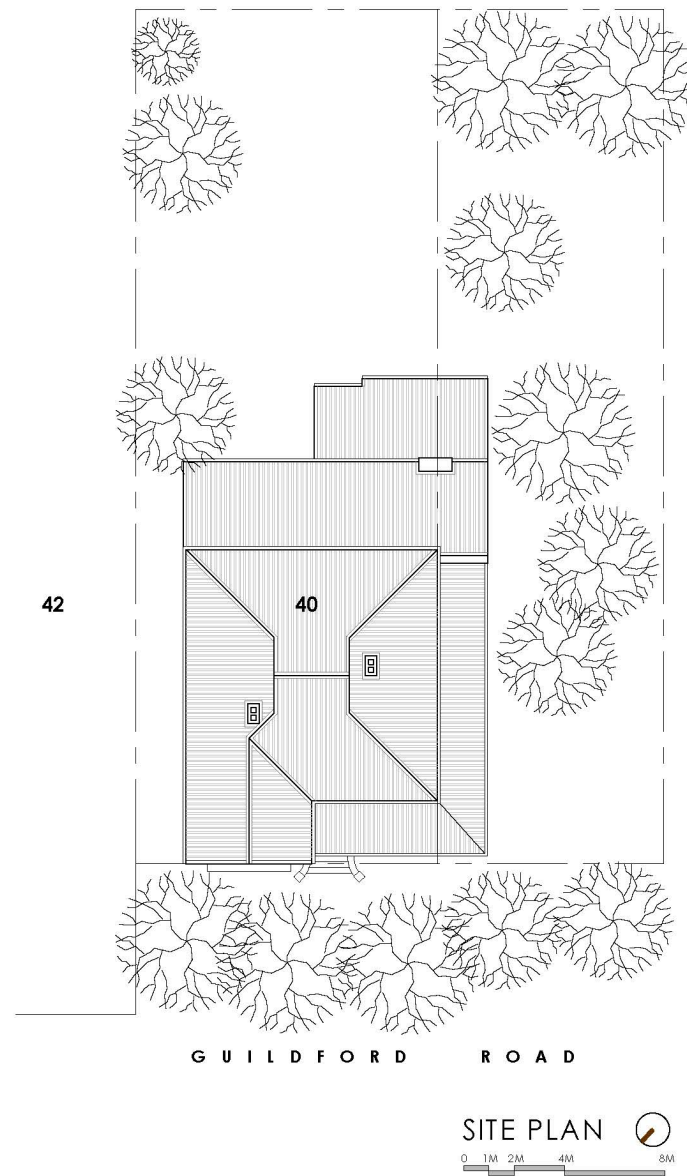


Figure 3: Site Plan



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4.0 Brief History

*This history has been expanded from the research prepared for the City of Vincent Local Heritage Survey. Acknowledgement is extended to the authors of that documentation.*¹

This section of Guildford Road is part of the East Norwood Estate which was developed in 1898, on part of Locations A4 and A5, on the eastern side of the Fremantle-Guildford Railway line, in the East Perth/Mt Lawley area. The subdivision was carried out by surveyors Crossland & Hardy on behalf of the Perth (WA) Estate Company Limited of 364 Hay Street.

The strong demand for new housing was a result of the population boom created by the gold discoveries in the State. One member of the Perth (WA) Estate Company was Zebina Lane, who was an engineer and mine owner at the Great Boulder mines, and one of a number of people who made money in gold mining and reinvested it in land developments during this period. The Company had previously developed the adjoining Westralia Estate on the west side of the railway line on Location A4. The estate was promoted as having 'splendid building lots', 'made roads' and 'river frontages'. In the latter case these were the larger blocks along Joel Terrace which were expected to attract the wealthier buyers. It is evident from the subdivision map that this was not one of the earliest blocks sold, the earliest being those used for 'spec' and rental housing along the railway line (East Parade), Bramall and Summers Street.

The estate's boundary nearest to the subject place was Stanley Street (two house blocks from No. 40), which later became the boundary between the Town of Vincent (formed 1995) and that portion of Mount Lawley which is in the City of Stirling. This section of Guildford Road was listed in the Wise's Post Office Directories initially as 'Guildford old road' and by 1905 it was known as 'Old Guildford Road' and listed in conjunction with Lord Street. Around 1908 it became known as 'Guildford Road, Norwood' and it remained so until the 1940's.

No 40 Guildford Road, was well positioned for access to Perth's train system via the nearby Mount Lawley Station. Then in 1924 a single tram track was laid from the tram terminus on the corner of Lord and Lincoln Streets through the Mount Lawley Subway to Maylands. In 1939 this line was duplicated, and the Subway widened to accommodate the second track. This further improved access to the city.

In 1925 the resident was Herbert Illingworth. At that time the area around the Mount Lawley Subway (just a street block away) was a thriving village. The shops and businesses also listed in the Directories were No. 1 Guildford Road Methodist Church, No. 3 plumber, No. 5 Laundry, Nos. 8 - 10 butcher, No. 12 fancy goods and draper, No. 14 confectioner and grocer, No. 15 newsagent, stationer, tobacconist and State Savings Bank agency, No. 18 tobacco and fancy goods and No. 19 butcher. In 1.

The subdivision plan for this property was approved in 1898 and lots were purchased from the developer British Westralia Syndicate Limited.² Lots 253 and 254 were purchased in 1902 by Alice Victoria McColl.³

Alice Victoria McColl (c1863-1914) was the wife of railway employee, Stawell Austral McColl (c1861-1916). From the available evidence in the Post Office Directories and Electoral Rolls the place was built in 1904 as A. McColl is recorded living in Guildford Road in 1905. The builder or architect of the residence has not been determined. It is likely that a local builder, such as John Berne Hawkins who lived in Guildford Road, constructed the home in accordance with readily available plans from pattern books that were in common usage at the time. The plan form and remaining detail of the building indicate that the home was of some quality and not a cottage for occupants of limited

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² Certificate of Title, 161/20, Landgate.

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income. This conclusion is also supported by the evidence that the residence occupied more than one lot it and was set in a more expansive garden setting.⁴

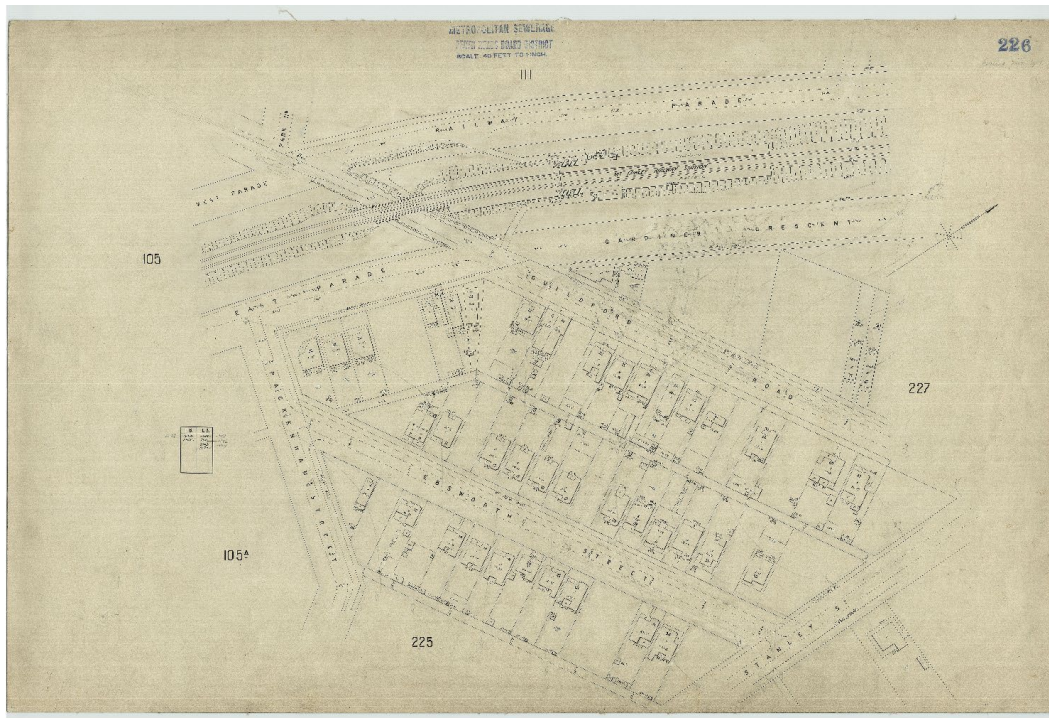


Figure 4: Sewerage Plan Sheet 226, 1917.

COURTESY SROWA SERIES 634 CONS 4156 ITEM 0226

The McColls appear to have lived in the place until c1911 and subsequently leased the place to tenants. A newspaper article from March 1911 records that Stawell and Alice McColl were living in St Georges Terrace Perth at that time.⁵

Post Office Directories record that there was a rapid turnover of occupants between 1912 and 1915 and was then occupied by caterer Andrew Cavanagh and his wife Jane until 1918.

In 1914, Alice McColl died, and the property transferred to Stawell McColl, and on his death in 1916 the property was transferred to their children, Alice Sophia McColl and Archibald Dougald McColl.⁶ The siblings continued to lease the property to tenants, traveller Herbert Illingworth and his wife Ethel Illingworth from 1919 to 1926.⁷

In 1926, the property was transferred to clerk Frederick William James Joyce (c1893-1973) and his wife Eunice Hilda Joyce, nee Bevan (c1895-1977). The couple married in 1914 and had at least four children and lived at this house until the 1970s. Frederick Joyce died in 1973 and Eunice lived on in the house until at least 1975 when the place was transferred to draftsman William Richard Marks and

⁴ Sewerage Plan Sheet 226 shows the width of the lot is larger than the majority of the housing lots adjacent.

⁵ *The West Australian*, 29 March 1911, p. 4.

⁶ Certificates of Title, 682/184 and 682/185, Landgate.

⁷ Post Office Directories, State Library of WA, [Post office directories | State Library of Western Australia \(slwa.wa.gov.au\)](https://www.sla.wa.gov.au) accessed February 2023.



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Public Relations Officer Lynette Marks.⁸ The couple lived at the house until 1986 when the house was transferred to the Western Australian Planning Commission.⁹ With the transfer of the property to the WAPC the residence was leased to tenants.

Aerial photographs from the mid 20th century indicate that the extent and form of the residence have not changed considerably since that time. The WAPC and its subsequent authorities maintained the property when it was occupied by tenants including the replacement of the roof cladding in the late 1980s.

The physical evidence suggests that the timber verandah was replaced in the late 1980s with the current verandah which is brick laid on sand.

The houses located to the south of the 40 Guildford Road were demolished in 2000, and the house to the north was demolished c2009. The original residential context of this portion of Guildford Road has been lost as a result of these changes.

The residence has been unoccupied for several years and is in a very poor condition.

4.1 Occupants and owners

DATE	OWNERS	OCCUPANT
1898 - 1902	British Westralia Syndicate Limited	None
1902 - 1918	Alice Victoria McColl	1905 – 1911 Stawell Austral McColl and Alice Victoria McColl. 1912 William J Franz 1913 Frederick W Koeppel 1914 John Dillon and Haswell Bromley 1915 - 1918 Andrew and Jane Cavanagh
1918 - 1926	Alice Sophia McColl and Archibald Dougald McColl	1919 - 1926 Herbert Illingworth
1926 – 1975	Frederick William Joyce and Eunice Hilda Joyce.	Frederick William Joyce (until 1973) and Eunice Hilda Joyce.
1975 - 1986	William Richard Marks and Theresa Barbara Marks	William Richard Marks and Theresa Barbara Marks
1986 - 2001	Western Australian Planning Commission	Various
2001 – 2023	Western Australian Planning Commission (Dept of Planning Lands and Heritage)	Various and vacant

⁸ Certificate of Title 1033/111, Landgate.

⁹ Certificate of Title 1070/301, Landgate.



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

March 2023

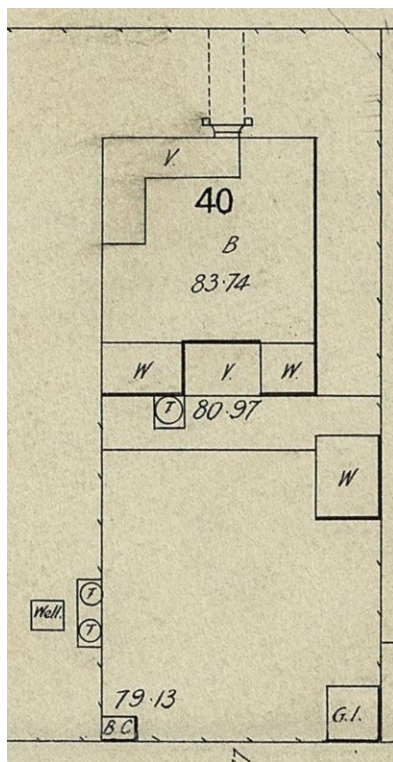


Figure 5: Sewerage plan of the property, 1917.
COURTESY SROWA. SERIES 634 CONS 4156 ITEM 0226.

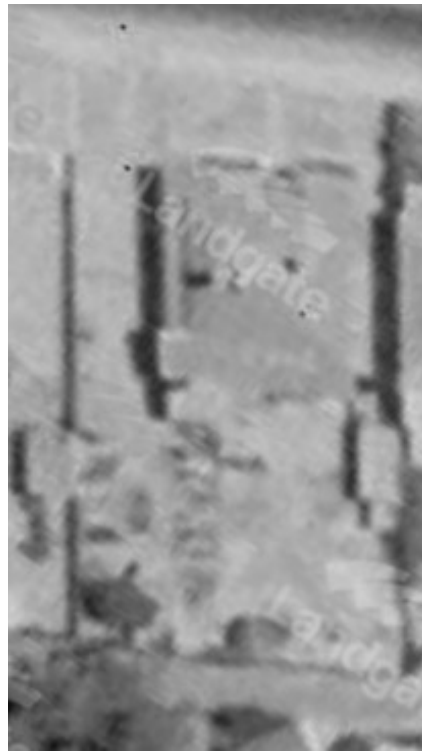


Figure 6: Aerial photograph, 1965
COURTESY LANDGATE



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

March 2023

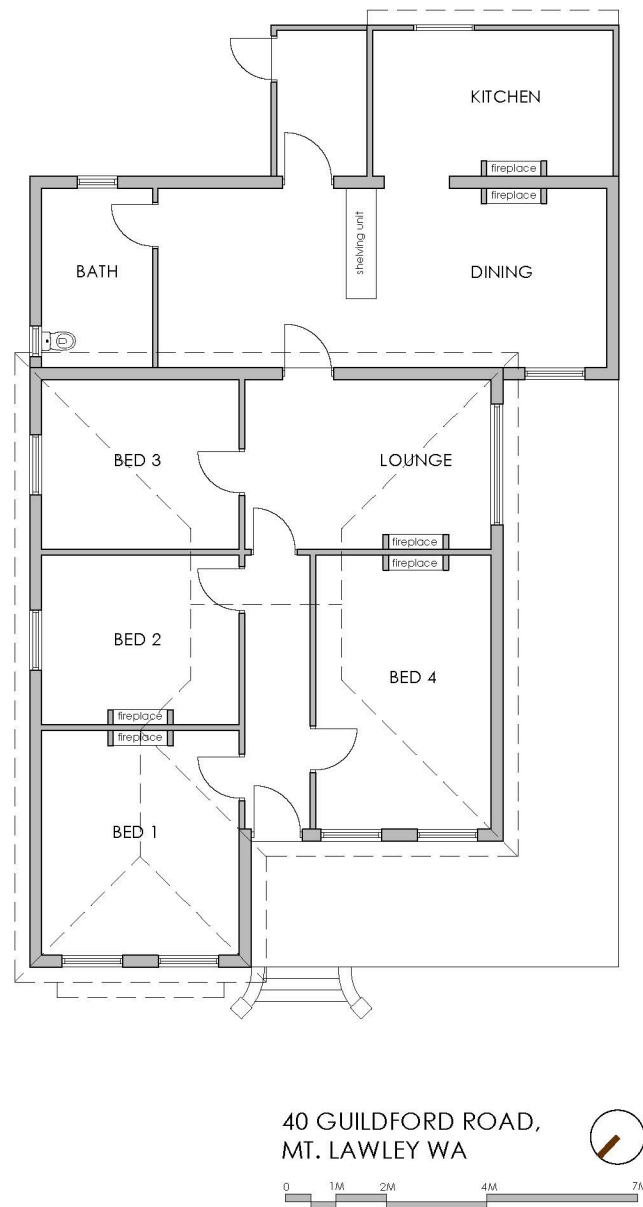


Figure 7: Floor Plan



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

March 2023

5.0 Photographs

The following images were taken on 8 March 2023 by Hocking Heritage + Architecture. No access was available to the roof space or underfloor space.

5.1 Streetscape



Figure 8: View southwest on Guildford Road and vacant lot adjacent.

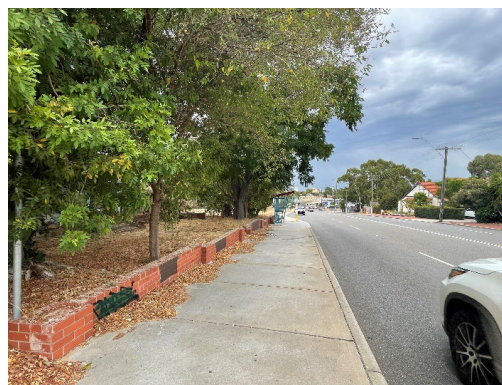


Figure 9: View southwest on Guildford Road towards the Mount Lawley subway.



Figure 10: View northeast on Guildford Road towards subject property.



Figure 11: View of the western elevation across the adjacent vacant lots.



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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Figure 12: View from the lane at the rear of the property.

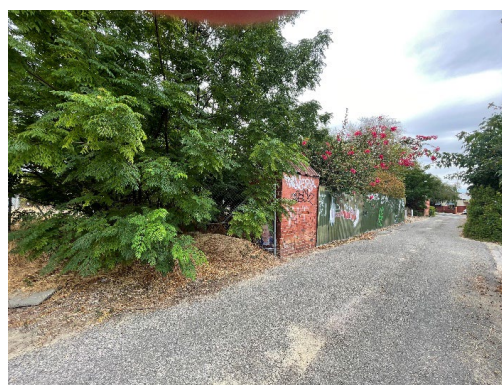


Figure 13: View from the lane at the rear of the property.



Figure 14: View from the lane showing the rear property fence and planting.



Figure 15: View from the lane to the western elevation.

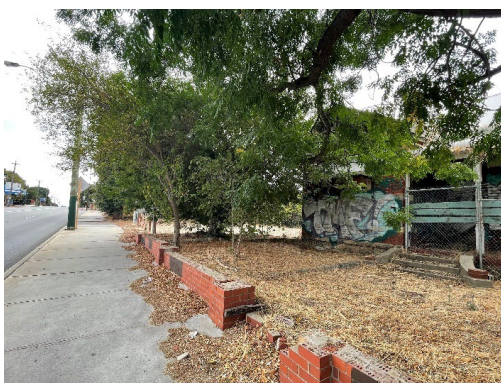


Figure 16: View showing relationship to Guildford Road.



Figure 17: View showing relationship to Guildford Road.



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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Figure 18: Properties on the northern side of Guildford Road.



Figure 19: View to buildings on the northern side of Guildford Road.

5.2 Elevations and Landscape

The majority of the exterior of the original residence still demonstrates the brick construction with concrete bands and some remnants of tuckpointing. Large areas of the external walls have graffiti and the surrounding grounds are in poor condition although there are some mature trees.



Figure 20: Front Elevation

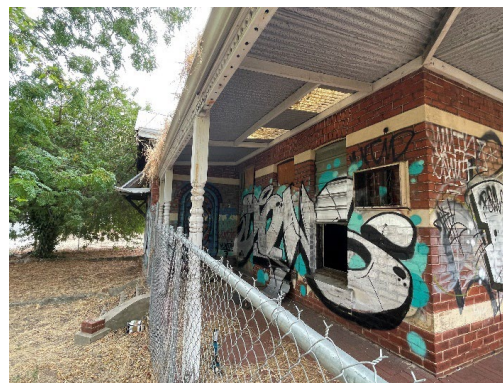


Figure 21: Front Elevation



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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Figure 22: Front Elevation.



Figure 23: Front Elevation.



Figure 24: Front Elevation showing verandah.



Figure 25: Front Elevation showing original steps.



Figure 26: Rear Elevation.



Figure 27: Rear Elevation.



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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Figure 28: Rear Elevation.



Figure 29: Rear Elevation.



Figure 30: West Elevation.



Figure 31: East Elevation.



Figure 32: Remnant planting on the east side of the house



Figure 33: Overgrown creeper on the west elevation.



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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Figure 34: Rubble and degraded plants on the west side of the lot.



Figure 35: Fenced western side of the lot and some remnant hardscaping.



Figure 36: View of the mature trees in the backyard from the lane.



Figure 37: Back yard.



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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5.3 Internal Photographs

The interior of the property was poorly lit and difficult to navigate because of the removed floorboards and accumulation of debris. The following photographs demonstrate that the majority of detail has been removed. Apart from some original floorboards there are no architraves, skirtings or doors. There is also asbestos sheeting in the rear of the building.



Figure 38: Front Door.



Figure 39: Hallway.



Figure 40: Hallway.



Figure 41: Hallway.



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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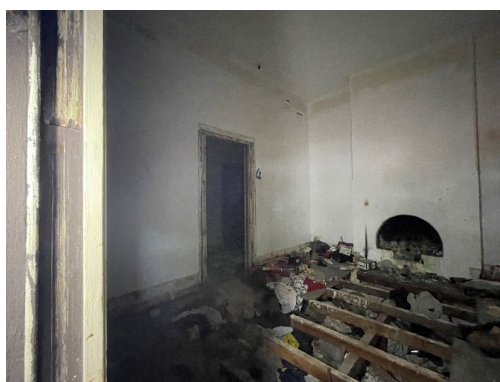


Figure 42: Bedroom

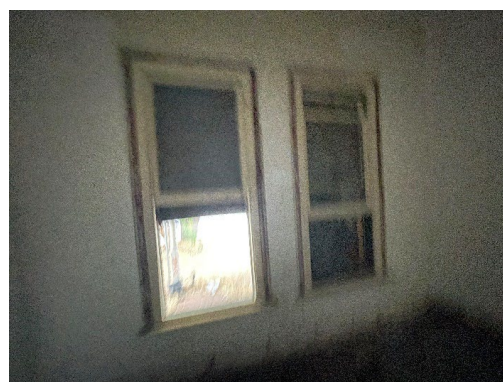


Figure 43: Bedroom.



Figure 44: Bedroom



Figure 45: Bedroom 1.



Figure 46: Bedroom 1.

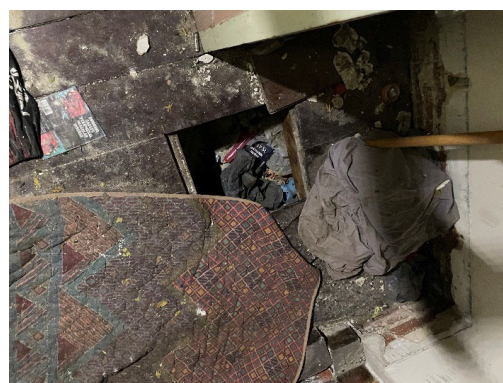


Figure 47: Detail of floorboards.



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Figure 48: Bedroom 2.

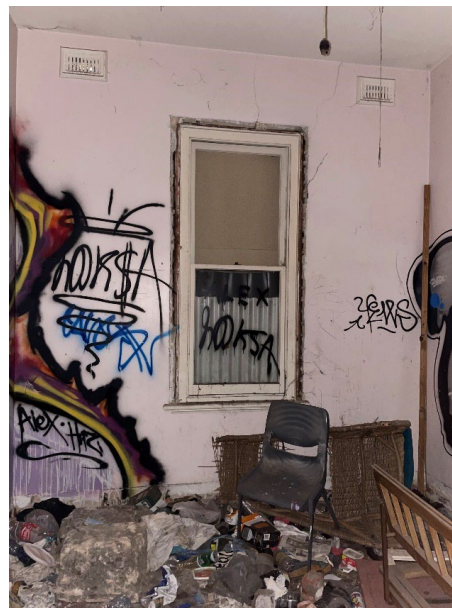


Figure 49: Bedroom 3.



Figure 50: Lounge Room.



Figure 51: Lounge Room.



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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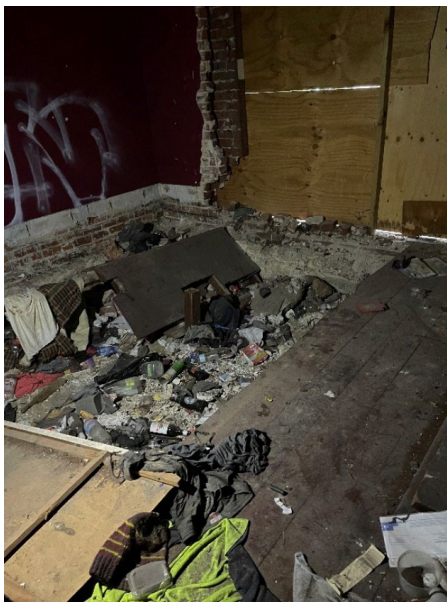


Figure 52: Lounge Room



Figure 53: Lounge Room



Figure 54: Dining Room (former kitchen)

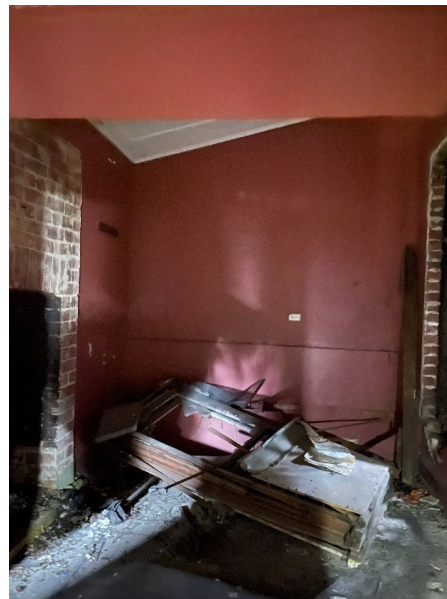


Figure 55: Dining Room (former kitchen)



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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Figure 56: Kitchen.



Figure 57: Kitchen ceiling.



Figure 58: Kitchen alcove.



Figure 59: Kitchen.



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Figure 60: Sleepout looking through to Dining Room.



Figure 61: Sleepout looking through to Dining Room.



Figure 62: Bathroom door and ceiling.



Figure 63: Bathroom.



Residence, Lot 254 (40) Guildford Road, Mount Lawley – Archival Record

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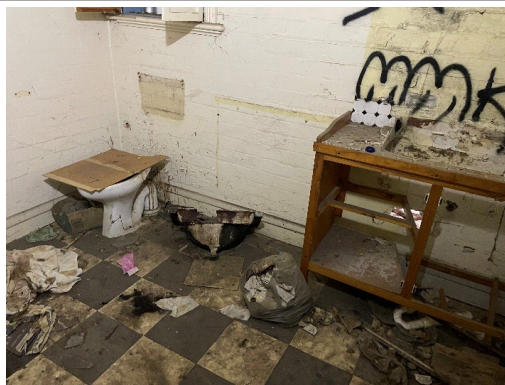


Figure 64: Bathroom.

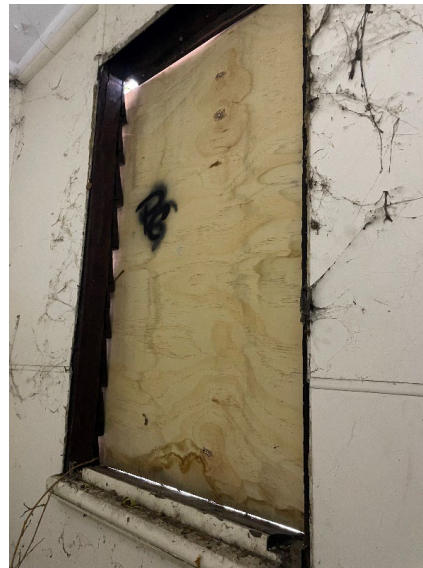


Figure 65: Bathroom window.



DA 5.2023.176.1 – Lot 254 (No.40) Guildford Road, Mt Lawley - Applicants Response to Design Review Panel Comments

4 September 2023

Summary:

The subject site is a Category B place on the City's MHI meaning that it's on the heritage list and 'conservation is recommended'. It was originally listed in 2006 as a 'substantial and good example of the Federation Arts and Crafts style, which demonstrates the aspirations of the original developers for this neighbourhood before the growth of traffic on Guildford Road impacted so heavily on amenity'. This statement of significance identified its aesthetic value as a Federation Arts and Craft building and therefore has more than just 'social and historic significance as detailed in Figure 1 of LPP7.6.5.

Over the last 17 years the subject site has been neglected, which has resulted in degradation of the building and a significant loss of its heritage values. The Heritage Impact Statement prepared by Hocking Heritage + Architecture in 2023 states that the building is in a very poor condition and supports demolition. There is no structural engineers report that supports the assessment of condition or whether the remediation of the building would impact on its significance. This would need to be provided in accordance with the LPP 7.6.5 before we could support demolition.

Under the City of Vincent's Heritage Policy 7.6.5, the requirements under Figure 1 state that to delete a building from the MHI, the application needs to demonstrate any one of the following criteria (which are listed in Table 1 below). The information provided does not sufficiently address the City's requirements and in my opinion based on the information provided that the property could be restored back into a residential function without irreversibly impacting the significance of the property.

Table 1 – The heritage provisions of the City's Local Planning Policies (LPP) in relation to the subject site.

LPP	Provision	Compliance with Provision	DRP Comment	Applicants Comment
LPP 7.6.1: Heritage Management – Development Guidelines for Heritage and Adjacent Properties	'Table 1 – Planning Requirements' notes that planning approval from the City is required where demolition of a heritage place is proposed.	Partly Complies. While planning approval from the City is currently being sought, it does not provide the sufficient level of information (i.e. structural engineer's report) for decision to be made.	LPP7.6.1 refer to a clause 5.4. of LPP7.6.5 which appears no longer to be relevant. This should be reviewed prior to making a determination.	Noted.
LPP 7.6.2: Heritage Management – Assessment	Table 1: Gradings of Heritage Significance for Heritage Places Heritage places listed with Category B are of moderate significance is considered for inclusion on the MHI (Heritage List) if owner/applicant consents to inclusion	Does not comply. As a category B place the City should be encouraging conservation.	The subject site is currently listed as having moderate significance which is why it is listed in the MHI. The prolonged period of neglect by the owner has resulted in damage to the heritage fabric and this should be a consideration forming part of any determination relating to demolition.	Note the existing category of the building. The subject lot was originally acquired by the State for the purpose of delivering major road upgrades along Guildford Road and East Parade. Other properties acquired for the same purpose have previously been demolished in preparation for the future upgrades. The subject dwelling has been retained as far as practicable in the interim to allow for the final land requirements to be determined in order to understand the impact to the dwelling and the potential for retention. Main Roads have progressed development of plans for the road upgrades and now have an endorsed land requirement plan which confirms the extent of additional road widening necessary in order to facilitate the upgrades.
LPP 7.6.5: Heritage Management – Amendments to the MHI	Figure 1 – Deleting a place from MHI The Council will only consider deleting a place from MHI in the following scenario: Cultural Heritage Significance -	Does not comply. The cultural heritage significance of the place in the existing heritage assessment is largely accurate.	The cultural heritage significance of the subject site was not classed as 'erroneous' in 2007 during the last assessment. It was noted in 2007 that the integrity of the historic setting had been compromised. Since then, the increased traffic on Guildford Road has led to an acceleration in the changes to the streetscape and its original neighbourhood context. In 2007, the place was occupied and demonstrated its original use and	The DRPs comments in relation to the current representation of the dwellings style and the heritage significance of the dwelling in its current form are noted. The demolition of the dwelling is to be considered taking into account the impact that planned road widening and road upgrade works will have on the dwelling. The amended DA submission report addresses the extent of the road widening and associated impacts in detail and provides relevant supporting documents and plans. The extent of building modifications that will be

DA 5.2023.176.1 – Lot 254 (No.40) Guildford Road, Mt Lawley - Applicants Response to Design Review Panel Comments

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			<p>much of its original detail. In 2023, the HIS has stated that:</p> <p>'the place is no longer habitable and original fabric has been stripped from the place and the remaining fabric is in poor condition. To make the place viable for use would require removal of the structures across the rear of the property and replacement of much of the remaining fabric in the front rooms of the place'</p> <p>This does not necessarily mean the aesthetic or historic values will be diminished. However, I agree in its current condition the place is not a 'good example' of its style.</p> <p>The above-mentioned factors confirm that the cultural heritage significance of the subject site remain largely as stated.</p>	<p>required in order to facilitate the widening of Guildford Road will have a material impact on the fabric of the building and detrimentally impact the primary frontage and its relationship with the streetscape. As noted in the HIS, considering the extent of this impact combined with the current poor-quality representation of the dwelling style, it is not considered that the dwelling could be sustained and retain its heritage values. On this basis, it is considered that the dwelling should be removed from the heritage inventory to allow for demolition.</p>
LPP 7.6.5: Heritage Management – Amendments to the MHI	<p>Figure 1 – Deleting a place from MHI</p> <p>The Council will only consider deleting a place from MHI in the following scenario: Condition - The poor state of a place should not in itself be a reason for removal from MHI. Deletion of a place from MHI will only be considered if a structural condition report conducted by a registered structural engineers state that the structural integrity of the place has failed to the point where it cannot be rectified without the removal of a majority of its significant fabric.</p>	<p>Does not comply.</p> <p>A structural engineer's report has not been provided. The statement of 'very poor' condition has therefore not been validated.</p>	<p>Without a structural engineer's report confirming the structural condition and the extent of necessary rectification. Demolition should not be supported. It should be noted that removal of the rear portions of the building and internal elements may not necessarily impact the significance of the place as stated within the HIS.</p>	<p>The application does not seek to demolish the building based on its current structural condition.</p> <p>As discussed above, the dwelling will be significantly impacted by road widening on Guildford Road required for the delivery of major upgrades to the intersection of Guildford Road and East Parade. The dwelling encroaches into the ultimate road reserve area and will require partial demolition and significant modification affecting the primary frontage in order to be retained. Given this, as noted in the HIS, it is not considered that the dwelling could be sustained and retain its heritage values.</p>
LPP 7.6.5: Heritage Management – Amendments to the MHI	<p>Figure 1 – Deleting a place from MHI</p> <p>The Council will only consider deleting a place from MHI in the following scenario: Social or Historic significance only - Where the heritage value is historic and/or social only the owner/applicant can demonstrate that it cannot practically be retained in its entirety or in part because:</p> <p>The location of the building on the site; or</p> <p>The limited Vehicular Access to the site and non-compliance with Australian Standards; or</p> <p>The inability to comply with the National Construction Codes Series e.g. ramps, corridor widths etc.; or</p> <p>The inability of the existing building structure or materials to be incorporated</p>	<p>Does not comply.</p> <p>The property has aesthetic value identified in the statement of significance.</p>	<p>The aesthetic, historic and social values of the subject site remain apparent despite some loss of form and original detail, which are attributed to years of neglect, vandalism and the deterioration of the remaining fabric. Those elements that have been lost or damaged could be restored as part of a future residential function.</p>	<p>The subject lot was originally acquired by the State for the purpose of delivering major road upgrades along Guildford Road and East Parade. Other properties acquired for the same purpose have previously been demolished in preparation for the future upgrades. The subject dwelling has been retained as far as practicable in the interim to allow for the final land requirements to be determined in order to understand the impact to the dwelling and the potential for retention. Main Roads have progressed development of plans for the road upgrades and now have an endorsed land requirement plan which confirms the extent of additional road widening necessary to facilitate the upgrades. The plan confirms that the road widening will materially impact on the fabric of the dwelling. The front of the dwelling will encroach into the future road reserve such that it will need to be partially demolished and substantially modified in order to be retained.</p>

	<p>into the new development; or</p> <p>The inability of the existing building to support additional height and bulk to the intention of the locality as prescribed in the relevant planning policy.</p>			<p>As a result, the historical fabric and character of the dwelling will be diminished to a point where the value no longer warrants its retention. Further to this, the changes to the street layout and the proximity of the street edge to the front of the dwelling will fundamentally alter the context and relationship of the dwelling to the streetscape, losing its authenticity and historic value.</p> <p>As discussed and as noted in the HIS, considering the material impact the extent of road widening will have on the fabric of the dwelling combined with the current poor-quality representation of the dwelling style, it is not considered that the dwelling could be sustained and retain its heritage values.</p>
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DA 5.2023.176.1 – Lot 254 (No.40) Guildford Road, Mt Lawley - Applicants Response to Officers Comments

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City of Vincent Officer Comment	DPLH Response
<p>1. Structural Integrity</p> <p>a) For the City to support the properties removal based on its current structural condition, the City will need to see a Structural Engineers Report which states that the property is in a poor condition that cannot be rectified. Whilst the City agrees that the current condition of the property can be considered poor, the report will need to demonstrate that the house cannot be restored to a habitable standard. At this moment in time, it is the City's opinion that the development can be restored to a functional and habitable state without impacting its heritage significance.</p> <p>b) I would refer to the recent DAP applications on Cowle Street, West Perth (28-40 and 48-50) where heritage properties were restored and incorporated into apartment developments.</p>	<p>a) It is established that the current condition of the property at No. 40 Guildford Road can be considered poor, noting the existing dwelling is derelict, in a state of disrepair and currently boarded up.</p> <p>Based on the current extent of the Primary Regional Roads reservation under the MRS, it is considered that it may be possible to restore the existing dwelling to a habitable standard without impacting the ability to undertake future upgrades to the intersection of Guildford Road and East Parade. However, as detailed below MRWA has confirmed there is additional land (beyond the current extent of the PRR reservation) where the existing dwelling is currently located that will be required for future upgrades.</p> <p>MRWA's ultimate land requirements for future upgrades to the intersection of East Parade and Guildford Road encroach the portion of the site which accommodate the primary frontage of existing dwelling including the verandah, front room, roof structure, steps and associated footings. Based on MRWA's ultimate land requirements, future upgrades to Guildford Road and East Parade will necessitate partial demolition and substantial modification of the existing dwelling. The extent of demolition and modification will have a material impact on the fabric of the existing dwelling such that it is considered the original character of the dwelling will be detrimentally impacted and cannot practically be retained.</p> <p>b) It is acknowledged that numerous instances exist where existing heritage properties have been restored and incorporated into apartment development as part of comprehensive redevelopments. The Department is not aware of any comparable examples where the existing dwelling was impacted by a Primary Regional Road reserve and subject to additional land requirements that will necessitate partial demolition and substantial modification to enable future upgrades.</p>
<p>2. Primary Regional Road Reservation</p> <p>Without the above report, the principal reason for this place's removal from the MHI is the impact of the existing and future road reservation. For this reason, the City will need to see additional information on the reservation, including:</p> <ul style="list-style-type: none"> Imagery showing how much of the current property is affected by the existing PRR and how much it will be affected by the future reservation. This would be a more detailed version of figure 2 which was included in the application letter; Any information from MRWA on the timing of future works/plans for the current PRR; and Any information on the timing of an amendment to the MRS for the ultimate land requirements for the Guildford Road PRR. 	<p>Please refer to amended development application submission report sections 4 and 5 and the report attachments which include an updated Heritage Impact Statement, Main Roads Land Dealings Plan and updated road widening overlay depicting the impact on the existing dwelling.</p> <p><u>Comments attributed to Main Roads WA</u></p> <ul style="list-style-type: none"> <i>The additional land outside the MRS is required for the future intersection upgrade.</i> <i>The concept for the future intersection upgrade has been developed based on traffic modelling and assessment.</i> <i>The current movement from Guildford Road turning left into East Parade is significant and the proposed concept will include double left turn lanes under signal control.</i> <i>Given the significant left turn movements the current proposed length of this needs to be maintained to ensure that vehicles do not queue into the through lanes on Guildford Road creating a traffic safety issue.</i> <i>No access from either East Parade or Guildford Road will be provided. Although this is mentioned in the summary documents this is reiterated to avoid any confusion.</i>

DA 5.2023.176.1 – Lot 254 (No.40) Guildford Road, Mt Lawley - Applicants Response to Officers Comments

4 September 2023

<p>3. Planned Mount Lawley HDP Area</p> <p>As discussed, additional information on the impact of this property's retention on the wider HDP redevelopment is welcome. Whilst I understand the project is in its infancy, additional information is useful for the City's recommendation to Council.</p>	<p>Noting the extent of the existing dwelling that is located in an area of the site which will be required for future upgrades to the intersection of Guildford Road and East Parade, the building cannot practically be retained.</p> <p>Notwithstanding the direct conflict regarding the location of the existing building and the ability to undertake future upgrades to the Guildford Road and East Parade intersection under MRWA's ultimate land requirements, the following is noted:</p> <ul style="list-style-type: none"> • The subject site forms part of a broader landholding comprised of 34 lots situated along Guildford Road and East Parade referred to as the Mt Lawley HDP site. • Comprehensive redevelopment of the broader Mt Lawley HDP site will contribute significantly to housing choice and affordability and activate a currently vacant, underutilised government landholding in a key location in proximity to public transport and amenities. • The broader Mt Lawley HDP site has remained largely vacant and underutilised for more than two decades noting various site conditions and considerations impacting development feasibility in this location: <ul style="list-style-type: none"> ○ Significant land requirements (beyond the extent of the current PRR reserve) associated with future upgrades to the intersection of Guildford Road and East Parade ○ Land requirements associated with future laneway widening that will be required to provide vehicular and pedestrian access ○ Utility services – the broader HDP site is impacted by significant utility servicing infrastructure relocations and upgrades that will be required to enable its redevelopment ○ Ground conditions – the broader HDP site is subject to challenging ground conditions, particularly in relation to ground water levels that raise additional requirements for the detailed design development and associated construction costs • Subject to a determination regarding the proposed removal of No. 40 Guildford from the City's MHI, DevelopmentWA will be able to initiate the next stage of the procurement process (Request for Detailed Proposal) and invite shortlisted proponents to commence detailed design development. • Future upgrades to Guildford Road and East Parade will necessitate partial demolition and substantial modification of the existing dwelling. If there is a requirement to retain the portion of the existing dwelling that is not impacted by future upgrades to Guildford Road, this will have a significant impact on site layout, the provision of vehicle and pedestrian access, servicing, site works and development yield. • While it is noted that there are examples where heritage buildings have been incorporated as part of large scale redevelopments, often involving the operation of a commercial land use in restored heritage building as part of a mixed-use development proposal, the broader HDP site is zoned for residential land use and has been identified for the delivery of a social housing outcome. Imposing the requirement to incorporate a portion of an existing building as part of a procurement process seeking to facilitate the delivery of social housing is not considered reasonable or appropriate in this instance.
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Summary of Submissions – Removal of 40 Guildford Road, Mount Lawley from the Municipal Heritage Inventory

The table below summarises the comments received during the consultation period, together with the Applicant’s and Administration’s response.

Comments in Support:

Submitters comments	Applicant Comment	Administration Response
I have no objection to the removal of 40 Guildford Road from the City’s Municipal Heritage Inventory. It has been an eyesore for more than the last 20 years and has been the subject of squatters and vermin infestation. It has also caught fire on one occasion.	Noted.	Noted.
Saving heritage properties is a good idea, however the property is in a state of disrepair and should have been demolished at the same as the other properties	Noted.	Noted.
The property has fallen into disrepair and its loss, though sad, is acceptable. The property was correctly identified in the past as conservation worthy, but that has now changed. The property was indeed a 'good' example of its time and intent, but not an 'excellent' or 'unique' example. I consider the decline of the building to effectively mean that it has already found itself unconserved. There are potentially some reflections to be had in regard the usefulness of conservation status. Looking forward, the proposed developments for this plot and those alongside are, in my view, a more worthy addition to society and culture for CoV than the preservation of what is now a degraded and dangerous eyesore.	Noted.	Noted.

Comments Objecting

Submitter’s Comments	Applicant’s Response	Administration’s Response
No, I do not support this proposal, it is a home that has been neglected, Instead of the many years of having security patrols evicting squatters and installing fencing, the cost could have been redirected to the restoration of this home which could have been sold or rented. It still has charm and history which could become a home again. I have been a resident here since the original homes where still standing in the right of way behind Ebsworth Street Mount Lawley, when purchasing my property I carried out due diligence and the area was zoned R20. Over the years the rear properties where demolished, with various building proposals put forward from 7.1.1 build form, local panning scheme 2 and how many others, with consultation with rate payer’s concerns this is just another episode of the Tv series “Yes minister and Utopia” I’m disappointed that the City of Vincent says it supports taking action on climate change according to the sustainable environment strategy, but I doubt the old 100 year old trees that help make our cities liveable, by shade, by making spaces cooler, and air better quality will just be bulldozed away	The Heritage Impact Statement acknowledges the current state of the dwelling as noted in the submissions. However, the character and authenticity of the surrounding streetscape has diminished over time due to the loss of surrounding dwellings and the changing function and capacity of Guildford Road. It is considered that the identified historic value of its role in demonstrating the creation of a neighbourhood clustered around Guildford Road is no longer evident. The subject lot was originally acquired by the State for the purpose of delivering major road upgrades along Guildford Road and East Parade. Other properties acquired for the same purpose have previously been demolished in preparation for the future upgrades. The subject dwelling has been retained as far as practicable in the interim to allow for the final land requirements to be determined in order to understand the impact to the dwelling and the potential for retention. Main Roads have progressed development of plans for the road upgrades and now have an endorsed land requirement plan which confirms the extent of additional road widening necessary in order to facilitate the upgrades. The plan confirms that the road widening will materially impact on the fabric of the dwelling. The front of the dwelling will encroach into the future road reserve such that it will need to be partially demolished and substantially modified in order to be retained. As a result, the historical fabric and character of the	The property is owned by the State Government and is a part of the Mount Lawley Housing Diversity Pipeline (HDP) area. The HDP project aims to identify and offer suitable surplus Government-land to the market for innovative housing developments that provide for social housing and deliver more housing choice for our communities. In addition to being subject to the HDP program, the property is affected by the current and planned Guildford Road reservation which necessitates its removal. Main Roads plans to use the existing and planned road reservation for a future intersection upgrade which will include double left turning lanes under signal control. Detailed design drawings for the redevelopment of the Mount Lawley HDP area have yet to be approved. The City expects that the future provision of trees and retention of existing trees will be subject to a separate development approval process. The proposed road works and HDP program requires the property’s removal from the City’s Municipal Heritage Inventory and its demolition.
We keep losing historical buildings, no more. They've neglected it for years in the hope it would be condemned.		
Demolition by neglect. No approved development application. Community is waiting for this dangerous intersection that is currently operating over-capacity for its design, with hundred-metre queues at peak hour to be fixed.		

Summary of Submissions – Removal of 40 Guildford Road, Mount Lawley from the Municipal Heritage Inventory

Submitter’s Comments	Applicant’s Response	Administration’s Response
<p>The department spent years buying up land to make room for the upgrades, part of which will now be sold off. Fixing the intersection should be addressed before property demolished or any land is sold. Existing trees should be kept. Important food source for the Forest Red-tailed Black Cockatoos that visit.</p> <p>Maintain our heritage houses that have been there for a hundred years and ultimately enhances the area, rather than the alternate option which devalues the area.</p> <p>This is a house worthy of retention . It compliments existing character in the Banks Precinct.</p> <p>It has been permitted by its owner, The WA Planning Commission, to deteriorate by neglect over the years.</p> <p>It is also important to retain the trees on this lot. .</p> <p>In a warming climate, trees are of immense significance contributing to cooling the environment by creating their own micro climate , storing carbon, reducing radiated heat, conserving wildlife habitat and biodiversity.</p> <p>They are also beautiful.</p> <p>Over the years I have encouraged City Of Vincent to value significant trees on this site. Following the demolition of the houses and businesses that were previously on this land, I have written submissions to City of Vincent Planning Department, Deputy Mayor and officers. The land from No 40 Guildford Road wraps around the corner of East Parade to Gardiner Street and along the rear of Zebina Street.</p> <p>I hope that you will see the value in protecting trees. They include Jacaranda, mulberries (remnants of the East Perth Silk industry.) Eucalyptus species, two very large ficus trees (Port Jackson figs I think)</p> <p>These trees cannot be replaced. They have high social and environmental value. A previous plan from Main Roads Department and Department of Planning and Infrastructure demonstrated ‘pocket parks’. I have a copy of this document.</p>	<p>dwelling will be diminished to a point where the value no longer warrants its retention. Further to this, the changes to the street layout and the proximity of the street edge to the front of the dwelling will fundamentally alter the context and relationship of the dwelling to the streetscape, losing its authenticity and historic value.</p> <p>This application is required only to seek approval for demolition of the existing dwelling on Lots 254 and 493 (No.40) Guildford Road. The subject site does not contain any trees that are listed in the City’s ‘Trees of Significance Inventory’.</p> <p>While it is noted that some of the trees referred to in the submissions do not relate to the subject site, the retention of existing mature trees will be encouraged as part of the wider redevelopment of the lots along Guildford Road and the provision of adequate trees and landscaping will be addressed as part of the future redevelopment of the site which will be subject to a separate development approval process.</p>	

Comments neither Supporting nor Objecting

Submitter’s Comments	Applicant’s Response	Administration’s Response
<p>As the place is not in the State Register of Heritage Places, is not in the vicinity of a place on the Register, is not subject to a heritage agreement, and is not identified as a place warranting assessment by the Heritage Council, we do not wish to comment on the proposal.</p>	<p>Noted.</p>	<p>Noted.</p>

9.3 ADVERTISING OF PROPOSED REVOCATION - LOCAL PLANNING POLICY NO. 7.4.9 - ENCROACHMENTS OVER CROWN LANDS

- Attachments:
1. Local Planning Policy No. 7.4.9 - Encroachments Over Crown Lands [↓](#) 
 2. Local Planning Policy No. 7.4.9 - Encroachments Over Crown Lands - Comparison Table [↓](#) 

RECOMMENDATION**That Council:**

1. **PREPARES** a notice of revocation of Local Planning Policy No. 7.4.9 – Encroachments Over Crown Lands, included in Attachment 1, for the purpose of community consultation, pursuant to Schedule 2, Part 3, Clause 6(b)(i) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. **AUTHORISES** the Chief Executive Officer to carry out community consultation on the proposed revocation in accordance with Schedule 2, Part 3, Clause 6(b)(ii) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
3. **PUBLISHES** the notice of revocation in accordance with Schedule 2, Part 3, Clause 6(b)(ii) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, if no submissions are received during the community consultation period; and
4. **NOTES** that if any submissions are received during the community consultation period, that these would be presented to Council for consideration.

PURPOSE OF REPORT:

For Council to consider revoking Local Planning Policy No. 7.4.9 – Encroachments Over Crown Lands, included in **Attachment 1**, for the purpose of undertaking community consultation on the proposed revocation.

BACKGROUND:

[Local Planning Policy No. 7.4.9 – Encroachments Over Crown Lands](#) (Policy) was developed in February 2008 in response to an absence of guidance available at that time in the consideration of development proposed to encroach over Crown land.

Crown land is all land that is not privately owned freehold lots. Crown land includes local government property, public places and thoroughfares such as footpaths and alfresco areas along streets where encroachment is most common.

The Policy was adopted in April 2009.

This is the first review of the Policy.

DETAILS:

The Policy provides guidance and standards at the planning stage on developments proposed to encroach over Crown land.

The City's planning policy framework has developed since the Policy's adoption in 2009. This includes the following policies that are either new or have been reviewed. These policies provide planning guidance and standards for various types of development proposed to encroach over Crown land.

- [Vibrant Public Spaces Policy](#) – street furniture and outdoor eating areas.
- [Policy No. 7.1.1 Built Form](#) – building awnings over footpaths.
- [Local Planning Policy: Signs and Advertising](#) – signage located in public spaces.
- [Local Planning Policy: Planning Exemptions](#) – exempt types of street furniture, outdoor eating areas and signage located in public places.

The City's [Local Government Property Local Law 2021](#) separately provides the regulation, control and management of local government property, thoroughfares and public places within the district. This Local Law was amended in 2021 and replaced the former Local Law from 2008.

The City's policies suitably provide guidance for development over Crown lands, making the Local Planning Policy No. 7.4.9 – Encroachments Over Crown Lands an unnecessary component of the City's planning framework.

Attachment 2 provides a review of the Policy against relevant local planning policies and demonstrates that there would be no impact with the removal of the Policy from the planning framework.

CONSULTATION/ADVERTISING:

Community consultation on the proposed revocation of this Policy would be undertaken in accordance with the City's Community and Stakeholder Engagement Policy.

The notice of revocation would be provided in the following ways, notice:

- published on the City's website;
- published in the local newspapers; and
- exhibited on the notice board at the City's Administration and Library and Local History Centre.

The Policy would be rescinded where no submissions are received.

LEGAL/POLICY:

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

Schedule 2, Part 3, Clause 6(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides the provisions for the revocation of a local planning policy.

The City's [Policy Development and Review Policy](#) sets out the process for the development and review of the City's policy documents.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to undertake community consultation of the proposed revocation of the Policy.

STRATEGIC IMPLICATIONS:

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

Thriving Places

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

Sensitive Design

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

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

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

Reduced injuries and a safer community

FINANCIAL/BUDGET IMPLICATIONS:

The advertising of the revocation of the Policy will be met through the City's operating budget.

COMMENTS:

It is no longer necessary to have a local planning policy specific to encroachments over Crown land. This is because the City has developed a more refined and robust suite of policies that adequately provide planning guidance in the consideration of encroachment over Crown land, supplemented by a Local Law.

It is recommended that the Policy is revoked to simplify the local planning policy framework, and that an information sheet is prepared to present the information in a clear and user-friendly format.

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.9
ENCROACHMENTS OVER CROWN LANDS

POLICY NO: 7.4.9

ENCROACHMENTS OVER CROWN LANDS

OBJECTIVES

1. To detail guidelines for developments that encroach over Crown Lands.
2. To provide guidance for applicants and the City's Officers in designing and assessing buildings with structures that may encroach over Crown Lands.
3. To minimize the impact that structures encroaching over Crown Lands have on the public and Crown Land.
4. To ensure that developments that encroach over Crown Lands do not contradict the State Land Service's Policy Customer Information Bulletin No. 6 (November 2008) which requests that Local Governments comply with Planning Bulletin No. 52 and Government Land Bulletin No. 5.

POLICY STATEMENT

1. For the purposes of this Policy Crown Land is defined as:
 - (i) public roads (excluding Primary Regional Roads);
 - (ii) ways vested in the Crown, whether Crown or freehold land;
 - (iii) unmanaged reserves;
 - (iv) managed reserves, where the management body consents to the airspace encroachment;
 - (v) Crown land subject to a tenure, provided the tenure holder consents to the airspace encroachment; and
 - (vi) unallocated Crown land.
2. For the purposes of this Policy an encroachment into Crown airspace is defined as being any part of a building or structure associated with a building that horizontally projects from the building, such as a balcony verandah or lesser intrusion, beyond the lot boundaries over one of the abovementioned parcels of land.
3. The City of Vincent can support minor encroachments into Crown airspace, which are defined as:
 - (i) A building that has string courses, cornices, copings, eaves or window sills that project not more than 230mm into airspace over Crown land; but excluding bay windows at street level forming part of a building under the Strata Titles Act 1985 (see s. 400 (1a) of the Local Government (Miscellaneous Provisions) Act 1960);

Date of Adoption: 14 April 2009

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CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
RESIDENTIAL DEVELOPMENT
POLICY NO: 7.4.9
ENCROACHMENTS OVER CROWN LANDS

- (ii) Awnings or verandahs, whether supported by posts or otherwise, a minimum of 2.75m above the footpath of a public road, way, other public place or Crown land generally, and providing weather protection to the public using roads beneath, or otherwise; provided the verandah does not form a balcony which increases floor space or is used for commercial purposes (see s.400 (2) (a) of the Local Government (Miscellaneous Provisions) Act 1960);
 - (iii) Plinths, flowerpots, lightfittings, flagpoles, sunscreens (for the purposes of this Policy defined as similar devices/structures as depicted in clause (v) below), and signs; provided such signs are related purely to the building and/or businesses located in that building, and are not of a general advertising nature;
 - (iv) Mouldings and minor ornamental features intruding no more than 12mm at street level; or (for example, where the intruding structure is of an ornamental nature, and does not form a permanent, load-bearing, original part of the relevant building) – such further depth as may be determined by a DLI Regional Manager as appropriate under those particular circumstances (see Reg 33 of the Building Regulations 1989); and
 - (v) Curtains or other similar temporary apparatus designed to provide weather protection to clients using alfresco dining facilities in roads, ways or other public places.
4. Any encroachments into Crown airspace greater than the above will require consent and tenure from the Minister for Lands in accordance with the State Land Services Policies and Bulletins relating to Balconies Over Crown Lands.
5. The City 's Technical Services Department have the discretion to refuse encroachments over Crown Land of which the City has vested care, control and management regardless of whether the encroachment/s comply with the requirements specified in clause 3, as such encroachments may be deemed inappropriate by the City in certain locations.

Date of Adoption: 14 April 2009

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Local Planning Policy No. 7.4.9: Encroachments Over Crown Lands and the Impact of Policy Revocation

Local Planning Policy 7.4.9 Encroachments Over Crown Lands	Impact of Policy Revocation
<p>1. For the purposes of this Policy Crown Land is defined as:</p> <ul style="list-style-type: none"> (i) public roads (excluding Primary Regional Roads); (ii) ways vested in the Crown, whether Crown or freehold land; (iii) unmanaged reserves; (iv) managed reserves, where the management body consents to the airspace encroachment; (v) Crown land subject to a tenure, provided the tenure holder consents to the airspace encroachment; and (vi) unallocated Crown land. <p>2. For the purposes of this Policy an encroachment into Crown airspace is defined as being any part of a building or structure associated with a building that horizontally projects from the building, such as a balcony verandah or lesser intrusion, beyond the lot boundaries over one of the abovementioned parcels of land.</p>	<p>No impact.</p> <p>The <i>Land Administration Act 1997</i> defines Crown Land.</p> <p>The City's Vibrant Public Spaces Policy also elaborates on this by providing definitions for City owned and managed land relating to City freehold land, Crown reserve and road reserve.</p>
<p>3. The City of Vincent can support minor encroachments into Crown airspace, which are defined as:</p> <ul style="list-style-type: none"> (i) A building that has string courses, cornices, copings, eaves or window sills that project not more than 230mm into airspace over Crown land; but excluding bay 	<p>No impact.</p> <p>The City's existing policies establish acceptable development types and standards for encroaching onto Crown land.</p>

Local Planning Policy No. 7.4.9: Encroachments Over Crown Lands and the Impact of Policy Revocation

Local Planning Policy 7.4.9 Encroachments Over Crown Lands	Impact of Policy Revocation
<p>windows at street level forming part of a building under the Strata Titles Act 1985 (see s. 400 (1a) of the Local Government (Miscellaneous Provisions) Act 1960);</p> <p>(ii) Awnings or verandahs, whether supported by posts or otherwise, a minimum of 2.75m above the footpath of a public road, way, other public place or Crown land generally, and providing weather protection to the public using roads beneath, or otherwise; provided the verandah does not form a balcony which increases floor space or is used for commercial purposes (see s.400 (2) (a) of the Local Government (Miscellaneous Provisions) Act 1960);</p> <p>(iii) Plinths, flowerpots, lightfittings, flagpoles, sunscreens (for the purposes of this Policy defined as similar devices/structures as depicted in clause (v) below), and signs; provided such signs are related purely to the building and/or businesses located in that building, and are not of a general advertising nature;</p> <p>(iv) Mouldings and minor ornamental features intruding no more than 12mm at street level; or (for example, where the intruding structure is of an ornamental nature, and does not form a permanent, loadbearing, original part of the relevant building) – such further depth as may be determined by a DLI Regional Manager as appropriate under those particular circumstances (see Reg 33 of the Building Regulations 1989); and</p> <p>(v) Curtains or other similar temporary apparatus designed to provide weather protection to clients using alfresco dining facilities in roads, ways or other public places.</p>	<p>The following policies of the City prescribe standards to guide development types encroaching onto Crown land:</p> <ol style="list-style-type: none"> 1. Policy No. 7.1.1 Built Form – awnings over the pedestrian footpath. 2. Vibrant Public Spaces Policy – street furniture, affixed eating area furniture, pop-up parklet and pop-up eatlet, and permanent parklet and eatlet. 3. Local Planning Policy: Signs and Advertising – awning and verandah signs, and portable signs. 4. Local Planning Policy: Planning Exemptions – exempts the need to obtain development approval on Crown land for certain signs, street furniture, affixed eating area furniture, pop-up parklet and pop-up eatlet, and permanent parklet and eatlet. <p>Proposed developments that do not meet these standards would be assessed against the objectives of these policies and due regard matters contained in the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. This is assessment process is required under these Regulations.</p>

Local Planning Policy No. 7.4.9: Encroachments Over Crown Lands and the Impact of Policy Revocation

Local Planning Policy 7.4.9 Encroachments Over Crown Lands	Impact of Policy Revocation
<p>4. Any encroachments into Crown airspace greater than the above will require consent and tenure from the Minister for Lands in accordance with the State Land Services Policies and Bulletins relating to Balconies Over Crown Lands.</p>	<p>No impact.</p> <p>The State Land Services Policies and Bulletins referred to in the Policy no longer exist.</p> <p>Consent for encroachments over Crown lands is not a planning policy matter. This because the City provides consent for encroachments over public places and public thoroughfares that is local government property pursuant to the <i>Local Government Regulations 1996</i>. Consent from the Minister for Lands would be required for other Crown land, pursuant to the <i>Land Administration Act 1997</i>.</p>
<p>5. The City's Technical Services Department have the discretion to refuse encroachments over Crown Land of which the City has vested care, control and management regardless of whether the encroachment/s comply with the requirements specified in clause 3, as such encroachments may be deemed inappropriate by the City in certain locations.</p>	<p>No impact. The provision in the Policy is superfluous, as this power exists under the planning framework.</p> <p>Prescribed standards in the City's existing policies relating to development into Crown land provide acceptable development outcomes, as well as outcomes that would not be supported.</p> <p>The City's existing policies guide the exercise of discretion in decision making. Power exists under the planning framework for the decision maker to refuse proposals.</p>

10 INFRASTRUCTURE & ENVIRONMENT

10.1 ADOPTION OF THE ANIMAL AMENDMENT LOCAL LAW 2023

- Attachments:
1. Animal Amendment Local Law 2023  
 2. Animal Amendment Local Law 2023 - modified advertised copy  
 3. Animal Amendment Local Law 2023 - DLGSC comments  
 4. Animal Amendment Local Law 2023 - public comments  

RECOMMENDATION:

That Council:

1. **GIVES NOTICE** that the purpose of the Animal Amendment Local Law 2023 is to amend certain provisions of the City of Vincent Animal Local Law 2022;
2. **GIVES NOTICE** that the effect of the Animal Amendment Local Law 2023 is to provide further clarity of the requirements with which owners and occupiers of premises must comply with in order to keep cats;
3. **MAKES BY ABSOLUTE MAJORITY** the Animal Amendment Local Law 2023 at Attachment 1, in accordance with section 3.12(4) of the *Local Government Act 1995* subject to the Chief Executive Officer;
 - 3.1 publishing the *Animal Amendment Local Law 2023* in the Government Gazette in accordance with s3.12(5) of the *Local Government Act 1995* and providing a copy to the Minister for Local Government; and
 - 3.2 following Gazettal, providing local public notice in accordance with s3.12(6) of the *Local Government Act 1995*, and providing a copy of the law and Explanatory Memorandum signed by the Mayor and Chief Executive Officer to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

PURPOSE OF REPORT:

To consider adopting the *Animal Amendment Local Law 2023* to bring the *City of Vincent Animal Local Law 2022* in compliance with the legislative parameters of the *Cat Act 2011*.

BACKGROUND:

After the adoption of the City of Vincent Animal Local Law 2022 it was found that a clause in relation to the keeping of cats was beyond the powers provided under the Cat Act 2011 and an amendment was required to rectify the 'non-compliance'. At its 25 July 2023 Meeting, Council resolved to provide public notice of the proposed *City of Vincent Animal Amendment Local Law 2023* (Item 10.2). In accordance with Section 3.12(3)b of the *Local Government Act 1995*, a copy of the proposed *City of Vincent Animal Amendment Local Law 2023* was provided to the Department of Local Government, Sports and Culture (DLGSC) for review and comment.

The submission period for the public notice was between 29 July 2023 and 10 September 2023.

Minor changes have been made to the draft *Animal Amendment Local Law 2023* following consideration of public submissions and advice from the DLGSC.

DETAILS:

Local public notice of the proposed *Animal Amendment Local Law 2023* was given in accordance with section 3.12(3)(a) of the *Local Government Act 1995*. Public notice and consultation on the proposed *Animal Amendment Local Law 2023* included the following:

- a notice published in the West Australian on 29 July 2023;
- a notice published in the Perth Now Central newspaper on 3 August 2023;
- a consultation page displayed on the City's website (Imagine Vincent);
- inclusion of a News item on the City's website;
- promotion on the City of Vincent's Facebook page; and
- inclusion on notice boards at the City of Vincent's Administration building and Library.

A copy of the proposed *Animal Amendment Local Law 2023* recommended for adoption is at **Attachment 1**. This attachment includes modifications to the Animal Amendment Local Law as it was advertised. A copy of the advertised *Animal Amendment Local Law 2023* with the proposed minor changes is at **Attachment 2**. This includes modifications that were made following review of comments obtained from the DLGSC. After including these amendments, the Animal Amendment Local Law is not significantly different to what was advertised, therefore it does not trigger the requirement to recommence the making of the local law under section 3.13 of the *Local Government Act 1995*.

In accordance with section 3.12(3)(b) of the *Local Government Act 1995*, Administration provided the Minister for Local Government with a copy of the advertised Animal Amendment Local Law. The DLGSC provided minor editing suggestions for the Animal Amendment Local Law, and this can be found at **Attachment 3**. Administration have incorporated the Department's feedback, which was to change the title *Local Government Property Local Law* to *Animal Amendment Local Law* and amend the font at clause 6 so that it matched the rest of the local law, into the proposed local law.

During the public consultation period, the City received 18 submissions, with 5 in support of the amendment local law and 13 who did not support the local law. A copy of the submissions can be found at **Attachment 4**. The submissions received that did not support the amendment local law, largely were in ensuring cats were contained within the property, which is outside of the powers of the legislation within the Cat Act 2011.

If adopted, the Animal Amendment Local Law would be gazetted and provided to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL). While the local law has been prepared with advice from the DLGSC, the JSCDL may still exercise its discretion to disallow part or all of the *Animal Amendment Local Law 2023*.

CONSULTATION/ADVERTISING:

Following Gazettal, the City would provide local public notice that the *Animal Amendment Local Law 2023* has been published in the Government Gazette, in accordance with s3.12(6) of the *Local Government Act 1995*. The notice would include the following details:

- the title of the local law;
- the purpose and effect of the local law;
- the day the local law comes into operation; and
- advise that copies of the local law can be inspected and obtained from the City's office and website.

LEGAL/POLICY:

Section 3.12 of the *Local Government Act 1995* sets out the procedural requirements for the making of a local law:

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2a) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
 - (a) *give local public notice stating that —*
 - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*

- (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
- And
- (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the minister and, if another minister administers the act under which the local law is proposed to be made, to that other minister; and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.
* absolute majority required.
- (5) After making the local law, the local government is to publish it in the gazette and give a copy of it to the minister and, if another minister administers the act under which the local law is proposed to be made, to that other minister.
- (6) After the local law has been published in the gazette the local government is to give local public notice —
- (a) stating the title of the local law; and
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.
- (7) The minister may give directions to local governments requiring them to provide to the parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section — making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to adopt the *Animal Amendment Local Law 2023*.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We engage with our community so they are involved in what we are doing and how we are meeting our goals.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

This 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 nominal costs associated with making the local law, including advertising and Gazettal which can be expended from the City's operating budget.

City of Vincent

Dog Act 1976

Cat Act 2011

Local Government Act 1995

Animal Amendment Local Law 2023

Animal Amendment Local Law 2023

DOG ACT 1976
CAT ACT 2011
LOCAL GOVERNMENT ACT 1995
CITY OF VINCENT

ANIMAL AMENDMENT LOCAL LAW 2023

Under the powers conferred by the *Dog Act 1976*, the *Cat Act 2011*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Vincent resolved on XX XXX 2023 to make the following amendment local law.

1. Citation

This local law may be cited as the *City of Vincent Animal Amendment Local Law 2023*.

2. Objective

- (a) The objective of this amendment local law is to amend certain provisions of the *City of Vincent Animal Local Law 2022*.
- (b) The effect of this amendment local law is to provide further clarity of the requirements with which owners and occupiers of premises within the district must comply with in order to keep cats.

3. Commencement

This amendment local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

4. Principal Local Law

This amendment local law amends the *City of Vincent Animal Local Law 2022*, published in the *Government Gazette* on 3 February 2023.

5. Clause 3.7(1) replaced

Clause 3.7(1) is replaced with:

- (1) Every licence is issued subject to the following conditions—
- (a) each cat kept on the premises to which the licence relates must comply with the requirements of the Cat Act;
 - (b) the licence holder will provide adequate space for the exercise of each cat kept on the premises;
 - (c) the premises must be maintained in good order and in a clean and sanitary condition; and
 - (d) the conditions contained in Schedule 3.

6. Schedule 5 amended

Schedule 5 is amended by –

1. Deleting the item as follows –

19.	3.7(1)(b)	Failure to contain each cat on premises	200
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and;

2. Renumbering the subsequent items accordingly.

Dated XX XXX 2023

The Common seal of the City of Vincent was affixed by authority of a resolution of the Council in the presence of-
EMMA COLE, Mayor

DAVID MACLENNAN, Chief Executive Officer

City of Vincent

Dog Act 1976

Cat Act 2011

Local Government Act 1995

Animal Amendment Local Law 2023

Animal Amendment Local Law 2023

DOG ACT 1976
CAT ACT 2011
LOCAL GOVERNMENT ACT 1995
CITY OF VINCENT

~~**LOCAL GOVERNMENT PROPERTY LOCAL LAW 2022**~~
ANIMAL AMENDMENT LOCAL LAW 2023

Under the powers conferred by the *Dog Act 1976*, the *Cat Act 2011*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Vincent resolved on XX XXX 2023 to make the following amendment local law.

1. Citation

This local law may be cited as the *City of Vincent Animal Amendment Local Law 2023*.

2. Objective

- (a) The objective of this amendment local law is to amend certain provisions of the *City of Vincent Animal Local Law 2022*.
- (b) The effect of this amendment local law is to provide further clarity of the requirements with which owners and occupiers of premises within the district must comply with in order to keep cats.

3. Commencement

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Clause 3.7(1) is replaced with:

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 - (c) the premises must be maintained in good order and in a clean and sanitary condition; and
 - (d) the conditions contained in Schedule 3.

6. Schedule 5 amended

Schedule 5 is amended by –

- 1. Deleting the item as follows –

19.	3.7(1)(b)	Failure to contain each cat on premises	200
19.	3.7(1)(b)	Failure to contain each cat on premises	200

and;

- 2. Renumbering the subsequent items accordingly.

Dated XX XXX 2023

The Common seal of the City of Vincent was affixed by authority of a resolution of the Council in the presence of-
EMMA COLE, Mayor

DAVID MACLENNAN, Chief Executive Officer

Animal Amendment Local Law 2023 - DLGSC comments**1. Minor edits**

The following minor edits are suggested:

- Local law title: Change "*Local Government Property*" to "*Animal*"
- Clause 6: The font of the table should match the rest of the local law.

Animal Amendment Local Law 2023 - public comments

#	Comment	Administration comment
1	No	Noted.
2	The location and behaviour of cats should be the responsibility of their owners at all times, as is that of dogs. Cats are a bigger nuisance and environmental problem than dogs and capable of invading private property but are allowed to roam unchecked.	Noted. No power under the Cat Act 2011 to restrict cats from roaming.
3	I hope that in future all local governments in WA can implement cat laws like those in Canberra, where all cats born after a certain date must be contained. This will protect local wildlife from predation by cats. They are lovely animals but should not be allowed to roam and kill wildlife. These are the local laws in Canberra: www.cityservices.act.gov.au/pets-and-wildlife/domestic-animals/cats/cat-containment#:~:text=ACT%2Dwide%20containment%20for%20cats,courtyard%2C%20or%20a%20cat%20crate.	Noted.
4		Noted.
5	Cats should not be let to roam around other than its property, and especially at night. The fine should be kept in place for rogue owners and their cats. Cats need to have a night time curfew and owners fined and deterred.	Noted. No power under the Cat Act 2011 to implement curfews.
6	misguided and unnecessary	Noted.
7	As someone who has been for years subject to the nuisance (digging, excrement, killing wildlife) of multiple domestically owned cats, I would like to see far stronger local laws to require cat owners to keep their cats fully contained within their properties (just as dog owners are required to do). This local law seems to be focused much more on kennels and catteries than on owners of fewer than 3 cats.	Noted. The extent of local laws is restricted to what is legislated under the Cat Act 2011
8	Cats shouldn't be allowed outside unless leashed.	Noted. No powers to implement under the Cat Act 2011
9		Noted.
10	This amendment is not clear as to whether walking a cat (on lead) would be viewed with the same requirements as that of a dog? Would a person be in breach if they were?	Cats can be walked on a lead, however they are not allowed on a lead in a cat

		prohibited area.
11	Insufficient information to provide a simple executive summary or overview for laymen to determine to what extent the change will impact a cat owner	Noted.
12	We have two cats. Its our duty to keep them on premises and NOT let them roam - there is already an issue with stray and roaming cats in Highgate, in which our own backyard is consistently invaded by neighboring cats let out at night, and which none of our deterrents have worked. Not to mention the environmental impact (which was stated in the Council Meeting Agenda that this change WOULD NOT have substantial environmental or sustainable impact - it is not environmentally neutral) in which the local bird populations have been preyed upon by said cats which are roaming. It is absolutely the responsibility of the owner to keep a cat on their premises, and remove of that clause is downright irresponsible. Those that do fail to keep a cat on their premises should be fined, as it not only endangers the safety of their pet, but the safety of other species, other peoples animals (as they can carry disease, worms and pests to the gardens of others - as the local cat has to us), and to people. Additionally, local shelters such as Cat Haven are at breaking point due to the number of strays that have been rescued, and individuals do not want to take responsibility for. The recent Feral Cat Symposium at UWA had experts in wildlife, conservation and cat ownership BEGGING councils to hold their residents responsible for their pets. This is absolutely against every recommendation and common sense approach. I understand the direction for change comes from the Cat Act 2011 - if there is a way for this comment to be fed back to JSCDCL I would be grateful.	Noted. Public comments are available to be viewed for noting.
13		Noted.
14	Cat owners should be made responsible for containing their pets within their own properties. Pet cats that are allowed to roam free contribute to the feral cat population and spread diseases to humans and other animals. Cats also kill large numbers of native wildlife. It is no longer acceptable that cats can be allowed uncontrolled out of their own properties. There are wetlands within the City of Vincent that should be protected from cats. The only way to due this is to ensure cat owners contain their cats within their own properties.	Noted. No power under the Cat Act 2011 to contain cats within their property. Cats prohibited areas have been introduced.
15	Allowing pet cats to stray from their property is environmentally irresponsible and a nuisance.	Noted. No power under the Cat Act 2011 to contain cats

		within their property.
16	Cats should be kept indoors or confined within their own properties. Cats spread disease and are a nuisance. Cats need to be kept out of wetlands to protect native wildlife. The only way to do this is to put responsibility on the pet owners to keep control of their pets and keep them indoors or within their own properties.	Noted. No power under the Cat Act 2011 to contain cats within their property. Cats prohibited areas have been introduced.
17	To whom it may concern, I am writing to you in reference to the attached article regarding a proposal to keep cats in cages. It appears obvious the councillors involved in this have no idea of the consequences of doing something like this to a cat or don't care (or hate cats). I have experience with cats in general but I rescued a cat who had been kept in a cage for a long period. This cage was about 1 x 1 metre. The result of keeping this cat in a cage was that it was mentally tormented (as a normally fairly active human would be from being kept in a similar human sized cage). She was so extremely obese (due to being fed dry food and no exercise) that her belly was flat on the floor. She also had painful crystals in her bladder and other health conditions. She was in a terrible and very sad condition. This is what happens to a cat if you do this. If this doesn't concern a person then they should not be in a position where they are making decisions about others. Sometimes when a cat is being socialised with other cats they are kept in a room. They are normally fearful so at first accept this but over a fairly short amount of time they become increasingly upset about being stuck in the room (and I'm talking about a large area) so you have to get them to accept each other ASAP as the cat in the room won't be able to tolerate it. I've known of one cat claw up carpet trying to get out of a large room with a connected outdoor enclosure) after 2 months. They can't tolerate it, not even a room.	Noted. The effective cage system is deemed not to be in breach of the Animal Welfare Act.

	<p>You try being locked in a room 24/7 for a long period of time and tell me it wouldn't drive you crazy and cause you distress, agitation, mental anguish/torment and health problems. 50 x that if it is a cage.</p> <p>Keeping a cat in a cage is not only extreme abuse but it is torturous abuse and if it is not already, it should be classified as a serious crime due to what it does to the animal.</p> <p>I am experienced in the care of many cats and I tell you no cat can tolerate that sort of abuse and neither should they have to.</p> <p>I am absolutely shocked that anyone would even think this, let alone a council as you are recommending animal abuse. It is shocking and shameful.</p> <p>I will not stand by and accept cruelty and abuse towards animals which is exactly what your proposals are.</p> <p>I strongly urge the councillors responsible to stand down now or be stood down as are absolutely not fit for the position they are holding.</p> <p>They demonstrably lack the capacity to be able to be able to make good decisions involving others.</p> <p>In addition, I am surprised that they have so much time on their hands that they would be thinking about how they can contain cats.</p>	
18	<p>Dear Mayor & Councilors, Animal Care Australia (ACA) is a national incorporated association established to consult with government in advocating for real animal welfare by those who keep, breed and care for animals. Our goal is to promote and encourage high standards in all interactions with the animals in our care. Animal Care Australia would like to make the following observation in reference to the current Council Draft: Animal Care Australia acknowledges the reason for the proposed change to 3.7.1 (b): Clause 3.7(1) is replaced with: (1) Every licence is issued subject to the following conditions—(a) each cat kept on the premises to which the licence relates must comply with the requirements of the Cat Act; (b) the licence holder will provide adequate space for the exercise of each cat kept on the premises; (c) the premises must be maintained in good order and in a clean and sanitary condition; and (d) the conditions contained in Schedule 3.6. Schedule 5 amended Schedule 5 is amended by – 1. Deleting the item as follows – 19. 3.7(1)(b) Failure to contain each cat on premises 200 and; 2. Renumbering the subsequent items accordingly.</p>	<p>Noted. Would need to be reviewed as part of any changes to legislation within the Cat Act 2011.</p>

	<p>Animal Care Australia questions the decision by the Joint Standing Committee on Delegated Legislation when stating there is no supporting definition for 'effective control' that could be applied to cats. The definition outlined within the Dog Act states: o Effective control is defined as- held by a person who is capable of controlling the cat- securely tethered- secured in a cage- any other means of preventing escape. The above definition can easily be applied to cats. Animal Care Australia does not support the removal of the clause as it places greater animal welfare risks to the cats now able to 'free roam'. Animal Care Australia supports cat containment that requires cats to remain on their owners property at all times as curfews have limited impact on the issues relating to roaming cats unless it is a 24/7 containment. However, there are some items that need serious consideration and any changes to local animal management laws should provide an avenue for greater consultation and feedback. ➤ Cats that have been allowed to roam need time to adjust to be confined and it may have detrimental welfare impacts if the cat is not allowed time to become accustomed to the changes ➤ Costs of installing cat runs or other methods are expensive and this should be taken into consideration in the current cost of living crisis</p>	
	<p>➤ Council should provide assistance for cat owners wishing to construct or instal appropriate containment enclosures. Councils should recognise the need to consult with all residents in their catchment area and to provide assistance with approval processes for the construction of enclosures etc.</p> <p>Animal welfare concerns MUST be placed ahead of red-tape based legislative changes. Animal Care Australia believes the decision by the Joint Standing Committee on Delegated Legislation stating there is no supporting definition for 'effective control' and therefore instructing Council to remove their containment provision is irresponsible, and lazy.</p> <p>Community consultation on the development of a suitable definition would have been more beneficial to cat owners, their cats and the native wildlife within the Shire. We welcome the opportunity to discuss this further with you.</p> <p>Please do not hesitate to make contact if we can assist further.</p>	

11 COMMUNITY & BUSINESS SERVICES

11.1 FINANCIAL STATEMENTS AS AT 31 AUGUST 2023

Attachments: 1. Financial Statements as at 31 August 2023  

RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 31 August 2023 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 August 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 **31 August 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	3-5
4.	Capital Expenditure including Funding graph and Capital Works Schedule	6-13
5.	Cash Backed Reserves	14
6.	Receivables: Rates and Other Debtors	15
7.	Beatty Park Leisure Centre Financial Position	16-17

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 at 31 August 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 \$522,480 (1.1%). The following items materially contributed to this position:

- A favourable variance of \$660,859 in Fees and Charges mostly due to timing variances for:
 - \$208,825 favourable car parking revenue,
 - \$205,274 favourable Beatty Park admission, enrolment and merchandise income.
 - \$92,895 favourable waste service rubbish charges,
 - \$90,248 favourable development application fees,
 - \$55,220 favourable swimming pool inspection fees.
- A favourable variance in other revenue of \$52,240 mostly due to timing variances for MRC land sales tax withholding (\$37k) and waste and recycling services from micro businesses (\$28k).
- A favourable variance in Interest earnings of \$11,655 mostly due to higher-than-expected interest rates.
- An unfavourable variance in Operating grants, subsidies, and contributions of \$193,390 due to timing a variance.

Expenditure by Nature or Type (on page 1) is favourable, attributed by an under-spend of \$3,538,093 (30.9%). The following items materially contributed to this position:

- \$2,101,192 favourable Depreciation expense due to timing variances.
- \$1,068,702 favourable Materials and Contracts mainly due to timing variances.
- \$145,376 favourable Employee related costs mostly due to timing variances.
- \$105,719 favourable Utility charges due to timing variances.
- \$54,275 favourable Interest expenses due to timing variances on loan payments.

Surplus Position – Year End 2022/23

The surplus position brought forward to 2023/24 is \$8,004,126 compared to the adopted budget amount of \$4,098,614. The actual opening surplus figure will be adjusted after the year audit has been finalised in December 2023.

The favourable opening surplus position also includes a higher brought forward payment of \$1,410,464 in Federal Grant Funding. An adjustment will be required at First Quarter Budget Review 2023/24 to reduce the budgeted grant revenue in lieu of the higher brought forward payment.

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 and restricted assets.
3. Summary of Income and Expenditure by Service Areas (Note 3 Page 3-5)
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 6-13)
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 14)
The cash backed reserves schedule provides a detailed summary of the movements in the reserve portfolio, including transfers to and from the reserve. The balance as at 31 August 2023 is \$19,084,398.
6. Receivables: Rating Information (Note 6 Page 15)

The notices for rates and charges levied for 2023/24 were issued on 26 August 2023. *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	1 September 2023
Second Instalment	3 November 2023
Third Instalment	5 January 2024
Fourth Instalment	8 March 2024

The outstanding rates debtors balance at 31 August 2023 was \$28,719,764, excluding deferred rates of \$142,199. The outstanding rates percentage at 31 August 2023 was 58.37% compared to 46.84% for the same period last year.

7. Receivables: Other Debtors (Note 6 Page 15)

Total trade and other receivables at 31 August 2023 were \$4,382,357.

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

- \$960,282 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.
- \$192,845 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 7 Page 16-17)

As at 31 August 2023, the Centre's operating surplus position was \$343,534 (excluding depreciation) compared to the prior YTD surplus amount of \$179,340. The surplus is predominantly driven by Health and Fitness memberships and Swim School.

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 31 AUGUST 2023



CITY OF VINCENT

	Note	Revised Budget 2023/24 \$	YTD Budget 31/08/2023 \$	YTD Actual 31/08/2023 \$	YTD Variance \$	YTD Variance %
Opening Funding Surplus(Deficit)		4,098,614	4,098,614	8,004,126	3,905,512	95.3%
Revenue from operating activities						
Rates		42,302,811	42,052,811	42,043,927	(8,884)	0.0%
Operating Grants, Subsidies and Contributions		1,498,420	232,238	38,848	(193,390)	-83.3%
Fees and Charges		22,143,204	3,681,577	4,342,436	660,859	18.0%
Interest Earnings		1,103,000	420,000	431,655	11,655	2.8%
Other Revenue		1,385,434	204,163	256,403	52,240	25.6%
Profit on Disposal of Assets		2,370,775	0	0	0	0.0%
		70,803,644	46,590,789	47,113,269	522,480	1.1%
Expenditure from operating activities						
Employee Costs		(31,198,096)	(4,847,818)	(4,702,442)	145,376	-3.0%
Materials and Contracts		(23,046,382)	(3,863,536)	(2,794,834)	1,068,702	-27.7%
Utility Charges		(1,860,315)	(312,060)	(206,341)	105,719	-33.9%
Depreciation on Non-Current Assets		(12,607,088)	(2,101,192)	0	2,101,192	-100.0%
Interest Expenses		(495,449)	(95,890)	(41,615)	54,275	-56.6%
Insurance Expenses		(804,195)	(134,032)	(134,032)	0	0.0%
Other Expenditure		(752,098)	(94,835)	(32,006)	62,829	-66.3%
Loss on Disposal of Assets		(47,335)	0	0	0	0.0%
		(70,810,958)	(11,449,363)	(7,911,270)	3,538,093	-30.9%
Operating activities excluded from budget						
Add Deferred Rates Adjustment		0	0	(26,805)	(26,805)	0.0%
Add Back Depreciation		12,607,088	2,101,192	0	(2,101,192)	-100.0%
Adjust (Profit)Loss on Asset Disposal		(2,323,440)	0	0	0	0.0%
		10,283,648	2,101,192	(26,805)	(2,127,997)	-101.3%
Amount attributable to operating activities		10,276,334	37,242,618	39,175,194	1,932,576	5.2%
Investing Activities						
Non-operating Grants, Subsidies and Contributions		3,703,747	0	805,885	805,885	0.0%
Purchase Property, Plant and Equipment	4	(9,185,484)	(374,799)	(289,001)	85,798	-22.9%
Purchase Infrastructure Assets	4	(9,946,016)	(257,707)	(320,143)	(62,436)	24.2%
Proceeds from Joint Venture Operations		1,666,666	277,776	0	(277,776)	-100.0%
Proceeds from Disposal of Assets		1,713,000	0	782,195	782,195	0.0%
Amount attributable to investing activities		(12,048,087)	(354,730)	978,936	1,333,666	-376.0%
Financing Activities						
Principal elements of finance lease payments		(95,000)	(24,000)	(14,612)	9,388	(39.1%)
Repayment of Loans		(1,585,417)	(524,326)	(524,326)	0	0.0%
Proceeds from New Loans		0	0	0	0	0.0%
Transfer to Reserves	5	(6,535,355)	(1,089,222)	(2,297,154)	(1,207,932)	110.9%
Transfer from Reserves	5	5,934,019	551,420	451,477	(99,943)	-18.1%
Amount attributable to financing activities		(2,281,753)	(1,086,128)	(2,384,615)	(1,298,487)	119.6%
Closing Funding Surplus(Deficit)		45,109	39,900,374	45,773,641	5,873,267	14.7%

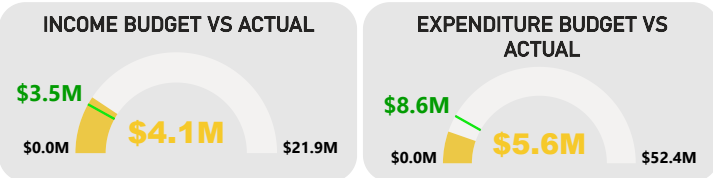
CITY OF VINCENT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
NOTE 2 - NET CURRENT FUNDING POSITION
FOR THE PERIOD ENDED 31 AUGUST 2023



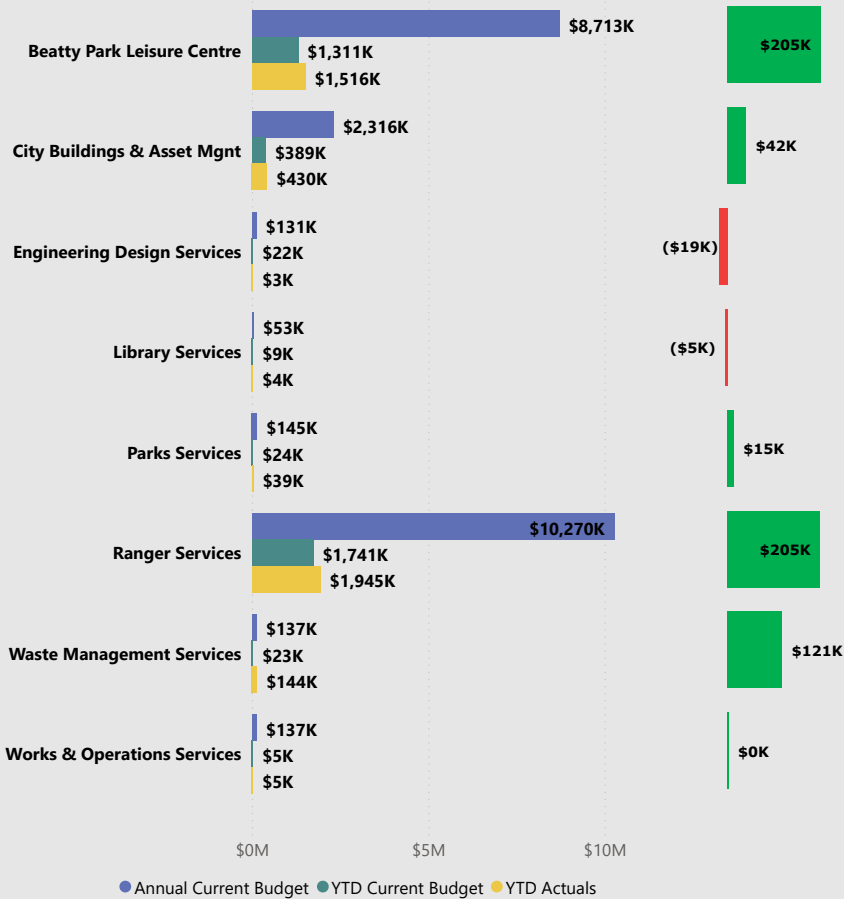
CITY OF VINCENT

	Note	YTD Actual	PY Actual
		31/08/2023	31/08/2022
		\$	\$
Current Assets			
Cash Unrestricted		29,931,104	30,598,337
Cash Restricted		19,084,398	12,088,733
Investments		0	11,000
Receivables - Rates	6	28,719,764	20,545,505
Receivables - Other	6	4,382,357	3,226,475
Inventories		1,425,099	194,781
		<u>83,542,722</u>	<u>66,664,831</u>
Less: Current Liabilities			
Payables		(14,537,112)	(13,665,196)
Provisions - employee		(5,770,773)	(4,845,969)
		<u>(20,307,885)</u>	<u>(18,511,165)</u>
Unadjusted Net Current Assets		63,234,837	48,153,666
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	5	(19,084,398)	(12,088,733)
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		1,521,872	937,942
Add: Infringement Debtors transferred to non current asset		1,293,417	1,225,718
		<u>(17,461,196)</u>	<u>(9,936,073)</u>
Adjusted Net Current Assets		45,773,641	38,217,593

CITY OF VINCENT
NOTE 3 - SUMMARY OF INCOME AND EXPENDITURE
INFRASTRUCTURE AND ENVIRONMENT DIRECTORATE
AS AT 31 AUGUST 2023



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



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

Beatty Park Leisure Centre
\$205k favourable income mostly due to higher enrolment \$84k, admission \$57k and membership fees \$52k.
\$336k favourable expenditure mostly due to timing variance for depreciation \$241k, general maintenance \$82k and utilities \$29k. Partially offset by unfavourable employee costs of \$73k.

City Buildings & Asset Management
\$42k favourable income mostly due to timing variances of rental properties income.
\$798k favourable expenditure mostly due to timing variances of depreciation \$613k and general maintenance \$132k.

Engineering Design Services
\$124k favourable expenditure mostly due to timing variances in utilities \$48k, depreciation \$26k, employee costs \$20k and contractors \$17k.

I&E Directorate
\$28k favourable expenditure mainly due to timing variances in employee costs \$16k.

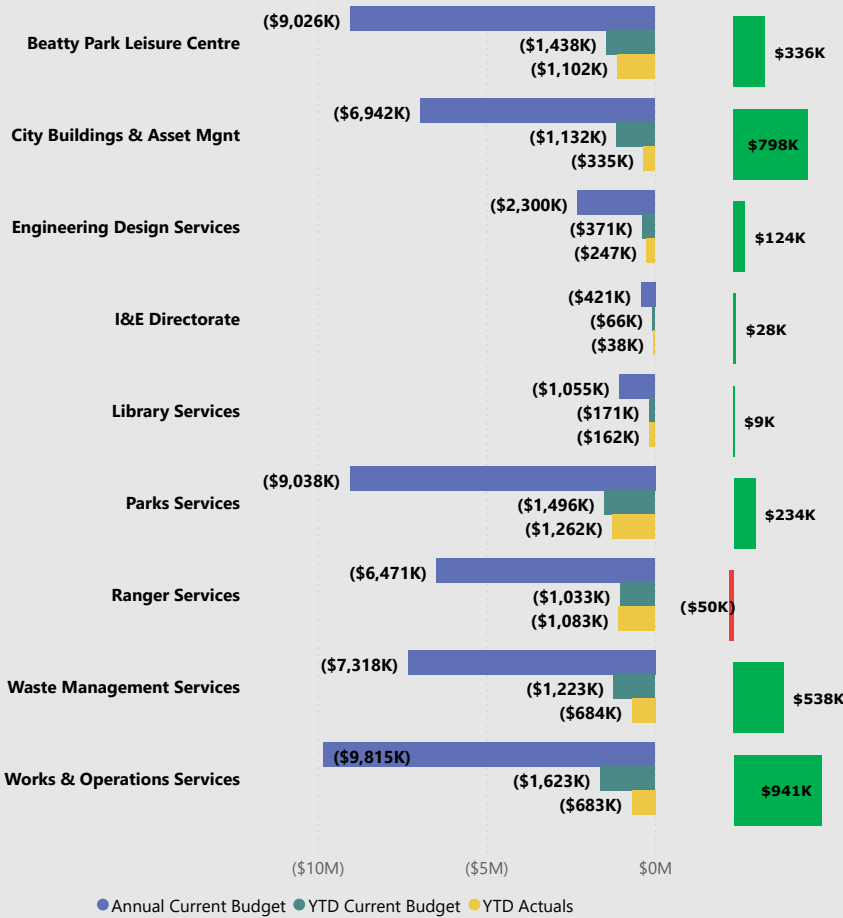
Parks Services
\$234k favourable expenditure due to timing variance for depreciation \$226k and employee costs \$14k.

Ranger Services
\$205k favourable income mainly due to higher car park revenue.
\$50k unfavourable expenditure mostly due to timing variance in Perth parking license fees of \$350k. This is partially offset by favourable depreciation \$98k and equipment maintenance \$87k.

Waste Management Services
\$121k favourable income mostly due to fees and charges for Waste service charges.
\$538k favourable expenditure mostly due to timing variances for waste disposal costs \$255k, contractors \$129k and employee costs \$14k.

Works and Operations Services
\$941k favourable expenditure mostly due to timing variances for depreciation \$891k and employee costs \$24k.

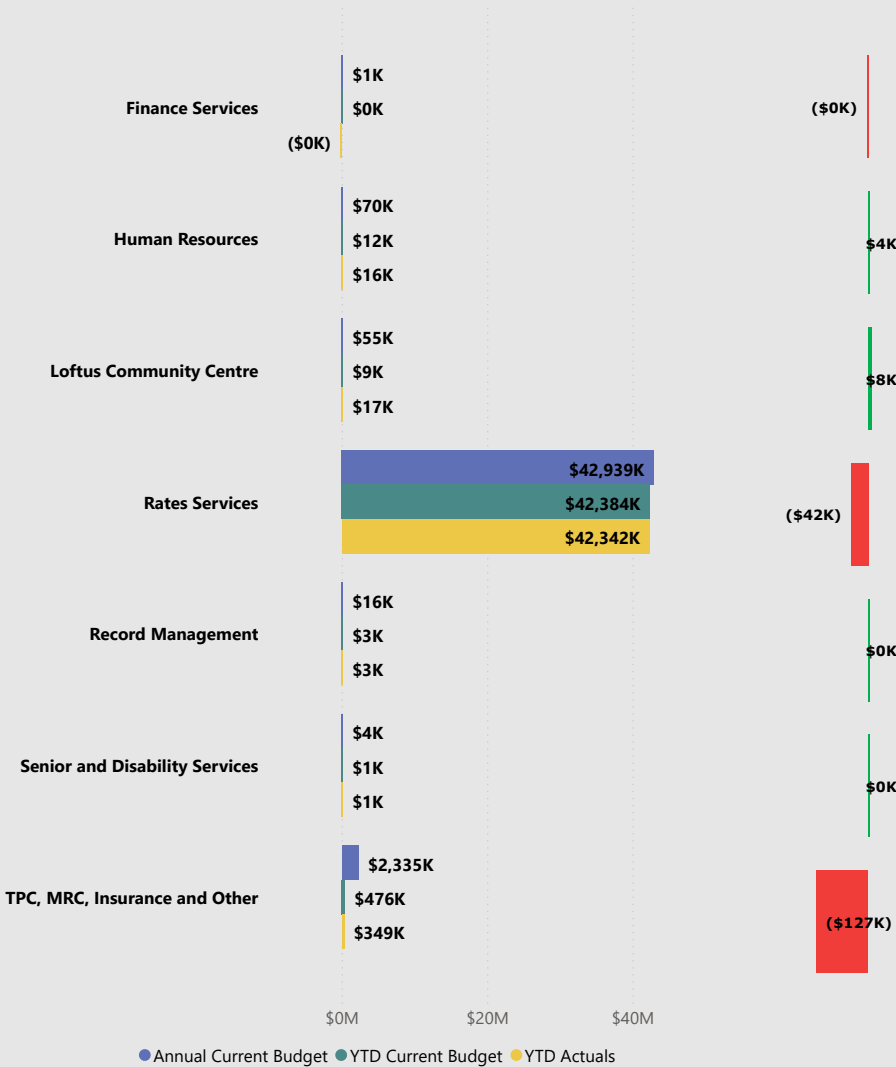
EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



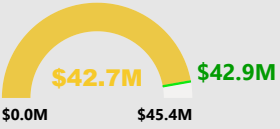
CITY OF VINCENT
NOTE 3 - SUMMARY OF INCOME AND EXPENDITURE
COMMUNITY & BUSINESS SERVICES DIRECTORATE
OFFICE OF THE CEO
AS AT 31 AUGUST 2023



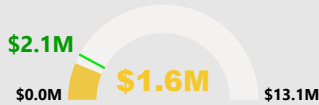
INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



INCOME BUDGET VS ACTUAL



EXPENDITURE BUDGET VS ACTUAL



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

CBS Directorate
\$26k favourable expenditure due to timing difference in employee costs \$25k.

Community Development
\$54k unfavourable expenditure due to:
- \$40k timing variance in donations and \$21k employee costs, partially offset by \$8k timing variance for various programs and events.

Customer Relations
\$40k favourable expenditure mostly due to timing variances in employee costs.

Finance Services
\$56k favourable expenditure due to timing differences in other expenses \$27k and employee costs \$26k.

Human Resources
\$91k favourable expenditure mostly due to \$64k timing variance for employee costs.

Information Communication and Technology
\$169k favourable expenditure due to:
- \$53k favourable timing variance in software license fees, furniture and equipment purchases \$42k, consultant fees \$38k and employee costs \$26k.

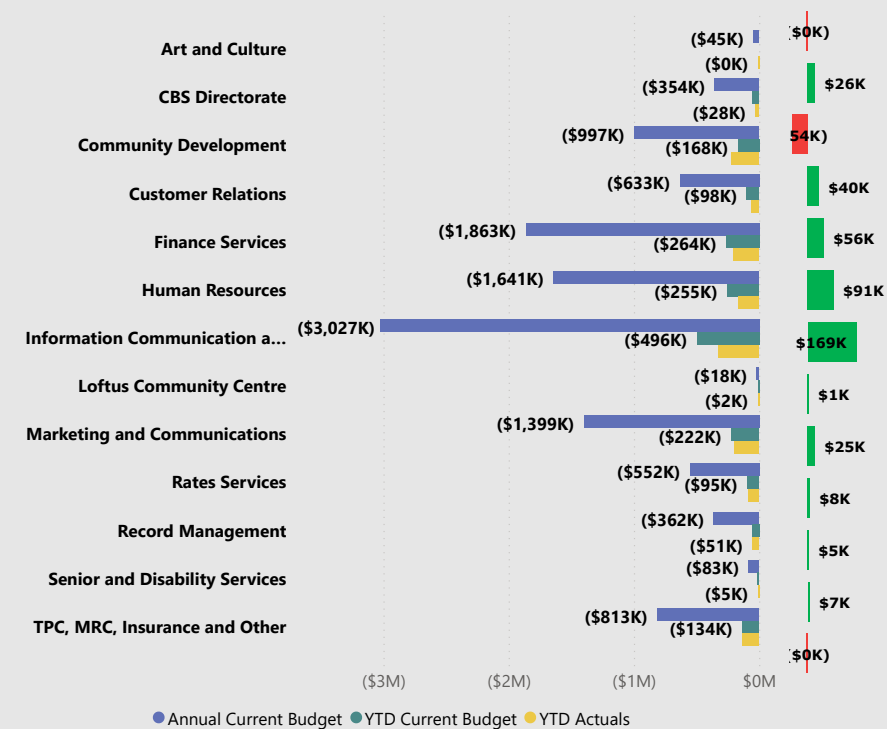
Rates Services
\$42k unfavourable income due to timing variances in interest earnings \$19k and general rates income \$11k.

TPC, MRC, Insurance and other
\$127k unfavourable income mostly due to timing variance of the financial assistance grants.

Members of Council
\$40k favourable expenditure mostly due to timing variances for materials and contracts.

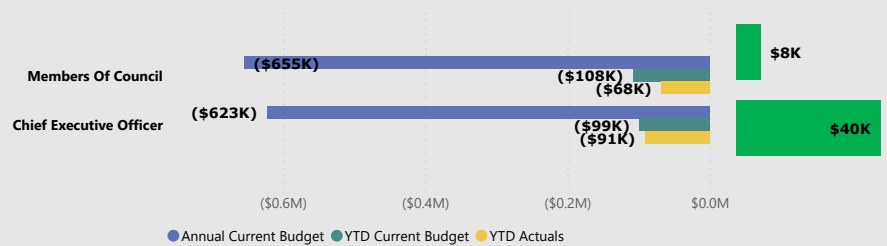
COMMUNITY AND BUSINESS SERVICES DIRECTORATE

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



OFFICE OF THE CEO

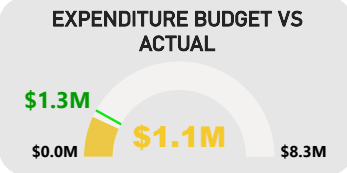
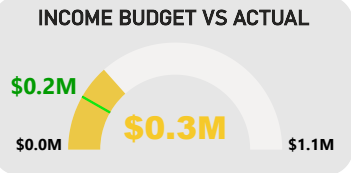
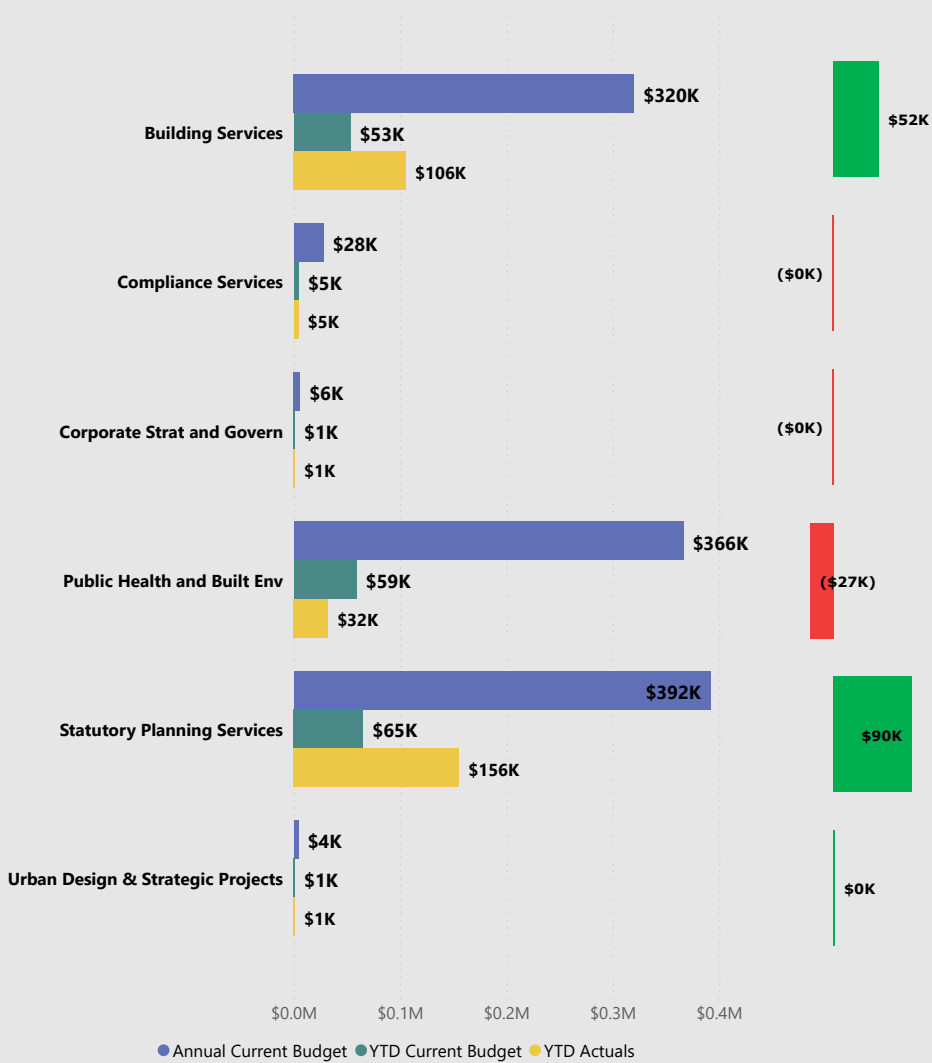
EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



CITY OF VINCENT
NOTE 3 - SUMMARY OF INCOME AND EXPENDITURE
STRATEGY AND DEVELOPMENT DIRECTORATE
AS AT 31 AUGUST 2023



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



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

Building Services
\$52k favourable income mostly due to an increase in pool inspection fees. Partially offset by lower than anticipated building permits of \$3k.

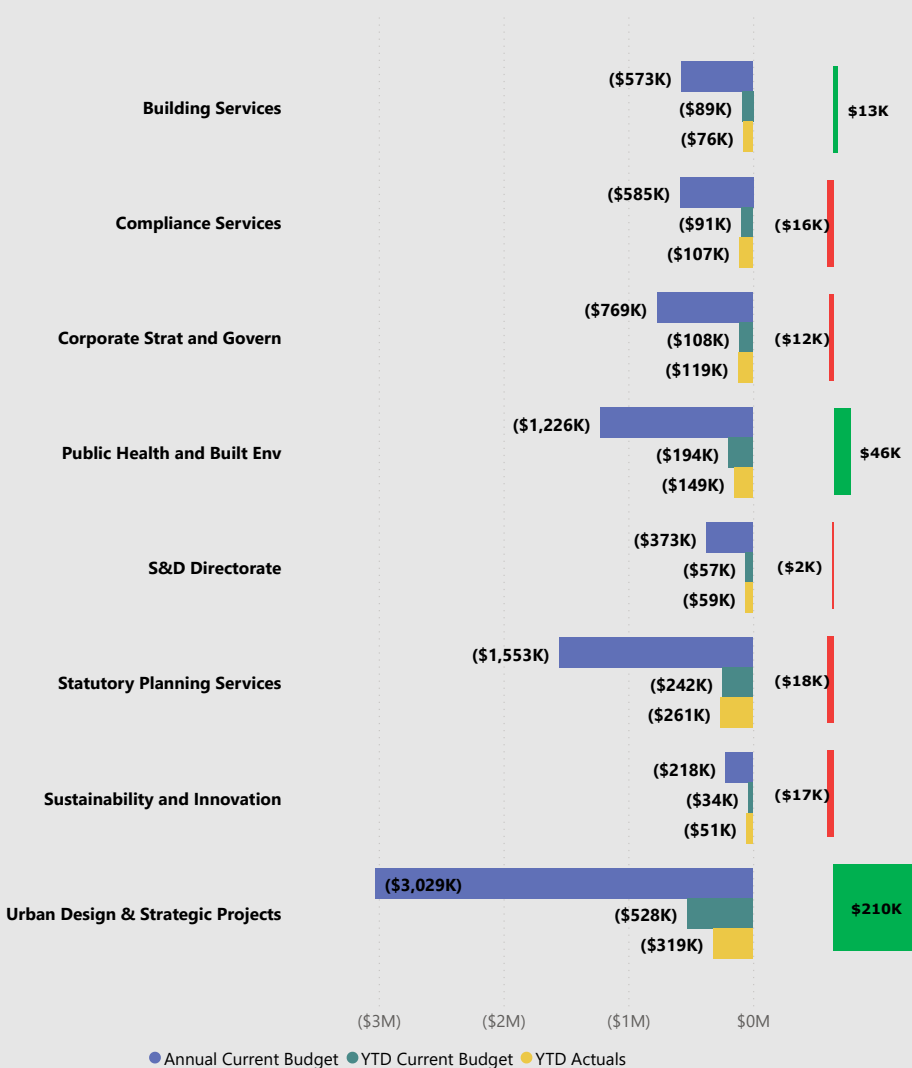
Public Health and Built Environment
\$27k unfavourable income mostly due to:
- \$18k timing variances in fees and charges.
- \$9k timing difference of state grants and subsidies.

\$46k favourable variance in expenditure mostly due to timing variances of employee costs \$26k, and programmes and events \$16k.

Statutory Planning Services
\$90k favourable income mostly due to timing difference in income received from development application fees \$67k and development application panel fees \$22k.

Urban Design & Strategic Projects
\$210k favourable expenditure mostly due to:
- \$184k timing difference for various programmes and events
- \$23k timing variance for operating Initiatives.

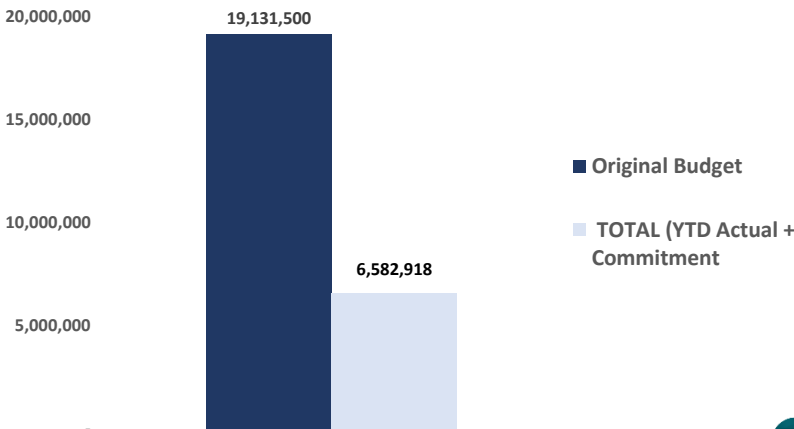
EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



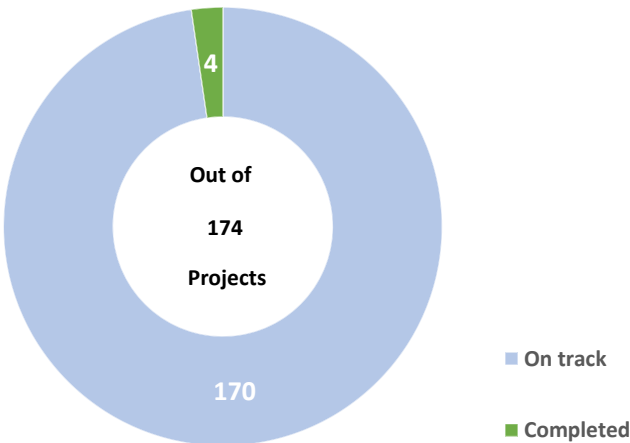


Note 4 - City Of Vincent - Capex Report As At 31 August 2023

Budget vs Total funds spent & committed



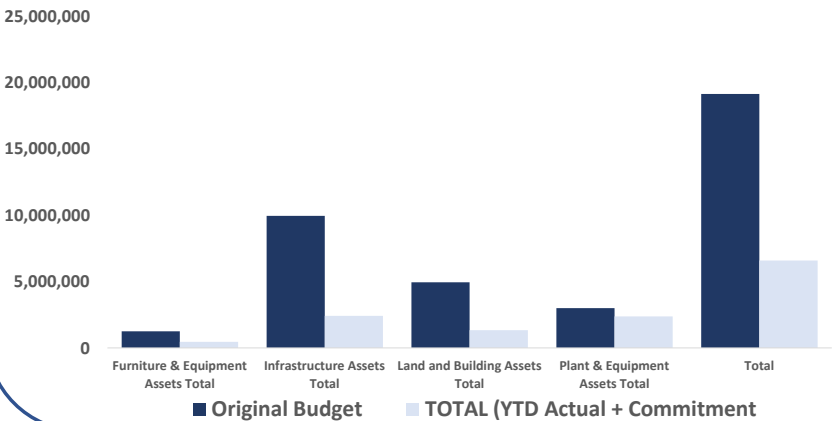
Summary of Project Status



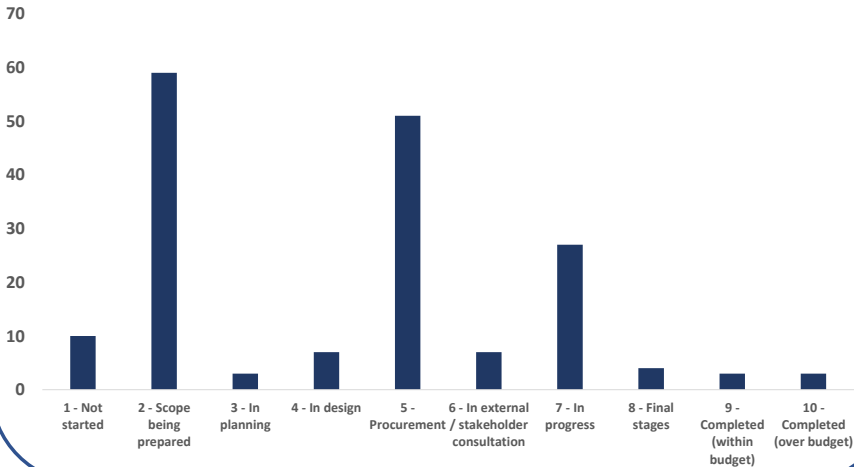
Project Count

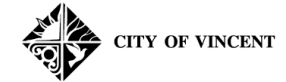
174

Summary of Projects Budget vs Total funds spent & committed By Asset Class



Summary of Project Stages



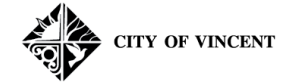


CITY OF VINCENT

NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24

AS AT 31 AUGUST 2023

WO Name	Original Budget 2024FY	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Land and Building Assets									
Air Conditioning & HVAC Renewal									
Air Con & HVAC Renew - Library & Local History Centre	12,301	-	-	-	-	-	On track	2 - Scope being prepared	Researching replacement/scope
Air Con & HVAC Renew - Miscellaneous	50,000	-	-	-	220	220	On track	2 - Scope being prepared	Developing replacement program
Air Conditioning & HVAC Renewal - Admin	50,000	-	-	-	200	200	On track	2 - Scope being prepared	Scope for timers installed upstairs; consultant for scope
Public Toilet Renewal Program									
Public Toilet Renewal - General Provision	25,000	-	-	-	-	-	On track	2 - Scope being prepared	Painting contractor engaged.
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand									
Beatty Park Leisure Centre – Heritage Grandstand Renewal	200,000	-	0	(0)	-	0	On track	1 - Not started	Waiting on award of Changerooms - potential deferral
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand	22,629	-	-	-	-	-	Completed	9 - Completed (within budget)	Retention to be paid this FY
BPLC - Construction of Indoor Changerooms									
BPLC – Construct & Fit Out Indoor Pool Changerooms	650,000	-	2,330	(2,330)	34,936	37,266	On track	5 - Procurement	RFT closed and evaluated - Council report August OCM
North Perth Bowling Club Toilet & changeroom refurbishment									
North Perth Bowling Club	165,000	35,000	400	34,600	126,455	126,855	On track	7 - In progress	Works in progress and on track
Litis Stadium changeroom redevelopment									
Infrastructure Works - Litis Stadium	1,560,799	60,799	-	60,799	11,121	11,121	On track	7 - In progress	Tender currently being evaluated
Beatty Park Leisure Centre - Facilities Infrastructure Renewal									
BPLC - Pool Tiling Works	800,000	60,000	26,704	33,296	587,988	614,692	On track	7 - In progress	Site Mobilisation week beginning 28th August
Plant room remedial works	100,000	-	-	-	11,853	11,853	On track	7 - In progress	Developing works program for ongoing plant room remediation
BPLC - Facilities Infrastructure Renewal	350,000	50,000	17,015	32,985	78,794	95,808	On track	7 - In progress	Project on a page updated and works being programed
Miscellaneous Asset Renewal (City Buildings)									
Misc Asset Renewal - City buildings	50,000	-	-	-	32,166	32,166	On track	2 - Scope being prepared	Reactive building capital works being planned
North Perth Town Hall - Kitchen and Toilet Renewal - Lesser Hall	-	-	23,166	(23,166)	36,622	59,787	On track	8 - Final stages	23FY carried forward project
North Perth Town Hall - Kitchen and Toilet Renewal - Main Hall	-	-	18,689	(18,689)	120,720	139,408	On track	8 - Final stages	23FY carried forward project
Solar Photovoltaic System Installation									
Solar Installation (Belgravia/Gymnastics WA)	109,400	65,000	-	65,000	-	-	On track	2 - Scope being prepared	Investigating with Sustainability Team
Solar Installation - DLGSC Building	98,688	-	59,800	(59,800)	35,880	95,680	On track	7 - In progress	Complete
Water and Energy Efficiency Initiatives									
Water and Energy Efficiency Initiatives	75,000	-	-	-	-	-	On track	2 - Scope being prepared	Works program being prepared
Land and Building Asset Renewal Projects									
Admin Building - Additional Meeting Spaces	73,000	-	-	-	2,621	2,621	On track	7 - In progress	Meeting space complete - remaining funds to be allocated to accessible toilets and foyer space
Administration Centre Renewals	100,000	-	-	-	-	-	On track	2 - Scope being prepared	Design Completed, Specification development in progress
Leederville Oval Stad Fac Renewal (Leased)	316,629	-	-	-	29,444	29,444	On track	5 - Procurement	Awarding tender
Replace electrical distribution boards - multiple buildings - post asbestos removal	30,000	-	-	-	-	-	On track	2 - Scope being prepared	reallocate funding for projects within Miscellaneous asset renewals
Modifications to Litis Stadium Underpass	30,000	-	1,090	(1,090)	56,665	57,755	On track	7 - In progress	Currently in progress
Non Fixed Asset Renewals - Works Depot	20,000	-	2,645	(2,645)	3,273	5,918	On track	7 - In progress	Reactive works to box gutters
Lease Property Non Scheduled Renewal	50,000	10,000	18,960	(8,960)	-	18,960	On track	2 - Scope being prepared	Lease building renewals - program being developed
Land and Building Assets Total	4,938,446	280,799	170,798	110,001	1,168,957	1,339,755			



CITY OF VINCENT

NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24

AS AT 31 AUGUST 2023

WO Name	Original Budget 2024FY	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
<u>Furniture & Equipment Assets</u>									
ICT Renewal Program									
ICT Infrastructure Renewal	45,000	-	31,814	(31,814)	18,240	50,054	On track	7 - In progress	
Enterprise Applications Upgrades									
Enterprise Applications Upgrade	100,000	-	11,136	(11,136)	26,414	37,550	On track	7 - In progress	
Beatty Park Leisure Centre - Furniture & Equipment									
BPLC Non-Infrastructure Fixed Asset Renewal	159,573	-	1,153	(1,153)	2,395	3,548	On track	7 - In progress	
BPLC - Non Fixed Assets Renewal	60,050	-	5,268	(5,268)	16,776	22,044	On track	2 - Scope being prepared	
Public Arts Projects									
COVID-19 Artwork relief project	172,000	-	-	-	172,000	172,000	On track	7 - In progress	
Accessible City Strategy Implementation Program									
Accessible City Strategy Implementation - Capex for future years subject to Cash-in Lieu Reserve Funds received	500,000	84,000	16,941	67,060	125,191	142,132	On track	7 - In progress	Link and Place Guidelines progressing
Parking Machines Asset Replacement Program									
Parking Infrastructure Renewal Program	212,575	-	-	-	26,012	26,012	On track	7 - In progress	In process - Project scoping ongoing
<u>Furniture & Equipment Assets Total</u>	1,249,198	84,000	66,312	17,688	387,029	453,341			

Plant & Equipment Assets

Fleet Management Program									
P1276 - Toyota Corolla Hybrid Hatch	40,000	-	-	-	-	-	On track	5 - Procurement	
P1272 - Nissan Leaf BEV Hatch	50,000	-	-	-	-	-	On track	5 - Procurement	
P2210 - Nissan Navara Dual Cab	40,000	-	-	-	35,880	35,880	On track	5 - Procurement	
P2207 - Nissan Navara Dual Cab	40,000	-	-	-	35,880	35,880	On track	5 - Procurement	
P2203 - Nissan Navara King Cab Ttop	45,000	-	-	-	42,033	42,033	On track	5 - Procurement	
P1264 - Toyota Camry	28,000	-	-	-	33,936	33,936	On track	5 - Procurement	
P1267 - Toyota Camry Hybrid SL	45,000	-	-	-	-	-	On track	5 - Procurement	
P1275 - Toyota Corolla Hybrid Hatch	25,000	-	-	-	25,000	25,000	On track	5 - Procurement	
P1274 - Nissan Leaf BEV Hatch	25,000	-	-	-	-	-	On track	5 - Procurement	
P1269 - Toyota Corolla Hybrid Hatch	25,000	-	-	-	25,000	25,000	On track	5 - Procurement	
P1277 - Toyota Corolla Hybrid Hatch	25,000	-	-	-	25,000	25,000	On track	5 - Procurement	
P1278 - Toyota Corolla Hybrid Sedan	25,000	-	-	-	25,000	25,000	On track	5 - Procurement	
P1263 - Toyota Corolla Hybrid	40,000	-	-	-	25,000	25,000	On track	5 - Procurement	
P2182 - Toyota Hilux Workmate Ttop	25,000	-	-	-	-	-	On track	5 - Procurement	
P2208 - Nissan Navara	40,000	-	-	-	64,558	64,558	On track	5 - Procurement	
P2206 - Nissan Navara King Cab Ttop	40,000	-	-	-	42,033	42,033	On track	5 - Procurement	
P2205 - Nissan Navara King Cab Ttop	40,000	-	-	-	42,033	42,033	On track	5 - Procurement	
P2204 - Nissan Navara King Cab Ttop	40,000	-	-	-	42,033	42,033	On track	5 - Procurement	
P2202 - Nissan Navara King Cab Ttop	40,000	-	-	-	42,033	42,033	On track	5 - Procurement	
P2201 - Nissan Navara King Cab Ttop	40,000	-	-	-	42,033	42,033	On track	5 - Procurement	
P1280 - Toyota Corolla Hybrid Sedan	25,000	-	-	-	25,000	25,000	On track	5 - Procurement	



CITY OF VINCENT

NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24

AS AT 31 AUGUST 2023

WO Name	Original Budget 2024FY	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
P1279 - Toyota Camry Hybrid SL	28,000	-	-	-	-	-	On track	5 - Procurement	
P2200 - VOLKSWAGEN Caddy Maxi TDI250	45,000	-	-	-	-	-	On track	5 - Procurement	
P1273 - Nissan Leaf BEV Hatch	50,000	-	-	-	-	-	On track	5 - Procurement	
P2209 - VW Caddy Maxi TDI250	40,000	-	-	-	-	-	On track	5 - Procurement	
P2171 - Toyota Corolla Hybrid Hatch	25,000	-	-	-	-	-	On track	5 - Procurement	
P2170 - Toyota Corolla Hybrid Hatch	25,000	-	-	-	-	-	On track	5 - Procurement	
P2168 - Toyota Corolla Hybrid Hatch	25,000	-	-	-	25,000	25,000	On track	5 - Procurement	
P1258 - Toyota Corolla Hybrid Hatch	23,500	-	-	-	34,430	34,430	On track	5 - Procurement	
P2199 - Nissan Navara King Cab Ttop	40,000	-	-	-	-	-	On track	5 - Procurement	
P2190 - Mitsubishi Triton Ttop	40,000	-	-	-	42,033	42,033	On track	5 - Procurement	
P2196 - Nissan Navara King Cab Ttop	40,000	-	-	-	42,033	42,033	On track	5 - Procurement	
P2195 - Nissan Navara King Cab Ttop	40,000	-	-	-	42,033	42,033	On track	5 - Procurement	
P2194 - Nissan Navara King Cab Ttop	40,000	-	-	-	42,033	42,033	On track	5 - Procurement	
P2198 - Nissan Navara King Cab Ttop	40,000	-	-	-	64,558	64,558	On track	5 - Procurement	
Major Plant Replacement Program									
Heavy Fleet Replacement Program	1,396,340	-	39,891	(39,891)	1,122,242	1,162,133	On track	5 - Procurement	
5 Tonne Rubbish Compactor Small Rear Loader	337,000	-	-	-	336,040	336,040	On track	7 - In progress	Ordered ETA December 2023
Artlets									
Artlets - Public Art - Sculpture	20,000	10,000	12,000	(2,000)	2,400	14,400	On track	7 - In progress	
Plant & Equipment Assets Total	2,997,840	10,000	51,891	(41,891)	2,325,255	2,377,146			

Infrastructure Assets

Robertson Park Development Plan - Stage 1									
Preliminaries	70,000	-	-	-	-	-	On track	2 - Scope being prepared	
Tennis Centre - Multisport Courts resurfacing, fencing, floodlighting, entry zone, signage, and supporting landscape and drainage works	868,000	-	-	-	-	-	On track	2 - Scope being prepared	
Parks Fencing Renewal Program									
Multicultural Gardens - renew perimeter fencing	20,000	-	-	-	18,620	18,620	On track	7 - In progress	Works to occur term 3 school holidays
Royal Park - renew volleyball court fencing	30,000	-	-	-	-	-	On track	6 - In external / stakeholder consultation	Quotes being sought for agreed style
Parks Irrigation Upgrade & Renewal Program									
Sutherland St - renew irrigation, groundwater bore and electrical cabinet	75,000	-	-	-	25,167	25,167	On track	1 - Not started	To commence
Axford Park - renew in-ground irrigation system and electrical cabinet	80,000	-	-	-	29,499	29,499	On track	1 - Not started	To commence
Keith Frame Res - renew ground irrigation system and electrical cubicle and bore renewal	145,000	-	-	-	24,769	24,769	On track	1 - Not started	To commence
Charles Veryard - renew in-ground irrigation system and electrical cabinet	250,000	-	-	-	24,769	24,769	On track	2 - Scope being prepared	Advertised on WALGA e-Quotes - Closes 1 September
Forrest Park - renew groundwater bore	45,000	-	-	-	-	-	On track	1 - Not started	To commence
Britannia Reserve - renew groundwater bore (south) No 40	45,000	-	-	-	-	-	On track	1 - Not started	To commence
Road Maintenance Programs – MRRG									
Annual MRRG Program - bgt to be split	119,963	-	-	-	18,774	18,774	On track	2 - Scope being prepared	
MRRG - ANZAC Road (Sasse Av RAB)	63,136	-	-	-	-	-	On track	2 - Scope being prepared	
MRRG - Brady St (A) - Powis St to Tasman	200,049	-	-	-	-	-	On track	2 - Scope being prepared	
MRRG - Loftus St NB (A) - Leederville Pde to Vincent St	247,921	-	-	-	228,377	228,377	On track	2 - Scope being prepared	
MRRG - Loftus St SB (B) - Leederville Pde to Vincent St	310,500	-	-	-	270,181	270,181	On track	2 - Scope being prepared	

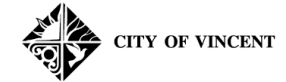


CITY OF VINCENT

NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24

AS AT 31 AUGUST 2023

WO Name	Original Budget 2024FY	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
MRRG - Lord St - Harold St to Walcott St	168,431	-	-	-	113,699	113,699	On track	2 - Scope being prepared	
Fitzgerald St (2) - Newcastle to Carr	-	-	3,405	(3,405)	5,979	9,384	Completed	9 - Completed (within budget)	23FY carried forward project
Beaufort St (2) - Bulwer to Lincoln	-	-	9,555	(9,555)	8,472	18,026	Completed	10 - Completed (over budget)	23FY carried forward project
Road Maintenance Programs – Local Road Program									
Annual Local Roads Program - bgt to be split	1,633,933	-	-	-	-	-	On track	4 - In design	
LRP - Albert Street – Barnet Street to Charles Street	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Amy Street - Lake Street to End	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Barnert Street - Bourke Street to Barnet Place	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Barnet Place - Barnet Street to Cul-De-Sac	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Blake Street - Norham Street to Walcott Street	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Bondi Street - Cul-De-Sac to Matlock Street	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Chamberlain Street - Loftus Street to Pennant Street	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Dunedin Street - Woodstock Street to Scarborough Beach Road	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Haley Avenue - Bruce Street to Richmond Street	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Hardy Street - Howlett Street to Scarborough Beach Road	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Howlett Street - Pennant Street to Charles Street	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Kadina Street - Barnet Place to Charles Street	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Macedonia Place - Albert Street to Cul-De-Sac	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Melrose Street - Oxford Street to End	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Pennant Street - Kadina Street to Scarborough Beach Road	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Richmond Street - Oxford Street to Leicester Street	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Stuart Street - Fitzgerald Street to Lake Street	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Tay Place - Albert Street to Kadina Street	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - The Boulevard - Britannia Road to Anzac Road	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - View Street to Alma Road	-	-	-	-	-	-	On track	2 - Scope being prepared	
LRP - Stamford Street – Melrose Street to Freeway off Ramp	-	-	-	-	-	-	On track	2 - Scope being prepared	
Guildford Rd - Walcott to East Parade	-	-	11,506	(11,506)	19,132	30,637	On track	9 - Completed (within budget)	23FY carried forward project
Parks Greening Plan Program									
Greening program - Robertson Park	50,000	-	-	-	-	-	On track	7 - In progress	
Greening plan	261,550	-	17,149	(17,149)	36,555	53,704	On track	4 - In design	Plan being finalised
Traffic Management Improvements									
Britannia Road Improvements	40,000	-	-	-	-	-	On track	4 - In design	
Minor Traffic Management Improvements	124,339	-	1,540	(1,540)	9,253	10,793	On track	7 - In progress	
Harold and Lord St Intersection	22,850	-	-	-	-	-	On track	7 - In progress	
Alma/Claverton Local Area Traffic Management	-	-	55	(55)	50,532	50,587	Completed	10 - Completed (over budget)	23FY carried forward project
Parks Playground / Exercise Equipment Upgrade & Renewal Program									
Weld Square - replace basketball backboards	10,000	-	-	-	-	-	On track	1 - Not started	To commence
Kyilla Park - soft fall replacement	60,000	-	-	-	59,200	59,200	On track	5 - Procurement	P/o raised - Dates TBD
Braithwaite Park - playground and soft fall replac (south)	150,000	-	110	(110)	950	1,060	On track	2 - Scope being prepared	Consultation underway - closes 1 September
	10,000	-	-	-	-	-	On track	5 - Procurement	Insufficient budget - scope to be revised and savings allocated FQBR
Ellesmere/Matlock St Res - repl playground soft fall	50,000	-	-	-	-	-	On track	5 - Procurement	Quotes being sought
Menzies Park - replace playground soft fall	80,000	-	-	-	68,540	68,540	On track	5 - Procurement	P/o raised - Dates TBD
Ellesmere Street Reserve - replace playground soft fall	18,000	-	-	-	-	-	On track	5 - Procurement	At procurement stage
Ellesmere Street Reserve - replace playground shade sails	25,000	-	-	-	-	-	On track	5 - Procurement	P/o raised - Dates TBD
Cricket Wicket Renewal Program					19,560	19,560	On track		

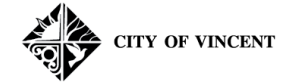


CITY OF VINCENT

NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24

AS AT 31 AUGUST 2023

WO Name	Original Budget 2024FY	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Parks Infrastructure Upgrade & Renewal Program									
Smith's Lake - resurfacing of boardwalk	25,000	-	-	-	19,427	19,427	On track	5 - Procurement	At procurement stage
Street / POS furniture renewal - Town Centres	5,000	-	-	-	3,837	3,837	On track	1 - Not started	To commence
Hyde Street Reserve - replace Gazebo	10,000	-	-	-	4,920	4,920	On track	5 - Procurement	At procurement stage
Parks Infrastructure Upgrade & Renewal - BBQ provision	45,000	-	33,872	(33,872)	-	33,872	Completed	9 - Completed (within budget)	Completed
Hyde Park - Renewal of path lighting poles	-	-	75,910	(75,910)	-	75,910	Completed	9 - Completed (within budget)	Completed
Accessible City Strategy Implementation Program									
Wayfinding Implementation Plan - Stage 1	198,000	20,000	-	20,000	61,232	61,232	On track	5 - Procurement	
Gully Soak-well and Minor Drainage Improvement Program									
Mt Hawthorn West Drain Improv – Stage 1	40,000	-	-	-	40,000	40,000	On track	5 - Procurement	
Gully Soak Well Program	134,710	-	8,527	(8,527)	-	8,527	On track	5 - Procurement	
Minor Drainage Improvement Program	639,838	-	4,739	(4,739)	295,016	299,755	On track	5 - Procurement	Drainage study to be conducted - approximately 6 months
Road Maintenance Programs – State Black Spot									
State Black Spot Programs scheduled annually	80,000	-	-	-	-	-	On track	2 - Scope being prepared	
Blackspot - Fitzgerald/Lawley, West Perth	74,940	-	5,016	(5,016)	5,509	10,526	On track	6 - In external / stakeholder consultation	Conditional delivery in December 2023
Blackspot - Fitzgerald/Forrest, North Perth	36,690	-	-	-	1,734	1,734	On track	6 - In external / stakeholder consultation	Conditional delivery in December 2023
Blackspot - Broome/Wright, Highgate	248,400	-	-	-	-	-	On track	6 - In external / stakeholder consultation	Extension received from Main Roads due to Western Power services issue
Blackspot - Intersection of Beaufort and Harold Street	150,000	-	-	-	-	-	On track	6 - In external / stakeholder consultation	Conditional delivery in December 2023
Blackspot - Brady Street & Tasman Street	-	-	-	-	-	-	On track	2 - Scope being prepared	
William/Forrest - instal traffic island on eastern leg of Forrest St and provide additional STOP sign	-	-	854	(854)	-	854	On track	8 - Final stages	23FY carried forward project
Road Maintenance Programs – Roads to Recovery									
Annual Roads to Recovery Program - bgt to be split	233,740	-	-	-	-	-	On track	2 - Scope being prepared	
R2R - Brentham Street - Egina and Raglan	-	-	-	-	-	-	On track	2 - Scope being prepared	
R2R - Egina Street - Scarborough Beach Road to Berryman Street	-	-	-	-	-	-	On track	2 - Scope being prepared	
Car Parking Upgrade/Renewal Program									
Accessibility audits and proposed project implementation	50,000	-	-	-	-	-	On track	2 - Scope being prepared	
Macedonia Place Car Park	50,000	-	39,695	(39,695)	-	39,695	On track	2 - Scope being prepared	
ASeTTS Car Park - 286 Beaufort Street	20,000	-	-	-	-	-	On track	2 - Scope being prepared	
Access and Inclusion (DAIP) – ACROD Parking Improve Program	60,000	-	-	-	-	-	On track	7 - In progress	Audit has been completed. Preparing for analysis of the audit and costings to implement
Minor Capital Improv of City Car Parks (General Provision)	37,000	-	4,948	(4,948)	8,251	13,200	On track	2 - Scope being prepared	
Public Open Space Strategy Implementation Plan									
Birdwood Square - Public Toilets	294,000	-	-	-	-	-	On track	2 - Scope being prepared	
Public Open Space Strategy Implementation	30,000	-	1,750	(1,750)	-	1,750	On track	2 - Scope being prepared	Park furniture being purchased
Parks Lighting Renewal Program									
Lighting Renewal Program - General Provision	50,000	-	-	-	-	-	On track	2 - Scope being prepared	Projects being prioritised to seek quotes
Community Safety Initiatives									
Laneway Lighting Program	120,000	-	-	-	7,950	7,950	On track	5 - Procurement	Laneways have been identified and quotes being sought
Banks Reserve Master Plan Implementation									



CITY OF VINCENT

NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24

AS AT 31 AUGUST 2023

WO Name	Original Budget 2024FY	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Walter's Brook Crossing	200,000	-	-	-	10,656	10,656	On track	2 - Scope being prepared	
Footpath Upgrade and Renewal Program									
Footpath Upgrade and Renewal Program	269,682	-	7	(7)	1,940	1,947	On track	7 - In progress	
Haynes Street Reserve Development Plan Implementation									
Haynes St Reserve Development Plan 1 & 2	147,841	47,841	1,270	46,571	18,105	19,375	On track	7 - In progress	
Rights of Way Rehabilitation Program									
Rights of Way Rehab Program	173,000	-	79,092	(79,092)	95,648	174,739	On track	7 - In progress	Ongoing works
Parks Eco-Zoning Program									
Jack Marks Reserve - Eco-zoning	10,000	-	-	-	-	-	On track	4 - In design	Designs to be developed for consultation. Implimentation April-June
Blackford Street Reserve - Eco-zoning	10,000	-	-	-	-	-	On track	4 - In design	Designs to be developed for consultation. Implimentation April-June
Monmouth Street	8,136	-	-	-	-	-	On track	6 - In external / stakeholder consultation	On hold pending review of POS options in area
Charles Veryard Reserve - Eco-zoning	-	-	1,404	(1,404)	4,441	5,845	On track	10 - Completed (over budget)	23FY carried forward project - Completed.
Parks Pathways Renewal Program									
Redfern/Norham St Res - re-asphalt existing bitumen pathways	5,000	-	-	-	-	-	On track	1 - Not started	To commence
Tony Di Scerni Pathway - re-asphalt existing bitumen pathways	100,000	-	-	-	14,858	14,858	On track	4 - In design	Works commencing September 18 to mid-October
Car Parking Upgrade/Renewal Program									
HBF Stadium Car Park	49,250	-	-	-	-	-	On track	1 - Not started	Overlay will be done after FIFA Women's World Cup.
Bus Shelter Replacement and Renewal Program									
Bus Shelters - Replace & Upgrade	86,651	-	19,552	(19,552)	-	19,552	On track	4 - In design	To refer to Bus Shelter Program. Various Works
Parks Playground / Exercise Equipment Upgrade & Renewal Program									
Ivy Park - upgrade/repl playground equipment	89,934	89,934	187	89,747	90,000	90,187	On track	7 - In progress	Installation 90% completed
Lynton St Res - Renew/rep playground equipment	79,932	79,932	-	79,932	-	-	Completed	9 - Completed (within budget)	Completed
Charles Veryard Res - Replacd playground	59,904	-	-	-	60,000	60,000	On track	7 - In progress	Installation 90% completed
Street Lighting Renewal Program									
Beaufort St - Art Deco Median Lighting Renewal	127,000	-	-	-	-	-	On track	8 - Final stages	Lights audit to be conducted
Street Lighting Upgrade Program	91,843	-	-	-	1,208	1,208	On track	7 - In progress	Lights audit to be conducted
Skate Space at Britannia Reserve									
Mt Hawt Skate Park - Youth Skate Facility (Election Commitment)	311,353	20,000	-	20,000	315,776	315,776	On track	5 - Procurement	



CITY OF VINCENT

NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24

AS AT 31 AUGUST 2023

WO Name	Original Budget 2024FY	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
North Perth Town Centre Place Plan									
Tree Up Lighting	60,000	-	-	-	-	-	On track	3 - In planning	
Bicycle Network									
Bicycle Network - Travel Smart Actions	10,500	-	-	-	-	-	On track	2 - Scope being prepared	
Bicycle Network	150,000	-	-	-	-	-	On track	2 - Scope being prepared	Scope and modelling to be conducted
Infrastructure Assets Total	9,946,016	257,707	320,143	(62,436)	2,092,535	2,412,677			
Grand Total	19,131,500	632,506	609,144	23,362	5,973,774	6,582,918			

Summary		Original Budget	YTD Budget	YTD Actual	Remaining Budget
		\$	\$	\$	%
Land and Buildings		4,938,446	280,799	170,798	96.54%
Furniture and Equipment		1,249,198	84,000	66,312	94.69%
Plant and Equipment		2,997,840	10,000	51,891	98.27%
Infrastructure Assets		9,946,016	257,707	320,143	96.78%
Total		19,131,500	632,506	609,144	96.82%

Funding		Original Budget	YTD Budget	YTD Actual	Remaining Budget
		\$	\$	\$	%
Own Source Funding - Municipal		8,562,929	81,086	179,958	97.9%
Cash Backed Reserves		5,934,019	551,420	223,301	96.2%
Capital Grants, Contributions and Loans		3,703,747	-	205,885	94.4%
Other (Disposals/Trade In)		930,805	-	-	100.0%
Total		19,131,500	632,506	609,144	96.82%



CITY OF VINCENT

CITY OF VINCENT
NOTE 5 - CASH BACKED RESERVES
AS AT 31 AUGUST 2023

Reserve Particulars	Budget Opening Balance 01/07/2023	Actual Opening Balance 01/07/2023	Budget Transfers to Reserve 31/08/2023	YTD Actual Transfers to Reserve 31/08/2023	Budget Interest Earned 31/08/2023	YTD Actual Interest Earned 31/08/2023	Budget Transfers from Reserve 31/08/2023	YTD Actual Transfers from Reserve 31/08/2023	Budget Closing Balance 31/08/2023	Actual Closing Balance 31/08/2023
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Asset Sustainability Reserve	7,368,624	7,263,661	559,056	1,150,234	20,846	41,587	(372,709)	(186,985)	7,575,817	8,268,497
Beatty Park Leisure Centre Reserve	308,340	251,425	0	0	744	1,484	(14,166)	(1,153)	294,918	251,756
Cash in Lieu Parking Reserve	1,200,761	1,278,592	2,630	0	1,460	2,913	(64,875)	(16,940)	1,139,976	1,264,564
Hyde Park Lake Reserve	165,950	165,950	0	0	554	1,105	0	0	166,504	167,055
Land and Building Acquisition Reserve	307,816	307,816	0	0	1,026	2,047	0	0	308,842	309,863
Leederville Oval Reserve	71,705	71,705	0	0	240	479	0	0	71,945	72,184
Loftus Community Centre Reserve	141,125	142,550	0	0	470	938	0	0	141,595	143,487
Loftus Recreation Centre Reserve	232,511	244,631	10,840	11,265	992	1,979	0	0	244,343	257,875
Office Building Reserve - 246 Vincent Street	212,455	205,855	0	0	708	1,412	0	0	213,163	207,267
Parking Facility Reserve	109,375	109,375	0	0	364	726	0	0	109,739	110,101
Percentage For Public Art Reserve	268,947	284,947	0	0	156	311	(37,000)	(16,953)	232,103	268,305
Plant and Equipment Reserve	131	131	0	0	0	0	0	0	131	131
POS reserve - General	652,650	744,726	133,332	782,195	4,686	9,348	(7,974)	0	782,694	1,536,270
POS reserve - Haynes Street	88,049	88,604	6,752	6,753	96	192	(16,666)	(1,270)	78,231	94,278
State Gymnastics Centre Reserve	129,617	115,922	2,150	2,165	476	950	0	0	132,243	119,037
Strategic Waste Management Reserve	30,089	30,089	38,354	228,176	868	1,732	0	0	69,311	259,997
Tamala Park Land Sales Reserve	3,273,250	3,271,415	277,778	0	16,476	32,869	0	0	3,567,504	3,304,284
Underground Power Reserve	2,448,925	2,433,151	0	0	8,168	16,295	0	0	2,457,093	2,449,445
Waste Management Plant and Equipment Reserve	228,176	228,176	0	0	0	0	(38,030)	(228,176)	190,146	0
	17,238,497	17,238,721	1,030,892	2,180,789	58,330	116,366	(551,420)	(451,477)	17,776,299	19,084,398

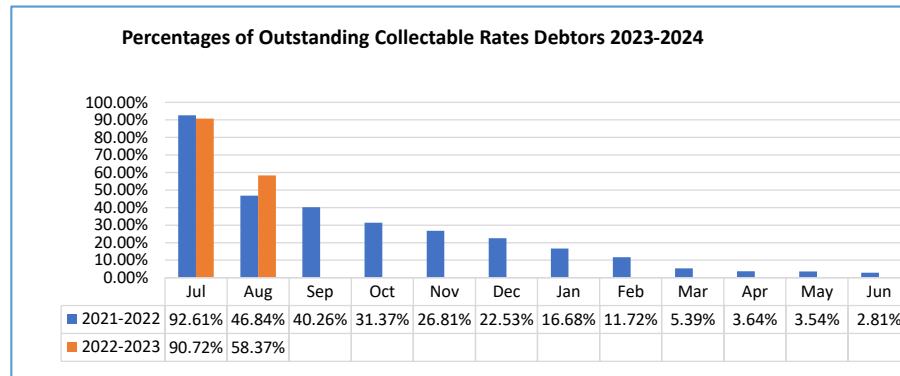
CITY OF VINCENT
NOTE 6 - RECEIVABLES (RATING & OTHER DEBTORS)
FOR THE MONTH ENDED 31 AUGUST 2023



CITY OF VINCENT

Rates Outstanding

	Total
Balance from Previous Year	623,048
Rates Levied - Initial	42,045,635
Rates Levied - Interims	(1,708)
Rates Waived	0
Non Payment Penalties	266,987
Other Rates Revenue	176,904
Total Rates Collectable	43,110,867
Outstanding Rates	25,165,588
ESL Debtors	2,805,367
Pensioner Rebates Not Yet Claimed	716,322
ESL Rebates Not Yet Claimed	174,686
Deferred Rates Debtors	(142,199)
Current Rates Outstanding	28,719,764

**Receivable - Other Debtors**

DESCRIPTION	30 Days	60 Days	90 Days	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	7,315	(1,196)	260	137,748	144,127
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	0	0	0	192,845	192,845
DEBTOR CONTROL - PROPERTY INCOME	20,951	220	1	1,231	22,403
DEBTOR CONTROL - RECOVERABLE WORKS	1,325	0	0	(395)	930
DEBTOR CONTROL - OTHER	8,211	600,000	60	80,209	688,480
DEBTOR CONTROL - PLANNING SERVICES FEES	1,020	0	32	221	1,273
DEBTOR CONTROL - GST	(118,361)	(134,473)	87,402	165,431	(1)
DEBTOR CONTROL - INFRINGEMENT	189,860	102,615	66,561	960,282	1,319,317
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 30/06/2023	110,321	567,166	154,316	1,100,002	1,931,805
	5.7%	29.4%	8.0%	56.9%	100.0%
ACCRUED INCOME					161,419
ACCRUED INTEREST					491,757
PREPAYMENTS					1,797,377
TOTAL TRADE AND OTHER RECEIVABLES					4,382,357



CITY OF VINCENT

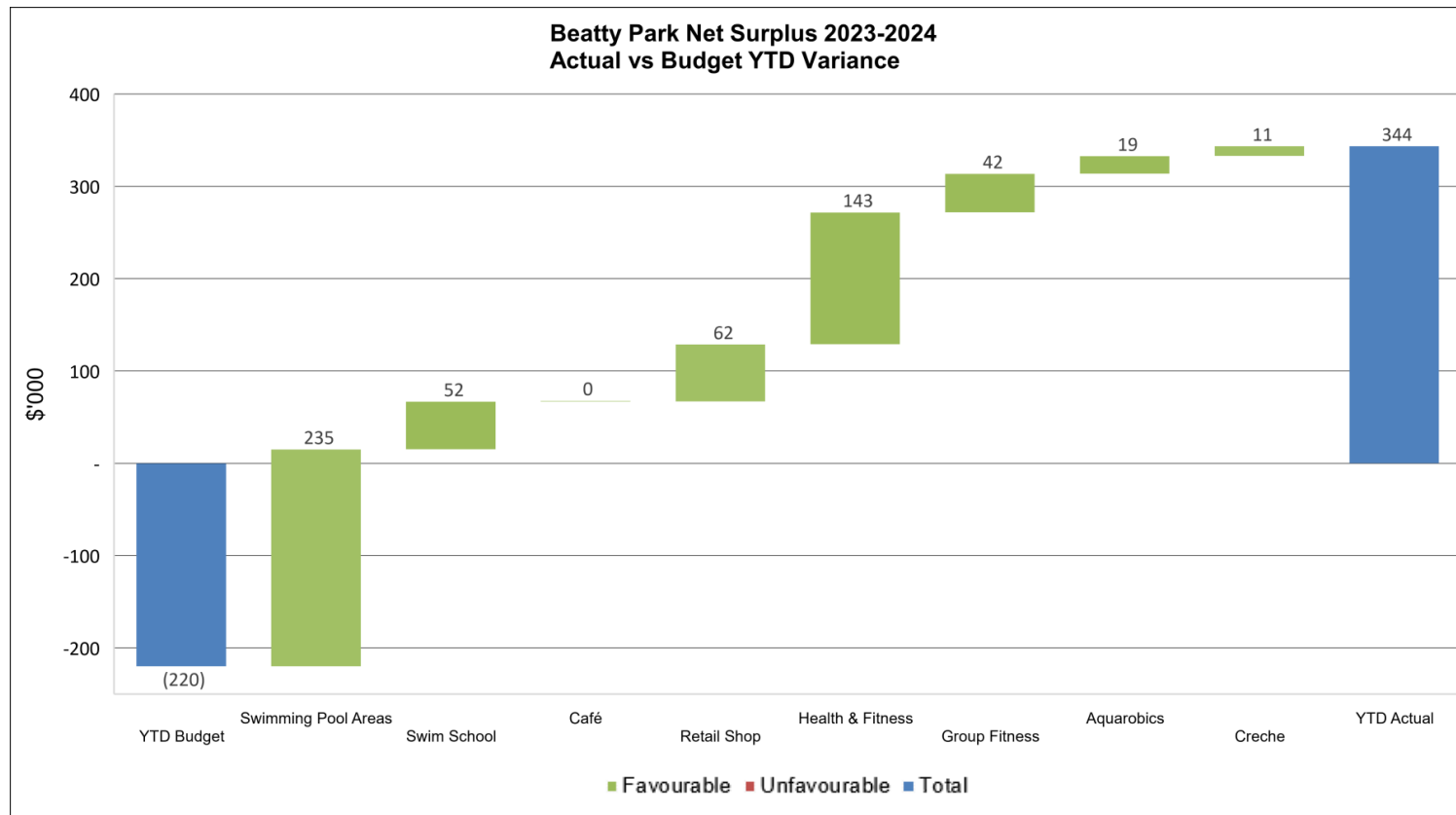
CITY OF VINCENT
NOTE 7 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 31 AUGUST 2023

	Original Budget	YTD Budget	YTD Actuals	YTD Actuals	Month Actuals	Month Actuals
	2023/24	Aug-23	Aug-23	Aug-22	Aug-23	Aug-22
	\$	\$	\$	\$	\$	\$
<u>ADMINISTRATION</u>						
Revenue	0	0	0	(82,066)	(60,281)	(45,137)
Expenditure	0	0	0	85,228	73,354	48,652
Surplus/(Deficit)	0	0	0	3,162	13,073	3,515
<u>SWIMMING POOLS AREA</u>						
Revenue	2,550,517	338,828	412,371	349,603	218,303	177,879
Expenditure	(4,669,839)	(751,155)	(589,522)	(529,441)	(437,935)	(397,246)
Surplus/(Deficit)	(2,119,322)	(412,327)	(177,151)	(179,838)	(219,633)	(219,367)
<u>SWIM SCHOOL</u>						
Revenue	2,038,129	345,068	429,675	332,778	238,900	170,093
Expenditure	(1,464,155)	(229,268)	(261,976)	(197,744)	(193,532)	(141,980)
Surplus/(Deficit)	573,974	115,800	167,700	135,035	45,368	28,112
<u>CAFÉ</u>						
Revenue	0	0	0	0	0	0
Expenditure	0	0	0	(0)	0	0
Surplus/(Deficit)	0	0	0	(0)	0	0
<u>RETAIL SHOP</u>						
Revenue	726,402	75,226	92,241	73,915	43,959	36,713
Expenditure	(588,477)	(79,364)	(34,485)	(54,076)	(19,082)	(32,461)
Surplus/(Deficit)	137,925	(4,138)	57,756	19,839	24,877	4,252
<u>HEALTH & FITNESS</u>						
Revenue	2,109,626	340,997	441,336	354,411	239,698	197,747
Expenditure	(1,408,461)	(232,552)	(189,915)	(182,268)	(138,180)	(134,009)
Surplus/(Deficit)	701,165	108,445	251,421	172,143	101,518	63,738
<u>GROUP FITNESS</u>						
Revenue	746,431	122,053	151,552	125,564	82,979	70,867
Expenditure	(726,034)	(116,208)	(103,964)	(97,076)	(74,831)	(66,837)
Surplus/(Deficit)	20,397	5,845	47,588	28,487	8,147	4,030
<u>AQUAROBICS</u>						
Revenue	300,112	48,492	60,432	50,368	33,018	27,849
Expenditure	(222,042)	(35,217)	(27,901)	(25,542)	(19,357)	(19,390)
Surplus/(Deficit)	78,070	13,275	32,531	24,826	13,661	8,459
<u>CRECHE</u>						
Revenue	79,938	13,076	17,197	13,372	9,284	7,196
Expenditure	(377,494)	(60,119)	(53,509)	(37,686)	(41,096)	(28,007)
Surplus/(Deficit)	(297,556)	(47,043)	(36,312)	(24,314)	(31,812)	(20,811)
Net Surplus/(Deficit)	(905,347)	(220,143)	343,534	179,340	(44,800)	(128,072)
Less: Depreciation	(1,446,544)	(241,090)	0	0	0	0
Surplus/(Deficit)	541,197	20,947	343,534	179,340	(44,800)	(128,072)

**CITY OF VINCENT
NOTE 7 - STATEMENT OF FINANCIAL ACTIVITY
BY SERVICE - GRAPH
AS AT 31 AUGUST 2023**



CITY OF VINCENT



11.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 AUGUST 2023 TO 31 AUGUST 2023

- Attachments:**
1. August 2023 - Payments by EFT [!\[\]\(0551a83d441798e532995956b603f604_img.jpg\)](#) [!\[\]\(54ee180c0037b66a36ce2219a481afde_img.jpg\)](#)
 2. August 2023 - Payments by Cheques [!\[\]\(73ae654e8897db9b21f1bf9d9efc07ef_img.jpg\)](#) [!\[\]\(278ecf8622de254ce2917d264729f4b0_img.jpg\)](#)
 3. August 2023 - Payments by Direct Debit [!\[\]\(3b5d74d5eba68301b1a5c22417b6b52c_img.jpg\)](#) [!\[\]\(95826e66cf958c3135662f918c38faf5_img.jpg\)](#)

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 August 2023 to 31 August 2023 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$5,833,887.04
Cheques	\$643.50
Direct debits, including credit cards	\$643,504.82
Total payments for August 2023	\$6,478,035.36

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 1 August 2023 to 31 August 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 August 2023 to 31 August 2023, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	2968 - 2977	\$3,621,058.59
Payroll by Direct Credit	August 2023	\$2,212,828.45
Sub Total		\$5,833,887.04
 Cheques		
Cheques		\$643.50
Sub Total		\$643.50

Direct Debits (including Credit Cards)

Lease Fees	\$395.83
Loan Repayments	\$550,879.46
Bank Charges – CBA	\$78,841.80
Kennard Hire Pty - Equipment hire	\$230.20
Super contractors	\$2,540.05
Credit Cards	\$10,617.48
Sub Total	\$643,504.82

Total Payments **\$6,478,035.36**

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 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 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.

Authorisation of Expenditure for the Period 01/08/2023 to 31/08/2023			
Date	Payee	Description	Amount
25/08/2023	22 Enterprises	Hire of venue - Garden Comp Awards Night Booking	\$ 450.00
11/08/2023	A A McNamara	Conducting the WTC for debating competition	\$ 800.00
11/08/2023	A Austin	Fitness instructor fees	\$ 464.00
11/08/2023	A Fink	Fitness instructor fees	\$ 596.87
25/08/2023	A Fiore	Rates Refund	\$ 1,638.47
25/08/2023	A Team Printing	Printing services - Swim school pads and membership pads BPLC	\$ 1,316.70
11/08/2023	Accent Rubber Stamps & Trophies	Purchase of self inking stamp - Library	\$ 90.86
25/08/2023	Access Icon Pty Ltd	Supply of trafficable covers	\$ 12,180.19
11/08/2023	Acurix Networks Pty Ltd	Leederville wifi services - June 23 & July 23	\$ 1,419.00
25/08/2023	Adelphi Apparel	Uniform alteration services - Rangers	\$ 44.00
11/08/2023	Advancetag Pty Ltd	Security tags for retail shop - BPLC	\$ 214.50
25/08/2023	Afgri Equipment Australia Pty Ltd	Heavy Fleet Replacement Programme 2023	\$ 43,880.00
11/08/2023	Alchemy Saunas Pty Ltd	Sauna monthly rental - July 23 BPLC	\$ 2,860.00
11/08/2023	Alinta Energy	Gas charges - Leederville oval & 244 Vincent st	\$ 1,148.55
11/08/2023	Allerding & Associates	Professional fees - 596-598 Newcastle street	\$ 7,979.82
25/08/2023	Allflow Industrial	Service oil/water separator	\$ 313.45
11/08/2023	Allia Venue Management	Refund of grounds bond	\$ 1,000.00
25/08/2023	Allstate Kerbing and Concrete	Kerbing services - Zebina st, BPLC, Macedonia carpark	\$ 990.00
25/08/2023	AlSCO Pty Ltd	Mat supplies - BPLC	\$ 943.06
17/08/2023	Ampol Australia Petroleum Pty Ltd	Fuel and oils monthly charges - July 23	\$ 24,965.68
11/08/2023	AMS Technology Group Pty Ltd	Air handling in the aircon and plant room - BPLC	\$ 5,063.66
11/08/2023	AMS Technology Group Pty Ltd	Investigate leak from air conditioner - BPLC	\$ 638.00
25/08/2023	Animal Care Equipment & Services (Aust) P/L	Cat gloves and care Eze portable carriers - Rangers	\$ 2,854.74
11/08/2023	Anna Cappelletta	Fitness instructor fees	\$ 2,849.00
25/08/2023	Anna Cappelletta	Fitness instructor fees and pot plants for yoga studio	\$ 1,429.68
11/08/2023	APARC	Credit card transactions-parking terminals-July 2023	\$ 14,197.79
11/08/2023	APOD Pty Ltd T/As Donovan Payne Architects	Architectural Consultation - BPLC	\$ 2,563.00
11/08/2023	Aqua Lung Australia Pty Ltd	Merchandise - BPLC	\$ 4,519.90
11/08/2023	Aqueo Import & Distribution Pty Ltd	Merchandise - BPLC	\$ 597.96
25/08/2023	Aranmore Catholic Primary School	Refund of hall bond	\$ 250.00
11/08/2023	Arbor Consulting	GIS street tree mapping - area 1	\$ 27,032.50
25/08/2023	Arbor Consulting	Arboricultural Report for leaning tree -1 Braid St	\$ 352.00
25/08/2023	Aspect Studios Pty Ltd	Design Review Panel Meeting 05 July 2023	\$ 440.00
25/08/2023	Asphalttech Pty Ltd	Asphalt supplies - various locations	\$ 325.60

25/08/2023	Aspire Performance Training	Room hire fee	\$ 270.00
25/08/2023	Atom Supply	Supply of shovel and supply of hats	\$ 2,242.55
25/08/2023	Audhu Pty Ld t/a Nu Change Building	Refund of infrastructure bond	\$ 3,500.00
11/08/2023	Aussie Gold	Supply of 450 beach towels and 350 gym towels	\$ 12,050.50
11/08/2023	Australasian Performing Right Association Ltd	Music for Councils - July 2023 to September 2023	\$ 1,707.45
11/08/2023	Australia Post	Postage charges	\$ 148.45
11/08/2023	Australia Post (Agency Commission)	Commission charges	\$ 250.99
11/08/2023	Australian HVAC Services Pty Ltd	Air conditioning repairs - various locations for the City	\$ 2,865.50
25/08/2023	Australian HVAC Services Pty Ltd	Air-conditioning maintenance - Leederville Oval	\$ 2,167.00
25/08/2023	Australian Institute of Company Directors	AICD Foundation course	\$ 3,099.99
15/08/2023	Australian Services Union	Payroll deduction	\$ 185.50
25/08/2023	Australian Services Union	Payroll deduction	\$ 185.50
25/08/2023	Australian Taxation Office	Payroll deduction	\$ 230,758.00
15/08/2023	Australian Taxation Office	Payroll deduction	\$ 230,065.00
25/08/2023	Award Contracting	Locating services Fitzroy St & Fitzgerald St	\$ 1,567.50
25/08/2023	Azility	Core scorekeeping services August 2023 to August 2024	\$ 16,280.00
11/08/2023	B Holloway	Expense reimbursement - fuel for city vehicle	\$ 59.06
11/08/2023	B J Chua	Partial refund of dog registration	\$ 150.00
25/08/2023	B N Elkington & C Elkington	Rates Refund	\$ 64.15
25/08/2023	B Roper	Refund of infrastructure bond	\$ 1,000.00
11/08/2023	B Smith	Rebate for purchase of reusable sanitary products	\$ 46.00
11/08/2023	BCITF Building & Construction Industry Training	Levy collection for July 23	\$ 6,468.97
25/08/2023	Beatty Park Physiotherapy Pty Ltd	Pilates Classes - July 2023	\$ 720.00
25/08/2023	Beaufort Street Network Inc.	Town team grant - Social Media and Public Liability FY 2022-23	\$ 10,000.00
25/08/2023	Benara Nurseries	Supply of plants	\$ 3,500.64
25/08/2023	Bing Technologies Pty Ltd	Printing & photocopying services	\$ 3,237.17
25/08/2023	Blackwoods	Hardware Supplies	\$ 5,579.82
11/08/2023	Blackwoods	Hardware Supplies	\$ 1,391.43
11/08/2023	Bladon WA Pty Ltd	Smoke-free merch frisbees and bags	\$ 1,445.40
11/08/2023	BOC Limited	Medical oxygen supplies	\$ 110.04
25/08/2023	Boral Construction Materials Group Limited	Concrete supplies	\$ 703.98
25/08/2023	Boya Equipment	Plant repairs and maintenance	\$ 164.89
11/08/2023	Boyan Electrical Services	Supply and install Halytech Illuminator system - Litis Stadium & Menzies Park Floodlighting	\$ 13,574.00
11/08/2023	Boyan Electrical Services	Electrical services - Loton park, Tony di Scerni pathways	\$ 1,423.27
25/08/2023	Boyan Electrical Services	Electrical services - asset register and BPLC	\$ 550.28
11/08/2023	Brandconnect (WA)	Supply of 100 draw string bags for life guards BPLC	\$ 460.90
11/08/2023	Bridgestone Australia Ltd	Tyre services	\$ 1,140.48
11/08/2023	Briskleen Supplies Pty Ltd	Toiletry and cleaning products - BPLC	\$ 7,895.70

11/08/2023	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 1,817.08
25/08/2023	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 1,608.41
11/08/2023	Budo Group Pty Ltd	Refurbishment - North Perth Town Hall Claim 3	\$ 43,606.60
25/08/2023	Bunnings Trade	Hardware Supplies	\$ 3,396.36
25/08/2023	Bunnings Trade	Hardware Supplies	\$ 1,470.46
25/08/2023	Bunnings Trade	Hardware Supplies	\$ 1,000.00
11/08/2023	Bunnings Trade	Hardware Supplies	\$ 808.40
11/08/2023	C Beasley	Fitness instructor fees	\$ 868.00
25/08/2023	C Beasley	Fitness instructor fees	\$ 310.00
11/08/2023	C Finch	Expense reimbursement - catering for senior community presentation	\$ 46.66
11/08/2023	C Kosick	Reimbursement - bean bag refill and milk purchase for BPLC	\$ 295.21
25/08/2023	C Tiemann	Refund of infrastructure bond	\$ 1,000.00
11/08/2023	Calautti Homes Pty Ltd	Refund of infrastructure bond	\$ 5,000.00
25/08/2023	Catalina Regional Council	Account for GST for sale of land - July 2023	\$ 5,782.20
11/08/2023	Charmaine Amanda Magness	Fitness instructor fees	\$ 1,160.00
25/08/2023	Charmaine Amanda Magness	Fitness instructor fees	\$ 348.00
25/08/2023	Cherry's Catering	Deposit for Seniors luncheon 08 December 2023	\$ 500.00
25/08/2023	Chindarsi Architects	Design advisory meeting fee	\$ 1,485.00
11/08/2023	Chindarsi Architects	Design advisory meeting fee	\$ 220.00
25/08/2023	Choiceone Pty Ltd	Temporary staff - Parks	\$ 19,551.54
11/08/2023	Choiceone Pty Ltd	Temporary staff - Parks	\$ 8,803.06
25/08/2023	Christou Design Group Pty Ltd	Design advisory meeting fee & Architectural services fee	\$ 990.00
25/08/2023	City of Gosnells	Membership Switch Your Thinking Program FY 2023-24	\$ 7,150.00
11/08/2023	City Of Perth	BA archive retrievals	\$ 137.62
25/08/2023	City of South Perth	Long service liability	\$ 1,227.70
11/08/2023	City of South Perth	Long service liability	\$ 379.50
25/08/2023	City of Stirling	Meals on Wheels	\$ 510.38
25/08/2023	City of Stirling	Meals on Wheels	\$ 451.60
11/08/2023	City of Subiaco	Long service liability	\$ 4,556.11
25/08/2023	City of Vincent	Payroll deduction	\$ 798.90
15/08/2023	City of Vincent	Payroll deduction	\$ 719.01
25/08/2023	City of Vincent Staff Social Club	Payroll deduction	\$ 443.00
15/08/2023	City of Vincent Staff Social Club	Payroll deduction	\$ 430.20
25/08/2023	City Of Wanneroo	Shared Recycle Right Membership - FY 2023-24	\$ 2,255.00
11/08/2023	Civica Pty Limited	Civica - Services BIS Rates, Valuations and Assets	\$ 12,249.60
11/08/2023	Civica Pty Limited	Rates on demand consulting July 2023	\$ 750.75
11/08/2023	Civil Engineering Assignments	Consultant fee drafting assistance for local roads	\$ 2,662.00
25/08/2023	Civil Engineering Assignments	Consultant fee drafting assistance for rangers	\$ 1,991.25

11/08/2023	Cleanaway	Recyclables processing July 2023	\$ 36,627.07
11/08/2023	Cleanaway	Recyclables processing July 2023	\$ 36,626.67
25/08/2023	Cleanaway	Residential waste bin collection July 2023	\$ 36,051.91
11/08/2023	Cleanaway	Recyclables processing Janaury 2023	\$ 5,466.90
11/08/2023	Cleanaway	Customer service fee July 2023	\$ 2,099.26
11/08/2023	Cleansweep WA	Hire of road sweepers	\$ 3,388.94
25/08/2023	Cleansweep WA	Hire of road sweepers	\$ 1,605.29
11/08/2023	Clever Patch	Library supplies	\$ 412.26
25/08/2023	Coates Hire Operations Pty Ltd	Hire of breaker	\$ 766.56
11/08/2023	Coates Hire Operations Pty Ltd	Hire of breaker	\$ 172.79
25/08/2023	Cobblestone Concrete Pty Ltd	Concrete path repairs - William & Forrest St	\$ 2,244.00
25/08/2023	Cockburn Party Hire	Citizenship chairs and table hire	\$ 2,739.55
25/08/2023	Colleagues Nagels	Supply of 987 Parking Infringement rolls	\$ 6,832.23
11/08/2023	Commercial Aquatics Australia	Supply and install new chlorine probe & water treatment - BPLC	\$ 4,152.50
30/08/2023	Commissioner of State Revenue	Perth parking licence fee paid in full FY 2023-24	\$ 422,526.60
11/08/2023	Compu-Stor	Off-site storage and digitisation	\$ 265.85
25/08/2023	Contraflow Pty Ltd	Traffic management services - various locations	\$ 37,412.20
11/08/2023	Contraflow Pty Ltd	Traffic management services -various locations	\$ 16,496.55
11/08/2023	Corsign WA Pty Ltd	Sign supplies - various	\$ 5,706.80
25/08/2023	Corsign WA Pty Ltd	Sign supplies - various	\$ 2,227.50
15/08/2023	Cr A Castle	Council meeting fee	\$ 1,984.25
15/08/2023	Cr Ashley Wallace	Council meeting fee	\$ 1,984.25
15/08/2023	Cr D Loden	Council meeting fee	\$ 1,984.25
15/08/2023	Cr J Hallett	Council meeting fee	\$ 1,984.25
15/08/2023	Cr Ron Alexander	Council meeting fee	\$ 1,984.25
15/08/2023	Cr Ross Ioppolo	Council meeting fee	\$ 1,984.25
25/08/2023	Cr Ross Ioppolo	Expense reimbursement-child care	\$ 116.00
15/08/2023	Cr S Gontaszewski	Council meeting fee	\$ 3,337.12
15/08/2023	Cr Suzanne Worner	Council meeting fee	\$ 1,984.25
11/08/2023	CSE Crosscom Pty Ltd	Software Access -July 23 to September 2023	\$ 6,688.00
11/08/2023	CSE Crosscom Pty Ltd	Supply of 2 batteries	\$ 363.00
11/08/2023	D A Christie Pty Ltd	Modular triple cabinet kit and electric cooktop	\$ 33,445.50
11/08/2023	D Dama	Fitness instructor fees	\$ 58.00
11/08/2023	D Gerrard	Reimbursement for catering - national tree day	\$ 91.80
11/08/2023	D Mapping Services	Intramaps roam consulting services	\$ 480.00
11/08/2023	D Morrissy	Reimbursement - catering for staff development day BPLC	\$ 1,227.40
11/08/2023	D Nguyen	Reimbursement - construction white card	\$ 52.33
25/08/2023	Danica Zuks Photography	Photography services - Shop front photos	\$ 891.00

11/08/2023	Darryl Bellotti	Design of COV- meeting room artwork 50%	\$ 2,970.00
25/08/2023	David Gray & Co Pty Ltd	Supply of green bins	\$ 159.17
11/08/2023	De.Mem-Capic Pty Ltd	Quarterly Water Treatment - BPLC July22	\$ 211.20
11/08/2023	Department of Mines, Industry Regulation and Safety	Building services levy collection July 2023	\$ 11,068.49
11/08/2023	Department of Planning Lands and Heritage	DAP Fee 463-507 Newcastle St	\$ 11,236.00
25/08/2023	Department of Planning Lands and Heritage	DAP fee 1 168 Scarborough Beach Road	\$ 6,003.00
15/08/2023	Department of Social Services	Payroll deduction	\$ 817.15
25/08/2023	Department of Social Services	Payroll deduction	\$ 799.82
11/08/2023	Department of Transport	Vehicle ownership searches July 2023	\$ 3,735.60
25/08/2023	Devco Builders	Admin building meeting rooms and storeroom	\$ 57,129.00
11/08/2023	Devco Builders	DLGSC bike racks and end of trip lockers	\$ 19,910.00
11/08/2023	Devco Builders	Maintenance and repairs - Admin building	\$ 9,499.99
11/08/2023	Devco Builders	Maintenance and repairs - Town centres	\$ 2,640.00
25/08/2023	Devco Builders	Maintenance and repairs - HBF Stadium	\$ 1,809.50
25/08/2023	Devco Builders	Maintenance and repairs - DLGSC	\$ 946.00
11/08/2023	Devco Builders	Maintenance and repairs - Admin building	\$ 603.63
11/08/2023	Devco Builders	Maintenance and repairs - HBF Stadium	\$ 221.93
11/08/2023	DFES Direct Brigade Alarm Monitoring	Annual fire alarm monitoring - BPLC FY 2023-24	\$ 1,881.00
11/08/2023	DFES Direct Brigade Alarm Monitoring	Annual fire alarm monitoring - Admin FY 2023-24	\$ 1,881.00
11/08/2023	DFES Direct Brigade Alarm Monitoring	Annual fire alarm monitoring - DLGSC FY 2023-24	\$ 1,881.00
11/08/2023	DFES Direct Brigade Alarm Monitoring	Annual fire alarm monitoring - Loftus street FY 2023-24	\$ 1,881.00
25/08/2023	Dial-A-Nappy	Merchandise - BPLC	\$ 660.00
25/08/2023	Diversity Cleaning Services Pty Ltd	Window cleaning services - BPLC	\$ 330.00
25/08/2023	DNX Energy Pty Ltd	Supply and install solar panels- DLGSC	\$ 65,780.00
11/08/2023	Dominic Snellgrove	Design Review Panel Meeting	\$ 550.00
25/08/2023	Domus Nursery	Supply of plants	\$ 1,559.51
25/08/2023	Donegan Enterprises Pty Ltd	Playground repairs & maintenance - various locations	\$ 429.00
11/08/2023	Dushong Art	Photography services - NAIDOC week	\$ 1,600.00
25/08/2023	E Bentley	Reimbursement of AUSactive registration fee	\$ 250.00
11/08/2023	E Bentley	Reimbursement - Les Mills workshop & digital kits	\$ 197.53
11/08/2023	E Everitt	Rebate for purchase of reusable sanitary products	\$ 20.70
11/08/2023	E Group Holdings Pty Ltd t/as E Fire & Safety	Replacement of faulty Hose - BPLC 1August 23 & monthly fire panel testing at loftus centre	\$ 1,303.50
25/08/2023	E Hinkley	Adult Embroidery workshop and materials supplies	\$ 356.10
11/08/2023	E White	Partial refund of dog registration	\$ 150.00
15/08/2023	Easi Group	Payroll deduction	\$ 4,285.05
25/08/2023	Easi Group	Payroll deduction	\$ 4,285.05
11/08/2023	Eclipse Soils Pty Ltd	Supply of mulch	\$ 10,925.75

02/08/2023	Eclipse Soils Pty Ltd	Supply of mulch	\$ 5,984.00
11/08/2023	Ellenby Tree Farm Pty Ltd	Supply of plants and trees	\$ 2,797.00
11/08/2023	Enigin Partners Pty Ltd	Real-time electricity monitoring Admin, library, BPLC	\$ 4,699.20
11/08/2023	Enviroblast Cannington	Pressure cleaning services	\$ 1,663.50
25/08/2023	Enviroblast Cannington	Pressure cleaning services	\$ 1,663.50
25/08/2023	EOS Electrical	Electrical Services - various location	\$ 7,173.76
11/08/2023	EOS Electrical	Electrical Services - various location	\$ 2,597.78
11/08/2023	F Momen	Refund of hall bond	\$ 300.00
25/08/2023	Flexi Staff Group Pty Ltd	Temporary staff various departments	\$ 19,177.50
25/08/2023	Flick Anticimex Pty Ltd	Pest control services - various location	\$ 4,132.16
11/08/2023	Flick Anticimex Pty Ltd	Pest control services - various location	\$ 1,703.02
11/08/2023	Floreat Athena Soccer Club Inc	Refund of ground bonds and key deposit	\$ 700.00
11/08/2023	Flyt Pty Ltd	3rd party traffic review	\$ 836.00
11/08/2023	Focus Networks	Monthly MPS devices charges August 2023	\$ 28,963.00
25/08/2023	Focus Networks	Monthly SaaS Software as service charges August 2023	\$ 14,873.05
25/08/2023	Focus Networks	Manage corporate WiFi, firewall and network	\$ 11,220.00
25/08/2023	Focus Networks	Second Year AU Domain Renewal	\$ 110.00
25/08/2023	Focus Networks	Interest charge	\$ 3.05
11/08/2023	Ford Family Building Co Pty Ltd	Refund of infrastructure bond	\$ 3,000.00
25/08/2023	Forestvale Trees Pty Ltd	Supply of trees	\$ 1,199.00
11/08/2023	Fort Amity Pty Ltd t/as Bent Logic	Swim school cards	\$ 1,512.50
25/08/2023	G Arco	Payment for crossover subsidy 98 Chelmsford road	\$ 255.00
11/08/2023	Gather Foods	Catering for City event - Boordiyas meeting 2 August 2023	\$ 862.14
25/08/2023	Gay and Lesbian Singers of Western Australia	Citizenship choir - August 2023	\$ 435.00
11/08/2023	Geografia Pty Ltd	Placemap subscription FY 2023-24	\$ 10,890.00
11/08/2023	Giant Autos (1997) Pty Ltd	Vehicle service and repairs	\$ 616.00
25/08/2023	Golf Car World	P6041 service cushion	\$ 841.50
11/08/2023	Good Sammy Enterprise	Good Sammy Event Sponsorship FY 2023-24	\$ 14,300.00
11/08/2023	Green Building Council of Australia	Annual Membership Fee FY 2023-24	\$ 2,970.00
25/08/2023	Grove Propagation Nursery	Supply of plants	\$ 5,600.32
25/08/2023	Growise Pty Ltd	Tree guards for new parks- Whippla- gaurds	\$ 682.00
11/08/2023	Gymcare	Gym equipment repairs & maintenance - BPLC	\$ 1,538.43
11/08/2023	Hames Sharley	Consultancy service vincent link & place guidelines	\$ 18,634.55
11/08/2023	Harvey Norman AVIT	Supply of 55 inch TV - BPLC	\$ 595.00
15/08/2023	Health Insurance Fund of WA	Payroll deduction	\$ 192.60
25/08/2023	Health Insurance Fund of WA	Payroll deduction	\$ 192.60
25/08/2023	Helene Pty Ltd t/as LO-GO Appointments	Temp staff for Customer Relations	\$ 2,166.87
11/08/2023	Helene Pty Ltd t/as LO-GO Appointments	Temp staff for Customer Relations	\$ 1,300.12

25/08/2023	Holcim (Australia) Pty Ltd	Concrete supplies	\$ 441.10
25/08/2023	Hospitality Industry Service Providers (HISP) WA Pty Ltd	Morning tea staff training session	\$ 55.00
11/08/2023	I Bellissimo	Refund of infrastructure bond	\$ 275.00
25/08/2023	ID Consulting Pty Ltd	Vincent Precinct Analysis - Economic profiles	\$ 5,500.00
25/08/2023	IKEA Pty Ltd	Supply of lamps - BPLC	\$ 495.00
25/08/2023	J & K Hopkins	Office furniture supplies - Admin & Depot	\$ 3,344.98
11/08/2023	J & K Hopkins	Office supplies- Depot	\$ 674.00
25/08/2023	J Chung	Fitness instructor fees	\$ 406.00
25/08/2023	J Dungey	Rebate for purchase of reusable sanitary products	\$ 50.00
11/08/2023	J K BruinsAccess Office Industries	Supply of cove chair	\$ 655.60
25/08/2023	J Kemp	Payment for author talk on 10 August 2023	\$ 250.00
25/08/2023	J La Cava	Rates Refund	\$ 2,745.10
11/08/2023	J McPhee	Fitness instructor fees	\$ 62.00
11/08/2023	J P Marsland	Fitness instructor fees	\$ 754.00
11/08/2023	Jack Lockers	Locker hire - April-June 2023 - BPLC	\$ 1,137.00
25/08/2023	Jack Lockers	Locker hire - April-June 2023 (part2) -BPLC	\$ 948.00
11/08/2023	Jackson McDonald	Legal services - local law reviews (animals and parking)	\$ 4,637.60
11/08/2023	Janet Verburg	Fitness instructor fees	\$ 1,094.00
25/08/2023	Josie Nolan (Art Amidae)	Citizenship photography August 23	\$ 340.00
11/08/2023	K McCumiskey	Fitness instructor fees	\$ 113.68
11/08/2023	K Reynolds	Reimbursement - parking for external meeting	\$ 28.82
11/08/2023	K Smith	Fitness instructor fees	\$ 1,392.00
11/08/2023	K Ward	Design advisory meeting fee	\$ 400.00
25/08/2023	Kennards Hire	Equipment Hire - toilet trailer and BBQ	\$ 637.70
25/08/2023	Kevrek (Australia) Pty Ltd	Crane services	\$ 919.44
25/08/2023	Kleen West Distributors	Cleaning supplies	\$ 1,224.00
11/08/2023	Kleen West Distributors	Cleaning supplies	\$ 264.00
25/08/2023	Kleenheat Gas	Forklift gas supplies - Depot	\$ 187.90
25/08/2023	Konica Minolta Business Solutions Australia Pty Ltd	Printing cost - BPLC, Admin, Library Depot	\$ 4,442.85
11/08/2023	Krazy Keys	Replace broken key	\$ 350.00
11/08/2023	KS Black Pty Ltd	Bore development and pump services - various location	\$ 75,099.27
25/08/2023	Kuditj Pty Ltd	Catering services - Council Workshop 1 August 2023	\$ 286.00
11/08/2023	L J Sharp	Fitness instructor fees	\$ 116.00
25/08/2023	L K Florey	Refund of infrastructure bond	\$ 1,500.00
25/08/2023	L Stankoski	Refund of infrastructure bond	\$ 2,000.00
15/08/2023	L.G.R.C.E.U.	Payroll deduction	\$ 22.00
25/08/2023	L.G.R.C.E.U.	Payroll deduction	\$ 22.00

25/08/2023	Landgate	Gross rental valuations for interims and land enquiries	\$ 1,660.79
11/08/2023	Landgate	Gross rental valuations for interims and land enquiries	\$ 305.10
11/08/2023	Leederville Cameras	Printing service- welcome to country cop, book club sets , postcards, flyers	\$ 1,385.00
25/08/2023	Leederville Cameras	Printing services - Leederville carpark, senior bus registrarians, compassionate communities postcards , aboriginal cultural workshop, Elders meeting	\$ 457.00
25/08/2023	Leo Heaney Pty Ltd	street tree watering and pruning services - various locations	\$ 40,293.00
11/08/2023	Les Mills Asia Pacific	Licence fees for fitness classes August 23	\$ 1,762.07
25/08/2023	Light Application Pty Ltd	Programming of lights for Probus Day -1 October 2023	\$ 451.00
11/08/2023	Limitless Promotions	Supply of Dog and Cat Registration Tags	\$ 1,014.00
11/08/2023	Line Marking Specialists	Line marking services - various location	\$ 9,878.00
25/08/2023	Line Marking Specialists	Line marking services - various location	\$ 7,079.05
25/08/2023	LINEMARKING WA PTY LTD	Supply and install green cold applied plastic for cycle lanes - Oxford street	\$ 17,600.00
11/08/2023	LIWA Aquatics	Payment for WA recreation conference attendance & membership BPLC staff	\$ 3,894.00
11/08/2023	LIWA Aquatics	Payment for WA recreation conference attendance BPLC staff	\$ 2,750.00
11/08/2023	Local Government Professionals Australia WA	Community Development conference 16 September 2023	\$ 2,755.00
25/08/2023	Local Government Professionals Australia WA	Staff training	\$ 50.00
11/08/2023	Local Health Authorities Analytical Committee	Analytical services FY 2023-24	\$ 9,055.74
25/08/2023	Luke Riley Creative	Photography for carparks	\$ 255.00
25/08/2023	M C Kiddie	Refund of infrastructure bond	\$ 275.00
11/08/2023	M G Jajko	Fitness instructor fees	\$ 58.00
11/08/2023	M Hoad	Parking reimbursement for SAT meeting	\$ 17.16
11/08/2023	M Slater	Fitness instructor fees	\$ 120.58
25/08/2023	M Slater	Fitness instructor fees	\$ 120.58
25/08/2023	M Smith	Rates refund of incorrect payment made in error	\$ 677.00
02/08/2023	M Yee	Payroll payment - Pay 2	\$ 2,585.22
11/08/2023	M Yee	Reimbursement for parking fee for ESRI convention	\$ 27.76
25/08/2023	Mackay Urban Design	Design advisory meeting fee	\$ 880.00
25/08/2023	Main Roads WA	Install traffic signal loops to intersection Walcott street and Lord street	\$ 12,656.39
25/08/2023	Main Roads WA	Install AHD (Radar) and reinstate traffic signal	\$ 10,510.05
25/08/2023	Main Roads WA	Install Loops at signals pedestrian crossing Fitzgerald street	\$ 6,426.17
11/08/2023	Main Roads WA	Works undertaken associated with Black Spot Bowler street and Stirling street	\$ 4,697.22
25/08/2023	Main Roads WA	Install AHD (Radar) and reinstate traffic signal	\$ 3,745.38
11/08/2023	Majestic Plumbing Pty Ltd	Plumbing services -BPLC, Child Health Clinic, Subiaco Football club, Hyde park, Forrest park, Woodville reserve, Menzies park, leederville oval	\$ 11,601.50
25/08/2023	Majestic Plumbing Pty Ltd	Plumbing services - Banks reserve, Hyde Park, Menziens Park, Britannia Road Reserve,Forrest Park , Palmerston , Britannia Reserve , Loftus rec centre, Loftus library , Leederville Skate park	\$ 3,961.70
25/08/2023	Major Motors Pty Ltd	Truck repairs and maintenance	\$ 3,966.22
11/08/2023	Mark Digital Print Solutions	Printing services - Posters for changerooms	\$ 135.30
25/08/2023	Market Creations	BPLC Swim Shop Catalogue	\$ 3,261.50

25/08/2023	Market Creations Agency	Proposal council connect module recommendation for staff and manager profile	\$ 1,056.00
11/08/2023	Marketforce Pty Ltd	Advertising services - Bi-monthly ads in the Perth Voice , Public notices	\$ 1,405.89
25/08/2023	Massey's Herd	Milk supplies - Depot	\$ 332.80
25/08/2023	Masterprint Pty Ltd	Supply of Photo cards	\$ 44.00
11/08/2023	Maxima Group Training	School based trainees - work experience students	\$ 250.22
25/08/2023	Maxima Group Training	School based trainees - work experience students	\$ 248.99
15/08/2023	Mayor E Cole	Council meeting fee	\$ 8,072.16
25/08/2023	McLeods Barristers & Solicitors	Legal services fee relating to matter on 247 Stirling street	\$ 718.10
11/08/2023	Messages on Hold	Ownership agreement - Customer Relations	\$ 2,068.56
11/08/2023	Metal Artwork Creations	Supply of staff name badges - various departments	\$ 123.59
25/08/2023	Metal Artwork Creations	Supply of staff name badges - various departments	\$ 73.93
11/08/2023	Mindarie Regional Council	Processable and non processable waste July 2023	\$ 110,943.11
25/08/2023	Mindarie Regional Council	Processable and non processable waste July 2023	\$ 25,617.14
11/08/2023	Minter Ellison	Fee Estimate -Preparation of Sponsorship Agreement	\$ 15,092.77
11/08/2023	Minuteman Press	Delivery of Book Club Bags	\$ 35.00
11/08/2023	Modernians Hockey Club Inc.	Female sports participation grant- FY 2023-24	\$ 2,000.00
25/08/2023	My Best Friend Veterinary Centre	Vet services June 2023 & July 2023	\$ 3,127.65
25/08/2023	N Blunden	Rates Refund	\$ 2,232.44
25/08/2023	N Landis	Refund of infrastructure bond	\$ 275.00
25/08/2023	N R ElliottS McCarthy	Refund of hall bond	\$ 300.00
11/08/2023	N Stokes	Reimbursement - Catering HR Planning Day	\$ 83.60
25/08/2023	Nao Williams	Fitness instructor fees	\$ 195.00
25/08/2023	National Disability Services Limited	Rates Refund	\$ 12,696.29
11/08/2023	Newground Water Services Pty Ltd	Charles veryard mole plough testing	\$ 3,091.00
11/08/2023	Nicholas Jolly & Associates	Fitness instructor fees	\$ 255.20
11/08/2023	Nightlife Music Pty Ltd	Crowd DJ August 2023 - BPLC	\$ 417.94
25/08/2023	Noma Pty Ltd	Design advisory meeting fee	\$ 1,320.00
25/08/2023	North Perth Community Garden	Community support grant - Mens Shed	\$ 1,500.00
11/08/2023	Northshore Unit Inc. - SES	FESA SES Contribution Q1 - FY 2023-24	\$ 10,713.84
11/08/2023	O Dedic	Reimbursement - admin milk supplies	\$ 74.90
25/08/2023	Officeworks Ltd	Office supplies and consumables	\$ 1,021.90
11/08/2023	Officeworks Ltd	Office supplies and consumables	\$ 921.37
11/08/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	CouncilFirst - Azure hosting May 2023	\$ 37,797.45
25/08/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	CouncilFirst - Azure hosting fees for FY 2023-24	\$ 1,104.91
25/08/2023	Optus Billing Services Pty Ltd	Internet - admin June 23 and July 2023	\$ 12,793.11
25/08/2023	Orbit Health & Fitness Solutions Pty Ltd	Clean free standing fan in studio 2	\$ 326.70
11/08/2023	P Pierson	Refund of hall bond	\$ 300.00

11/08/2023	P Tran	Fitness instructor fees	\$ 522.00
25/08/2023	P Tran	Fitness instructor fees	\$ 290.00
25/08/2023	Paragon Construction Solutions Pty Ltd	12 & 30 metre pool tile works - BPLC	\$ 29,374.71
25/08/2023	Paxon Business & Financial Services	Audit services - Fleet, assets and CCTV management	\$ 22,704.00
11/08/2023	PeopleSense by Altius	Annual management fee - FY 2023-24	\$ 971.11
25/08/2023	Pirtek Malaga	Plant repairs and maintenance	\$ 776.68
25/08/2023	Pitney Bowes Australia Pty Ltd	Supplies of Ink cartridge and EZseal	\$ 1,579.60
25/08/2023	Plantrite	Supply of plants	\$ 6,103.90
11/08/2023	PLE Computers	Wireless tv keyboard & USB unifying Receiver	\$ 334.74
25/08/2023	PowerVac Pty Ltd	Service of cleaning equipment - Loftus centre	\$ 325.65
25/08/2023	PriceMark Pty Ltd	Supply of 10 boxes of WAW Bands	\$ 1,413.50
25/08/2023	Pride Western Australia Inc	Festival & event sponsorship - Pride fair event FY 2023-24	\$ 22,000.00
11/08/2023	Primavera Quality Meats	Catering for City event - staff	\$ 470.00
11/08/2023	Print and Sign Co	Printing services- Post cards , update community centre signage, corflutes,50m of pool lane bunting	\$ 2,180.20
25/08/2023	Print and Sign Co	Printing services - various departments	\$ 530.20
25/08/2023	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 23,932.98
11/08/2023	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 726.00
25/08/2023	Proficiency Group Pty Ltd	IM & ICT support service	\$ 550.00
11/08/2023	Proficiency Group Pty Ltd	IM & ICT support service	\$ 330.00
25/08/2023	Profounder Turfmaster Pty Ltd	Leederville Oval Turf Maintenance - June 2023 & July 2023	\$ 17,566.07
11/08/2023	Profounder Turfmaster Pty Ltd	Leederville Oval returfing	\$ 15,804.25
25/08/2023	Protector Fire Services Pty Ltd	Fire equipment maintenance - BPLC	\$ 805.75
11/08/2023	Protector Fire Services Pty Ltd	Fire equipment maintenance - BPLC	\$ 753.39
11/08/2023	Public Transport Authority WA (PTAWA)	Installation soccer themed bus shelter at bus stop 11317	\$ 21,507.23
25/08/2023	PWE Consulting (WA) Pty Ltd	Market rent valuation - Beatty Park café lease extension	\$ 1,925.00
11/08/2023	Quality Press	Printing of post cards for solar workshop	\$ 123.20
25/08/2023	QuickMail	Supply, print and distribute flyers	\$ 980.02
11/08/2023	R Freitas	Fitness instructor fees	\$ 480.00
25/08/2023	R Freitas	Fitness instructor fees	\$ 120.00
25/08/2023	R H Southworth	Refund of infrastructure bond	\$ 2,500.00
11/08/2023	R Woodcock	Refund for parking permit double charged	\$ 210.00
11/08/2023	RAC Motoring Pty Ltd trading as RAC BusinessWise	Towing fee for City vehicle	\$ 105.00
25/08/2023	Rada & Neso Services	Monthly cleaning services - BPLC	\$ 9,600.00
25/08/2023	REALMstudios Pty Ltd	Design advisory meeting fees	\$ 880.00
11/08/2023	Red Spear Pty Ltd	Elders Talk with Barry McGuire - NAIDOCWeek	\$ 968.00
25/08/2023	Regents Commercial	Water services July 23 to August 2023	\$ 332.75
11/08/2023	Renew Property Maintenance	Main Roads and adhoc lane way maintenance July 2023	\$ 8,145.50

11/08/2023	Rentokil Initial Pty Ltd	Pest control services - BPLC August 23 to October 2023	\$ 2,397.60
25/08/2023	Repco	Auto part supplies	\$ 556.74
11/08/2023	Repco	Auto part supplies	\$ 2.75
11/08/2023	Rosevale Fire & Electrical	Investigate fault to Diesel pump & Install Intercom unit	\$ 1,211.50
25/08/2023	Rosie O Face Painters & Entertainers	Payment for attendance to children's book week	\$ 350.00
11/08/2023	Royal W.A. Historical Society Inc.	Annual subscription FY 2023-24	\$ 95.00
25/08/2023	S B Gaull	Rates Refund	\$ 60.00
25/08/2023	S C Gazia	Refund of incorrect library payment	\$ 50.00
25/08/2023	S E Hill	Reimbursement for team planning day lunch	\$ 166.50
11/08/2023	S Patchett	Fitness instructor fees	\$ 495.00
25/08/2023	S Patchett	Fitness instructor fees	\$ 270.00
11/08/2023	S Smart	Fitness instructor fees	\$ 174.00
25/08/2023	S Smart	Fitness instructor fees	\$ 116.00
25/08/2023	Sam's Repairs & Maintenance	Sign installation and maintenance	\$ 2,049.30
11/08/2023	Sanax Medical & First Aid Supplies	First aid supplies - BPLC	\$ 1,268.63
11/08/2023	Sanderson's Outdoor Power Equipment	Plant repairs and maintenance	\$ 793.00
25/08/2023	Sanderson's Outdoor Power Equipment	Plant repairs and maintenance	\$ 430.00
11/08/2023	SAS Locksmiths	Key cutting and lock maintenance service	\$ 361.41
25/08/2023	SAS Locksmiths	Key cutting and lock maintenance service	\$ 43.01
11/08/2023	Scarboro Toyota	Vehicle service and repairs	\$ 1,827.40
25/08/2023	Scarboro Toyota	Vehicle service and repairs	\$ 991.46
11/08/2023	SEEK Limited	Job adverts	\$ 1,271.16
11/08/2023	ServiceFM Pty Ltd	General services and material- various locations July 2023	\$ 41,272.63
25/08/2023	ServiceFM Pty Ltd	General services and material various location May 2023 & June 2023	\$ 21,442.87
11/08/2023	Shire of Augusta Margaret River	Long service liability	\$ 1,623.63
11/08/2023	Shop for Shops	Retail display items - BPLC	\$ 343.01
25/08/2023	Smoke and Mirrors Audio Visual	Supply of PA System - Citizenship ceremony August 23	\$ 883.50
25/08/2023	SoCo Studios	Photography Services - National Tree Day	\$ 1,320.00
25/08/2023	Solo Resource Recovery	Pressure cleaning services - various locations	\$ 7,649.40
11/08/2023	South West Compassionate Communities Network Inc	Workshop compassionate communities	\$ 1,000.00
11/08/2023	Speedo Australia Pty Ltd	Merchandise - BPLC	\$ 11,298.65
25/08/2023	Speedo Australia Pty Ltd	Merchandise - BPLC	\$ 4,389.55
11/08/2023	Sports Turf Technology Pty Ltd	Leaf and soil analysis on sports oval	\$ 2,552.00
11/08/2023	Sportsworld Of WA	Merchandise - BPLC	\$ 3,005.20
25/08/2023	Sportsworld Of WA	Merchandise - BPLC	\$ 2,026.75
25/08/2023	Stantons International	Probity services - DA process	\$ 336.05
25/08/2023	State Library of WA	Better Beginnings Invoicing for FY 2023-24	\$ 1,391.50
11/08/2023	Stott Hoare	Supply of laptops	\$ 34,995.40

11/08/2023	Success Upholstery	Re-upholster of Library Ottoman	\$ 880.00
11/08/2023	Superior Pak Pty Ltd	Plant repairs and maintenance	\$ 2,264.51
25/08/2023	Sydney Tools	Supply of garden tools - Parks	\$ 1,849.00
11/08/2023	Synergy	Electricity and gas charges - various locations	\$ 124,075.48
25/08/2023	Synergy	Electricity and gas charges - various locations	\$ 56,713.95
11/08/2023	T Gloster	Farewell flowers for staff leaving	\$ 55.00
11/08/2023	T H Bruins	Reimbursement for car hire and toll	\$ 199.62
11/08/2023	T Unsworth-Smith	Part refund of Beatty Park Leisure centre fees	\$ 81.60
25/08/2023	Taylor to Suit	Decorating for seniors christmas lunch on 8 December 2023	\$ 1,500.00
11/08/2023	Technology One Ltd	IntraMaps subscription FY 2023-24	\$ 25,691.64
11/08/2023	Teena Smith	Fitness instructor fees	\$ 750.00
25/08/2023	Teena Smith	Fitness instructor fees	\$ 300.00
11/08/2023	Temptations Catering	Catering for Council Workshop 1 August 2023	\$ 807.87
25/08/2023	Temptations Catering	Catering services - Strokesafe event 10 August 2023	\$ 286.40
25/08/2023	The BBQ Man	Pressure cleaning and outdoor artwork cleaning - Oxford street	\$ 5,780.22
11/08/2023	The BBQ Man	Pressure cleaning - Oxford street Jul 2023	\$ 440.00
11/08/2023	The Factory (Australia) Pty Ltd	2023 Town centre Christmas Decorations - Payment 1	\$ 55,000.00
25/08/2023	The Good Grocer Leederville IGA	Catering for STAG Workshop 17 August 2023	\$ 50.00
25/08/2023	The Good Guys	Purchase of Side by Side Refrigerator - North Perth Town Hall	\$ 1,784.00
11/08/2023	The Paddington Alehouse	Catering for citizenship ceremony August 2023	\$ 1,770.00
11/08/2023	The Posy Factory	Delivering sympathy flowers to Uncle Ben	\$ 125.00
25/08/2023	The Roman Catholic Archbishop of Perth Glendalough Parish	Rates Refund	\$ 1,060.58
25/08/2023	The Royal Life Saving Society Western Australia Inc	Staff Training	\$ 420.00
11/08/2023	Thrifty Car Rental	Hire car for repair 19 June 23 to 19 July 2023	\$ 2,945.62
11/08/2023	Tom Lawton - Bobcat Hire	Bobcat Hire - various locations	\$ 15,304.30
25/08/2023	Tom Lawton - Bobcat Hire	Bobcat Hire - various locations	\$ 6,913.50
25/08/2023	Totally Workwear Mt Hawthorn	Uniform Supplies - various locations	\$ 12,377.45
11/08/2023	Totally Workwear Mt Hawthorn	Uniform Supplies - various locations	\$ 2,389.59
25/08/2023	T-Quip	Plant repairs and maintenance	\$ 1,343.60
11/08/2023	T-Quip	Plant repairs and maintenance	\$ 382.35
11/08/2023	Traffic Logistics Australia	Traffic survey services - various sites	\$ 1,694.00
25/08/2023	Tree Amigos	street trees and parks pruning/removal - various locations	\$ 79,881.45
11/08/2023	Tree Amigos	street trees and parks pruning/removal - various locations	\$ 34,017.50
25/08/2023	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 2,358.56
11/08/2023	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 535.24
25/08/2023	Tyres4U Pty Ltd	Tyre replacements and maintenance	\$ 5,296.50
11/08/2023	Tyres4U Pty Ltd	Tyre replacements and maintenance	\$ 2,217.16

25/08/2023	Universal Diggers	Plant hire - Depot	\$ 17,146.25
11/08/2023	Urbis Pty Ltd	Review of local planning policies	\$ 440.00
25/08/2023	Urbis Pty Ltd	Review of local planning policies	\$ 440.00
11/08/2023	V Forbes	Fitness instructor fee	\$ 1,084.60
25/08/2023	V Forbes	Fitness instructor fee	\$ 382.80
11/08/2023	V Hansen	Bush medicine workshop 7 July 2023	\$ 3,000.00
25/08/2023	V K Tang	Rates Refund	\$ 250.00
25/08/2023	V McGuire	Welcome to Country - Citizenship ceremony	\$ 715.00
25/08/2023	V StankoskiWordNerd Document Services	Local Law document formatting x 8 hours	\$ 300.00
25/08/2023	Veolia Recycling & Recovery Pty Ltd	General waste collection July 2023	\$ 1,947.50
11/08/2023	Vorgee Pty Ltd	Merchandise - BPLC	\$ 592.35
25/08/2023	W.A. Limestone Co	Supply of limestone	\$ 712.69
11/08/2023	WA Genealogical Society Inc.	Annual associate subscription Fy 2023-24	\$ 100.00
11/08/2023	WA Library Supplies	Library supplies - bookmarks	\$ 152.50
11/08/2023	WA Police	Return of Grant Funds GRAFHO11920	\$ 55,000.00
11/08/2023	WALGA	WALGA People & Culture Seminar 2023 - Staff	\$ 621.00
25/08/2023	Water Corporation	Water charges - various locations	\$ 29,095.05
11/08/2023	Water Corporation	Water charges - various locations	\$ 7,754.02
25/08/2023	WATS Management Pty Ltd t/a Austraffic WA	Reprocessing CCTV footage - Grosvenor Road trial project	\$ 1,069.20
11/08/2023	Way Funky Company Pty Ltd	Merchandise - BPLC	\$ 14,618.71
11/08/2023	West Australian Football Commission	Refund of grounds bond	\$ 825.00
11/08/2023	Western Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 5,343.17
25/08/2023	Western Irrigation Pty Ltd	Reticulation repairs and maintenance	\$ 2,232.34
25/08/2023	Western Metropolitan Regional Council	Processing of FOGO Material 17 July 2023 to 31 July 2023	\$ 31,351.28
11/08/2023	Western Metropolitan Regional Council	Processing FOGO waste July 2023 & Supply of FOGO bags	\$ 26,310.45
25/08/2023	Western Resource Recovery Pty Ltd	Grease trap maintenance - Loftus Rec centre	\$ 550.00
11/08/2023	West-Sure Group Pty Ltd	Cash collection services - Admin, BPLC Parking July 2023	\$ 1,890.24
11/08/2023	Wheeler's Books Pty Ltd	Supply of library books	\$ 15.99
11/08/2023	Winc Australia Pty Ltd	Office supplies and consumables	\$ 1,330.49
25/08/2023	Winc Australia Pty Ltd	Office supplies and consumables	\$ 86.80
11/08/2023	Woodlands Distributors Pty Ltd	Supply of compostable dog waste bags	\$ 8,537.76
11/08/2023	Workwear Supplies	Staff uniforms library	\$ 2,466.75
25/08/2023	Worldwide East Perth	Printing services - corflutes	\$ 1,518.00
11/08/2023	Worldwide East Perth	Printing services -corflutes	\$ 1,298.00
25/08/2023	Wow Wipes	Supply of anti bacterial wipes - BPLC	\$ 2,530.00
11/08/2023	Wow Wipes	WOW wet wipes for the gym	\$ 1,265.00
25/08/2023	YMCA of Perth Youth & Community Services Inc	Community budget grant FY 2023-24	\$ 55,000.00

25/08/2023	YogaNut	Fitness instructor fees	\$ 378.00
25/08/2023	Yolande Gomez	Fitness instructor fees	\$ 992.00
11/08/2023	Yolande Gomez	Fitness instructor fees	\$ 362.36
25/08/2023	Zenien	1 month hire for two mobile CCTV units	\$ 3,464.00
11/08/2023	Zenien	CCTV Systems Consulting/Installation	\$ 181.50
11/08/2023	Zeta Crochet	Crochet workshop - Library	\$ 500.00
25/08/2023	ZIP Heaters Aust Pty Ltd	Hydrotap maintenance - Admin, Gymnastic, Library Lounge	\$ 4,289.34
11/08/2023	ZIP Heaters Aust Pty Ltd	Hydrotap maintenance - library	\$ 335.61
25/08/2023	Zipform	Annual e-Rates Fy 2023-24 4, Print and supply 2pp DL Flyer, A4 brochure	\$ 35,714.20
			\$ 3,621,058.59
	Payroll		
01/08/2023	Payroll Pay Period 3		\$ 737,331.30
15/08/2023	Payroll Pay Period 4		\$ 739,098.71
29/08/2023	Payroll Pay Period 5		\$ 736,398.44
	Total Payroll		\$ 2,212,828.45
	Total Payment		\$ 5,833,887.04

Creditors Report - Payments by Cheque				
01/08/2023 to 31/08/2023				
<i>Creditor</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
82755	10/08/2023	Petty Cash - Beatty Park Leisure Ce	Petty cash recoup- BPLC 31.07.23	\$ 331.30
82756	10/08/2023	Petty Cash - Finance	Petty Cash Recoup - Finance 10.08.23	\$ 312.20
Total Net Cheque Payments				\$ 643.50

Creditors Report - Payments by Direct Debit				
01/08/2023 to 31/8/2023				
Credit Card Transactions for the Period 07/07/2023 - 4/08/2023				
Card Holder	Date	Payee	Description	Amount
CEO	13/07/2023	CPP Cultural Centre	CEO Parking - FIFA WWC 2023 Official welcome	\$ 4.54
	31/07/2023	WA News	WA newspaper subscription - digital and paper	\$ 83.60
	03/08/2023	Point Parking Pty Ltd	CEO Parking - RAC Healthy Streets workshop	\$ 4.00
				\$ 92.14
Director Infrastructure & Environment				
	19/07/2023	Good Grocer	Rangers emergency review	\$ 55.00
	01/08/2023	Paypal RLSSA	Conference drowning prevention	\$ 890.00
	02/08/2023	Harvey Norman	Electric oven - North Perth Town Hall	\$ 649.00
				\$ 1,594.00
Manager Marketing and Partnerships				
	07/07/2023	Facebook	Facebook boost - ADHD and kids info session	\$ 31.27
	07/07/2023	QR Code Generator.com	QR Code Generator	\$ 288.31
	07/07/2023	International transaction fee	QR Code Generator	\$ 7.21
	08/07/2023	Facebook	Beatty Park Facebook boosts	\$ 200.00
	10/07/2023	Mailchimp	E-Newsletter	\$ 729.71
	23/07/2023	Asana.com	Marketing and Comms scheduling tool	\$ 907.39
	23/07/2023	International transaction fee	Marketing and Comms scheduling tool	\$ 22.68
	27/07/2023	FWWC2023 Pty Ltd	FIFA Women's world cup tickets	\$ 400.00
	28/07/2023	Australia the Gift	Citizenship Gifts	\$ 599.15
	31/07/2023	Facebook	Facebook boost Sustainable style workshop event	\$ 446.76
				\$ 3,632.48
Council Liaison Officer				
	28/07/2023	WA Local Government	Council Training and professional development - Cr Ron Alexander	\$ 434.50
	01/08/2023	SQ Bunn Mee	Catering for council event	\$ 190.00
	01/08/2023	A1 Quality Laundromat	Laundry services - tablecloths for council	\$ 26.00
				\$ 650.50
Branch Librarian				
	14/07/2023	MHA Products	Foldable plastic desk trolley - Books on wheels	\$ 255.43

Card Holder	Date	Payee	Description	Amount
	21/07/2023	Mitre 10	Alien tape for mounting displays & other items	\$ 73.90
	24/07/2023	Our Community Pty Ltd	Training - Taking minutes for DBB	\$ 110.00
	24/07/2023	Bellbird Kidz	Noongar dominoes and game set	\$ 214.39
	24/07/2023	SP Mrbob Puzzles	Noongar puzzle set	\$ 41.00
	24/07/2023	Homeless Training	Webinar - Social workers in Libraries DBB & GH	\$ 145.83
	24/07/2023	International Transaction Fee	Webinar - Social workers in Libraries DBB & GH	\$ 3.65
	25/07/2023	QBD The Bookshop	Book supply	\$ 25.69
	26/07/2023	EZI Alia	Webinar - First nations representation and agency in Libraries	\$ 15.00
	27/07/2023	Booktopia Pty Ltd	Staff resource greening libraries	\$ 72.18
	31/07/2023	Microsoft Store	Library supply - Gang Beasts game - xbox console	\$ 26.95
				\$ 984.02
Manager ICT				
	07/07/2023	Twilio Sendgrid	Software API cost - email service BPLC booking system	\$ 135.16
	07/07/2023	International transaction fee	Software API cost - email service BPLC booking system	\$ 3.38
	09/07/2023	Devolutions Inc	ICT secure accounts/Password manager	\$ 453.47
	09/07/2023	International transaction fee	ICT secure accounts/Password manager	\$ 11.34
	16/07/2023	Node one	Fixed wireless internet - Beatty Park	\$ 109.00
	18/07/2023	Officeworks	IT supplies - HDMI cables, key tags, sticky notes	\$ 211.57
	18/07/2023	Catch	IT supplies - Daxys phone holder	\$ 118.00
	18/07/2023	JB HI-Fi Online	IT supplies - Ezymount and samsung tv mount brackets	\$ 339.00
	19/07/2023	Zoom	Video conferencing	\$ 338.68
	20/07/2023	JB HI-Fi Online	IT supplies - Logitech keyboards x 3	\$ 364.99
	20/07/2023	EziM2M One Pty Ltd	Sim card service - parks reticulation	\$ 512.09
	28/07/2023	Blueskys App	Zoom timer app	\$ 18.59
	28/07/2023	International transaction fee	Zoom timer app	\$ 0.46
	01/08/2023	Node one internet	Fixed wireless internet - Admin	\$ 119.00
	02/08/2023	Officeworks	IT supplies - Step ladder, tape	\$ 123.19
	02/08/2023	Assetsonar.com	ICT asset management	\$ 423.95
	02/08/2023	International transaction fee	ICT asset management	\$ 10.60
				\$ 3,292.47
Procurement and Contracts Officer				
	19/07/2023	Planoly	Social media scheduling tool - Media and comm. Team	\$ 198.90
	19/07/2023	International transaction fee	Social media scheduling tool - Media and comm. Team	\$ 4.97

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
	21/07/2023	Shutterstock	Photo Library fee - Media and communications team	\$ 69.00
	26/07/2023	Shutterstock	Photo Library fee - Media and communications team	\$ 99.00
				\$ 371.87
Total Corporate Credit Cards				\$ 10,617.48
Direct Debits				
	21/08/2023	All Leasing and PB Leasing	Total Leasing	\$ 395.83
	11/08/2023	Kennards Hire Pty Ltd - Equipment Hire	Total Payment	\$ 230.20
Superannuation contractors				
	01/08/2023	Super Choice	Superannuation contractors	\$ 1,123.46
	18/08/2023	Super Choice	Superannuation contractors	\$ 1,416.59
			Total Superannuation contractors	\$ 2,540.05
Loan Repayments				
	01/08/2023	Treasury Corporation		\$ 78,434.41
	08/08/2023	Treasury Corporation		\$ 95,597.36
	25/08/2023	Treasury Corporation		\$ 376,847.69
			Total Treasury Corporation	\$ 550,879.46
Bank Fees and Charges				
		Commonwealth Bank	Bank fees	\$78,841.80
Total Direct Debits including Credit Cards				
				\$ 643,504.82

11.3 INVESTMENT REPORT AS AT 31 AUGUST 2023

Attachments: 1. Investment Statistics as at 31 August 2023 [↓](#) 

RECOMMENDATION:

That Council **NOTES** the Investment Statistics for the month ended 31 August 2023 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 31 August 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 \$7m matured and \$18.7m was invested in August 2023 to capitalise on the favourable interest rates offered while maintaining an optimum level of cash flow.

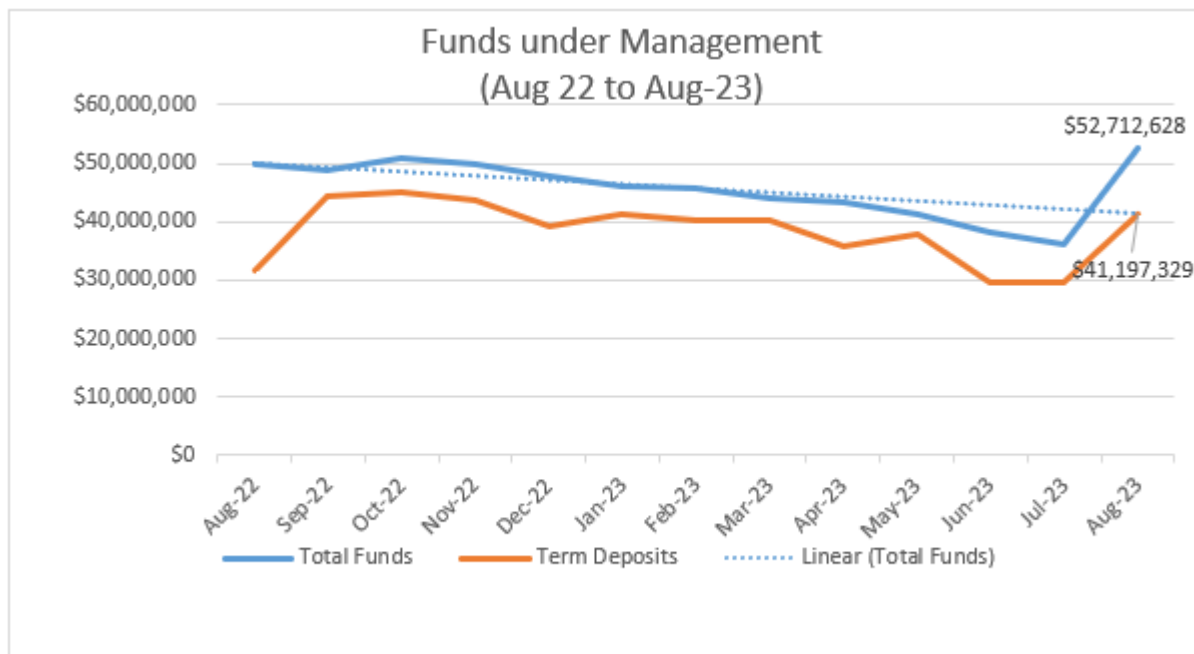
Investment Status

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

As at 31 August 2023, the total funds held in the City's operating accounts (including on call) was \$52,712,628 compared to \$49,861,221 for the period ended 31 August 2022. All funds are interest bearing as at 31 August 2023.

The total term deposit investments for the period ended 31 August 2023 were \$41,197,329 compared to \$31,736,604 for the period ended 31 August 2022.

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



Interest Status

Total accrued interest earned on investments as at 31 August 2023 is:

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of YTD Budget
Municipal	\$400,000	\$120,000	\$138,860	115.7%
Reserve	\$350,000	\$110,000	\$116,366	105.8%
Subtotal	\$750,000	\$230,000	\$255,226	111.0%
Leederville Gardens Inc Surplus Trust*	\$0	\$0	\$32,165	N/A
Total	\$750,000	\$230,000	\$287,391	125.0%

*Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2023/24 Budget as actual interest earned is restricted.

The City has a weighted average interest rate of 4.77% for current investments compared to the Reserve Bank 90 day accepted bill rate for August 2023 of 4.15%.

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 sets the maximum exposure limits to divested institutions at 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%	45.1%	90%	67.9%
A-1	25%	2.9%	90%	2.9%
A-2	20%	11.4%	90%	29.2%

The direct investment for A1+ institute is higher than normal due to rates revenue received for the month in the municipal operating account (Commonwealth Bank). 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 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:

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.

This does not contribute to any specific sustainability outcomes of the *City's 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 31 AUGUST 2023**

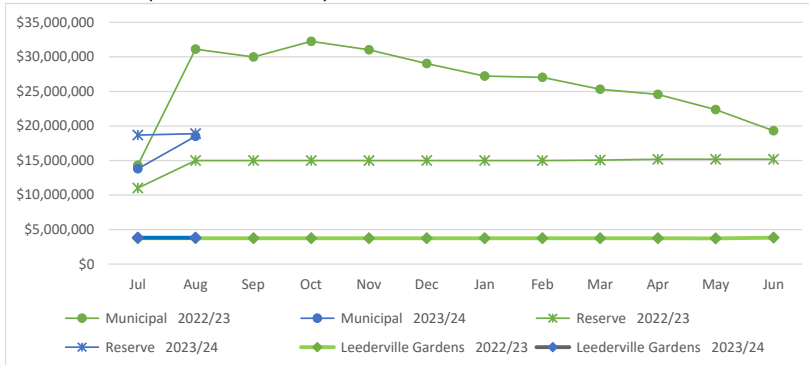
Funds	Institution	Investment Date	Maturity Date	Interest Rate	Principal \$
<u>OPERATING ACCOUNTS</u>					
Municipal	Commonwealth Bank of Australia			3.85%	8,898,334
Municipal	Commonwealth Bank of Australia		Ongoing	4.15%	2,616,966
Total Operating Funds					11,515,299
<u>TERM DEPOSITS</u>					
Leederville 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
Reserve	National Australia Bank	12/01/2023	11/01/2024	4.53%	4,500,000
Municipal	National Australia Bank	20/02/2023	20/02/2024	4.83%	4,000,000
Municipal	Bank of Queensland	03/03/2023	05/03/2024	5.05%	1,000,000
Municipal	AMP Bank	29/03/2023	28/03/2024	4.90%	3,500,000
Reserve	Hume Bank	29/03/2023	28/03/2024	4.78%	2,540,000
Reserve	Macquarie Bank	05/05/2023	04/09/2023	4.59%	1,000,000
Reserve	Macquarie Bank	05/05/2023	14/09/2023	4.59%	540,000
Reserve	National Australia Bank	24/05/2023	23/05/2024	4.87%	1,600,000
Leederville Gardens Inc Surplus Trust	Commonwealth Bank of Australia	30/06/2023	28/06/2024	5.32%	2,058,536
Municipal	Commonwealth Bank of Australia	09/08/2023	08/04/2024	5.46%	2,500,000
Municipal	Commonwealth Bank of Australia	09/08/2023	08/07/2024	5.53%	2,500,000
Reserve	Commonwealth Bank of Australia	09/08/2023	08/08/2024	5.55%	5,200,000
Municipal	Bank of Queensland	24/08/2023	06/06/2024	4.95%	2,500,000
Municipal	Bank of Queensland	24/08/2023	19/06/2024	4.95%	2,500,000
Reserve	National Australia Bank	24/08/2023	06/06/2024	5.12%	1,000,000
Reserve	Bendigo and Adelaide Bank	30/08/2023	29/04/2024	5.00%	2,500,000
Total Term Deposits					41,197,329
Total Funds available					52,712,628

**CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 31 AUGUST 2023**

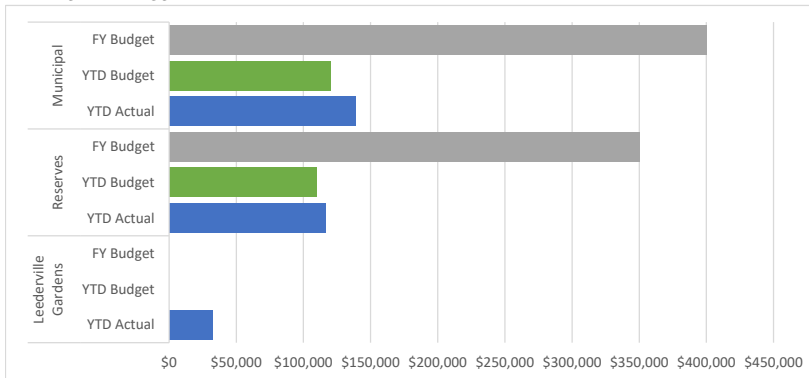
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	%
BY INVESTMENT HOLDINGS					
Municipal Account	8,898,334	0	0	8,898,334	16.9%
Online Saver	2,616,966	0	0	2,616,966	5.0%
Term Deposits	18,500,000	18,880,000	3,817,329	41,197,329	78.2%
	30,015,299	18,880,000	3,817,329	52,712,628	100.0%
BY INSTITUTION					
Bank of Queensland	6,000,000	0	0	6,000,000	11.4%
Bendigo and Adelaide Bank	0	2,500,000	0	2,500,000	4.7%
Commonwealth Bank of Australia	16,515,299	5,200,000	2,058,536	23,773,835	45.1%
Beyond Bank	0	0	850,117	850,116	1.6%
National Australia Bank	4,000,000	7,100,000	908,677	12,008,677	22.8%
AMP Bank	3,500,000	0	0	3,500,000	6.6%
Hume Bank	0	2,540,000	0	2,540,000	4.8%
Macquarie Bank	0	1,540,000	0	1,540,000	2.9%
	30,015,299	18,880,000	3,817,329	52,712,628	100.0%
BY CREDIT RATINGS (SHORT-TERM ISSUE)					
A-1+	20,515,299	12,300,000	2,967,212	35,782,511	67.9%
A-1	0	1,540,000	0	1,540,000	2.9%
A-2	9,500,000	5,040,000	850,117	15,390,117	29.2%
	30,015,299	18,880,000	3,817,329	52,712,628	100.0%
BY TERMS					
0-30 days	11,515,299	0	0	11,515,299	21.8%
91-180 days	0	1,540,000	0	1,540,000	2.9%
181-270 days	2,500,000	2,500,000	0	5,000,000	9.5%
271-365 days	15,000,000	14,840,000	3,817,329	33,657,329	63.9%
> 1 year	1,000,000	0	0	1,000,000	1.9%
	30,015,299	18,880,000	3,817,329	52,712,628	100.0%
BY MATURITY					
0-30 days	11,515,299	1,540,000	0	13,055,299	24.8%
31-90 days	0	0	850,117	850,117	1.6%
91-180 days	4,000,000	4,500,000	908,677	9,408,677	17.9%
181-270 days	7,000,000	6,640,000	0	13,640,000	25.9%
271-365 days	7,500,000	6,200,000	2,058,536	15,758,536	29.9%
	30,015,299	18,880,000	3,817,329	52,712,628	100.0%
BY FOSSIL FUEL EXPOSURE					
Fossil Fuel Investments	24,015,299	13,840,000	2,967,212	40,822,511	77.4%
Non Fossil Fuel Investments	6,000,000	5,040,000	850,117	11,890,117	22.6%
	30,015,299	18,880,000	3,817,329	52,712,628	100.0%

**CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 31 AUGUST 2023**

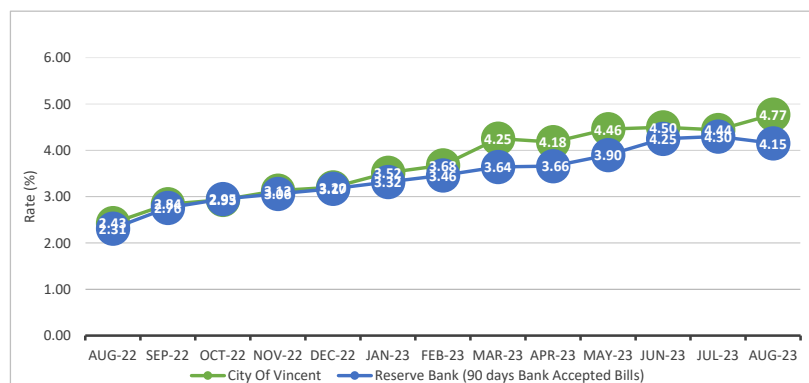
FUNDS INVESTED (TERM DEPOSITS ONLY)



INTEREST EARNINGS

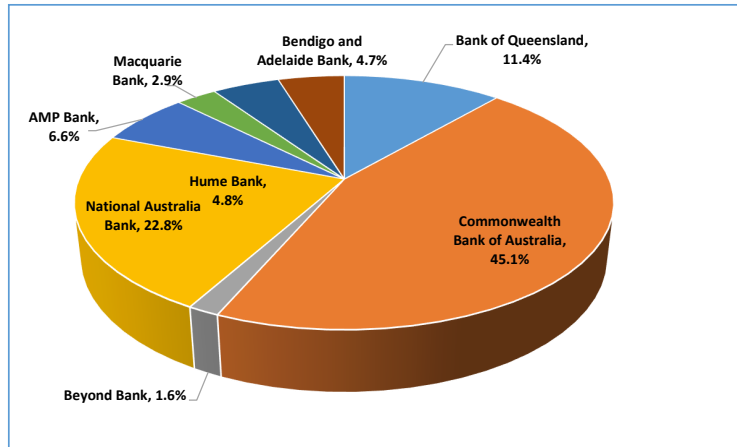


INTEREST RATE COMPARISON

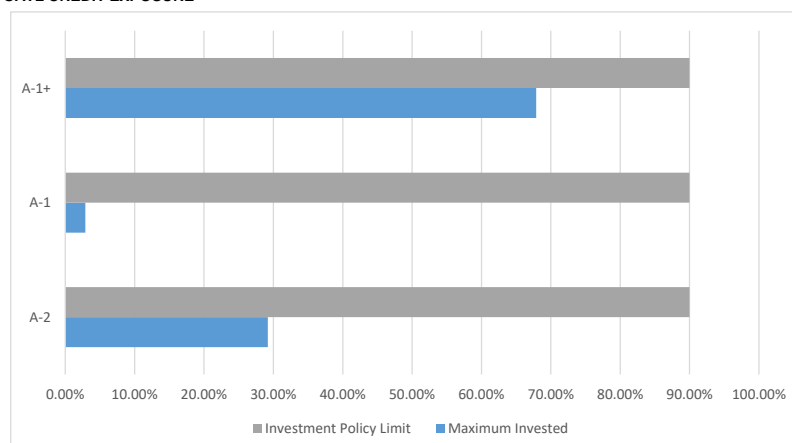


**CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 31 AUGUST 2023**

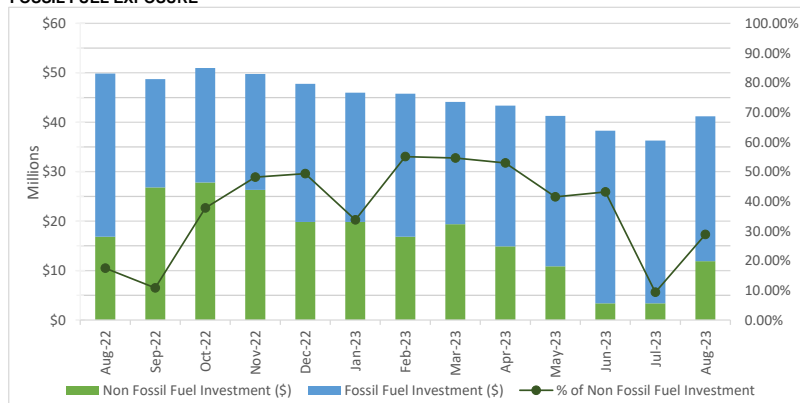
TOTAL PORTFOLIO EXPOSURE



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 31 AUGUST 2023**

	YTD 31/08/2023 \$	PY YTD 31/08/2022 \$	FY 2023/24 \$	PY FY 2022/23 \$
MUNICIPAL FUNDS				
Budget	120,000	20,000	400,000	500,000
Interest Earnings	138,860	25,069	138,860	827,395
% Income to Budget	115.7%	125.3%	34.7%	165.5%
RESERVE FUNDS				
Budget	110,000	13,334	350,000	450,000
Interest Earnings	116,366	59,349	116,366	497,011
% Income to Budget	105.8%	445.1%	33.3%	110.5%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	32,165	20,950	32,165	134,290
% Income to Budget	0.0%	0.0%	0.0%	0.0%
TOTAL				
Budget	230,000	33,334	750,000	950,000
Interest Earnings	287,391	105,368	287,391	1,458,696
% Income to Budget	125.0%	316.1%	38.3%	153.6%
Variance	57,391	72,034	(462,609)	508,696
% Variance to Budget	25.0%	216.1%	(61.7%)	53.6%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	230,000	33,334	750,000	950,000
Interest Earnings	255,226	84,418	255,226	1,324,406
% Income to Budget	111.0%	253.3%	34.0%	139.4%
Variance	25,226	51,084	(494,774)	374,406
% Variance to Budget	11.0%	153.3%	(66.0%)	39.4%

11.4 ADVERTISING OF AMENDED POLICY - DIVERSITY ACCESS AND INCLUSION

Attachments: 1. **DRAFT Diversity, Access and Inclusion Policy** [↓](#) 

RECOMMENDATION

That Council APPROVES the proposed amendments to the Diversity, Access and Inclusion Policy, at Attachment 1, for the purpose of community consultation.

PURPOSE OF REPORT:

For Council to approve, for the purpose of community consultation, the proposed amendments to the Diversity, Access and Inclusion Policy, as detailed at **Attachment 1**.

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 in September.

The [Diversity, Access and Equity Policy](#) (Policy) was endorsed by Council in December 2021 replacing the Access and Equity Policy adopted in June 2002.

During the review of the Policy in 2021, it was identified that there was a need to update the structure, language and style of the document. The intent of the Policy remained largely unchanged, although the scope was more clearly defined to include reference to diversity and the LGBTIQ+ community.

It was noted at the time that the City's DAIP was due to expire in June 2022 and that when undertaking community engagement for the project if any feedback received was applicable to the Policy, it would be considered during a secondary review to ensure that both documents were consistent and aligned to the needs of our community.

As a result, only minor changes to the Policy were recommended in December 2021.

A report submitted to Council on 17 May 2022 seeking approval for public consultation for the draft Access and Inclusion Plan emphasised that it would be supported by the City's Diversity Access and Equity Policy. It further noted that the Policy would be reviewed following the adoption of the AIP. This was to ensure all actions were addressed and achieved during the life of the plan.

DETAILS:

A review of the current Policy has shown that it does not meet best practice and needs to be updated to align with our AIP. The Policy also refers to strategic documents that have been superseded since it was last updated in December 2021.

The proposed changes to the policy, as marked up in **Attachment 1** are:

- a) Changing the name of the policy from Diversity, Access and Equity to Diversity Access and Inclusion.
- b) Updating references to other plans which have been superseded.
- c) Removal of the City's fax number as a contact method.
- d) Changing terminology to that which is considered best practice, noting that preferred terminology varies within communities.
- e) Broadening the scope of physical accessibility to include environmental accessibility to consider environmental elements such as noise, light, temperature and other factors.
- f) Recognising communication disability and, where practicable, supporting the use of communication aids such as Augmentative and Alternative Communication (AAC) boards and providing documents in Easy Read format on request.
- g) Updating principles within the policy to reflect the needs of diverse communities and contemporary best practices in the access and inclusion field.

CONSULTATION/ADVERTISING:

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation of all new and significantly amended policies must be provided for a period exceeding 21 days in the following ways:

- notice published on the City's website;
- notice posted to the City's social media;
- notice published in the local newspapers; and
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

Public notice of this proposed amended policy will be provided following Council endorsement.

LEGAL/POLICY:

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The City's [Policy Development and Review Policy](#) sets out the process for the development and review of the City's policy documents.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to undertake community consultation of the proposed amended policy.

STRATEGIC IMPLICATIONS:

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

Enhanced Environment

Our parks and reserves are maintained, enhanced and are accessible for all members of the community.

Accessible City

Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.

Connected and Healthy Community

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.

We are an inclusive, accessible and equitable City for all.

Thriving Places

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

Innovative and Accountable

We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

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

Increased mental health and wellbeing

Reduced injuries and a safer community

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications associated with this Policy.

DIVERSITY, ACCESS AND ~~EQUITY~~ INCLUSION

Legislation / local law requirements	<i>Racial Discrimination Act (1975)</i> <i>Racial Hatred Act (1995)</i> <i>Human Rights and Equal Opportunity Commission Act (1986)</i> <i>Commonwealth Disability Discrimination Act (1992)</i> <i>Western Australian Disability Services Act (1993)</i> <i>Equal Opportunity Act 1984 (amended 1988)</i> <i>Age Discrimination Act (2004)</i> <i>Sex Discrimination Act (1984)</i> <i>Sex Discrimination Amendment Bill (2000)</i> <i>Sex Discrimination Amendment Act (Sexual Orientation, Gender Identity and Intersex Status) (2013)</i> <i>Disability Discrimination Act (1992)</i> <i>Disability Services Act (1993)</i> <i>Fair Work Act (2009)</i> <i>Occupational Safety and Health Act (1984)</i> <i>Workplace Gender Equality Act (2012)</i> <i>The Local Government Act (1995) WA</i>
Relevant delegations	
Related policies, procedures and supporting documentation	City of Vincent Access and Inclusion Plan 2017-2022 City of Vincent Access and Inclusion Plan 2022-2027 D2023/155659 City of Vincent Innovate Reconciliation Plan 2019-2024 City of Vincent Innovate Reconciliation Plan 2022-2024 D23/155679 City of Vincent Strategic Community Plan 2022-2032 City of Vincent Public Health Plan 2020-2025

PRELIMINARY

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.~~

~~We recognise the 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.~~

DIVERSITY, ACCESS AND EQUITY INCLUSION

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.

We would also like to acknowledge all Aboriginal and Torres Strait Islander Elders for they hold the memories, the traditions, the culture and hopes of Aboriginal and Torres Strait Islander Australia.

We recognise the 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.

INTRODUCTION

The City of Vincent recognises that there are many cohort groups within our community that face environmental, social, structural and/or economic barriers to participation and inclusion in society. The inability to fully participate and feel included in society can result in wide-ranging negative impacts on the affected individuals and groups, as well as the wider community.

PURPOSE

~~This Policy aims to raise awareness and promote inclusion of the diversity of people that make up our community.~~ The purpose of this policy is to raise awareness of barriers to participation and inclusion and provide guidance on how the City can address these barriers. It demonstrates the City's commitment to ensuring services and activities are inclusive of all members of the community, including (but not limited to) Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse (CaLD) people, **racially marginalised people**, people with disability (PwD), seniors, young people and lesbian, gay, bisexual, transgender, queer, intersex **and asexual** (LGBTQIA+) people.

OBJECTIVE

This policy formalises and supports the City's approach to diversity, access, equity and inclusion by ensuring these considerations are incorporated into all areas of City decision making, service delivery and general operational culture. ~~It establishes access and inclusion standards that are to be met by all employees and contractors when working for, or providing services on behalf of, the City.~~

SCOPE

The scope of this policy covers both the internal and external operations of the City, including work undertaken, or services provided by, Administration, Council and its agents and contractors.

POLICY PROVISIONS

DEFINITIONS

Access – implies fair and equitable access to services in areas essential to achieving and maintaining social, cultural and economic well-being. This includes access to services, programs, facilities, decision-making processes and entitlements.

DIVERSITY, ACCESS AND ~~EQUITY~~ INCLUSION

Community Relations – refers to how people interact and relate to each other as individuals and as ~~a~~ groups within the wider community.

Culture – refers to the ideas, beliefs, values, knowledge, customs and experiences which influence the behaviours of people from different groups and backgrounds.

Disability -

A condition that:

- Is attributable to an intellectual, cognitive, neurological, sensory or physical impairment or combination of those impairments;
- Is permanent or likely to be permanent;
- May or may not be episodic in nature;

And results in:

- A substantially reduced capacity of the person for communication, social interaction, learning or mobility; and
- A need for continuing services.

Diversity – Diversity refers to the differences in individuals based on sex, gender, age, language, ethnicity, ~~race~~, cultural background, disability, sexual orientation, intersex status, religious beliefs, educational level, professional skills, work experience, socio-economic background, carer obligations and/or other factors, that are represented in a community, organisation, team or other group.

Equity – is the distribution of economic, social and political resources in ways that are not restricted by sex, gender, age, language, ethnicity, cultural background, disability, sexual orientation, intersex status, religious beliefs, educational level, professional skills, work experience, socio-economic background, carer obligations and/or other factors. It ensures fair and equal distribution of resources (according to need), opportunities, and access to decision-making processes.

Inclusion – refers to a culture where everyone feels valued and respected and is able to fully contribute. It includes removing barriers to make sure everyone can fully participate and has equal access to opportunities.

Participation – is active involvement in aspects of society including community and social activities, employment, education and decision-making.

POLICY

1. Community Inclusion and Participation

The City supports participation in community life for all people and is committed to meaningful, inclusive capacity building to enhance the strengths of individuals, redress disadvantage and foster a unified community. The City strives to secure access to services, activities and facilities that enable all people to live constructive fulfilling lives, feeling empowered to fully participate and engage in all opportunities.

The City will:

- Encourage and enable all members of the community to participate in activities which will in turn lead to improvements in the wellbeing of people within the City.
- Encourage all people to participate in life in the general community, by minimising the physical, cultural, attitudinal, social, gender, economic and institutional barriers that prevent participation.
- Promote self-development of community members by ~~creating and enhancing opportunities for independence, choice and self-determination aimed at maintaining and improving quality of life.~~

DIVERSITY, ACCESS AND EQUITY INCLUSION

supporting and hosting services, programs and events that provide opportunities for education, up-skilling, social connection and personal independence.

- Support and promote harmonious community relations and work towards eliminating all forms of discrimination within the community which prevent harmony.
- Recognise and respect different cultural and religious commemorations and significant events.
- Recognise and respect Aboriginal and Torres Strait Islander peoples being the traditional owners and custodians of the land.
- Offer services that are designed and delivered in ways that meet a range of needs and therefore enable all members of the community to participate, as appropriate.
- Support and host events for specific demographics and communities, where barriers to participating in events, or specific needs are identified for these groups.

2. **Physical Environmental Inclusion**

The City recognises that certain groups in the community have specific physical and environmental access needs and where viable will allocate resources according to need to reduce inequalities and enable improved access and participation-improve accessibility.

The City will:

- ~~Encourage and support local area needs-based planning reflecting local community priorities.~~
- ~~Advocate for the inclusion of~~ Embed diversity, access and inclusion principles in its strategic planning and development processes.
- Advocate and plan for the development and management of built environments and infrastructure, open spaces and streetscape that are accessible and maximise their potential use by diverse groups and.
- Implements strategies to ensure access to buildings, services and facilities is available, welcoming and inclusive of, to all members of the community wherever possible.
- ~~Ensure that planning for social, physical and economic infrastructure supports a design approach which reflects inclusion and community diversity.~~
- Ensure that services and events are conducted in venues that are physically accessible to people with disability and, where possible, accommodate non-physical environmental access needs, and ensure that Administration, its agents and contractors are aware of the relevant requirements.
- Ensure Administration, its agents and contractors are aware of their respective responsibilities under the *Commonwealth Disability Discrimination Act (1992)*, *Western Australian Disability Services Act (1993)*, *Building Code Australia 1996*, as amended, and the relevant Australian Standards (Access and Mobility (AS 1428) suite).
- Approve plans and projects only when compliant with requirements outlined in the above Codes and Standards.
- Ensure all contracts and tender documents contain a clause advising contractors of their obligation to implement the City's ~~Disability~~ Access and Inclusion Plan wherever practicable and report annually on their compliance with the Plan.

3. **Information Dissemination, Communication and Engagement**

The City is committed to ensuring it provides the same opportunity for consultation and engagement, and that information is accessible to, and inclusive for, all members of the community ~~regardless of culture, language, gender, sexuality, age or ability.~~

3.1. Information Dissemination and Communication

The City will:

DIVERSITY, ACCESS AND ~~EQUITY~~ INCLUSION

- Ensure that information ~~can be provided~~ is offered in alternative formats and languages other than English according to the following requirements:
 - ✓ ~~Translations~~ Translators and interpreters for languages other than English are to be National Accreditation Authority for Translators and Interpreters (NAATI) accredited level 3, at a minimum.
 - ✓ Deaf Interpreters are to be NAATI accredited level 2 (level 3 for legal matters).
 - ✓ Braille ~~translations~~ transcriptions are to be sought from ~~the Association for the Blind~~ organisations who are able to provide transcriptions that meet the Australian Standards as outlined by the Australian Braille Authority.
 - ✓ Transcription of documents in other formats, such as Easy English, should be sought from a suitably qualified and reputable service provider.
- Integrate ~~equitable~~ access and inclusion principles into the City's communications ~~practices~~ and provide access to clear, accessible information in a variety of formats and media, including but not limited to:
 - ✓ Ensuring an audio loop is used at Council meetings (and formal meetings at external venues) to ensure that people ~~with a hearing impairment~~ who are hard of hearing are able to participate.
 - ✓ Advertising the availability of an Auslan interpreter on request for Council meetings, other meetings and any City events, programs or workshops and engaging an interpreter when requested.
 - ✓ Publicising, on written material in languages other than English, the availability of information in different formats.
 - ✓ Including a standard phrase indicating documents are available in alternative formats on brochures, promotional material and letters where appropriate.
 - ✓ Ensuring the City's website is W3C Web Accessibility Guidelines compliant.
 - ✓ Providing closed captioning and audio description facilities ~~in~~ for all video ~~content presentations and televisions.~~
 - ✓ Providing image descriptions for social media and public documents as appropriate.
 - ✓ Using live voice to text technology where possible during presentations, meetings and workshops.
 - ✓ Using augmented communication tools to support complex communication needs.

3.2. Engagement and Consultation

The City will:

- Provide information in clear and concise language on how residents can participate in decision making processes, public consultations, and grievance mechanisms.
- ~~Provide information on accessibility of venues when promoting in-person engagement and consultation sessions and offer alternative methods of contribution for people unable to attend due to access needs.~~
- Ensure varied and user-friendly engagement and consultation processes that encourage feedback from all members of the community with regards to the level of access and equitable provision of services.
- Ensure all grievance procedures are accessible and allow for a range of options for making complaints including: in person, by phone, letter, ~~fax,~~ email, SMS, National Relay Service, ~~AUSLAN (Australian Sign Language)~~ Auslan and via the City's website and social media.

4. **Organisational Culture and Employment Practices**

The City promotes equal opportunity in recruitment, promotion, retention and training and will continue to operate and set examples as an organisation which promotes diversity and inclusion and rejects discrimination, unconscious bias and exclusion.

4.1. Employment and Retention

The City will:

DIVERSITY, ACCESS AND ~~EQUITY~~ INCLUSION

- Ensure recruitment and selection policies and practices reflect the desire for a diverse workforce as one strategy to achieve and promote diversity, access and inclusion principles and provide equitable service delivery.
- ~~Engage with specialist recruitment and employment service providers to reach, and encourage applications from, diverse candidates.~~
- Make appropriate workplace flexibility, modifications and adaptive technologies available to ~~ensure diversity, access and inclusion principles are successfully embedded in the City's workforce to~~ enable staff to do their jobs effectively.

4.2. Training and Development

The City will:

- ~~Encourage and enable~~ Ensure all Council representatives ~~to be~~ are aware of ~~community~~ diversity and inclusion principles and the subsequent implications for policy formation, program design and service delivery.
- Continue to integrate ~~the City's Diversity, Access and Equity~~ this Policy, the Reconciliation Action Plan and ~~Disability~~ Access and Inclusion Plan into policy development and review processes, strategic planning processes and employee inductions.
- Provide relevant diversity awareness training, support and resources to staff to strengthen their knowledge and build understanding.
- Provide advice to Administration and contractors relating to the appropriate communication methods when liaising with Aboriginal and Torres Strait Islander peoples, CALD, PwD, ~~and~~ LGBTIQ+ and other communities.

OFFICE USE ONLY	
Responsible Officer	Community Development Advisor – Diversity Access and Inclusion
Initial Council Adoption	25/06/2002
Previous Title	Policy 3.10.02 - Access and Equity
Reviewed / Amended	0828/09/2020 2023
Next Review Date	MM/YYYY

11.5 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO CUSTOMER SERVICE COMPLAINTS MANAGEMENT POLICY

- Attachments:**
1. **Customer Service Complaints Policy** [!\[\]\(0551a83d441798e532995956b603f604_img.jpg\)](#) 
 2. **Complaint Management Policy - DRAFT** [!\[\]\(73ae654e8897db9b21f1bf9d9efc07ef_img.jpg\)](#) 

RECOMMENDATION:

That Council ADOPTS the amended Customer Service Complaints Management Policy (to be renamed Complaint Management Policy) at Attachment 2.

PURPOSE OF REPORT:

To present the outcome of community consultation and seek adoption of the amended Complaint Management Policy at **Attachment 2**.

Note: the attached draft policy contains updates to the definitions of Unreasonable and Vexatious complainants as follows:

Unreasonable Complainant - An individual who habitually or obsessively expresses their concern(s) in a rude, angry, aggressive or harassing manner. This may be due to the nature or frequency of the complaint or because it raises health, safety, resource or equity issues for the City, its staff and/or customers.

Vexatious Complainant - Someone who communicates or complains in a repetitive, burdensome or unwarranted manner with the intention of harassing or subduing the City or its staff.

BACKGROUND:

The City's **Customer Service Complaints Management Policy (Attachment 1)** was adopted in 2005 and last reviewed in 2010.

DETAILS:

The Policy was originally established to provide procedures and guidelines for processing complaints about the service received from Employees or Elected Members to ensure that they are acknowledged and investigated in a timely and efficient manner.

Proposed Changes:Removal of procedural content

Administrative procedural content has been removed from the Policy.

Renaming of the Policy

The name of the Policy has been changed from Customer Service Complaints Policy to Complaint Management Policy.

Updated Policy objectives

The objectives of the Policy have been revised to better align with the City's Customer Service Charter:

- Provide a framework for the management of complaints to ensure that requests are acknowledged promptly and courteously and investigated effectively and comprehensively in a timely manner.
- Enhance community confidence in the City's commitment to being transparent and accountable.
- Enable the City to compile and use complaint data to drive business improvement and increase community satisfaction with service delivery.

Removal of references to complaints about Elected Members

The management of complaints related to Elected Members is guided by the [Code of Conduct for Council Members, Committee Members and Candidates](#) and the Elected Member [Code of Conduct Behaviour Complaints Management Policy](#). Reference to Elected Members has therefore been removed from the Policy.

Clarification around complaints related to employee conduct

The policy wording has been revised to clarify that complaints related to suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour of employees are covered under the [Code of Conduct - Employees](#) and therefore not included as part of the Complaint Management Policy.

CONSULTATION/ADVERTISING:

At its 22 August 2023 Meeting, Council approved conducting community consultation on the intention to amend the Policy.

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation was undertaken between 25 August 2023 and 18 September 2023.

The policy was advertised on the City of Vincent website, social media and through the following public notices:

- Perth Now – 31 August 2023; and
- Notice displayed 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.

The Policy review has been conducted in consideration of [AS/NZS 10002-2014 Guidelines for Complaint Management in Organisations](#) in conjunction with Ombudsman Western Australia guidance on Unreasonable Complainant Conduct. The Policy is also consistent with complaint management policies from other WA local governments.

RISK MANAGEMENT IMPLICATIONS

Low: Adopting the policy is low risk.

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:

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

FINANCIAL/BUDGET IMPLICATIONS:

None.

CITY OF VINCENT POLICY MANUAL
CHIEF EXECUTIVE OFFICER
POLICY NO: 4.1.3
CUSTOMER SERVICE COMPLAINTS MANAGEMENT

POLICY NO: 4.1.3**CUSTOMER SERVICE COMPLAINTS MANAGEMENT****OBJECTIVE**

To provide procedures and guidelines for the processing of complaints as a way of improving services and enhance the public image of the City of Vincent ensuring that requests are acknowledged promptly and courteously and investigated efficiently, effectively and comprehensively.

POLICY STATEMENT

For the purpose of this policy, the following definitions will be used:

“Complaint” is an expression of dissatisfaction about the standard of service provided, or an action or inaction by the City of Vincent or its Employees or Elected Members.

“Service Request” is a person’s demand, however made, for a service to be provided or an action to be undertaken by the City.

“Service Complaint” an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the City, affecting any person.

1. The Council’s Customer Service Charter will form the basis of the minimum level of service provided by the City of Vincent.
2. All Employees will comply with the Council’s Customer Service Charter. Elected Members and Employees are required to comply with the Council’s Code of Conduct.
3. The City of Vincent has comprehensive management procedures which establish guidelines and standards for the processing of complaints and service requests.
4. All complaints/requests must be dealt with in accordance with the “Customer Service Complaints Management Procedures” as adopted and amended from time to time by the Council.
5. All complaints/requests received by the City must be recorded and documented and shall be acknowledged as soon as possible.
6. All complaints will be investigated and reviewed where requested and complainants notified of the results of the investigation, within the prescribed timeframes of the “Customer Service Complaints Management Procedures”.
7. Where a complainant is not satisfied with the outcome, a review of the result can be lodged with the Chief Executive Officer or the matter can be referred to an independent external authority for investigation, if appropriate.
8. Complaints which, when assessed, relate to illegal or corrupt behaviour or misconduct will be referred to the appropriate external organization.
9. All complaints will be kept confidential as far as practicable subject to the constraints of the various Acts that relate to local government.
10. Subject to statutory charges and Council requirements, the processing of a complaint is free of cost.

Date Adopted:	27 September 2005
Date Amended:	-
Date Reviewed:	November 2010
Date of Next Review:	November 2015



CITY OF VINCENT

**CUSTOMER SERVICE
COMPLAINTS MANAGEMENT
PROCEDURES**

A guide to the City of Vincent's formal procedures and practices in the handling of customer complaints

"For consideration by the Council on 9 August 2005"

CITY OF VINCENT POLICY MANUAL
CHIEF EXECUTIVE OFFICER
CUSTOMER SERVICE COMPLAINTS MANAGEMENT
POLICY NO: 4.1.3

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1. INTRODUCTION

The City of Vincent recognises the right of the individual to complain when feeling dissatisfied with the service received from Employees or Elected Members and undertakes, wherever possible, to resolve these complaints and to prevent similar complaints from occurring.

This procedure is an essential part of any customer driven business, however we must not lose sight of the fact that this is not so much about complaints, but about quality Customer Service.

Our focus in dealing with people (*"our Customers"*) should always be about service. A measure of our success in providing that quality service is not how good our complaints-handling procedure is, but how little we have to use it.

Our Customers

Our customers include:

- People who have dealings with the City of Vincent.
- Residents, ratepayers, business proprietors, community, sporting and recreations clubs and associations.
- Visitors to the City of Vincent.
- Employees within the City of Vincent.
- Government departments and non-government agencies and organisations.

1.1 Purpose

The purpose of these procedures is:

- (a) *to resolve the problem for the individual; and*
- (b) *to improve the quality of the service provided by the City of Vincent.*

This complaints-handling procedure is in place to resolve complaints made to the City of Vincent, and to enable us to continuously improve the quality of our customer service. These procedures will be applied to all customer complaints, including requests that have the potential to become complaints.

1.2 Definition of a Complaint

- (a) *For the purpose of recording complaints as opposed to service requests, a complaint shall be defined as follows:*

"A complaint is an expression of dissatisfaction about the standard of service provided, or an action or inaction, by the City of Vincent or its Employees or Elected Members."

Some examples of a complaint are:

- *confusing or incorrect advertised information;*
- *a published service standard that has not been met in accordance with the Charter or policies of the City of Vincent; and*
- *inappropriate behaviour/conduct of Employees or Elected Members.*

A complaint therefore is not:

- a request for service (eg: to remove a verge tree, remove graffiti, the reporting of a pothole, to repair a footpath or broken rubbish bin);
 - the lodgement of an review application against a decision that has been made by Council in accordance with Council procedure or policy;
 - a request to provide information; or
 - a trivial, vexatious or frivolous matter.
- (b) *In the event that a request for service or information is agreed to but not forthcoming, or has been handled inappropriately, the person's next contact with the City of Vincent about that issue could become a complaint, through our failure to respond, or respond appropriately. All requests therefore have the potential to become complaints. Employees need to be aware of this and exercise judgement.*
- (c) The complaint can be received in a number of ways:
- (i) in writing, including faxed and electronic (e-mail) copies;
 - (ii) in person; or
 - (iii) by telephone.
- (d) In applying theses procedures, the principles on which they are based must not be overlooked.

It should be clearly understood that while this procedure is to be followed for all complaints, there may be situations that call for alternative handling. In any case, the following basic principles apply:

- Action
- Common Sense
- Commitment
- Discretion
- Empathy
- Fairness
- Flexibility

It should be appreciated that most people want:

- (i) to be heard;
- (ii) to be informed;
- (iii) to be understood and taken seriously;
- (iv) to be respected;
- (v) to be given an explanation or reason for a decision;
- (vi) to get action or resolution as soon as possible; and
- (vii) to be given an apology, where appropriate.

-
- (e) What do the procedures contain?

The complaint procedures include the following:

- (i) a description of how persons can make a complaint;
- (ii) the process to review a previously made decision on a complaint;
- (iii) guidelines for Employees to process and resolve a complaint;
- (iv) reporting procedures;
- (v) preventative-action guidelines;
- (vi) review process for making changes to current complaints-handling process and to current actions and policies; and
- (vii) a brief description of how the City of Vincent addresses the Australian Standards (AS4269-1995) criteria on Complaint Handling.

- (f) Do we accept all complaints?

- (i) All complaints that fall within the Council's jurisdiction will be heard and treated equally and fairly according to these procedures, whether or not the person can or will be satisfied. Each complaint should be viewed as an opportunity to improve customer satisfaction, rather than just a complaint. It should be remembered that we are actually dealing with the person's perception of the situation, right or wrong, as well as the basis of the complaint.
- (ii) The only time a complaint will not be processed through the City's Complaint Handling Procedure is when the person's concern is not within the City's jurisdiction. There may also be circumstances for which the City is not responsible, but this may not be apparent until part way through the process. The complainant should then be redirected to the appropriate authority. Details of the referral are to be recorded in notes (in the CARS record).

- (g) Associated documents:

Complaint Review Form (Appendix 1)

Customer Service Charter (Appendix 4)

Customer Service Complaint Form: "How to make a Complaint" (Appendix 5)

1.3 Service Requests and Complaints

The City is committed to the efficient and fair resolution of service requests or complaints and the provision of quality customer service.

A "service request" is defined as a person's demand, however made, for a service to be provided or an action to be undertaken by the City.

All Employees have the authority to handle complaints at the 1st Level as prescribed within these Management Procedures.

To achieve the above, Employees should be patient and sympathetic and above all listen to what the person's grievance/concerns.

1.4 Anonymous Complaints

- (a) No action will be initiated on complaints/requests where the complainant declines to provide their name and/or contact details unless:
 - (i) the matter being brought to the attention of the City is in breach of statutory provisions or the Council's Code of Conduct; or
 - (ii) a description of the matter is one that could be considered life threatening, a "serious risk", or create a health hazard or has a legal or financial implication for the Council.
- (b) Notwithstanding clause (a), the Chief Executive Officer and Executive Managers may use their discretion to investigate anonymous complaints.

1.5 Customer Service Action Request Module (CARS)

CARS is the primary tool for recording and tracking complaints and for reporting our performance in relation to complaints. Recording complaints accurately and completely is therefore vitally important. Every Employee who has any form of customer contact is expected to be familiar with the process of handling and recording a complaint. A full understanding of the process will ensure the correct person records the complaint correctly in CARS.

All complaint letters shall be registered through the City's Records Section and documented at each stage of assessment.

1.6 Cost

Subject to statutory charges and Council requirements, the processing of a complaint is free of cost.

2. COMPLAINTS PROCEDURE GUIDING PRINCIPLES

This procedure is provided in various Parts to outline the administrative practices for all complaint handling and the workflow applicable to complaints.

- (a) The Chief Executive Officer has the overall responsibility for co-ordinating the complaints policy and procedures.
- (b) Executive Managers/Section Managers are responsible for investigating complaints arising from activities undertaken by their area of operation.
- (c) The Council's Customer Service Charter applies to all persons who have contact with the City, and Employees must ensure that the Charter is likewise applied to persons making a complaint.
- (d) Employees responsible at each Level are to ensure that complainants are advised of the progress of their complaint, within the following timeframes:
 - (i) all complainants will be provided with an initial reply or acknowledgement, detailing likely action, within **two (2) working days** of receipt;
 - (ii) if the complaint is referred for next Level investigation, the complainant will be advised in writing within **five (5) working days** of the referral;
 - (iii) all complainants are to be informed of action taken (and/or progress) within **ten (10) working days** of receipt of the original complaint; and
 - (iv) if the complaint requires extended investigation, the complainant is to be advised and kept informed of progress at least every **fifteen (15) working days**;
- (e) All complaints must be recorded on a Complaint Form (available in Customer Action Request Module Templates), completed and subsequently registered in Customer Action Request Module (CARS). Each Section shall be responsible for recording any complaints/requests received. Internal procedures are to be followed.
- (f) Complainants should be encouraged to preferably submit their concerns in writing addressed to the City and signed by the complainant including his/her address and contact details.
- (g) Verbal complaints (via telephone or in person) must be directed to the appropriate Employee, recorded and registered in Customer Action Request Module. If a complaint is resolved over the telephone or when the person attends the Administration and Civic Centre in person, it is still advisable to register the complaint into Customer Action Request Module, to note that the person is satisfied with the response, and close the complaint, in case the person, at a later stage, requests to take the matter further.
- (h) Employees are required to use discretion when receiving repetitive complaints. If the complaint is of a serious nature, it must be investigated;

-
- (i) Persons should generally, when first attempting to make a complaint, be given a copy of the City's brochure "Customer Service Complaint Form", which includes details of the City's Complaints Management Procedures.
 - (j) All information provided by a complainant is to be treated as confidential. Care must be taken not to pass on any information to other persons who are not involved in the matter. Complainants may need reassurance that information provided will be treated confidentially.
 - (k) Records created in recording and registering a complaint are subject to the provisions of Freedom of Information legislation. Sensitivity is required when recording information relating to a complaint.
 - (l) Some people may have special communication requirements. It may be that they need assistance with writing a complaint or reading a letter. Therefore, a response letter must be in plain, simple English. People with special communication needs may require to be spoken to slowly and clearly, keeping explanations simple, and may need things repeated or rephrased. They may require technical modifications and communications such as to the phone so there might be no need to shout into the phone. More specialised assistance can be arranged as listed below:
 - (i) a deaf person may contact Council via the Australian Communication Exchange (ACE) whereby the conversation is relayed to a standard phone via a telephone typewriter used by the deaf person. (Ph - 132544);
 - (ii) Auslan Interpreters can be booked to arrange a face-to-face meeting with a deaf person. (The Western Australian Deaf Society Inc Ph - 9443 2677); and
 - (iii) for people who do not speak English or for whom English is a second language, assistance can be obtained from the Translating and Interpreting Service (TIS) on Ph – 131450.
 - (m) Training will be provided to Employees responsible for receiving and/or resolving complaints and those responsible for managing and processing more serious complaints will be provided with more specialised training in conciliation, mediation and investigation.

3. HANDLING THE COMPLAINT

3.1 Procedure for All Complaints

The following procedure shall be applied to all complaints:

"All Employees will assist complainants in the case of straightforward, minor complaints, ensuring appropriate action, resolution and response to the complainant."

3.2 Verbal Complaints

An Employee receiving a verbal complaint must record the details in CARS and forward the matter to the appropriate Employee.

Exceptions to this are:

- (a) to ensure incoming calls are answered in a timely manner, the City's switchboard operator initially taking the complainant's call will transfer the call immediately to the appropriate Employee;
- (b) if the relevant Employee is not available, and will not be available within **four (4) business working hours**, the switchboard operator will note relevant details and create a Customer Service Request within the next **four (4) business working hours** for the appropriate Employee. This means the appropriate Employee will have received the complaint within **eight (8) hours**, allowing time to respond to the complainant within **twenty-four (24) hours**.

3.3 Written complaints

All complaints received in writing must be registered as an incoming document in CARS by the Records Officer and the paperwork forwarded to the relevant Divisional Secretary. The Secretary will attach any work-flow necessary and forward to the appropriate Employee.

Special exceptions:

- (a) This procedure does not apply where the complaint relates to alleged issues of workplace **violence, bullying, harassment**, or any form of **discrimination**. The Council has separate policies covering these types of complaints. (If in doubt, the Employee receiving a complaint of this nature is to contact the relevant Executive Manager or Human Resources Manager for advice on the specific procedure).
- (b) All complaints of an alleged **criminal** nature, shall be reported confidentially and directly to the Chief Executive Officer in the first instance.

3.4 Written or Verbal response?

The complainant and the nature of the complaint will determine whether or not the response should be in writing. There is an element of judgment, however the following should apply:

- (a) If the complainant requests a response in writing at any time, even if they were originally satisfied with a verbal response, a written response should be forwarded, with at least confirmation of what has transpired verbally to date.
- (b) When the issue involves policy, local laws or legislation, a written response is advisable.
- (c) If after several attempts you are unable to contact the complainant by phone, respond in writing immediately after the last attempt. Delaying your response may compound their concerns.

- (d) When investigation prolongs a response, the complainant is to be advised of this anticipated delay within **two (2) days** by phone, or where phone contact has not been possible, in writing immediately.
- (e) A response in writing will be forwarded to the person by the Employee taking responsibility for the complaint and/or its resolution.

Regardless of the form of the response, **it is absolutely essential that it is recorded** (preferably in CARS). If you are providing a verbal response, record the details.

3.5 Commitment

At each contact with the complainant, there will be a commitment as to when the person can expect to hear from an Employee next, and the name of the Employee they should contact for further information if required. The commitments must be recorded and any actions taken as a result will also be added to the notes.

Therefore the Employee taking responsibility/action will respond immediately on at least the following points:

1. Ensure we have a clear understanding of the person's concern by repeating it back to them in another way, *"So my understanding is that you would like the City of Vincent to....."*
2. Convey to the person all relevant information as available and, if possible, a suggested outcome.
3. Advise the expected time that will be taken before they will hear from an Employee again. Where applicable and always if requested, make an appointment for the person to meet with the relevant Employee.
4. Give the name and contact number of the Employee who will be their point of contact for future enquiries in relation to this issue. Include your name and telephone number as a secondary contact.

3.6 Serious Complaints

- (a) In the case of complaints of greater concern, or the complaint being outside the front line (1st Level) Employees' duties, the complaint must be formally referred to the Section Manager/Executive Manager (2nd Level) responsible for the subject of the complaint and the complainant advised of this action.
- (b) Serious complaints involving inappropriate behaviour of Employees (i.e. violence, bullying, discrimination or harassment) shall be directed to the relevant Divisional Executive Manager and, where appropriate, the Chief Executive Officer.
- (c) Organisational Human Resource Management principles will apply to Employees who are the subject of a complaint.
- (d) Serious complaints involving personal injury, criminal activity, misconduct, a breach of the law or financial implications, and complaints which involve the need for a detailed knowledge of Council's operations and procedures, shall be directed to the Chief Executive Officer/Review Panel (3rd Level).

Where such complaints are assessed as being more appropriately addressed under the Public Interest Disclosure Act (i.e. they relate to corrupt or improper conduct), they shall also be directed to the nominated Public Interests Disclosure Officer (Executive Manager Corporate Services) and dealt with under the City of Vincent Public Interest Disclosure Act - Internal Procedures.

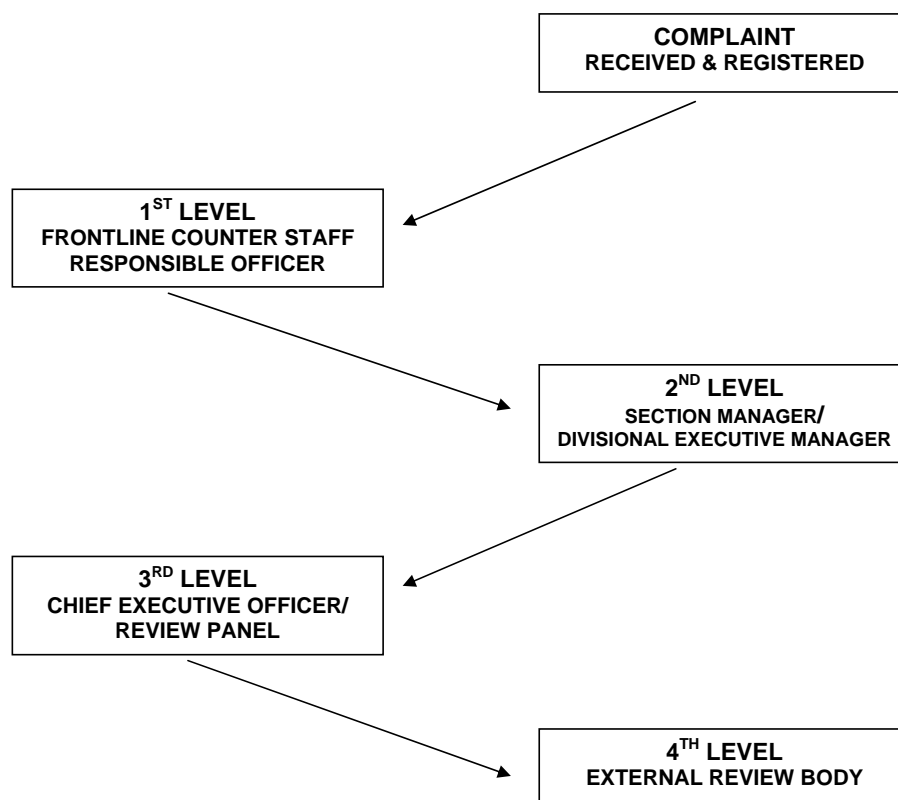
First contact:

For *all* complaints received, the time taken to respond to the complainant contributes significantly to the outcome, helping to determine the level of customer satisfaction. The first follow-up contact from the City will be **within 24 hours**, and by telephone whenever possible, noting the details of the contact in CARS. In some circumstances, this may simply be confirmation that the City has received the complaint, together with advice on when the customer can expect to hear further, and from whom. An appointment will be made when a person requests a 'face-to-face' interview.

Subsequent contacts:

Written responses will be forwarded **within ten (10) working days**. Note: This will be in addition to any personal follow-up within **24 hours**.

3.7 Complaints Handling Flow Chart



4. EMPLOYEES GUIDELINES – LEVEL OF AUTHORITY/REVIEW OF THE COMPLAINT

Dealing with complaints is not somebody else's problem; it is every Employee's responsibility. If you receive a complaint you may not be the most appropriate person to resolve it, but the process does start with you recording it, even if you will have no further involvement. The Employee first receiving the complaint is responsible for initiating the process.

4.1 First Level – Front Line Employees (All Employees)

(a) Level of Authority:

- (i) authority to resolve mistakes that have no cost or liability (present or future) to the Council; and
- (ii) authority to apologise for errors as long as the admission is not an admission of liability on the Council's behalf.

Note: All actions in response to complaints must be documented at each Level for later analysis.

(b) Actions to be Undertaken:

- (i) be courteous - greet the person properly, advise them of your name and position, ask how you can assist them;
- (ii) listen to what they have to say, give them time to tell their story;
- (iii) use good listening skills, maintain eye contact, lean forward if sitting down, adopt an open body posture;
- (iv) seek clarification of any points you are not clear on in a non-judgemental way;
- (v) if known, provide any relevant information that will assist the complainant to better understand the decision or action that they complained about;
- (vi) make it clear you understand the complaint - summarise the main points and check that you have got them right;
- (vii) ask, "If it is possible, what would you like us to do?";
- (viii) advise clearly what you can and cannot do;
- (ix) provide the customer with a copy of the Council's "Customer Service Complaint Form" and/or "Customer Service Charter" brochures, if necessary
- (x) try to meet any reasonable requests that would resolve the matter if within delegated authority limits, or advise that the matter must be handled by the Section Manager or Executive Manager, Chief Executive Officer or an Independent External Review Body. If you have to refer the matter on, refer it to the appropriate person don't just "palm it off";

-
- (xi) show empathy - don't dismiss the complaint out of hand;
 - (xii) treat the complainant respectfully, pleasantly and professionally;
 - (xiii) decide what is the appropriate course to take;
 - (xiv) take this action and inform the complainant;
 - (xv) record the complaint using if possible Council's standardised "Complaint Form" ensuring that it is signed, dated and the complainant's address is recorded;
 - (xvi) provide a copy of the completed complaint form to the complainant;
 - (xvii) ensure that the complaint is registered through Central Records Procedures including subsequent action taken or referral to next Level, for later trend analysis; and
 - (xviii) follow up in writing on action taken (i.e. if verbal apology given, confirm in writing).

If front line (1st Level) Employees are not authorised within these procedures to resolve the grievance, Employees must refer the person to the Second Level (Section Manager/Executive Manager) for resolution. If the person is still dissatisfied with the resolution reached at the Second Level, the matter is to be referred to the Third Level (Chief Executive Officer/Review Panel) for review.

- (c) When to refer a complaint on:
 - (i) when the complaint is about your own conduct and you are not confident that you can deal with it fairly and objectively or when the complainant requests it be dealt with by another officer - Refer to Section Manager;
 - (ii) when the complaint is outside your authority or area of expertise - Refer to relevant Section Manager/Executive Manager;
 - (iii) when the complaint should automatically be referred to the 3rd Level or external body - Refer to CEO; or
 - (iv) when an Employee or Elected Member is alleged to have committed a criminal offence, acted corruptly or engaged in misconduct behaviour or other serious or controversial conduct – or when significant disciplinary action is a possible outcome - Refer to the Chief Executive Officer.

- (d) When you have to refer a complaint on:

Where the complainant expresses dissatisfaction with the outcome of the complaint or the manner in which it was handled, the Employee handling the complaint will forward the history of the complaint to the Section Manager. The Section Manager will review the details and the manner in which it was handled, and reconsider the outcome. The Section Manager will advise the complainant that the result of the review will be conveyed to them within the following 48 hours. The Executive Manager will ensure that this occurs, and will also record the results of the review.

- (i) Ensure that the reviewing person/body is fully briefed on the details of the complaint so as to alleviate frustration by the complainant of having to explain everything a second or, worse still, a third time.
- (ii) Ensure that you have completed and registered through the Central Records Procedures appropriate documentation of actions you have undertaken in regard to the complaint.

4.2 Second Level Employees – Section Managers / Executive Managers:

- (a) Level of Authority:

- (i) same as 1st Level;
- (ii) authority to review actions of 1st Level Employees' decisions;
- (iii) ability to conciliate within the limits of their authority;
- (iv) authority to suggest a waiver of nominated fees (to be confirmed by the authority of the Chief Executive Officer under delegated authority);
- (v) ability to revoke instructions or orders when within their authority and where the circumstances warrant such revocation;
- (vi) resolve minor customer service complaints within their respective Sections/Divisions; and
- (vii) provide correct or supplementary advice where required.

- (b) Review:

A review by the 2nd Level Employees, by reconsidering the original decision or action and then instigating corrective action where appropriate, is the easiest of the review options available at the 2nd Level. The review will include the following:

- (i) assess the grievance, or review the decision of the 1st Level;
- (ii) once resolved (and decision actioned) or a decision to refer to the next Level is made, ensure the action taken is recorded on the complaint report form; and
- (iii) provide the person with written confirmation of the action taken (if appropriate).

4.3 Third Level Employees – (Chief Executive Officer / Review Panel)

- (a) Persons who are still dissatisfied after this review must be advised of their right to have the matter referred to the Chief Executive Officer and/or a **Review Panel**. This process gives the person another opportunity to have their views reconsidered by senior Council officers, before final deliberation.
 - (i) The 'Review Panel' shall comprise a minimum of two Executive Management Team members, usually the Chief Executive Officer and the relevant Executive Manager. A Review Panel may assist in satisfying complainants that they have had a fair hearing, even after the rejection of their initial complaint.
 - (ii) The complainant will be invited to attend the review, and relevant Employees may also be asked to attend, to clarify information. It is emphasised that this review process should be regarded as an option only to be used in exceptional circumstances. Review Panel meetings and outcomes will be minuted.
 - (iii) Persons who do not wish to accept the outcome/response given by the Review Panel will be advised at this point that they have the right to take their concerns to an external "complaints" agency.
- (b) Level of Authority:
 - (i) Review the decisions of the First and Second Level Employees and:
 - (1) Authorise the reimbursement of fees/charges paid (where it is included in the Delegated Authority Register and considered such reimbursement is justified);
 - (2) authorise the rectifying of the problem that prompted the complaint;
 - (3) authorise the payment of an amount to cover costs (in part or in full) incurred by the complainant to rectify the problem which lead to the complaint, on a "without prejudice" signed agreement basis, if warranted;
 - (4) authorise the waiving of notices or orders where action is not contrary to a Council decision, policies, legislation or local laws (if authorised under Delegated Authority); and
 - (5) authorise the deferment of legal or other action, pending reporting the matter to the Council for a decision.
 - (ii) Consider any serious complaints involving personal injury, inappropriate behaviour of Employees, a possible breach of the law or financial implications, and complaints that require a detailed knowledge of Council's operations and procedures.
 - (iii) Direct complaints about decisions of Council where due process has not been followed, corrupt conduct, criminal actions or serious improper conduct, to an external body for investigation.

4.4 Fourth Level – External Review Body

- (a) Where the complainant is still dissatisfied with the decision, the complainant is to be advised of the alternative agencies and departments available for independent review of the complaint. These agencies include, but are not limited to:
 - (i) State Ombudsman;
 - (ii) Corruption and Crime Commission;
 - (iii) Department of Local Government;
 - (iv) Equal Opportunity Commission;
 - (v) WA Police; and
 - (vi) Commonwealth Ombudsman;
- (b) The Chief Executive Officer may also refer matters to external bodies for investigation.

These include:

 - (i) complaints regarding a Council decision where due process has not been followed;
 - (ii) allegations of misconduct (behaviour), criminal or corrupt activity;
 - (iii) issues that in the view of the CEO warrant independent review.

4.5 Procedure to be taken Prior to Referral to an External Review

Prior to referral to an External Review body, the Chief Executive Officer shall follow the procedures prescribed in Section 5.

4.6 Procedure to be taken for the Investigation of a Complaint/Allegation

- (a) Check if there are any previous complaints from this person.
- (b) Contact the complainant (if necessary) to:
 - (i) clarify the complaint;
 - (ii) clarify the outcome sought;
 - (iii) check whether they need support of any kind whether they have poor sight, hearing or a language difficulty, and what they need to understand the discussion properly; and
 - (iv) explain the investigation and referral procedure.
- (c) Brief yourself on the relevant legal and administrative background of the complaint.

-
- (d) Assess whether the complaint procedure is the most appropriate way of handling the complaint. If not, discuss alternatives with the complainant (i.e. Appeals to tribunals, legal action, Public Interest Disclosure or police).
 - (e) Consider whether the complaint could be resolved without further investigation.
 - (f) Obtain all relevant documents (ensuring you see the originals, not copies). These may include; files, log books and timesheets. Arrange for copies of all the documents reasonably required.
 - (g) Establish the relevant sequence of events from the files and also the names of the persons most directly involved in the complaint.
 - (h) Prepare a line of questioning for each person to be interviewed:
 - (i) use open, not leading, questions;
 - (ii) do not express opinions in words or by your body language; and
 - (iii) ask single, not multiple, questions.
 - (i) Arrange the order of interviews so that where you need to establish normal procedures, (commence with the senior officers and end with the Employees most directly involved in the complaint).
 - (j) Where applicable, inform those Employees to be interviewed that they can be accompanied by a friend (advocate) or a union representative, provided the friend is not in a supervisory position over the interviewee. Explain the complaint clearly to them. (Not applicable to a Review Panel.)
 - (k) Consider whether you need a witness for a particularly difficult interview.
 - (l) Interviews should be conducted in an informal and relaxed manner, but persist in your questions if necessary. Don't be afraid to ask the same question twice. Make notes of answers or tape the interviews (whichever is most appropriate).
 - (m) Try to separate hearsay evidence from fact by asking interviewees how they know a particular fact.
 - (n) Deal with conflicts of evidence by seeking corroborative evidence.
 - (o) At the end of the interview, summarise the main points covered by the interviewee and ask if they have anything to add.
 - (p) Make a formal record of the interview from your written notes as soon as possible after the interview while your memory is fresh. Never leave it longer than the next day.
 - (q) Draft a report setting out the evidence obtained (preferably without including your own opinions) and circulate this for comment to all those interviewed, including the complainant, unless there are special reasons not to do so.
 - (r) Consider comments and amend the report as necessary, adding conclusions, and if appropriate, a suggested remedy for the complainant.

Conciliation

If a review is not an option then the next phase should be conciliation.

Complaints about personnel, especially rudeness or other improper conduct complaints, often are more conducive to semi-formal conciliations. The aim is to prevent the complaint from escalating into a larger and more time-consuming dispute.

Often, prompt attention to a complaint may be better received and may result in conciliation being achieved to the satisfaction of the parties in a short period of time.

If the matter is complicated and emotions play a substantial part, the elapsing of time can assist in allowing tempers to cool, advice be obtained and alternatives to be investigated and considered.

Conciliation should not be undertaken in the following cases:

- (a) the complaint is complex;
- (b) the facts are likely to be in dispute and investigation may be needed;
- (c) disciplinary action is a strong possibility;
- (d) the outcome the complainant is demanding cannot be provided by the conciliator;
or
- (e) questions of precedence for the organisation may be involved.

"If 2nd Level Employees do not have the authority within these procedures to resolve the grievance, Employees must refer the complainant to the Third Level (CEO/Review Panel) for resolution. If the person is still dissatisfied with the resolution reached at the second Level, the matter is to be referred to the 3rd Level for review."

Apology

"A sincere apology for errors can be a potent weapon in resolving complaints!"

If an apology is warranted, it should be given immediately in a sincere manner. If not warranted, an apology for the situation arising that has caused the person to complain can be given without accepting blame for the organisation.

5. COMPLAINTS/ALLEGATIONS ABOUT EMPLOYEES AND ELECTED MEMBERS

5.1 Applicable to all Complaints

- (a) If a person has any complaint/allegation concerning the performance, ability, character or integrity of any Elected Member or Employee of the Council, or of any act or omission of such Elected Member or Employee, and desires to bring such complaint/allegation to the notice of the Council, he or she shall notify the Chief Executive Officer of the complaint/allegation in writing, and preferably be verified by a Statutory Declaration, as prescribed by the Evidence Act 1906, giving such details as are available in order that the complaint/allegation may be investigated and, if necessary reported upon by the Chief Executive Officer.
- (b) Any serious complaint/allegation or one which alleges misconduct or corruption (as defined by the Corruption and Crime Commission Act 2003) must be verified by a Statutory Declaration, as prescribed by the Evidence Act 1906.
- (c) All complaints/allegations will be treated as confidential and will ensure that the principles of "natural justice" and "procedural fairness" are followed at all times.
- (d) All complaints/allegations shall be kept on a confidential file, held by the Chief Executive Officer or on an Employee's personal file (if applicable).
- (e) All complaints/allegations about Elected Members or Employees shall be dealt with in accordance with this procedure.
- (f) Any complaints/allegations of a serious nature shall be reported by the Chief Executive Officer to the appropriate authority, including; the Corruption and Crime Commission, Western Australian Police and/or the Department of Local Government.

5.2 Procedure for the Investigation of a Complaint/Allegation

The procedures prescribed in Section 4.6 shall be followed at all times.

5.3 Procedure

- (a) Employees (other than the Chief Executive Officer):

The Local Government Act 1995, Section 5.41 states:

"5.41 The CEO's functions are to:

...(g) be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);"

Any complaint/allegation about an Employee (other than the Chief Executive Officer) shall be dealt with administratively by the Chief Executive Officer.

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- (i) All complaints/allegations will be treated as confidential and will ensure that the principles of “natural justice” and “procedural fairness” are followed at all times.
 - (ii) A letter will be sent to the Employee being complained about.
 - (iii) The letter will:
 - (A) contain details of the complaint/allegation (other than the complainants name/details);
 - (B) contain details of legislation/Code of Conduct being allegedly breached;
 - (C) seek comments or a response to the allegation; and
 - (D) specify a closing date for receiving such response.
 - (iv) The Chief Executive Officer will thoroughly investigate the complaint/allegation or may direct another person to carry out the necessary investigations and prepare a report.
 - (v) The Chief Executive Officer, will consider the response provided and advise the Employee being complained about and the complainant, in writing, of the findings.
 - (vi) The Chief Executive Officer (or other person) will prepare a confidential report. The report will contain details of the complaint/allegation, legislation/Code of Conduct being breached and a recommendation. If deemed appropriate and necessary by the Chief Executive Officer, in the case of a “Senior Employee” (as defined by the Local Government Act 1995), the Chief Executive Office will inform the Council in a confidential report, where any disciplinary action is to be taken under Section 5.37(2) of the Local Government Act 1995.
 - (vii) If any complaint/allegation or criticism is made concerning an Employee, that Employee may reply to the complaint/allegation in writing to the Chief Executive Officer.
 - (viii) The complainant and the Employee being complained about shall be advised in writing, as soon as practicable, of the outcome or decision concerning the complaint/allegation.
- (b) Elected Members and the Chief Executive Officer:
- (i) A letter will be sent to the person being complained about. (Mayor to write to Councillors. Where it involves the Mayor, the Deputy Mayor to write to Mayor. Where it involves the Chief Executive Officer, the Mayor to write to Chief Executive Officer.)
 - (ii) Any complaints/allegations about an Elected Member or the Chief Executive Officer shall be referred to a Review Panel for investigation.

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- (iii) (A) The Review Panel shall normally be chaired by the Mayor except when the complaint/allegation involves the Mayor and in these cases it will be chaired by the Deputy Mayor.
- (B) Notwithstanding (i) above, if the complaint is about the Mayor and the complainant is the Deputy Mayor, the Review Panel is to be chaired by a Councillor selected by the Chief Executive Officer, giving cognizance of the Councillor's "seniority" of service with the Council.
- (iv) the Review Panel normally shall comprise:
- (A) Mayor (except where the complain/allegations involves the Mayor) In this case the Deputy Mayor will chair the panel (unless he is the complainant;
- (B) Chief Executive Officer (except where the complaint/allegation involves the Chief Executive Officer); and
- (C) Two (2) Elected Members, one chosen by the complainant (if an Elected Member) and an Elected Member chosen by the person who is the subject of the complaint. Where the complainant is not an Elected member, the Elected Member who is the subject of the complaint may choose another Elected Member;
- In the case involving the Chief Executive Officer, the Chief Executive Officer may choose an Elected Member or an Employee.
- (v) If the Elected Member(s) are not nominated within seven (7) days of being advised of the complaint, the Chief Executive Officer in liaison with the Mayor (except where the Mayor is involved) shall select the Elected Member(s), giving cognisance to the Elected Member's "seniority" of service with the Council. If the Mayor is involved with the complaint, the Chief Executive Officer will liaise with the Deputy Mayor.
- (vi) The Review Panel shall meet as soon as practicable and in any case within fourteen (14) days of being informed by the Mayor/Chief Executive Officer (or Deputy Mayor, if applicable) of a complaint/allegation.
- (vii) An Elected Member submitting a complaint/allegation about another Elected Member may nominate another Elected Member whom they desire to be on the Review Panel for consideration of the matter (as per (iv)(C)).

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- (viii) When a complaint is received, a letter is to be sent within seven (7) days of receipt of the complaint to the person being complained about. The letter will:

- (A) contain details of the complaint/allegation (other than the complainant's name/details);
- (B) contain details of legislation/Code of Conduct being allegedly breached;
- (C) seek comments or a response to the allegation; and
- (D) specify a closing date for receiving such response.

The Mayor or Chief Executive Officer (whichever is applicable) will send a letter to the person who is the subject of a complaint. (Where the complaint is about the Chief Executive Officer, a letter shall be sent by the Mayor.)

If the same Elected Member is nominated by both parties the Review Panel may comprise of an independent Elected Member.

- (ix) If necessary, the Chief Executive Officer may prepare a confidential report (to be jointly signed by the Mayor (or Deputy Mayor/Councillor if applicable) and Chief Executive Officer) for the consideration of the Council. The report will contain:

- (A) details of the complaint/allegation;
- (B) legislation/Code of Conduct being breached;
- (C) other relevant factors (eg whether the Review Panel decision was unanimous); and
- (D) a recommendation. The Council will consider and determine appropriate action to be taken.

- (x) The complainant and the Elected Member or Chief Executive Officer being complained about shall be advised in writing, as soon as practicable, of the outcome or decision concerning the complaint/allegation.

- (xi) If any complaint/allegation is made concerning an Elected Member or Chief Executive Officer, that Elected Member or the Chief Executive Officer may reply to the complaint/allegation either in writing to the Mayor or to the Council itself.

If the complaint is about the Mayor, the Mayor may reply to the Chair of the Review Panel (in the first instance) or to the Council itself.

5.4 Protection of Employees Reporting Unacceptable or Illegal Behaviour

The Chief Executive Officer is to ensure that Employees who report unacceptable or illegal behaviour of Elected Members or Employees (that is, “whistleblowers”) are not in any way disadvantaged or victimised because of their actions. The Chief Executive Officer’s action is limited to matters for which he/she has responsibility and/or jurisdiction to act.

5.5 Corruption and Crime Commission Act 2003

Elected Members and Employees must be aware of the Corruption and Crime Commission Act 2003 which requires the Principal Officer of an organisation (ie: the Chief Executive Officer) to report possible misconduct or corruption to the Commission. Penalties will prevail if a person who makes a complaint:

- (a) has his or her safety or career prejudiced, or threatened to be prejudiced;
- (b) is intimidated or harassed; or
- (c) has an act done to his or her detriment because of having assisted the Commission, or furnished information to the Commission.

5.6 Definitions

The Corruption and Crime Commission has produced the following information:

What is “Misconduct”?

“Misconduct” essentially occurs if a public officer:

- (a) Corruptly Acts or Corruptly Fails to Act – in the performance of the functions of the public officer’s office of employment;
- (b) Corruptly Takes Advantage for Own Benefit or Detriment to Another – a public officer corruptly takes advantage of the public officer’s office or employment as a public officer to obtain a benefit for himself or herself or for another person to cause a detriment to any person; or
- (c) Commits an Offence in Official Capacity – a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by 2 or more years’ imprisonment.

OR

A Public Officer engages in conduct that:

- (i) adversely affects or could adversely affect, the honest or impartial performance of the functions of a public authority or public officer whether or not acting in their official capacity at the time;
- (ii) involves the public officer performing his or her functions without honesty or impartiality;
- (iii) constitutes or involves a breach of trust placed in the public officer by reason of his or her office or employment as a public officer; or
- (iv) suggests that the public officer misused information for personal benefit or the detriment of another person.

AND constitutes or could constitute:

- (1) an offence against the *Statutory Corporations (Liability of Directors) Act 1996*;
- (2) an offence against any other written law; or
- (3) a disciplinary offence that could lead to termination of employment if the disciplinary process in the *Public Sector Management Act* were applied (even if the *Public Sector Management Act* does not apply to the position).

What does “Corruptly” mean?

The term “corruptly” is not defined under the Act. Corruption usually involves calculated, often continuing, covert and wrongful exercise of public duty or function. The Criminal Code also provides guidance by defining the offence of corruption at section 83, in the following terms:

“... Any public officer who, without lawful authority or a reasonable excuse:

- (a) acts upon any knowledge or information obtained by reason of his office or employment;
- (b) acts in any matter, in the performance or discharge of the functions of his office or employment, in relation to which he has, directly or indirectly, any pecuniary interest; or
- (c) acts corruptly in the performance or discharge of the functions of his office or employment.

so as to gain a benefit, whether pecuniary or otherwise, for any person, or so as to cause a detriment, whether pecuniary or otherwise, to any person...”

6. REPORTING & ANALYSIS:

The Co-ordinator Customer Service shall gather data from CARS, records monthly and report complaint totals to the Section Managers for Key Result Area (KRA) reporting and to the Executive Managers. The individual complaint reports are analysed monthly to monitor customer satisfaction, by measuring trends and outcomes, and identifying “one-off” situations.

Where appropriate, results are publicised to all Employees, and where there is progress, results and service improvements are publicised community-wide as they occur.

- (c) The “Complaint Review Reports” File is examined annually by the CEO.
- (d) Complaint statistics and service improvements arising from complaints will be published in an annual report to the Council.

7. PREVENTATIVE ACTION

- (a) Information gathered from the reporting process enables the City of Vincent to monitor processes, trends, and ‘hot’ issues. Steps are then taken to prevent recurrence, through the creation of Business Improvement Requests (BIRs).
- (b) Time is also allocated once a year to pro-actively discuss potential areas of concern, and to consider ideas for enhancing customer satisfaction within the City of Vincent.

8. REVIEWING THE PROCESS

- (a) The formal procedure for review is carried out annually by a team made up of a Co-ordinator Customer Service and Section Managers. In addition to the Council's internal audit process, the independent external auditors may also test the process.
- (b) A register of all complaints will be kept by the Co-ordinator Customer Service and those not responded to within the specified time frame, will be referred to the relevant person (Chief Executive Officer/Executive Manager/Section Manager) on a monthly basis.
- (c) An analysis of complaints will be undertaken on an annual basis. The City will measure and review this data to ensure that its complaints management process is performing appropriately and reviewed and amended as required. This information will also be used to identify systematic and recurring problems in order to recognize opportunities to provide improved service delivery and internal processes.
- (d) The Customer Complaints Management Procedures will be reviewed on an annual basis.
- (e) The review considers the effectiveness of the procedure, and whether or not it is user friendly for Employees and customers. Evidence of the effectiveness of the procedure will come from, but is not limited to, several sources, including:
 - (i) random customer complaint follow-up calls;
 - (ii) internal and external audits of managed complaints;
 - (iii) annual pro-active meetings;
 - (iv) employees' interviews and consultation; and
 - (v) statistics gathered on a monthly basis.

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APPENDIX 1

**CITY OF VINCENT
CUSTOMER COMPLAINT REVIEW FORM**

File Reference No: _____

"A complaint is an expression of dissatisfaction about the standard of service provided or an action or inaction by the City of Vincent or its Employees or Elected Members."

Details of Complaint:

Received in (please tick): person ☐ telephone ☐ facsimile ☐ writing ☐ email ☐

Name of complainant: _____

Contact Phone No: _____ Mobile No: _____ Fax No: _____

Email address: _____

Address: _____

Suburb/City: _____ Postcode: _____

Details of complaint: _____

Signature of complainant: _____

Receiving Officer's Name & Title: _____

Date: ____/____/____

Date of Acknowledgment: ____/____/____

1st Level Review (Front Line Employees):

Complaint resolved: Yes/No

Action Taken: _____

Date Action Taken: ____/____/____ Actioning Officer: _____

Comments: _____

2nd Level Review (Section Manager/Executive Manager's):

Officer's Name & Title: _____

Complaint resolved: Yes/No

Action Taken: _____

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Comments: _____

3rd Level Review (CEO/Review Panel):

Officer's Name & Title: _____

Complaint resolved: Yes/No

Action Taken: _____

Date Action Taken: ____/____/____

4th Level Review (Independent Body):

Officer's Name & Title: _____

Complaint referred to: _____

Comments: _____

Resolved to the satisfaction of the complainant: Yes/No

Original copy to Records Section: Yes/No

Data Base Updated: Yes/No

Procedure for handling the Complaint Report Form

Upon receipt of the Complaint Form the Employee receiving the request shall:

1. Ensure all details have been entered correctly on the form;
2. Write his/her name, title and date in the space provided;
3. Forward the original to the Records Section for allocation of a reference number & recording;
4. Where the complaint has not been resolved, refer the complaint for consideration at the next level;
5. The Co-ordinator Customer Service is to monitor progress and advise the Divisional Executive Manager, five (5) days after receipt of the Complaint Report Form, if no action has been taken by the action officer.

APPENDIX 2**ESSENTIAL ELEMENTS FOR COMPLAINT HANDLING PROCEDURES**

Addressing Australian Standards (AS4269-1995) Criteria:

Commitment	<ul style="list-style-type: none"> • Policy and procedures will be readily available and accessible • Employees' Induction will include ethics and culture, and complaints procedure • Employees' Customer Service Training refresher courses will be regularly provided as required • Procedures will offer multiple opportunities for customers to formalise complaints • CEO, Executive Managers and the Council are committed to employing and training Employees to continuously build, develop and maintain a customer driven culture throughout the organisation, at all levels.
Fairness	<ul style="list-style-type: none"> • Council acknowledges customers' and Employees' rights in accordance with Australian Standards, Council policies, and Customer Service Charter. This is reflected throughout the Procedures, showing the Council's desire to resolve and satisfy customers' concerns.
Resources	<ul style="list-style-type: none"> • Complaints-handling Procedure will be available in every Section and via Internet and Intranet • Employees will be trained in Customer Service, complaint handling, and in their own profession • Filing System and Record Management Systems will support the Policy and Procedures • Interview Rooms will be available • "Open-door" policy with Managers and Executive Managers to assist Employees will be the culture
Visibility	<ul style="list-style-type: none"> • Policy Statement and Charter will be displayed in our Customer Service areas • "How to.." brochures will be provided throughout Council buildings in plain view • 'Welcome Kits' will be provided for new residents include "How to.." brochures • Advertising of 'Welcome Kits' and 'How to..' brochures will occur on the Council's website and the Council Newsletter (at least annually) • Feedback will be provided to the community on changes and improvements implemented as a result of research and complaints
Charges	<ul style="list-style-type: none"> • No fees will be charged to investigate/resolve complaints/requests
Access	<ul style="list-style-type: none"> • "How to.." brochures will be readily available from City and included in 'Welcome Kits' supplied to new residents • Employees trained in Customer Service will be available to assist persons • Various and easy avenues will be available for persons to make complaints • Confidentiality will be assured to encourage persons to contact us • Parking for the Disabled and Wheelchair access will be available • Assistance will be provided to persons with communication or language difficulties

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Assistance	<ul style="list-style-type: none"> • Employees will be trained in customer service • "How to.." brochure will explain what assistance is available and how to access it • Complainants will be advised as to what is available to them at the point of complaint
Response	<ul style="list-style-type: none"> • Commitment will be given to resolve issues within clearly stated timeframes • Formal written response will be provided upon request • Correct information/advice will be given • Due consideration will be given to all complainants, no matter what their concern is
Remedies	<ul style="list-style-type: none"> • Legal guidelines will be followed • Business Improvement Reports (BIR's) to change a current procedure • Referral to applicable outside authority will be available • Outcomes will include an explanation to the complainant, and an apology where appropriate • "Cause and Effect" case study will be carried out to eliminate repeating same problem • Outcomes will provide a learning experience to reduce recurrence
Data Collection	<ul style="list-style-type: none"> • Fully comprehensive data-management system (CARS) will capture all details required for analysis
Systemic & Recurring Problems	<ul style="list-style-type: none"> • Ongoing analysis of data collected will allow for further assessment leading to changes and improvements, minimising recurrence
Accountability	<ul style="list-style-type: none"> • Categorisation of data will occur • Performance standards will be regularly reviewed • Divisional/Section meetings and reviews will regularly occur • Monthly reports will be provided to the Chief Executive Officer and Senior Management • Complaint statistics and service improvements arising from complaints will be published in the annual report
Reviews	<ul style="list-style-type: none"> • Annual review of Customer satisfaction with processes and outcomes will occur • Annual review of effectiveness of current procedure as a management tool will occur • BIRs will be reviewed through quality audits

APPENDIX 3

ESSENTIAL ELEMENTS OF EFFECTIVE COMPLAINTS HANDLING
(Extracted from Australian Standard AS4269-1995 – Complaints Handling)

1. **COMMITMENT.** There shall be a commitment to efficient and fair resolution of complaints by people in the organisation at all levels, including the Chief Executive Officer or ruling body. This is shown by an organisational culture, which acknowledges consumers' rights to complain, and which actively solicits feedback from customers. The policy on complaints handling shall be in writing.
2. **FAIRNESS:** A complaints handling process shall recognise the need to be fair to both the complainant and the organisation or person against whom the complaint is made.
3. **RESOURCES:** There shall be adequate resources for complaints handling with sufficient levels of delegated authority.
4. **VISIBILITY:** A complaints handling process shall be well publicised to consumers and Employees, and shall include information to consumers about the right to complain.
5. **ACCESS:** A complaints handling process shall be accessible to all and ensure that information is readily available on the details of making and resolving complaints. The complaints handling process and supporting information shall be easy to understand and use, and be in plain language.
6. **ASSISTANCE:** Assistance shall be available for complainants in the formulation and lodgement of complaints.
7. **RESPONSIVENESS:** Complaints shall be dealt with quickly and the complainants shall be treated courteously.
8. **CHARGES:** Complaints handling shall be at no charge to the complainant, subject to statutory requirements.
9. **REMEDIES:** A Complaints handling process shall have the capacity to determine and implement remedies.
10. **DATA COLLECTION:** There shall be appropriate systematic recording of complaints and their outcomes.
11. **SYSTEMATIC AND RECURRING PROBLEMS:** Complaints shall be classified and analysed for the identification and rectification of systematic and recurring problems.
12. **ACCOUNTABILITY:** There shall be appropriate reporting on the operation of the complaints handling process against documented performance standards.
13. **REVIEWS:** A complaints handling process shall be reviewed regularly to ensure that it is efficiently delivering effective outcomes.

APPENDIX 4**CUSTOMER SERVICE CHARTER 2005**

Customer Feedback

"Your views are important"

We believe our customers deserve a high quality service, delivering prompt and useful information. We welcome and value your constructive feedback.

The Town encourages you to express your views on the services provided. By telling us what services have been beneficial and how other could be improved, we can ensure our standard of customer service will meet your expectations. If we can help please contact us:

In Person: Administration & Civic Centre
244 Vincent Street (cnr Loftus) LEEDERVILLE

By Mail: PO Box 82, LEEDERVILLE 6902

By Phone: 9273 6000

By Fax: 9273 6099

By TTY: 9273 6078

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

If we are still not meeting your expectations, you are entitled to have the matter reviewed as part of the Council's Customer Service Complaints Management Procedures. Please complete a Customer Service Complaint form, available from the Administration and Civic Centre, Vincent Library and Beatty Park Leisure Centre, or download a form from the Town's website www.vincent.wa.gov.au.

The Council has comprehensive Customer Service Complaints Management Procedures for dealing with Service Requests and any complaints.



TOWN OF VINCENT

Customer Service Charter

Pic or graphical use of logo elements

People with specific requirements
can ask to have this brochure provided in Braille, a language other than English, large print, on computer disk or audiotape.

Administration and Civic Centre
244 Vincent Street (cnr Loftus), LEEDERVILLE WA 6007
Telephone 9273 6000 Fax 9273 6099 TTY 9273 6078
email: mail@vincent.wa.gov.au
website: www.vincent.wa.gov.au

~ Adopted by Council on ~

Customer Service Charter
The Town of Vincent's commitment to you

Our Customer Service Charter reflects our goals in the quality of service which is provided to you.

Our charter will be regularly reviewed and adapted to meet the changing needs of our customers.

Our Mission
"Enhancing and celebrating our diverse community"

Our mission is to provide services and representation that meets the needs of our customers.

Our Customer Service Charter states our recognition of the diversity that exists within our community and the commitment to our service standards. Our aim is to be acknowledged as an organisation which shows leadership and commitment to high quality customer service.

Our Customers include

- People who have dealings with the Town of Vincent.
- Residents; ratepayers; business proprietors; community, sporting and recreation clubs and associations.
- Visitors to the Town of Vincent.
- Employees within the Town of Vincent.
- Government departments and non-government agencies and organisations.

Service Requests
*(A Service Request is defined as a person's demand for a service or action to be undertaken by the Town)***We will:**

- Make safe urgent road and footpath defects within 4 hours and finalise the repairs within 24 hours of notification. Carry out routine minor footpath and road repairs within 5 working days.
- Process crossover applications and provide written quotations within 10 working days.
- Carry out construction of crossovers within 14 working days of payment being received (weather permitting), providing the applicant has met all construction conditions.
- Process requests for works bonds refunds within 14 working days, providing all conditions are met.
- Collect refuse from 6am on designated collection days and recycling from 7am on designated days on a fortnightly basis. (Non-compliant bins/ crates will not be collected.)
- Deliver, replace and maintain mobile garbage bins and crates within 2 working days from date of request.
- Inspect street trees within 2 working days of any request for pruning. Undertake urgent works within 4 hours and non-urgent works within 10 working days of the request to the Town.
- Aim to remove obscene or offensive graffiti from Council-owned property within 4 hours of it being reported to the Town. Remove all other graffiti within 48 hours. The Town also removes graffiti from private property upon request and with the approval of the property owner.
- Action routine Service Requests or complaints within 48 hours of them being received.

Development Applications**We will:**

- Register applications upon receipt (only if they contain all the necessary information).
- Advise applicants by letter or email, within 3 working days of registration, the name of the Employee who will be responsible for the application.
- Process building applications which do not require referrals to other parties within 10 working days.
- Process other building applications within 20 working days.
- Process planning applications for developments of a minor complex nature or impact within 20 working days.
- Process other planning applications within 6 to 8 weeks.
- Advise applicants at least 3 working days prior to their application being considered at a Council meeting.
- Advise persons who made a written submission about a development at least 3 working days prior to the application being considered at a Council meeting.

We will achieve our commitment to you by:

- Progressively reviewing and improving forms, systems and procedures from a customer's perspective.
- Conducting regular customer service Employee training programs.
- Incorporating customer service improvements into all Business Plans.
- Making the development of positive customer service attitudes part of the annual performance review program for all Employees.
- Including a selection criterion of a positive attitude towards customer service in future Employees' recruitment.
- Through our Employee of the Month Award, formally rewarding Employees who continually give excellent customer service.
- Conducting regular market research to ensure we are meeting the needs of our customers.
- Progressively improving access to our services by people with disabilities and people from culturally and linguistically diverse backgrounds.
- Making information available in alternative formats for people with specific requirements.
- Improving access to Council information by utilising a wide range of information media including regular newsletters to residents, Welcome Pack for new residents, and electronic access to the Town's webpage via the Internet.
- Ensuring all complaints are dealt with in accordance with the Council's comprehensive Complaints Management Procedures.

You can assist us by:

- Having a notepad and pen by the phone when you call the Town.
- Providing accurate and complete details when phoning us with any queries or requests for assistance.
- Phoning to make an appointment if you have a complex enquiry or need to see a specific officer.
- Phoning the officer nominated on correspondence sent to you and quoting the reference number on the letter.
- Being clear and concise with your requests and being prepared with relevant information.
- Treating Employees with the same courtesy and respect given to you.
- Acknowledging that the Town may not have the authority to deal with your request/complaint and may need to refer it to another agency.

Service Standards (in person)

We will:

- Promptly attend to you at all times in a professional, polite and attentive manner.
- Listen attentively in order to understand your needs.
- Attend to your initial enquiry by one of our friendly Customer Service Officers.
- Endeavour to attend and complete your request at the time of your visit.
- When enquiries of a technical or specialist nature are made at the Customer Service Centre, ensure that the appropriate Employee is called, if available, or that contact is made within 24 hours to arrange an appointment.
- Ensure all Employees who have face-to-face contact with customers wear a name badge for ease of communication.
- Ensure that an Employee is available in each Section at all times during working hours.
- Always be appropriately dressed.
- Always try to resolve your request at the first contact.

Service Standards (on the telephone)

We will:

- Promptly answer all telephone calls during working hours.
- Introduce ourselves over the phone by name and Section, and provide a direct contact number for future communications when necessary.
- Reply to telephone enquiries on the same day or the next working day, as appropriate.
- Take personal responsibility for your enquiry to reduce the transfer of calls and inform you of any delays if you are "on hold".
- Provide a 24-hour after hours telephone service for emergency calls.

Service Standards (in writing, including emails)

We will:

- Acknowledge your written request within 5 working days of receipt.
- Whenever possible provide a completion date when requests require in-depth research which will take longer than 10 working days.
- Write to you in clear, concise language that is easily understood.
- Send out standard information within 24 hours of the request being received.

APPENDIX 5

CUSTOMER COMPLAINT FORM "HOW TO MAKE A COMPLAINT"

We welcome your feedback

The Town of Vincent seeks feedback on all our activities and we hope that you will encourage us where you believe we have performed well.

Confidentiality

Please be assured that all information provided by you is treated with the utmost confidentiality.

Customer Satisfaction

The Town of Vincent welcomes your comments so that we can address any problems and improve our service.

If you have any concerns or suggestions on how we can improve the delivery or standard of our services to our community, please do not hesitate to provide us with your views. A complaint may be lodged in any of the following ways:

In Person: Administration & Civic Centre
244 Vincent Street (cnr Loftus)
LEEDERVILLE 6007

By Mail: PO Box 82, LEEDERVILLE 6902

By Phone: 9273 6000

By Fax: 9273 6099

By TTY: 9273 6078

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

We aim to please ...

The Town of Vincent has firmly established its focus on endeavouring to provide a high standard of customer service.

Our philosophy is clearly defined in our Customer Service Charter and our Customer Service Charter is supported by our Customer Service Complaints Management Procedures.

Who can I call if I need assistance?

If you need assistance or need this form in an alternative format, for example larger print, or you require an interpreter, this can be arranged by the Co-ordinator Customer Service.



TOWN OF VINCENT

Customer Service Complaint Form

"How to make a complaint"

Pic or graphical use of logo elements

People with specific requirements

can ask to have this brochure provided in Braille, a language other than English, large print, on computer disk or audiotape.

Administration and Civic Centre
244 Vincent Street (cnr Loftus), LEEDERVILLE 6050
Telephone 9273 6000 Fax 9273 6099 TTY 9273 6078
email: mail@vincent.wa.gov.au
website: www.vincent.wa.gov.au

~ Adopted by Council on ~

CITY OF VINCENT POLICY MANUAL
CHIEF EXECUTIVE OFFICER
CUSTOMER SERVICE COMPLAINTS MANAGEMENT
POLICY NO: 4.1.3

Customer Service Complaint Form

"A complaint is an expression of dissatisfaction about the standard of service provided, or an action or inaction, by the Town of Vincent or its Employees or Elected Members."

Even though we try our best, if you are dissatisfied with our service or have a concern you wish to bring to our attention, please complete and return this form to commence our complaints investigation process.

Briefly outline your concerns (what you think has gone wrong, times, dates etc.):

.....

.....

.....

.....

.....

.....

.....

.....

Who have you contacted at the Town and when?

.....

.....

What do you think should be done to fix the problem?

.....

.....

.....

.....

"Thank you for taking the time to complete this form"

Contact details:

Name:

Address:

Postcode:

Phone Home: Work: Mobile:

Fax: Email:

— Guidelines —

How the Town deals with a complaint.

The Town has a comprehensive procedure which will be followed for all complaints.

What will happen if I make a complaint?

A Town employee will register your concerns and follow up with the appropriate section/employee. The Town will attempt to resolve your complaint at the first point of contact if appropriate; if this is not possible, the complaint will be transferred to a more senior employee. Should the issue still not be resolved, the Town's Chief Executive Officer will conduct an internal review.

How long will this take?

The Town attempts to resolve all complaints and inform you of the result within 5 working days. We will continue to provide you with regular progress reports if your issue cannot be resolved within that timeframe.

What if I am still unhappy?

If you are not happy with the Town's response to your complaint, you can request that the issue be reviewed by the State Ombudsman or the Department of Local Government and Regional Development. At any stage you may also choose to refer your complaint to an external mediator. Information on independent external agencies may be obtained from the Town's Co-ordinator Customer Service.

Keeping track of your complaint.

We aim to respond to complaints as swiftly as possible, but will always maintain lines of communication until the complaint is finalised. The Town employee who is dealing with your complaint will keep you informed of its progress. If the issue is transferred to another employee, you will be provided with the new contact details.

Complaint Management Policy



Legislation / local law requirements	<i>Local Government Act 1995</i> <i>Freedom of Information Act (WA) 1992</i> <i>Public Interest Disclosure Act 2003</i> <i>Public Sector Management Act 1994</i> <i>State Administrative Tribunal Act 2004</i> <i>State Records Act 2000</i>
Relevant delegations	Nil
Related policies, procedures and supporting documentation	Customer Service Charter Code of Conduct - Employees Code of Conduct Behaviour Complaints Management Policy Australian Privacy Principles City of Vincent Code of Conduct Ombudsman Western Australia Guidelines on Complaint Handling

PRELIMINARY

INTRODUCTION

The Customer Service Charter outlines the level and standard of service that City of Vincent customers can expect.

As part of the Charter, the City commits to resolving complaints in a fair, equitable, transparent and efficient manner.

PURPOSE

The purpose of this Policy is to set out the City of Vincent's position on the management and resolution of complaints.

Accepting feedback and effectively managing complaints enhances engagement with the community and enables the City to continually improve service delivery.

OBJECTIVES

- Provide a framework for the management of complaints to ensure requests are acknowledged promptly and courteously and investigated effectively and comprehensively in a timely manner.
- Enhance community confidence in the City's commitment to being transparent and accountable.
- Enable the City to compile and use complaint data to drive business improvement and increase community satisfaction with service delivery.

SCOPE

This policy applies all employees, consultants or contractors engaged to provide services on behalf of the City or to the City.

This policy does not cover:

- Complaints made by City employees or about City employees related to suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour – refer to Code of Conduct – Employee.
- Complaints about Elected Members – refer to Code of Conduct Behaviour Complaints Management Policy.

Complaint Management Policy



The following are not considered a complaint:

- Initial request for service*.
- Request for documents, information or an explanation of policies or procedures.
- Request for the City to exercise a regulatory function.
- Community consultation feedback.
- Lodgement of an appeal or objection in accordance with a statutory process, standard procedure or policy.
- A petition.
- Matters currently being dealt with, or previously dealt with by a court, tribunal or external complaints agency.
- Matters that have already been subjected to an internal review with an outcome determined.

*This may escalate into a complaint if not addressed to a Customer's satisfaction.

POLICY PROVISIONS

DEFINITIONS

The following definitions apply for the purpose of this policy:

Complaint – “An expression of dissatisfaction made to an organisation, related to its product or service, or the complaints handling process itself, where a response or resolution is explicitly or implicitly expected”¹

Feedback - Includes compliments or suggestions received from customers where a response is not explicitly or implicitly expected or legally required.

Request for Service - The provision of a City service or an action required to address a problem. If the problem is not rectified, it may escalate into a complaint.

Unreasonable Complainant - An individual who habitually or obsessively expresses their concern(s) in a rude, angry, aggressive or harassing manner. This may be due to the nature or frequency of the complaint or because it raises health, safety, resource or equity issues for the City, its staff and/or customers.

Vexatious Complainant - Someone who communicates or complains in a repetitive, burdensome or unwarranted manner with the intention of harassing or subduing the City or its staff.

POLICY

1. Complaint resolution

Complaints will be acknowledged and responded to according to the service standards set out in the City's [Customer Service Charter](#).

The City will ensure anyone who is dissatisfied with a City service can easily and simply make a complaint and provide feedback by providing an accessible complaint handling process reflecting the preferences and needs of the community, including people who may otherwise experience difficulty due to age, disability, language, geographical, health, or cultural reasons.

¹ As defined in the [AS/NZS 10002-2018 Guidelines for Complaints handling in organisations](#).

Complaint Management Policy



The City may take the following courses of action as part of the complaint resolution:

- Resolve the complaint by use of strategies such as, but not limited to, mediation, informal discussion or negotiation.
- Discontinue the assessment in circumstances where the matter will be referred to another body or person, advising the complainant accordingly.
- Take no further action, providing the complainant with the reason/s.

2. Lodging a complaint

The following information is required for the City to effectively process the complaint:

- Name and address
- Contact details
- Complaint details
- Date the incident occurred (if relevant)

3. Anonymous complaints

The City understands that some customers may wish to remain anonymous when making a complaint.

As part of [Australian Privacy Principles²](#), under the Australian Privacy Principal 2, anonymity and pseudonymity, individuals must have the option of not identifying themselves, or using a pseudonym, in relation to a particular matter.

The City will accept an anonymous complaint but it will only be acted upon if it raises a serious matter that poses a public health or safety risk or in an emergency situation where there is sufficient information to enable an inquiry to be conducted.

The City will be unable to provide feedback or communicate the outcome of the complaint without knowing the identity of the complainant.

4. Complaint management

Complaints will be addressed in a fair, objective and unbiased manner in line with the timeframes set out in the Customer Service Charter.

The complainant will be kept informed of the progress of the complaint and of any delays during the process.

5. Recording complaints

All relevant information in relation to a complaint will be collected and registered within the City's business systems as per the *State Records Act 2000*.

6. Unreasonable and Vexatious Complainant Conduct

As defined by the Ombudsman Western Australia, Unreasonable Complainant Conduct (UCC) tends to fall into the following three groupings:

² The Australian Privacy Principles (or APPs) are the cornerstone of the privacy protection framework in the *Privacy Act 1988*.

Complaint Management Policy



6.1. Habitual or obsessive conduct

This includes behaviour by a person who:

- Can't 'let go' of their complaint;
- can't be satisfied despite the best efforts of the agency; and
- makes unreasonable demands on the agency where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers)

6.2. Rude, angry and harassing conduct

6.3. Aggressive conduct

Vexatious means a complaint brought solely to harass or subdue. Vexatious complaints may take the form of repetitive, burdensome or unwarranted communication with one or more City employees over matters that are considered resolved or responded to in previous communication with the complainant.

UCC and vexatious complaints are unacceptable. Regardless of how stressed, angry or frustrated a complainant is, if the health, safety and/or security of City employees, elected members, other service users, or the complainant themselves is at risk, the City may restrict or withhold the provision of service to the complainant at the discretion of the Chief Executive Officer (or their delegate).

The City may manage UCC and vexatious complaints by placing a reasonable and proportionate limitation on one or more of the following:

- The subject matter of communications, such as where the City believes a specific issue has been adequately addressed.
- The timing of communications, including time of day, and frequency and/or duration of contact with the City.
- Access, such as restricting or prohibiting entry to City premises.
- How the complainant may contact the City, such as in writing only or via email.
- Any other limitation which is reasonable and appropriate and satisfies legislative requirements.

7. **Privacy and Confidentiality**

All complaints will be handled with confidentiality. Identities will only be made known to the relevant parties for the purpose of investigating and resolving the complaint. The complaint will not be available publicly except where required by law in accordance with the *Western Australian Freedom of Information Act 1992*.

8. **Freedom of Information**

The City will assist the public to obtain access to documents held by the City in accordance with the *Western Australian Freedom of Information Act 1992*. For more information please refer to the [Freedom of Information section](#) on the City's website.

9. **Request for Review**

Not all complaints can be resolved to the satisfaction of the customer. Complainants have the right to request a review of a decision or outcome unless it relates to an employee disciplinary matter or a matter that is covered under a separate process, policy or legislation.

Complaint Management Policy



Where a complainant is dissatisfied with the way a complaint has been dealt with and/or the final determination of the complaint, they may request a secondary internal review. This will only be supported when new information that was not already initially considered is presented.

If no new information is presented for review, the complainant will be informed of the most appropriate external body such as the Ombudsman Western Australia or the Department of Local Government. The City will work cooperatively with these external agencies as appropriate to assist in the resolution of the external review.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Communications and Engagement
Initial Council Adoption	27/09/2005
Previous Title	Customer Service Complaints Management Policy No. 4.1.3
Reviewed / Amended	01/08/2023
Next Review Date	MM/YYYY

12 CHIEF EXECUTIVE OFFICER**12.1 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO THE ADVISORY GROUPS POLICY**

- Attachments:**
1. **Advisory Groups Policy (clean copy)** [↓](#) 
 2. **Policy 4.2.12 - Advisory Groups Policy (marked up)** [↓](#) 

RECOMMENDATION:

That Council APPROVES the amended Advisory Groups Policy at Attachment 1.

PURPOSE OF REPORT:

To present the outcome of community consultation and seek approval of the amended Advisory Groups Policy at **Attachment 1**.

BACKGROUND:

Council at its meeting 9 February 2010 adopted [Policy No. 4.2.12 – Advisory Groups](#) (Policy). The adoption of this Policy formalised the City's position relating to its advisory groups.

The City's advisory groups fulfil an important role by providing advice to Council on a wide range of topics.

The role of an advisory group is to:

- facilitate Council Member, stakeholder and/or community input and involvement opportunities;
- provide advice; and
- support to the City, regarding strategic, special interest and/or operational activities.

Following review of the policy Council its 22 August 2023 Meeting approved conducting community consultation on the amended Advisory Groups Policy.

DETAILS:

Section 5.8 of the *Local Government Act 1995* (Act) provides that a local government may establish committees of three or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Advisory groups are conducted in a more informal manner and are not intended to be committees established under the Act. There are no legislative or regulatory provisions governing the establishment or function of local government advisory groups.

The status of advisory groups is an informal meeting process that sits outside of the statutory decision-making structure of the Act.

A documented position is required to provide guidance to Council, Administration, and the community on the establishment and operation of its advisory groups.

Key changes to the policy include:

- Removal of procedural content.
- A new clause to enable membership, nomination processes and tenure of appointment, for each advisory group, to be set out in the respective Terms of Reference (ToR); and
- ToR template has been included to provide guidance to Groups.

CONSULTATION/ADVERTISING:

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation was undertaken between 14 September 2023 and 9 October 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:

- Perth Voice – Thursday 14 September 2023;
- Vincent Reporter – Saturday 16 September 2023; and
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre.

Existing advisory group members were also notified of the proposed amendments.

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: Adopting the proposed amendment to the policy is low risk

STRATEGIC IMPLICATIONS:

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

Connected and Healthy Community

We have enhanced opportunities for our community to build relationships and connections with each other and the City.

Innovative and Accountable

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

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

ADVISORY GROUPS POLICY



Legislation / local law requirements	Section 5.60A&B of the <i>Local Government Act 1995</i> .
Relevant delegations	Nil.
Related policies, procedures and supporting documentation	Local Government Operational Guidelines – Council Forums . Advisory Group Terms of Reference - Template and Guide (Appendix A)

PRELIMINARY

INTRODUCTION

Under Section 5.8 of the *Local Government Act 1995*, the Council may establish Committees to assist the Council and to exercise the powers and discharge the duties of the Council that can be delegated to a Committee. Committees report to the Council and can be established for a particular purpose, with a completion date, or can be ongoing.

Advisory groups are a collection of people that meet to assist the City in making recommendations or forming views for the Administration to progress or to be recommended to Council. Advisory groups will not be delegated decision making ability, or to exercise the powers or discharge the duties of the Council.

PURPOSE

The purpose of this policy is to establish strategic direction and principles guiding the establishment and operation of advisory groups within the City.

OBJECTIVE

To provide guidance for the establishment and operation of the City's Advisory Groups.

SCOPE

This policy applies to all advisory groups established within the City, including those formed in collaboration with external stakeholders.

ADVISORY GROUPS POLICY



POLICY PROVISIONS

DEFINITIONS

Advisory Group means and includes any group established by a resolution of Council pursuant to this policy.

Conflict of Interest means financial, proximity or impartiality interest.

Financial Interest has the same meaning as given by Section 5.60A of the *Local Government Act 1995*.

Proximity Interest has the same meaning as given by Section 5.60B of the *Local Government Act 1995*.

Impartiality Interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having interest arising from kinship, friendship or membership of an association.

POLICY

1. Establishment

- 1.1 The Council may resolve to establish an Advisory Group to:
 - (a) facilitate Council Member, stakeholder and/or community input and involvement opportunities;
 - (b) provide advice; and
 - (c) support to the City, in regard to strategic, special interest and/or operational activities.
- 1.2 Advisory Groups established pursuant to this Policy are not, and are not intended to be, Committees established under Section 5.8 of the *Local Government Act 1995*.
- 1.3 Advisory Groups will operate in accordance with the Terms of Reference approved by Council which provide:
 - a) A clear statement of objective and the scope of activity to be undertaken;
 - b) Membership/stakeholder representation.
 - c) The operational and administrative framework by which activities are to occur.
- 1.4 Council may resolve to terminate any advisory group at any time.

2. Membership

- 2.1 Membership, nomination processes and tenure of appointment for each advisory group is set out in the respective Terms of Reference
- 2.2 Membership may include; Councillors, City of Vincent staff, representatives of agencies and stakeholder organisations, and members of the community.

ADVISORY GROUPS POLICY



- 2.3 The Advisory Group membership shall be appointed by Council and shall include a Chairperson appointed by the Council.

3. Extent of Authority

- 3.1 An Advisory Group has no decision making powers and does not have any authority to act on behalf of the City. In operation, the group cannot direct employees, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the City.
- 3.2 Advisory Group members either collectively or individually are not authorised to speak on behalf of the City or provide comment to the media or other persons, in respect of any item under consideration, unless authorised by the Chief Executive Officer.

4. Review

- 4.1 Each group is responsible for drafting its own Terms of Reference which will be reviewed every two (2) years, or sooner if required.
- 4.2 Effectiveness of Advisory Groups will be reviewed against the objectives stated in the Terms of Reference, every two (2) years, or sooner if required.

5. Code of Conduct

- 5.1 Community Advisory Group members will be requested to act in accordance with the [Code of Conduct for City of Vincent Employees and Contractors](#).

6. Conflict of Interest

- 6.1 All members must disclose any conflicts of interest, and extent of the conflict, in matters being considered at a meeting.
- 6.2 The disclosing member must leave the room while the meeting discusses the matter.
- 6.3 The meeting will determine if the member should:
- (a) not participate in that discussion;
 - (b) remain and participate in the discussion; or
 - (c) remain and not participate in the discussion.
- 6.4 The minutes or meeting notes must record the disclosure of interest, extent of the interest, and times the disclosing member left and returned to the meeting.

7. Insurances

- 7.1 The City will arrange all insurance to cover Advisory Group members whilst discharging their normal course of duty, including travel to and from the meeting.

ADVISORY GROUPS POLICY



8. Council Decision

- 8.1 The City's decision making obligations are guided by relevant legislative, strategic and operational requirements and therefore the views or proposals of an Advisory Group may not always prevail.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	09/02/2010
Previous Title	4.2.12 – Advisory Groups
Reviewed / Amended	14/06/2011 11/10/2011
Next Review Date	MM/YYYY

ADVISORY GROUPS



Terms of Reference Template (Appendix A)

This template is intended as a guide only. Terms of Reference should be specific to the group and its individual needs. Advisory group terms of reference are to be approved by Council and are to be in accordance with the City's [Advisory Group Policy](#)

1. OBJECTIVE *(This should be a clear statement of objective and scope of activities to be undertaken).*

The objectives of the Xxx Advisory Group (Advisory Group) are to:

- facilitate Council Member, stakeholder and/or community input and involvement opportunities in xxx
- provide advice and make recommendations to the City relating to xxx
- support to the City in regard to xxx

2 MEMBERSHIP

Membership of the Advisory Group shall comprise the following persons as determined by Council:

2.1 Up to x Council Members

2.2 Up to x Community/Stakeholder Representatives

Up to x representatives from any one or more of the following backgrounds/categories, as determined by Council:

- Demonstrated knowledge, skills, qualifications and/or understanding in xxx
- Active involvement in the area of xxx;
- xxx organisation(s) located within or providing services to xxx in the City of Vincent

2.3 City Officers

The appropriate Executive Director, Manager and/or Officer as determined by the Chief Executive Officer.

Note: Consultation to seek community and /or stakeholder representation should be undertaken in accordance with the [Community and Stakeholder Engagement Policy](#).

3. TERM OF MEMBERS

- 3.1 The term of membership of the Advisory Group shall be a period of two (2) years and is to align with the local government elections cycle, with membership expiring at the next ordinary local government election.

Note: Term of membership may otherwise be determined by Council

4. ROLE OF CHAIRPERSON

- 4.1 The Advisory Group Chairperson is to be appointed by the Council.

- 4.2 The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair for that meeting. The Advisory Group should be chaired by a Council Member (if possible), or then by a Senior City Officer.

ADVISORY GROUPS



Terms of Reference Template (Appendix A)

- 4.3 The Chairperson (in liaison with the most Senior City Employee appointed to the Advisory Group) shall ensure that the Advisory Group operates in accordance with [Advisory Group Policy](#) and [Code of Conduct](#) at all times.

5. MEETING PROCEDURES

5.1 Meetings

- (a) Unless approved by Council or there is a need to address an urgent issue (the latter to be agreed by the Chairperson and the Chief Executive Officer), the Advisory Group shall meet quarterly. Additional meetings may be convened at the discretion of the Chief Executive Officer.
- (b) At the first meeting after convening, the Advisory Group shall determine a Schedule of Meeting dates for the remainder of the year. (These dates are to be included in the City's monthly "Calendar of Events".)

5.2 Quorum

A quorum shall be by simple majority plus one.

5.3 Agendas

- (a) The relevant Executive Director having responsibility for the Advisory Group will determine the Agenda for each meeting. Members may submit items for consideration and listing on the Agenda.
- (b) All meetings shall be confined to items listed on the Agenda.

5.4 Minutes/Meeting Notes

- (a) The relevant Executive Director having responsibility for the Advisory Group, in liaison with the Advisory Group Chairperson, shall be responsible to ensure the preparation and accuracy of the Minutes/meeting notes.
- (b) Items considered at the meeting will not be voted upon. The Minutes/meeting notes of the Advisory Group will record consensus agreement on actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed during debate prior to consensus agreement being reached. At the end of each meeting, the City's Officer in attendance will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.
- (c) Minutes/meeting notes of the meeting will be prepared by the Responsible Officer and distributed to members within five (5) working days after the date of the meeting.
- (d) Advisory Group unconfirmed Minutes/meeting notes are to be reported through relevant Directorate reports with recommendations regarding the views and proposals of the Advisory Group to the next available Ordinary Council Meeting. (Minutes/meeting notes not requiring a Council decision will be included on the Information Bulletin). Reports will consider each proposal to ensure it is:

ADVISORY GROUPS



Terms of Reference Template (Appendix A)

- (i) Consistent with the City's established strategic and operational planning and the objective for which the Advisory Group was established.
- (ii) Within the City's capacity relevant to staffing, resources and adopted budget and also operational effectiveness and efficiencies.
- (iii) Endorsed by Council resolution, where funding from external sources is proposed.
- (e) The Minutes/meeting notes shall accurately record the details of any disclosure of interest and the extent of such interest. The Minutes/meeting notes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.

POLICY NO: 4.2.12**ADVISORY GROUPS****OBJECTIVES**

To provide guidance for the establishment and operation of the City's Advisory Groups.

POLICY STATEMENT**DEFINITIONS**

"Advisory Group" means and includes ~~Working Groups referred to in this Policy and~~ and group established by a resolution of the Council pursuant to this Policy.

"Conflict of Interest" means financial, proximity or impartiality interest.

"Financial Interest" has the same meaning as given by Section 5.60A of the *Local Government Act 1995*.

"Proximity Interest" has the same meaning as given by Section 5.60B of the *Local Government Act 1995*.

"Impartiality Interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having interest arising from kinship, friendship or membership of an association.

1. ESTABLISHMENT

1.1 The Council may resolve to establish an Advisory Group to:

- (a) facilitate Council Member, stakeholder and/or community input and involvement opportunities;
- (b) ~~to~~ provide advice; and
- (c) support to the City, in regard to strategic, special interest and/or operational activities.

1.2 Advisory Groups established pursuant to this Policy are not, and are not intended to be, Committees established under Section 5.8 of the *Local Government Act 1995*.

1.3 Advisory Groups will operate in accordance with the adopted Terms of Reference which provide:

- (a) A clear statement of objective and the scope of activity to be undertaken.
- (b) Membership/stakeholder representation.
- (c) The operational and administrative framework by which activities are to occur.

1.4 Council may resolve to terminate any advisory group at any time.

2. MEMBERSHIP

2.1 Membership, nomination processes and tenure of appointment for each advisory group is set out in the respective Terms of Reference.

2.2 Membership may include; Councillors, Officers, representatives of agencies and stakeholder organisations, and members of the community.

2.3 The Advisory Group membership shall be appointed by Council and shall include a Chairperson appointed by the Council.

2. OPERATION

~~Operation of an Advisory Group is to occur in accordance with the following principles:~~

~~2.1 Advisory Groups may be established either by resolution of Council or at the recommendation of the City's Administration.~~

~~2.2 Advisory Groups will operate in accordance with the adopted Terms of Reference which provide:~~

~~(a) A clear statement of objective and the scope of activity to be undertaken.~~

~~(b) Membership/stakeholder representation.~~

~~(c) The operational and administrative framework by which activities are to occur.~~

3. EXTENT OF AUTHORITY

3.1 An Advisory Group has no decision making powers and does not have any authority to act on behalf of the City. In operation, the group cannot direct employees, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the City.

3.2 Advisory Group members either collectively or individually are not authorised to speak on behalf of the City or provide comment to the media or other persons, in respect of any item under consideration, unless authorised by the Chief Executive Officer.

4. REVIEW ~~TERMS OF REFERENCE AND ROLE~~

4.1 Each group is responsible for drafting its own Terms of Reference which will be reviewed every two (2) years, or sooner if required.

- ~~4.2 Effectiveness of Advisory Groups will be reviewed against the objectives stated in the Terms of Reference, every two (2) years, or sooner if required.~~

~~Advisory Groups are to operate within the Terms of Reference approved by the Council and the following general administrative framework:~~

- ~~3.1 The role of an Advisory Group is to act in an advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the Objectives for which the group was established.~~
- ~~3.2 The Advisory Group will only consider matters referred to it by the Council.~~
- ~~3.3 An Advisory Group has no decision making powers and does not have any authority to act on behalf of the City. In operation, the group cannot direct employees, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the City.~~
- ~~3.4 Advisory Group meetings will be conducted in an informal manner, providing opportunities for ideas to be raised and general discussion. The view and proposals of an Advisory Group are to be recorded in Minutes/meeting notes and retained in the City's record keeping systems.~~
- ~~3.5 Advisory Group members either collectively or individually are not authorised to speak on behalf of the City or provide comment to the media or other persons, in respect of any item under consideration, unless authorised by the Chief Executive Officer.~~

~~4. ROLE OF THE CHAIRPERSON~~

- ~~4.1 The Advisory Group Chairperson is to be appointed by the Council.~~
- ~~4.2 The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair for that meeting. Preferably, the Advisory Group should be chaired by a Council Member (if possible), or then by a Senior City Officer.~~
- ~~4.3 The Chairperson (in liaison with the most Senior City Employee appointed to the Advisory Group) shall ensure that the Advisory Group operates in accordance with this Policy at all times.~~

~~5. MEETING PROCEDURES~~

~~5.1 Meetings~~

- ~~(a) Unless approved by the Council or there is a need to address an urgent issue (the latter to be agreed by the Chairperson and the Chief Executive Officer), the Advisory Group shall meet as required. Additional meetings may be convened at the discretion of the Chief Executive Officer.~~

- ~~(b) At the first meeting after convening, the Advisory Group shall determine a Schedule of Meeting dates for the remainder of the year. (These dates are to be included in the City's monthly "Calendar of Events".)~~

~~5.2 Quorum~~

~~A quorum will be by simple majority plus one.~~

~~5.3 Agendas~~

- ~~(a) The Chief Executive Officer will determine the Agenda for each meeting. Members may submit items for consideration and listing on the Agenda.~~
- ~~(b) All meetings shall be confined to items listed on the Agenda.~~

~~5.4 Minutes/Meeting Notes~~

- ~~(a) The relevant Director having responsibility for the Advisory Group, in liaison with the Advisory Group Chairperson, shall be responsible to ensure the preparation and accuracy of the Minutes/meeting notes.~~
- ~~(b) Items considered at the meeting will not be voted upon. The Minutes/meeting notes of the Group will record consensus agreement on actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed during debate prior to consensus agreement being reached. At the end of each meeting, the City's Officer in attendance will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.~~
- ~~(c) Minutes/meeting notes of the meeting will be prepared by the Responsible Officer and distributed to members within five (5) working days after the date of the meeting.~~
- ~~(d) Advisory Group unconfirmed Minutes/meeting notes are to be reported through relevant Directorate reports with recommendations regarding the views and proposals of the Advisory Group to the next available Ordinary Council Meeting. (Minutes/meeting notes not requiring a Council decision will be included on the Information Bulletin). Reports will consider each proposal to ensure it is:~~
- ~~(i) Consistent with the City's established strategic and operational planning and the objective for which the Advisory Group was established.~~
- ~~(ii) Within the City's capacity relevant to staffing, resources and adopted budget and also operational effectiveness and efficiencies.~~

~~(iii) — Endorsed by Council resolution, where funding from external sources is proposed.~~

~~(e) — The Minutes/meeting notes shall accurately record the details of any disclosure of interest and the extent of such interest. The Minutes/meeting notes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.~~

~~6.~~ **ADMINISTRATIVE ACTION AND SUPPORT**

~~6.1 — A City employee will be assigned to provide administrative support to the Advisory Group. This person will be responsible for the following:~~

- ~~• Issuing of the Agenda;~~
- ~~• Recording of Apologies prior to the meeting;~~
- ~~• Preparation of the Minutes/meeting notes;~~
- ~~• Room booking; and~~
- ~~• Catering requirements.~~

~~6.2 — Any items which have been dealt with by the Advisory Group will not be implemented by the City's Administration until a report has been submitted to the Council for a decision.~~

~~6.3 — The City's Administration will not action Advisory Group requests unless in accordance with Clause 5.4 — "Minutes/Meeting Notes" and Clause 6.2 — "Administration Action and Support", above.~~

~~7.5.~~ **CODE OF CONDUCT**

~~7.1 — Community Members of the City's Advisory Groups will be advised of the relevant provisions of the City's Code of Conduct and must comply with the relevant requirements.~~

~~5.1 — Community Advisory Group members will be requested to act in accordance with the Code of Conduct for City of Vincent Employees and Contractors.~~

~~7.12 — The City's Code of Conduct shall apply to members of the Advisory Groups.~~

~~7.3 — All Advisory Group members shall be required to declare any conflicts of interest in matters being considered by the Group.~~

~~7.24 — A copy of the Council's Code of Conduct will be provided made available to each member upon their appointment members of Advisory Groups.~~

~~7.5 — The City's Chief Executive Officer is available to provide any assistance or guidance concerning the Code or any matters of Interest.~~

~~8.6.~~ **CONFLICT OF INTEREST**

~~86.1 All members must disclose any conflicts of interest, and extent of the conflict, in matters being considered at a meeting.~~

~~86.2 The disclosing member must leave the room while the meeting discusses the matter.~~

~~86.3 The meeting will determine if the member should:~~

- ~~(i) not participate in that discussion;~~
~~(ii) remain and participate in the discussion; or~~
~~(iii) remain and not participate in the discussion.~~

~~86.4 The minutes or meeting notes must record the disclosure of interest, extent of the interest, and times the disclosing member left and returned to the meeting.~~

~~8.1 (a) Whilst the financial, proximity and impartiality interest provisions of the Local Government Act 1995 do not apply to the City's Advisory and Working Groups (as it is not a Council appointed committee approved under section 5.8 of the Local Government Act 1995 and does not have any legal status), all members need to be aware that any conflict of interest needs to be recognised, to ensure that probity is maintained at all times.~~

~~(b) Generally, if a matter is being discussed by the Group and a member has an interest in the matter, then the member is required to declare the interest and remove themselves from the meeting whilst discussion on that issue is taking place.~~

~~(c) If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member may seek approval from the Chairperson and meeting to determine whether the interest is:~~

~~* Trivial or insignificant; or~~

~~* an interest in common to a significant number of electors or ratepayers.~~

~~(d) The Member should make that request to the Chairperson at the meeting and not only disclose the nature of their interest, but also the extent of that interest.~~

~~(e) The Member should then depart the meeting, whilst the meeting considers the request. The meeting should then be in a position to:~~

- ~~• determine that the Member should not participate in that part of the meeting;~~
- ~~• remain in the meeting and participate in discussion; or~~
- ~~• remain in the meeting only, but not participate in discussion on the matter.~~

~~(Note: If the Disclosing Member is the Chairperson, such disclosure shall be made to the meeting.)~~

~~(f) Once the meeting has made a decision concerning a request, the Chairperson shall inform the Member of the decision and the Member shall comply with the Meeting's decision.~~

~~(g) The Minutes/meeting notes shall record the member's disclosure of interest and the extent of the interest. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest.~~

~~(h) If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the Senior City Officer in attendance at the meeting.~~

~~8.2 Subject to 8.1 above, any person who has a financial or a proximity interest in a matter shall exclude themselves from the room and not participate in that part of the meeting.~~

~~87.~~ INSURANCES

The City will arrange all insurance to cover Advisory Group members whilst discharging their normal course of duty, including travel to and from the meeting.

~~10.~~ MEMBERSHIP

~~Membership of an Advisory Group is to be determined by the Council on a basis of relevancy to the purpose for which the group has been established. Membership may include; Council delegate/s (Council Members), employees and representatives of stakeholder organisations and members of the community.~~

~~10.1 Where Advisory Group membership includes representatives to stakeholder organisations, the City shall seek written nomination/s from the organisation/s.~~

~~10.2 Where Advisory Group membership includes representatives to be drawn from members of the community; the City shall publicly advertise and call for nominations to be received within a defined period. Members are to be appointed by the Council on the basis of demonstrated knowledge, skills and/or understanding relevant to the purpose for which the Advisory Group has been established.~~

~~10.3 The term of membership of an Advisory Group is to align with the local government elections cycle, with membership expiring at the next ordinary local government election, with the following exceptions:~~

~~(a) Where the Advisory Group's operations are likely to conclude within a period that does not exceed 12 months following the next ordinary local government elections, the community and/or organisation representation shall continue to the planned conclusion of the Advisory Group's operations. The Council Delegate/s representation shall however, be reappointed following the ordinary local government election.~~

~~(b) Where the Advisory Group's Terms of Reference have been fulfilled, the Advisory Group may be concluded at the determination of either the Council or the City's Administration, whichever was the convenor of the Advisory Group.~~

~~10.4 In any case, in order to facilitate specific aspects of the operations of an Advisory Group, membership with required skills or knowledge may also be co-opted on an 'as required' basis, by either the Chief Executive Officer or Advisory Group Chairperson.~~

~~11. TENURE OF APPOINTMENT~~

~~11.1 The Council will appoint a member to the Advisory Group including the prescribed Term and any conditions.~~

~~11.2 The Advisory Group Membership is normally for a period of two (2) years from the period of the ratification of the advisory group by the Council. (Generally the term is from November after the Ordinary local government elections to October of the second year). Membership of the Group terminates when an Ordinary local government election occurs every two years, in October.~~

~~11.3 If a member fails to attend three (3) consecutive meetings of the Advisory Group, his/her appointment shall be automatically terminated, unless Leave of Absence has been granted and approved by the Advisory Group. The Chief Executive Officer shall advise any member, in writing, when their membership of a Group is terminated.~~

~~11.4 The Council may terminate the appointment of any member prior to the expiry of his/her term, if:~~

~~(a) the Chairperson and Chief Executive Officer are of the opinion that the member is not making a positive contribution to deliberations of the group; or~~

~~(b) the member is found to be in breach of the City of Vincent code of Conduct or a serious contravention of the Local Government Act 1995; or~~

~~(c) a member's conduct, action or comments brings the City of Vincent into disrepute.~~

~~12. VACANCIES~~

~~Vacancies shall be filled by calling for nominations of either the Council or community representatives. Members filling a vacated position will hold that position for the remainder of the two (2) years duration of the convened Advisory Group, as approved by the Council.~~

~~98. COUNCIL DECISION~~

~~The City's decision making obligations are guided by relevant legislative, strategic and operational requirements and therefore the views or proposals of an Advisory Group may not always prevail.~~

CITY OF VINCENT POLICY MANUAL
GOVERNANCE & RISK
POLICY NO: 4.2.12 - ADVISORY GROUPS

~~14. REVIEW~~

~~The operations of an Advisory Group shall be reviewed every two (2) years, or sooner if required.~~

Date Adopted:	9 February 2010
Date Amended:	14 June 2011, 11 October 2011
Date Reviewed:	11 October 2011
Date of Next Review:	October 2013

12.2 INFORMATION BULLETIN

- Attachments:**
1. Minutes of the Mindarie Regional Council meeting held on 21 September 2023 [↓](#) 
 2. Unrecoverable Parking Infringements Write-Off [↓](#) 
 3. Minutes of the Catalina Regional Council - Special Council Meeting held on 21 September 2023 [↓](#) 
 4. Minutes of Arts Advisory Group Meeting held on 30 August 2023 [↓](#) 
 5. Statistics for Development Services Applications as at the end of September 2023 [↓](#) 
 6. Register of Legal Action and Prosecutions Monthly - Confidential
 7. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 2 October 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. Register of Petitions - Progress Report - September 2023 [↓](#) 
 11. Register of Notices of Motion - Progress Report - September 2023 [↓](#) 
 12. Register of Reports to be Actioned - Progress Report - September 2023 [↓](#) 
 13. Council Workshop Items since 6 September 2023 [↓](#) 
 14. Council Meeting Statistics [↓](#) 
 15. Council Briefing Notes - 12 September 2023 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated October 2023.



MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

21 SEPTEMBER 2023

CITY OF VINCENT

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*



Town of
Cambridge



City of
Joondalup



City of Perth



City of Stirling
City's Choice



TOWN OF
VICTORIA PARK



CITY OF VINCENT



City of
Wanneroo

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ORDINARY COUNCIL MEETING MINUTES
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**MINDARIE REGIONAL COUNCIL
NOTICE OF MEETING**

14 September 2023

Councillors of the Mindarie Regional Council are advised that an Ordinary Meeting of the Council will be held at the City of Vincent at 6.30 pm on 21 September 2023.

The agenda pertaining to the meeting follows.

Your attendance is respectfully requested.



**SCOTT CAIRNS
CHIEF EXECUTIVE OFFICER**

MINDARIE REGIONAL COUNCIL - MEMBERSHIP

Cr P Miles (Paul) - Chair	City of Wanneroo
Cr K Shannon (Keri) – Deputy Chair	Town of Cambridge
Cr A Jacob (Albert)	City of Joondalup
Cr C May (Christopher)	City of Joondalup
Cr L Gobbert, JP (Liam)	City of Perth
Cr C Hatton (Chris)	City of Stirling
Cr E Re (Elizabeth)	City of Stirling
Cr L Thornton (Lisa)	City of Stirling
Cr J Ferrante (Joe)	City of Stirling
Cr A Castle (Alex)	City of Vincent
Cr F Cvitan, JP (Frank)	City of Wanneroo
Cr K Vernon (Karen)	Town of Victoria Park

NB: Although some Councils have nominated alternate members, it is a requirement that a Council carries a specific resolution for each occasion that the alternate member is to act.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.32 pm.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Cr P Miles (Paul) - Chair	City of Wanneroo
Cr K Shannon (Keri) – Deputy Chair	Town of Cambridge
Cr A Jacob (Albert) <i>arrived 6.34 pm</i>	City of Joondalup
Cr C May (Christopher)	City of Joondalup
Cr L Gobbert, JP (Liam)	City of Perth
Cr C Hatton (Chris)	City of Stirling
Cr E Re (Elizabeth) <i>arrived 7.20 pm</i>	City of Stirling
Cr L Thornton (Lisa)	City of Stirling
Cr J Ferrante (Joe)	City of Stirling
Cr A Castle (Alex)	City of Vincent
Cr F Cvitan, JP (Frank)	City of Wanneroo
Cr K Vernon (Karen)	Town of Victoria Park

MRC Officers

Mr S Cairns (Chief Executive Officer)
Ms A Arapovic (Finance Manager)
Mr A Griffiths (Project and Procurement Manager)
Ms S Cherico (Human Resources Officer)
Ms D Toward (Executive Assistant)

Apologies

Nil

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
Ms Y Plimbley	City of Vincent
Mr H Singh	City of Wanneroo
Mr J Wong	Town of Victoria Park

3 DECLARATION OF INTEREST

Nil.

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ORDINARY COUNCIL MEETING MINUTES
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4	PUBLIC QUESTION TIME
----------	-----------------------------

Nil

5	ANNOUNCEMENT BY THE PRESIDING PERSON
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Nil

6	APPLICATION FOR LEAVE OF ABSENCE
----------	---

Nil

7	PETITIONS/DEPUTATIONS/PRESENTATIONS
----------	--

Nil

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
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8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 ORDINARY COUNCIL MEETING – 13 July 2023

The Minutes of the Ordinary Council Meeting held on 13 July 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 13 July 2023 be confirmed as a true record of the proceedings.

Moved Cr May, seconded Cr Gobbert

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 10/0)

6.34pm Cr Re entered the Council Chamber

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
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9 CHIEF EXECUTIVE OFFICER REPORTS
--

9.1	FINANCIAL STATEMENTS FOR THE MONTHS ENDED 31 JULY 2023 AND 31 AUGUST 2023
Reference:	GF-23-000000019
Appendix(s):	Appendix No. 1, 2 and 3
Date:	13 September 2023
Responsible Officer:	EXECUTIVE MANAGER CORPORATE SERVICES

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 Interim Financial Statements for the months ended 31 July 2023 and 31 August 2023 are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report for the two months up to 31 August 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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ORDINARY COUNCIL MEETING MINUTES
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Summary of results for the year to date period ended 31 August 2023

	YTD Budget	YTD Actual	Variance
	t	t	t
Tonnes – Members	29,578	29,103	(475)
Tonnes – Others	3,443	3,347	(96)
TOTAL TONNES	33,021	32,450	(571)
	\$	\$	\$
Revenue – User Charges	5,207,233	5,082,192	(125,041)
Revenue – Other	1,129,720	1,203,843	74,123
TOTAL REVENUE	6,336,953	6,286,035	(50,918)
EXPENSES	(5,909,920)	(5,488,729)	421,191
NET SURPLUS/(DEFICIT)	427,033	797,306	370,273

Mindarie Regional Council interim financial position for the period ending 31 August 2023 reflects its performance from 1 July 2023 to 31 August 2023. Council's operations have been conducted in line with the adopted budget. As a result of the MRC's 2023-2024 budget adopted at the OCM 13 July, also in line with materiality adopted by the Council, variances below \$50k do not attract comments.

User charges

Total user charges are \$125k below budget to date mainly due to less tonnages received from some of the Member Councils.

Member Councils have delivered 475t below budgeted to the end of August and casual and trade customers have delivered 96t below budgeted.

Other Revenue

A positive variance of \$74k in other revenue is due to the continuation of strong interest rates in cash savings, cash management accounts and term deposits.

Expenses

Total Expenses are \$421k below budget are impacted by timing difference in projects delivery.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
21 SEPTEMBER 2023

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The interim net result variance is \$370k or 87% against year to date budget.

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 31 July 2023 and 31 August 2023.

Moved Cr Re, seconded Cr Cvitan

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 11/0)

MINDARIE REGIONAL COUNCIL
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9.2	LIST OF PAYMENTS MADE FOR THE MONTHS ENDED 31 JULY 2023 AND 31 AUGUST 2023
File No:	GF-23-000019
Appendix(s):	Appendix No. 4 and 5
Date:	12 SEPTEMBER 2023
Responsible Officer:	Executive Manager Corporate Services

SUMMARY

The purpose of this report is to provide details of payments made during the periods identified above. This is in line with the requirement under the delegated authority to the Chief Executive Officer (CEO), that a list of payments made from the Municipal Fund since the last Ordinary Council meeting be presented to Council.

COMMENT

The lists of payments for the months ended 31 July 2023 and 31 August 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 29 September 2022, the Council delegated to the CEO the exercise of its power to make payments from the Municipal Fund. In order to satisfy the requirements of Clause 13(2) of the Local Government (Financial Management) Regulations, a list of payments made must be submitted to the next Council meeting following such payments.

It should be noted that generally all payments are GST inclusive and the Mindarie Regional Council is able to claim this tax as an input credit when GST remittances are made each month to the Australian Tax Office.

Months Ended	Account	Vouchers	Amount
31 July 2023	General Municipal	Cheques	\$600.00
		EFT	\$4,439,001.73
		DP	\$332,884.50
		Inter account transfers	\$0.00
		Total	\$4,772,486.23
31 August 2023	General Municipal	Cheques	\$2,379.80
		EFT	\$1,168,082.85
		DP	\$5,320,621.99
		Inter account transfers	\$0.00
		Total	\$6,491,084.64

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VOTING REQUIREMENT

Simple Majority

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 31 July 2023 and 31 August 2023.

Moved Cr Thornton, seconded Cr Ferrante

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

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9.3	REVIEW OF COUNCIL POLICIES AND DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER
File No:	GF-22-0000165
Attachment(s):	Attachment 1 – Summary of changes to the Register of Delegations 2022 Attachment 2 – Proposed Register of Delegations 2023
Appendix(s):	Appendix 6 - Council Policies – clean copy Appendix 7 - Council Policies – tracked changes
Date:	06 September 2023
Responsible Officer:	Chief Executive Officer

SUMMARY

The report seeks endorsement of the review undertaken by the Chief Executive Officer (CEO) on the current Council Policies and Delegations to the CEO.

BACKGROUND

Section 5.46 of the *Local Government Act 1995* (the Act) requires that at least once every financial year, delegations are to be reviewed by the Council.

Council are asked to endorse the Delegations Register and Council Policies to ensure they are operating effectively, providing for efficient and timely administrative decisions and services relating to discretionary decisions the Council has the ability to make by virtue of the Act and other statutes.

DETAIL

The 2023 annual review of the Register of Delegations and Council Policies was undertaken to determine:

- the appropriateness of existing delegations and Council Policies
- whether to amend or remove any delegations and/or Council Policies
- the need for any additional delegations and/or Council Policies

The MRCs Register of Delegations 2022 was reviewed against the 'WALGA Decision Making – Template Delegation Register' which encompasses various subjects and functions applicable to Local Government. However, since the MRC exclusively focuses on waste management, a substantial number of delegations within the template register do not apply to the MRC.

The annual review of Delegations and Policies identified a number of changes as follows:

Delegations:

- A revised layout for each instrument of delegation, based on the 'WALGA Decision Making –Template Delegation Register'.
 - Improvements to the wording and referencing of individual delegations.
 - Removal of Delegations can be found at Attachment 1, page 16 of this report.
 - New Delegations, as follows:
 - 1.1.2 Expressions of Interest for Goods and Services
 - 1.1.5 Tenders for Goods and Services – Exempt Procurement
 - 1.1.6 Panels of Pre-Qualified Suppliers for Goods and Services
- Details of the new and updated delegations can be found at Attachment 2, page 18 of this report.

Policies:

- Proposed amendments to Council Policies as detailed below
- New Council Policy CP23 Conducting Electronic Meetings and Attendance by Electronic Means
- New Council Policy CP24 Fraud and Misconduct Control and Resilience

Other than minor wording or formatting changes, a summary of the proposed changes can be found below, together with the clean and tracked changed Council Policies located in the Appendices bundle, Appendices 6 and 7.

CP01 – Annual Fees, Allowances and Expenses for Councillors

- LG Allowances updated

CP02 – Affixing of the Common Seal

- No change

CP03 – Councillor Arrangements when attending an Overseas/Interstate/Intrastate Conference

- Clarity on Conference Arrangements inside and outside of the Perth Metropolitan area.

CP04 – Employee Arrangements when attending an Overseas/Interstate/Intrastate Conference

- Clarity on Conference Arrangements inside and outside of the Perth Metropolitan area.

CP06 - Purchasing

- New title 'Purchasing' formerly called 'Purchase of Goods and Services'
- Revised layout and content of policy to align more closely with the WALGA Purchasing Policy template.
- Purchasing threshold changes:
 - Up to \$1,999, changed to up to \$5,000
 - \$2,000 to \$4999, changed to \$5,001 to \$20,000
 - \$5,000 to \$69,999, changed to \$20,001 to \$70,000
 - \$70,000 to \$249,999, changed to \$70,001 to 250,000

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CP08 - Provision and Use of Council Vehicles

- Additional text to incorporate environmental factors and alignment to the Asset Management Plan (AMP).
- New section added 'employee responsibilities'
- Tables removed - not required as vehicle replacement is approved by Council in the Annual Budget.

CP09 - Investments

- Additional text to align with the *Local Government (Financial Management) Regulations 1996*.

CP10 – Donations – Financial Assistance/Support

- Improved wording to provide clarity that donations cover tipping fees only (no monetary donations).

CP11 – Use of Corporate Credit Cards

- Review to incorporate additional controls and fraud protection.

CP12 – Gate Fee Setting

- Removed Point 3 to reflect the Council Resolution of 2005/06 which approved the on-going strategy of deferred payment of operational surplus for the FY 2005/06 and future years in accordance with the Financial Precepts.

CP13 – Budget Variance Reporting Threshold

- Budget Variance reporting is covered under the *Local Government (Financial Management) Regulations 1996* and therefore it is proposed the Policy is removed.

CP14 – Acting Chief Executive Officer Appointment

- No change

CP15 – Employer/Employee Matching Community Contributions

- No change

CP16 – Legal Representation for Mindarie Regional Council Elected Members, Committee Members, Committee Members and Employees

- No change

CP17 – Continuing professional development for Council Members

- No change

CP18 - IT Policy

- No change

CP19 – Recordkeeping Policy

- No change

CP20 - Attendance at Events Policy

- No change
-

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CP21 - Payments to Employees upon cessation of Employment

- No change

CP22 - MRC Councillors' Communication Policy

- New Policy

CP23 Conducting Electronic Meetings and Attendance by Electronic Means

- New Policy

CP24 – Fraud and Misconduct Control and Resilience

- New Policy

EP01 – Environmental Policy

- No change

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

The following extracts from the Act relate to Council's obligations in the areas of policy development and delegations to the CEO.

“2.7. Role of Council

(1) The Council —

- (a) governs the local government's affairs; and***
- (b) is responsible for the performance of the local government's functions.***

(2) Without limiting subsection (1), the Council is to —

- (a) oversee the allocation of the local government's finances and resources; and***
- (b) determine the local government's policies.***

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or***
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5).***

**** Absolute majority required.***

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the council;***
 - (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;***
 - (c) appointing an auditor;***
-

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- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) *the power under section 9.49A (4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor;*
- (i) *such other powers or duties as may be prescribed."*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Local Government Allowance increases detailed in CP01 Annual Fees, Allowances and Expenses for Councillors are accounted for in the Budget.

STRATEGIC COMMUNITY PLAN

Strategic Community Plan 2023 -2032	
OBJECTIVE 3	Deliver best practice governance processes and structures
Action	Ensure compliance with all legislative, probity, and regulatory requirements
This report is required by legislation to ensure that the Council has the opportunity to review its current policies and the delegations it has provided to the Chief Executive Officer thus maintaining the relevance of the documents.	

COMMENT

The MRC is to keep a register of the delegations made and review the delegations at least once every financial year.

The MRC plans to move the annual review of Delegations and Council Policies to April 2024 to align more closely to the budget development process, and the April schedule will be maintained for the future.

VOTING REQUIREMENT

Absolute Majority

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RESPONSIBLE OFFICER RECOMMENDATION

That the Council:

- 1. Endorses the changes to Council Policies as contained in Appendix 6 and 7 of this report.**
- 2. Endorses the delegations made to the Chief Executive Officer as detailed in Attachment 2 of this report.**

Moved Cr May, seconded Cr Cvitan

Amendment

Moved Cr Castle, Seconded Cr Cvitan

- 1. Add the following words at the end of point number 1. 'Subject to a further review of CP23 Conducting electronic meetings and attendance by electronic means'.**
- 2. Add the following words at the end of point number 2. 'Subject to a further review of delegation 1.2.'**

(CARRIED UNANIMOUSLY 11/0)

Substantive Motion as Amended

- 1. Endorses the changes to Council Policies as contained in Appendix 6 and 7 of this report, subject to a further review of CP23 'Conducting electronic meetings and attendance by electronic means'**
- 2. Endorses the delegations made to the Chief Executive Officer as detailed in Attachment 2 of this report, subject to a further review of delegation 1.2.**

(CARRIED UNANIMOUSLY 11/0)

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Attachment 1				
2022 Mindarie Regional Council – Delegations of Authority Register – REVIEW				
1. GOVERNANCE				
No.	Reference	Delegation	Outcome of Review: REMOVED or RETAINED	Reasons
1.1	LG Act 1995 s.9.10	Appoint persons or classes of persons to be authorised for the purpose of performing a particular function.	RETAINED	New layout and renumbered, Delegation Number 1.1.1
1.2	LG Act 1995 s.5.42	Appoint an employee of the MRC to the position of Acting CEO where the CEO is unable or expected to be unable by reason of illness, temporary absence from WA, or any other reason, to perform the function of the position.	REMOVED	In line with the WALGA template, it is proposed to remove as it is not required. LG Act 1995, s5.39C negates the need for this delegation. Council Policy CP14 covers the appointment of an employee to act in the position of CEO.
1. FINANCE				
2.1	LG (Functions and General) Regulations 1996 Reg. 11A	Approve requisitions and purchase orders for the supply of goods and services	REMOVED	Covered by a separate Delegation from the CEO to Staff
2.2	LG (Finance Management Regulations) 1996 Reg. 8	Open and close bank accounts, access accounts electronically and transfer funds electronically	REMOVED	Covered by a separate Delegation from the CEO to Staff
2.3	LG (Financial Management Regulations) 1996. Reg. 11, 12 and 13.	Approved and make payment of accounts	RETAINED	New layout and renumbered, Delegation Number 1.1.7
2.4	LG (Financial Management Regulations) 1996. Reg. 34 (1) (a)	Prepare monthly financial reports	REMOVED	Covered by a separate Delegation from the CEO to Staff
2.5	LG Act s.6.14	Invest funds surplus to the immediate needs of the Council	RETAINED	New layout and renumbered, Delegation Number 1.1.9
2.6	LG Act s.6.12	Waive fees and write off debts	RETAINED	New layout and renumbered, Delegation Number 1.1.6
2.7	LG Act s.3.57	Seek Expressions of Interest and/or call tenders for goods or services	RETAINED	New layout and renumbered, Delegation Number 1.1.4

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2.8	LG (Functions and General) Reg. 14 (2a) and 20	Vary contracts up to \$50,000 or 10% of the contract value, whichever is the lesser.	RETAINED	New layout and renumbered, Delegation Number 1.1.3 Value of \$50,000 replaced with 10% up to a maximum of \$250,000
2.9	LG Act s.3.58 (5) and LG Functions and General) Reg. 30(3)	Dispose, which includes writing off, of property (assets)	RETAINED	Retained in new layout and renumbered, Delegation Number 1.1.8

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ATTACHMENT 2

2023 PROPOSED DELEGATION REGISTER – COUNCIL TO CEO



DELEGATION REGISTER

September 2023

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1 Local Government Act 1995 Delegations

1.1 Council to CEO

1.1.1 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express 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.3.24 Authorising persons s.9.24 Prosecutions
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 authorise persons to commence prosecutions for offences under the Local Government Act 1995 and any Local Laws made under the Local Government Act 1995 [s.9.24].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. A register of Authorisations is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions. c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Mindarie Regional Council Waste Facility Site Amendment Local Law 2022
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023.

Version Control:

1	2023 Review – New Format
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1.1.2 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express 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
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 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:	<ol style="list-style-type: none"> a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services. b. Details of the calling of expressions of interest must be recorded in the appropriate record and in the Tender Register.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023.

Version Control:

1	21.09.2023 New format
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1.1.3 Tenders for Goods and Services – Call Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express 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(1), (2) 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
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 call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. 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)].
Council Conditions on this Delegation:	<p>The invitation to tender is to be entered into the Tender Register in the prescribed manner.</p> <p>a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where :</p> <ol style="list-style-type: none"> i. the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or ii. a current supply contract expiry is imminent; and iii. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the 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
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil

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CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023.

Version Control:

1	21.09.2023 – new format
2	
3	

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1.1.4 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express 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(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or 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 determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the \$250,000 detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into <u>OR</u> the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement <u>OR</u> the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$250,000 whichever is the lesser value [F&G r.21A(a)].

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	9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Council Conditions on this Delegation:	<p>a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</p> <p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <p>i. The total consideration under the resulting contract is \$250,000 or less;</p> <p>ii. The expense is included in the adopted Annual Budget; and</p> <p>iii. The tenderer has complied with requirements under F&G r.18(2) and (4).</p> <p>c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>d. A decision to vary a tendered contract <u>after</u> entry into the contract [F&G r.21A(a)] must include evidence that the variation is necessary and does not change the scope of the contract.</p> <p>e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) <u>and</u> that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.</p>
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:

1	21.09.2023 – new format/ increase from \$50,000 to \$250,000
2	
3	

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1.1.5 Tenders for Goods and Services - Exempt Procurement

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express 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(2) When tenders have to be publicly invited (<i>exemptions</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 undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 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 to contract directly with a suitable supplier [F&G r.11(2)(f)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is equal to or less than \$250,000 in value and a sufficient budget allocation is included in the adopted Annual Budget b. Tender exempt procurement under F&G.r.11(2) may be approved for petrol, oil, or other liquid or gas used for internal combustion engines, regardless of value and a sufficient budget allocation is included in the adopted Annual Budget. c. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences: <ol style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. d. Where the total consideration of a Tender Exempt procurement contract exceeds the \$250,000 delegated above, the decision is to be referred to 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

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Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Operations
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:

1	21.09.2023 New Delegation
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1.1.6 Panels of Pre-Qualified Suppliers for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express 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
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 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)].

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Council Conditions on this Delegation:	In accordance with s.5.43, 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

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP06 Purchasing Policy
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:

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1.1.7 Disposing of Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express 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 <i>Local Government (Functions and General) Regulations 1996:</i> R.30 Dispositions of property excluded from Act s.3.58
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"> Authority to dispose of property to: <ol style="list-style-type: none"> the highest bidder at public auction [s.3.58(2)(a)]. 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 tender [s.3.58(2)(b)] 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)]. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58: <ol style="list-style-type: none"> disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice[F&G.r.(2A) disposal of property, other than land / buildings, where the market value is determined as less than \$20,000. [F&G r.30(3)(a)] disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than \$75,000. [F&G.r.30(3)(b)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> 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 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 value of less than \$20,000. 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.

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	<ul style="list-style-type: none"> ○ 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 reasons for the decision are recorded. • A disposal under Functions and General Regulations 30(2)(a),(f), (2A) or (3)(a),(b), the disposal method selected must obtain a best value outcome for the Local Government. • A disposal under Functions and General Regulations 30(2)(d), must be assessed as equitable in context of disposals to other employees of the Local Government. • Disposal methodology must consider and where practicable demonstrate environmentally responsible outcomes.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:

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1.1.8 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express 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
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 make payments from the municipal or trust funds [FM.r.12(1)(a)].
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

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<ol style="list-style-type: none"> Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or the Executive Manager Corporate Services. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.
Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual</p>
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:

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1.1.9 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express 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
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. Waive debt which is owed to the MRC [s.6.12(1)(b)]. 2. Grant a discount in relation to MRC's fees and charges. 3. Write off an amount of money which is owed to the MRC [s.6.12(1)(c)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the MRC <ol style="list-style-type: none"> i) Limited to individual debts valued below \$10,000 or cumulative debts of a debtor valued below \$10,000. Write off of debts greater than these values must be referred for Council decision. b. Discounts on MRCs fees and charges may only be made to charitable or not for profit community groups/in accordance with Policy CP10. c. Where debts have been waived, these are to be reported in the mid- year review, d. Where discounts on fees and charges have been granted these are to be reported to Council in accordance with CP10.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services to waive fee/provide a discount only.
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Executive Manager Corporate Services may waive fees/provide a discount in accordance with Council Policy CP10.
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy CP10
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:

1	21.09.2023 New Format, subdelegate added
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1.1.10 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express 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
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 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:	<ul style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy CP09 - Investments. 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 Record Keeping 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 and Risk Committee at least once within every 3 financial years. [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

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Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Council Policy – CP09 - Investments
Record Keeping:	Records to be kept as per Recordkeeping Plan 2023

Version Control:

1	21.09.2023 – New Format
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10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 78**RESPONSIBLE OFFICER RECOMMENDATION**

That the Members Information Bulletin Issue No. 78 be received.

Moved Cr Gobbert, seconded Cr Cvitan

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 11/0)

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Date of submission	25 August 2023
Meeting date	21 September 2023
Item title	NOTICE OF MOTION – CR PAUL MILES – MRC CLASSIFICATION TO BAND 2.
Name of Councillor	Chair, Councillor Paul Miles
Notice of motion	
That Council:	
1. REQUESTS the Chief Executive Officer to undertake a review of the MRC's current band classification, addressing the justification for a proposed reclassification from a band 3 to a band 2 Regional Council.	
2. REQUESTS the Chief Executive Officer to write to the Department of Local Government to seek clarification on the procedural steps necessary to request a band reclassification.	
3. REQUESTS that the Chief Executive Officer presents a report on this subject to Council on 30 November 2023.	

Reason for Motion

The purpose of this Notice of Motion is to formally request the CEO to present a comprehensive report to Council. The report will focus on an evaluation of the MRC's band classification to determine whether sufficient grounds exist to warrant a submission to the Salaries and Allowances Tribunal (SAT) for a reclassification of the MRC from Band 3 to Band 2.

The SAT determines annually the band classification for all local governments in Western Australia, the fees, expenses and allowances to be paid to council members and the total reward package range for CEOs.

When a number of relevant variables are considered and then compared with the other Regional Local Governments in the Perth Metropolitan Area who deliver waste management services, the MRC's current classification appears inconsistent, as does a comparison with Catalina Regional Council (previously Tamala Park Regional Council). See table 1, below:

Table 1: Perth Metropolitan Area Regional Local Government Comparison

Council	Band	Services Delivered	Population Serviced (approx.)	Assets	Revenue
Catalina Regional Council (CRC)	2	Land Development	0	\$27M	\$0.9M
Eastern Metropolitan Regional Council (EMRC)	2	Waste Management	290,000	\$207M	\$45M
Mindarie Regional Council	3	Waste Management	750,000	\$151M	\$39M
Resource Recovery Group (RRG)	2	Waste Management	150,000	\$38M	\$19M
Rivers Regional Council (RRC)	3	Waste Management	440,000	\$0.35M	\$0.003M
Western Metropolitan Regional Council (WMRC)	4	Waste Management	45,000	\$1.5M	\$8M

The details above highlight that the MRC provides services which cover a population that is approximately 170% of the combined total of both the current Band 2 regional councils (EMRC and RRG) combined but is classed itself as Band 3. The MRC's financial size is also comparable with EMRC and demonstrably greater than RRG.

The activities delivered by the MRC are similar to those delivered by both the EMRC and RRG, and is arguably of both greater operational and financial complexity than those undertaken by CRC, which is currently also classed as Band 2. The CRC also does not deliver frontline services to any residents and employs only four persons.

Lately, the MRC has encountered difficulties in attracting high performing people due to limitations in salary offerings. Given the imperative of recruitment, staff retention and ensuring succession planning, in conjunction with the significant ongoing projects concerning Waste to Energy, FOGO and the Post Closure Management Plan, etc. it is proposed that a review of the MRC's band classification should be undertaken, and a report presented to Council for further consideration.

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Officer response to Notice of Motion

Responsible officer	Chief Executive Officer
Voting requirement	Simple Majority

Officer comment:

- Administration supports the Notice of Motion
- Sufficient capacity exists to deliver the proposed recommendations within the timescale suggested.

Moved Cr Miles, seconded Cr Shannon

RESOLVED

That the motion be adopted

(CARRIED UNANIMOUSLY 11/0)

12 URGENT BUSINESS

Nil

13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

In accordance with clause 10.1(h) of the Mindarie Regional Council Meeting Procedures Local Law 2020 and s5.23 of the Local Government Act 1995, the Chair requests the Council to meet "behind closed doors" to allow the Council to consider items 14.1 and 14.2 as the items are of a confidential nature.

No member of the public were present in the gallery.

Moved Cr Shannon, seconded Cr Castle

Procedural Motion

1. Closes the meeting to the members of the public at 7.10pm to consider items 14.1 and 14.2 in accordance with Section 5.23 of the *Local Government Act 1995*.
2. For item 14.1: Permits the MRC Chief Executive Officer, MRC staff and member council CEOs and officers seated in the gallery to remain in the Chamber during the discussion for item 14.1.
3. Permits the HR Officer and Executive Assistant to remain in the Chambers for item 14.2.

(CARRIED UNANIMOUSLY 11/0)

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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) (c) of *The Local Government Act 1995* as the report deals with a where a contract may be entered into

**14.1 MEMBER COUNCIL WASTE DISPOSAL
REQUIREMENTS/EXEMPTIONS**

File No:	GF-23-0003162
Attachment(s):	CONSTITUTION AGREEMENT (AS AMENDED)
Date:	27 July 2023
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION:

That Council:

1. Authorise the Mindarie Regional Council's constituent municipalities, being the Cities of Joondalup, Perth, Stirling, Vincent and Wanneroo and the Towns of Cambridge and Victoria Park, to be exempt from the provision of clause 4.A1 of the Constitution Agreement subject to the MRC no longer accepting constituent municipalities' kerbside waste at the Tamala Park Waste Management Facility.
2. Note that the date at which the exemption discussed in 1, above, will be determined by the MRC at a later date.
3. Request the MRC CEO to provide 12 months' written notice to constituent municipalities of the estimated date that the Tamala Park Waste Management Facility expects to no longer accept the constituent municipalities' kerbside waste.

RESPONSIBLE OFFICE RECOMMENDATION

Moved Cr Hatton, seconded Cr Shannon

Cr Jacob entered at 7.20 pm

RESOLVED

That the recommendation be adopted
(CARRIED UNANIMOUSLY 12/0)

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At 7.25pm Member Council Officers seated in the gallery, the MRC CEO and MRC Manager Projects and Procurement, left the meeting.

The MRC HR Officer and Executive Assistant remained present during the discussion for item 14.2.

This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2) (a) of <i>The Local Government Act 1995</i> as the report deals with a matter affecting an employee	
14.2	CEO RECRUITMENT AND PERFORMANCE REVIEW COMMITTEE – CONSIDERATION OF COMMITTEE'S RECOMMENDATIONS
File No:	GF-23-0000103
Attachment(s):	Attachment 1. MRC CEO Performance Review Report 2022/2023
Date:	11 September 2023
Responsible Officer:	Human Resources Manager

COMMITTEE RECOMMENDATION:

That Council:

1. Notes that the appraisal of Scott Cairns, Chief Executive Officer, has been undertaken for the period 1 July 2022 to 30 June 2023.
2. Endorses the findings of the MRC CEO Performance Review Report 2022/23 as per Confidential Attachment 1.
3. Reviews the CEO's Total Remuneration Package for 2023/24 and endorses the adjustment to the CEO's total reward package as specified in Confidential Attachment 1.
4. Approves the 2023/24 CEO Key Performance Indicators as specified in Confidential Attachment 1.

Moved Cr Vernon, seconded Cr Hatton

Meeting Note:

The Chair directed that point 3 be voted upon separately after points 1, 2 and 4.

Points 1, 2 and 4 were put:

That Council:

1. Notes that the appraisal of Scott Cairns, Chief Executive Officer, has been undertaken for the period 1 July 2022 to 30 June 2023.
2. Endorses the findings of the MRC CEO Performance Review Report 2022/23 as per Confidential Attachment 1.
4. Approves the 2023/24 CEO Key Performance Indicators as specified in Confidential Attachment 1.

(CARRIED UNANIMOUSLY 12/0)

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Point 3 was put:

That Council:

3. Reviews the CEO's Total Remuneration Package for 2023/24 and endorses the adjustment to the CEO's total reward package as specified in Confidential Attachment 1.

(CARRIED by majority 9/3)

For: Crs Castle, Cvitan, Ferrante, Hatton, Miles, Re, Shannon, Thornton and Vernon

Against: Crs Gobbert, Jacob and May

Moved Cr Miles, seconded Cr Hatton

Procedural Motion:

That Council:

- **Reopen the meeting to members of the public at 8.30 pm**

To re-open the meeting to the public

(CARRIED UNANIMOUSLY 12/0)

Doors re-opened at 7.38 pm, the Chair declared the meeting re-opened. There were no members of the public present. The Chair read out the resolutions passed behind closed doors.

15 NEXT MEETING

The next Ordinary Council meeting is to be held on Thursday 30 November 2023 at the Town of Victoria Park commencing at 6.30 pm.

16 CLOSURE

The Chair closed the meeting at 7.40 pm and thanked the City of Vincent for their hospitality and use of their meeting facilities.

SignedChair

Dated.....day of2023



INFORMATION BULLETIN

SUBJECT:	Unrecoverable Parking Infringements Write-off for 2022/2023
DATE:	10 October 2023
AUTHOR:	Chris Dixon, Project & Strategy Officer, Ranger Services
AUTHORISER:	Peter Varris, Executive Director Infrastructure & Environment

PURPOSE:

To advise Council of the write-off of Parking Infringement Notices that the Fines Enforcement Registry have advised are unrecoverable for the 2022/2023 financial year.

BACKGROUND:

At the Ordinary Council Meeting of 20 June 2023, a report was presented on the total write-offs of parking infringements advised by the Fines Enforcement Registry for the 2021/2022 financial year. That report also noted that in October, following the completion of the 2022/2023 financial year, a new report would be provided advising the write-offs of unrecoverable infringements by the Fines Enforcement Registry for that financial year.

For the 2022/2023 financial year, there were a total of 744 Parking Infringement Notices, valued at \$118,702.31 withdrawn as advised by the Fines Enforcement Registry that these infringements are unrecoverable, and they will no longer be pursuing payment.

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 \$513,887.60 has been recovered and paid through the Fines Enforcement Registry for the period 1 July 2022 to 30 June 2023.

COMMENTS:

It is recommended by Administration that future reports be provided on a quarterly basis from the 14 November 2023 Ordinary Council Meeting onwards.

Please find below listing for the period 1 July 2022 to the 30 June 2023.



INFORMATION BULLETIN

Infringement No.	FER Comment	Infringement Write-Off
19357486	Case reg over 4 years ago	163.25
19349968	Case reg over 4 years ago	187.95
19374941	Case reg over 4 years ago	188.25
20070111	Uneconomical to enf	0.10
19358675	Case reg over 4 years ago	187.95
19375716	Case reg over 4 years ago	163.25
19278638	Case reg over 4 years ago	167.55
19262976	Case reg over 8 years ago	138.00
19252137	Case reg over 8 years ago	128.00
19279095	Case reg over 8 years ago	128.00
19216315	Case reg over 8 years ago	118.00
19218126	Case reg over 8 years ago	118.00
19269805	Case reg over 8 years ago	203.00
19225729	Case reg over 8 years ago	128.00
19258621	Case reg over 8 years ago	128.00
19225304	Case reg over 8 years ago	118.00
19269965	Case reg over 8 years ago	178.00
19225532	Case reg over 8 years ago	118.00
19251378	Case reg over 8 years ago	118.00
19227973	Case reg over 8 years ago	118.00
19227989	Case reg over 8 years ago	118.00
19247853	Case reg over 8 years ago	153.00
19271548	Case reg over 8 years ago	138.00
19227318	Case reg over 8 years ago	118.00
19219599	Case reg over 8 years ago	193.00
19258290	Case reg over 8 years ago	128.00
19276106	Case reg over 8 years ago	138.00
19279449	Case reg over 8 years ago	138.00
19227277	Case reg over 8 years ago	193.00
19231507	Case reg over 8 years ago	118.00
19205043	Case reg over 8 years ago	153.00
19223922	Case reg over 8 years ago	118.00
19277635	Case reg over 8 years ago	138.00
19237424	Case reg over 8 years ago	118.00
1815250	Case reg over 8 years ago	128.00
19268350	Case reg over 8 years ago	128.00
19264964	Case reg over 8 years ago	128.00
19267267	Case reg over 8 years ago	128.00
19376152	Case reg over 4 years ago	188.25
19374636	Case reg over 4 years ago	153.25
19541017	Uneconomical to enf	0.40
19386245	Case reg over 4 years ago	155.25
20271408	Uneconomical to enf	0.10
19820092	Offender deceased	170.55
19641675	Offender deceased	256.60



CITY OF VINCENT

INFORMATION BULLETIN

19581338	Offender deceased	256.60
200110	Insufficient details to enf	371.60
19365582	Company no longer registered	188.25
19820059	Offender deceased	170.55
19701903	Company no longer registered	191.60
19386560	Company no longer registered	168.95
19332645	Insufficient details to enf	224.90
19359918	Company no longer registered	227.95
19286289	Insufficient details to enf	142.55
19276744	Insufficient details to enf	142.55
19295283	Insufficient details to enf	174.10
19297789	Insufficient details to enf	174.10
19309156	Insufficient details to enf	139.10
19310140	Case reg over 8 years ago	139.10
19291605	Offender deceased	133.70
19281360	Insufficient details to enf	143.70
19292765	Insufficient details to enf	208.70
19292954	Case reg over 4 years ago	208.70
19282384	Insufficient details to enf	167.55
19278751	Insufficient details to enf	167.55
19280711	Insufficient details to enf	207.55
19304329	Insufficient details to enf	177.35
19306835	Insufficient details to enf	140.60
19299464	Insufficient details to enf	143.70
19295005	Insufficient details to enf	168.70
19290277	Offender deceased	208.70
19285364	Insufficient details to enf	343.70
19349621	Insufficient details to enf	361.70
19386727	Case reg over 4 years ago	158.95
19970198	Uneconomical to enf	0.80
19373323	Case reg over 4 years ago	195.35
19753643	Uneconomical to enf	0.90
19462704	Case reg over 4 years ago	170.35
19416852	Case reg over 4 years ago	168.95
19451032	Case reg over 4 years ago	158.95
19413553	Case reg over 4 years ago	115.47
19450951	Case reg over 4 years ago	158.95
19385896	Case reg over 4 years ago	158.95
19413299	Case reg over 4 years ago	168.95
19413024	Case reg over 4 years ago	158.95
19443529	Case reg over 4 years ago	160.35
19281219	Case reg over 8 years ago	132.55
19286374	Case reg over 8 years ago	142.55
19281534	Case reg over 8 years ago	132.55
19288114	Case reg over 8 years ago	142.55
19282635	Case reg over 8 years ago	132.55



CITY OF VINCENT

INFORMATION BULLETIN

19282767	Case reg over 8 years ago	132.55
19282778	Case reg over 8 years ago	132.55
19283183	Case reg over 8 years ago	132.55
19283184	Case reg over 8 years ago	132.55
19283431	Case reg over 8 years ago	132.55
19283433	Case reg over 8 years ago	132.55
19283906	Case reg over 8 years ago	132.55
19277381	Case reg over 8 years ago	167.55
19284214	Case reg over 8 years ago	132.55
19284218	Case reg over 8 years ago	132.55
19284223	Case reg over 8 years ago	132.55
19284234	Case reg over 8 years ago	132.55
19284310	Case reg over 8 years ago	132.55
19284320	Case reg over 8 years ago	132.55
19280801	Case reg over 8 years ago	167.55
19285007	Case reg over 8 years ago	132.55
19282677	Case reg over 8 years ago	167.55
19283063	Case reg over 8 years ago	167.55
19285409	Case reg over 8 years ago	132.55
19285839	Case reg over 8 years ago	132.55
19283488	Case reg over 8 years ago	167.55
19283570	Case reg over 8 years ago	167.55
19288119	Case reg over 8 years ago	132.55
19276667	Case reg over 8 years ago	142.55
19273115	Case reg over 8 years ago	207.55
19273773	Case reg over 8 years ago	207.55
19276683	Case reg over 8 years ago	207.55
19282262	Case reg over 8 years ago	207.55
19286272	Case reg over 8 years ago	142.55
19286326	Case reg over 8 years ago	142.55
19286327	Case reg over 8 years ago	142.55
19283481	Case reg over 8 years ago	207.55
19288076	Case reg over 8 years ago	142.55
19284276	Case reg over 8 years ago	207.55
19278386	Case reg over 8 years ago	207.55
19287687	Case reg over 8 years ago	207.55
19267164	Case reg over 8 years ago	232.55
19275581	Case reg over 8 years ago	232.55
19277041	Case reg over 8 years ago	142.55
19256844	Case reg over 8 years ago	197.55
19262723	Case reg over 8 years ago	197.55
19270238	Case reg over 8 years ago	167.55
19278172	Case reg over 8 years ago	207.55
19273797	Case reg over 8 years ago	142.55
19281277	Case reg over 8 years ago	207.55
19271572	Case reg over 8 years ago	167.55



CITY OF VINCENT

INFORMATION BULLETIN

19276610	Case reg over 8 years ago	142.55
19272440	Case reg over 8 years ago	167.55
19272941	Case reg over 8 years ago	167.55
19284237	Case reg over 8 years ago	207.55
19276712	Case reg over 8 years ago	142.55
19286905	Case reg over 8 years ago	207.55
19277190	Case reg over 8 years ago	142.55
19273071	Case reg over 8 years ago	142.55
19277260	Case reg over 8 years ago	142.55
19279386	Case reg over 8 years ago	142.55
19273922	Case reg over 8 years ago	167.55
19272912	Case reg over 8 years ago	207.55
19276793	Case reg over 8 years ago	207.55
19277544	Case reg over 8 years ago	207.55
19282425	Case reg over 8 years ago	207.55
19268392	Case reg over 8 years ago	167.55
19279197	Case reg over 8 years ago	167.55
19276639	Case reg over 8 years ago	167.55
19283814	Case reg over 8 years ago	167.55
19283815	Case reg over 8 years ago	167.55
19278643	Case reg over 8 years ago	182.55
19278691	Case reg over 8 years ago	182.55
19262546	Case reg over 8 years ago	142.55
19282319	Case reg over 8 years ago	167.55
19285464	Case reg over 8 years ago	167.55
19287006	Case reg over 8 years ago	142.55
19276279	Case reg over 8 years ago	142.55
19276280	Case reg over 8 years ago	142.55
19286397	Case reg over 8 years ago	167.55
19277302	Case reg over 8 years ago	142.55
19287076	Case reg over 8 years ago	167.55
19288177	Case reg over 8 years ago	142.55
19272931	Case reg over 8 years ago	342.55
19263419	Case reg over 8 years ago	122.55
19279906	Case reg over 8 years ago	142.55
19270948	Case reg over 8 years ago	132.55
19277627	Case reg over 8 years ago	342.55
19272954	Case reg over 8 years ago	132.55
19273985	Case reg over 8 years ago	132.55
19279275	Case reg over 8 years ago	342.55
19280052	Case reg over 8 years ago	342.55
19283503	Case reg over 8 years ago	142.55
19276275	Case reg over 8 years ago	132.55
19283087	Case reg over 8 years ago	342.55
19283577	Case reg over 8 years ago	142.55
19276729	Case reg over 8 years ago	132.55



CITY OF VINCENT

INFORMATION BULLETIN

19283158	Case reg over 8 years ago	342.55
19283596	Case reg over 8 years ago	142.55
19277573	Case reg over 8 years ago	132.55
19278847	Case reg over 8 years ago	132.55
19278883	Case reg over 8 years ago	132.55
19286094	Case reg over 8 years ago	142.55
19278954	Case reg over 8 years ago	132.55
19286095	Case reg over 8 years ago	142.55
19286096	Case reg over 8 years ago	142.55
19279800	Case reg over 8 years ago	132.55
19286277	Case reg over 8 years ago	142.55
19286284	Case reg over 8 years ago	142.55
19276333	Case reg over 8 years ago	167.55
19266391	Case reg over 8 years ago	167.55
19271602	Case reg over 8 years ago	157.55
903369	Case reg over 8 years ago	207.55
19288821	Case reg over 8 years ago	207.55
19274899	Case reg over 8 years ago	167.55
19290058	Case reg over 8 years ago	207.55
19276987	Case reg over 8 years ago	167.55
19281599	Case reg over 8 years ago	167.55
19282840	Case reg over 8 years ago	167.55
19282861	Case reg over 8 years ago	167.55
19282888	Case reg over 8 years ago	167.55
19287188	Case reg over 8 years ago	142.55
19285202	Case reg over 8 years ago	167.55
19290104	Case reg over 8 years ago	167.55
19274807	Case reg over 8 years ago	132.55
19274913	Case reg over 8 years ago	132.55
19278095	Case reg over 8 years ago	132.55
19279799	Case reg over 8 years ago	132.55
19286665	Case reg over 8 years ago	132.55
19287198	Case reg over 8 years ago	132.55
19289059	Case reg over 8 years ago	132.55
19278784	Case reg over 8 years ago	142.55
19280603	Case reg over 8 years ago	207.55
19283179	Case reg over 8 years ago	207.55
19285253	Case reg over 8 years ago	207.55
19285573	Case reg over 8 years ago	207.55
19285933	Case reg over 8 years ago	207.55
19281348	Case reg over 8 years ago	207.55
19285226	Case reg over 8 years ago	207.55
19289921	Case reg over 8 years ago	207.55
19284968	Case reg over 8 years ago	142.55
19287115	Case reg over 8 years ago	142.55
19287127	Case reg over 8 years ago	142.55



CITY OF VINCENT

INFORMATION BULLETIN

19273297	Case reg over 8 years ago	168.70
19273313	Case reg over 8 years ago	168.70
19274964	Case reg over 8 years ago	168.70
19291009	Case reg over 8 years ago	143.70
19289657	Case reg over 8 years ago	168.70
19286464	Case reg over 8 years ago	208.70
19290935	Case reg over 8 years ago	208.70
19263908	Case reg over 8 years ago	133.70
19271781	Case reg over 8 years ago	133.70
19273441	Case reg over 8 years ago	133.70
19286561	Case reg over 8 years ago	168.70
19289791	Case reg over 8 years ago	168.70
19283223	Case reg over 8 years ago	133.70
19287266	Case reg over 8 years ago	133.70
19293302	Case reg over 8 years ago	133.70
19293367	Case reg over 8 years ago	133.70
19286469	Case reg over 8 years ago	208.70
19261233	Case reg over 8 years ago	197.55
19273787	Case reg over 8 years ago	208.70
19284025	Case reg over 8 years ago	168.70
19275676	Case reg over 8 years ago	143.70
19275685	Case reg over 8 years ago	143.70
19267676	Case reg over 8 years ago	128.00
19281990	Case reg over 8 years ago	128.00
19279975	Case reg over 8 years ago	138.00
19271374	Case reg over 8 years ago	128.00
19262717	Case reg over 8 years ago	128.00
19265208	Case reg over 8 years ago	118.00
19276527	Case reg over 8 years ago	203.00
19269806	Case reg over 8 years ago	203.00
19271390	Case reg over 8 years ago	203.00
19279081	Case reg over 8 years ago	163.00
19275243	Case reg over 8 years ago	203.00
19279458	Case reg over 8 years ago	163.00
19226671	Case reg over 8 years ago	118.00
19226679	Case reg over 8 years ago	118.00
19272854	Case reg over 8 years ago	178.00
19237047	Case reg over 8 years ago	128.00
19273652	Case reg over 8 years ago	178.00
19251998	Case reg over 8 years ago	128.00
19273734	Case reg over 8 years ago	178.00
19226712	Case reg over 8 years ago	118.00
19276511	Case reg over 8 years ago	178.00
19273045	Case reg over 8 years ago	128.00
19223457	Case reg over 8 years ago	128.00
19258964	Case reg over 8 years ago	138.00



INFORMATION BULLETIN

19223578	Case reg over 8 years ago	128.00
1752176	Case reg over 8 years ago	118.00
19269460	Case reg over 8 years ago	138.00
19223045	Case reg over 8 years ago	118.00
19274689	Case reg over 8 years ago	138.00
19229357	Case reg over 8 years ago	118.00
19279082	Case reg over 8 years ago	138.00
19279084	Case reg over 8 years ago	138.00
1671809	Case reg over 8 years ago	118.00
19258418	Case reg over 8 years ago	193.00
19202255	Case reg over 8 years ago	193.00
19280368	Case reg over 8 years ago	138.00
19274722	Case reg over 8 years ago	188.00
19280400	Case reg over 8 years ago	138.00
1823317	Case reg over 8 years ago	118.00
19263636	Case reg over 8 years ago	128.00
19262384	Case reg over 8 years ago	163.00
19243526	Case reg over 8 years ago	163.00
19273054	Case reg over 8 years ago	203.00
19201701	Case reg over 8 years ago	153.00
19269811	Case reg over 8 years ago	188.00
19278276	Case reg over 8 years ago	188.00
19268651	Case reg over 8 years ago	138.00
19238734	Case reg over 8 years ago	153.00
19261814	Case reg over 8 years ago	188.00
19269848	Case reg over 8 years ago	163.00
19276449	Case reg over 8 years ago	338.00
19273214	Case reg over 8 years ago	163.00
19263492	Case reg over 8 years ago	118.00
19274002	Case reg over 8 years ago	138.00
19279044	Case reg over 8 years ago	138.00
19264515	Case reg over 8 years ago	128.00
19266921	Case reg over 8 years ago	128.00
19261476	Case reg over 8 years ago	118.00
19268275	Case reg over 8 years ago	128.00
19280487	Case reg over 8 years ago	138.00
19254540	Case reg over 8 years ago	193.00
19267175	Case reg over 8 years ago	128.00
19272420	Case reg over 8 years ago	163.00
1846385	Case reg over 8 years ago	193.00
19221521	Case reg over 8 years ago	193.00
19207662	Case reg over 8 years ago	128.00
19267347	Case reg over 8 years ago	128.00
19373980	Case reg over 4 years ago	158.95
19431956	Case reg over 4 years ago	158.95
19760483	Uneconomical to enf	6.34



CITY OF VINCENT

INFORMATION BULLETIN

19378919	Case reg over 4 years ago	195.35
19381855	Case reg over 4 years ago	233.95
19443383	Case reg over 4 years ago	168.95
19383241	Case reg over 4 years ago	168.95
19315456	Company no longer registered	217.35
19398073	Company no longer registered	170.35
19322171	Company no longer registered	142.35
19390423	Company no longer registered	170.35
20250185	Offender deceased	262.30
19500497	Offender deceased	194.70
19335372	Insufficient details to enf	162.95
19257895	Offender deceased	167.55
19290556	Insufficient details to enf	174.10
19287329	Insufficient details to enf	208.70
19292691	Insufficient details to enf	133.70
19293389	Insufficient details to enf	133.70
19297104	Insufficient details to enf	143.70
19292126	Insufficient details to enf	168.70
19303419	Case reg over 4 years ago	133.70
19308267	Insufficient details to enf	168.70
19307018	Insufficient details to enf	343.70
19303277	Insufficient details to enf	133.70
19272003	Offender deceased	168.70
19309914	Offender deceased	74.00
19313963	Insufficient details to enf	142.35
19296944	Insufficient details to enf	208.70
19881367	Company no longer registered	216.60
19334701	Company no longer registered	188.25
19372827	Case reg over 4 years ago	188.25
19860673	Uneconomical to enf	0.20
19342163	Case reg over 4 years ago	122.80
19360099	Case reg over 4 years ago	187.95
19380971	Case reg over 4 years ago	153.25
19277980	Case reg over 8 years ago	167.55
19285009	Case reg over 8 years ago	132.55
19283484	Case reg over 8 years ago	167.55
19286178	Case reg over 8 years ago	132.55
19283950	Case reg over 8 years ago	167.55
19286847	Case reg over 8 years ago	167.55
19288129	Case reg over 8 years ago	132.55
19283191	Case reg over 8 years ago	142.55
19272972	Case reg over 8 years ago	207.55
19285803	Case reg over 8 years ago	207.55
19272991	Case reg over 8 years ago	207.55
19276618	Case reg over 8 years ago	182.55
19283807	Case reg over 8 years ago	167.55



INFORMATION BULLETIN

19284904	Case reg over 8 years ago	167.55
19283863	Case reg over 8 years ago	142.55
19301466	Case reg over 4 years ago	149.10
19283394	Case reg over 8 years ago	133.70
19294414	Case reg over 8 years ago	143.70
19294617	Case reg over 8 years ago	143.70
19286583	Case reg over 8 years ago	133.70
19288375	Case reg over 8 years ago	133.70
19284142	Case reg over 8 years ago	168.70
19289520	Case reg over 8 years ago	133.70
19292092	Case reg over 8 years ago	168.70
19275022	Case reg over 8 years ago	208.70
19275101	Case reg over 8 years ago	208.70
19283363	Case reg over 8 years ago	208.70
19287438	Case reg over 8 years ago	208.70
19289403	Case reg over 8 years ago	208.70
19289581	Case reg over 8 years ago	208.70
19292127	Case reg over 8 years ago	208.70
19292604	Case reg over 8 years ago	208.70
19294977	Case reg over 8 years ago	208.70
19292039	Case reg over 8 years ago	133.70
19292134	Case reg over 8 years ago	133.70
19292135	Case reg over 8 years ago	133.70
19275777	Case reg over 8 years ago	143.70
19292469	Case reg over 8 years ago	133.70
19284529	Case reg over 8 years ago	143.70
19292662	Case reg over 8 years ago	133.70
19292690	Case reg over 8 years ago	133.70
19288234	Case reg over 8 years ago	143.70
19292893	Case reg over 8 years ago	133.70
19291045	Case reg over 8 years ago	143.70
19293663	Case reg over 8 years ago	133.70
19294325	Case reg over 8 years ago	133.70
19294840	Case reg over 8 years ago	133.70
19297053	Case reg over 8 years ago	143.70
19300651	Case reg over 8 years ago	208.70
19292005	Case reg over 8 years ago	208.70
19298884	Case reg over 8 years ago	233.70
19263279	Case reg over 8 years ago	208.70
19288311	Case reg over 8 years ago	208.70
19300620	Case reg over 8 years ago	208.70
19281042	Case reg over 8 years ago	208.70
19284170	Case reg over 8 years ago	208.70
19263229	Case reg over 8 years ago	168.70
19263239	Case reg over 8 years ago	168.70
19263307	Case reg over 8 years ago	168.70



CITY OF VINCENT

INFORMATION BULLETIN

19273370	Case reg over 8 years ago	168.70
19291979	Case reg over 8 years ago	208.70
19281095	Case reg over 8 years ago	168.70
19283706	Case reg over 8 years ago	168.70
19284190	Case reg over 8 years ago	168.70
19292014	Case reg over 8 years ago	183.70
19288702	Case reg over 8 years ago	168.70
19291955	Case reg over 8 years ago	168.70
19285665	Case reg over 8 years ago	143.70
19287250	Case reg over 8 years ago	143.70
19287370	Case reg over 8 years ago	143.70
19292944	Case reg over 8 years ago	168.70
19287371	Case reg over 8 years ago	143.70
19291149	Case reg over 8 years ago	143.70
19275075	Case reg over 8 years ago	133.70
19275153	Case reg over 8 years ago	133.70
19275728	Case reg over 8 years ago	133.70
19275750	Case reg over 8 years ago	133.70
19283333	Case reg over 8 years ago	133.70
19294364	Case reg over 8 years ago	143.70
19283389	Case reg over 8 years ago	133.70
19285100	Case reg over 8 years ago	167.55
19289001	Case reg over 8 years ago	142.55
19285895	Case reg over 8 years ago	167.55
19274891	Case reg over 8 years ago	132.55
19287167	Case reg over 8 years ago	132.55
19289919	Case reg over 8 years ago	142.55
19281316	Case reg over 8 years ago	207.55
19270324	Case reg over 8 years ago	142.55
19280974	Case reg over 8 years ago	143.70
19281075	Case reg over 8 years ago	143.70
19288994	Case reg over 8 years ago	143.70
19276309	Case reg over 8 years ago	167.55
19282894	Case reg over 8 years ago	167.55
19284452	Case reg over 8 years ago	168.70
19284984	Case reg over 8 years ago	167.55
19285248	Case reg over 8 years ago	167.55
19286544	Case reg over 8 years ago	168.70
19287841	Case reg over 8 years ago	168.70
19289200	Case reg over 8 years ago	168.70
19292279	Case reg over 8 years ago	133.70
19286471	Case reg over 8 years ago	233.70
19279335	Case reg over 8 years ago	207.55
19287263	Case reg over 8 years ago	208.70
19270377	Case reg over 8 years ago	143.70
19268345	Case reg over 8 years ago	138.00



CITY OF VINCENT

INFORMATION BULLETIN

19278273	Case reg over 8 years ago	128.00
19208094	Case reg over 8 years ago	128.00
19206823	Case reg over 8 years ago	128.00
19269895	Case reg over 8 years ago	128.00
19206866	Case reg over 8 years ago	101.00
19264612	Case reg over 8 years ago	118.00
19264493	Case reg over 8 years ago	138.00
19225831	Case reg over 8 years ago	128.00
19262435	Case reg over 8 years ago	203.00
19244523	Case reg over 8 years ago	118.00
19245917	Case reg over 8 years ago	118.00
19258522	Case reg over 8 years ago	193.00
19269880	Case reg over 8 years ago	203.00
19276450	Case reg over 8 years ago	128.00
19276836	Case reg over 8 years ago	128.00
19218513	Case reg over 4 years ago	128.00
19269506	Case reg over 8 years ago	138.00
19231745	Case reg over 8 years ago	128.00
19268449	Case reg over 8 years ago	118.00
19208474	Case reg over 8 years ago	193.00
19269663	Case reg over 8 years ago	118.00
19279087	Case reg over 8 years ago	138.00
19259588	Case reg over 8 years ago	128.00
19204019	Case reg over 4 years ago	118.00
19279932	Case reg over 8 years ago	163.00
19238901	Case reg over 8 years ago	128.00
19268254	Case reg over 8 years ago	163.00
19205060	Case reg over 8 years ago	118.00
19268913	Case reg over 8 years ago	163.00
1610503	Case reg over 8 years ago	115.00
19205545	Case reg over 4 years ago	118.00
19209433	Case reg over 4 years ago	118.00
1610715	Case reg over 8 years ago	150.00
19269861	Case reg over 8 years ago	163.00
19275242	Case reg over 8 years ago	338.00
19204419	Case reg over 8 years ago	128.00
19202829	Case reg over 8 years ago	128.00
1910765	Case reg over 8 years ago	128.00
19263902	Case reg over 8 years ago	153.00
1873393	Case reg over 8 years ago	118.00
19202873	Case reg over 4 years ago	72.00
19263823	Case reg over 8 years ago	118.00
19264963	Case reg over 8 years ago	128.00
19268388	Case reg over 8 years ago	128.00
19267191	Case reg over 8 years ago	128.00
19268260	Case reg over 8 years ago	338.00



CITY OF VINCENT

INFORMATION BULLETIN

19259100	Case reg over 8 years ago	128.00
19277663	Case reg over 8 years ago	128.00
19259254	Case reg over 8 years ago	118.00
19443596	Case reg over 4 years ago	158.95
19349654	Insufficient details to enf	161.70
20101025	Uneconomical to Enforce	1.60
19338714	Insufficient details to enf	186.70
19750770	Offender deceased	180.55
19640778	Offender deceased	180.55
19327026	Insufficient details to enf	152.35
19750724	Offender deceased	180.55
19343484	Insufficient details to enf	161.70
19302913	Insufficient details to enf	139.10
19313074	Insufficient details to enf	174.10
19284765	Insufficient details to enf	139.10
19299500	Insufficient details to enf	143.70
19300105	Insufficient details to enf	133.70
19445368	Case reg over 4 years ago	170.35
19464244	Case reg over 4 years ago	195.35
19353059	Case reg over 4 years ago	161.70
19357278	Case reg over 4 years ago	170.35
19445645	Case reg over 4 years ago	91.35
19413910	Case reg over 4 years ago	170.35
19445093	Case reg over 4 years ago	170.35
19375980	Case reg over 4 years ago	69.90
19366062	Case reg over 4 years ago	228.25
19360939	Case reg over 4 years ago	162.95
19286349	Case reg over 8 years ago	142.55
19286247	Case reg over 8 years ago	142.55
19289818	Case reg over 8 years ago	207.55
19266319	Case reg over 8 years ago	142.55
19277511	Case reg over 8 years ago	167.55
19279765	Case reg over 8 years ago	207.55
19278936	Case reg over 8 years ago	167.55
19282694	Case reg over 8 years ago	167.55
19272953	Case reg over 8 years ago	142.55
19286093	Case reg over 8 years ago	142.55
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19288356	Case reg over 8 years ago	168.70
19275160	Case reg over 8 years ago	143.70
19287507	Case reg over 8 years ago	143.70
19287531	Case reg over 8 years ago	143.70



CITY OF VINCENT

INFORMATION BULLETIN

19299974	Case reg over 8 years ago	168.70
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19284753	Case reg over 8 years ago	168.70
19289290	Case reg over 8 years ago	168.70
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19299829	Case reg over 8 years ago	168.70
19309048	Case reg over 8 years ago	133.70
19301792	Case reg over 8 years ago	168.70
19308283	Case reg over 8 years ago	143.70
19304754	Case reg over 8 years ago	208.70
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19302168	Case reg over 8 years ago	143.70
19305225	Case reg over 8 years ago	168.70
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19305588	Case reg over 8 years ago	208.70
19307122	Case reg over 8 years ago	168.70
19297829	Case reg over 8 years ago	143.70
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19297933	Case reg over 8 years ago	143.70
19284781	Case reg over 8 years ago	133.70
19296536	Case reg over 8 years ago	133.70
19301947	Case reg over 8 years ago	143.70
19297936	Case reg over 8 years ago	133.70
19298709	Case reg over 8 years ago	133.70
19301552	Case reg over 8 years ago	133.70
19301556	Case reg over 8 years ago	133.70
19307819	Case reg over 8 years ago	143.70
19308159	Case reg over 8 years ago	143.70
19308366	Case reg over 8 years ago	143.70
19303271	Case reg over 8 years ago	133.70
19303303	Case reg over 8 years ago	133.70
19281292	Case reg over 8 years ago	167.55
19286401	Case reg over 8 years ago	167.55
19285497	Case reg over 8 years ago	142.55
19305842	Case reg over 8 years ago	133.70
19291320	Case reg over 8 years ago	133.70
19291658	Case reg over 8 years ago	133.70
19291795	Case reg over 8 years ago	133.70
19306232	Case reg over 8 years ago	133.70
19296118	Case reg over 8 years ago	143.70
19293767	Case reg over 8 years ago	133.70



CITY OF VINCENT

INFORMATION BULLETIN

19297439	Case reg over 8 years ago	143.70
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19293826	Case reg over 8 years ago	133.70
19297493	Case reg over 8 years ago	143.70
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19294476	Case reg over 8 years ago	133.70
19296351	Case reg over 8 years ago	143.70
19294575	Case reg over 8 years ago	133.70
19296435	Case reg over 8 years ago	143.70
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19298071	Case reg over 8 years ago	133.70
19300970	Case reg over 8 years ago	143.70
19301004	Case reg over 8 years ago	143.70
19299625	Case reg over 8 years ago	208.70
19301017	Case reg over 8 years ago	143.70



INFORMATION BULLETIN

19301028	Case reg over 8 years ago	143.70
19296987	Case reg over 8 years ago	168.70
19301204	Case reg over 8 years ago	143.70
19302263	Case reg over 8 years ago	208.70
19298134	Case reg over 8 years ago	168.70
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19299865	Case reg over 8 years ago	168.70
19299324	Case reg over 8 years ago	133.70
19300836	Case reg over 8 years ago	168.70
19302016	Case reg over 8 years ago	143.70
19293076	Case reg over 8 years ago	208.70
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19302853	Case reg over 8 years ago	143.70
19299905	Case reg over 8 years ago	133.70
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19304177	Case reg over 8 years ago	143.70
19300292	Case reg over 8 years ago	133.70
19304572	Case reg over 8 years ago	168.70
19281612	Case reg over 8 years ago	143.70
19281708	Case reg over 8 years ago	143.70
19300524	Case reg over 8 years ago	133.70
19304737	Case reg over 8 years ago	143.70
19285739	Case reg over 8 years ago	143.70
19305810	Case reg over 8 years ago	143.70
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19301321	Case reg over 8 years ago	133.70
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CITY OF VINCENT

INFORMATION BULLETIN

19281602	Case reg over 8 years ago	133.70
19290204	Case reg over 8 years ago	208.70
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19293938	Case reg over 8 years ago	143.70
19293159	Case reg over 8 years ago	208.70
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19291554	Case reg over 8 years ago	208.70
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19236752	Case reg over 8 years ago	193.00
19261343	Case reg over 8 years ago	178.00
19275874	Case reg over 8 years ago	203.00
19233799	Case reg over 8 years ago	118.00
19281869	Case reg over 8 years ago	163.00
19250279	Case reg over 8 years ago	128.00
19241531	Case reg over 8 years ago	153.00
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19263761	Case reg over 8 years ago	128.00
19265577	Case reg over 8 years ago	128.00
19241599	Case reg over 8 years ago	128.00
19257330	Case reg over 8 years ago	168.00
19373603	Case reg over 4 years ago	153.25
19463811	Case reg over 4 years ago	170.35
19332876	Company no longer registered	184.90
19522142	Company no longer registered	259.70
20250567	Offender deceased	262.80
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19297566	Insufficient details to enf	149.10
19306951	Insufficient details to enf	149.10
19310168	Insufficient details to enf	149.10
19314817	Insufficient details to enf	149.10
19299948	Insufficient details to enf	168.70
19298786	Insufficient details to enf	343.70



INFORMATION BULLETIN

19308619	Insufficient details to enf	168.70
19314243	Insufficient details to enf	175.60
19317498	Insufficient details to enf	140.60
19295594	Insufficient details to enf	152.35
19319954	Insufficient details to enf	142.35
19310252	Insufficient details to enf	140.60
19321657	Insufficient details to enf	217.35
20092523	Offender deceased	262.80
19443428	Offender deceased	168.95



Special Meeting of Council

Thursday, 21 September 2023

MINUTES

These Minutes were confirmed as a true and correct record of proceedings at a meeting held on 19 October 2023.

Signature:
Chair

*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park*

Minutes Special Meeting of Council – 21 September 2023

MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Alaine 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 Ife	Cr Claire Anderson
City of Vincent	Cr Ashley Wallace	Cr Jonathan Hallett
City of Wanneroo	Cr Brett Treby Cr Glynis Parker	Cr Linda Aitken Cr Vinh Nguyen

Minutes Special Meeting of Council – 21 September 2023

PRESENT

Chair	Cr Bianca Sandri
Deputy Chair	Cr Suzanne Migdale
Councillors	Cr John Chester Cr Bronwyn Ife Cr Nige Jones Cr Glynis Parker Cr Karlo Perkov Cr Brett Treby
Apologies Councillors	Cr Alaine Haddon-Casey Cr Ashley Wallace
Leave of Absence	Cr Tony Krsticevic (28 August 2023 to 17 October 2023)
Absent	Cr Brent Fleeton
Staff	Mr Chris Adams (Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Mr Daniel Govus (Senior Governance Officer - City of Stirling)
Consultants	Nil
Apologies Participant Councils' Advisers	Mr Steve Holden (City of Perth) Mr Mat Humphrey (City of Joondalup) Ms Noelene Jennings (City of Wanneroo) Mr David MacLennan (City of Vincent) Mr Stevan Rodic (City of Stirling) Mr Gary Tuffin (Town of Cambridge) Mr Anthony Vuleta (Town of Victoria Park)
Members of the Public	Nil
Press	Nil

1. OFFICIAL OPENING

The Chair declared the meeting open at 6:04pm.

2. APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence: Cr Tony Krsticevic

Minutes Special Meeting of Council – 21 September 2023

Apologies: Cr Alaine Haddon-Casey
Cr Ashley Wallace

DISCLOSURE OF INTERESTS

Nil.

3. PUBLIC STATEMENT/QUESTION TIME

Nil.

4. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

The Chair advised the Council that she had resigned as a Councillor effective 21 October 2023. The Chair thanked all Councillors and staff of Catalina Regional Council for their assistance during her term as Chair of CRC.

The Chair recognised the service of Cr Brett Treby who will be retiring at the upcoming 2023 Local Government Elections. In particular the Chair acknowledged Cr Treby's outstanding service to Tamala Park Regional Council and Catalina Regional Council, being the longest serving member of this Council. The Chair and Council wished Cr Treby well for the future.

5. PETITIONS

Nil.

6. ADMINISTRATION REPORTS AS PRESENTED

6.1. STATEMENT OF FINANCIAL ACTIVITY - JULY 2023

Moved Cr Migdale, Seconded Cr Treby.

That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 31 July 2023.

The Motion was put and declared CARRIED (8/0).

For: Crs Chester, Ife, Jones, Migdale, Parker, Perkov, Sandri and Treby.

Against: Nil.

Minutes Special Meeting of Council – 21 September 2023

6.2. LIST OF MONTHLY ACCOUNTS SUBMITTED - JULY 2023

Moved Cr Chester, Seconded Cr Jones.

That the Council:

- 1. RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for July 2023 - \$891,636.78.**
- 2. APPROVES the CEO Credit Card Statement for July 2023.**

The Motion was put and declared CARRIED (8/0).

For: Crs Chester, Ife, Jones, Migdale, Parker, Perkov, Sandri, and Treby.

Against: Nil.

6.3. STAGE 39 CIVIL CONSTRUCTION & 41-43 BULK EARTHWORKS

Moved Cr Migdale, Seconded Cr Treby.

That the Council:

- 1. AGREES to bring forward the timing of Stage 39 construction and sales in Catalina Green into the current financial year;**
- 2. APPROVES the award of civil construction of Stage 39 for the contract sum of \$5,970,299.96 (excluding GST) to Ralmana Pty Ltd trading as RJ Vincent;**
- 3. AUTHORISES the Chief Executive Officer to award the Stages 41 - 43 bulk earthworks under the civil works construction contract associated with Tender 03/2023, subject to the costs being in accordance with Council-approved rates; and**
- 4. NOTES the need to make appropriate adjustments to the Project Budget FYE 2024 for construction expenditure and revenue for Stage 39 and expenditure for the Stages 41 - 43 bulk earthworks being brought forward as components of the mid-year budget review.**

The Motion was put and declared CARRIED by an Absolute Majority (8/0).

For: Crs Chester, Ife, Jones, Migdale, Parker, Perkov, Sandri, and Treby.

Against: Nil.

7. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil.

Minutes Special Meeting of Council – 21 September 2023

8. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil.

9. URGENT BUSINESS APPROVED BY THE CHAIR

Nil.

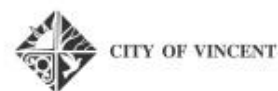
10. GENERAL BUSINESS

Nil.

11. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 6:13pm.

MINUTES



ARTS ADVISORY GROUP

Wednesday 30 August 2023
5:30pm – 7:30pm

Venue: Committee Room
City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville

Attendees:

City of Vincent Councillors

Cr Suzanne Worner (SW)
Cr Alex Castle (AC)

Community Representatives

Chakris Srisuwan (CS)	Helen Turner (HT)
Iwan Isnin (II)	Marisa Santosa (MS)
Kate Rae (KR)	Paula Hart (PH)

City of Vincent Officers

Georgia Lawrence, A/Executive Manager Urban Design and Strategic Projects (GL)
Lauren Formentin, Place Planner – Arts (LF)
Holly Mason, Strategic Planner (HM)

Guests

Michelle Prater, Owner (MP) COV - OFFICIAL - SENSITIVE
Simon Venturi, Director and Architect at NOMA* (SV)

1. Welcome/Declaration of Opening

SW opened the meeting at 5:33pm and delivered the Acknowledgement of Country.

2. Apologies

Carolyn Karnovsky, Claudia Alessi, Elaine Hanlon, Leah Robbie, Sue-Lyn Moyle.

3. Confirmation of the Minutes

That the Minutes of the meeting held on 7 June 2023 were received and confirmed as true and correct record.

4. Business

4.1 Pickle District Planning Framework and Percent for Art Policy

An update was provided regarding the recent endorsement of the Pickle District Planning Framework (PDPF). Cultural infrastructure will be prioritised in this precinct.

4.2 Public Art Strategy for Sir Charles Quarter (SCQ), 463-507 Newcastle Street, West Perth (SV, MP)

Presentation

The group was given an overview of the SCQ project, Public Art Strategy and Activation Strategy which has been lodged seeking development approval.

- The history and the unique character of the site was discussed, with the intention for sourced artists to integrate the forms and characteristics of the site to define a unique character for the precinct.
- The strategy provides a high-level approach and aspirations for the site.
- Artist briefs will be created for each individual project within the site.
- There isn't anticipated to be any significant changes to the process with the recent endorsement of the PDPF.
- Developers will be encouraged to include cultural infrastructure projects. The Commons public space was referenced as an adaptable space which could be used for outdoor galleries or exhibition spaces. Spain and Portugal were provided as examples of places where this work has been successful.
- A virtual tour/QR code app is going to be developed to provide digital information to visitors to the site.
- Full spectrum of art forms would be considered.

Questions / Discussion

- The artist procurement process was questioned, and whether an Arts Consultant would be engaged for all stages of the project. Questions were raised about the spectrum of artists being employed in each artwork project, with concerns that more senior WA artists might be overlooked. Whilst an Arts Consultant (Simon Venturi, NOMA*) was engaged for the Public Art Strategy, an Arts Consultant has not yet been engaged for the artist procurement and delivery of the artworks. The absence of an Arts Consultant engaged in the management of this project raised further discussion on the possible impact this could have on the overall outcomes. Questions surrounding the support and professional guidance that would be available for emerging artists were raised. Recognition of the challenges faced in delivering realistic and achievable outcomes led to discussions on the significance of understanding the budgeting and programming of various artforms, concepts and materials adding greater weight to the consideration of an Arts Consultant. Concerns regarding the reach of the procurement process to Aboriginal communities that might not have access to this process were also raised. Consideration of engaging an Aboriginal Representative was suggested.
 - Extending engagement of Art Consultant into procurement and delivery is being considered for the project – the AAG strongly advise that an Art Consultant is engaged for these stages.
 - SCQ has four artists in mind, and other artworks will be opened for expressions of interest.
 - SV using mostly personal experience, networks and contacts which has come about over the last 10 years where he has familiarised himself with a broad spectrum of local WA artists.
 - Artists will be tailored to those that are believed to do well with and be interested in particular works as a starting point. Briefs will be sent out to artists they think will be interested.
 - The process will be limited to Western Australian artists, ensuring that the full spectrum of artists from emerging to very experienced is achieved.
 - An Aboriginal Representative has not been engaged. One artwork has been nominated specifically as an Aboriginal artwork, and Aboriginal Artists will be considered across the other artwork opportunities.
 - The projects will be monitored to ensure they have realistic outcomes, and the artists understand what is achievable.
 - Some very experienced artists will be engaged. Their expertise in budgeting and timeframes will allow for greater capacity in supporting emerging artists.

Guests SV and MP were thanked for their presentation and left the meeting at 6.40pm.

AAG member discussion and collation of feedback

- The AAG appreciate the developer's early engagement regarding percent for art contributions, as this is not a requirement this early in the project.
- Potential missed opportunities in exploring connections to Perth City, Leederville and east of the precinct.
- Opportunities to achieve a larger scale impact external to those residing within the precinct should be considered such as public artworks which are highly visible from the freeway and in the public realm, rather than from within the development.
 - Further opportunities exist with the blank wall on the hotel, facing out of the development toward the freeway and Charles Street.

- The artwork extending internally into the office building was critiqued, there are issues with not meeting percent for art requirements if it's only accessible to those using the building. After discussion it was viewed positively as long as support is provided by the QR codes and virtual art walk to let the public know about the artwork, and that they can enter the building to view the artwork and access The Commons (central public space in the development), also for its ability to engage the building more with street.
 - Would like more detail from applicant regarding the accessibility of The Commons for the public - will there be unrestricted access 24/7, is an access card or reception clearance required?
- Concerns about the visibility, accessibility, and attraction for the public to The Commons. It looks like it could be quite hidden and overlooked by those not living, working, or staying in the area. There is often a cultural priming to look for public artworks – the marketing and guidance in the use of these spaces would really rely on those managing the spaces.
- There are complex site constraints which impact the attractiveness of the site as a destination. The PDPF has been developed to encourage more development in the precinct and is a long-term approach to building a greater residential population in the area.
 - The proposed QR code app could address issues with attracting foot traffic to the area.
- The budget has been updated since previously discussed and is now \$1.07M – LF.
- Proposed Site 7 Artwork (Public Space Infrastructure Works) - this is the only proposed percent for art contribution that addresses the PDPF requirement for the provision of cultural infrastructure and its ongoing programming.
 - Detail mentions direct commission of artist to be involved in architectural and landscape design of the space, also mentions bench seating, bike racks, light poles, canopies, external art exhibition infrastructure. Notify applicant that this alone would not fulfil the requirement, there must be detail and budgeting for ongoing programming of cultural infrastructure. Also note bench seating, bike racks, light poles and canopies do not fulfil the requirement of cultural infrastructure.
 - Consider the specification of programming and the long-term development goal or pillar of execution for the proposed public space infrastructure, as well as more detailed budgeting.
 - Consider the implementation of KPIs of activation built into the approvals process to ensure a level of accountability.
- Concerns over doing too much with the budget they have. Ongoing budget concerns. Reference to Collingwood Yards in terms of activation direction – very successful project, but it took a long time to establish.
- Concerns over the artist selection process – no additional parties or perspectives which would hold the selection process accountable. Percent for Art (PfA) Policy in place for this process.
- More understanding on the ongoing management of the cultural infrastructure component is required. More detailed budget regarding the cultural activation. Consider a public expenditure document.
- Consider the budget breakdowns of PfA applications being made public to allow for greater accountability.
- Consider providing updates to the AAG on the projects they have provided advice on.
- Discussion over the PfA process in development application process. Formal Percent for Art Application will be submitted by developer in the future. The Percent for Art contribution must be completed before the developer can attain Occupancy Permit.
- Discussion over the weight given to the advice provided by the AAG in Council and JDAPs.
- Discussion on the opportunities to provide greater representation of the AAG's position and considerations into the Town Centre Planning Frameworks (TCPF) which are being developed. Consider providing clear provisions within the planning frameworks to ensure that cultural infrastructure is not just considered by the AAG and is embedded into the decision-making process.

ACTION:

- It is noted that the budget for the Arts Strategy shown previously has been updated and has increased to \$1.07M.
- LF to distribute a copy of the Activation Strategy to review.
- Review the TCPF to include the PfA provisions in each town centre.

5. Close/Next Meeting

The Chairperson closed the meeting at 7.30pm.

Governance team will be in touch regarding renomination to the Arts Advisory Group.

Signed _____
Councillor (Chairperson)

Dated this _____ day of _____ 2023

COV - OFFICIAL - SENSITIVE

Statistics for Development Applications As at the end of September 2023

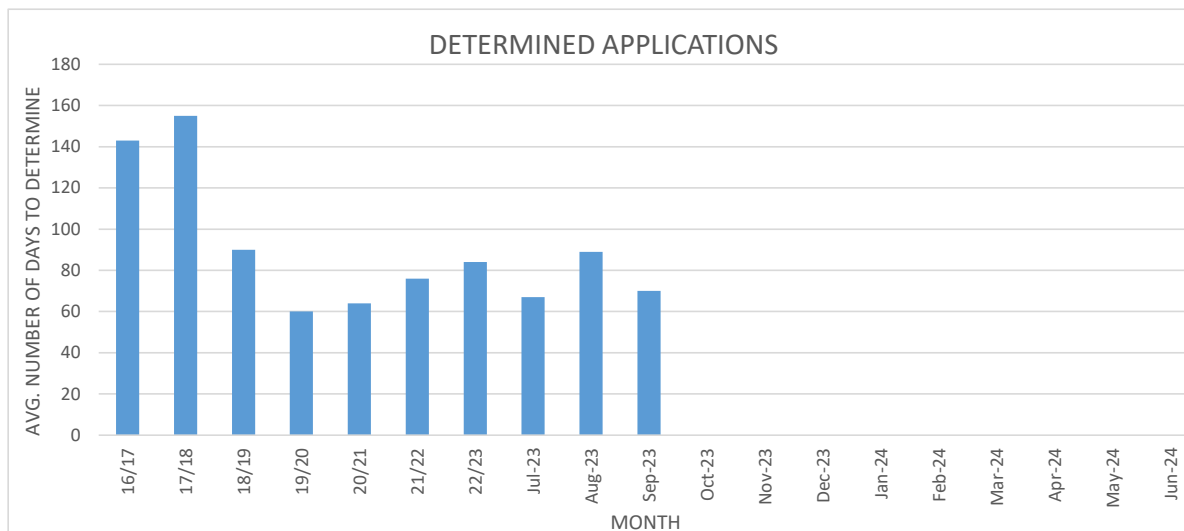
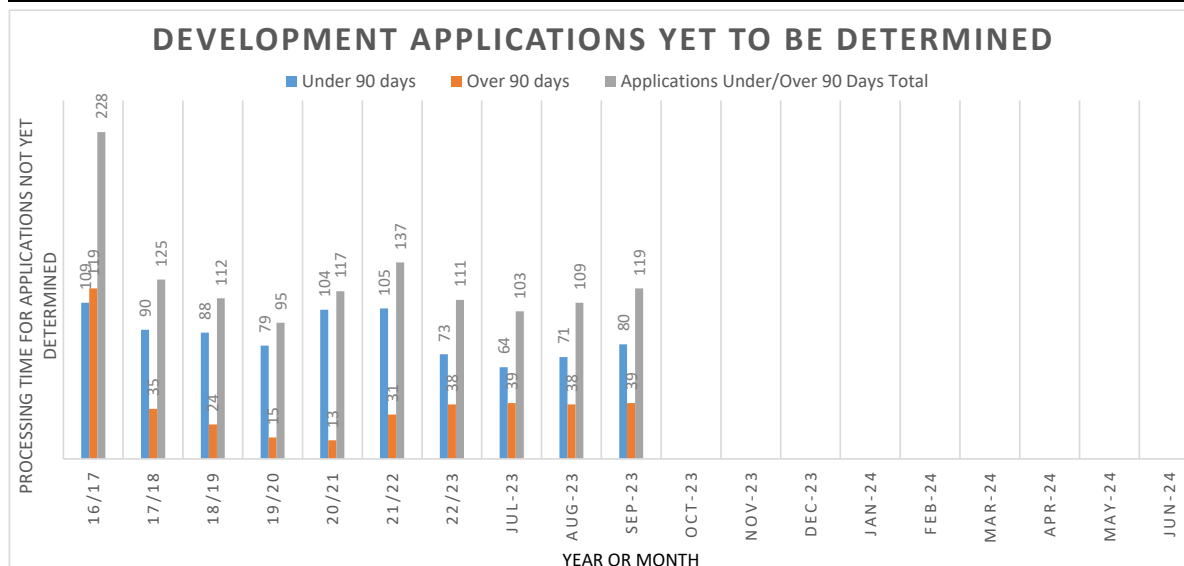


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2022.

Processing Days	16/17	17/18	18/19	19/20	20/21	21/22	22/23	Jul-23	Aug-23	Sept-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Minimum	7	1	0	0	0	1	0	8	14	31									
Average	143	155	85	60	64	76	84	67	89	70									
Maximum	924	1008	787	499	268	298	280	301	362	89									

	20/21	21/22	22/23	Jul-23	Aug-23	Sept-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
DA's Determined (excludes exempt from approval or cancelled)	403	385	281	37	18	15									
Value of Determined DA's (in millions)	217	143	417	12.1	66.42	3.43									



	Jul-23	Aug-23	Sept-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
DA's lodged	16	30	33									
DA's to be Determined	103	109	119									
Value of DA's to be Determined (in millions)	268.68	252.92	257.1									

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 2 OCTOBER 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.</p> <p>The SAT mediation hearing that was schedule 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.</p> <p>The SAT hearing that as schedule 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.</p> <p>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>29 June 2023. The SAT Directions hearing set for 23 June was adjourned and relisted for 21 July 2023. At this time, the matter will either be resolved to the satisfaction of both parties, or it will likely be programmed for a Hearing by the SAT Member.</p> <p>The matter was heard by the Senior Member at SAT on 21 July 2023. The matter has been listed for a directions hearing on 29 September 2023. Within the timeframe specified by the Order, the City and the Applicant must lodge their statements of issues, facts and contentions. As at 2 October 2023, awaiting Notice of outcomes of SAT session from 29 September 2023.</p> <p><i>Representation by: McLeods</i></p>

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 2 OCTOBER 2023**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
2.	No. 129 Loftus Street, Leederville (DR 76 of 2023)	23 May 2023	Hidding Urban Planning	<p>Application for review of a Joint Development Assessment Panel decision to refuse an application for a Child Care Premises on 1 May 2023.</p> <p>*****</p> <p>Directions hearing held on 9 June 2023 and programmed to mediation. A mediation was scheduled for 24 August 2023 and has since been vacated. Mediation has been rescheduled for 8 November 2023.</p> <p><i>Representation by: JDAP Presiding Member</i></p>
3.	Nos. 41-43 & 45 Angove Street, North Perth (DR 81 of 2023)	1 June 2023	Hidding Urban Planning/Lavan	<p>Application for review of a Joint Development Assessment Panel decision to refuse an application for a Service Station on 3 May 2023.</p> <p>*****</p> <p>Directions hearing held on 16 June 2023. Mediation held on 4 July 2023, with Mayor Cole and interested community members in attendance to make a presentation. A second mediation was scheduled for 14 August 2023 and was vacated. Mediation has been rescheduled to 10 October 2023.</p> <p><i>Representation by: JDAP Presiding Member</i></p>
4.	No. 12 Brookman Street, Perth (DR 83 of 2023)	4 June 2023	Peter Arnell	<p>Application for review of Council decision to refuse an application for Alterations and Additions to Single House on 16 May 2023.</p> <p>*****</p> <p>Directions hearing held on 30 June 2023. Mediation held on 26 July 2023. The SAT issued Orders on 26 July 2023 with the application to be reconsidered by no later than 27 October 2023. Following discussions with the applicant, on 22 September 2023, the City lodged proposed Orders by Consent to delay the date by which the application was to be reconsidered. On 22 September the SAT issued orders with the following key dates associated:</p> <ul style="list-style-type: none"> • 1 December 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>. • 8 December 2023 – Directions hearing scheduled. <p><i>Representation by: Administration</i></p>
5.	Nos. 334-336 Beaufort Street, Perth (DR 87 of 2023)	9 June 2023	Dark Knight Retail Pty Ltd t/as Evolution Bikes Australia	<p>Application for review of Council decision to refuse an application for Proposed Alterations and Additions to Shop (Roller Shutters) (Unauthorised Existing Development) on 16 May 2023.</p> <p>*****</p> <p>Directions hearing held on 23 June 2023. Mediation held on 13 July 2023. The SAT issued Orders on 13 July 2023 with the following key dates associated:</p> <ul style="list-style-type: none"> • 27 July 2023 – The Applicant to provide additional information to the City. • 10 August 2023 – Second mediation scheduled. <p>The Mediation on 10 August 2023 was vacated and has been rescheduled for 3 November 2023.</p> <p><i>Representation by: Administration</i></p>

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 2 OCTOBER 2023**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
6.	No. 80 Auckland Street, North Perth (DR 131 of 2023)	10 August 2023	Number 80 Pty Ltd/Altus Planning	<p>Application for review of deemed refusal following Council's decision to defer an application for a Single House on 20 June 2023.</p> <p>*****</p> <p>Directions hearing scheduled for 25 August 2023 was vacated. Mediation held on 29 August 2023. SAT Orders to be issued with the following key dates associated:</p> <ul style="list-style-type: none"> • 19 September 2023 – The Applicant to submit additional information to the City. • 21 November 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>. • 8 December 2023 – Directions hearing scheduled. <p><i>Representation by: Administration</i></p>

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 2 OCTOBER 2023**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	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	<p>The DAP meeting was held on 3 August 2023. The DAP resolved to defer consideration of the application (3-2) by no later than 1 December 2023.</p> <p>The meeting minutes can be found here.</p> <p>The application is currently out for public comment until 28 September 2023.</p> <p>Responsible Authority Report is currently due 17 November 2023.</p>
2.	Nos. 38-44 Brisbane Street, Perth	Rowe Group	Form 1 – Mixed Use Development	2 June 2023	Not yet scheduled	<p>The application is currently under assessment.</p> <p>Responsible Authority Report is currently due on 27 October 2023.</p>
3.	Nos. 533-545 Newcastle Street, 1-7 Old Aberdeen Place and 5-16 Cleaver Street, West Perth	Planning Solutions	Form 2 – Amendment to Commercial Development	15 June 2023	Not yet scheduled	<p>Responsible Authority Report was submitted on 29 September 2023.</p> <p>DAP meeting is scheduled for 9 October 2023. The meeting agenda can be found here.</p>
4.	Nos. 367-373 Fitzgerald Street and 103 Alma Road, North Perth	Celsius Property	Form 1 – Mixed Use Development	30 June 2023	Not yet scheduled	<p>The application is currently under assessment.</p> <p>Responsible Authority Report is currently due on 17 October 2023.</p>
5.	Nos. 463-507 Newcastle Street, West Perth	Rowe Group	Form 1 – Mixed Use Development	21 July 2023	Not yet scheduled	<p>The application is out for public comment until 14 September 2023.</p> <p>Responsible Authority Report is currently due on 11 October 2023.</p>

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 2 OCTOBER 2023**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
6.	Nos. 384-388, 390 and 392 Oxford Street, Mount Hawthorn	Planning Solutions	Form 1 – Mixed Use Development	6 July 2023	Not yet scheduled	The application is on stop-the-clock as the City has requested further information. A due date for the Responsible Authority Report has not yet been confirmed.
7.	No. 168 Scarborough Beach Road, Mount Hawthorn	Rowe Group	Form 1 – Mixed Use Development	22 August 2023	Not yet scheduled	The application is on stop-the-clock as the City has requested further information. A due date for the Responsible Authority Report has not yet been confirmed.

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 OCTOBER 2023**

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
No. 471 Beaufort Street, Highgate	Dalecki Design	Mixed Use Development	20 September 2023	Lodged DA – Previously Referred To consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 19 April 2023.
No. 299 Charles Street, North Perth	Space Collective	Mixed Use Development	20 September 2023	Pre-lodgement Application To consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 19 October 2022, 30 November 2022 and 5 July 2023.



INFORMATION BULLETIN

TITLE:	Register of Petitions – Progress Report – September 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:	Office of the CEO
EDC&BS:	Executive Director Community & Business Services
EDI&E:	Executive Director Infrastructure & Environment
EDS&D:	Executive Director Strategy & Development

No outstanding Petitions as at 30 September 2023



INFORMATION BULLETIN

TITLE:	Register of Notices of Motion – Progress Report – September 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
No outstanding Notices of Motion		



INFORMATION BULLETIN

TITLE:	Register of Reports to be Actioned – Progress Report – September 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 19 September 2023				
9.3	Community Sporting and Recreation Facilities Fund - Annual and Forward Planning Round Application	EDSD	Council endorsed Robertson Park Tennis Precinct Stage 1B Implementation as priority for application to CSRFF 2024/25 forward planning grants round. Submitted 29 September 2023.	Grants to be awarded February 2024.
9.4	Advertising of Proposed Revocation - Local Planning Policy No. 7.4.2 - Aged or Dependent Persons' Dwellings	EDSD	Council approved public notice of the proposed revocation.	Public notice to be published in October 2023.
11.4	Advertising of New Policy – Child Safe Awareness	EMC&E	Council approved the draft amended policy for advertising. Community consultation will commence in October 2023.	The results of consultation and the amended policy will be presented to Council in late 2023/early 2024.
Council Meeting 22 August 2023				
9.3	Advertising of Amended Local Planning Policy No. 7.5.22 - Consulting Rooms	EDSD	Council approved the draft amended policy for advertising.	The results of consultation and the amended policy will be presented to Council in late 2023.
9.9	Community Sporting and Recreation Facilities Fund - July Small Grants Round Application	EDSD	Council approved the grant application for submission to the Department of Local Government, Sport and Cultural Industries.	Elected Members will be notified once the results of the grant application are released in late 2023.
9.11	Lease to Association for Services to Torture and Trauma Survivors Inc (ASeTTS) - No. 286 Beaufort Street, Perth	EDSD	Council approval to enter into a five year lease. CEO to finalise negotiation on key terms and execution of lease.	September October 2023
10.1	Advertising Of New/Amended Policy - Asset Management Policy	EDIE	To come back to Council after advertising	The results of the consultation to be presented back to Council in late 2023.
10.2	Harold Street - Black Spot Project	EDIE	REQUEST the CEO prepare a report on options to slow vehicle speed and increase pedestrian, cyclist and vehicle safety on Beaufort Street, including engagement with stakeholders such as the Town Team,	March 2024

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			the Beaufort Street Network Place Management and Main Roads by March 2024; and REQUEST the CEO consult with residents, schools and surrounding businesses on the proposal to make Harold Street west of Beaufort Street a one way street and present a report to Council with the results of this consultation by March 2024. MRWA contacted in regards City return of prepaid black spot funds. Scope of project being prepared including stakeholder identification and influence assessment.	
10.4	Tender - Escooter Shared Scheme Trial	EDIE	REQUESTS the CEO to provide a report to Council within nine months of practical operation of the trial assessing its impacts and whether an extension of the permit will be issued. Implementation of EES being pursued. Updates to be provided to Council via Workshop.	November 2023
11.4	Advertising of amended policy - Customer Service Complaints Policy	EMC&E	Out for community consultation 25 August – 18 September.	Item will be reported to Council at the November 2023 meeting.
11.5	Dual Naming of Warndoolier / Banks Reserve	EMC&E	Community consultation to commence after LG elections.	Estimated to be reported back to Council Feb 2024
12.1	Advertising Of Amended Policy No. 4.2.12 - Advisory Groups	EMCSG	Approval to advertise. To be presented to Council for adoption	October 2023
Council Meeting 25 July 2023				
9.10	Request for Proposals for Redevelopment of Leederville Carparks	EDSD	Business Plan approved for state-wide consultation.	The results of consultation will be presented to Council in late 2023.
10.2	Approval to advertise draft Animal Amendment Local Law 2023	EDIE	To go back to Council on completion of advertising	September 2023
Council Meeting 20 June 2023				
9.1	No. 80 (Lot: 102; D/P: 413590) Auckland Street, North Perth - Proposed Single House	MD&D	Application deferred to allow applicant the opportunity to consider Council's reasons for deferral and changes to the proposal. Applicant has sort review by the State Administrative Tribunal of the deemed refusal. Mediation listed for 29 August 2023.	Application to be presented to Council at its November 2023 Ordinary Meeting.
Council Meeting 16 May 2023				
12.4	Report and Minutes of the Audit Committee Meeting held on 4 May 2023	EMCSG	Review of Audit Committee Terms of Reference.	Deferred to November Audit Committee
Council Meeting 4 April 2023				
9.2	Review of Design Guidelines	EDSD	Council endorsed: - Lacey Street Design Guidelines and revocation of Appendix 3, 12, 14, 15,	The results of advertising and the updated Built Form local planning policy will be

Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
			16 and 18 following consultation at the 25 July 2023 Council Meeting -Brookman & Moir Street Design Guidelines and Heritage Area and Highgate Design Guidelines adopted following consultation at the 22 August 2023 Council Meeting Community consultation on the proposed amendments to the Built Form Policy yet to commence.	presented to Council in late 2023.
Council Meeting 14 March 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.
10.3	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.
12.4 RESPONSES TO MOTIONS CARRIED AT THE ANNUAL GENERAL MEETING OF ELECTORS HELD ON 2 FEBRUARY 2023				
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>Pedestrian Safety (Newcastle / 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
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

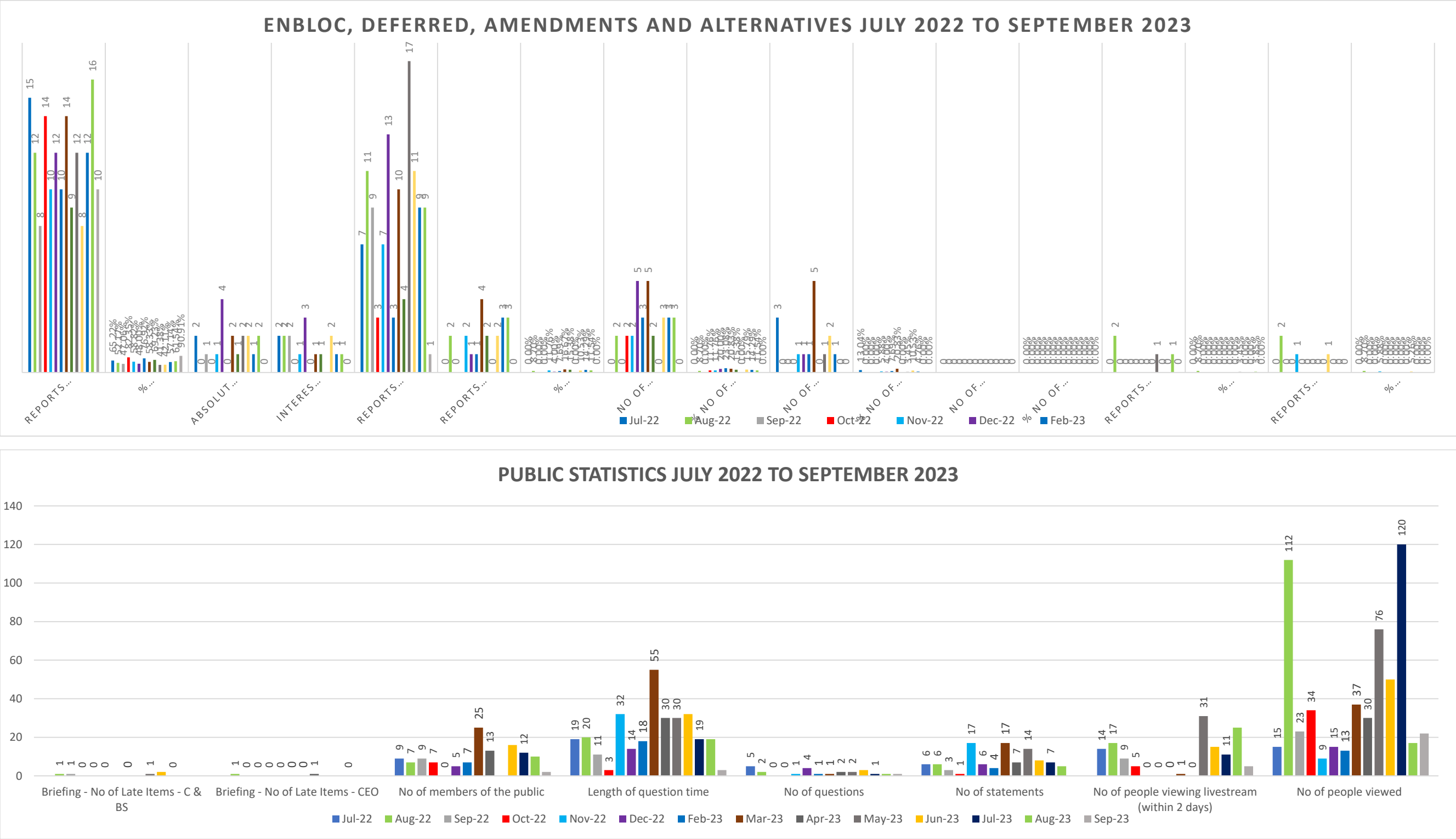
Item	Report Details	Action Officer	Comments	Due Date / Timeframe for Completion / Completed
4.16(3)	E-Waste – That Council NOTES the various e-waste disposal options already available to residents and REQUESTS Administration to advertise these disposal options to increase community awareness; and REQUESTS: <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	Investigation to be commenced. Proposal to Council Workshop for information.	To be presented to Council at the end of the trial. First trial drop-off day highly successful.
Council Meeting 13 December 2022				
10.1	Stormwater Drainage	EDIE	Commencing within the Mount Hawthorn precinct; Hydraulic modelling to be undertaken in 2023 – 2024 financial year (estimated cost of \$80,000 - \$160,000).	Anticipated be undertaken during the 2023 - 2024 financial year (funded through the above modelling project); and 2023 - 2024 Annual Budget preparations.
10.4	Full Median Strip for Angove Street and Woodville Street Intersection	EDIE	Administration to finalise the concept design drawings of the Angove Street and Woodville Street median strip proposal. Community consultation based on the finalised concept design drawings proposing a 12 month trial of the traffic management treatment Consultation results received for full median strip for Angove Street and Woodville Street intersection and is currently being evaluated.	Design is complete and further traffic analysis is underway. Late 2023
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.
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 2023.

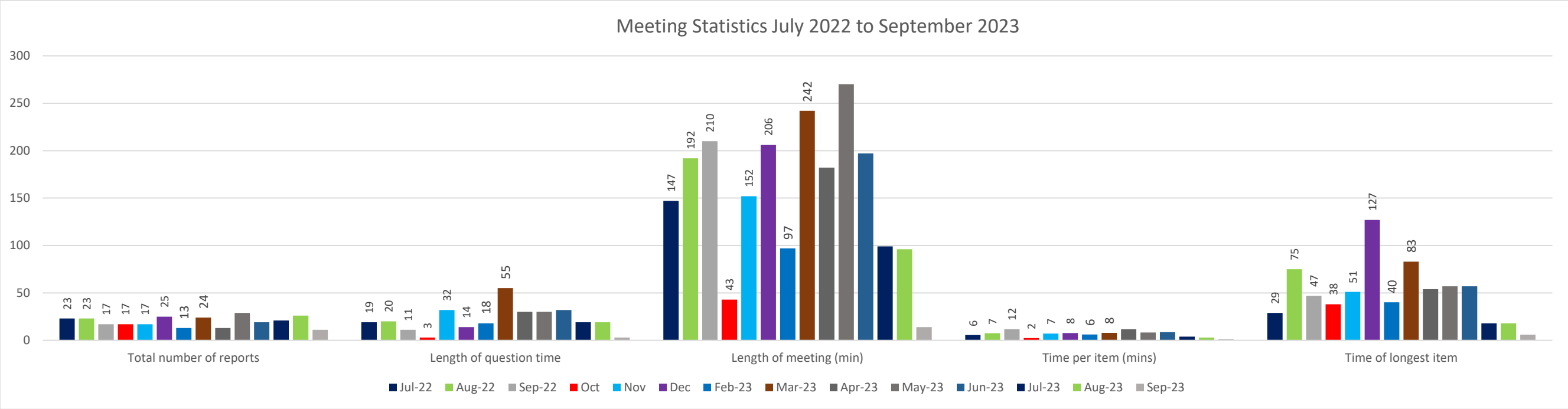
Council Meeting 8 March 2022				
9.4	Sale of No. 26 Brentham Street, Leederville	EDSD	Scheme amendment approved, liaising with potential purchaser. Confirmation with adjoining landowner, interested in making offer for purchase.	Late 2023
Council Meeting 14 September 2021				
9.7	Outcomes of Advertising: 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.	Statutory Planning Committee anticipated to consider before the end of 2023..
Council Meeting – 23 July 2019				
Council Meeting – 30 May 2017				
12.5	Perth Parking Levy	EDIE	State Government amending enabling legislation.	Workshop Item for September November 2023.

COUNCIL WORKSHOPS

No workshop has been held since 6 September 2023

Council Meeting Statistics – September 2023







CITY OF VINCENT

NOTES

Council Briefing

12 September 2023

COUNCIL BRIEFING NOTES

12 SEPTEMBER 2023

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COUNCIL BRIEFING NOTES

12 SEPTEMBER 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, 12 SEPTEMBER 2023 AT 6.00PM**

PRESENT:	Mayor Emma Cole Cr Susan Gontaszewski Cr Alex Castle Cr Jonathan Hallett Cr Suzanne Worner	Presiding Member South Ward North Ward South Ward North Ward
IN ATTENDANCE:	David MacLennan John Corbellini Peter Varris Rhys Taylor Jay Naidoo Joslin Colli Wendy Barnard	Chief Executive Officer Executive Director Strategy & Development (joined during Item 2) Executive Director Infrastructure & Environment Chief Financial Officer Manager Development & Design Executive Manager Corporate Strategy & Governance Council Liaison Officer
Public:	One member of the public.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Emma Cole, declared the meeting open at 6.00pm and read the following Acknowledgement of Country statement:

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

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Dan Loden on approved leave of absence from 12 September 2023 to 08 October 2023.
Cr Ashley Wallace on approved leave of absence from 28 August 2023 to 17 September 2023.
Cr Ross Ioppolo on approved leave of absence from 26 July 2023 to 30 September 2023.
Cr Ron Alexander is an apology for this meeting.

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.

3.1 Stuart Neal of North Fremantle– Item 5.2

- Mentioned that he is from Slavin Architects, the proponents for this development
- Stated that they concur with Heritage Council assessment and DRP review, as well as the recommendation
- Explained the purpose of the amendment to previous approval, which is that at the time of the original application they were not aware of opportunities to incorporate additional sustainability initiatives into the project, which has meant that the plant room size needs to be increased. These sustainability initiatives are significant and expensive
- Mentioned that a slightly larger footprint is required to accommodate specialised equipment, a geothermal heat exchange system, that will provide between 80 – 20% energy reduction in the

COUNCIL BRIEFING NOTES12 SEPTEMBER 2023

- proposed heating and cooling systems for this development, and approximately 12 tons of reduction in carbon emissions every year
- Explained that this is the third stage of a staged development for the site, the first stage was the re-roofing of the church and the monastery, which has helped to preserve the State heritage listed buildings. The second stage was the reconstruction of verandahs and the removal of accretions from the site. The third stage of development, previously approved by Council, is the modernisation of the church. Part of that stage is the heating and cooling of the church, which is doesn't currently have
 - Mentioned that future stages will include a parish centre, with strong community connections, and then long term further developments are mooted for the site. This amendment will allow for the additional incentives to be implemented now, then during the following stages the applicants hope to remove the plant room and put it in the purpose built parish centre

The Presiding Member, Emma Cole, thanked Mr Neal for his comments and asked how long will the plant room be in place? Mr Neal advised that the applicants would like the parish centre to be established as soon as possible, but they do not yet have funding, but he considers it should be within the next 10 years..

The following questions and statements were submitted in writing prior to the meeting.

Mark Armstrong of North Perth – Item 5.2

One has only to look at the current double garage tin shed abutting the Cathedral to know how appalling the current views are.

It is quite apparent to anyone with a modicum of design appreciation, that having a tin shed so close to such major historical building as proposed, that the best design outcomes are not being sort.

A simple realignment of the plant room so that it is further way from the Ambulatory is the least one can do, so that the space around the Cathedral is enhanced and the vistas looking east and west through the historical Gardens are also greatly improved - it's a no brainer !

The justification of the application by Council officers is very flimsy and avoids addressing the key issues submitted in the attached consultation commentary.

There being no further speakers, Public Question Time closed at approximately 6.06pm.

4 DECLARATIONS OF INTEREST

Nil

COUNCIL BRIEFING NOTES

12 SEPTEMBER 2023

5 STRATEGY & DEVELOPMENT**5.2 NO. 188 (LOT: 1; D/P: 33790) VINCENT STREET, NORTH PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO PLACE OF WORSHIP (AMENDMENT TO APPROVED)****Ward:** South

- Attachments:**
1. Consultation and Location Plan
 2. Development Plans
 3. Heritage Impact Statement
 4. Photographs of Existing Outbuildings
 5. Summary of Submissions - Administration Response

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 Alterations and Additions to Place of Worship (Amendment to Approved) at No. 188 (Lot: 1; D/P: 33790) Vincent Street, North Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions:

1. All conditions, requirements and advice notes detailed on the development approval 5.2022.280.1 granted on 13 December 2022 continue to apply to this approval, except as follows:
 - 1.1 Condition 1 is modified as follows:
 1. This approval is for Alterations and Additions to Place of Worship as shown on the approved plans dated 11 November 2022, 16 November 2022 (excluding drawing no. DA101) and 29 August 2023 (drawing nos. DA101, DA228 and DA229). No other development forms part of this approval; and
 - 1.2 Advice Note 9 is added as follows:
 9. The plant equipment to be housed within the approved outbuilding should be relocated within new buildings as part of future stages of development works on the site. These future stages of works would be the subject of separate approval that would first need to be obtained. This would enable the proposed outbuilding to be demolished at that time to allow this area of the site to be landscaped.

CR WORNER:

With reference to the submission by Mark Armstrong of West Perth, is it possible for the proposed outbuilding to be pivoted 90 degrees? Why did the applicant elect not to pivot the proposed outbuilding to the north?

EXECUTIVE MANAGER DEVELOPMENT & DESIGN AND STRATEGIC PROJECTS:

The applicant has advised the following:

"In response, we note the size of the outbuilding shown on the resident's proposal is significantly smaller than the footprint of the current outbuildings (approximately half the size) and is also smaller than the size of the proposed plantroom that is the subject of this amendment application.

If the correct sized plantroom was to be shown on the proposed re-orientation plan it would show that orientating the plantroom on an east-west axis would intrude considerably further into the parterre than the outbuilding shown by the resident, and much further than the current outbuildings. Orientating the building on the proposed east-west axis would also result in the building being located in close proximity to mature trees that are identified in the conservation plan as being of considerable significance.

The proposed east-west orientation and close proximity to the mature plantings will obscure those plantings from parts of the parterre, could also impact the root zones of the mature plantings and would adversely affect the heritage values of the parterre [formal garden].

COUNCIL BRIEFING NOTES

12 SEPTEMBER 2023

We also take this opportunity to reconfirm the proposed new building will not be constructed closer to the church than the existing outbuildings and will not change the extant western vistas to the northern façade of the church or parterre from Alfonso Street.”

The Community Consultation section of the officer report has been updated to include this information.

ADDITIONAL INFORMATION:

The officer report has been updated to correct typographical errors.

COUNCIL BRIEFING NOTES

12 SEPTEMBER 2023

5.1 NO. 109 (LOT: 1; S/P: 51676) ALMA ROAD, NORTH PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO GROUPED DWELLING**Ward:** South**Attachments:**
1. Location Plan
2. Development Plans
3. Determination Advice Notes**RECOMMENDATION:**

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, **APPROVES** the application for Alterations and Additions to Grouped Dwelling at No. 109 (Lot: 1; S/P: 51676) Alma Road, North Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 3:

1. Development Plans

This approval is for Alterations and Additions to Grouped Dwelling as shown on the approved plans dated 20 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. Colours and Materials

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

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.

ADDITIONAL INFORMATION:

The Proposal section of the officer report has been updated to provide greater clarity on development works forming the application.

COUNCIL BRIEFING NOTES

12 SEPTEMBER 2023

5.3 COMMUNITY SPORTING AND RECREATION FACILITIES FUND - ANNUAL AND FORWARD PLANNING ROUND APPLICATION**Attachments: Nil****RECOMMENDATION:**

That Council **ENDORSES** the Community Sporting and Recreation Facilities Fund – 2024/25 Forward Planning Grants Round application for consideration by the Department of Local Government, Sport and Cultural Industries, as follows:

Priority 1 – Robertson Park Tennis Precinct – Stage 1B Implementation.

CR CASTLE:

The last dot point in the Details section refers to the Robertson Park multisport court conversion. Should this instead refer to Stage 1B?

EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:

Yes. This has been corrected in the report along with a typographical error.

COUNCIL BRIEFING NOTES

12 SEPTEMBER 2023

5.4 ADVERTISING OF PROPOSED REVOCATION - LOCAL PLANNING POLICY NO. 7.4.2 - AGED OR DEPENDENT PERSONS' DWELLINGS

- Attachments:
1. Local Planning Policy No. 7.4.2 - Aged or Dependent Persons' Dwellings
 2. Local Planning Policy No. 7.4.2 - Aged or Dependent Persons' Dwellings Comparison with the R-Codes

RECOMMENDATION

That Council:

1. **PREPARES** a notice of revocation of Local Planning Policy No. 7.4.2 – Aged or Dependent Persons' Dwellings, included in Attachment 1, for the purpose of community consultation, pursuant to Schedule 2, Part 3, Clause 6(b)(i) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. **AUTHORISES** the Chief Executive Officer to carry out community consultation on the proposed revocation in accordance with Schedule 2, Part 3, Clause 6(b)(ii) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
3. **PUBLISHES** the notice of revocation in accordance with Schedule 2, Part 3, Clause 6(b)(ii) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, if no submissions are received during the community consultation period; and
4. **NOTES** that if any submissions are received during the community consultation period, that these would be presented to Council for consideration.

NO QUESTIONS

COUNCIL BRIEFING NOTES

12 SEPTEMBER 2023

6 INFRASTRUCTURE & ENVIRONMENT

Nil

COUNCIL BRIEFING NOTES

12 SEPTEMBER 2023

7 COMMUNITY & BUSINESS SERVICES**7.1 FINANCIAL STATEMENTS AS AT 31 JULY 2023****Attachments:** 1. Financial Statements as at 31 July 2023**RECOMMENDATION:**

That Council RECEIVES the Financial Statements for the month ended 31 July 2023 as shown in Attachment 1.

At 6.21pm Manager Development and Design left the meeting and did not return.

MAYOR COLE:

In respect to the implementation of fees and charges, can a update be provided on the implementation of the ratepayer first hour free in car parks arrangement? Is this different to what City of South Perth has with Easy Park?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT:

The City is able to emulate the same process (via EasyPark) that South Perth have in place. This requires ratepayers to apply online, the details then provided to EasyPark, activating the 'superzone' which allows the first hour free.

The City is also considering whether the current e-permits system could have a function where the first hour free for ratepayers could be implemented.

The Rangers Services Team is assessing which of the above approaches will be the most effective in respect to user experience and system management.

COUNCIL BRIEFING NOTES

12 SEPTEMBER 2023

7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 JULY 2023 TO 31 JULY 2023

- Attachments:
1. July 2023 Payments by Supplier
 2. July 2023 Payments by Cheque
 3. July 2023 Payments by Direct Debit

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 July 2023 to 31 July 2023 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$5,907,677.54
Cheques	\$33,728.78
Direct debits, including credit cards	\$212,327.38
 Total payments for July 2023	 \$6,153,733.70

NO QUESTIONS

COUNCIL BRIEFING NOTES**12 SEPTEMBER 2023**

7.3 INVESTMENT REPORT AS AT 31 JULY 2023**Attachments: 1. Investment Statistics as at 31 July 2023****RECOMMENDATION:**

That Council NOTES the Investment Statistics for the month ended 31 July 2023 as detailed in Attachment 1.

NO QUESTIONS

Manager Development and Design left the meeting and did not return.

COUNCIL BRIEFING NOTES

12 SEPTEMBER 2023

7.4 ADVERTISING OF NEW POLICY - CHILD SAFE AWARENESS**Attachments:** 1. **DRAFT Child Safe Awareness Policy****RECOMMENDATION**

That Council APPROVES the proposed Child Safe Awareness Policy, at Attachment 1, for the purpose of community consultation.

CR HALLETT:

Mentioned in the report of our role in supporting smaller organisations in the community to implement the national principles. Is Administration able to summarise what the anticipated actions would look like?

EXECUTIVE MANAGER COMMUNICATIONS AND ENGAGEMENT:

The Child Safe Awareness Policy requires local governments to commit to several policy principles and complete 2 policy functions being:

- *Developing a process to deliver child safe messages; and*
- *Connecting and supporting local community groups, organisations and stakeholders to child safe resources.*

Administration will achieve this by:

- *Direct contact with local:*
 - *sporting clubs*
 - *community groups*
 - *playgroups*
 - *toy libraries*
 - *kindergarten and schools*
- *Making Child Safe Awareness resources available on the website*
- *promotion of child safe messaging through social media*
- *Child Safe Awareness messaging being visible in public facilities*

COUNCIL BRIEFING NOTES

12 SEPTEMBER 2023

8 CHIEF EXECUTIVE OFFICER**8.1 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 31 AUGUST 2023**

- Attachments:
1. Minutes of the Audit Committee Meeting 31 August 2023
 2. Audit Committee Attachments 31 August 2023 - Confidential

RECOMMENDATION:**That Council:**

1. **RECEIVES** the minutes of the Audit Committee Meeting of 31 August 2023, as at Attachment 1; and
2. **ENDORSES** the remaining recommendations contained within the Audit Committee minutes of 31 August 2023.

MAYOR COLE:

Can the recommendation be amended to include the list of recommendations that Council is endorsing?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The recommendation has been updated.

COUNCIL BRIEFING NOTES

12 SEPTEMBER 2023

8.2 INFORMATION BULLETIN

- Attachments:
1. Minutes of the Catalina Regional Council Meeting held on 17 August 2023
 2. Unconfirmed Minutes of the Sustainability and Transport Advisory Group - 17 August 2023
 3. Statistics for Development Services Applications as at the end of August 2023
 4. Register of Legal Action and Prosecutions Monthly - Confidential
 5. Register of Legal Action - Orders and Notices Quarterly - Confidential
 6. Register of State Administrative Tribunal (SAT) Appeals - Progress report as at 31 August 2023
 7. Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current
 8. Register of Applications Referred to the Design Review Panel - Current
 9. Quarterly Street Tree Removal Requests
 10. Register of Petitions - Progress Report - August 2023
 11. Register of Notices of Motion - Progress Report - August 2023
 12. Register of Reports to be Actioned - Progress Report - August 2023
 13. Council Workshop Items since 9 August 2023
 14. Council Meeting Statistics
 15. Council Briefing Notes - 15 August 2023

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated September 2023.

CR HALLETT:

SAT Register: 7 Grams, when is that matter scheduled to go to a Hearing at the SAT?

EXECUTIVE DIRECTOR STRATEGY & DEVELOPMENT:

The matter is next listed for a Directions Hearing on 29 September 2023. An update would be provided to Council and impacted community members following that Hearing.

ADDITIONAL INFORMATION:

The Register of Reports to be Actioned - Progress Report - August 2023 has also been updated to note that the revocation of the Highgate Design Guidelines have already been approved by Council.

COUNCIL BRIEFING NOTES**12 SEPTEMBER 2023**

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

Nil

11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED**11.1 DECLARATION OF SECONDARY EMPLOYMENT – CHIEF EXECUTIVE OFFICER (AMENDMENT TO APPROVED)**

Confidential under separate cover

NO QUESTIONS

12 CLOSURE

There being no further business the meeting closed at 6.29pm.

13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

**14 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN
(WITHOUT DISCUSSION)**

Nil

15 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES**16 URGENT BUSINESS**

Nil

**17 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE
CLOSED**

Nil

18 CLOSURE