



**CITY OF VINCENT**

# **AGENDA**

## **Council Briefing 6 February 2024**

**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](mailto:governance@vincent.wa.gov.au) by 3pm on the day of the Council proceeding. Please include your full name and suburb in your email.
7. Shortly after the commencement of the meeting, the Presiding Member will ask members of the public to come forward to address the Council and to give their name and the suburb in which they reside or, where a member of the public is representing the interests of a business, the suburb in which that business is located and Agenda Item number (if known).
8. Questions/statements are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on an Elected Member or City Employee.
9. Where practicable, responses to questions will be provided at the meeting. Where the information is not available or the question cannot be answered, it will be "*taken on notice*" and a written response will be sent by the Chief Executive Officer to the person asking the question. A copy of the reply will be included in the Agenda of the next Ordinary meeting of the Council.
10. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

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

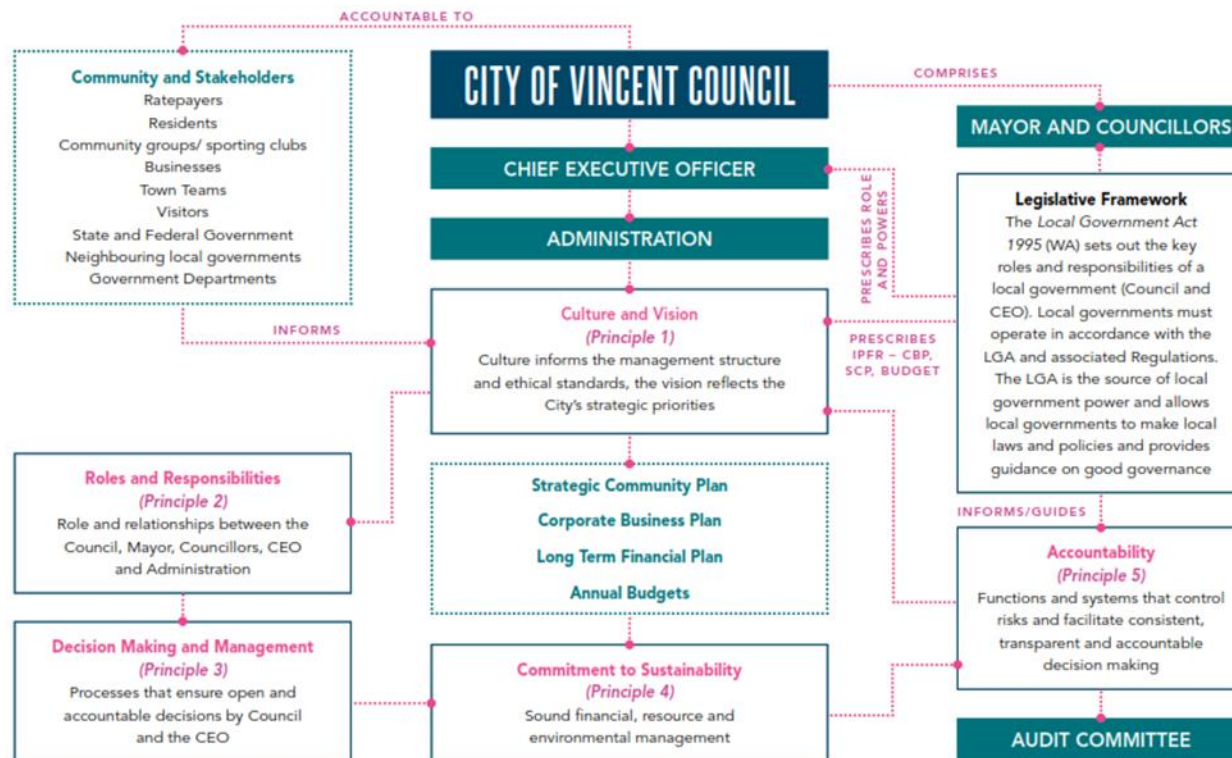
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## Order Of Business

<b>1</b>	<b>Declaration of Opening / Acknowledgement of Country</b>	<b>7</b>
<b>2</b>	<b>Apologies / Members on Leave of Absence</b>	<b>7</b>
<b>3</b>	<b>Public Question Time and Receiving of Public Statements</b>	<b>7</b>
<b>4</b>	<b>Declarations of Interest</b>	<b>7</b>
<b>5</b>	<b>Strategy &amp; Development</b>	<b>8</b>
5.1	No. 476 (Lot: 50; D/P: 29193) Beaufort Street, Highgate - Proposed Alterations to Commercial Development (Partial Demolition - Heritage)	8
5.2	No. 193 (Lot: 153; D/P 98699) Lake Street, Perth - Proposed Alterations and Additions to Single House	29
5.3	No. 139 (Lot: 8; D/P: 56031) Buxton Street, Mount Hawthorn - Alterations and Additions to Commercial Development (Outbuilding)	45
5.4	No. 25 (Lots: 26 and 122; Plan: 4576) Moir Street, Perth - Alterations and Additions to Single House (Unauthorised Existing Development)	62
5.5	Review of Local Planning Policies - Policy Nos. 7.6.1 - 7.6.9 - Heritage Management	87
5.6	Advertising of New Policy - Healthy Food and Drink Policy	158
5.7	Request to excise, sell and amalgamate portion of Reserve 25675 (Adjacent to No. 404 Bulwer Street, West Perth)	168
<b>6</b>	<b>Infrastructure &amp; Environment</b>	<b>174</b>
6.1	Licence to Minister for Education - Use of Birdwood Square by Highgate Primary School	174
<b>7</b>	<b>Community &amp; Business Services</b>	<b>180</b>
7.1	Financial Statements as at 30 November 2023	180
7.2	Financial Statements as at 31 December 2023	200
7.3	Authorisation of Expenditure for the Period 01 November 2023 to 30 November 2023	220
7.4	Authorisation of Expenditure for the Period 01 December 2023 to 31 December 2023	243
7.5	Investment Report as at 30 November 2023	270
7.6	Investment Report as at 31 December 2023	278
7.7	Outcome of Community Consultation on naming of Banks Reserve	286
<b>8</b>	<b>Chief Executive Officer</b>	<b>299</b>
8.1	Council Recess Period 2023-2024 - Receiving of items dealt with under Delegated Authority between 13 December 2023 and 5 February 2024	299
8.2	Advertising of New Policy - Property Investment and Disposal Policy	310
8.3	Information Bulletin	317
<b>9</b>	<b>Motions of Which Previous Notice Has Been Given</b>	<b>450</b>
	Nil	
<b>10</b>	<b>Representation on Committees and Public Bodies</b>	<b>450</b>
<b>11</b>	<b>Confidential Items/Matters For Which The Meeting May Be Closed ("Behind Closed Doors")</b>	<b>451</b>
11.1	Appointment of Sustainability Design Review Panel Member	451
<b>12</b>	<b>Closure</b>	<b>452</b>

# CITY OF VINCENT GOVERNANCE FRAMEWORK 2020 OVERVIEW





## COMMUNITY PRIORITIES AND OUTCOMES WE WILL STRIVE TO ACHIEVE



### ENHANCED ENVIRONMENT

- Our parks and reserves are maintained, enhanced and are accessible for all members of the community.
- Our urban forest/canopy is maintained and increased.
- We have improved resource efficiency and waste management.
- We have minimised our impact on the environment.
- Power lines are undergrounded.



### CONNECTED & HEALTHY COMMUNITY

- Connected & 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
- Our community facilities and spaces are well known and well used
- We are an inclusive, accessible and equitable City for all



### SENSITIVE DESIGN

- Our built form is attractive and diverse, in line with our growing and changing community.
- Our built form character and heritage is protected and enhanced.
- Our planning framework supports quality design, sustainable urban built form and is responsive to our community and local context.
- More people living in, working in, or enjoying our town centres.



### ACCESSIBLE CITY

- Our pedestrian and cyclist networks are well designed, connected, accessible and encourage increased use.
- We have better integrated all modes of transport and increased services through the City.
- We have embraced emerging transport technologies.



### THRIVING PLACES

- We are recognised as a City that supports local and small business.
- Our town centres and gathering spaces are safe, easy to use and attractive places where pedestrians have priority.
- We encourage innovation in business, social enterprise and imaginative uses of space, both public and private.
- Efficiently managed and maintained City assets in the public realm.
- Art, history and our community's living cultures are evident in the public realm.



### INNOVATIVE AND ACCOUNTABLE

- We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible.
- We engage with our community so they are involved in what we are doing and how we are meeting our goals.
- Our decision-making process is consistent and transparent, and decisions are aligned to our strategic direction.
- We embrace good ideas or innovative approaches to our work to get better outcomes for the City and our community.

THESE PRIORITIES AND OUTCOMES WILL BE MET THROUGH THE DELIVERY OF COUNCIL ADOPTED STRATEGIES, PLANS, PROGRAMS, AND POLICIES.

**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**

Nil











**3        PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS**

**4        DECLARATIONS OF INTEREST**

## 5 STRATEGY & DEVELOPMENT

### 5.1 NO. 476 (LOT: 50; D/P: 29193) BEAUFORT STREET, HIGHGATE - PROPOSED ALTERATIONS TO COMMERCIAL DEVELOPMENT (PARTIAL DEMOLITION - HERITAGE)

Ward: South

- Attachments:
1. Location Plan  
  2. Demolition Plans  
  3. Heritage Impact Statement  
  4. Structural Inspection Report  
  5. Determination Advice Notes  

#### RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for Proposed Alterations to Commercial Development (Partial Demolition – Heritage) at No. 476 (Lot: 50; D/P: 29193) Beaufort Street, Highgate, in accordance with the plans shown in Attachment 2 and the Heritage Impact Statement in Attachment 3, subject to the following conditions, with the associated determination advice notes in Attachment 5:

#### 1. Demolition Plans

This approval is for Partial Demolition (Heritage) as shown on the approved demolition plans dated 1 November 2023 and 6 November 2023. No other development forms part of this approval; and

#### 2. Heritage Impact Statement

The demolition works shall be undertaken in accordance with the approved Heritage Impact Statement, dated 1 November 2023. This includes the manual separation of the lean-to and outhouse from the retained portion of the existing heritage building to ensure the protection of the retained building, to the satisfaction of the City.

#### EXECUTIVE SUMMARY:

The purpose of this report is to consider an application for development approval for Proposed Alterations to Commercial Development (Partial Demolition – Heritage) at No. 476 Beaufort Street, Highgate (the subject site) that is included on the City of Vincent's Heritage List (Management Category A).

The application proposes the demolition of an outhouse and lean-to building located at the rear of the existing commercial building. A development application is required for the proposed works due to the heritage listing of the place.

The proposed demolition meets the objectives and acceptable development standards of the City's Local Planning Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties (Heritage Management Policy), which seeks to ensure the preservation of heritage value while enabling improvements to buildings.

The outhouse and lean-to buildings are not referenced in the Statement of Significance as buildings that contribute to the cultural heritage significance of the place in the heritage listing. The proposed development is acceptable as the demolition would not impact upon the cultural heritage significance of the place. The building fabric that does contribute to the heritage significance as referenced in the Statement of Significance would be retained and protected.

**PROPOSAL:**

The application proposes the demolition of the outhouse and lean-to building used for storage, located to the rear of the existing commercial building on the subject site.

The applicant has stated that the demolition is proposed for safety reasons as the outhouse and lean-to building are in a dilapidated condition.

A Structural Inspection Report prepared by RSA Civil and Construction Consulting Engineers, has been provided by the Applicant which recommends that the structures are demolished for safety reasons.

The applicant's Heritage Impact Statement includes information regarding the heritage listing and the impact of the development on the heritage significance of the site. The Statement notes that once the demolition works have been completed, a fence will be erected at the rear of the site. The applicant has confirmed that these works do not form part of the current application and that development approval will be sought separately for the fence.

The proposed demolition plans are included as **Attachment 2**. The applicant's Heritage Impact Statement and Structural Inspection Report are included as **Attachment 3** and **4** respectively.

**BACKGROUND:**

<b>Landowner:</b>	B Saker & J Berinson
<b>Applicant:</b>	B Saker & J Berinson
<b>Client:</b>	B Saker & J Berinson
<b>Date of Application:</b>	30 October 2023
<b>Zoning:</b>	MRS: Urban & Other Regional Roads LPS2: Zone: Commercial R Code: N/A
<b>Built Form Area:</b>	Activity Corridor
<b>Existing Land Use:</b>	N/A
<b>Proposed Use Class:</b>	N/A
<b>Lot Area:</b>	501 square metres
<b>Right of Way (ROW):</b>	N/A
<b>City of Vincent Heritage List:</b>	Yes – Management Category A
<b>State Register of Heritage Places</b>	No

Site Context and Zoning

The subject site is bound by Beaufort Street to the north-west, Broome Street to the south-west, commercial development to the north-east, and residential properties to the south-east. A location plan is included as **Attachment 1**.

The subject site and adjoining properties to the north-east and south-west along Beaufort Street are zoned Commercial under the LPS2 and are within the Activity Corridor Built Form Area under the Built Form Policy. The adjoining property to the south-east is zoned Residential R80 and is within the Residential Built Form Area.

Heritage Listing

The subject site is listed on the City's Heritage List as Management Category A – Conservation Essential and is known as "RMEH" due to the arched pediments above the parapet of the upper floor which carry this name. The heritage listing for the subject site advises that it is not known what the letters refer to.

The Statement of Significance for the [heritage listing](#) reads as follows:

*The corner shop, known as RMEH, is a rare and fine intact example of the Federation Italianate style, which is another corner landmark along Beaufort Street. It has been used continuously for commercial functions, of various kinds since its construction.*

The Physical Description of the site, included in the heritage listing, references the two-storey commercial building including the ground floor and upper floor verandah, façade detailing and shop front design which face Beaufort Street.

The existing outhouse and lean-to building located to the rear of the subject site are not referenced in the Physical Description or Statement of Significance for the place as having heritage value. For these reasons, the structures do not form part of the heritage significance of the place.

#### DETAILS:

#### Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of the Heritage Management Policy. In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Acceptable Development Standards	Requires the Discretion of Council
Heritage Management Policy	✓	

#### Detailed Assessment

The application satisfies all acceptable development standards in the City's policy framework, including the Heritage Management Policy.

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.

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 considered in the Comments section below.

#### CONSULTATION/ADVERTISING:

Community consultation was not undertaken for this application. This is due to the nature of works proposed which includes the proposed demolition of the outhouse and lean-to building that are not referenced as buildings that contribute to the cultural heritage significance of the place in the heritage listing. The demolition of the structures would also not adversely impact adjoining properties or the Beaufort Street and Broome Street streetscapes.

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

#### Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to the City's DRP Member for comment who specialises in heritage conservation. This referral related to the demolition plans included in **Attachment 2** and comments were sought on the acceptability of the proposed partial demolition to a heritage-listed place.

The DRP Member provided the following comments on the proposal:

- The proposed demolition of the existing outhouse and lean-to building is acceptable as they are in very poor condition and do not contribute to the site's noted significance regarding the Federation Italianate style of the corner shop which would be retained in full. While the outhouse may contain some heritage fabric it has a low degree of intactness and integrity and is not essential for the interpretation of the site's heritage significance.
- The proposed demolition will have a positive visual impact to the surrounding properties and on the street as the poor condition of the existing fabric draws undue attention away from the heritage corner shop and the wider streetscape character.
- The outhouse and lean-to have little to no contribution to the heritage significance of the place and do not relate to the Federation Italianate style of the corner shop. The Heritage Impact Statement notes that the structure will be separated from the corner shop ensuring the protection of significant and contributory heritage fabric throughout the works.



- The corner shop component of the existing building on site, including the single storey annex at the rear, will be retained in full maintaining the three-dimensional form of the building and all of the contributory Federation Italianate style architecture. The demolition of the outhouse and lean-to structure at the rear of the site will have no impact on its noted heritage significance.

#### 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;
- Community and Stakeholder Engagement 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 City's local planning framework in relation to heritage management, the heritage significance of the place and advice from the DRP.

#### 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 8 of the Burra Charter, conservation of heritage places requires the retention of an appropriate setting with demolition which would adversely affect the setting, not considered appropriate.

#### 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 is a heritage listed property, the proposal is required to be assessed against Part 4 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 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.*

**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 application proposes demolition of structures on a heritage protected place. The demolition relates to the outhouse and lean-to building at the rear of the site.

**RISK MANAGEMENT IMPLICATIONS:**

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

**STRATEGIC IMPLICATIONS:**

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

Innovative and Accountable

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

**SUSTAINABILITY IMPLICATIONS:**

This application does not contribute to any environmental sustainability outcomes. There is limited ability for the development to influence the environmental impact of the entire building on the site through this application. This is because the scope of the application is limited to demolition works to a minor portion of the building.

**PUBLIC HEALTH IMPLICATIONS:**

This is in keeping with the 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 this application against the planning framework, it is recommended for approval. The following key comments are of relevance:

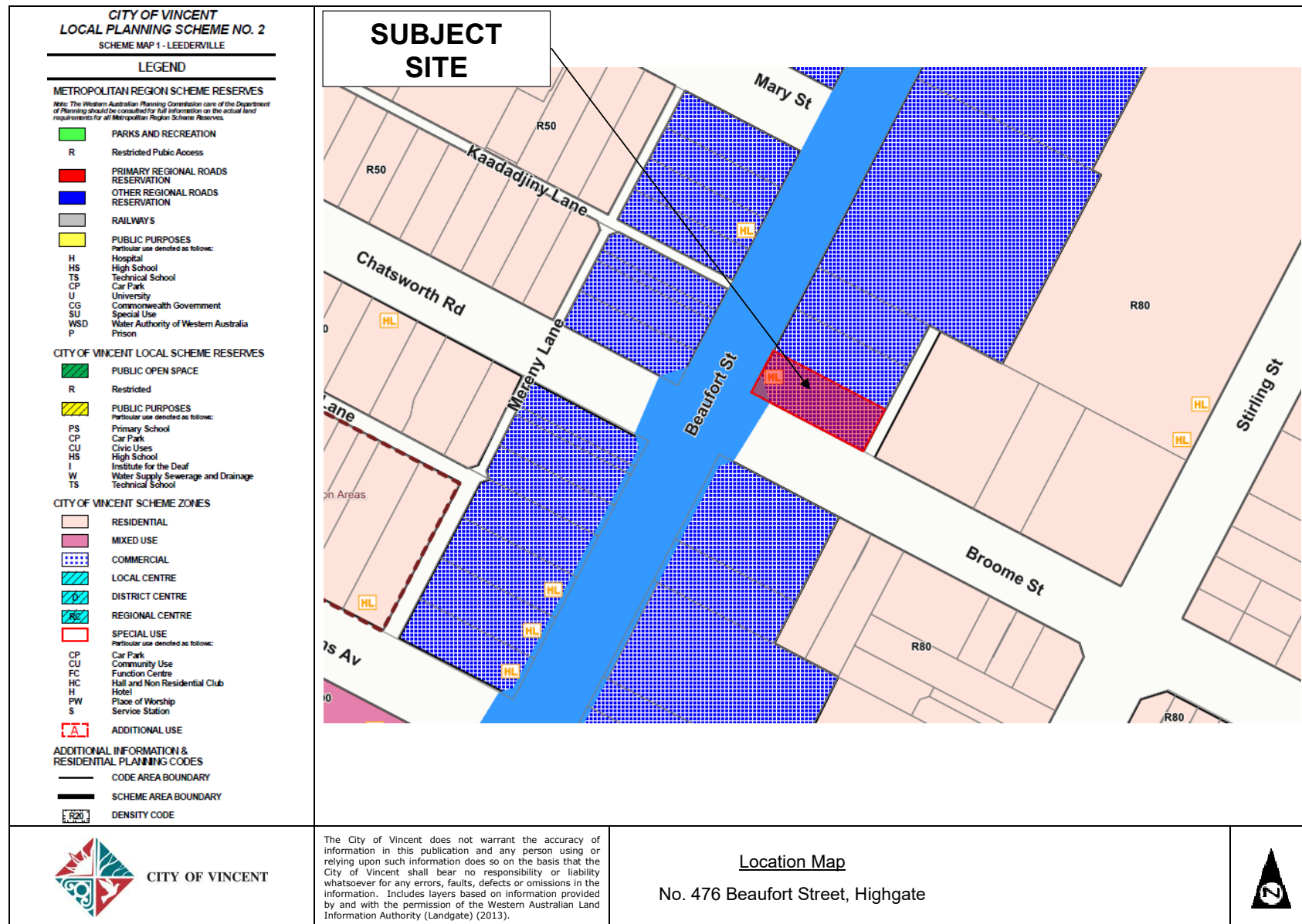
- The demolition relates to the existing outhouse and lean-to building which do not contribute to the noted heritage significance of the place as referenced in the Statement of Significance. For this reason, the demolition would not impact upon the heritage significance of the place.
- The building fabric that does contribute to the heritage significance as referenced in the Statement of Significance would be retained and protected.
- The existing outhouse and lean-to building are unsafe and are proposed to be demolished for safety reasons.
- The demolition of these structures would improve the appearance and amenity of the subject site and Broome Street streetscape.

Heritage Management Policy

The proposed demolition meets the acceptable development standards of the Heritage Management Policy.

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

- Heritage Demolition: The Heritage Management Policy accepts partial demolition to heritage listed places where the parts to be demolished do not contribute to the cultural heritage significance of the place. The proposed demolition relates to the existing outhouse and lean-to building which do not contribute to the site's noted cultural heritage significance regarding the Federation Italianate style of the corner shop, which would be retained. Further to the comments provided by the City's DRP Member, while the outhouse has fabric that relates to the original period of construction, it does not make a contribution to the heritage significance due to a low degree of intactness and integrity, and is not essential for the interpretation of the site's significance. The Heritage Impact Statement, included as **Attachment 3**, advises that the outhouse and lean-to building would be manually separated from the heritage portion of the building to minimise the impact on the contributory heritage fabric throughout the works. A condition of approval is included in the officer recommendation to ensure the demolition is carried out in accordance with the Heritage Impact Statement.
- Heritage Preservation: The cultural heritage significance of the existing building on-site would be preserved and would not be impacted by the proposed partial demolition. The proposed demolition results an outcome that responds to Article 8 of the Burra Charter by creating a more appropriate setting for the heritage building. This is because the demolition of the structures would result in an enhanced visual outcome to surrounding properties and the street as the poor condition of the existing outhouse and lean-to building draws undue attention away from the heritage corner shop component of the development.
- Structural Integrity: The applicant has provided a Structural Engineering Report prepared by a Structural Engineer, included as **Attachment 4**, that states the existing outhouse and lean-to have exhausted their design life and that further use of the buildings would be unsafe. The Report has been reviewed by the City's Building Services Team who have confirmed the findings. Administration notes that regardless of the structural integrity of the structures, the demolition is supported as the outhouse and lean-to do not contribute to the heritage significance of the place.
- DRP Support: Comments received from the City's DRP Member specialising in heritage conservation confirm that the proposed demolition is acceptable and would not impact the heritage significance of the place. This is because the outhouse and lean-to have little to no contribution to the heritage significance of the place and do not relate to the Federation Italianate style of the corner shop.





SUBJECT SITE

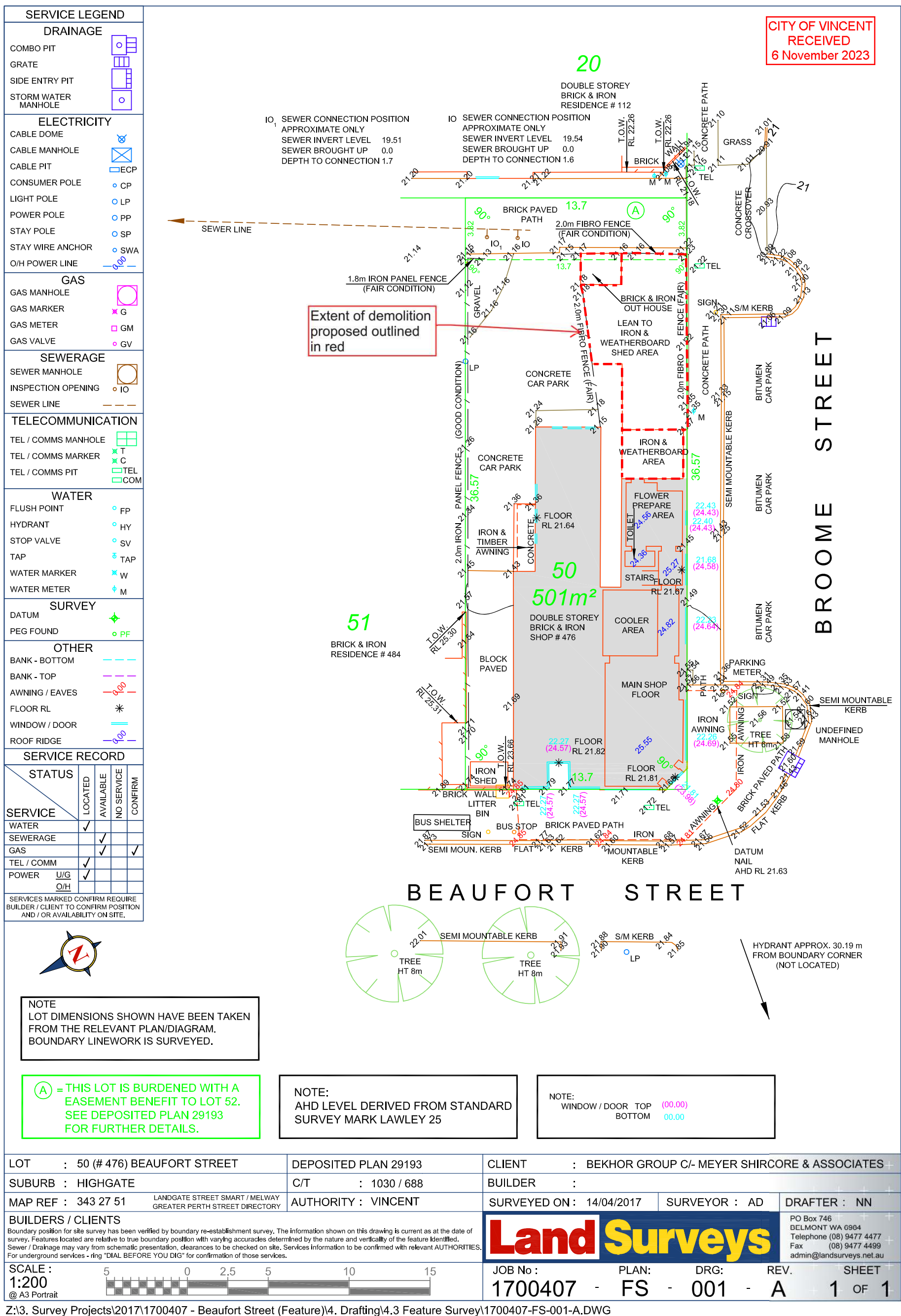


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No. 476 Beaufort Street, Highgate





CITY OF VINCENT  
RECEIVED  
1 November 2023



Removal of timber frame extension and brick toilet. Access /Egress from rear laneway. Manual separation from main building and load out with mini excavator.

HERITAGE  
COUNCILHERITAGE  
IMPACT STATEMENT

## FORM

CITY OF VINCENT  
RECEIVED  
1 November 2023

Name of Place:

Registration Date:

The Place/Area: 476 Beaufort Street, Highgate

Prepared by:

Prepared for: 1 November 2023

Date: 1 November 2023

## Heritage listings:

This Impact Statement has been prepared as the building is listed on the Town's Municipal Heritage Inventory as Management Category A - Conservation Essential.

## Statement of significance:

The ground level of 476 Beaufort St has been tenanted by a flower shop for the last 13 years. The lean-to at the rear of the building was used for flower storage and preparation. At the expiry of the lease, the Owners arranged for a structural engineer to inspect the lean-to which is in a severely dilapidated condition. The Structural Inspection Report (copy attached) concludes that the lean-to should be demolished for safety reasons. The Owners intend to use the space occupied by the lean-to for tenant parking.



CITY OF VINCENT  
RECEIVED  
1 November 2023

The following aspects of the proposal respect or enhance the heritage significance of the place or area, for the following reasons:

The demolition works will have no effect on the heritage structure as the building itself will remain intact.

Once the lean-to has been removed, a new fence will be erected around the perimeter of the back area which will improve the streetscape.

The following aspects of the proposal could detrimentally impact on heritage significance. The reasons are explained as well as the measures to be taken to minimise impacts:

An Application for Demolition (BA5) was lodged on the 10th October. Application number is 6.2023.440.1.

In order to minimise any impact on the building, the site will be accessed from the rear, the main structure will be manually separated from the lean-to and a mini excavator will be used to load out.

#### Conclusion:

The proposed demolition of the lean-to will not have any impact on the heritage value of the building.

#### References and attachments:

Structural Inspection Report  
Demolition Plan

#### Contact us

Heritage Council of WA  
Locked Bag 2506  
Perth WA 6001

**T:** (08) 6551 8002  
**FREECALL (regional):** 1800 524 000  
**E:** [info@dplh.wa.gov.au](mailto:info@dplh.wa.gov.au)  
**W:** [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)

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1 November 2023

Civil and Structural  
Consulting Engineers

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Myaree WA 6154

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RSA-23-0155-RP-S-001  
17 May 2023

**Subject: Structural Inspection Report**

SITE	
Street	476 Beaufort Street
Suburb	Inglewood, WA, 6061
Development Type	Rear toilet and Lean To

RSA has been engaged by S. Bekhor & Company to inspect the existing rear toilet and Lean To located at the above address. The inspection was undertaken by Brian Kabangu on behalf of RSA on 16<sup>th</sup> May 2023. The quality of the building materials used in our view were not very good.

Close inspection of the structure items has revealed severe degradation of the construction materials due to the natural wear and tear induced by environmental factors (i.e., rain, freeze/thaw effects). Inspection also reveals that various attempts have been made to remediate the structure to prolong its life.

Engineering practice requires that structures are to be designed to serve a design life varying between 25 and 50 years as per the National Construction Code (formerly Building Codes of Australia).

The current condition of the structure items strongly suggests that the structures has exhausted their design life and further use will prove to be a high risk for patrons using the building. RSA highly recommends that the structures are demolished for safety reasons to allow for future works on the property.

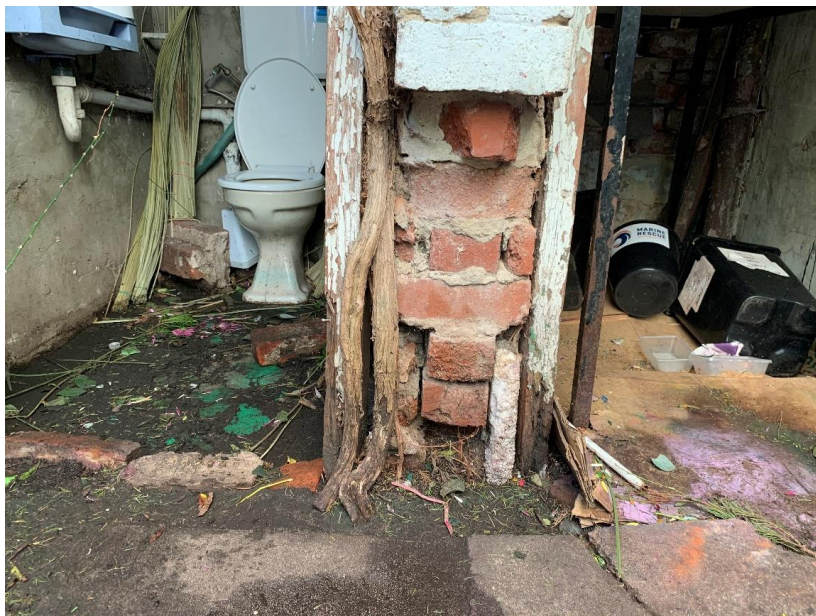
Please see attached appendices as required for further information.

Yours sincerely,

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APPENDIX B: FIGURES



RSA-23-0155-RP-S-001

Page 2 of 8



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1 November 2023



RSA-23-0155-RP-S-001

Page 5 of 8

CITY OF VINCENT  
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1 November 2023



RSA-23-0155-RP-S-001

Page 6 of 8

CITY OF VINCENT  
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1 November 2023





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1 November 2023



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. This approval is subject to the requirements of an approved Demolition Management Plan (on the City's pro-forma). The Demolition Management Plan must include details of access to the site, any required footpath closures, work zone permits and include a Traffic Management Plan and Noise Management Plan. The Demolition Management Plan is to be submitted with the Demolition Permit Application, and approved by the City, prior the commencement of works.
11. This approval relates to partial demolition works only and the applicant is advised that further development approval may be required for future development works including fences or new additions in accordance with the City's Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties.

**5.2 NO. 193 (LOT: 153; D/P 98699) LAKE STREET, PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO SINGLE HOUSE**

**Ward:** South

- Attachments:**
1. Location and Consultation Plan [↓](#) 
  2. Development Plans [↓](#) 
  3. 1996 Building Licence Plan [↓](#) 
  4. Determination Advice Notes [↓](#) 

**RECOMMENDATION:**

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for Alterations and Additions to Single House at No. 193 (Lot: 153; D/P 98699) Lake Street, Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 4:

**1. Development Plans**

This approval is for Alterations and Additions to Single House as shown on the approved plans dated 14 November 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;

**4. Boundary Walls**

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

**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.

**EXECUTIVE SUMMARY:**

The purpose of this report is to consider an application for development approval for Alterations and Additions to Single House at No. 193 Lake Street, Perth (the subject site) that is included on the City of Vincent Heritage List as Management Category B – Conservation Recommended.

The application proposes to extend the existing dining room by enclosing the existing rear verandah. A new 3 metre by 1.5 metre verandah is proposed to be constructed to the rear of the house. The extension of the dining room requires demolition of the western elevation of the existing dining room. This dining room wall was constructed in 1996.

The proposal seeks a design principles assessment in relation to the boundary wall length to the northern lot boundary. The wall would be acceptable because the portion visible from the adjoining property would be 1.5 metres wide by 3.1 metres high and would present minimal bulk to the adjoining property. As the wall would be located to the northern lot boundary, it would not result in overshadowing of the adjoining property.

The proposed development is acceptable as it meets the objectives of the City's Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties (Heritage Management Policy), which ensures the preservation of heritage value while enabling improvements to the dwelling.

The proposed alterations and additions are minor in nature and in scale, and do not result in the demolition to heritage fabric of the subject site. The proposed work does not impact the elements mentioned in the Statement of Significance for the place or the streetscape presentation of the heritage-listed property. The building fabric that does contribute to the heritage significance as referenced in the Statement of Significance for the property would be retained.

### PROPOSAL:

The application proposes alterations and additions to the rear of the existing single-storey single house on the subject site. A summary of the works proposed is as follows:

- A 6.0 square metre dining room extension to the northern lot boundary within the existing verandah. The extension of the dining room requires the demolition of the western elevation wall of the existing dining room, and removal of existing brick paving from the verandah.
- The removal of a portion of the existing dining room ceiling and replacement with a raked ceiling to match the existing roof pitch.
- The installation of a new timber framed sliding door to the western façade of the extended dining room.
- The installation of a 3 metre by 1.5 metre verandah to the west of the proposed dining room extension including a 3.1 metre-high boundary wall to the northern lot boundary. The construction of the new verandah requires the demolition of two existing brick steps.

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

### BACKGROUND:

<b>Landowner:</b>	Marissa Lague
<b>Applicant:</b>	Justine Monk
<b>Client:</b>	Marissa Lague
<b>Date of Application:</b>	17 August 2023
<b>Zoning:</b>	MRS: Urban LPS2: Zone: Residential R Code: R50
<b>Built Form Area:</b>	Residential
<b>Existing Land Use:</b>	Single House
<b>Proposed Use Class:</b>	Single House – 'P'
<b>Lot Area:</b>	273 square metres
<b>Right of Way (ROW):</b>	Yes – Shule Lane
<b>Heritage List:</b>	Yes – Management Category B
<b>State Register of Heritage Places:</b>	No

### Site Context and Zoning

The subject site is bound by Lake Street to the east, Shule Lane to the west, and single houses to the north and south. A location plan is included as **Attachment 1**.

The subject site and adjoining properties to the north and south are zoned Residential R50 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 building height standard of two storeys.

### Approval History

The subject site, and the northern adjoining property at No. 195 Lake Street both have existing extensions located to the rear that do not form part of the original houses. On 26 March 1996, a building licence was granted for the following works and both properties:

- Enclosure of the existing verandahs to the rear of the houses.
- Construction of a 4.4 square metre laundry at the rear of the houses.
- Construction of a 5.8 square metre verandah at the rear of the houses.
- Construction of two 6.0 metre by 5.5 metre carports with a nil setback to Shule Lane.

The approved 1996 building plans have been included as **Attachment 3**. The carports shown in these plans were not constructed.

The works proposed as part of this application are contained within areas constructed as part of this 1996 approval.

### Heritage Listing

The subject site and the northern adjoining property at No. 195 Lake Street form a single-storey duplex pair when viewed from Lake Street and are jointly included on the City's [Heritage List](#) as Management Category B – Conservation Recommended.

The Statement of Significance for the heritage listing reads as follows:

*“The single storey duplex at Nos. 193 - 195 Lake Street constructed in the Federation Free Classical Style are a good example of their type and form part of the Brooking Park Estate, named after well known surveyor and developer J S Brooking, an active participant in the development of the suburb.”*

The Physical Description included in the heritage listing is as follows:

*“The single storey duplex pair at No. 193 - 195 Lake Street are a mirror image of each other both featuring a one room frontage. The duplex has a parapet that has been distinctively combined into one pediment, centrally located with the name 'Menai' embossed in the pediment below the decorative stucco detail in the apex. The duplex has a bullnose front verandah supported by turned timber posts. The tuckpointed brick walls have rendered banding at window sill and door head height. Low rendered and pillar and palisade wall.”*

The 1996 extensions including the rear verandah, laundry and rear doorway are not referenced in the Physical Description or Statement of Significance for the place as having heritage value. For these reasons, the structures do not form part of the heritage significance of the place.

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

The table below summarises the planning assessment of the proposal against the provisions of the Built Form Policy and the State Government's Residential Design Codes (R Codes). Where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Deemed-to-Comply/ Acceptable Outcomes (or equivalent)	Requires the Discretion of Council
Street Setback	✓	
Street Walls and Fences	✓	
Building Setbacks	✓	
Boundary Walls		✓
Building Height/Storeys	✓	
Street Surveillance	✓	
Open Space	✓	
Landscaping (R Codes)	✓	
Car Parking	✓	
Solar Access	✓	
Visual Privacy	✓	
External Fixtures	✓	
Heritage Management Policy	✓	

**Detailed Assessment**

The Built Form Policy and Residential Design Codes 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 does not meet the applicable deemed-to-comply standards and require the discretion of Council is as follows:

Boundary Wall	
Deemed-to-Comply Standard	Proposal
<b>R Codes Volume 1 Clause 5.1.3</b>	
<u>Northern boundary:</u>  Permitted boundary wall length: 24.2 metres.	<u>Northern boundary:</u>  Proposed boundary wall length: 28.05 metres. (additional 2.75 metre length proposed).

The above planning element of the proposal has been assessed against the applicable design principles and local housing objectives 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 Residential Design 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 18 November 2023 and 1 December 2023. In accordance with the City's Community and Stakeholder Engagement Policy, the method of consultation included a notice on the City's website and one letter being mailed to owners of the adjoining property at No. 195 Lake Street as shown in **Attachment 1**.

In accordance with the Community and Stakeholder Engagement Policy Appendix 2, Point 5, the City may reduce the extent of consultation to only those who may be affected by a departure. In this instance, the extent of consultation was reduced to include only the adjoining property at No. 195 Lake Street, as the proposed boundary wall departure would only affect this property.

In accordance with the principles of the Community and Stakeholder Engagement Policy, consultation was not undertaken in relation to the demolition. This is because the demolition works relate to structures that were constructed in 1996 and are not referenced as fabric that contributes to the heritage significance of the place as per the heritage listing. Further, because the demolition works are predominately internal and contained at the rear of the house, they would not adversely impact adjoining properties, the Lake Street streetscape, or the wider community.

At the conclusion of the consultation period, the City received no submissions.

#### Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to a member of the City's DRP who specialises in heritage conservation for comment. The referral related to the development plans included in **Attachment 2**. Comment was sought on the acceptability of the proposed demolition, the siting and scale of the proposed alternations and additions and the acceptability of the proposed design, including colours and materials.

The DRP Member provided comments in support of the proposal, which are summarised as follows:

- The proposed demolition works are acceptable.
- As the proposed new works are to the 1996 extension they will not compromise the heritage fabric of the building.
- The proposed new works are identifiable as a later extension and are appropriate in scale and in-built form within the heritage context.
- The proposed extension and new verandah will improve the internal functionality and amenity of the residence.
- The extent of the brick boundary wall is acceptable and will allow privacy for the benefit of the owner of the property. Existing landscaping will not be affected.

The table below shows the design review evaluation by the DRP member as considered against the 10 principles of good design. Due to the scale and location of the proposed works at the rear of the existing house, comment was not provided on Principles 8 or 9 relating to Safety and Community.

Design Review Progress Report	
	<i>Supported</i>
	<i>Pending further attention – refer to detailed comments provided</i>
	<i>Not supported</i>
	<i>Not relevant to this proposal</i>
	<i>DRP Member</i>
	<i>Referral 1 – 17 August 2023</i>
Principle 1 – <b>Context and character</b>	
Principle 2 – <b>Landscape quality</b>	
Principle 3 – <b>Built form and scale</b>	
Principle 4 – <b>Functionality and build quality</b>	
Principle 5 – <b>Sustainability</b>	
Principle 6 – <b>Amenity</b>	
Principle 7 – <b>Legibility</b>	
Principle 8 – <b>Safety</b>	
Principle 9 – <b>Community</b>	
Principle 10 – <b>Aesthetics</b>	

#### 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;*
- *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, the heritage significance of the place, consistency with planning policies and advice from the DRP.

#### 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 adjacent properties 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 application proposes demolition to a heritage protected place. The demolition relates to the 1996 extension, including the dining room wall, doors and steps on the western elevation.

**RISK MANAGEMENT IMPLICATIONS:**

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

**STRATEGIC IMPLICATIONS:**

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

Innovative and Accountable

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

**SUSTAINABILITY IMPLICATIONS:**

The City has assessed the application against the environmentally sustainable design provisions of the City's 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.

There are limitations for the development to influence whole of life environmental impact of the entire dwelling on the site through this application. This is because the scope of the application is limited to a 4.3 square metre building extension.

Administration's assessment has identified that the proposed development would satisfy the [local housing objectives](#) of the Built Form Policy in respect to environmentally sustainable design. This is because the development proposes the retention of most of the existing building and structures on-site to minimise building waste and new glazing is shaded from direct sun and heat by the proposed verandah. The applicant has also advised that the proposed glazing would feature a Low-E coating to reduce solar heat gain from the western sun.

**PUBLIC HEALTH IMPLICATIONS:**

This report does not have any implications on the priority health outcomes of the City's *Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no finance or budget implications from this report.

**COMMENTS:**Summary Assessment

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

- The demolition relates to portions of the building which were constructed in 1996 and do not contribute to the noted heritage significance of the place as referenced in the Statement of Significance. For this reason, the demolition would not impact upon the heritage significance of the place.
- The building fabric that does contribute to the heritage significance as referenced in the Statement of Significance would be retained and protected.
- The demolition is required to enable the extension of the dining room. The proposed extension would not impact the Lake Street streetscape as the development is located to the rear of the house and would not be visible from Lake Street.
- The style, design and materiality of the proposed works are respectful and compatible with the existing dwelling and received support from the City's DRP member.
- The proposed boundary wall extension is of an acceptable height and uses high-quality materials to reduce building bulk impacts to the neighbouring property. The location of the boundary wall would not result in overshadowing of adjoining properties and enhances the sense of privacy between the two sites.

### Lot Boundary Setback/Boundary Walls

The proposed boundary wall to the northern lot boundary would satisfy the design principles of the [R Codes](#) and the local housing objectives of the [Built Form Policy](#) for Lot Boundary Setback for the following reasons:

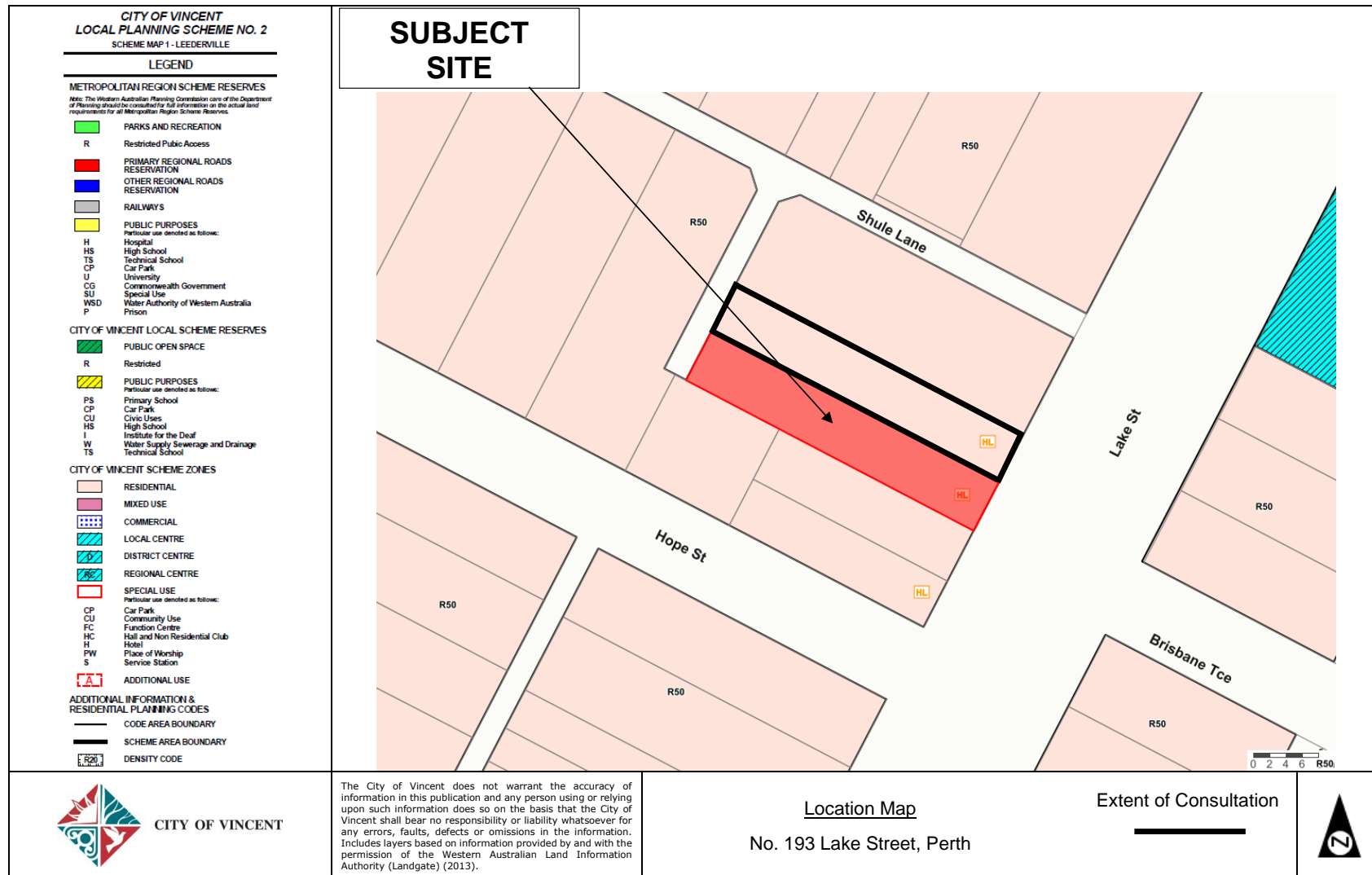
- **Reduced Building Bulk:** The building bulk presented to the adjoining property would be minimal as the subject site has an existing 25.3 metre-long boundary wall constructed adjacent to an adjoining boundary wall of the same length and height at No. 195 Lake Street. The proposal seeks to extend the existing boundary wall length by 2.75 metres, with 1.5 metres of this length provided at a height of 3.1 metres and the remaining 1.25 metres stepping down to a maximum height of 2.0 metres. The height of the proposed boundary wall sits below the permitted deemed-to-comply height of 3.5 metres, reducing visual impacts to the northern property. The boundary wall would be constructed of single course face brick to match the existing boundary wall materiality, which would provide textural interest and reduce the visual impact of the wall. The combination of the short length of wall that would be visible, stepped height and proposed finish would minimise the presentation of bulk to the adjoining property and was supported by the City's DRP member.
- **No Overshadowing or Impact to Ventilation:** The boundary wall is located to the northern boundary of the site and would not adversely impact the adjoining property's access to direct sun or ventilation as its shadow would fall within the subject site. Areas to the west of the boundary wall include open garden area, allowing ventilation to flow between the two outdoor living areas.
- **Effective use of space:** Due to the narrow 6.7 metre-wide lot, the location of the proposed boundary wall assists in maximising the subject site internal dining space and outdoor living area. The boundary wall would facilitate the effective use of outdoor living area by providing for visual privacy and minimising overlooking between the subject site and adjoining property.
- **No Impact to Streetscape:** The proposed development would not impact the streetscape as verandah and boundary wall are located to the rear of the existing house and would not be visible from Lake Street.

### Heritage Management Policy

The proposed alterations and additions meet the acceptable development standards of the Heritage Management Policy.

Comments are included below relating to how the proposed alterations and additions to a heritage listed place meets the [objectives](#) and [performance criteria](#) of the Heritage Management Policy.

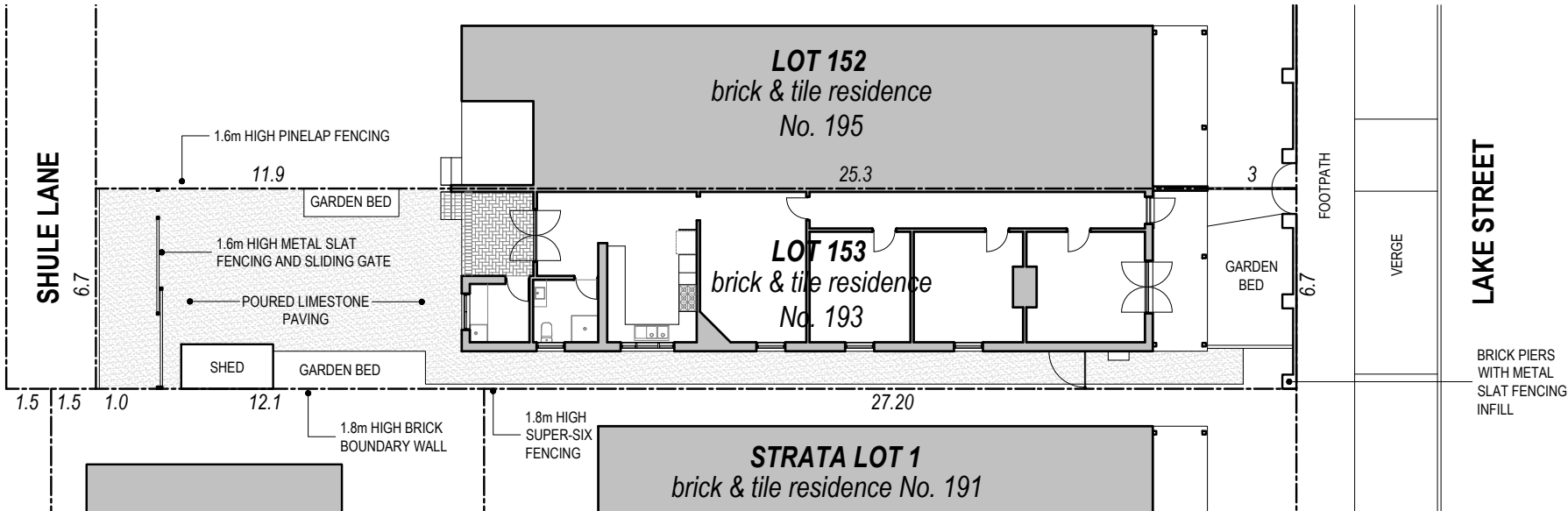
- **Heritage Demolition:** The Heritage Management Policy accepts partial demolition to heritage listed places where the parts to be demolished do not contribute to the cultural heritage significance of the place. The proposed demolition relates to the 1996 extension to the rear of the house which does not contribute to the site's cultural heritage significance regarding the Federation Free Classical presentation to Lake Street, which would be retained.
- **Compatibility with Setting:** The proposed development located to the rear of the dwelling would not modify the streetscape elevation of the house or the visual relationship to the adjoining property at No. 195 Lake Street. The development would be consistent and compatible with the scale of the existing house as the dining room extension would be contained within the existing building footprint. The 4.3 square metre verandah extension is single storey and provides a skillion roof which extends from the existing skillion roof, ensuring consistency of built form with the existing house on the subject site and adjoining property at No. 195 Lake Street.
- **Compatibility with Existing Fabric:** The Heritage Management Policy seeks for alterations and additions to be respectful of existing fabric and to be readily identifiable as 'new work'. The colours and materials of the proposed additions include single course red brickwork, plaster, timber, and white paint, which would be complimentary to the colours and materials that exist within the heritage fabric of the place. The proposal's materials and finishes does not mimic or replicate historic styles and would not obscure the heritage fabric of the house due to its location at the rear of the existing house. The additions can be distinguished as 'new work' because they are attached to the 1996 extension and not the portion of the house constructed in 1908. The proposed roof over the verandah and dining room is an extension to the 1996 skillion roof which is a distinctly different style from the original gabled roof that covers the subject site and No. 195 Lake Street.
- **DRP Support:** Comments received from the City's DRP Member specialising in heritage conservation confirm that the alterations and additions are compatible with the heritage place. The DRP member advised that the development is an appropriate style, scale, and materiality, and would not impact the heritage fabric of the place or relationship with the adjoining heritage listed property.



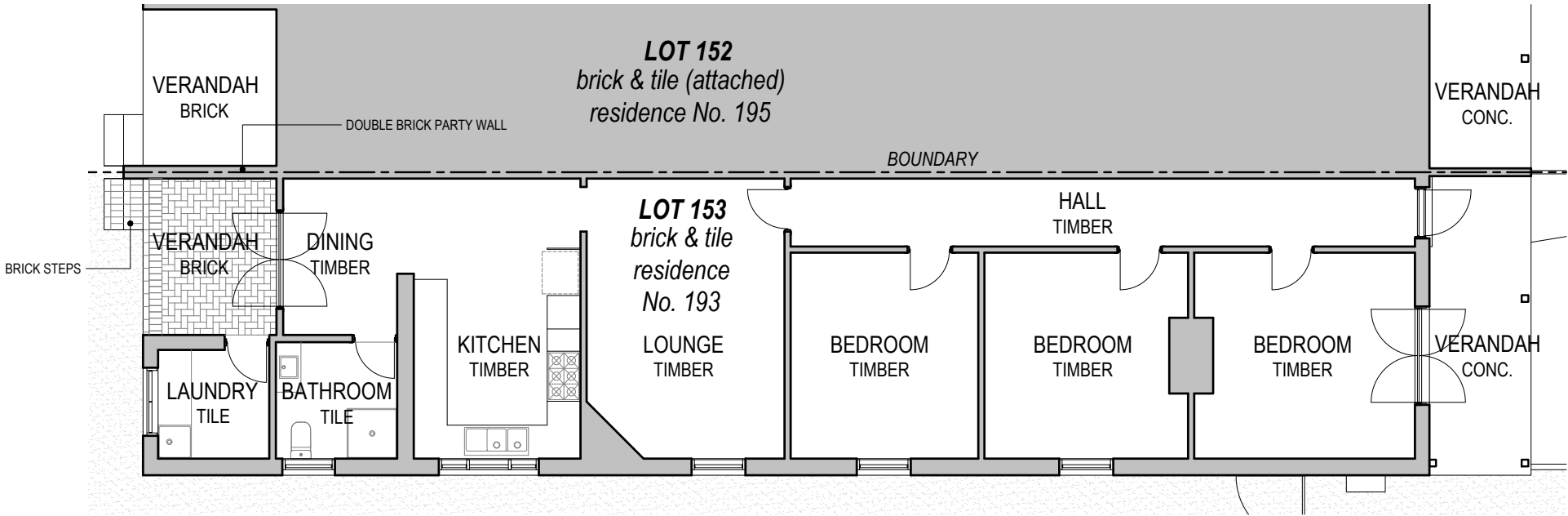




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14 November 2023



EXISTING SITE PLAN 1:200



EXISTING FLOOR PLAN 1:100

NOTES

HERITAGE DETAILS

- SEMI-DETACHED DWELLINGS (LOT 152, LOT 153)
- MANAGEMENT CATEGORY B
- INCLUSION DATE 20061121
- STATE REGISTER - NO
- PROPOSED WORKS (REFER A2.0) ARE LIMITED TO THE REAR OF THE PROPERTY. THE WORKS INCLUDE MINOR ALTERATIONS AND ADDITIONS TO AN EXISTING ADDITION COMPLETED IN THE EARLY 1990'S. THERE ARE NO WORKS PROPOSED TO ANY HERITAGE FABRIC AND NO WORKS ARE VISIBLE FROM THE STREET.

PLAN

- THIS DRAWING IS MADE FOR THE PURPOSES OF DESCRIBING THE PROPOSED WORKS AND IS BASED ON SITE MEASUREMENTS AND DETAILS AVAILABLE VIA THE CITY OF VINCENTS INTRAMAPS.
- DUE TO THE MINOR SCOPE OF WORKS, A FULL FEATURE SURVEY EXECUTED BY A LICENSED SURVEYOR HAS NOT BEEN COMPLETED. AHD LEVELS ARE NOT THEREFORE NOT SHOWN. ALL SITE LEVELS ARE RETAINED UNDISTURBED.
- RELATIVE HEIGHTS OF THE WORKS ARE SHOWN FROM THE EXISTING GROUND PLANE AND EXISTING STRUCTURE. LEVELS AT THE LOCATION OF THE WORKS ARE FLAT. AN EXISTING RETAINING WALL AT THE VERANDAH EDGE IS RETAINED AND A NEW ENCLOSING WALL LOCATED AT THIS LINE.

PARKING & ACCESS

- PARKING FOR THIS RESIDENCE IS STREET PARKING.
- ALL PEDESTRIAN ACCESS TO THE SITE AND HOUSE REMAIN UNAFFECTED BY THE PROPOSED WORKS.

NEIGHBOURING PROPERTY

- THE NEIGHBOURING PROPERTY OWNER HAS BEEN CONSULTED REGARDING THE PROPOSED ADDITIONS.
- NO CONCERNS HAVE BEEN RAISED BY THE OWNER. THEY UNDERSTAND ACCESS WILL BE REQUIRED TO COMPLETE THE CONSTRUCTION OF THE NEW BOUNDARY WALL.
- ALL ADDITIONS, INCLUDING THE EXTENSION OF THE BOUNDARY WALL, ARE DESIGNED TO MEET THE DEEMED TO COMPLY PROVISIONS OF THE R-CODES. THE BOUNDARY WALL IS EXTENDED TO REMOVE OVERLOOKING FROM THE PROPOSED TIMBER- FRAMED VERANDAH.
- A BA20 FORM WILL BE REQUIRED TO COMPLETED AS PART OF THE BUILDING PERMIT APPLICATION.

DO NOT SCALE THIS DRAWING. IT IS THE BUILDER'S EXPRESS RESPONSIBILITY TO CHECK ALL SITE DIMENSIONS PRIOR TO FABRICATION OR COMMENCEMENT OF ANY WORK. ANY FORM OF REPRODUCTION OF THIS DRAWING IN FULL OR IN PART WITHOUT WRITTEN PERMISSION OF THE DESIGNER CONSTITUTES AN INFRINGEMENT OF COPYRIGHT.

REV	DATE	AMENDMENT	BY
2	14.11.23	DESIGN AMENDED	
1	13.10.23	REQUESTED AMENDMENTS	
0	18.07.23	DEVELOPMENT APPROVAL	

**MONK** design

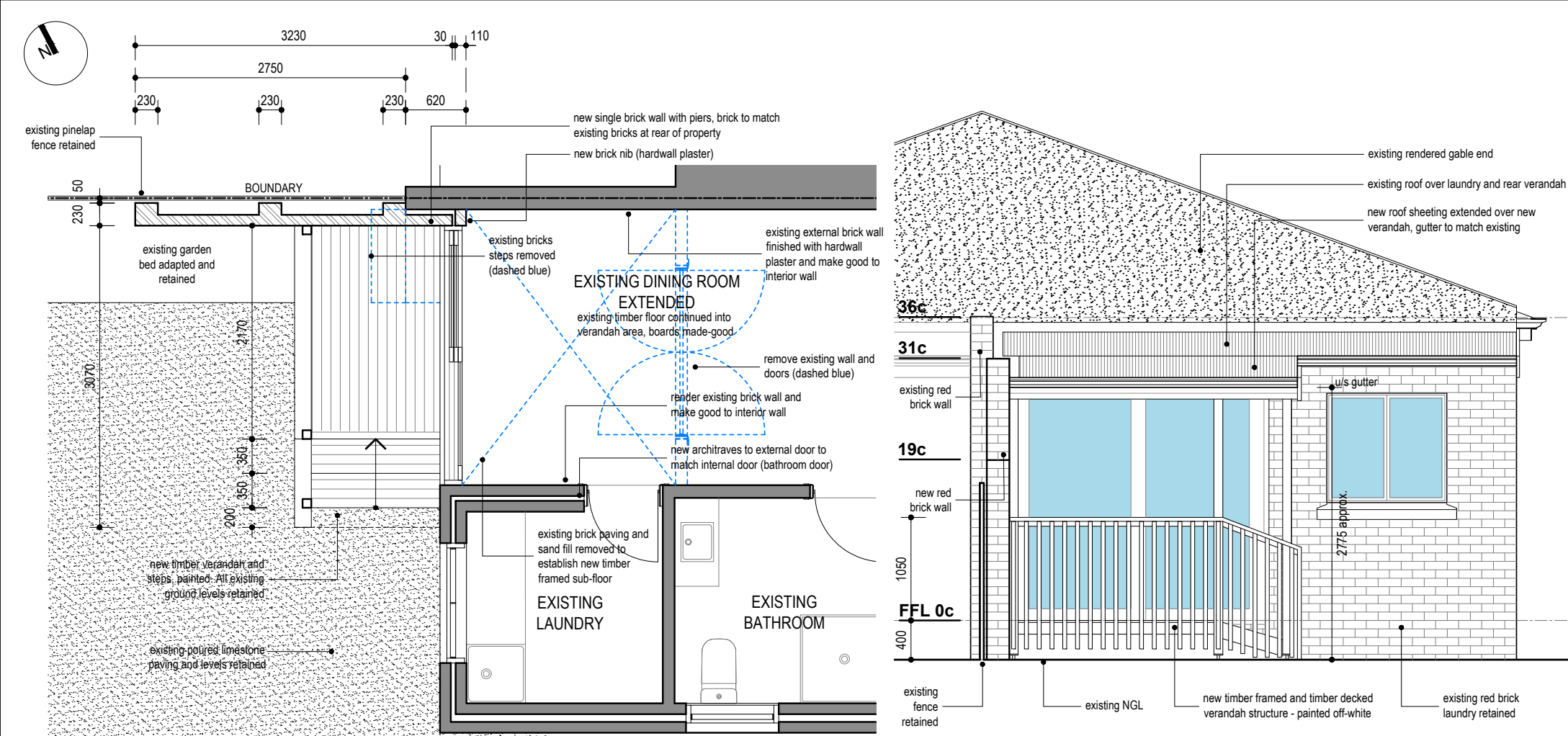
m 0433 374 660  
e justine.monk@inet.net.au

193 LAKE ST, NORTHBRIDGE ALTERATIONS & ADDITIONS

**Development Application**  
SITE PLAN, EXISTING FLOOR PLAN

DRAWN JM	DESIGNED JM	PRINCIPAL JM
CHECKED JM	CAD DWG PATHNAME	
SCALE VARIES	DATE 14.11.2023	DRAWING No. A1.0
JOB NUMBER 1710	THIS IS A CAD DRAWING. DO NOT AMEND MANUALLY	REV. 2





CITY OF VINCENT  
RECEIVED  
14 November 2023

DO NOT SCALE THIS DRAWING. IT IS THE BUILDER'S EXPRESS RESPONSIBILITY TO CHECK ALL SITE DIMENSIONS PRIOR TO FABRICATION OR COMMENCEMENT OF ANY WORK. ANY FORM OF REPRODUCTION OF THIS DRAWING IN FULL OR IN PART WITHOUT WRITTEN PERMISSION OF THE DESIGNER CONSTITUTES AN INFRINGEMENT OF COPYRIGHT.

2	14.11.23	DESIGN AMENDED	
1	13.10.23	REQUESTED AMENDMENTS	
0	18.07.23	DEVELOPMENT APPROVAL	
REV	DATE	AMENDMENT	BY

**MONK** design

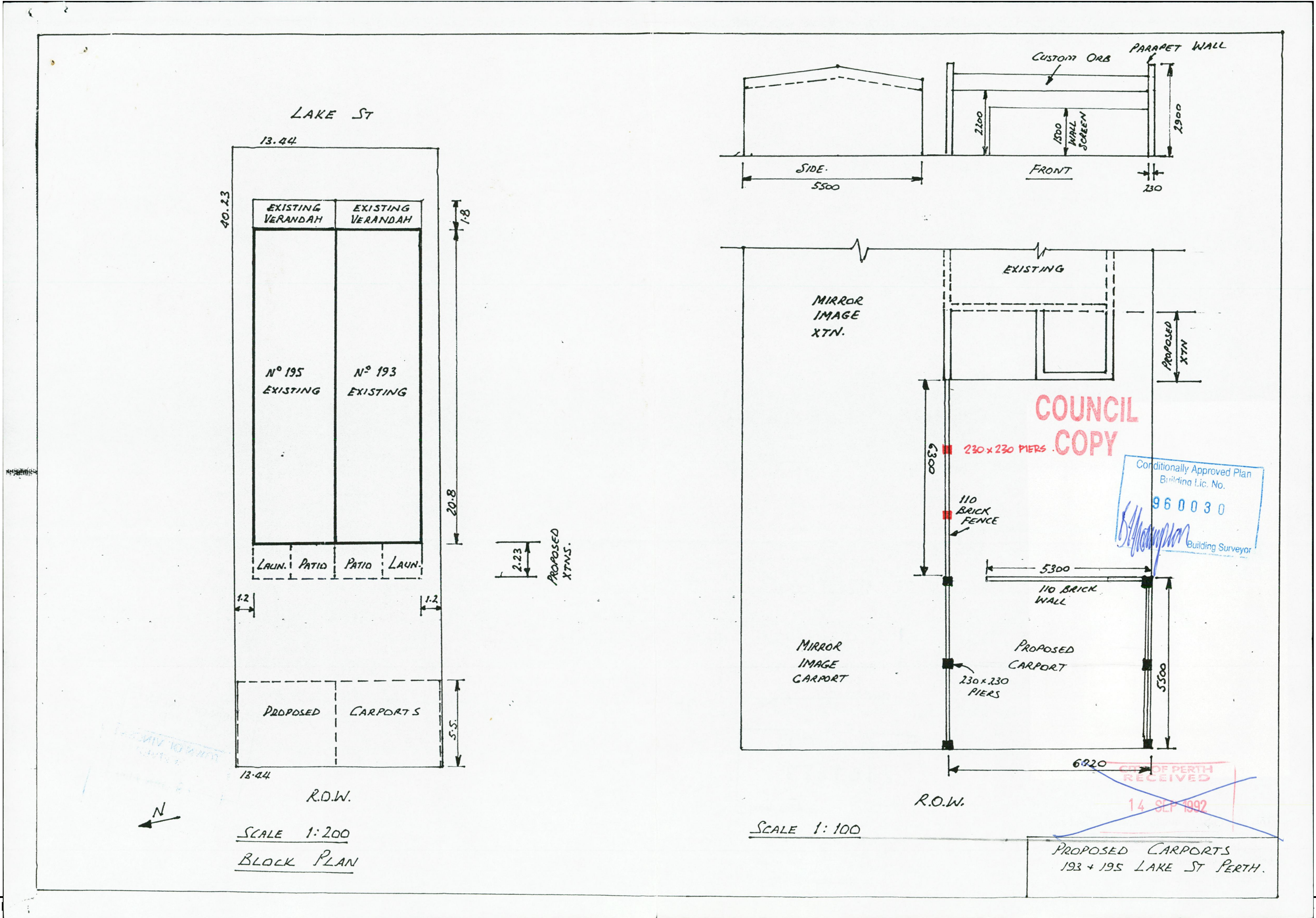
m 0433 374 660  
e justine.monk@iinet.net.au

193 LAKE ST, NORTHBRIDGE ALTERATIONS & ADDITIONS

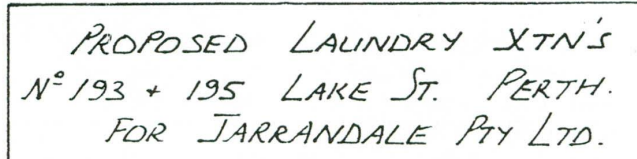
Development Application  
REAR ADDITION PLAN, ELEVATIONS, SECTION

DRAWN JM	DESIGNED JM	PRINCIPAL JM
CHECKED JM	CAD DWG PATHNAME	
SCALE 1:50@A3	DATE 14.11.2023	DRAWING No. A2.0
JOB NUMBER 1710	THIS IS A CAD DRAWING. DO NOT AMEND MANUALLY	REV. 2













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 4, 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.

**5.3 NO. 139 (LOT: 8; D/P: 56031) BUXTON STREET, MOUNT HAWTHORN - ALTERATIONS AND ADDITIONS TO COMMERCIAL DEVELOPMENT (OUTBUILDING)**

Ward: North

- Attachments:
1. Consultation and Location Plan [↓](#) 
  2. Development Plans [↓](#) 
  3. Summary of Submissions - Administration Response [↓](#) 
  4. Determination Advice Notes [↓](#) 

**RECOMMENDATION:**

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for and Alterations and Additions to Commercial Development (Outbuilding) at No. 139 (Lot: 8; D/P: 56031) Buxton Street, Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 4:

1. Development Plans

This approval is for Alterations and Additions to Commercial Development (Outbuilding) as shown on the approved plans dated 17 November 2023. No other development forms part of this approval;

2. Use of Outbuilding

The outbuilding shall only be used for storage purposes associated with the property and not for human habitation or for the parking of vehicles, unless further approval is received, to the satisfaction of the City;

3. External Fixtures

All external fixtures, such as television antennas (of a non-standard type), radio and other antennae, satellite dishes, solar panels, external hot water heaters, air conditioners, and the like, shall not be visible from the street(s), are designed integrally with the building, and be located so as not to be visually obtrusive to the satisfaction of the City;

4. 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

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.

**EXECUTIVE SUMMARY:**

The purpose of this report is to consider an application for development approval for Alterations and Additions to Commercial Development (Outbuilding) at No. 139 Buxton Street, Mount Hawthorn (the subject site) that is heritage listed under the City of Vincent's Heritage List (Management Category B).

The application proposes the demolition of an existing carport and sea container at the rear of the site to facilitate the construction of a new outbuilding (shed) in the same location. The proposed development plans are included as **Attachment 2**.

The elements of the proposal that require a design principles assessment and the exercise of discretion include the lot boundary setback provided to the western (rear) lot boundary. The shed is acceptable due to its obscured visibility from the adjoining property, the use of design elements to reduce impacts of building bulk and suit the adjoining residential context, including the inclusion of doors and windows and contrasting colours on the structure. The reduced setback does not result in overshadowing to the western property due to the favourable location and the setback provided allows ventilation to flow.

The proposed development is acceptable as it meets the objectives of the City's Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties (Heritage Management Policy), which ensures the preservation of heritage value while enabling improvements to the heritage buildings.

The existing carport and sea container were built between 1995 and 2000 respectively and do not contribute to the heritage significance of the place. The demolition of the carport and sea container is supported due to its location to the rear of the property and given the demolition has no impact to the cultural heritage significance of the place as referenced in the Physical Description or Statement of Significance. The building fabric that does contribute to the heritage significance as referenced in the Statement of Significance would be retained and protected.

### PROPOSAL:

The application proposes the demolition of carport and sea container used for storage, located to the rear of the existing commercial lot on the subject site.

The application proposes alterations and additions of a shed to the rear of the existing commercial lot on the subject site. A summary of the works proposed is as follows:

- The demolition of a carport and sea container that were constructed between 1995 and 2000. These structures are located to the north-west corner (rear boundary) of the subject site.
- The construction of an 8 metre by 6 metre shed, to replace the existing carport and sea container, to be used for the storing of goods and materials.

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

### BACKGROUND:

<b>Landowner:</b>	Roy Victor Burton & Ann Burton
<b>Applicant:</b>	Roy Victor Burton & Ann Burton
<b>Client:</b>	Roy Victor Burton & Ann Burton
<b>Date of Application:</b>	27 June 2023
<b>Zoning:</b>	MRS: Urban LPS2: Zone: Local Centre R Code: N/A
<b>Built Form Area:</b>	Activity Corridor
<b>Existing Land Use:</b>	Shop
<b>Proposed Use Class:</b>	Shop
<b>Lot Area:</b>	1,133m <sup>2</sup>
<b>Right of Way (ROW):</b>	N/A
<b>City of Vincent Heritage List:</b>	Yes – Management Category B
<b>State Register of Heritage Places:</b>	No

### DETAILS:

The subject site is bound by Buxton Street to the east, commercial development to the north, and residential properties to the south and west. A location plan is included in **Attachment 1**.

The subject site and adjoining properties to the north, located on the southern side of Scarborough Beach Road are zoned Local Centre under Local Planning Scheme No. 2 (LPS2) and are within the Activity Corridor Built Form Area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy) (Built Form Policy). The adjacent properties to the east, on the northern and southern sides of Scarborough Beach Road are zoned Mixed Use under LPS2 and are within the Activity Corridor Built Form Area under the Built Form Policy. The adjoining properties to the south and west are zoned Residential R30 and are within the Residential Built Form Area under the Built Form Policy.

Heritage Listing

The subject site is listed on the City's [Heritage List](#) as Management Category B – Conservation Recommended.

The Statement of Significance for the heritage listing reads as follows:

*No. 139 Buxton Street is a surviving example of immigrant initiative through a factory building constructed by immigrants, largely from materials of their own making. Now used as The Jazz cellar it has become a venue of social importance.*

The Physical Description included in the heritage listing is as follows:

*Originally constructed by two immigrants as a factory building, with the saw tooth form of construction common for factories. The concrete blocks for its construction may have been made by its builders, as the commercial production of concrete blocks did not occur until the Post World War Two period. Adapted in recent times for commercial purposes and used now as The Jazz Cellar. The Jazz Cellar occupies the basement and is accessed via a red telephone booth leading underground. Industrial building with added commercial façade.*

As mentioned above, the cultural heritage significance of the place relates to the portion of building along the eastern and southern boundary which now operates as a commercial business (Salvo's). The existing carport and sea container located to the rear of the subject site are not referenced in the Physical Description or Statement of Significance for the place as having heritage value. For these reasons, the structures do not form part of the heritage significance of the place.

Approval History

The following development approvals have been granted for the site relevant to this development application:

- A retrospective development approval was issued 29 March 2018 for a carport and sea container. This was a 3 year, time limited approval and expired in 2021.
- A development approval was issued 13 May 2021 for the same structures to be approved as outbuildings with a purpose of storage. This was a 3-year, time limited approval and expires in May 2024. Both structures have been used to facilitate the storage of goods onsite, including a caravan, and have not been used to facilitate public parking.

**Summary Assessment**

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

Planning Element	Acceptable Development Standards	Requires the Discretion of Council
Street Setback	✓	
Building Setbacks		✓
Building Height/Storeys	✓	
Roof Form	✓	
Parking & Access	✓	
Outbuildings	✓	
Heritage Management Policy	✓	

### Detailed Assessment

The Built Form Policy provides standards for assessing a development application, through element objectives or acceptable outcomes.

Element objectives are qualitative measures that describe the desired outcome to be achieved.

The acceptable outcomes standards are typically quantitative measures. The Built Form Policy sets out that meeting the acceptable outcome standards is likely to achieve the element objectives.

If an element of an application does not meet the relevant acceptable outcome, then Council's discretion is required to decide whether this element meets the element objectives.

The planning element of the application that does not meet the applicable acceptable outcomes and requires the discretion of Council is as follows:

Side and Rear Setbacks	
Acceptable Outcomes	Proposal
<b>Built Form Policy Clause 1.3</b>	
Western (Rear) lot boundary setback required: 6.5 metres.	Western (Rear) lot boundary setback provided: 3.5 metres.

The above planning element of the proposal has been assessed against the applicable design principles and local housing objectives 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 Residential Design 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 6 September 2023 and 19 September 2023. The method of consultation included a notice on the City's website and eleven 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.

The application underwent a second round of community consultation with a sign on site and a newspaper advertisement for a period of 14 days between 1 December 2023 and 14 December 2023. Following this consultation being undertaken, Administration noted it was not required, in accordance with the City's Community and Stakeholder Engagement Policy, on the basis that the demolition works proposed do not contribute to the cultural significance of the heritage place.

One submission was received during the initial advertising period objecting to the development. During the secondary advertising period the previous submitter reaffirmed their objection to the proposal and no further submissions were received.

Comments raised in the submission are summarised as follows:

- The existing sheds onsite are unauthorised development and have been built along the western fence line. These sheds have been constructed out of scrap metal with barbed wire and no stormwater management, creating an eyesore to surrounding properties.
- The proposed reduced setback to the western boundary is not appropriate.
- Contention over the subject site's heritage listing, with specific regard to the Statement of Significance being inaccurate, stating that the building was not constructed by migrants.



A summary of the submission received during community consultation along with Administration's responses to each comment is provided in **Attachment 3**.

### Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to the City's DRP Member specialising in heritage conservation for comment. This referral related to the demolition plans included in **Attachment 2** and comments were sought on the acceptability of the proposed partial demolition to a heritage-listed place.

The DRP Member provided comments in support of the proposal, which are summarised as follows:

- The proposed commercial shed is appropriate in its scale, massing and form and suits the commercial utilitarian character of the area.
- Whilst the shed will be partially visible from the street, the proposal involves the removal of existing temporary structures proposing a more permanent high quality shed which improves the aesthetics of the site and preserves the commercial character of the area, which is supportive.
- The shed structure would not provide an amenity impact to adjacent commercial businesses.

The DRP Member provided comments on the elements that required further consideration or were not supported, which are summarised as follows:

- Further details regarding the specifications of colours and materials are needed to assess quality and long-term aesthetic as the shed will be partially visible from the street.
- Proposed heights to be assessed against the existing shed. Suggestion to not exceed current shed height to ensure appropriate built form and scale to adjoining residential properties.
- Further clarity needed regarding the proposed use. If the shed is habitable, further consideration is needed with regards to cross ventilation.

### Amended Plans (dated 17 November 2023)

In response to the initial DRP Member comments, the applicant made the following changes to the proposal:

- Detail provided regarding the proposed colours and materials.
- Proposed shed reduced in size from 94 square metres to 48 square metres.
- Increased western (rear) setback from 0.5 metres to 3.5 metres.
- Change in roof form from concealed roof with a maximum height of 4.5 metres to a pitched roof with a maximum wall height of 2.7 metres and a maximum roof pitch height of 3.5 metres.
- Confirmation the shed would not be habitable and would largely be used for storage.

The DRP Member reviewed the additional information and revised plans and confirmed all outstanding comments had been addressed and therefore provided support for the proposal.

Design Review Progress		
	Supported	
	Pending further attention	
	Not supported	
	Not relevant to this proposal	
	Referral One – 27 June 2023	Referral Two – 17 November 2023
Principle 1 – <b>Context &amp; Character</b>		
Principle 2 – <b>Landscape Quality</b>		
Principle 3 – <b>Built Form and Scale</b>		
Principle 4 – <b>Functionality &amp; Built Quality</b>		
Principle 5 – <b>Sustainability</b>		
Principle 6 – <b>Amenity</b>		
Principle 7 – <b>Legibility</b>		
Principle 8 – <b>Safety</b>		
Principle 9 – <b>Community</b>		
Principle 10 – <b>Aesthetics</b>		

**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;
- 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 and advice from the DRP.

*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 8 of the Burra Charter, conservation of heritage places requires the retention of an appropriate setting with demolition which would adversely affect the setting, not considered appropriate.

*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 is a heritage listed property, the proposal is required to be assessed against Part 4 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 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.*

**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 application proposes the demolition of an existing carport and sea container that are located on a heritage-protected place.

**RISK MANAGEMENT IMPLICATIONS:**

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

**STRATEGIC IMPLICATIONS:**

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

Innovative and Accountable

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

**SUSTAINABILITY IMPLICATIONS:**

This application does not contribute to any environmental sustainability outcomes. There is limited ability for the development to influence the environmental impact of the entire building on the site through this application. This is because the scope of the application is limited to demolition works and construction of a non-habitable shed.

**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:**

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

- The demolition relates to the existing carport and sea container structure not contributing to the heritage significance of the place. For this reason, the demolition would not impact upon the heritage significance of the place.
- The location and design of the proposed shed are respectful and compatible with the elements of the existing commercial building on-site that are of heritage value as well as adjoining commercial and residential properties.
- The proposed shed would be clearly legible as 'new work' to a heritage building, and located at the rear of the property. The proposed works would result in minimal visual impact and would not adversely affect the amenity of adjoining properties.
- The proposed development is of a modest single-storey scale and would not adversely affect the amenity of the adjoining residential property. Due to its scale, location, design and proposed setback the development would minimise the presentation of bulk to the adjoining property and would not result in overshadowing of the adjoining property.
- The proposed additions are of a style, materiality and colour that are compatible with and responds to the heritage place, and ensures that the dwelling's street presentation to Buxton Street is preserved and received support from the City's DRP member.

Side and Rear Setbacks

The proposed lot boundary setbacks would satisfy the [Element Objectives](#) of the Built Form Policy for the following reasons:

- Reduced Building Bulk to Rear Property: The shed is located 3.5 metres from the eastern boundary of the adjoining residential property (No. 140 Egina Street). The shed is adjacent to the adjoining property's large rear garden area that includes an open space area as well as an outbuilding type structure and landscaping located to the rear eastern boundary and which would restrict some views towards the proposed shed. The western properties outdoor living area is situated approximately 10.5 metres from the shared boundary. These areas of the western property would not be adversely impacted from building bulk due to the following design elements:
  - The shed is proposed to be constructed in Colourbond Orb sheeting in a grey (Windspray) colour, with trimmings (window frames, door frames, down pipers etc) provided in white. The materials and contrasting colours provide appropriate design detail to reduce impacts of building bulk while also referencing materials and colours typically found within the residential context;
  - The scale of the shed is consistent with that of the adjacent residential built form. This is provided through the 2.7 metre wall height and maximum pitch of 3.5 metres.
  - The inclusion of a pedestrian door and window to the western façade breaks up areas of solid blank wall and reduces the impact of building bulk to western adjoining property.
  - The existing structures to be demolished provide a nil to 2.0 metre setback to the western boundary. The removal of these structures and construction of a new shed with a 3.5 metre setback to the western boundary would improve the overall visual impact and outcome when viewed from the adjoining western property.
- Solar Access: The proposed shed is located on the north-western portion of the lot which would result in shadows being cast internally, reducing southern shadow impacts to the adjoining western residential property.
- Ventilation: The proposed 3.5 metre western boundary setback in conjunction with the approximately 10.5 metre setback of the adjoining dwelling at No. 140 Egina Street provides sufficient space for ventilation to flow between the subject site and adjoining property.

- Impact to Streetscape: The proposed shed would have minimal visual impact on the Buxton Street streetscape. This is because the proposed shed would be setback 30.5 metres from the Buxton Street boundary and would only be visible when looking directly down the driveway due to the existing commercial building and fencing, which screen the shed from the street from most viewpoints. While the shed is partially visible, it has been designed with dark colours and includes openings to reduce the visual impacts to Buxton Street.
- DRP Support: The DRP Member provided support for the proposed lot boundary setback due to the appropriate scale, mass and form and suitable design, colours and materials.

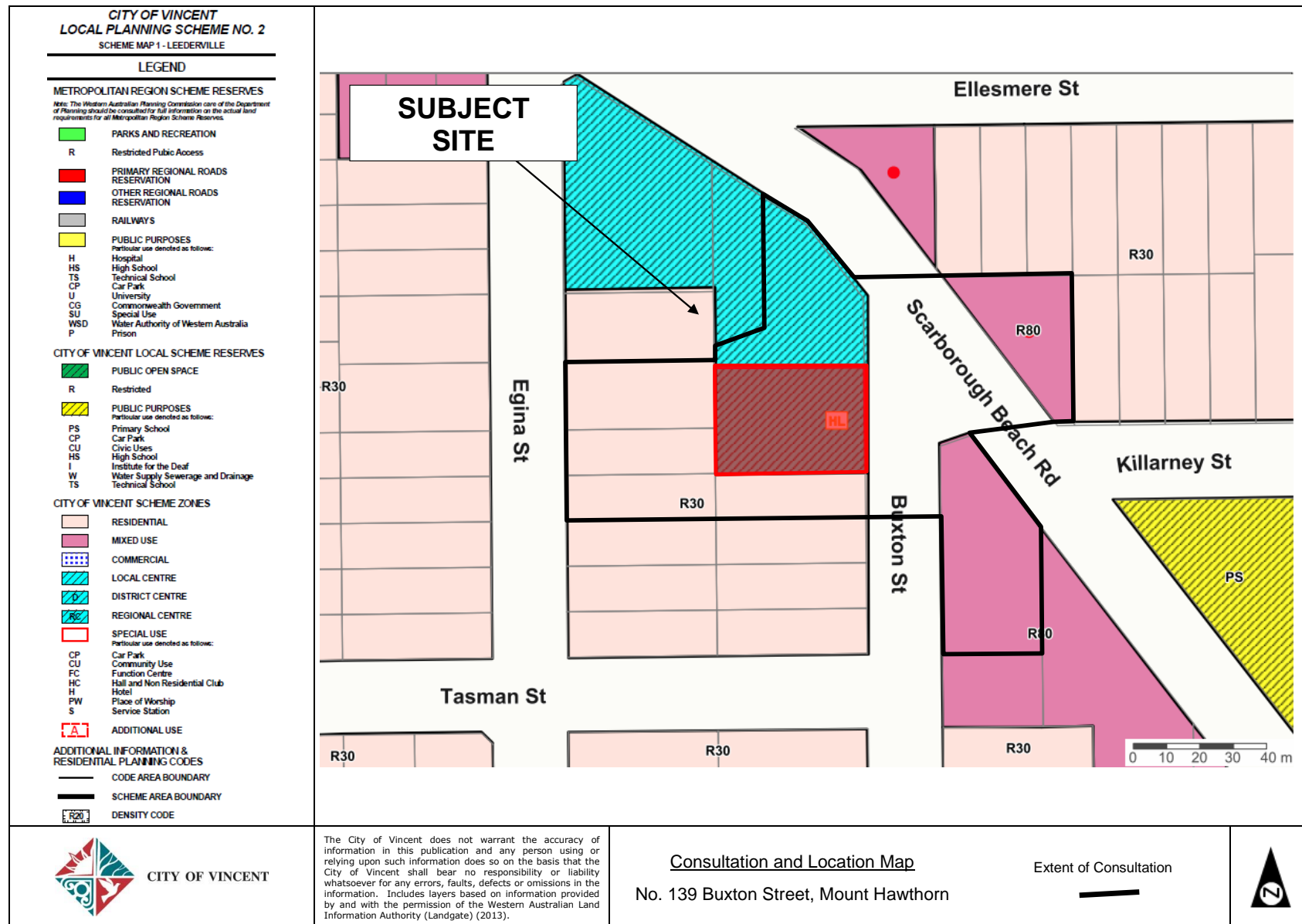
#### Heritage Management Policy

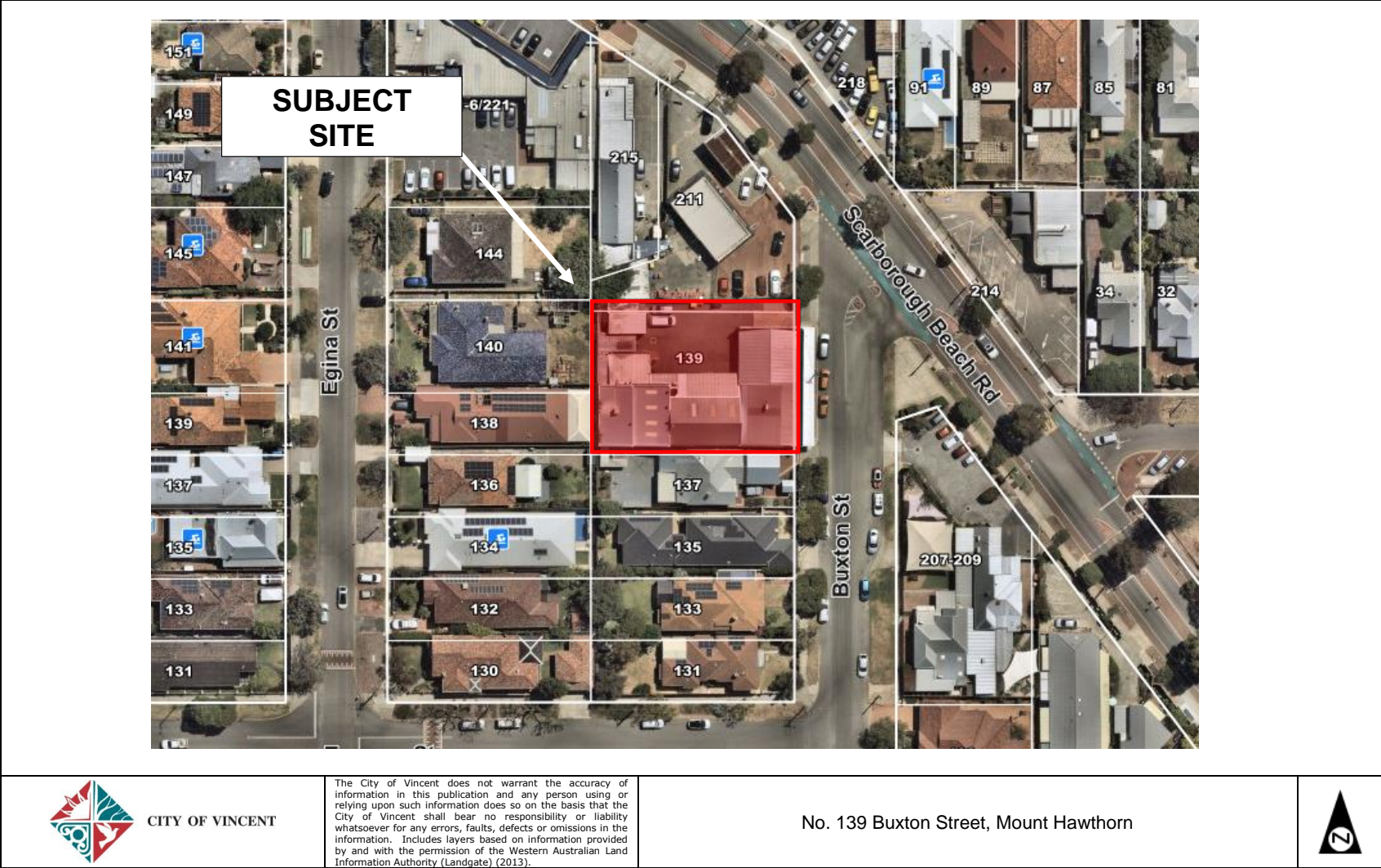
The proposed alterations and additions meets the acceptable development standards of the Heritage Management Policy.

Comments are included below addressing how the proposed development meets the [performance criteria](#) and [objectives](#) of the Heritage Management Policy.

- Heritage Demolition: The Heritage Management Policy accepts partial demolition to heritage listed places where the parts to be demolished do not contribute to the cultural heritage significance of the place. The demolition of the existing structures are acceptable as the proposed demolition would have no impact on the heritage significance of the place or structural integrity of the existing commercial building. A review of aerial imagery indicates that the carport and sea container were constructed between 1995 and 2000 respectively and are not part of the original fabric of the building. These structures are free-standing and are subsequent additions to the site, not forming part of the heritage significance of the place. The building fabric that does contribute to the heritage significance as referenced in the Statement of Significance is located to the front of the site and would be retained and protected.
- Materials and Finishes: The Heritage Management Policy accepts development to a heritage place where they are sympathetic to the existing material and readily identifiable as 'new work'. The colours and materials of the proposed additions would be compatible with the heritage fabric of the place, would not obscure the heritage fabric of the commercial building and could be distinguished as 'new work'. The proposed materials and finishes, including darker windspray cladding and white coloured paint, resembling a modern shed as opposed to mimicking or replicating historic styles and colours on-site.
- Doors and Openings: The inclusion of a door and window on the frontage of the shed breaks up the impact of bulk to the primary façade reducing the overall impact of the shed to Buxton Street. While the doors of the proposed shed would be visible from Buxton Street, they would be located 30.5 metres from the street boundary and would only be visible when looking directly down the driveway with the existing commercial building and front fencing screening the shed from view from most viewpoints. These design elements, in conjunction with the points raised above, mitigate the sheds impact to Buxton Street and to ensure that the principal façade is not obscured.
- DRP Support: Comments received from the City's DRP Member specialising in heritage conservation confirm that the proposal is compatible with the heritage listed lot. This is because the proposed development is of an appropriate scale and suitable and complimentary design (as discussed above) would result in minimal impact to heritage fabric.







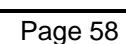
CITY OF VINCENT

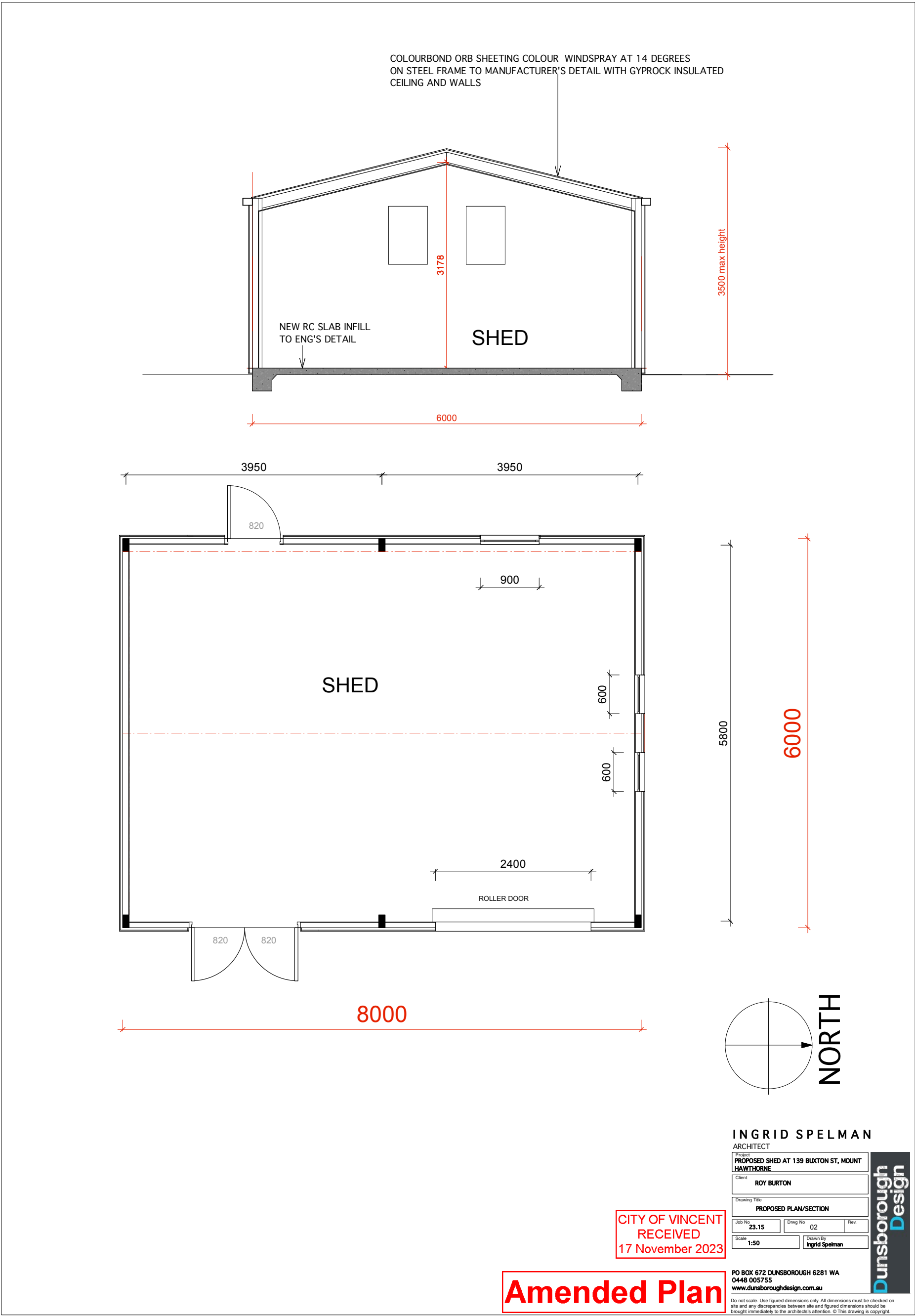
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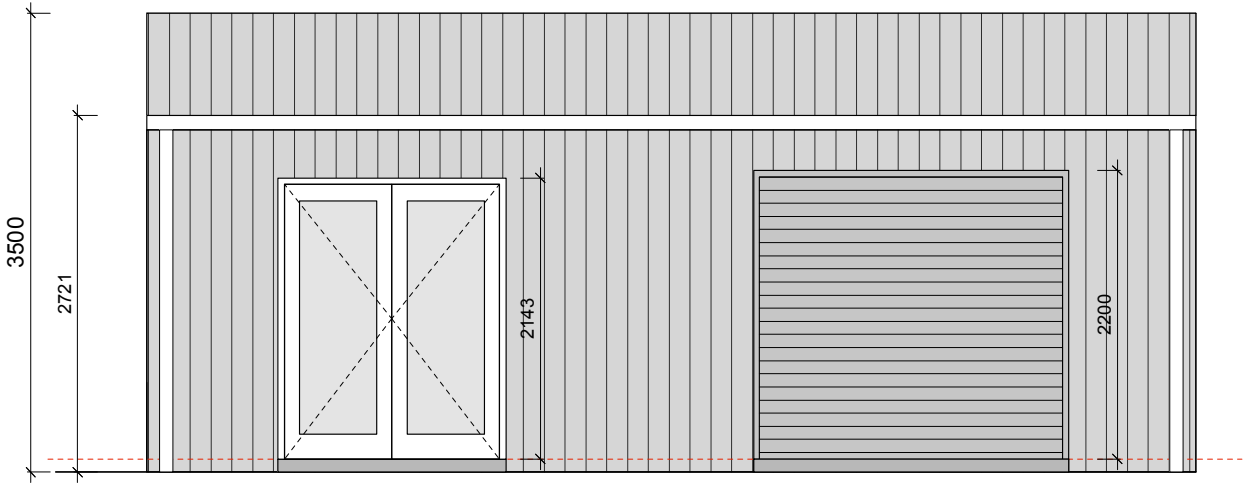
No. 139 Buxton Street, Mount Hawthorn



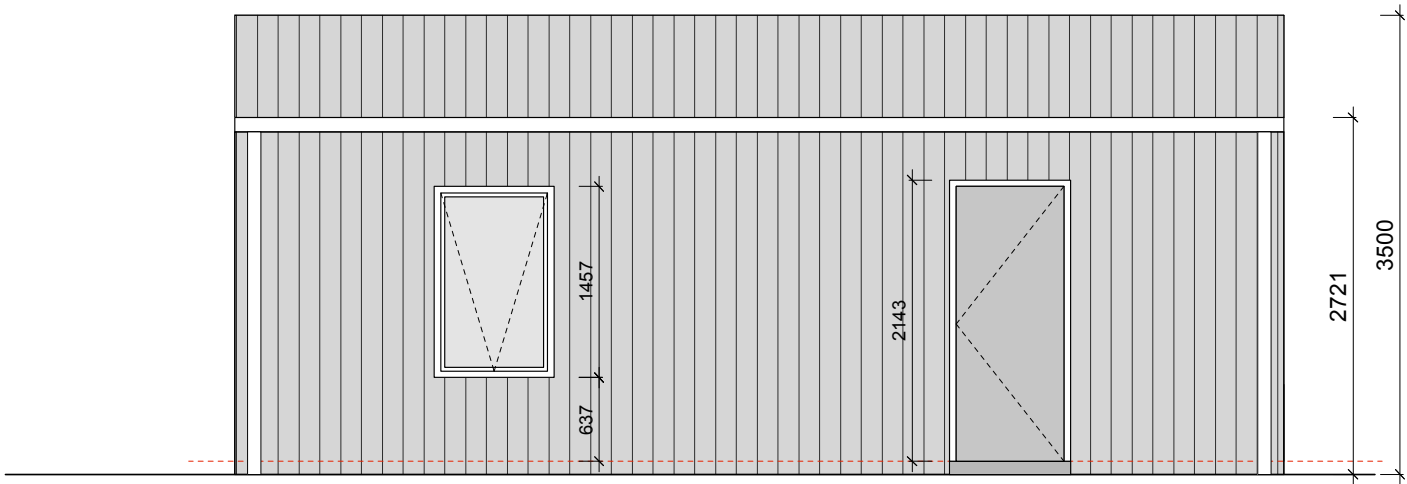




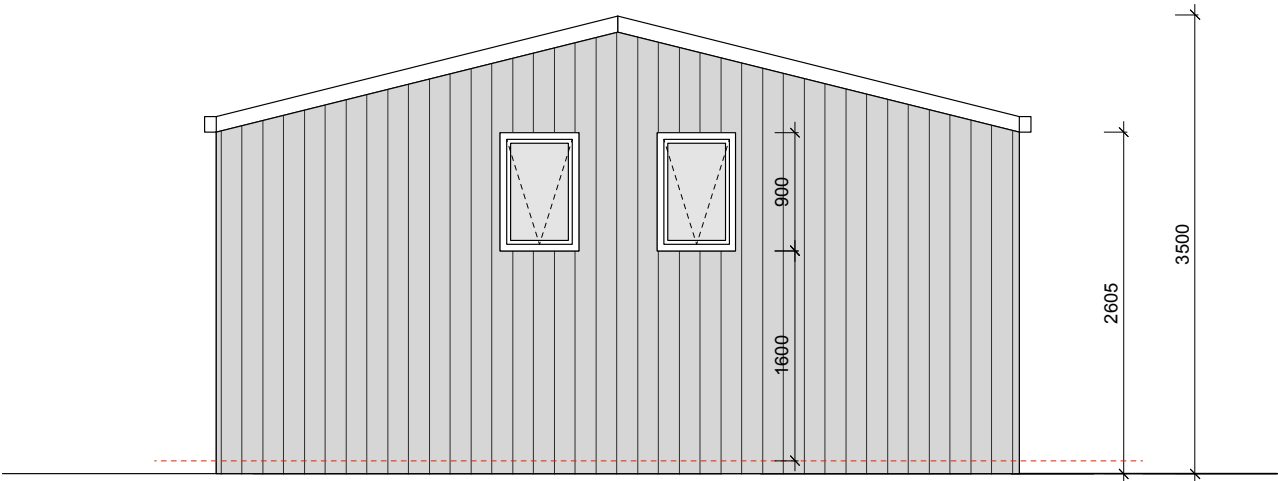




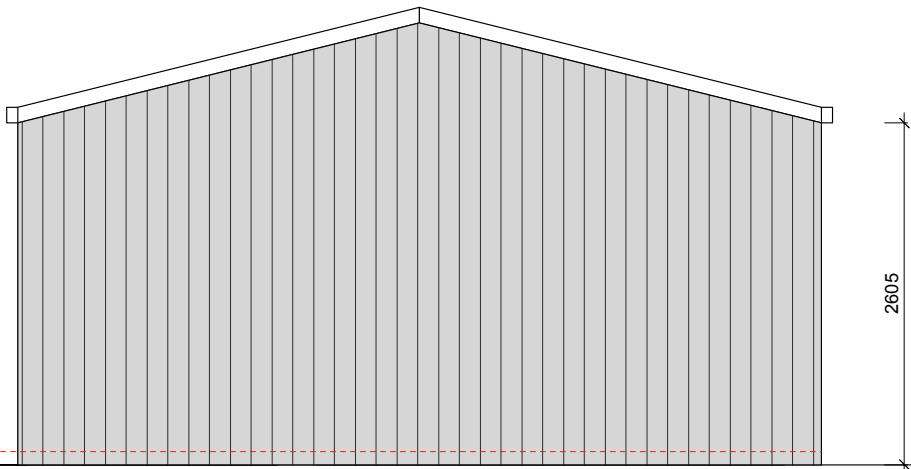
EAST ELEVATION



WEST ELEVATION



NORTH ELEVATION



SOUTH ELEVATION

FINISHES  
COLOURBOND ORB ROOF SHEETING  
AND WALL CLADDING  
COLOUR WINDSPRAY  
WINDOW/DOOR FRAMES, GUTTERS, DP'S  
AND TRIMS COLOUR WHITE

INGRID SPELMAN  
ARCHITECT

Project  
PROPOSED SHED AT 139 BLUXTON ST, MOUNT  
HAWTHORNE

Client  
ROY BURTON

Drawing Title  
PROPOSED ELEVATIONS

Job No. 23.15 Draw No. 03 Rev.

Scale 1:50 Drawn By Ingrid Spelman

CITY OF VINCENT  
RECEIVED  
17 November 2023

Amended Plan

PO BOX 672 DUNSBOROUGH 6281 WA  
0448 005755  
www.dunsboroughdesign.com.au

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Design



**Summary of Submissions:**

The table below summarise the comments received during the initial advertising period (6 September 2023 to 19 September 2023) of the proposal, together with Administration's response to each comment.

Comments Received in Objection:	Administration Comment:
<p><u>General</u></p> <ul style="list-style-type: none"> <li>Note that the proposal would require approval from Water Corp prior to building permit due to the pipelines located within close proximity of the western boundary.</li> <li>Concerns regarding the unauthorised development of sheds being built along the western fence line.</li> <li>Concerns relate to the current carport being excessive and constructed out of scrap metal with barbed wire and no stormwater management, creating an eyesore to surrounding properties. This existing structure is therefore extremely dangerous &amp; hazardous.</li> </ul>	<ul style="list-style-type: none"> <li>The Water Corporation have provided comment with regards to the proposal confirming that the proposed setback is appropriate with regards to Water Corporation assets and infrastructure. The Water Corporation have advised that a separate approval for the proposed works (Minor Plan/Works) is required. An advice note have been included on as part of the determination letter.</li> <li>Any concern regarding unauthorised works on the subject site are recommended to be raised with the City's Compliance Services team for investigation, noting this development application does not seek approval for existing structures.</li> <li>The current development application seeks to demolish the existing carport. This structure received retrospective planning approval in 2018. The City recommended the owner remove the barbed wire but did not pursue the removal of the barbed wire it has been in place for several years (since 2000) and prior to the Fencing Local Law 2008 being enacted. The owner has informed the City that they will be removing the barbed wire upon Development Approval for the structures at the rear of the property.</li> <li>It is the responsibility of the landowner to ensure that rainwater is directed into an appropriate drainage system, soak well, or onto a paved surface, provided the surface is sloped away from any nearby buildings. A condition of approval is recommended requiring stormwater from all roofed and paved areas to be collected and contained on site and to not affect or be allowed to flow onto or into any other property or road reserve.</li> </ul>
<p><u>Lot Boundary Setbacks</u></p> <p>Concerns regarding the shed being located 0.5 metres from the western boundary.</p>	<p>Following the community consultation period the applicant provided amended plans increasing the rear setback to 3.5 metres. The provided setback is sufficient the shed provides a door and window to break up impacts of building bulk as well contrasting colours and materials. As the shed is located to the north-west corner of the site, all overshadowing falls internally and the setbacks between the shed and western adjoining properties dwelling is approximately 14 metres, allowing ventilation to flow between sites. For these reasons, the setback to the western boundary is acceptable.</p>

**Summary of Submissions:**

Comments Received in Objection:	Administration Comment:
<u>Heritage</u> <ul style="list-style-type: none"> <li>Concern that the heritage listing allows for poor development outcomes to be proposed, approved and constructed.</li> <li>Contention over the subject site's heritage listing, with specific regard to the Statement of Significance stating that the building was built by immigrants.</li> </ul>	<ul style="list-style-type: none"> <li>The planning framework continues to apply despite the heritage listing. Further to the standard planning requirements, heritage listed properties are subject to addition requirements under Local Planning Policy 7.6.1 – Heritage Management and an assessment has been completed against this policy as detailed within the planning report.</li> <li>Noted. Not within the scope of this application. The application does not seek to add or remove the subject site from the City's Municipal Heritage List.</li> </ul>

The table below summarise the comments received during the second advertising period (1 December 2023 to 14 December 2023) of the proposal, together with Administration's response to each comment.

Comments Received in Objection:	Administration Comment:
<u>General</u> <p>Concerns relate to the shed impact on the amount of car parking for existing businesses on site.</p>	<p>The proposed demolition of the existing structures does not impact parking on site as these structures have been used for storage and have not facilitated public parking. The proposed shed largely retains the existing building footprint despite the proposed increased setback to the rear and does not encroach onto existing open-air parking spaces. As such, the existing parking at the rear of the property would not be impacted.</p>
<u>Lot Boundary Setbacks</u> <ul style="list-style-type: none"> <li>Concerns regarding the shed's rear setback impact on the access to natural light of the adjoining western dwelling.</li> <li>Concerns relate to the sheds reduced setback resulting in an unsightly western façade of the shed to the adjoining western dwelling.</li> </ul>	<ul style="list-style-type: none"> <li>The subject shed is located to the east of the adjoining property and would not result in a reduction in access to direct sunlight at winter solstice as all overshadowing falls within the subject site.</li> <li>Addressed above.</li> </ul>

Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. If the development the subject of this approval is not substantially commenced within a period of two years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
3. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
4. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.
5. This approval is not an authority to ignore any constraint to development on the land, which may exist through statute, regulation, contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and not the City to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the City's attention.
6. The applicant is responsible for ensuring that all lot boundaries as shown on the approved plans are correct.
7. NO verge trees shall be removed. The verge trees shall be RETAINED and PROTECTED from any damage including unauthorised pruning.
8. An Infrastructure Protection Bond together with a non-refundable inspection fee shall be lodged with the City by the applicant, prior to the commencement of works, and will be held until all building/development works have been completed and any disturbance of, or damage to the City's infrastructure, including verge trees, has been repaired/reinstated to the satisfaction of the City. An application for the refund of the bond shall be made in writing. The bond is non-transferable.
9. The movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. Permits are required for placement of any material within the road reserve.
10. The owners of the subject land shall obtain the consent of the owners of relevant adjoining properties before entering those properties in order to make good the boundary walls.
11. All stormwater produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City. No further consideration shall be given to the disposal of stormwater 'offsite' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of stormwater 'offsite' be subsequently provided, detailed design drainage plans and associated calculations for the proposed stormwater disposal shall be lodged together with the building permit application working drawings.
12. All new crossovers to lots are subject to a separate application to be approved by the City. All new crossovers shall be constructed in accordance with the City's Standard Crossover Specifications, which specify that the portion of the existing footpath traversing the proposed crossover (subject to the Footpath being in good condition as determined by the Infrastructure and Environment Services Directorate), must be retained. The proposed crossover levels shall match into the existing footpath levels. Should the footpath not be in satisfactory condition, it must be replaced with in-situ concrete panels in accordance with the City's specification for reinstatement of concrete paths.
13. Under Section 90 of the *Water Services Act 2012*, Water Corporation requires a separate approval for the proposed works (Minor Plan/Works). Approval can be obtained by submitting an application via <https://www.watercorporation.com.au/Developing-and-building/Working-near-assets/Approval-for-works>.

Page 1 of 1

**5.4 NO. 25 (LOTS: 26 AND 122; PLAN: 4576) MOIR STREET, PERTH - ALTERATIONS AND ADDITIONS TO SINGLE HOUSE (UNAUTHORISED EXISTING DEVELOPMENT)**

**Ward:** South

**Attachments:**

1. Consultation and Location Plan [!\[\]\(e78f798d4ea5c530c9db49e7d26e6b95\_img.jpg\)](#) 
2. Development Plans [!\[\]\(5f24500834b50a8307ffe63e419281a9\_img.jpg\)](#) 
3. Heritage Impact Statement [!\[\]\(7f7375e819602f97f5594a28879b3e09\_img.jpg\)](#) 
4. Determination Advice Notes [!\[\]\(56046418e888bdf1ca31370e2b118597\_img.jpg\)](#) 

**RECOMMENDATION:**

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme **APPROVES** the application for Alterations and Additions to Single House relating to Proposed Fence, and Existing Unauthorised Development including Demolition of Outbuilding and Front Fence; Relocation of Meter Box; and Removal of Tiles to Verandah and Replacement with Decking at No. 25 Moir Street, Mount Lawley (Lots: 26 and 122; Plan: 4576), as shown in Attachment 2, subject to the following conditions and advice notes included in Attachment 4:

1. This approval is for Alterations and Additions to Single House as shown on the approved plans dated 3 August 2023, 28 September 2023 and 8 November 2023 as follows:

**1.1 Existing Unauthorised Development consisting of the following:**

- a) Demolition of the painted sheet metal, timber and masonry outbuilding to the western lot boundary northwest boundary of the subject site and the right of way;
- b) Demolition of the existing masonry and timber front fence to the Moir Street elevation of the subject site;
- c) Relocation of the power meter box from the Moir Street façade to the south western elevation of the dwelling; and
- d) Removal of tiles from the front stairs and front verandah to the Moir Street elevation, and replacement with timber decking; and

**1.2 Proposed Alterations and Additions to Single House consisting of the following:**

- a) Front fence and landscaping to the Moir Street elevation of the subject site;

No other development forms part of this approval;

2. The fence to Moir Street shall not exceed a maximum height of 1.2 metres above the footpath level of Moir Street, as annotated on the approved plans, to the satisfaction of the City;
3. The planter box component of the fence to the Moir Street elevation of the subject site shall not exceed a height of 0.5 metres above the footpath level of Moir Street, as annotated on the approved plans, to the satisfaction of the City;
4. Prior to the lodgement of a building permit, a schedule providing detailed specifications of the colours of the fence to Moir Street, consistent with the annotations on the approved plans, must be submitted to, and approved by the City. The front fence shall be constructed in accordance with the approved schedule, to the satisfaction of the City; and
5. Within 28 days of the date of this determination, the meter box to the southwest elevation of the house shall be painted the same colour as the wall it is attached to so as to not be visually obtrusive, to the satisfaction of the City.



**EXECUTIVE SUMMARY:**

The purpose of this report is to consider an application for development approval for Alterations and Additions to a Single House at No. 25 Moir Street, Perth, including unauthorised existing development.

The subject site is located within the Brookman and Moir Streets Heritage Precinct (Precinct) and is listed on the City of Vincent Heritage List as Management Category A property as well the State Register of Heritage Places.

The application seeks approval for works that already exist on-site which do not have development approval and are unauthorised existing development, as well as new works that do not currently exist on-site.

The unauthorised existing development relates to the demolition of an outbuilding located to the rear of the site, demolition of the previous front fence, relocation of a meter box, and modifications to the flooring of the front verandah including removal of existing tiles and installation of timber decking. The proposed new works that have not yet been undertaken on-site relate to a replacement masonry and steel front fence and landscaping works located within the street setback area.

The proposal seeks an assessment against the Local Housing Objectives for planning elements relating to the new front fence design and demolition under the City's Local Planning Policy Brookman & Moir Streets: Heritage Area Guidelines (Brookman/Moir Guidelines) and Policy No. 7.6.1 – Heritage Management – Guidelines for Heritage and Adjacent Properties (Heritage Management Policy).

The demolition of the rear outbuilding and front fence are supported as they did not form original components of the development of the Precinct. Neither of these structures are identified in the Statement of Significance for the Precinct nor within the Brookman/Moir Guidelines as being elements that contribute to the cultural heritage significance of the Precinct. The outbuilding was not visible from the street and its demolition does not affect the Moir Street streetscape.

This application proposes the erection of a new front fence in the same location as the demolished front fence. The proposed new front fence and landscaping works are supported because the height and scale of the proposed front fence would be consistent with the Deemed-to-Comply standards of the Brookman/Moir Guidelines. The design of the fence would also be consistent with other fences within the streetscape and would be readily identifiable as a new addition to the heritage place, consistent with the Burra Charter. Because the fence would not exceed 1.2 metres in height, views to the house would be maintained and the fence would not dominate views from the street. The proposed landscaping works are low in scale and would not obscure the facade of the contributory building consistent with the objectives of the Brookman/Moir Guidelines.

The proposed verandah and meter box works are supported because the works return the building to an earlier condition and the works are consistent with the dwelling's original appearance. This is because the removal of the existing tiles and reinstatement with timber decking restores the verandah to its original materials and design. The meter box has been relocated from the Moir Street elevation of the dwelling to a side elevation, which is less visually intrusive to the streetscape, consistent with the Design Principles of the R Codes.

The application for existing unauthorised works and proposed works are recommended to be approved by Council, subject to conditions.

**PROPOSAL:**

The application seeks approval for works that already exist on-site which do not have development approval, as well as new works that do not currently exist on-site. A summary of these works is provided below.

Existing Unauthorised Works

The application seeks approval for the following works that are existing on site and are unauthorised development:

- Demolition of a 25.2 square metre outbuilding to the northwest lot boundary. The outbuilding was enclosed on three sides, and was constructed of timber, sheet metal (walls and roof) and masonry. Demolition occurred between August and October 2022.
- Demolition of the existing masonry and timber front fence to the Moir Street elevation of the site. Demolition occurred between June and August 2022.
- Relocation of the meter box from the Moir Street façade to the south western elevation of the house. This was undertaken on or before 15 October 2022.
- Modifications to the flooring of the front verandah. This included the removal of existing tiles from the front stairs and front verandah to the Moir Street elevation, and replacement with timber decking. This occurred between August 2022 and January 2023.

Development approval was required for the abovementioned works as they are not exempt from requiring development approval under Clause 61 of the *Planning and Development (Local Planning Scheme) Regulations 2015* (Planning Regulations) or the City's Local Planning Policies. This is because the subject site is a heritage protected place that is included on both the City of Vincent Heritage List and the State Register of Heritage Places.

Proposed New Works

In addition to the above unauthorised existing works, the application also proposes the erection of a 0.8 to 1.2-metre-high masonry fence and raised planter with metal infill and associated landscaping to the Moir Street elevation of the subject site.

All works for which approval is being sought as part of this application are shown in **Attachment 2**. The applicant's supporting Heritage Impact Assessment is included in **Attachment 3**.

**BACKGROUND:**

<b>Landowner:</b>	Tegan Case and Nicholas Heberlein
<b>Applicant:</b>	Louis Donovan
<b>Client:</b>	Tegan Case and Nicholas Heberlein
<b>Date of Application:</b>	22 February 2023
<b>Zoning:</b>	MRS: Urban LPS2: Zone: Residential R Code: R25
<b>Built Form Area:</b>	Residential
<b>Existing Land Use:</b>	Single House
<b>Proposed Use Class:</b>	Single House
<b>Lot Area:</b>	276 square metres
<b>Right of Way (ROW):</b>	Yes, 3 metres wide, privately owned, paved, and drained
<b>City of Vincent Heritage List:</b>	Yes - Management Category A
<b>State Register of Heritage Places:</b>	Yes

Site Characteristics, Context and Zoning

The subject site is bounded by Moir Street to the southeast, a 3 metre wide privately owned ROW to the northwest and single storey single houses to the northeast and southwest. A location plan is included as **Attachment 1**.

The subject site and properties within the Precinct are zoned Residential R25 under LPS2 and are located within the Residential Built Form Area under the Built Form Policy. The site accommodates an existing single storey single house. Nos. 25 and 27 Moir Street appear as a duplex pair when viewed from Moir Street and share a common boundary wall along the north-eastern elevation of the subject site.

Except for a small portion of wall above the verandah roof, which is red face brick, the Moir Street façade of the house has a render finish. This is representative of the modifications that were undertaken to houses within the Precinct prior to their inclusion on the State Register of Heritage Places and City of Vincent Heritage List.

#### *Unauthorised Works*

The application submitted on 22 February 2023 was for a proposed new front fence to the Moir Street elevation of the subject site. As part of Administration's review of the proposal, it was identified that unauthorised development, as outlined in the table below, had been undertaken without first receiving development approval.

The table below shows a timeline of works to the subject site, undertaken without development approval. The house was sold to its current owners in August 2020. Dates shown are based on aerial imagery.

Dates	Description of works
Between 14 December 2017 and 24 June 2018	The rendered façade of the house was repainted a light grey colour. The fence and plinth of the house were painted a dark grey, with white paint applied to the window trip, timber fence pickets, and concrete window awning.
Between 3 June 2022 and 30 August 2022	The fence to Moir Street is demolished.
By 31 August 2022	The tiles are removed from the verandah of the house.
Between 30 August 2022 and 15 October 2022	The outbuilding to the rear of the subject site is demolished.
By 15 October 2022	The meter box is relocated from the Moir Street façade of the house to the south western elevation.
Between 15 October 2022 and 11 December 2022	The Moir Street façade of the house is painted 'lexicon' white and 'domino' dark grey.
By 18 January 2023	The verandah tiled flooring was replaced with timber decking.

In addition to the existing unauthorised works outlined in the Proposal section of this report, the Moir Street façade of the house has been painted in 'lexicon' white and 'domino' dark grey. The painting of the Moir Street façade of the house does not form part of this application. The landowner has lodged a separate development application for a new proposed colour scheme to the Moir Street façade which is being assessed by Administration.

The processing timeframe of this application is reflective of the complexities associated with unauthorised development and the state heritage nature of the subject site, including liaising with the applicant to consider modifications to the fence.

In accordance with Clause 75(1)(c) of the Deemed Provisions of the Planning Regulations, a longer period to determine the application has been arranged with the applicant.

#### Heritage Listing

The Precinct includes Nos. 1-32 Brookman Street, Nos. 2-28 Moir Street and No. 40 Forbes Road, Perth and is listed on the City of Vincent Heritage List as Management Category A – Conservation Essential. The Precinct was also permanently included on the State Register of Heritage Places in May 2007.

The Heritage Council of WA's (HCWA) Statement of Significance for the Precinct is as follows:

*Brookman and Moir Streets Precinct, two streets in Perth comprising 58 semidetached residences and one detached residence in two types of the Federation Queen Anne style, constructed of limestone and brick with corrugated-iron roofs in 1897-98, and a shop at the corner of Moir Street and Forbes Road built in 1940, has cultural heritage significance for the following reasons:*

- *the historic precinct is an almost-complete example of two late 19th century streets of modestly-scaled residential buildings in the Federation Queen Anne style of architecture, built between 1897-98 in the wake of the rapid population expansion following the Western Australian gold boom;*
- *the historic precinct is a substantial section of the residential estate developed by the Colonial Finance Corporation in 1897-1898. This estate, comprising the historic precinct in Brookman and Moir Streets, and Baker's Terrace in Lake Street, was the largest estate of its type developed in Western Australia;*
- *the historic precinct is rare in Western Australia as two streets in which a single basic design was utilised for all the residences in a large estate, with the exception of Numbers 2 and 4 Brookman Street, which are grander variations of the same pattern used throughout the precinct, that is relatively intact;*
- *the buildings contained within the precinct are representative of what was considered to be 'working class' rental accommodation from the late 19th and early 20th centuries;*
- *the one-way thoroughfares and modest lot sizes of the semi-detached dwellings contained within the precinct give it a particular character and sense of enclosure;*
- *the homogeneity of the modestly-scaled, semi-detached residential buildings creates a visually striking precinct in an inner city residential area; and*
- *the historic precinct was developed by the Colonial Finance Corporation who named Brookman and Moir Streets after two of the principal investors in the company who were prominent Western Australians.*

*Generally, the present property fencing and most plantings are of little significance.*

*Recent additions and modifications are of little significance, e.g. replacements of original details. Parking areas in the front of houses, and carports in the front setbacks, are intrusive.*

*A small number of high masonry construction fences in the precinct are intrusive.*

## DETAILS:

### Summary Assessment

The table below summarises the planning assessment of the proposal against the provisions of the City of Vincent Local Planning Scheme No. 2 (LPS2), the City's Built Form Policy and the State Government's Residential Design Codes Volume 1, Brookman/Moir Guidelines and Heritage Management Policy.

In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Acceptable Development/ Deemed-to-Comply	Requires the Discretion of Council
Demolition	✓	
Conservation of Contributory Places	✓	
Built Form	✓	
Front Fences, Secondary Street Fences and the Front Garden	✓	
Materials and Colours	✓	
Heritage Management Policy	✓	



### Detailed Assessment

The application satisfies all acceptable development/ Deemed-to-Comply standards in the City's policy framework, including the Heritage Management Policy and Brookman/Moir Guidelines.

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 Residential Design Codes, the Heritage Management Policy and Brookman/Moir Guidelines require consideration of the proposal against the local housing objectives and performance criteria even where an element complies with the prescribed acceptable development or Deemed-to-Comply standards. This is considered in the Comments section below.

### CONSULTATION/ADVERTISING:

Community consultation was undertaken by the City in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, for a period of 14 days between 23 October 2023 and 7 November 2023.

The method of consultation included a notice on the City's website, a sign to the Moir Street elevation of the subject site, and 77 letters being sent to owners and occupiers within the Precinct as shown in **Attachment 1** and in accordance with the City's Community and Stakeholder Engagement Policy.

In accordance with the City's Community and Stakeholder Engagement Policy, letters were not sent to adjoining properties to the west, across the ROW. This is because the works visible from the ROW include demolition of the outbuilding only. The outbuilding is not referenced as contributing to the cultural heritage significance of the place in the heritage listing. The demolition of the outbuilding and all other proposed works, which are located to the street setback area, would not adversely impact western adjoining properties.

Nil submissions were received at the conclusion of the consultation period.

### Heritage Council of Western Australia (HCWA)

The application was referred to the HCWA for review and consideration in accordance with Section 73 of the *Heritage Act 2018* because the subject site is included on the State Register of Heritage Places.

The application was referred on 17 May 2023 and related to the proposed front fence and landscaping only. The HCWA requested updated plans that showed the entirety of the Moir Street elevation of the site. These were provided to the HCWA on 4 August 2023.

The HCWA advised that the works subject to this development application would not impact the cultural heritage significance of the Precinct, was supported subject to the following conditions:

1. The fence railings and brick render piers to be no more than 1200 millimetres maximum height above ground level at lowest point of the site, located at the south boundary corner gate post.
2. Low solid infill walls to be no more 750 millimetres above ground level from the lowest point of site, located at the south boundary corner gate post.
3. Render colour of the new front fence to be in accordance with The Heritage Council's Policy and Practice note for Painting Heritage Places.

The HCWA have advised that Condition 3, seeks to ensure that the fence colour is consistent with the cream colour proposed. This is addressed in the Administration recommendation through proposed Condition 2.4.

A further referral was undertaken to the HCWA on 10 October 2023. This further referral was in relation to the existing unauthorised works. The HCWA provided a non-objection to the proposal with the following comment:

- *The ROW is noted in the assessment documentation as having a wide variety of outbuildings, garages, and old brick-construction water closets. The painted galvanised outbuilding was one of these. Demolition of the outbuildings slowly erodes the integrity of the precinct and should be discouraged.*

Officers from the HCWA advised that they were unable to confirm if the proposed demolition would have been supported had the application been referred prior to the works having been undertaken.

**Design Review Panel (DRP):**

Referred to DRP: Yes

The proposal was referred to a member of the City's Design Review Panel with expertise in heritage conservation on three occasions. A summary of the referral comments is provided below.

*First Referral*

The first referral related to the proposed front fence, removal of the tiles from the front verandah and replacement with timber decking.

The DRP Member did not support the proposal. Their comments are summarised as follows:

- The fence is too high, and the design does not acknowledge the context or character of the streetscape and the design is incongruous to the aesthetic value and character of the heritage area.
- The applicant is encouraged to consider the design to be more in keeping with those neighbouring properties, particularly No. 27 Moir Street with which this property forms a duplex pair.
- Best practice for conserving a contributory place in a heritage area is to restore its primary street facing elevation back to its original appearance based on evidence. Restoring or replacing elements such as the timber gable barge boards to match the original appearance and materiality is encouraged.
- The fence and associated landscaping detract from the public realm due to the excessive height of both elements.
- Timber fencing would be more sustainable than concrete, cement, and steel.

*Second Referral*

Amended plans were received on 3 August 2023 and 28 September 2023. The updated plans included the demolition of the outbuilding, reduced the height of the fence to no more than 1.2 metres above the footpath and provided the colour of the rendered fence as cream.

The DRP Member noted elements of the proposal that were supported, which are summarised as follows:

- Introduction of plants at the front fence will have a positive impact on the landscape.
- The colour finish is acceptable.
- The outbuilding is located at the rear of the property and does not display cultural significance. It can be considered a non-contributory or an intrusive element. The demolition of the outbuilding does not impact the character of the streetscape, or the significance of the place and its demolition can be considered acceptable.

The DRP Member provided the following comment for consideration:

- Despite the proposed fence being an improvement of the previous design for its height and colour, it is recommended that the solid portion of the fence is lowered to improve and increase visual permeability and passive surveillance. It is recommended that height of the planter is reduced to be 500 millimetres to be also consistent with the design of the existing fences.

Upon review of the 28 September plans, the DRP member considered that a rating for sustainability should not be provided. This is due to the limited scope of the application, as discussed in the Sustainability Implications section of the report.

*Third Referral*

A third and final referral was undertaken on amended plans received on 8 November 2023. These plans reduced the height of the masonry planter bed component to no more than 0.5 metres above the footpath level, as suggested by the DRP member. The DRP member confirmed that this change was supported.

Design Review Progress Report			
	Supported		
	Pending further attention		
	Not supported		
	No comment provided / Insufficient information		
	Referral One - 22 February 2023	Referral Two - 28 September 2023	Referral Three - 8 November 2023
Principle 1 – <b>Context &amp; Character</b>			
Principle 2 – <b>Landscape Quality</b>			
Principle 3 – <b>Built Form and Scale</b>			
Principle 4 – <b>Functionality &amp; Built Quality</b>			
Principle 5 – <b>Sustainability</b>			
Principle 6 – <b>Amenity</b>			
Principle 7 – <b>Legibility</b>			
Principle 8 – <b>Safety</b>			
Principle 9 – <b>Community</b>			
Principle 10 – <b>Aesthetics</b>			

**LEGAL/POLICY:**

- *Planning and Development Act 2005*;
- *Heritage Act 2018*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *Heritage Regulations 2019*;
- Burra Charter;
- City of Vincent Local Planning Scheme No. 2;
- State Planning Policy 3.5 – Historic Heritage Conservation;
- State Planning Policy 7.3 – Residential Design Codes Volume 1;
- Consultation and Stakeholder Engagement Policy;
- Policy No. 7.1.1 – Built Form;
- Policy No. 7.6.1 – Heritage Management: Development Guidelines for Heritage and Adjacent Properties; and
- Local Planning Policy: Brookman and Moir Streets Heritage Area Guidelines.

*Planning and Development Act 2005*

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

*Planning and Development (Local Planning Schemes) Regulations 2015*

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

The matters for consideration relevant to this application relate to the compatibility of the development within its setting, character of the locality, cultural significance of the Precinct, consistency with Local Planning Policies and advice from the DRP and HCWA.

### *Unauthorised Development*

Schedule 2, [Clause 65](#) of the Planning Regulations provides the ability for development applications to be made for development that has already been carried out. In accordance with Clause 68, the application can be approved, approved with conditions, or refused. In accordance with the *Planning and Development Regulations 2009* the application fee for development applications for existing unauthorised developments is three-times the standard fee.

In accordance with Section 164 of the *Planning and Development Act 2005*, the approval of a development application for unauthorised development does not apply retrospectively. This means that the approval sought would not apply to the period during which the development has been in existence without approval.

### 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 8 of the Burra Charter, conservation of heritage places requires the retention of an appropriate setting. Demolition which would adversely affect the setting is not considered appropriate.

In accordance with Article 22.1 of the Burra Charter, new development is acceptable where it respects the cultural significance of the place. 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 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 north east and south 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.*

#### Brookman/Moir Guidelines

At its 22 August 2023 Ordinary Meeting, Council resolved to revoke Appendix 6 of the City of Vincent [Planning and Building Policy Manual – Brookman and Moir Streets Development Guidelines](#) and adopt the [Brookman/Moir Guidelines](#).

The Brookman/Moir Guidelines is a performance-based policy. Applications for development approval need to demonstrate that the design achieves the objectives of each element. While addressing the Deemed-to-Comply criteria is likely to achieve the objectives of these guidelines, they do not provide automatic approval and the proposal is to be assessed in the context of the entire design solution to ensure the objectives are achieved.

In considering the acceptability of the proposal, Council is to have due regard to the relevant local housing objectives of the planning element being considered, and the overall objectives of the Brookman/Moir Guidelines, which are to:

- *Retain, conserve, and protect the cultural heritage significance of the Brookman and Moir Streets Heritage Area as identified by its entry on the State Register of Heritage Places and as a designated heritage area protected under the City's Local Planning Scheme No. 2;*
- *Ensure that additions to existing heritage places do not adversely impact the significance of the area, the contributory buildings, or neighbouring heritage places;*
- *Ensure that future development is sympathetic to the existing built form, context of the streetscape, roof form, and public domain in all elements of design;*
- *Maintain and improve existing street vegetation and front gardens in a manner that conserves the significance;*
- *Ensure front fences, if required, are low height or open style and are consistent with the precinct in terms of materiality and colour; and*
- *Encourage a high standard of architectural and sustainable building design for alterations to contributory buildings.*

#### **Delegation to Determine Applications:**

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

This is because the delegation to Administration to determine applications does not extend to development applications that propose demolition of any structure on a heritage protected place, or to applications for development approval that propose alterations and additions to a place listed on the State Register of Heritage Places that are in front of the building line of the heritage building.

The application seeks approval for the unauthorised demolition of existing buildings and structures and the erection of a new fence that is in front of the existing heritage building on a property that is on the State Register of Heritage Places.

#### **RISK MANAGEMENT IMPLICATIONS:**

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

**STRATEGIC IMPLICATIONS:**

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

Innovative and Accountable

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

**SUSTAINABILITY IMPLICATIONS:**

This application does not contribute to any sustainability outcomes. There is limited ability for the development to influence the environmental impact of the entire house on the site through this application. This is because the limited scope of the application which includes demolition, installation of decking, and relocation of a meter box which have already been undertaken. Proposed works are limited to the construction of a fence and landscaping.

**PUBLIC HEALTH IMPLICATIONS:**

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

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no finance or budget implications from this report.

**COMMENTS:**Summary Assessment

In assessing this application against the planning framework, Administration recommends approval. The following key comments are of relevance:

- The proposed fence would be identifiable as a new and contemporary addition to the existing dwelling and would be consistent with other masonry fences within the streetscape. Uninterrupted views of the house would be maintained as a result of its low height.
- The demolition of the rear outbuilding and front fence is supported as they did not form original components of the development of the Precinct and were not elements that contributed to the cultural heritage significance of the Precinct. The outbuilding was not visible from the street and its demolition does not affect the Moir Street streetscape.
- The installation decking to the front verandah restores the appearance of the dwelling to an earlier state, consistent with the Local Housing Objectives of the Brookman/Moir Guidelines and was supported by the DRP member and HCWA.
- The proposed landscaping works are low in scale and would not obscure the facade of the contributory building consistent with the objectives of the Brookman/Moir.

Front Fence & Landscaping

The proposed front fence satisfies the Deemed-to-Comply provisions of the Brookman/Moir Guidelines. The proposed fence to Moir Street also satisfies the [Local Housing Objectives](#) and [Objectives](#) of the Brookman/Moir Guidelines for the following reasons:

- Sympathetic Scale and Character: The proposed fence would be identifiable as a new and contemporary addition to the existing dwelling. The solid component of the fence would be low, ranging in height from 0.15 metres to 0.5 metres, with a maximum overall height of 1.2 metres. The fence would be sympathetic with the existing streetscape because it would be consistent with other the scale of other masonry fences within the precinct, including Nos. 12, 14, 17 and 19 Moir Street. The proposed colour of cream for the masonry component would be consistent with the heritage colours found within the precinct. The application of a black colour to the fencing infill, would be consistent with other fences found within the street. The proposed blade style of fencing infill would be consistent with the fencing to No. 26 Moir Street, directly opposite the subject site, which is also black in colour.

- Maintenance of Views to Dwelling: The solid portion of the fence would range from 0.15 metres to 0.5 metres above the footpath level and would be visually permeable above this height, to a maximum of 1.2 metres above the footpath level. As a result of these heights and the visual permeability of the fencing infill, it would maintain views between the street and the existing dwelling.
- Support of HCWA and DRP: The applicant has amended the proposal to reduce the height of the fence to be no more than 1.2 metres high, and the solid portion of the fence to be no more than 0.5 metres high. This is consistent with the conditional support provided by the HCWA, and advice provided by the DRP member. As the proposed plans are not to-scale, conditions of approval are included in the Administration recommendation to ensure that the total height of the fence does not exceed 1.2 metres in height and the solid portion of the fence does not exceed 0.5 metres in height.
- Landscaping Works: The proposed landscaping works are low in scale and would not obscure the façade of the dwelling. This is because the bench seat would be 0.5 metres above the natural ground level. The grass and paving would be at ground level and would not impact views of the dwelling. Plantings within the precinct are not original and are noted in the Statement of Significance as being “of little significance”.

### Demolition

The demolition satisfies the [Deemed-to-Comply provisions](#) of the Brookman/Moir Guidelines. This is because the outbuilding was not a contributory building identified in either the Brookman/Moir Guidelines or the Statement of Significance for the precinct.

In relation to the demolition, the applicant advises that the structure was demolished due to safety concerns:

*“The original construction of the structure did not adhere to safety standards and consisted of poorly assembled pieces of tin sheeting, timber and plywood. The structure posed a risk to the occupants and passers-by with the roof frequently dislodging and falling into the [ROW] during periods of inclement weather.”*

As the structure has been demolished, Administration cannot verify these comments.

The demolition satisfies the [Local Housing Objectives](#) and [Objectives](#) of the Brookman/Moir Guidelines for the following reasons:

- Outbuilding did not form part of the original fabric of the Precinct: A review of aerial imagery, building records and sewerage maps indicates that the demolished outbuilding was constructed between 1965 and 1974. The outbuilding was an ad-hoc structure and there is no building licence for the construction of the building. Figure 2, below, taken from a 2018 real estate listing, shows the outbuilding:



**Figure 2: Outbuilding to the rear of No. 25 Moir Street, looking north-west.**

- Outbuilding not identified in the Statement of Significance: While the [assessment documentation](#) for the State Heritage Register entry makes reference to “a wide variety of outbuildings, garages and old brick-construction water closets facing onto the [ROW]”, it does not make specific reference to the subject outbuilding. The outbuilding is not referred to in the statement of significance for the Precinct and is not identified as a contributory building or an element to be retained in the Brookman/Moir Guidelines. Officers from the HCWA have confirmed that reconstruction of the outbuilding would not be a suitable outcome and is not sought.

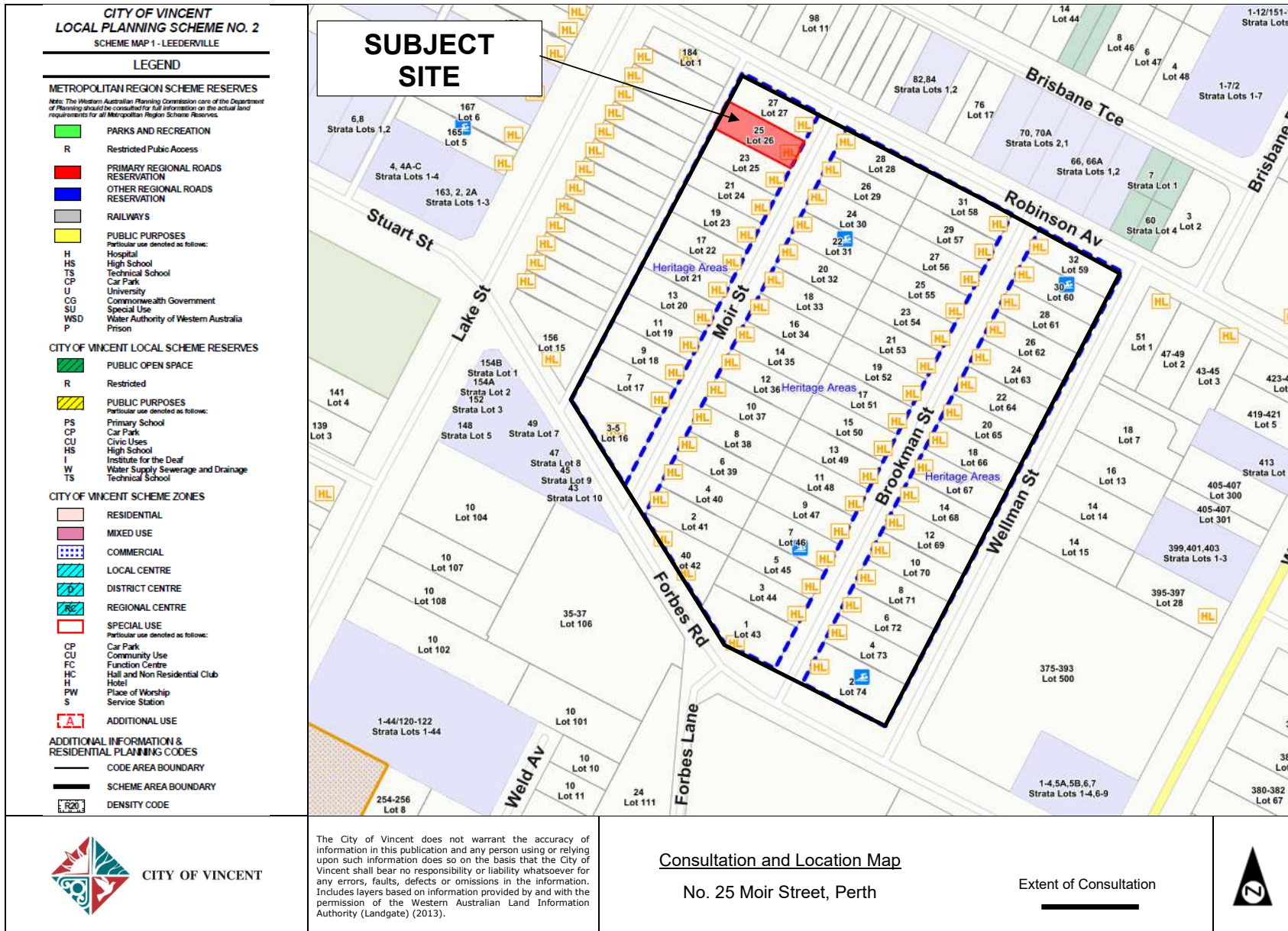
- Demolition of outbuilding does not impact streetscape: The demolition of the outbuilding was supported by the City's DRP member due to its location and its character as a later addition to the site. Because it was located to the rear of the subject site, the demolition of the outbuilding does not impact the presentation of the dwelling to Moir Street or any portion of the public domain, as defined in the Brookman/Moir Guidelines.
- Front Fence did not contribute to heritage significance: The demolition of the fence does not affect the cultural heritage significance of the place. This is because houses in the Precinct have traditionally not included fencing to the street. The masonry and timber fence were not original to subject site, which is supported by the statement of significance for the Precinct notes that "*Generally, the present property fencing... [is] of little significance*".

#### Verandah & Meter Box

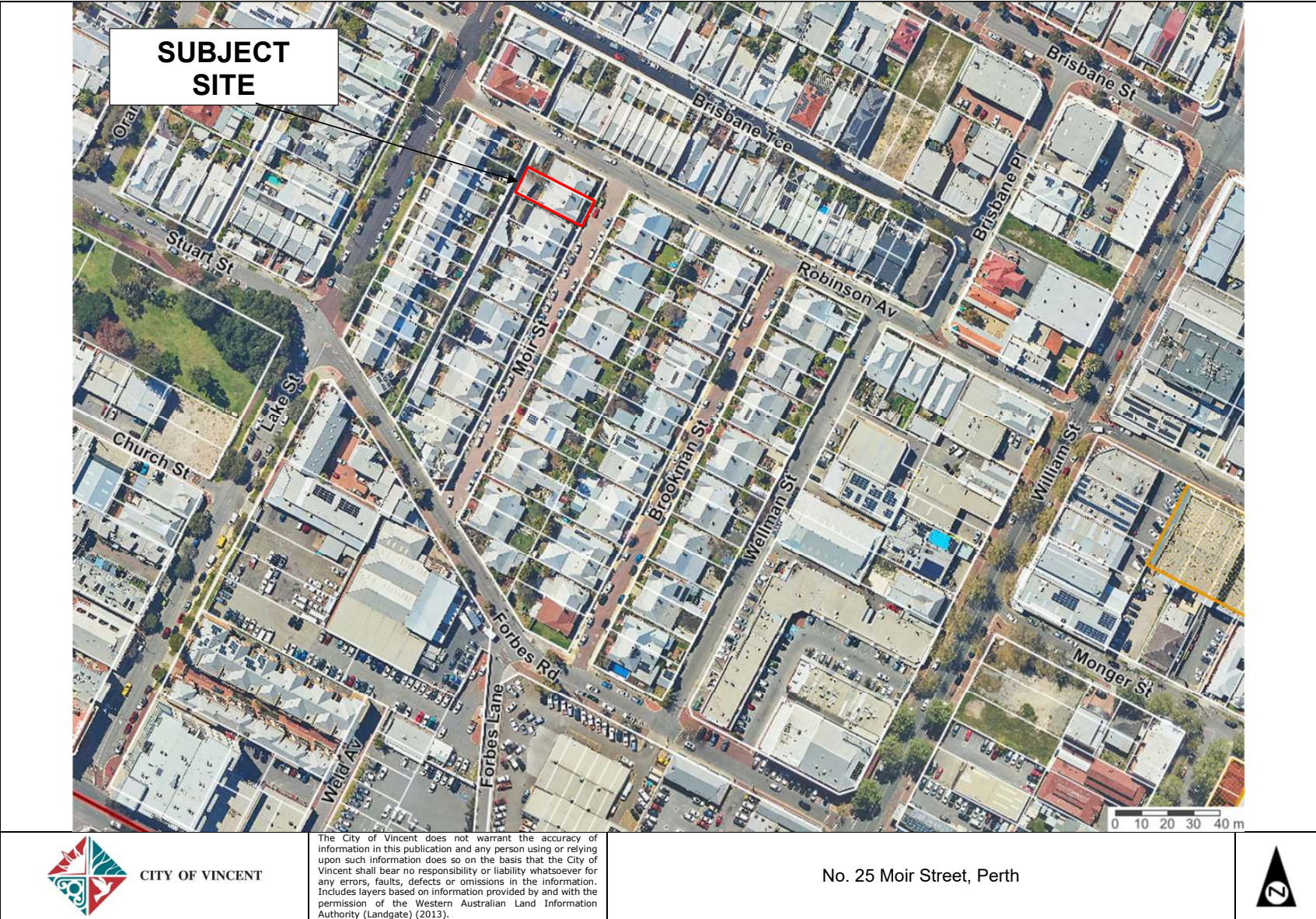
The replacement of the tiles on the verandah with timber and relocation of the meter box satisfies the [Local Housing Objectives](#) and [Objectives](#) of the Brookman/Moir Guidelines, [Performance Criteria](#) of the Heritage Management Policy and [Objectives](#) of the R Codes because:

- Consistent with the original appearance of house: The installation of decking is consistent with the original appearance of the dwelling and would be sympathetic to the heritage of the place. The verandah and stairs were previously covered in square mottled yellow tiles. As outlined in the assessment documentation, the original verandahs to houses in the Precinct were timber. The removal of the tiles and reinstatement with timber restores the verandah to an earlier state and is consistent with the original appearance of the verandah. Officers from the HCWA and the DRP member both confirmed that the decking was an acceptable development outcome and is supported.
- Removal of an intrusive element: Meter boxes are not an original component of the houses in the Precinct. This is evidenced by the lack of consistency in their size and location. The relocation of the meter box positively impacts the Moir Street streetscape because it removes a visually intrusive later addition from the Moir Street façade of the house. The meter box has been relocated to a less visually obtrusive location on the southwestern elevation of the dwelling and is now perpendicular with the street. This reduces its visibility from the street and is consistent with other dwellings in the Precinct, including Nos. 15, 17, and 21 Moir Street. A condition of approval is included in the Administration recommendation to paint the meter box to match the brick of the wall to which it is attached, to further minimise its impact on the streetscape.
- Minimisation of visual impact of External Fixtures: The relocation of the meter box minimises the impact of the external fixture on the streetscape by relocating it to the south-western elevation of the house, which is perpendicular to the street. Because of this location, the meter box is integrated with the dwelling and is not visually obtrusive to the street.



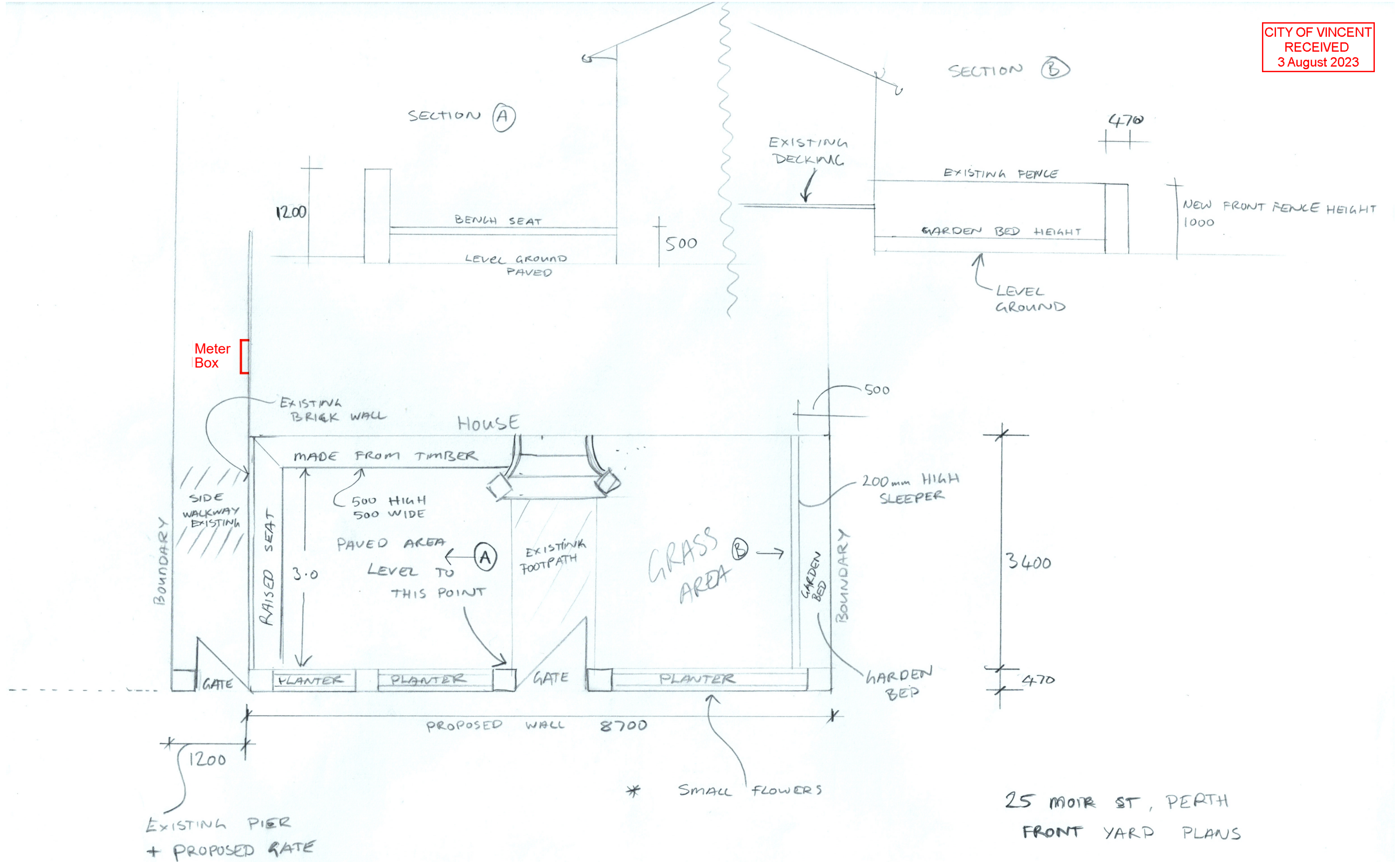






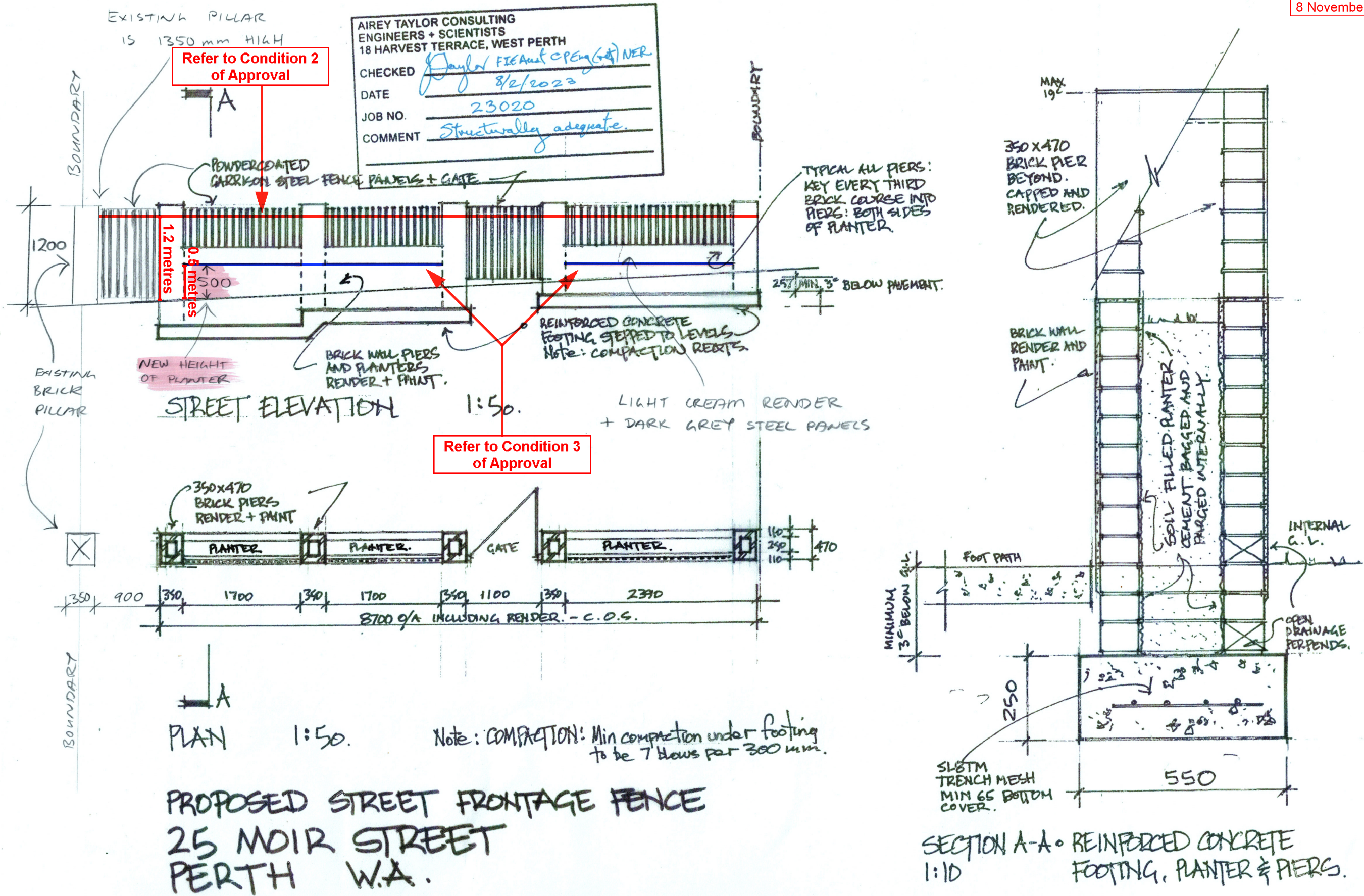


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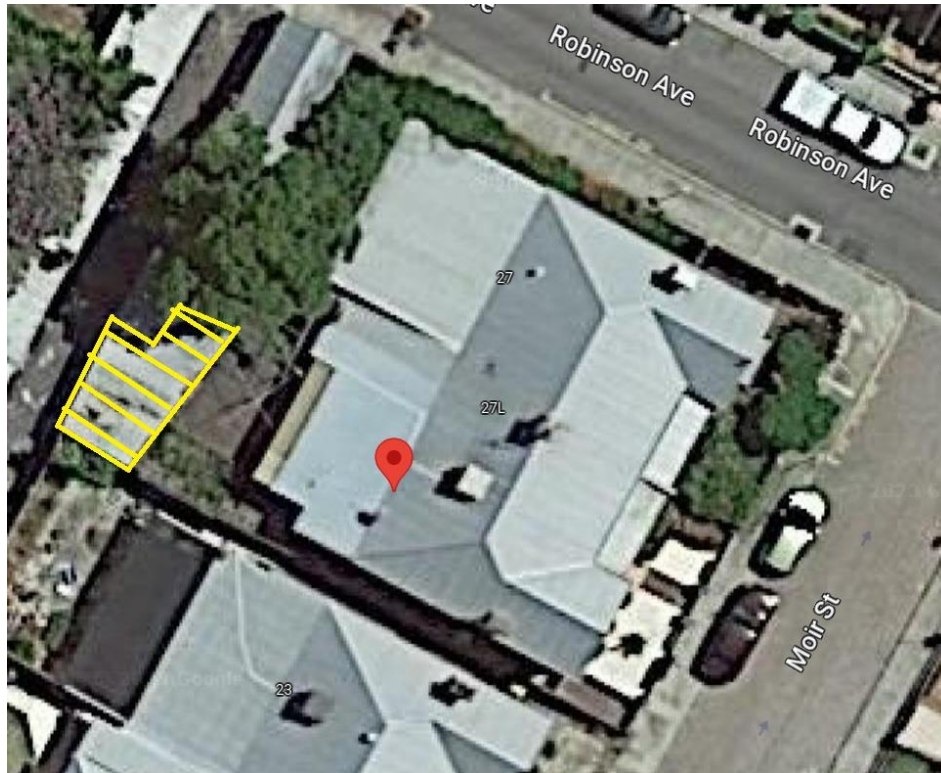
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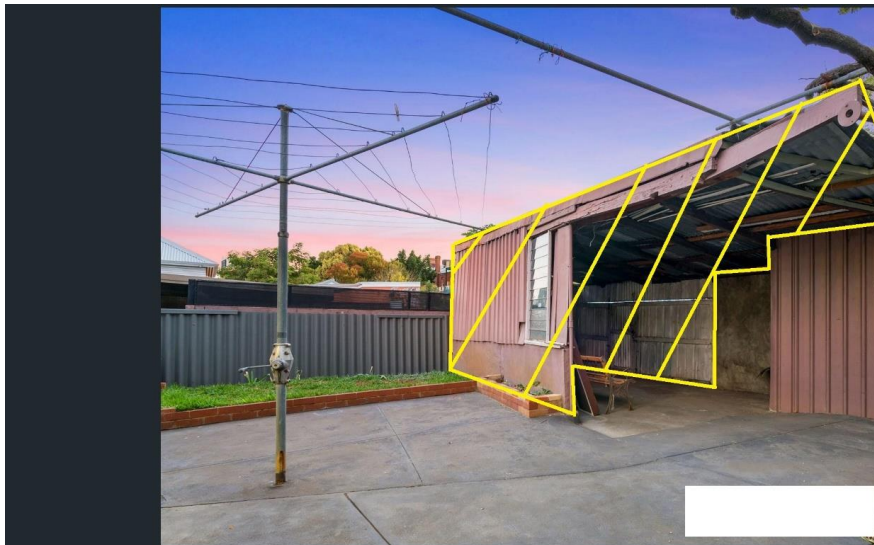
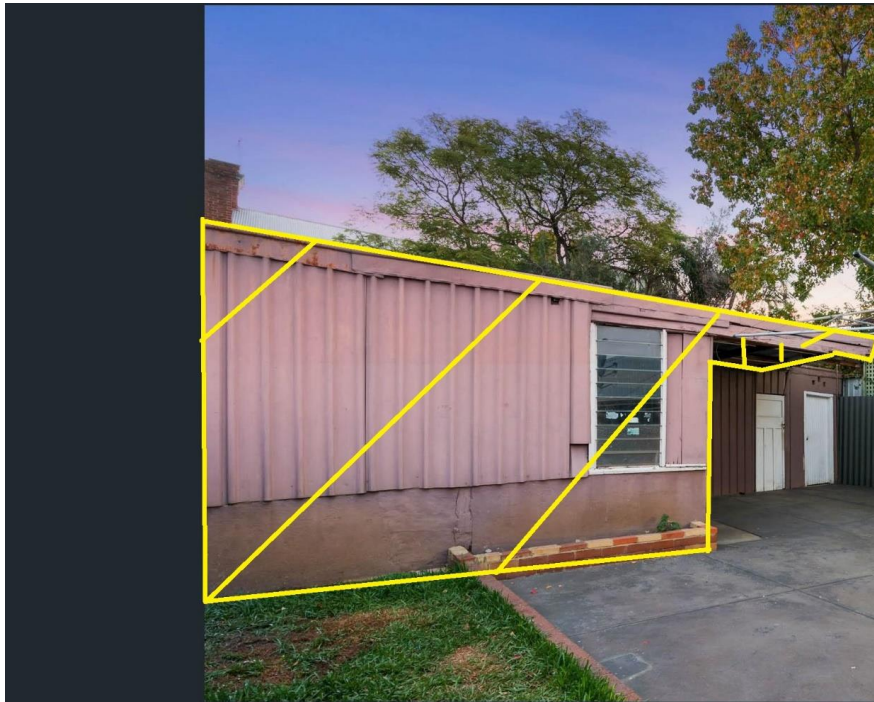
## 25 Moir St Design Plans

### Removal of Shed



Bird's Eye View Depicting Area of Old Shed

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Yellow Area Outlines the Part of the Old Shed that was Removed

Note in the first picture that the outdoor WC is the rightmost door; which is not involved.

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HERITAGE  
COUNCIL

# HERITAGE IMPACT STATEMENT

## A GUIDE

CITY OF VINCENT  
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22 February 2023

## INTRODUCTION

This guide explains what a heritage impact statement is, when one is needed, and the level of detail that is required.

This guide has been prepared to:

- (a) assist people who wish to carry out development that could impact on a heritage place or area
- (b) assist local governments in considering whether to approve such development.

*Local governments may adapt the document to suit their own circumstances.*

### What is a heritage impact statement?

A heritage impact statement (HIS) describes and evaluates the likely impact of a proposal.

An HIS is a clear and concise account of the proposed work that addresses three basic questions:

- How will the proposed works affect the significance of the place or area?
- What measures (if any) are proposed to ameliorate any adverse impacts?
- Will the proposal result in any heritage conservation benefits that might offset any adverse impacts?

### When is a heritage impact statement needed?

Many local governments encourage proponents to submit an HIS with any development proposal affecting a heritage place.

Whether or not a local government may require an HIS, and the amount of detail expected, will depend on:

- (a) the significance of the place; and
- (b) the likely impact of the proposal on that significance.

For instance, a proposal to partially demolish, or construct an addition to a place that is listed in the highest category in the local Heritage List, will typically require a detailed HIS.

Minor works to a place of lesser significance may not require an HIS at all.

### How is the significance of a place or area determined?

An HIS will always be based on a Statement of Significance for the place, which clearly spells out the identified heritage values.

Typically, this will be drawn from a State Register entry, a Local Government inventory entry, or a Conservation Management Plan or Strategy (CMP or CMS). If none of these sources exist, it may be necessary for a significance statement to be prepared.

It may also be necessary if an existing statement is very brief and gives little useful guidance about the significance of the place and its fabric.

If a CMP and CMS exists, direct reference should be made to the conservation policies.

### How should a heritage impact statement be presented?

An HIS should be concise.

It should contain a conclusion that addresses the three key questions outlined under '*What is a heritage impact statement?*'.

In preparing the HIS, it may be useful to address some more detailed questions, such as those **outlined in the table at Appendix 1**. If the Local Government or heritage agency dealing with the proposal has **decision guidelines or planning policy** in relation to the place or area, these should be specifically addressed.

Relevant supporting documentation, where it exists (e.g. a statement of significance, conservation plan or conservation policy, physical condition report or any other consultant's report), should be referred to in the statement and relevant extracts attached. These documents should not simply be repeated verbatim within the HIS.



HERITAGE  
COUNCIL

## QUESTIONS TO BE ANSWERED IN A HERITAGE IMPACT STATEMENT

### APPENDIX ONE

PROPOSED CHANGE TO HERITAGE PLACE	SOME QUESTIONS TO BE ANSWERED IN A STATEMENT OF HERITAGE IMPACT
<b>Demolition of a building or structure</b>  <i>NB. Check State Planning Policy 3.5 - Historic heritage conservation</i>	<ul style="list-style-type: none"> <li>Have all options for retention and adaptive re-use been explored?</li> <li>Is demolition essential at this time, or can it be postponed in case future circumstances make retention and conservation more feasible?</li> <li>Can any new development can be located elsewhere on the site, so the significant elements of the place can be retained?</li> <li>Has the advice of a heritage consultant been taken? If not, why not?</li> </ul>
<b>Minor partial demolition</b> (including internal elements)	<ul style="list-style-type: none"> <li>Is the demolition essential for the heritage place to function?</li> <li>Are important features of the place affected by the demolition (e.g. fireplaces or staircases)?</li> <li>Is the partial demolition sympathetic to the heritage significance of the place?</li> <li>If the partial demolition is proposed because of the condition of the fabric, is it certain that the fabric cannot be repaired?</li> </ul>
<b>Change of use</b>	<ul style="list-style-type: none"> <li>Has the advice of a heritage consultant been implemented? If not, why not?</li> <li>Does the existing use contribute to the significance of the heritage place?</li> <li>Why does the use need to be changed?</li> <li>What changes to the fabric are required as a result of the change of use?</li> <li>What changes to the site are required as a result of the change of use?</li> <li>Has the advice of a heritage consultant been taken? If not, why not?</li> </ul>
<b>Minor additions</b> (see also minor partial demolition)	<ul style="list-style-type: none"> <li>How is the impact of the addition on the heritage significance of the place to be minimised?</li> <li>Can the additional space be located within an existing structure? If not, why not?</li> <li>Will the additions visually dominate the heritage place?</li> <li>Are the additions sympathetic to the heritage place? In what way (e.g. form, proportions, design, materials)?</li> </ul>
<b>New development adjacent to a heritage place</b> (additional buildings and major additions)	<ul style="list-style-type: none"> <li>How is the impact of the new development on the heritage significance of the place or area to be minimised?</li> <li>Why is the new development required to be adjacent to a heritage place?</li> <li>How does the new development affect views to, and from, the heritage place? What has been done to minimise negative effects?</li> <li>Is the new development sympathetic to the heritage place? In what way (e.g. form, siting, proportions, design, materials)?</li> <li>Will the new building(s) visually dominate the heritage place? How has this been minimised?</li> <li>Will the public and users of the place, still be able to view and appreciate its significance?</li> </ul>
<b>Subdivision</b>	<ul style="list-style-type: none"> <li>Could future development resulting from this subdivision compromise the significance of the heritage place (e.g. by requiring demolition of part of a heritage building, or by siting new buildings too close to a heritage building)?</li> <li>How are negative impacts to be minimised?</li> <li>Could future development that results from this subdivision affect views to, and from, the heritage place? How are negative impacts to be minimised?</li> </ul>
<b>Repainting</b> (Using new colour schemes)	<ul style="list-style-type: none"> <li>Have previous (including original) colour schemes been investigated? Are previous schemes being reinstated?</li> <li>Will the repainting affect the conservation of the fabric of the heritage place?</li> </ul>

PROPOSED CHANGE TO HERITAGE PLACE	SOME QUESTIONS TO BE ANSWERED IN A STATEMENT OF HERITAGE IMPACT
<b>Re-roofing/re-cladding</b>	<ul style="list-style-type: none"> <li>Have previous (including original) roofing/cladding materials been investigated (through archival and physical research)?</li> <li>Is a previous material being reinstated?</li> <li>Will the re-cladding effect the conservation of the fabric of the heritage place?</li> <li>Are all details in keeping with the heritage significance of the place (e.g. guttering, cladding profiles)?</li> <li>Has the advice of a heritage consultant or skilled tradesperson (e.g. roof slater) been taken?</li> </ul>
<b>New services</b> (e.g. air conditioning, plumbing)	<ul style="list-style-type: none"> <li>How has the impact of the new services on the heritage significance of the place been minimised?</li> <li>Are any of the existing services of heritage significance? In what way? Are they affected by the new work?</li> <li>Has the advice of a heritage consultant (e.g. architect) been taken?</li> </ul>
<b>Fire services upgrades</b>	<ul style="list-style-type: none"> <li>How has the impact of the fire upgrading on the heritage significance been minimised?</li> <li>Are any of the existing services of heritage significance? In what way? Are they affected by the new work?</li> <li>Has the advice of a conservation consultant (e.g. architect) been taken (and if so how)?</li> <li>Has the advice of a fire consultant been taken as to options that would have less impact on the heritage place (and if so how)?</li> </ul>
<b>New landscape works and features</b> (including carparking and fences)	<ul style="list-style-type: none"> <li>How has the impact of the new work on the heritage significance of the existing landscape been minimised?</li> <li>Has evidence (archival and physical) of previous landscape work been investigated/ Are previous works being reinstated?</li> <li>Has the advice of a consultant skilled in the conservation of heritage landscapes been sought? If so, have their recommendations been implemented?</li> <li>Are any known or potential archaeological deposits affected by the landscape works? If so, what alternatives have been considered?</li> <li>How does the work impact on views to, and from, adjacent heritage items?</li> </ul>
<b>Tree removal or replacement</b> <i>NB: Always check the tree preservation provisions of your local government when proposing the removal of trees</i>	<ul style="list-style-type: none"> <li>Does the tree contribute to the heritage significance of the place?</li> <li>Why is the tree being removed?</li> <li>Has the advice of a tree surgeon or horticultural specialist been taken (and if so how)?</li> <li>Is the tree being replaced and with what species? Why?</li> </ul>
<b>New Signage</b> <i>NB: Check whether the local government has a signage policy or design guidelines</i>	<ul style="list-style-type: none"> <li>How has the impact of the new signage on the heritage significance of the place been minimised?</li> <li>Have alternative signage forms been considered (and if not why not)?</li> <li>Will the signage visually dominate the heritage place or heritage area?</li> <li>Can the sign be remotely illuminated rather than internally illuminated?</li> </ul>

### Contact us

Heritage Council of WA  
140 William Street, Perth  
Locked Bag 2506  
Perth WA 6001

**T:** (08) 6551 8002  
**FREECALL (regional):** 1800 524 000  
**E:** [info@dplh.wa.gov.au](mailto:info@dplh.wa.gov.au)  
**W:** [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)

HERITAGE  
COUNCILHERITAGE  
IMPACT STATEMENT

## FORM

Name of Place: 25 Moir St, Perth, 6000

Registration Date: 17 february 2023

The Place/Area:

Prepared by: louis donovan

Prepared for: 17 February 2023

Date: 17 February 2023

## Heritage listings:

The Brookman and Moir Street Precinct is a State Heritage listed precinct for its intact, nineteenth century streetscape made up of Federation Queen Anne style residential buildings. The streets have 58 similarly constructed semi-detached dwellings that were used as rental accommodation for the working class in the late nineteenth to early twentieth centuries to service the Western Australian Gold Boom demand. The residential buildings visually homogenous design, materials and colours provides a concentrated landmark area that provide a historically unique streetscape that are no longer constructed in inner-city residential areas.

## Statement of significance:

The precinct consists of 58 semi-detached workers' cottages, built as a residential estate for working class families between 1897 and 1898. The precinct was included in the State Register of Heritage Places in 2006.

After careful consideration of the heritage significance of the site and the proposed works, it is my professional opinion that the construction of a new front brick wall will have a minimal impact on the heritage value of the property. The design of the wall is sympathetic to the existing character and materials of the building, and the construction will be carried out in a way that respects the historical and architectural context of the site.

The following aspects of the proposal respect or enhance the heritage significance of the place or area, for the following reasons:

The black rendered brick masonry wall will enhance the streets modern aspect by;  
bordering off the pathway to the property;  
incorporating a rendered brick with a modern powder coated steel;  
leading into a grassed area behind the fence with a sit down courtyard to the left

The following aspects of the proposal could detrimentally impact on heritage significance. The reasons are explained as well as the measures to be taken to minimise impacts:

no aspects of the design will detriment the heritage significance

#### Conclusion:

Tegan's Cottage is a good example of a federation Queen Anne Style, built at the commencement of the Gold Boom period and makes an important contribution to the streetscape. Much of the front of the building is in original condition but in need of an upgrade to meet current standards and expectations. The proposed front masonry wall will follow existing details and has been designed in a manner that is sympathetic to the original.

We recommend that the proposed works be approved subject to the conditions outlined in the plan, including the use of appropriate building materials and techniques to ensure the new wall complements the existing building fabric and preserves the heritage value of the site.

#### References and attachments:

#### Contact us

Heritage Council of WA  
Locked Bag 2506  
Perth WA 6001






**T:** (08) 6551 8002  
**FREECALL (regional):** 1800 524 000  
**E:** [info@dplh.wa.gov.au](mailto:info@dplh.wa.gov.au)  
**W:** [www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)



Determination Advice Notes:

1. 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.
2. This is an approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
3. 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.
4. The applicant is responsible for ensuring that all lot boundaries as shown on the approved plans are correct.
5. 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.
6. 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.
7. With reference to Condition 5, the meter box should be painted in a colour consistent with the red face brick of the wall to which it is attached. The applicant is encouraged to contact the City with a specific colour proposal to ensure that the paint colour will satisfy this condition.

**5.5 REVIEW OF LOCAL PLANNING POLICIES - POLICY NOS. 7.6.1 - 7.6.9 - HERITAGE MANAGEMENT**

- Attachments:**
1. Draft Local Planning Policy: Development Guidelines for Heritage Places [↓](#) 
  2. Draft Local Planning Policy: Assessing Cultural Heritage Significance [↓](#) 
  3. Draft Local Planning Policy: Interpretive Signage for Heritage Places and Places of Interest [↓](#) 
  4. Draft Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas [↓](#) 
  5. Schedule of Modifications - Heritage Policies [↓](#) 

**RECOMMENDATION:**
**That Council:**

1. **PREPARE and PUBLISH** a notice of amendments to the following local planning policies for the purpose of advertising, pursuant to Schedule 2, Part 2, Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
  - 1.1 **Policy No. 7.6.1 – Heritage Management - Development Guidelines for Heritage and Adjacent Properties;**
  - 1.2 **Policy No. 7.6.2 – Heritage Management – Assessment;**
  - 1.3 **Policy No. 7.6.4 – Heritage Management – Interpretive Signage; and**
  - 1.4 **Policy No. 7.6.5 – Heritage Management – Amendments to the Municipal Heritage Inventory (MHI); and**
2. **PREPARE and PUBLISH** a notice of revocation for the following policies, for the purpose of advertising, pursuant to Schedule 2, Part 2, Clause 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
  - 2.1 **Policy No. 7.6.6 – Heritage Management – The Heritage List (Municipal Heritage Inventory);**
  - 2.2 **Policy No. 7.6.7 – Heritage Management – Municipal Heritage Inventory Incentives and Development Bonuses;**
  - 2.3 **Policy No. 7.6.8 – Heritage Management – Dealing with Enquiries Regarding the Heritage Status of Properties; and**
  - 2.4 **Policy No. 7.6.9 – Heritage Assistance Fund; and**
3. **NOTES** that any submissions received during the community consultation period would be presented to Council for consideration.

**PURPOSE OF REPORT:**

For Council to consider the following in relation to the City's suite of heritage Local Planning Policies (LPPs):

- Amendments to LPP Nos. 7.6.1, 7.6.2, 7.6.4 and 7.6.5 for the purposes of public advertising; and
- Revoking LPP Nos. 7.6.6 to 7.6.9.

**BACKGROUND:**

The City currently has nine LPPs which are related to heritage management. These include:

Local Planning Policy	Initially adopted	Most recent review
<a href="#">Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties</a>	June 2006	October 2013
<a href="#">Policy No. 7.6.2 – Heritage Management – Assessment</a>	January 2006	July 2012
<a href="#">Policy No. 7.6.3 – Trees of Significance</a>	March 2001	June 2013
<a href="#">Policy No. 7.6.4 – Heritage Management – Interpretative Signage</a>	December 2005	July 2012
<a href="#">Policy No. 7.6.5 – Heritage Management – Amendments to the Municipal Heritage Inventory</a>	June 2006	June 2015
<a href="#">Policy No. 7.6.6 – Heritage Management – The Heritage List (Municipal Heritage Inventory)</a>	November 2005	November 2005
<a href="#">Policy No. 7.6.7 – Heritage Management – Municipal Heritage Inventory Incentives and Development Bonuses</a>	June 2006	June 2006
<a href="#">Policy No. 7.6.8 – Heritage Management – Dealing with Enquiries Regarding the Heritage Status of Properties</a>	June 2006	June 2006
<a href="#">Policy No. 7.6.9 – Heritage Assistance Fund</a>	April 2016	July 2016

Following the adoption or subsequent amendment of these LPPs, significant changes have occurred within State government legislation.

These changes include the introduction of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) and the *Heritage Act 2018*. There have been changes to the City's Local Planning Framework with the gazettal of Local Planning Scheme No. 2 (LPS2) which occurred in May 2018.

**DETAILS:**

Administration commenced a review of the City's suite of heritage LPPs in 2022 and proposes to amend a number of the LPPs to align the LPPs with State legislation, current best practice, and modern heritage management principles.

This is informed by the latest guidelines from the Heritage Council of Western Australia (HCWA) and are designed to align with the principles of the Burra Charter, which provides guidance on the conservation and management of places of cultural heritage significance.

There are also a number of LPPs which are proposed to be revoked as they are either no longer applicable due to changes to the planning framework or are administrative in nature.

An overview of the outcome of this review is detailed in the following tables:

LPPs Proposed to be Amended		
Current LPP	Review Recommendation	Proposed Amended Draft LPP
Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties	Prepare amended policy to: <ul style="list-style-type: none"> <li>• Rename to 'Local Planning Policy: Development Guidelines for Heritage Places'.</li> <li>• Include additional sections to align with the Regulations and the Burra Charter.</li> <li>• Refine the performance-based assessment of development applications consistent with the structure of the R-Codes Volume 2. This ensures that proposals are:               <ul style="list-style-type: none"> <li>○ considered on an individual basis; and</li> <li>○ assessed against guiding principles that align with the Burra Charter and best practice principles for heritage management.</li> </ul> </li> </ul>	Local Planning Policy: Development Guidelines for Heritage Places ( <b>Attachment 1</b> )

Policy No. 7.6.2 – Heritage Management - Assessment	<p>Prepare amended policy to:</p> <ul style="list-style-type: none"> <li>• Rename to 'Local Planning Policy: Assessing Cultural Heritage Significance'.</li> <li>• Address the <i>Heritage Act 2018</i> requirement to maintain a Local Heritage Survey.</li> <li>• Address the Regulations requirement to establish a Heritage List and process for the designation of Heritage Areas.</li> <li>• Provide a framework for assessing a place for the purpose of determining its cultural heritage significance.</li> <li>• Reference to the themes from the Thematic History of Western Australia.</li> <li>• Provide for new management categories ensuring the City's heritage places are categorised in accordance with the HCWA Guidelines for the Assessment of Local Heritage Places. The new categories would be ranked from 1 – 4 instead of A – B.</li> </ul>	Local Planning Policy: Assessing Cultural Heritage Significance ( <b>Attachment 2</b> )
Policy No. 7.6.3 – Trees of Significance	This is not proposed to be reviewed at this stage while the City awaits advice from WALGA and the Department of Planning, Lands and Heritage (DPLH) regarding tree retention and how this can be better addressed through the local planning framework.	To be reviewed at a later date.
Policy No. 7.6.4 – Heritage Management – Interpretive Signage	<p>Prepare amended policy to:</p> <ul style="list-style-type: none"> <li>• Rename 'Local Planning Policy: Interpretation of Heritage Places'.</li> <li>• Modify Part One of the current policy in accordance with the Regulations to reflect that development approval is not required for the demolition of places which are not heritage listed.</li> <li>• Remove reference to Places of Interest and replace with places within the Local Heritage Survey (LHS).</li> <li>• Simplify and align the policy with the City's standard policy format.</li> </ul>	Local Planning Policy: Interpretation of Heritage Places ( <b>Attachment 3</b> )
Policy No. 7.6.5 – Heritage Management – Amendments to the Municipal Heritage Inventory	<p>Prepare amended policy to:</p> <ul style="list-style-type: none"> <li>• Rename to 'Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas'.</li> <li>• Provide a framework and process for establishing Heritage Areas and adding, deleting, or amending places on the LHS and Heritage List.</li> <li>• Provide a clear framework to differentiate between the LHS and the Heritage List.</li> <li>• Align with the latest guidelines established by the HCWA.</li> <li>• Provide a mechanism for places to be identified and recorded in instances where the owner objects to its inclusion on the LHS.</li> </ul>	Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas ( <b>Attachment 4</b> )

LPPs Proposed to be Revoked	
Current LPP	Review Recommendation
Policy No. 7.6.6 – Heritage Management – The Heritage List (Municipal Heritage Inventory)	<p>Revoke policy in response to:</p> <ul style="list-style-type: none"> <li>• The requirement to consider heritage and planning legislation when assessing heritage listed places already being adequately embedded in State legislation and the City's planning framework, superseding the provisions of LPP 7.6.6.</li> <li>• The relevant provisions relating to the determination of planning applications having been reviewed, updated, and included in draft Local Planning Policy: Development Guidelines for Heritage Places (<b>Attachment 1</b>).</li> </ul>



LPPs Proposed to be Revoked	
Current LPP	Review Recommendation
Policy No. 7.6.7 – Heritage Management – Municipal Heritage Inventory Incentives and Development Bonuses	Revoke policy in response to: <ul style="list-style-type: none"> <li>The City's former Town Planning Scheme No. 1 included provisions for the City to consider variations to development requirements where this would enable the conservation of heritage places. These provisions were not included in LPS2 and are included as Clause 12 of the Deemed Provisions.</li> <li>Appendix No.20 Refunding and Waiving of Planning and Building Fees provides a structure for the refund or waiving of planning fees charged in accordance with the Regulations.</li> <li>The Heritage Assistance Fund provides assistance to owners of heritage places.</li> </ul>
Policy No. 7.6.8 – Heritage Management – Dealing with Enquiries Regarding the Heritage Status of Properties	Revoke policy in response to: <ul style="list-style-type: none"> <li>The administrative process for addressing enquiries relating to heritage matters is not a matter to be included in a local planning policy.</li> <li>The relevant policy information has already been referenced in the information sheet <a href="#">'Development on Heritage Properties'</a> which addresses heritage enquiry information and is available on the City's website.</li> </ul>
Policy No. 7.6.9 – Heritage Assistance Fund	Revoke policy in response to: <ul style="list-style-type: none"> <li>The administrative process for the provision of heritage funding is not required to be included in a local planning policy and can be suitably addressed through the preparation of a new information sheet that would be available on the City's website.</li> <li>An information sheet would allow for the grant amount to be modified based on budget allocation in the financial year without the need for a policy to be amended which would require the approval of Council.</li> </ul>

The proposed changes align with current planning and legislative framework and provides clarity for our community. A schedule of modifications is found in **Attachment 5**.

#### CONSULTATION/ADVERTISING:

Community consultation on the amended policies and those to be revoked, will be undertaken for a period of 21 days in the following ways in accordance with the Regulations and the City's Community and Stakeholder Engagement Policy:

- Notice published on the City's website;
- Notice posted to the City's social media;
- Notice published in the local newspapers;
- Notice at the City's Administration and Library and Local History Centre; and
- Letters distributed to owners and occupiers of heritage places who may be affected.

Any submissions received would be presented back to Council for its consideration.

#### LEGAL/POLICY:

- *Planning and Development Act 2005.*
- *Heritage Act 2018.*
- *Planning and Development (Local Planning Schemes) Regulations 2015.*
- *Heritage Regulations 2019.*
- The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance, 2013.
- City of Vincent Local Planning Scheme No. 2.
- State Planning Policy 3.5 – Historic Heritage Conservation.
- State Planning Policy 7.3 – Residential Design Codes.
- HCWA Guidelines for the Assessment of Local Heritage Places.
- HCWA Guidelines for Local Heritage Surveys.
- HCWA Guidelines for Establishing a Heritage List.
- HCWA Guidelines for Heritage Areas.
- HCWA Guidelines for Preparing a Local Planning Policy for Local Heritage.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to approve the advertising of amended local planning policies.

**STRATEGIC IMPLICATIONS:**

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

Sensitive Design

*Our built form character and heritage is protected and enhanced.*

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

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

**SUSTAINABILITY IMPLICATIONS:**

This is in keeping with the sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*, as the LPPs aim to achieve sustainable development outcomes by encouraging the conservation and restoration of older building stock through flexible, performance-based guidelines.

**FINANCIAL/BUDGET IMPLICATIONS:**

The cost of advertising and implementing the LPPs will be met through the City's existing operational budget.

**COMMENTS:**

Administration recommends amending or revoking the existing LPPs to align them with the State Planning Framework, latest HCWA guidelines and LPS2.

The City's information sheets relating to heritage management would subsequently be updated following adoption of the amending and revoking of the subject LPPs.

# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

Legislation / local law requirements	<i>Heritage Act 2018</i> <i>Planning and Development Act 2005</i> <i>Heritage Regulations 2019</i> This policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme
Related policies, procedures and supporting documentation	City of Vincent Local Planning Scheme No.2 Local Planning Policy 7.1.1 Built Form Local Planning Policy: Assessing Cultural Heritage Significance Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas

## PART 1 - PRELIMINARY

### INTRODUCTION

The City of Vincent (City) Strategic Community Plan 2022 – 2032 (SCP) sets the strategic direction, priorities and aspirations for the City. A key outcome of the SCP is to ensure our “*built form character and heritage is protected and enhanced*”.

State Planning Policy 3.5 Historic Heritage Conservation, the Heritage Council of Western Australia (HCWA) Guide to Developing Heritage Places and the Australia ICOMOS Burra Charter, 2013 (Burra Charter), provide guidance on heritage conservation but do not consider specific provisions for heritage places and areas within the City. Without adequate guidance, development of a place may have adverse implications on its cultural heritage significance.

### PURPOSE

The purpose of this Local Planning Policy: Development Guidelines for Heritage Places (Policy) is to provide:

- a comprehensive framework for the development of heritage places; and
- guidance to the development of places adjacent to heritage places.

The Policy seeks to address matters the City will take into consideration when assessing a development application for a heritage place and sets out the preferred approach to the retention and conservation of the place.

CM D24/2719

# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

## OBJECTIVES

The objectives of this Policy are to:

1. encourage the appropriate conservation and restoration of places listed on the City's Heritage List, the State Register of Heritage Places and within heritage areas, in recognition of the distinct contribution they make to the character and history of the City;
2. ensure that works, including conservation, alterations, additions and new development respect the cultural heritage significance associated with heritage places and areas;
3. promote and encourage architecture and urban design that serves to support and enhance the ongoing cultural heritage significance of heritage places and areas; and
4. protect and enhance the City's built heritage by guiding the sustainable and innovative integration of new development with heritage places and areas.

## OPERATION

The Policy is performance-based. To assess and determine the appropriateness of proposed development, a performance-based approach is applied through a set of assessment criteria. This reflects that every place is different and ensures development is tailored to the specific needs and characteristics of each place or area.

Development and conservation measures are based on principles outlined in the Burra Charter.

Refer to **Appendix 1** for the management categories for heritage places.

## SCOPE

The Policy applies to the development of a place:

- entered in the City's Heritage List or a heritage area prepared in accordance with the City's Local Planning Scheme No.2 (Scheme);
- that is adjacent to a heritage listed place or heritage area;
- entered in the State Register of Heritage Places; and
- subject to a protection order or heritage agreement under the *Heritage Act 2018* (Act).

## RELATIONSHIP TO OTHER DOCUMENTS

This Policy forms part of the City's local planning policy framework. Where this Policy is inconsistent with the City's operative Local Planning Scheme (Scheme), the Scheme prevails. Where this Policy is inconsistent with an adopted local development plan, activity centre plan or structure plan, the adopted local development plan, activity centre plan or structure plan prevails.

This Policy is to be read together with any heritage area specific planning guidelines. Where this Policy is inconsistent with the provisions of another local planning policy, the provisions of this Policy prevail.

Page | 2 of 17



# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

## PART 2 - POLICY PROVISIONS

### DEFINITIONS

All terms used in this Policy are defined in the *Planning and Development Act 2005*, *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), State Planning Policy 7.3 Residential Design Codes (R Codes) and the Scheme, unless stated otherwise below.

**archival record** means a document containing drawings, photographs and written information prepared in order to record the state of a place at a given time, usually prior to the place being demolished or substantially altered, and in accordance with the Heritage Council of Western Australia (HCWA) Guide to Preparing an Archival Record.

**Burra Charter** means the document providing guidance for the conservation and management of places of cultural heritage significance and sets standards of practice for those who provide advice, make decisions about, or undertake works to places of cultural heritage significance, including owners, managers and custodians. The charter is adopted by the Australian International Council on Monuments and Sites (ICOMOS).

**conservation plan** means a document that details how to identify and look after a place so as to retain its cultural heritage significance, including recording and monitoring actions and decisions relating to all aspects of managing a place.

**contributory place** means places and structures that make a positive contribution to the cultural heritage significance of the City of Vincent.

**heritage area** means a group of properties which are recognised to collectively form a streetscape, townscape or cultural environment with significant heritage characteristics, which may include architectural style, town planning or urban design excellence, landscape qualities, or strong historic associations.

**heritage assessment** is a systematic assessment that describes a place and its setting and states the cultural heritage significance of the place based on the criteria outlined in the Burra Charter, and in accordance with the HCWA Guidelines for the Assessment of Local Heritage Places 2022, Guidelines for Local Heritage Surveys 2022, Guidelines for Establishing a Heritage List 2021 and Guidelines for Heritage Areas 2023.

**heritage impact statement** means a document that evaluates the likely impact of proposed development on the significance of a heritage place and its setting and any conservation areas within which it is situated. The Heritage Impact Statement should outline measures proposed to minimise any identified impact and any conservation benefits associated with the proposal. It should be prepared in accordance with the Heritage Council's Guide 'Heritage Impact Statement – a Guide'.

**Heritage List** means a list of places within the City of Vincent, considered by the City to be of identified cultural heritage significance and worthy of conservation pursuant to the Regulations.

CM D24/2719

# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

**Heritage Place** is a protected place established under cl.1A of the Regulations. For ease of reference this definition is:

1. A heritage place is a place:
  - a. that is entered in the State Register of Heritage Places under the Heritage Act 2018 section 42; or
  - b. that is under consideration for entry into the State Register of Heritage Places as described in subclause (2); or
  - c. that is the subject of an order under the Heritage Act 2018 Part 4; or
  - d. that is the subject of a heritage agreement that has been certified under the Heritage Act 2018 section 90; or
  - e. that is included on a heritage list as defined in clause 7; or
  - f. that is within a heritage area as defined in clause 7.
2. For the purposes of subclause (1)(b), a place is under consideration for entry into the State Register of Heritage Places if:
  - a. the Heritage Council has made a preliminary
  - b. determination under the Heritage Act 2018 section 39(2) that the place warrants review under section 40(1), but the review has not commenced; or
  - c. the Heritage Council has commenced but has not completed a review of the place under the Heritage Act 2018 section 40(1); or
  - d. the Heritage Council has made a recommendation under the Heritage Act 2018 section 40(2) that the place be entered in the State Register of Heritage Places, but the Minister for Heritage has not yet given a direction under section 41(1) of that Act in relation to that recommendation

**interpretation plan** or **signage** means a comprehensive long-term strategy, a management tool, for ensuring that the heritage significance of places, objects or traditions can be communicated. It is a communicative tool used for the identification and understanding of places of cultural heritage.

**Local Heritage Survey** means a list of places with the City of Vincent, assessed by the City as having identified cultural heritage significance pursuant to the Act.

**Sympathetic** or **complementary** means a design outcome that respects its context. It would not be identical to historic neighbours, nor would it intrude on their presence in the streetscape. It would be of a similar or lesser scale.

# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

## POLICY

### 1. Exemptions from Development Approval

The following development does not require development approval:

EXEMPTIONS	STATE LIST	HERITAGE LIST				HERITAGE AREA
		Category 1	Category 2	Category 3	Category 4	
Routine maintenance that does not change the appearance or materiality of the heritage place.	✓	✓	✓	✓	✓	✓
Repairs, including replacing missing or deteriorated fabric with like for like fabric, that does not involve the removal of, or damage to the significant fabric of the building.	✓	✓	✓	✓	✓	✓
Repainting of the surface of a building: <ul style="list-style-type: none"> <li>in the same colour scheme and paint type if they are appropriate to the substrate and do not endanger the survival of earlier paint layers; and</li> <li>without disturbing or removing an earlier paint layer unless it is chalking, flaking or peeling.</li> </ul>	✓	✓	✓	✓	✓	✓
Essential or emergency maintenance of public utility infrastructure.	✓	✓	✓	✓	✓	✓
Internal building work where the interior of the building has not been specified as having heritage significance in any relevant register, order, agreement or list.	✓	✓	✓	✓	✓	✓
Solar panels, air-conditioning units or technologies that: <ul style="list-style-type: none"> <li>a. are not visible from the street;</li> <li>b. complies with the relevant criteria of the R Codes and Built Form Policy; and</li> <li>c. if solar panels are located on the main frontal roof plane are fitted flush to the roof, <ul style="list-style-type: none"> <li>are not raised on a frame;</li> <li>projected beyond the edge of the roof; or</li> <li>resulting in the removal of fabric that contributes to the heritage significance of the place.</li> </ul> </li> </ul>				✓	✓	✓

✓ Development that is exempt from requiring development approval pursuant to Schedule 2, Clause 61 of the Regulations and Part 5, Clause 41 of the *Heritage Regulations 2019*.

Applicants are encouraged to discuss a proposal with the City's Development & Design team if they believe that they are exempt from requiring development approval.

Where development is exempt from the requirement for development approval under this Policy, a building permit may still be required. It is advised to contact the City's Building Services for advice regarding the need for a building permit prior to any works being undertaken.

CM D24/2719

# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

## 2. Development Approval Requirements

For all development not exempt under Clause 1 of this Policy, a development application is required.

2.1 In addition to material required in accordance with Schedule 2, Part 8 of the Regulations, the following is required to accompany development applications for proposals affecting heritage places or heritage areas:

- photographs showing the existing front elevation and areas affected by the proposed development; and
- a schedule of existing and proposed external colours and finishes where there are changes proposed.

2.2 In some instances the City may require applicants to provide one or more of the following:

- Conservation Plan - where a proposal affects a place entered in the State Register of Heritage Places, or affects a large or complex Category 1 listed place.
- Heritage Assessment - where the City requires additional information to assist in the determination of a development application, for example to support the proposed removal of non-heritage fabric or reinstate heritage features or details.
- Heritage Impact Statement - where development of a State Registered, Category 1 or Category 2 place is proposed or where, in the opinion of the City, development of a Heritage Area, Category 3 or Category 4 place is proposed and will have an impact on significant heritage fabric.
- Structural Condition Assessment - if structural failure is cited as a justification for demolition, a registered Structural Engineer with demonstrated heritage experience must confirm that the integrity of the building has failed to the point where it cannot be rectified without removal of a majority of its significant heritage fabric and/or rectification costs would be prohibitive.
- Interpretation Plan - where substantial demolition is proposed or where a proposal will have a substantial impact on the significant heritage fabric of a heritage place.

## 3. Assessment Measures

3.1 The Burra Charter provides guiding principles for conserving heritage places, which can be applied to buildings, sites, areas and structures. The guiding principles contained in the Policy Guidelines are derived from the Burra Character and underpin the development of a heritage place.

3.2 In assessing applications for development, the City will have regard to the Policy:

- Objectives;
- Guiding Principles;
- Element Objectives; and
- Acceptable Outcomes.

3.4 In assessing applications, the City will also give regard to assessment considerations in Clause 5.  
Page | 6 of 17



# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

## 4. Assessment Considerations

4.1 In considering a development application in relation to a place entered on the City's Heritage List, State Register of Heritage Places or within a heritage area, the City will be guided by the provisions of this Policy and will have due regard to the following:

- The Burra Charter.
- State Planning Policy 3.5 Historic Heritage Conservation.
- The heritage significance of the place as outlined in the Statement of Significance.
- Any Conservation Plan, Heritage Assessment or Heritage Impact Statements pertaining to the place or area.
- A structural condition report of the place if applicable.
- Any advice from the City's Design Review Panel.
- Advice from the State Heritage Office and/or the National Trust.
- Any other matters considered appropriate, for example the extent to which the community would benefit.
- Any impact the proposed development will have on the heritage significance of the place and/or area.

## 5. Heritage Significance

5.1 Understanding why a place or area is significant will help inform design responses and identify aspects of the place that need to be sensitively managed. Each assessment of a heritage place is undertaken in accordance with Local Planning Policy: Assessing Cultural Heritage Significance and includes a Statement of Significance outlining the heritage values and features of the place or area which will assist in determining the level of development appropriate.

## 6. State Heritage Referral

- 6.1 All development applications for places entered, or adjacent to a place, on the State Register of Heritage Places will be referred to the HCWA for comment. It is recommended that the applicant engage with the HCWA early in the design process.
- 6.2 Development of places on the City's Heritage List that is deemed substantial or complex by the City, may be referred to the HCWA for advice or technical expertise.

## 7. Archival Record and Interpretation Plan

- 7.1 The City may require, as a condition of approval, the preparation and submission of an Archival Record prior to any works commencing where approval is granted for:
- demolition or partial demolition of a place or structure; and/or
  - works that will result in the removal or major alteration to significant fabric.
- 7.2 Where extensive demolition or development is considered appropriate, as a condition of approval, the City at its discretion may require an Interpretation Plan, including conserving any objects or fabric associated with the building that may inform the historic significance of the place.

CM D24/2719

# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

## PART 3 - DEVELOPMENT ASSESSMENT GUIDELINES

This is a performance based Policy. Applications for development approval must demonstrate that the design achieves the Objectives of this Policy and meets the Guiding Principles list below. While addressing the Acceptable Outcomes is likely to achieve the Objectives, they are not a deemed-to-comply pathway and the proposal will be assessed in context of the entire design solution to ensure the Objectives are achieved. Proposals may also satisfy the Objectives via alternative means or solutions.

### GUIDING PRINCIPLES

The following principles should guide decisions around the management, conservation and development of heritage places:

1. Conservation requires a cautious approach of changing as much as necessary, but as little as possible.
2. Significant fabric is restored with 'like for like' materials and original detail wherever possible.
3. Development that alters the cultural significance of a place is reversible, and should be reversed where possible.
4. Maintenance is an integral part of conserving the heritage significance of a place and should be undertaken in an informed and sensitive manner.
5. Additions are compatible with, and respectful of the heritage place without replicating the original heritage details of the place.
6. New development is readily identifiable as new.
7. Additions maintain existing view lines to the principle façade of the heritage place when viewed from the street.
8. Additions do not obscure original fabric that contributes to the heritage significance of the place.
9. Development does not result in the addition of decorative details that are not in keeping with the architectural style and/or era of the heritage place.
10. The structural integrity of the place is maintained during and after redevelopment.

# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

## 1. Demolition

**Intent:** The loss of a Contributory Place negatively impacts on the cultural significance and character of the heritage area. Demolition of a contributory building is rarely appropriate, and demolition of a contributory buildings located within a State registered heritage place will have a negative impact.

It is acknowledged that there will be some circumstances where demolition cannot be avoided. In these circumstances, the obligation rests with the applicant to provide a sound justification for demolition to a contributory place.

ELEMENT OBJECTIVE		ACCEPTABLE OUTCOMES	
1.1 Demolition			
O1.1	The significant heritage fabric of the place is retained.	A1.1	Development retains the heritage place in its entirety.
O1.2	The relationship of the place within its original setting is retained i.e.. the place is not relocated from its original location.	A1.2	In the case of partial demolition, the parts to be demolished do not contribute to the cultural heritage significance of the place as identified in the Statement of Significance and/or Heritage Assessment of the place.
		A1.3	The three dimensional built form of the place beyond its exterior facade is retained so as to avoid facadism.

## 2. Conservation and Alterations of Heritage Places

**Intent:** Conservation works are essential for protecting a Contributory Place and ensuring its long-term survival and contribution to the significance of the heritage place. Conservation works can include repair, maintenance, restoration and reconstruction. The appropriate conservation approach for individual buildings should be based on an understanding of the significance of that place and in consultation with a qualified heritage professional.

ELEMENT OBJECTIVE		ACCEPTABLE OUTCOMES	
2.1 Internal alterations			
O2.1.1	Internal alterations maintain the significant heritage fabric of the place.	A2.1.1	Internal alterations are guided by the Statement of Significance or physical description detailed in the Heritage Assessment or Conservation Plan.

CM D24/2719

# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

ELEMENT OBJECTIVE		ACCEPTABLE OUTCOMES	
2.2 Surfaces, materials and colours			
O2.2.1	Alterations result in development that respects the original materials, style and colour of the heritage place.	A2.2.1	Earlier paint schemes and façade details are reinstated as determined by documentary or physical evidence.
		A2.2.2	Alterations do not result in the rendering or painting of original unpainted or non rendered brick, masonry, or other surfaces.
		A2.2.3	Alterations do not result in the removal of paint or render from brick, masonry or limestone without approval. Where paint or render removal is unavoidable, removal should be undertaken with caution as abrasive methods can cause damage to the buildings substrate.
2.3 Verandahs and awnings			
O2.3.1	Conservation of, or alteration to primary facing verandahs and awnings respect the original materials, styles and colour of the heritage place.	A2.3.1	Original primary facing awnings and verandahs are retained.
		A2.3.2	Original verandahs or awnings are reinstated based on documentary or physical evidence of the original form, detailing and materials.
		A2.3.3	Verandahs remain open and maintain clear sight lines to the original front door, main entrance and significant features of the heritage place when viewed from the street.



# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

ELEMENT OBJECTIVE		ACCEPTABLE OUTCOMES	
2.4 Windows and door openings			
O2.4.1	Conservation of, or alteration to primary facing windows and doors respect the original materials, styles and proportions of the windows and openings of the heritage place.	A2.4.1	Original window and door detailing including frames, architraves, sash, glass, glazing bars and hardware is retained.
		A2.4.2	The location and proportions of original window and door openings are retained when viewed from the primary street.
		A2.4.3	Where windows and openings have deteriorated beyond repair, replacement matches the original in size, style, materials and detailing when viewed from the street.
2.5 Roof, gutters and downpipes			
O2.5.1	Conservation of, or alterations to street facing roofs, gutters and downpipes respect the original materials, styles and colour of the heritage place when viewed from the street.	A2.5.1	Materials are like for like where original roof fabric is being replaced, for example: a. an original roof clad with corrugated iron, shall be replaced with zincalume or Colourbond in a matching profile and consistent colour; and b. the replacement of an original tile roof with zincalume or Colourbond is not supported.
		A2.5.2	Original roof details such as finials, chimneys, parapets or dormer windows are retained, or where reconstructed are based on documentary or physical evidence.
		A2.5.3	Gutter and downpipe replacements are reinstated with the original profiles and shapes.
2.6 Front fences			
O2.6.1	Conservation of, or alteration to street facing fences respect the materials, styles and colour of the original fence.	A2.6.1	Original front fences and gates are retained and conserved where possible. Removal of non original fencing is supported.
		A2.6.2	Where retention of the original fence or gate is not possible due to it being in poor condition, it should be reconstructed in a like for like manner.

CM D24/2719

# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

## 3. Additions to Heritage Places

**Intent:** Most existing buildings can accept some level of alteration or new additions without having a negative impact on the cultural significance and character of heritage places. Acceptable new alterations and additions to the building envelope do not visually intrude on Contributory Places or the overall streetscape and are consistent with the character of the area in which they are located taking into account style, scale, materiality, form, function and siting.

ELEMENT OBJECTIVE		ACCEPTABLE OUTCOMES	
3.1 Bulk and scale			
O3.1.1	Additions are designed to respect the scale and proportion of the existing heritage building, which shall remain the dominant structure on the site when viewed from the street.	A3.1.1	Additions should be of a contemporary design that do not mimic the heritage fabric of the contributory building
		A3.1.2	Upper storey additions are sited and massed behind the main ridge-line so as not to be visible from the primary street.
		A3.1.3	Upper storey additions maintain roof details such as finials, chimneys and original decorative features when viewed from the primary street.
		A3.1.4	On corner sites, the upper storey addition is sited and massed so that it is visually recessive from both frontages to ensure the scale of the original heritage place is the dominant element. The visibility of upper storey additions will be assessed from both streets.
		A3.1.5	Loft additions must be contained wholly within the roof space and shall not result in a visible change to the appearance of the building when viewed from the street.

# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

ELEMENT OBJECTIVE		ACCEPTABLE OUTCOMES	
3.2 Surfaces, materials and colours			
O3.2.1	Additions are complementary to, and respect the original materials, finishes, textures, and colours of the heritage place.	A3.2.1	New development incorporates materials, colours and finishes that are compatible with the existing heritage place. Where there is evidence of original colours through existing fabric (paint scrapes or similar) these should be incorporated in the colour scheme of new additions.
		A3.2.2	Full authentic replication of original colour schemes is not intended or required; however, a new colour scheme should be respectful to the heritage significance of the place.
3.3 Verandahs and awnings			
O3.3.1	New verandahs and awnings respect the original materials, styles and colour of the heritage place when viewed from the street.	A3.3.1	Verandah and awnings are not attached to the primary façade of a building where they did not traditionally exist.
		A3.3.2	Where replacement awnings or verandahs are proposed, they are appropriate to the architectural style of the heritage place when viewed from the street.
		A3.3.3	The construction of new verandahs and awnings do not result in the removal of significant heritage fabric, and can be removed without loss of significant heritage fabric.
		A3.3.4	Verandahs remain open and maintain clear sight lines to the original front door, main entrance and significant features of the heritage place when viewed from the street.

CM D24/2719

# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

ELEMENT OBJECTIVE		ACCEPTABLE OUTCOMES	
3.4 Garages and carports			
O3.4.1	Car parking additions do not visually dominate the heritage place when viewed from the street.	A3.4.1	Carports, garages or hard-stand car parking bays are to be located at the rear of the property where right of way access or secondary street is available.
O3.4.2	Car parking structures preserve the structural integrity of the heritage place.	A3.4.2	Carports may be considered in the front setback area: a. where no alternative location exists; and b. where they are not prohibited in any specific development guidelines relating to an area.
		A3.4.3	Carports and garages maintain clear sight lines to original front door, main entrance and significant features of the heritage place when viewed from the street.
		A3.4.4	Garages and carports are constructed in a style that is compatible with the original building. Simple contemporary designed carports may be considered where they minimise visual impact and maximise view lines to the heritage place.
		A3.4.5	The addition of a carport or garage shall not require removal of significant heritage fabric to achieve minimum size requirements.
3.5 Windows and door openings			
O3.5.1	Primary street facing windows and openings maintain the style and proportions of the original windows and openings of the heritage place.	A3.5.1	New windows and openings are located within walls of secondary significance (side and rear walls).
		A3.5.2	Where new openings visible from the primary street are unavoidable, they are proportionally related to those of the heritage place, unless concealed from view from the street.

# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

ELEMENT OBJECTIVE		ACCEPTABLE OUTCOMES	
3.6 Roofs			
O3.6.1	Upper storey additions are designed to minimise the impact on the original roof-line.	A3.6.1	The original roof form, as seen from the primary street, is maintained. This means that ridges, hips and gables at the front of the place should not be altered to accommodate an extension.
O3.6.2	Roof additions visible from the primary street are compatible with the roof form of the heritage place.	A3.6.2	The roof of new additions match the existing roof form and pitch where development is visible from the street (with the exception of carports in the front setback area).
		A3.6.3	Contemporary roof forms are considered appropriate where development is not visible from the street.
3.7 Front fences			
O3.7.1	The design of a new fence, or the replacement of a non-original fence: a. complement the style and materiality of the heritage place, b. maintain adequate height and transparency to ensure that the heritage place is visible from the street.	A3.7.1	New front fences are constructed of traditional fence materials (including wooden pickets, wire, iron, brick or stone) consistent with the heritage place and/ or photographic or physical evidence of similar fence styles of the era. Surviving original fences within the nearby area are to be used as a suitable precedent.
		A3.7.2	Contemporary fences may be considered where they are consistent with the scale, style and materials of fences predominately associated to the era of the heritage place.
3.8 Signs			
O3.8.1	The addition of signs does not detract from the heritage significance of a place or area.	A3.8.2	Signs are to comply with the provision of Local Planning Policy: Signs and Advertising.

CM D24/2719



# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

## 4. Development Adjoining a Heritage Places

The following apply to development adjacent to heritage places:

ELEMENT OBJECTIVE		ACCEPTABLE OUTCOMES	
4.1 Development adjacent to heritage places			
O4.1.1	Development maintains and enhances existing views and vistas to the principal façade(s) of the adjacent heritage listed place.	A4.1.1	New development is to have a plate height consistent with the original street pattern.
		A4.1.2	New development is of a scale and mass that respects the adjacent heritage listed place.
O4.1.2	Development maintains and enhances the visual prominence and significance of the adjacent heritage listed place.	A4.1.3	New development does not imitate, replicate or mimic historic architectural styles of the adjacent heritage place.
O4.1.3	Development is of a scale and mass that respects the adjacent heritage listed place.	A4.1.4	New development is clearly distinguishable from the adjacent heritage listed place.
		A4.1.5	Front and side setbacks of new development reflect those of the adjacent heritage listed place.
		A4.1.6	The height of the new development is to be compatible to the adjacent heritage listed building.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Urban Design and Strategic Projects
Initial Council Adoption	17/01/2006
Previous Title	Local Planning Policy 7.6.1: Heritage Management - Development Guidelines for Heritage and Adjacent Properties
Reviewed / Amended	22/07/2008; 10/07/2012; 13/02/2024
Next Review Date	

Page | 16 of 17

# LOCAL PLANNING POLICY: DEVELOPMENT GUIDELINES FOR HERITAGE PLACES



CITY OF VINCENT

## APPENDIX 1: HERITAGE MANAGEMENT CATEGORIES

The following table details the levels of significance and classification categories for heritage properties

LEVEL OF SIGNIFICANCE TO THE LOCAL AREA	PREVIOUS CLASSIFICATION	NEW CLASSIFICATION	DESCRIPTION
Exceptional	Category A - Conservation Essential	Category 1	Essential to the heritage of the locality. Rare or outstanding example
Considerable	Category A - Conservation Essential	Category 2	Very important to the heritage of the locality
Some/moderate	Category B - Conservation Recommended	Category 3	Contributes to the heritage of the locality
Little	No Category	Category 4	Has elements or values worth noting for community interest but otherwise makes little contribution

CM D24/2719

# LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



CITY OF VINCENT

Legislation / local law requirements	<i>Heritage Act 2018</i> <i>Planning and Development Act 2005</i> This policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme
Related policies, procedures and supporting documentation	Local Planning Policy: Development Guidelines for Heritage Places Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas

## PART 1 - PRELIMINARY

### INTRODUCTION

Under section 103(1) of the *Heritage Act 2018* (Act), the City of Vincent (City) is required to prepare a Local Heritage Survey (LHS) comprising places within its area that in the opinion of the City, are or may become of cultural heritage significance. In preparing and amending its LHS, the City must have regard to the Heritage Council of Western Australia (HCWA) Guidelines for the Assessment of Local Heritage Places published under section 105 of the Act.

Schedule 2 Part 3 of *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) requires the City to establish and maintain a Heritage List and to designate Heritage Areas.

This Policy provides the framework for assessing a place for the purpose of determining its cultural heritage significance and ultimately its inclusion onto the City's LHS, Heritage List or as a heritage area.

To ensure decision-making and the process for assessing cultural heritage significance is accountable, comparable and consistent, this Policy includes criteria for assessing cultural heritage significance based on the principles outlined in the Australia ICOMOS Burra Charter, 2013 (Burra Charter).

### PURPOSE

The purpose of Local Planning Policy: Assessing Cultural Heritage Significance (Policy) is to provide clear direction on the assessment and management of places having cultural heritage significance within the City.

# LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



CITY OF VINCENT

## OBJECTIVES

The objectives of this Policy are to:

1. identify, conserve and protect places of cultural heritage significance;
2. provide clear procedural guidelines for heritage assessments;
3. provide improved certainty to landowners and community members about the formal practice involved in heritage identification and protection; and
4. provide a framework for the classification and management of places with cultural heritage significance.

## OPERATION

To assess and determine the cultural heritage significance of a place, a set of assessment is applied. The assessment criteria is based on the principles outlined in the Burra Charter and used to determine the level of significance and Management Category assigned to a place or area, or to determine the designation of a Heritage Area.

## SCOPE

This Policy applies to individual places included or being considered for inclusion on the City's LHS and Heritage List and to areas designated or being considered for designation as a heritage area.

## PART 2 - POLICY PROVISIONS

### DEFINITIONS

All terms used in this Policy are defined in the *Planning and Development Act 2005*, the Regulations, State Planning Policy 7.3 Residential Design Codes and the City's Local Planning Scheme No. 2 (Scheme), unless stated otherwise below.

**Burra Charter** means the document providing guidance for the conservation and management of places of cultural heritage significance and sets standards of practice for those who provide advice, make decisions about, or undertake works to places of cultural heritage significance, including owners, managers and custodians. The charter is adopted by the Australian International Council on Monuments and Sites (ICOMOS).

**contributory place** means places and structures that make a positive contribution to the cultural heritage significance of the City of Vincent.

**heritage area** means a group of properties which are recognised to collectively form a streetscape, townscape or cultural environment with significant heritage characteristics, which may include architectural style, town planning or urban design excellence, landscape qualities, or strong historic associations.

# LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



CITY OF VINCENT

**heritage assessment** is a systematic assessment that describes a place and its setting and states the cultural heritage significance of the place based on the criteria outlined in the Burra Charter, and in accordance with the HCWA Guidelines for the Assessment of Local Heritage Places 2022, Guidelines for Local Heritage Surveys 2022, Guidelines for Establishing a Heritage List 2021 and Guidelines for Heritage Areas 2023.

**Heritage List** means a list of places within the City of Vincent, considered by the City to be of identified cultural heritage significance and worthy of conservation pursuant to the Regulations.

**Local Heritage Survey** means a list of places with the City of Vincent, assessed by the City as having identified cultural heritage significance pursuant to the Act.

## POLICY

### 1. Assessing Significance

#### 1.1 Assessment Criteria

In assessing the cultural heritage significance of an individual place or heritage area the criteria of aesthetic, historic, scientific or social value will be applied. A place or area will be considered to be of cultural heritage significance to the City if it meets one or more of these criteria.

**Part 3 - Policy Guidelines** provide detail on how each criteria is to be applied to the assessment of places and areas.

#### 1.2 Determining the level of significance

The level of significance of a place will be determined with reference to issues of Rarity, Representativeness, Condition, Integrity and Authenticity.

#### 1.3 Thematic History

A Place or Heritage Area will be assessed in the context of the history and/or development of Vincent as identified in the Western Australian Thematic History and key themes of:

- Environment
- Demography.
- Economy.
- Infrastructure.
- Social Services
- Governing.
- Cultural Life.



# LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



CITY OF VINCENT

## 1.4 Statement of Significance

A Statement of Significance is to be included within the heritage assessment. This is a statement made about the place as a whole with reference to the applicable assessment criteria.

One of the levels of significance listed in clause 1.5 is to be applied to the place identified within the assessment.

## 1.5 Categories of Significance

All places will be assigned a level of significance which determines the management category allocated to the place to as follows:

- Management Category 1 - Exceptional Significance.
- Management Category 2 - Considerable Significance.
- Management Category 3 - Some/moderate significance.
- Management Category 4 - Little Significance

Management associated with each level of significance are identified in **Part 3 - Policy Guidelines**.

## 2.6 Heritage Areas

A level of significance will not be assigned to a heritage area as a whole, but each place within the heritage area will be graded according to the level of contribution it makes to the significance of the area.

Each identified heritage area will be considered for designation under Schedule 2, Part 3, Clause 9 of the Regulations. Development control of properties within a heritage area will be outlined in dedicated Heritage Area Guidelines, endorsed by Council.

**Local Planning Policy Amending the Local Heritage Survey, Local Heritage List and Designating Heritage Areas** provides further guidance on the nomination of a heritage area. **Local Planning Policy Heritage Area Guidelines** includes the City's existing heritage area guidelines.

## PART 3 - POLICY GUIDELINES

### 1. Why Assess Cultural Heritage Significance?

The heritage of the City is unique, vibrant, complex and rich in history, stories, people and places.

Assessing places helps us define our history and maintain a record of places that are important from a historic and heritage perspective. These are the tangible reminders of our past and provide a window into who we are as a community, and where we have come from. Its important that future generations have a record and understanding of our unique history and heritage.

Assessing places for heritage significance allows us to include them on our Local Heritage Survey. Places may also be included on our Heritage List which will provide statutory control over how a place can be developed in the future.

# LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



CITY OF VINCENT

## 2. What Makes a Place Significant?

Places within the City that are considered to have heritage significance are those that may: :

- have historical significance;
- have been associated with an important individual or group of people;
- be architecturally or aesthetically significant;
- be a rare, fine or an intact example of its type;
- demonstrate an important creative achievement; and/or
- be highly valued by a community for social or spiritual reasons.

## 3. How are Places Assessed for Heritage Significance?

Places within the City are assessed for cultural heritage significance in accordance with the assessment criteria outlined in Clause 4 of this Policy, which are derived from the Burra Charter.

## 4. Assessment Criteria

The following values are to be applied in assessing the cultural significance of an contributory place or heritage area within the City. A place or area will be considered to be of cultural heritage significance if it meets one or more of these criteria:

### 4.1 Aesthetic Value

*Criterion 1: It is significant in exhibiting particular aesthetic characteristics.*

A place included under this criterion should have characteristics of scale, composition, materials, texture and colour that are considered to have value to the City. This may encompass:

- creative or design excellence;
- the contribution of a place to the quality of its setting;
- landmark quality; and/or
- a contribution to important vistas.

### 4.2 Historic Value

*Criterion 2: It is significant in the evolution or pattern of the history of the local district.*

A place or area included under this criterion should:

- be closely associated with events, developments or cultural phases that have played an important part in the City's history;
- have a special association with a person, group of people or organisation important in shaping the City (either as the product or workplace of a person or group, or the site of a particular event connected with them); and/or
- be an example of technical or creative achievement from a particular period.

# LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



## 4.3 Social Value

*Criterion 3: It is significant through association with a community or cultural group in the local district for social, cultural, educational or spiritual reasons.*

A place included under this criterion should:

- be a place that the community, or a significant part of the community has held in regard for an
- extended period of time; or
- be a public place, or places distinctive in the local landscape, which makes a contribution to the local 'sense of place' and local identity.

## 4.4 Scientific Value

*Criterion 4A: It has demonstrable potential to yield information that will contribute to an understanding of the natural and cultural history of the local district.*

A place included under this criterion should:

- be a standing structure or archaeological deposit;
- be an important benchmark or reference site; or
- should provide or demonstrate a likelihood of providing evidence about past activity; or
- the information should be inherent in the fabric of the place.



Former Salvation Army Citadel, 69 Barlee Street, Mount Lawley - Aesthetic and Historic Significance

# LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



CITY OF VINCENT

*Criterion 4B: It is significant in demonstrating a high degree of technical innovation or achievement.*

A place included under this criterion should:

- show qualities of innovation or represent a new achievement for its time;
- demonstrate breakthroughs in design or places that extend the limits of technology; and/or
- show a high standard of design skill and originality, or innovative use of materials, in response to particular climatic or landform conditions, or a specific functional requirement, or to meet the challenge of a particular site

## 4.5 Spritual Value

*Criterion 5: It embodies or evokes intangible values and meanings which give it importance in the spiritual identity, or the traditional knowledge, art, and practices of a cultural group.*

A place included under this criterion should:

- contribute to the spiritual identity or belief system of a cultural group;
- be a repository of knowledge, traditional art or lore related to spiritual practice of a cultural group;
- maintain the spiritual health and wellbeing of a culture or group; and
- find expression in cultural practices or human-made structures, or inspire creative works.

## **5. Level of Significance**

The level of significance of a place will be determined with reference to issues of Rarity, Representativeness, Condition, Integrity and Authenticity.

One of the levels of significance listed is to be applied to the place identified within the assessment.

### 5.1 Rarity

*Criterion 5: It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district.*

A place or area under this criterion should:

- provide evidence of a defunct custom, way of life or process;
- demonstrate a custom, way of life or process that is in danger of being lost; or
- demonstrate a building function, design or technique of exceptional interest.

# LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



CITY OF VINCENT



57 Lincoln Street, Mount Lawley- Rare ventilation stack (State and Local listed)

## 5.2 Representativeness

*Criterion 6: It is significant in demonstrating the characteristics of a class of cultural places or environments in the local district.*

A place or area under this criterion should:

- provide a good example of its type;
- be representative of a common building or construction type, a particular period or way of life, the work of a particular builder or architect, or an architectural style; or
- have a high level of authenticity.

## 5.3 Integrity, Authenticity and Condition

Authenticity and Integrity are aspects about the physical evidence of a place that can help understand its cultural significance. They are useful factors to take into consideration in relation to managing change to heritage places and assessing impacts to heritage values. These terms are not, however, defined in the Act, nor are they used within the Burra Charter.

The HCWA defines these terms as follows:

- **Integrity** - explains the extent to which the fabric is in its original state.
- **Authenticity** - explains the extent to which the original intention is evident, and the compatibility of current use.



# LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



CITY OF VINCENT

Use levels of high, moderate, and low to describe the degree of integrity/authenticity and explain why.

- **Condition** is another consideration that helps to determine if a place is a good, fine, or excellent example of its type.

## 6. Thematic History

A thematic history provides a broad historical context for understanding the patterns and forces that shaped an area over time. It identifies locally distinctive themes to structure the history. A theme can unite a variety of actions, events, functions, people and dates, and it helps to prevent any concentration on a particular type of item, period or event of history.

The thematic history is not intended to be a detailed account of all aspects of the history of an area, nor to replace histories designed to serve other purposes. Rather, it is to prepare a broad overview of the evolution of the City to identify turning points in its history, the main periods of its development, and key stories, themes and influential factors that have all shaped the City's distinctive character.

A place or heritage area will be assessed in the context of the history and/or development of the City as identified in the Western Australian Thematic History and key themes of:

- Environment
- Demography.
- Economy.
- Infrastructure.
- Social Services
- Governing.
- Cultural Life.

## 7. Statement of Significance

A statement of significance is to be included within the heritage assessment. This is a statement made about the place as a whole with reference to the applicable assessment criteria.

## 8. Management Categories

All places will be assigned a level of significance which determines the management category allocated to the place. At the City, the Local Heritage Survey (LHS) and Heritage List comprises of places that have been identified in the following categories:

# LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



CITY OF VINCENT

## 8.1 Management Category 1: Exceptional Significance

Significance determined by how the assessment of the place demonstrates the following:

- essential to the heritage of the City;
- an exceptional level of state and/or local cultural heritage significance under one of the categories of aesthetic, historic, social or scientific significance;
- high degree of authenticity, for example it retains its original use and/or its architectural integrity is highly intact; and
- rare or outstanding example of its type, e.g.. An outstanding landmark; or exemplar of the federation queen anne style; or a building formally used as a drill hall with close associations to the armed services; or a park containing remnant natural flora and fauna valued for its research and reference purposes

### 8.1.1 Outcomes:

- conservation essential unless there is no feasible alternative;
- development is assessed in accordance with **Local Planning Policy: Development Guidelines of Heritage Places**;
- minor works or like for like restoration are exempt in accordance with the above local planning policy; and
- development applications must be accompanied by a heritage impact statement.

### 8.1.2 Future Actions:

- priority given to category 1 places when considering the heritage assistance fund;
- a conservation plan may be required, particularly if the place is also included on the State Register; and



Lochindorb, 166 Lincoln Street, Highgate - Management Category 2

# LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



CITY OF VINCENT

- records should be kept of any major changes over time via updates to the LHS.

Example Category 1 places include Hyde Park, the Lincoln Street sewerage vents and Anzac Cottage.

## 8.2 Management Category 2: Considerable Significance

Significance determined by how the assessment of the place demonstrates the following:

- very important to the heritage of the City;
- a high level of aesthetic, historic, scientific and/or social value for the local community;
- a key representative example of its type; and
- these places will typically have a high degree of authenticity, but may still be very important to the heritage of Vincent even if some alterations have been undertaken, provided these do not obscure an understanding of the cultural heritage values of the place.

### 8.2.1 Outcomes:

- conservation highly desirable unless no feasible alternative is available;
- development assessed in accordance with **Local Planning Policy: Development Guidelines of Heritage Places**;
- minor works or like for like restoration may be exempt in accordance with the above local planning policy.

### 8.2.2 Future Actions:

- a heritage impact may be required for significance works; and
- conservation work is eligible for heritage assistance fund.

Example Category 2 places include the Lincoln Street flats, the Oxford Hotel, Menzies Park and various privately owned residential dwellings.

## 8.3 Management Category 3: Some/Moderate Significance

Significance determined by how assessment of the place demonstrates the following:

- contributes to the heritage of the City e.g. It is a good example of a federation bungalow;
- helps to illustrate an important aspect of the history of the City, but:
  - does not have important associations with prominent people, events and/or activities;

# LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



CITY OF VINCENT

- does not have landmark or other aesthetic values that make a particularly significant contribution to the districts sense of place; and
- is not a key representative or rare example of its type.

## 8.3.1 Outcomes:

- conservation recommended; and
- development assessed in accordance with **Local Planning Policy: Development Guidelines of Heritage Places**.

## 8.3.2 Future Actions:

- places not eligible for the heritage assistance fund; and
- prepare an archival record and/or interpret the site in accordance with **Local Planning Policy: Interpretation of Heritage Places** prior to any major development or demolition.

## 8.4 Management Category 4: Little Significance

Significance determined by how assessment of the place demonstrates the following:

- has elements or values worth noting for community interest but otherwise makes little contribution.

## 8.4.1 Future Actions:

- places not eligible for the heritage assistance fund; and
- prepare an archival record and/or interpret the site in accordance with **Local Planning Policy: Interpretation of Heritage Places** prior to any major development or demolition.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Urban Design and Strategic Projects
Initial Council Adoption	17/07/2006
Previous Title	Local Planning Policy 7.6.2 Heritage Management - Assessment
Reviewed / Amended	10/07/2012; 14/02/2024
Next Review Date	

# LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



CITY OF VINCENT

## APPENDIX 1: HERITAGE MANAGEMENT CATEGORIES

The following table details the levels of significance and classification categories for heritage properties

LEVEL OF SIGNIFICANCE TO THE LOCAL AREA	PREVIOUS CLASSIFICATION	NEW CLASSIFICATION	DESCRIPTION
Exceptional	Category A - Conservation Essential	Category 1	Essential to the heritage of the locality. Rare or outstanding example
Considerable	Category A - Conservation Essential	Category 2	Very important to the heritage of the locality
Some/moderate	Category B - Conservation Recommended	Category 3	Contributes to the heritage of the locality
Little	No Category	Category 4	Has elements or values worth noting for community interest but otherwise makes little contribution



# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT

Legislation / local law requirements	<i>Planning and Development Act 2005</i> This policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Heritage Act 2018</i>
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme
Related policies, procedures and supporting documentation	Local Planning Scheme No.2 Local Planning Policy: Assessing Cultural Heritage Significance Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas

## PART 1 - PRELIMINARY

### INTRODUCTION

The City of Vincent (City) Strategic Community Plan 2022 – 2032 (SCP) sets the strategic direction, priorities and aspirations for the City. A key outcome of the SCP is to ensure our "built form character and heritage is protected and enhanced".

Interpretation is a communication process, which helps people to make sense of and understand more about a site and/or event. In the context of this policy, interpretative signage will be used as a means of providing a tangible reminder and as a communicative tool for the identification and understanding of places of cultural heritage, which have been either demolished and/or removed within the City, or requested by the public.

### PURPOSE

The purpose of Local Planning Policy: Interpretation of Heritage Places (Policy) is to provide a comprehensive framework matters relating to the interpretation of heritage places.

### OBJECTIVES

The objectives of this policy are to:

1. generate awareness of the rich and diverse historic and social cultural heritage within the City's built environment.
2. provide a procedure to recognise buildings approved to be demolished within the City which are considered to hold historic and/or social cultural heritage values not reflected directly in the building's structure, style or physical appearance.
3. encourage innovative and varied forms of heritage interpretation, which recognise different opportunities, depending on the type and scale of development.

# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT

4. provide a procedure to implement the City's Heritage Plaques and Interpretation Program, to allow community members to nominate a place listed in the LHS in the City to be recognized through the installation of a plaque and/or alternative form of interpretation

## SCOPE

This policy applies to the interpretation of:

- places listed on the Heritage List (formally the Municipal Heritage Inventory);
- heritage areas; and
- places listed in the Local Heritage Survey (LHS).

## PART 2 - POLICY PROVISIONS

### DEFINITIONS

All terms used in this Policy are defined in the *Planning and Development Act 2005*, *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), the *Heritage Act 2018*, State Planning Policy 7.3 Residential Design Codes (the R Codes) and the City's Local Planning Scheme No.2 (the Scheme), unless stated otherwise below.

**Burra Charter** means the document providing guidance for the conservation and management of places of cultural heritage significance and sets standards of practice for those who provide advice, make decisions about, or undertake works to places of cultural heritage significance, including owners, managers and custodians. The charter is adopted by the Australian International Council on Monuments and Sites (ICOMOS).

**contributory place** means places and structures that make a positive contribution to the cultural heritage significance of the City of Vincent.

**heritage area** means a group of properties which are recognised to collectively form a streetscape, townscape or cultural environment with significant characteristics, which may include architectural style, town planning or urban design excellence, landscape qualities, or strong historic associations.

**heritage assessment** is a systematic assessment that describes a place and its setting and states the cultural heritage significance of the place based on the criteria outlined in the Burra Charter, and in accordance with the HCWA Guidelines for the Assessment of Local Heritage Places 2022, Guidelines for Local Heritage Surveys 2022, Guidelines for Establishing a Heritage List 2021 and Guidelines for Heritage Areas 2023.

**Heritage List** means a list of places within the City of Vincent, considered by the City to be of identified cultural heritage significance and worthy of conservation pursuant to the Regulations.

**interpretation plan** means a comprehensive long-term strategy, a management tool, for ensuring that the heritage significance of places, objects or traditions can be communicated. It is a communicative tool used for the identification and understanding of places of cultural heritage

# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT

**Local Heritage Survey** means a list of places with the City of Vincent, assessed by the City as having identified cultural heritage significance pursuant to the Act.

## 1. Interpretation Resulting from a Development Application for a Dwelling on the Heritage List

- 1.1 Prior to obtaining a Demolition Licence for the demolition of a place listed in the City's Heritage List, a Planning Application for the demolition of a building is required to be submitted to and approved by the City. Should the City consider that the place proposed for demolition has solely historic and/or social significance that is deemed by the City as not directly reflected in the building's structure, style or physical appearance, the City may require a form of interpretation to be displayed on the site of the building proposed to be demolished as part of any development approval.
- 1.2 Where a place is to be demolished and the applicant and/or owner of the building is to be notified that a plaque or an alternative form of interpretation is to be displayed on the site of the existing building. Plaque specifications are specified within **Appendix 1**.
- 1.3 The specification details, including the content and proposed location of the plaque or alternative form of interpretation is to be approved by the City before the issuing of a Demolition Licence and/or Building Licence, whichever occurs first. All associated historical information is also to be provided to the City for archival purposes.
- 1.4 The plaque or the alternative form of interpretation is to be installed prior to first occupancy of the new development on the site.
- 1.5 The applicant and/or owner may integrate the proposed interpretation as part of the Percentage for Public Art requirement of the development. The interpretation;
  - is to follow the processes outlined in and be in accordance with the City's Local Planning Policy: Percent for Art;
  - is to incorporate through different mediums explicit recognition of the identified heritage values of the place to be demolished as identified in the heritage assessment for the place; and
  - is to also incorporate descriptive text, which is to be located in a position which is visible from the public domain as detailed in Appendix 1.
- 1.6 Once the plaque or the alternative form of interpretation (e.g. public art) is installed, the applicant and/or owner are to advise the City, so that an image of the plaque or the alternative form of interpretation (e.g. public art) can be included on the City's website. The applicant and/or owner are also to provide the City with any associated historical information on the property, for archival purposes.

# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT

1.7 In the event that a demolition application is submitted and/or approved without a redevelopment proposal the City may require one of the following:

- The applicant and/or owner of the building to be demolished is to be notified that a plaque or an alternative form of interpretation is to be displayed on the site of the existing building. The applicant and/or owner shall lodge an appropriate interpretation assurance bond with the City. The assurance bond will only be released to the applicant and/or owner in the following circumstances;
- The interpretation proposal, which has been prepared in accordance with the requirements of this Policy, has been submitted to and approved by the City and the plaque /and or alternative form of interpretation subsequently installed on the property, prior to first occupancy of the new development on the site. (Note: In the event of non-compliance with the interpretation proposal requirement, the City may draw on the bond, as required, to carry out the interpretation proposal to the satisfaction of the Chief Executive Officer); or
- A Statutory Declaration on the prescribed form endorsed by the applicant and/or owner and stating that they will not proceed with the subject 'approval to commence development' for demolition, which has been submitted to and approved by the City; or
- The subject 'Approval to Commence Development' for demolition, did not commence and subsequently expired; or
- A notification being lodged under section 70A of the Transfer of Land Act, prior to the issue of a Demolition Licence, notifying proprietors and/or (prospective) purchasers of the property of the interpretation proposal requirement and that the interpretative proposal, which has been prepared in accordance with the Policy, will be required to be installed prior to the first occupation of the development;

1.8 A copy of the plaque and associated heritage assessment and any other associated historical information, will be uploaded onto the City's website and provided to the City's Local History Centre, to ensure information about the former place is widely accessible.

## 2. Heritage Plaque and Interpretation Program For Places in the Local Heritage Survey

### 2.1 Eligibility

- Any member of the public can submit a nomination for consideration of a plaque or an alternative form of interpretation relating to a place on the LHS within the City to be installed.
- If the place is not on the LHS, a nomination for a places inclusion can occur in accordance with **Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas**.

# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT

## 2.2 Nomination Process

- A member of the public shall submit a nomination for consideration of a plaque relating to a place on the LHS, in accordance with the **Heritage Plaques and Interpretation Program Nomination Form**. A nomination from an applicant that is not the land owner will not result in any cost liability placed on the owner.
- The nomination form shall be accompanied by supporting including, but not limited to, the place record form, primary sources such as photographs, oral histories and personal correspondence and any supporting secondary sources, such as newspaper articles.
- On receipt of the nomination, the nomination shall be provided to the City's Strategic Planning team and the Local History Centre for assessment in accordance with the criteria detailed in clause 2 above.
- The City's strategic planners and Local History Centre are to provide a recommendation on the suitability of the nomination to the City for consideration.
- If the nomination is not considered to meet the criteria outlined in clause 4.1 b) above by the City, the applicant is advised in writing that the application was not successful.
- If the nomination is successful, the City's staff is to finalize the text for the proposed plaque and/or alternative form of interpretation, and forward a copy of this to the applicant for review.
- The applicant is to provide confirmation to support the wording of the text to the City, within four (4) weeks of receiving the draft text.
- On confirmation of the wording of the text, the City to write to the applicant to formally support the installation of the plaque and/or alternative form of interpretation and request receipt of the accompanying **Conditions of Cost Contribution Form**, to be forwarded to the City, within four (4) weeks of receiving the Form.

## 2.3 Funding

- The City will contribute a minimum of 50 percent of the total cost of the Heritage Plaque and/or alternative form of Interpretation, to a maximum of \$1,000. Contributions above 50 per cent can be considered on a case by case basis.
- The contribution is to be agreed upon through the **Conditions of Cost Contribution Form** signed by the applicant and the City and is to be paid to the City within 4 weeks of both parties signing the **Conditions of Cost Contribution Form**.
- If the plaque/interpretation is installed outside of the private lot boundary (e.g. footpath), the applicant and/or current owner of the place in question does not acquire any ownership rights to the plaque/interpretation by making a contribution to its cost.



# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT

## 3.4 Manufacturing, Installation and Maintenance

- If a plaque is selected as the preferred form of interpretation, the manufacturing of the plaque is to be facilitated by the City undertaken by a preferred supplier, and the supplier and is to meet the specifications outlined in **Appendix 1**.
- The installation of the plaque is to be undertaken by the City, and is to meet the following specifications;
  - The plaque is to be located in a position which is visible from the public domain; and
  - Where positioned on the footpath, the plaque is to be properly secured and flush to the footpath, and meet all safety requirements.
- If installation is outside of the lot boundary (e.g. footpath), the plaque/interpretation remains the property of the City, and the City is responsible for all maintenance costs.
- Should an alternative form of interpretation be selected, the specifications shall be agreed in writing between the applicant and the City, however must meet the following criteria:
  - The text/and or artwork is to incorporate explicit recognition of the history relating to the property / site; and
  - the interpretation is to be located in a position which is visible from the public domain.

## 3. Other provisions

- a place listed on the LHS can either be a site / property that have been demolished or a site / property that remains in situ.
- all places and associated plaques and/or alternative form of interpretation will be made available for viewing from the City's website.
- a place listed in the LHS may not be the same as a place listed on the City's Heritage List, however an Applicant can request for a plaque and/or alternative form of interpretation to be installed for a place on the City's Heritage List in accordance with the procedures outlined in clause 1 of this Policy.
- If a place that is listed on the City's Heritage List is demolished and removed from the list and re-classified as a place within the LHS, the provisions in clause 2 of this Policy are to apply for the installation of the interpretative signage or art work.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Urban Design and Strategic Projects
Initial Council Adoption	21/12/2005
Previous Title	Local Planning Policy: Heritage Management - Interpretive Signage
Reviewed / Amended	22/07/2008; 10/07/2012; 22/08/2023
Next Review Date	08/2027

# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT

## APPENDIX 1: PLAQUE REQUIREMENTS

Specifications for signage (refer below for example)

- is to be no smaller than A4;
- the plaque is to contain a maximum of 100 words and should incorporate a photographic image of drawing of the former building;
- the text is to incorporate explicit recognition of the identified heritage values of the place to be demolished as identified in the heritage assessment of the place;
- it is to include the City of Vincent logo;
- is to be made of durable material that will not deteriorate visually over time; and
- the signage is to be located in a position which is visible from the public domain.



# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT



CITY OF VINCENT

## APPENDIX 2: HERITAGE PLAQUES AND INTERPRETATION PROGRAM - NOMINATION FORM

### 1. Instructions

It is not necessary to fill in all the information requested on this form, but all fields marked with an asterisk (\*) MUST be filled in or nominations cannot be considered. To help us assess your nomination, please provide as much additional information as possible.

If you need more space, please feel free to attach additional pages, but please make sure the extra pages are securely attached to this form and have the address of the place at the top, in case the pages get separated.

### 2. Contact Details

In case we need to contact you to clarify information, please give us your contact details. This information will remain confidential and will not be used for any other purpose.

Your Name\* \_\_\_\_\_

Your Address\* \_\_\_\_\_

Daytime Phone\* \_\_\_\_\_

Email Address\* \_\_\_\_\_

### 3. The Place Being Nominated

Name of Place (if any) \_\_\_\_\_

Address / Location\* \_\_\_\_\_

Suburb\* \_\_\_\_\_

### 4. Has the Place been Demolished?

☐ Yes

☐ No

# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT

5. Is the Place listed in the following:

- ☐ State Register of Heritage Places
- ☐ City of Vincent Local Heritage List
- ☐ City of Vincent Local Heritage Survey

6. Supporting Evidence Relating to the Place.

Construction Date: \_\_\_\_\_

Original Owner: \_\_\_\_\_

Other Owners: \_\_\_\_\_

Original Designer and/or Builder: \_\_\_\_\_

Physical Description: \_\_\_\_\_

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Modifications made since construction: \_\_\_\_\_

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Events and/or people and/or groups associated with the place:

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How does this place relate to the history of the City of Vincent (in your opinion)?

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# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT

What is significant about this place that it should be recognised with a plaque and/or alternative form of interpretation (in your opinion)?

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How will a plaque and/or alternative form of interpretation for this property promote the understanding of Vincent's heritage to the wider public (in your opinion)?

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List of References (e.g.: Primary Sources (photographs, personal correspondence, oral histories) and Secondary Sources (newspaper articles, book titles, Library references etc.). Please attach to this form where possible.

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Other Comments:

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## 7. Plaque Details

Location:

- ☐ Option 1: Plaque to be inserted into the footpath
- ☐ Option 2: Plaque to be fixed to structure within lot boundary (e.g.. front fence, pillar, wall etc.)



# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT

**Material:**

Option 1: Plaque to be inserted into the footpath

- ☐ 6mm thick cast bronze plaque. Raised bronzed letters and border sunk sand finish painted background based enamel clear protective finish. 220mm x 400mm.

Option 2: Plaque to be affixed to structure within lot boundary

- ☐ 6mm thick cast bronze plaque. Raised bronzed letters and border sunk sand finish painted background based enamel clear protective finish. 220mm x 400mm.
- ☐ 5mm thick satin finish brass plaque acid etched sunk lettering with black enamel pain fill with protective lacquer finish. 220 x 400mm.

## 8. Alternative Form of Interpretation

**Location (provide a brief description on where the Interpretation will be located)**

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**Material (provide a brief description the material/s being used)**

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**Design (provide a brief description of the Interpretation)**

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# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT

## 9. Checklist

Before submitting your application, please ensure that you have included the following information:

- ☐ Covering Letter; and
- ☐ List of references and where available copies of references, e.g. photographs, newspaper articles, oral histories, personal correspondence etc.; and
- ☐ Sample Written Text for the Plaque (approximately 100 words); or
- ☐ Sample Sketch Design for alternative Interpretation; and
- ☐ Quotation for Interpretation design and installation (if not using City's preferred supplier).

Applicant Name: \_\_\_\_\_

Signed: \_\_\_\_\_ date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please send your completed nomination form and your attachments to the City of Vincent by email **mail@vincent.wa.gov.au** or post it to:

**Strategic Planning: City of Vincent - PO Box 82, Leederville WA 6902**

# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT

## APPENDIX 3: CONDITIONS OF FUNDING & SCHEDULE OF WORKS

I/we \_\_\_\_\_ being the landowners of the heritage listed place at \_\_\_\_\_ accept the allocation of funds for the property and have read and agreed that I/we will abide by the conditions of funding outlined below.

### CONDITIONS

1. The cost contribution agreed between the applicant and the City of Vincent will be paid to the City, within four (4) weeks of both parties signing the Conditions of Cost Contribution Form, prior to the ordering and the manufacturing of the heritage plaque and/or interpretation.
2. The applicant of the heritage plaque/interpretation, and/or the current owner of the subject place does not acquire any ownership rights to the plaque/alternative form of interpretation by making a contribution to its cost, if installed outside of the private lot boundary.
3. The heritage plaque/interpretation remains the property of the City of Vincent and all maintenance costs relating to the plaque/interpretation are the responsibility of the City of Vincent, if installed outside of the private lot boundary.
4. The location for the installation of the heritage plaque/interpretation shall be determined by the City of Vincent in liaison with the applicant and/or the current owner of the subject place.
5. The applicant and/or the current owner of the subject place shall not relocate or remove the heritage plaque/interpretation without permission from the City of Vincent
6. The City of Vincent reserves the right to use the documentation submitted by the applicant relating to the subject place and the pictures/images of the completed plaques, to promote public awareness relating to the subject property, through various mediums such as the City's websites, heritage walks, publications, and the City's Local History Centre.
7. The City of Vincent will contribute up to 50 per cent of the total cost of the plaque and/or alternative form of interpretation to a maximum of \$1,000. On receipt of the City receiving the agreed amount from the applicant, the City will commence the manufacturing of the heritage plaque. The cost of the installation of a standard plaque will be borne by the City. Invoice made out to the applicant with appropriate details of the specific work carried out, as outlined in the schedule of works;

### Plaque

Total Cost of Plaque (not including installation):	\$ _____
Amount to be contributed by Applicant:	\$ _____
Amount to be contributed by City of Vincent:	\$ _____

OR

### Alternative Forms of Interpretation

Total Cost of Interpretation (including installation):	\$ _____
Amount to be contributed by Applicant:	\$ _____
Amount to be contributed by City of Vincent:	\$ _____

# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT

8. A refund will only be given if requested in writing from the applicant/owner

Applicant Name: \_\_\_\_\_

Signed: \_\_\_\_\_ date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Manager Urban Design and Strategic Projects: \_\_\_\_\_

Signed: \_\_\_\_\_ date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Director of Strategy and Development: \_\_\_\_\_

Signed: \_\_\_\_\_ date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



CITY OF VINCENT

## SCHEDULE OF WORKS

Owner/Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Schedule of Conservation Works: \_\_\_\_\_

Appointed Contractor: \_\_\_\_\_

Date of Commencement of Works: \_\_\_\_\_

Approximate Date of Completion: \_\_\_\_\_

Have there been any changes to the proposed financial arrangement (quote) and or scope of works as outlined on the Heritage Assistance Fund Application form?

☐ No

☐ Yes (please provide explicit detail)



# LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



CITY OF VINCENT

Legislation / local law requirements	Heritage Act 2018 Planning and Development Act 2005 This policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme
Related policies, procedures and supporting documentation	City of Vincent Local Planning Scheme No.2 Local Planning Policy: Assessing Cultural Heritage Significance Local Planning Policy: Development Guidelines for Heritage Places

## PART 1 - PRELIMINARY

### INTRODUCTION

Under section 103(1) of the *Heritage Act 2018* (Act), the City of Vincent (City) must prepare a Local Heritage Survey (LHS) comprising places within its area that in the opinion of the City, are or may become of cultural heritage significance. In preparing and amending its LHS the City must have regard to the Guidelines of Local Heritage Places published under section 105 of the Act.

Schedule 2 Part 3 of *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) requires the City to establish and maintain a Heritage List and to designate Heritage Areas. The Regulations establishes the requirements for public consultation.

### PURPOSE

The purpose of this Policy is to provide clear direction on the process for amending the Local Heritage Survey, Heritage List and Designating Heritage Areas (Policy).

### OBJECTIVES

The objectives of this Policy are to:

1. provide clear procedures for adding, deleting or amending the Local Heritage Survey and Heritage List, and the designation and revocation of heritage areas; and
2. ensure that decisions regarding additions, removals and amendments to the Local Heritage Survey, the Heritage List and heritage areas follow due process, and that these decisions are based on consideration of the cultural heritage significance of a place or area.

# LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



## SCOPE

This Policy covers the procedures and criteria for adding, deleting or amending places on the Local Heritage Survey, Heritage List and heritage area.

## PART 2 - POLICY PROVISIONS

### DEFINITIONS

All terms used in this Policy are defined in the *Planning and Development Act 2005*, the Regulations, State Planning Policy 7.3 Residential Design Codes and the City's Local Planning Scheme No. 2 (Scheme), unless stated otherwise below.

**Burra Charter** means the document providing guidance for the conservation and management of places of cultural heritage significance and sets standards of practice for those who provide advice, make decisions about, or undertake works to places of cultural heritage significance, including owners, managers and custodians. The charter is adopted by the Australian International Council on Monuments and Sites (ICOMOS).

**contributory place** means places and structures that make a positive contribution to the cultural heritage significance of the City of Vincent.

**heritage area** means a grouped of properties which are recognised to collectively form a streetscape, townscape or cultural environment with significant characteristics, which may include architectural style, town planning or urban design excellence, landscape qualities, or strong historic associations.

**heritage assessment** is a systematic assessment that describes a place and its setting and states the cultural heritage significance of the place based on the criteria outlined in the Burra Charter, and in accordance with the Heritage Council of Western Australia (HCWA) Guidelines for the Assessment of Local Heritage Places 2022, Guidelines for Local Heritage Surveys 2022, Guidelines for Establishing a Heritage List 2021 and Guidelines for Heritage Areas 2023.

**Heritage List** means a list of places within the City of Vincent, considered by the City to be of identified cultural heritage significance and worthy of conservation pursuant to Regulation 8 in Schedule 2 Part 3 of the Regulations.

**Local Heritage Survey (LHS)** means a list of places with the City of Vincent, assessed by the City as having identified cultural heritage significance pursuant to the Act.

# LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



CITY OF VINCENT

## POLICY

### 1. Amendments to the Local Heritage Survey, Heritage List or Heritage Area

#### 1.1 Assessing places

Places are assessed for cultural heritage significance in accordance with the standard heritage assessment criteria outlined in Local Planning Policy: Assessment of Cultural Heritage Significance.

#### 1.2 Management Categories

The following Management Categories listed in Table 1 below are assigned to places included in the LHS and Local Heritage List:

#### 1.3 Amendment Process

Amendments to the LHS and Heritage List or the designation of a Heritage Area are made in accordance with the procedures outlined in **Part 3 - Policy Guidelines**.

Table 1: Heritage Significance and Inclusion in the LHS and Heritage List

Level of Significance	New Classification	Previous Classification	Description	Heritage list
Exceptional	Category 1	Category A	Essential to the heritage of the locality. Rare or outstanding example	All places to be included in the heritage list
Considerable	Category 2	Category A	Very important to the heritage of the locality	All places to be included in the heritage list
Some/moderate	Category 3	Category B	Contributes to the heritage of the locality	Places may be included in the heritage list
Little	Category 4	No category	Has elements or values worth noting for community interest but otherwise makes little contribution	Below the threshold for inclusion into the heritage list

# LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



## PART 3 - POLICY GUIDELINES

The City of Vincent has a rich and diverse heritage demonstrated within its built and natural environment.

In accordance with the Regulations, the City is required to establish and maintain a Heritage List. The purpose of the Heritage List and Heritage Areas is to identify places within the scheme area that are of cultural heritage significance and worthy of built heritage conservation.

The City first released its Municipal Heritage Inventory in 1995 (MHI). Now known as a Local Heritage Survey (LHS), it is a guiding document describing places that have cultural heritage significance. These places tell the story of the local government area. A heritage place can take many forms - buildings, parks, memorials, trees, landscapes and archaeological remains.

In accordance with the Act, the City must maintain a LHS and issue guidelines about the preparation, review and periodic updating of the LHS.

The LHS has no statutory significance under the City's Scheme. Its purpose is to identify and record places that are or may become of cultural heritage significance, assisting in decision making and in the preparing a heritage list or heritage area in the future.

Places included on the LHS may also be recommended for inclusion on the Heritage List or for designation as a Heritage Area. In other cases, owners may nominate a place or area for consideration of inclusion on the Heritage List or Heritage Area.

Places can only be included or removed from the LHS, Heritage List or designated Heritage Area where due process has been followed in accordance with these guidelines.

### 1. The Heritage List

The Heritage List contains places which are of cultural heritage significance and deemed worthy of built heritage conservation. Inclusion on the Heritage List does have implications on the development of a property over and above the requirements that are already in the Planning Framework.

#### 1.1 Purpose:

- required under the Regulations; and
- identifying places within the Scheme area that have cultural heritage significance and worthy of built heritage conservation.

#### 1.2 Process:

- places identified by the LHS or nominated by owner, community or the City;
- consultation in accordance with the Community & Stakeholder Engagement Policy;
- inclusions, major updates and deletions require formal adoption by Council; and
- the timing for major amendments is generally immediately following or concurrently with amendments to the LHS.

# LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



## 1.3 Outcomes:

- demolition is not permitted without planning approval;
- various levels of development permitted with and without approval based on Heritage Significance and local planning policy provisions;
- subject to adopted **Local Planning Policy - Development Guidelines for Heritage Places**; and
- potential variation to site and development standards in accordance with the Regulations.

## 1.4 Updates and Nominations

- following amendments to the LHS, the City will consider whether any of the places included or removed from the LHS should also be considered for inclusion in or removal from the Heritage List; and
- places may also be considered for inclusion on the Heritage List as a result of a nomination by the owner, the City or any other person or organisation.

## 1.5 Heritage List Consultation

- Having determined which places are to be considered for inclusion in or removal from the Heritage List or which entry on the Heritage List is to be modified, the City will comply with Regulation 8(3)(a), undertake the consultation requirements outlined in Regulation 8(3)(b) in the Deemed Provisions and pursuant to Regulation 8(3)(c) invite public submissions in respect of the matter.
- The period for consultation under Regulations 8(3)(b) and (c) shall be no less than twenty one (21) days.

## 1.6 Addition of places to the Heritage List

- Places identified as having exceptional (Category 1) or considerable significance (Category 2) will automatically be referred to Council to be considered for inclusion on the Heritage List.
- Places identified as having some significance (Category 3 and 4) will only be referred to Council for consideration for inclusion in the Heritage List upon the receipt of a written request from the property owner.

## 1.7 Removal of places from the Heritage List

- Places will only be removed from the Heritage List if it can be demonstrated that their previous assessment of cultural heritage significance was erroneous or that they have subsequently lost their significance.
- The poor state of a place should not in itself be a reason for removal from the Heritage List. Deletion of a place from the list will only be considered if 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.

## **2. The Local Heritage Survey**

The LHS comprises a list of places which in the opinion of Council are, or may become, of cultural heritage significance. The LHS provides a cultural and historic record of the district and assists a local government in preparing a Heritage List or heritage areas under a local planning scheme.



# LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



Inclusion on the LHS does not have implications for the development of a place over and above the requirements that are already in place as part of the local planning framework.

## 2.1 Purpose

- required under the Act;
- identifies and records places of cultural heritage significance;
- assists the City in making and implementing decisions in line with heritage values; and
- assists in informing places/areas for inclusion on the Heritage List and heritage areas.

## 2.2 Process:

- a general review should be consistent with major reviews of the The Scheme or the Strategic Community Plan 2022-2032 (SCP) or ad hoc additions following a nomination;
- places are assessed in accordance with **Local Planning Policy: Assessment of Cultural Heritage Significance**; and
- reviews and updates require resolution by Council.

## 2.3 Outcomes:

- provides a comprehensive assessment of places of cultural heritage significance;
- identifies Category 1, 2, 3 and 4 places;
- informs recommended inclusions onto the Heritage List for Category 1 and 2 places; and
- category 3 and 4 places may be considered for inclusion onto the Heritage List at owners request

## 2.4 Reviews

- The City will from time to time review and assess places for inclusion in or removal from the LHS in accordance with these Guidelines. A major review of the LHS will generally be undertaken at intervals consistent with a major review of the Local Planning Strategy or the SCP.

## 2.5 Nominations

- Any person, association or organisation may nominate a place to be considered for inclusion in the LHS outside of an official review. A nomination is to be in writing, including information contained within the Nomination form included in these Guidelines.

## 2.6 Amendments

- Amendments or revisions to the LHS to the extent that alter the classification of a place or the statement of significance require a resolution of Council. Administrative updates to the LHS that do not alter the classification and/or statements of significance for places can be undertaken without a resolution of Council.

## 2.7 Consultation

- Any proposed addition, removal or amendment to the LHS are undertaken with public consultation.
- Submissions shall be invited from the owner/s and occupier/s of the place. The invitation to make

# LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



CITY OF VINCENT

a submission will be made in writing and include information on the heritage significance/values of the place.

- In addition, submissions from the public shall be invited through public advertising of the proposal with information of the heritage significance/values of the place and access to any report being provided via the City's website.
- The submission period will not be less than twenty one days.

## 2.8 Removal from Local Heritage Survey

- Places will only be removed from the LHS if it can be demonstrated that their previous assessment of cultural heritage significance was erroneous or that they have subsequently lost their significance.
- Where the Council is to consider the removal of a place from the LHS, if that place is also included in the Heritage List, consideration of its removal from the Heritage List may be undertaken concurrently.
- In some cases a place may have unintentionally been added incorrectly to the LHS. Where such an error can be clearly identified and verified, the entry may be removed by a resolution of the Council without a review of the heritage assessment and without prior public consultation.

## **3. Heritage Areas**

Heritage areas are areas which have been assessed as having cultural heritage significance and cohesive character and, in the opinion of the City, require special planning controls to conserve and enhance the cultural heritage significance of the area.

When the City designates a heritage area it must also adopt a local planning policy for that area.

Inclusion in a heritage area does have implications on the development of a property over and above the requirements that are already in place as part of a local planning framework.

### 3.1 Purpose

- required under the Regulations; and
- identifying areas within the Scheme area that have cultural heritage significance and worthy of built heritage conservation.

### 3.2 Process

- places identified by the LHS or nominated by owners; and
- inclusions, updates and deletions require formal adoption by Council.

### 3.3 Outcomes

- no demolition is permitted without a development application;
- various levels of development permitted with and without approval based on specific development guidelines for the area; and
- subject to the adopted **Local Planning Policy - Development Guidelines for Heritage Places** and the area specific guidelines.

# LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



## 3.4 Heritage Area Nomination

- Following amendments to the LHS or should an heritage assessment of an area occur, the City may consider whether any areas identified should also be considered for heritage area consideration.
- Areas may also be considered for designation through a nomination by owners. Where it can be determined in writing that a minimum of forty percent (40%) of owners in the designated area support the area being considered as a heritage area, the City will undertake an assessment of the area to determine its significance.

## 3.5 Heritage Area Consultation

- Before determining whether an area should be designated a heritage area or an amendment should be made to an existing heritage area, the City will undertake consultation in accordance with Regulations 9(3) and (4) of the Deemed Provisions.

## 3.6 Heritage Area Guidelines

- When designating a heritage area, the city will undertake an assessment of the built form within the area. The purpose of this assessment will be to inform the development of area specific guidelines;
- Following advertising, Council will be required to approve, refuse or approve with modifications; and
- the guidelines, which once adopted, will be used to inform development of the specific designated heritage area.

## 3.7 Revocation of a Heritage Area

- Heritage areas will only be revoked where it can be demonstrated that their previous assessment of cultural heritage significance was erroneous or that they have subsequently lost their significance.

## **4. Matters To Which Council Will Consider**

In considering the inclusion or removal of a place from the LHS and/or Heritage List or the designation of a heritage area, or any amendments regarding an existing listing, Council will have regard to:

- any submissions received during the public consultation period, with particular regard to be given to the submissions of property owner/s of the place or in the area;
- any heritage assessment report and/or other heritage studies relating to the place or area;
- any advice received from the Heritage Council of Western Australia; and
- any other matter it considers necessary.

## **5. Council Determination**

The decision to include or remove places on the LHS, the Heritage List or to amend the LHS or Heritage List or to designate a heritage area can only be made by a resolution of Council in accordance with the provisions of the Act and the Regulations.

Following the heritage assessment and consultation procedures outlined above, the Council may, depending

# LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



CITY OF VINCENT

on the circumstances of each case:

- include, not include or remove a place on the LHS;
- amend the existing LHS place entry;
- declare or refuse to declare a place as significant and worthy of built heritage conservation for recording in the Heritage List;
- designate or not designate an area to be a heritage area;
- include or amend an existing entry in the Heritage List;
- amend a heritage area; or
- a. remove a place from the Heritage List or revoke a heritage area.

## 6. Final Notification

Owners, occupiers and all parties who made a written submission on the proposal before Council will be notified in writing of the meeting at which Council will consider the proposal and will also be notified in writing of the Council's determination.

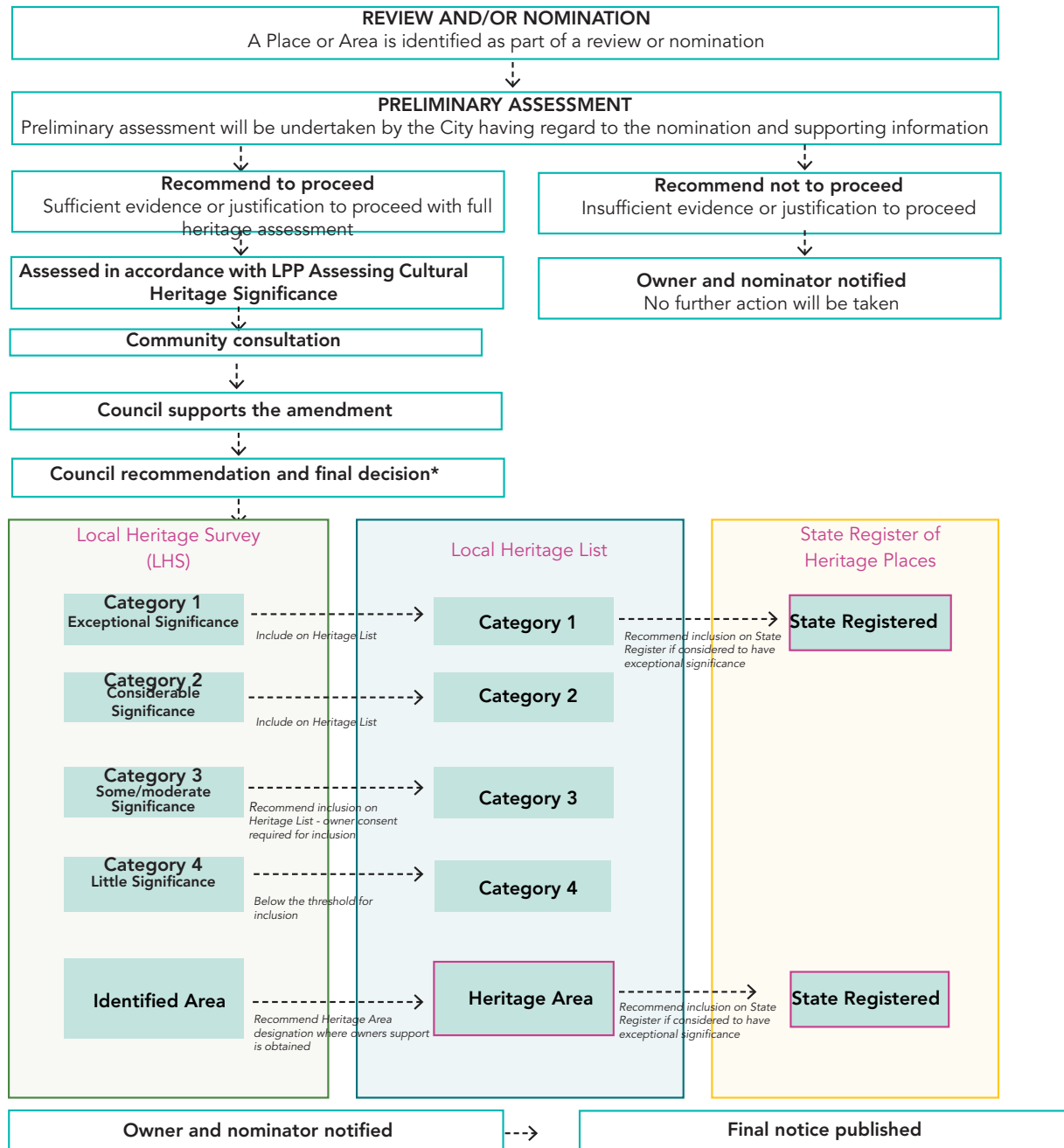
The HCWA will be notified of any resolutions regarding the LHS, Heritage List or heritage areas.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Urban Design and Strategic Projects
Initial Council Adoption	2/06/2006
Previous Title	Local Planning Policy 7.6.5: Heritage Management - Amendments to the Municipal Heritage Inventory
Reviewed / Amended	22/07/2008; 13/07/2010; 10/07/2012; 20/06/2015; 13/02/2024
Next Review Date	

# LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



## APPENDIX 1 - POLICY SUMMARY





# LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



CITY OF VINCENT



CITY OF VINCENT

## APPENDIX 2: LOCAL HERITAGE SURVEY/HERITAGE LIST NOMINATION FORM

### Instructions

It is not necessary to fill in all the information requested on this form, but all fields marked with an asterisk (\*) MUST be filled in or nominations cannot be considered. To help us assess your nomination, please provide as much additional information as possible.

If you need more space, please feel free to attach additional pages, but please make sure the extra pages are securely attached to this form and have the address of the place at the top, in case the pages get separated.

### Contact Details

In case we need to contact you to clarify information, please give us your contact details. This information will remain confidential and will not be used for any other purpose.

Your Name\* \_\_\_\_\_

Your Address\* \_\_\_\_\_

Daytime Phone\* \_\_\_\_\_

Email Address\* \_\_\_\_\_

### The Place Being Nominated

Name of Place (if any) \_\_\_\_\_

Address / Location\* \_\_\_\_\_

Suburb\* \_\_\_\_\_

Title Details \_\_\_\_\_

Materials – Walls \_\_\_\_\_

# LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



CITY OF VINCENT

Materials – Roof \_\_\_\_\_

Materials – Other \_\_\_\_\_

Physical Description \_\_\_\_\_

\_\_\_\_\_

Construction Date \_\_\_\_\_

Modifications made since construction \_\_\_\_\_

\_\_\_\_\_

Original Owner \_\_\_\_\_

Other Owners \_\_\_\_\_

Original Designer \_\_\_\_\_

Original Builder \_\_\_\_\_

## Other Information

How does this place relate to the history of the City of Vincent (in your opinion)?\*

\_\_\_\_\_

\_\_\_\_\_

What is significant about this place that it should be entered on the Local Heritage Survey and/or Local Heritage List or be designated as a Heritage Area (in your opinion)?\*

\_\_\_\_\_

Other Heritage Listings (e.g.: National Trust, Heritage Council, other group)

\_\_\_\_\_

\_\_\_\_\_

References (e.g.: book titles, Library references etc.)

# LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



CITY OF VINCENT

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Other Comments

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*Please check that you have filled in all fields marked with \*.*

**Schedule of Modifications – Heritage Management Local Planning Policy Review****Recommended Modifications to all Heritage Policies:**

No.	Principle Change	Existing Page	New Page	Comment	Recommended Modification
1.	Policy format	All	All	Council at its Ordinary Meeting held 15 December 2020 adopted the Policy Development and Review Policy. This policy outlines a consistent format for the City's policies. As part of this review Administration has drafted the amendments in this format.	Amend each policy to be consistent with the format established in the Policy Development and Review Policy.
2.	Definitions	N/A	N/A	<p>Include the following definitions for clarity:</p> <ul style="list-style-type: none"> <li>• <i>Contributory Place</i></li> <li>• <i>Sympathetic or complementary</i></li> <li>• <i>Heritage Impact Statement</i></li> <li>• <i>Heritage Assessment</i></li> <li>• <i>Heritage Area</i></li> <li>• <i>Heritage List</i></li> <li>• <i>Local Heritage Survey</i></li> </ul>	<p><i>archival record</i> means a document containing drawings, photographs and written information prepared in order to record the state of a place at a given time, usually prior to the place being demolished or substantially altered, and in accordance with the Heritage Council of Western Australia (HCWA) Guide to Preparing an Archival Record.</p> <p><i>Burra Charter</i> means the document providing guidance for the conservation and management of places of cultural heritage significance and sets standards of practice for those who provide advice, make decisions about, or undertake works to places of cultural heritage significance, including owners, managers and custodians. The charter is adopted by the Australian International Council on Monuments and Sites (ICOMOS).</p> <p><i>conservation plan</i> means a document that details how to identify and look after a place so as to retain its cultural heritage significance, including recording and monitoring actions and decisions relating to all aspects of managing a place.</p> <p><i>contributory place</i> means places and structures that make a positive contribution to the cultural heritage significance of the City of Vincent.</p> <p><i>heritage area</i> means a group of properties which are recognised to collectively form a streetscape, townscape or cultural environment with significant heritage characteristics, which may include architectural style, town planning or urban design excellence, landscape qualities, or strong historic associations.</p>

**Schedule of Modifications – Heritage Management Local Planning Policy Review**

No.	Principle Change	Existing Page	New Page	Comment	Recommended Modification
					<p><i>heritage assessment</i> is a systematic assessment that describes a place and its setting and states the cultural heritage significance of the place based on the criteria outlined in the Burra Charter, and in accordance with the HCWA Guidelines for the Assessment of Local Heritage Places 2022, Guidelines for Local Heritage Surveys 2022, Guidelines for Establishing a Heritage List 2021 and Guidelines for Heritage Areas 2023.</p> <p><i>heritage impact statement</i> means a document that evaluates the likely impact of proposed development on the significance of a heritage place and its setting and any conservation areas within which it is situated. The Heritage Impact Statement should outline measures proposed to minimise any identified impact and any conservation benefits associated with the proposal. It should be prepared in accordance with the Heritage Council's Guide 'Heritage Impact Statement – a Guide'.</p> <p><i>Heritage List</i> means a list of places within the City of Vincent, considered by the City to be of identified cultural heritage significance and worthy of conservation pursuant to the Regulations.</p> <p><i>interpretation plan or signage</i> means a comprehensive long-term strategy, a management tool, for ensuring that the heritage significance of places, objects or traditions can be communicated. It is a communicative tool used for the identification and understanding of places of cultural heritage.</p> <p><i>Local Heritage Survey</i> means a list of places with the City of Vincent, assessed by the City as having identified cultural heritage significance pursuant to the Act.</p> <p><i>Sympathetic or complementary</i> means a design outcome that respects its context. It would not be identical to historic neighbours, nor would it intrude on their presence in the streetscape. It would be of a similar or lesser scale.</p>
3.	Alignment with State Planning Framework and relevant legislation	All	All	The draft policies have been designed in accordance with the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (Regulations), The <i>Heritage Act 2018</i> , SPP 7.3 Residential Design Codes and guidelines from the Heritage Council of Western Australia.	Amend each policy to be consistent with the relevant legislation, planning framework and heritage guidelines.

**Schedule of Modifications – Heritage Management Local Planning Policy Review****Recommended Modifications to Draft Local Planning Policy: Development Guidelines for Heritage Places**

No.	Existing Clause Name/Number	Existing Page	New Page	Comment	Recommended Modification
1.	Policy Title	All	All	Amend the title to align with the Policy Development and Review Policy.	Modify the title as follows:  <del>7.6.1 HERITAGE MANAGEMENT – DEVELOPMENT GUIDELINES FOR HERITAGE AND ADJACENT PROPERTIES</del>  to <u>Local Planning Policy Development Guidelines for Heritage Places</u> .
2.	Introduction, Objectives, Definitions and Policy Statement	1-3	1-3	To ensure for consistency with the current policy template, Introduction and Objectives have now been placed within Part 1- Preliminary and Definitions into Part 2 – Policy Provisions.	Place Introduction and Objectives into Part 1 with Purpose, Operation and Scope.  Policy Statement to be replaced by Scope.  Include Definitions in Part 2.
3.	Table 1 - Planning Requirements  6. Solar Panels	3-6  11	4	Simplify the table for clarity. The table now read as Exemptions from Development Approval and is consistent with the Regulations.	<del>Planning Requirements</del> Exemptions from Development Approval  Table amended as detailed in the policy
4.	Figure 1 Development Assessment Process	7	N/A	Information detailed in figure 1 noted outdated Vincent processes. The relevant sections have been updated and expanded.	Delete Figure 1 and replace with:  2. Development Approval Requirements; 3. Assessment Measures; 4. Assessment Considerations; 5. Heritage Significance; 6. State Heritage Referral; and 7. Archival Record and Interpretation Plan.
5.	N/A	N/A	Guiding Principles	Include guiding principles for new development based on the Burra Charter.	Include the following guiding principles:  1. Conservation requires a cautious approach of changing as much as necessary, but as little as possible. 2. Significant fabric is restored with 'like for like' materials and original detail wherever possible. 3. Development that alters the cultural significance of a place is reversible and should be reversed where possible. 4. Maintenance is an integral part of conserving the heritage significance of a place and should be undertaken in an informed and sensitive manner. 5. Additions are compatible with, and respectful of the heritage place without replicating the original heritage details of the place.



**Schedule of Modifications – Heritage Management Local Planning Policy Review**

No.	Existing Clause Name/Number	Existing Page	New Page	Comment	Recommended Modification
					6. New development is readily identifiable as new. 7. Additions maintain existing view lines to the principle façade of the heritage place when viewed from the street. 8. Additions do not obscure original fabric that contributes to the heritage significance of the place. 9. Development does not result in the addition of decorative details that are not in keeping with the architectural style and/or era of the heritage place. 10. The structural integrity of the place is maintained during and after redevelopment.
6.	4. Development Guidelines to Heritage Listed Buildings	8-11	8-14	The draft policy provides a performance-based framework for the assessment of new applications.  Reforming the policy with current terminology will remove the wording Performance Criteria and Acceptable Development and replace with Acceptable Outcomes and Element Objectives.	Deletion of tables listed under 4. Development Guidelines to Heritage Listed Buildings and replace with headings detailing assessment methods for the following:  1. Demolition. 2. Conservation and Alteration of Heritage Places. 3. Additions to Heritage Places. 4. Development Adjacent to Heritage Places.
7.	N/A	N/A	15	The latest HCWA Guidelines on Assessing Local Heritage Places categorises levels of significance from 1 Exemptional Significance to 4 Little Significance, whilst Vincent categorises as A – Conservation Essential and B – Conservation Recommended. Administration will be conducting a review of its heritage places late 2023 which will see these categories amended to align with latest guidelines. This table has been included to aid in the transition from the current categories to the new categories.	Insert Appendix 1: Heritage Management Categories.

**Schedule of Modifications – Heritage Management Local Planning Policy Review****Recommended Modifications to Draft Local Planning Policy: Assessing Cultural Heritage Significance**

No.	Existing Clause Name/Number	Existing Page	New Page	Comment	Recommended Modification
1.	Policy Title	All	All	Amend the title to align with the Policy Development and Review Policy.	Modify the title as follows: <del>7.6.2 HERITAGE MANAGEMENT – ASSESSMENT</del> to – <u>Local Planning Policy: Assessing Cultural Heritage Significance.</u>
2.	Introduction, Objectives and Policy Statement	1-4	1-3	To ensure for consistency with the current policy template, introduction and objectives placed within Part 1 – Preliminary and Policy Statement into Part 2 – Policy Provisions.  Policy Statement to be modified as so it is consistent with the current HCWA Guidelines.  Policy Statement to also be expanded upon in greater detail in the Policy Guidelines.	Place Introduction and Objectives into Part 1 with Purpose, Operation and Scope.  Policy Statement to be amended to Assessment Significance and placed into Part 2.  Include standard definitions in Part 2.
3.	N/A	N/A		Part 3 – Policy Guidelines  Positions detailed in Part 2 have been expanded upon in greater detail. Management Categories 1 – 4 have outcomes and future actions included in each.	Insert Part 3 – Policy Guidelines.
4.	N/A	N/S	13	The latest HCWA Guidelines on Assessing Local Heritage Places categorises levels of significance from 1 Exemotional Significance to 4 Little Significance, whilst Vincent categorises as A – Conservation Essential and B – Conservation Recommended. Administration will be conducting a review of its heritage places late 2023 which will see these categories amended to align with latest guidelines. This table has been included to aid in the transition from the current categories to the new categories.	Insert Appendix 1: Heritage Management Categories.

**Schedule of Modifications – Heritage Management Local Planning Policy Review****Recommended Modifications to Draft Local Planning Policy: Interpretation of Heritage Places**

No.	Existing Clause Name/Number	Existing Page	New Page	Comment	Recommended Modification
1.	Policy Title	All	All	Amend the title to align with the Policy Development and Review Policy.	Modify the title as follows:  <del>7.6.4: Interpretation</del>  Modify to - <u>Local Planning Policy: Interpretation of Heritage Places.</u>
2.	Introduction, Objectives,	1	1-2	To ensure for consistency with the current policy template, an introduction and Objectives has been included in Part 1.  Policy Statement moved to Part 2.	Place Objectives and Introduction into Part 1 with Purpose and Scope.  Include definitions in Part 2.  <del>Policy Statement moved</del> to Scope.
3.	Part One: Interpretative signage resulting from a development application	1-4	3-4	The Regulations do not require demolition permits for places which are not heritage listed.  This provision will be modified to relate to the demolition of heritage listed places.  Reference to the value of the development has also been removed.	Modify as follows:  <del>PART ONE – INTERPRETATIVE SIGNAGE RESULTING FROM A DEVELOPMENT APPLICATION</del>  to 1. Interpretation Resulting from a Development Application for a Dwelling on the Heritage List.
4.	Part 2: Part two – heritage plaque and interpretation program for places of interest	5-7	4-6	Reference to 'Places of Interest' has been removed and replaced with 'places in the local heritage survey' (LHS). These places do not have the statutory protection that those on the heritage list have, but they still have cultural heritage value.  This section will detail the nomination process for places on the LHS. It will also reference LPP: Amending the LHS, Heritage List and designating Heritage Areas if the subject place is not within the LHS.	Modify as follows:  <del>PART TWO – HERITAGE PLAQUE AND INTERPRETATION PROGRAM FOR PLACES OF INTEREST</del>  to 2. Heritage Plaque and Interpretation Program for Places in the Local Heritage Survey.

**Schedule of Modifications – Heritage Management Local Planning Policy Review****Recommended Modifications to Draft Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas**

No.	Existing Clause Name/Number	Existing Page	New Page	Comment	Recommended Modification
1.	Policy Title	All	All	Amend the title to align with the Policy Development and Review Policy.	Modify as follows: <del>7.6.5: Amendments to the Municipal Heritage Inventory (MH)</del> to – <u>Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas.</u>
2.	Introduction, Objectives, Definitions and Policy Statement	1	1-2	To ensure for consistency with the current policy template, an introduction and Objectives has been included in Part 1.  Definitions moved to Part 2.  Policy Statement moved to Part 2.	Modify as follows:  Place Objectives and Introduction into Part 1 with Purpose and Scope.  Definitions moved to Part 2.  <del>Policy Statement</del> moved to Scope.
3.	1 Nomination from owners/community members	2	4-5	This clause is covered within the policy guidelines and modified to refer to nominations both for the heritage list and the LHS.  Reference to previous legislation removed and replaced.	Modify as follows:  Reference to the MHI and existing categories deleted. Replaced with reference to the heritage list and LHS.  Reference to the Heritage of Western Australia Act 1990 deleted and replaced with reference to Heritage Act 2018.  Appendix 1 provides a flow chart for the nomination/review of places for inclusion in the LHS, Heritage List or as a Heritage Area.
4.	2. Amendments through the Development Application process	5	N/A	Demolition does not require planning approval is the place in question is not heritage listed. This section has now been deleted.	Deletion of C2 and Figure 3.
5.	4. MHI Review	6	6	The MHI is to be replaced with the LHS and Heritage List. Reference to the review process of the LHS is made within the policy guidelines.	LHS review process is to occur at intervals consistent with major reviews of the City's Strategic Community Plan and Local Planning Strategy.
6.	N/A	N/A	10	A flow diagram of the policy has been included in Appendix 1 to summarise document and the process for amending the LHS, Heritage List and designating Heritage Areas.	Insert Appendix 1 Policy Summary.

**Schedule of Modifications – Heritage Management Local Planning Policy Review**

No.	Existing Clause Name/Number	Existing Page	New Page	Comment	Recommended Modification
7.	N/A	N/A	3	The latest HCWA Guidelines on Assessing Local Heritage Places categorises levels of significance from 1 Exemptional Significance to 4 Little Significance, whilst Vincent categorises as A – Conservation Essential and B – Conservation Recommended. Administration will be conducting a review of its heritage places late 2023 which will see these categories amended to align with latest guidelines. This table has been included to aid in the transition from the current categories to the new categories.	Insert Table 1 to show new and previous management categories.

**5.6 ADVERTISING OF NEW POLICY - HEALTHY FOOD AND DRINK POLICY**

- Attachments:**
1. **Draft Healthy Food and Drink Policy**  
  2. **Policy Implementation Guide (Supporting Document)**  

**RECOMMENDATION:**

That Council **APPROVES** the proposed *'Healthy Food and Drink Policy'*, at Attachment 1, for the purpose of community consultation.

**PURPOSE OF REPORT:**

For Council to approve, for the purpose of community consultation, the new Healthy Food and Drink Policy (Policy) as detailed at **Attachment 1**.

**BACKGROUND:**

At its 20 October 2020 Ordinary Meeting, Council adopted the City of Vincent (City) [Public Health Plan 2020-2025](#) (PHP) which identifies 'Healthy Eating' as one of six priority health topics playing an important part for people leading longer and healthier lives. The PHP also has two specific deliverables related to healthy food and drink, which are:

- Increase healthy food and drink options at City venues, public open spaces, events, festivals and community activities; and
- Reduce exposure to unhealthy advertising, marketing, promotion and sponsorship (includes, but not limited to alcohol, unhealthy food and drink, smoking, and gambling).

Within the City, 58 percent of adults are living with overweight or obesity with 45 percent of adults eating less than two servings of fruit daily and 82 percent of adults eating less than five serves of vegetables (WA Health and Wellbeing Surveillance System, Epidemiology, Department of Health 2016-2020).

Healthy food and drink significantly contribute to maintaining a healthy weight, including good health and wellbeing throughout life. Being surrounded by unhealthy food and drink products and unhealthy advertising, can undermine people's efforts to maintain a healthy lifestyle.

The City can play an active role in making it easier for people to enjoy healthy food and drink options by increasing the availability and promotion of these products at City facilities, meetings, workshops, functions and community events and protecting our community from unhealthy food and drink marketing and promotion.

**DETAILS:**

In July 2022, the North Metropolitan Health Service Health Promotion team supported the City to undertake a food environment benchmarking exercise at two council owned community venues. Both venues include a privately operated food and drink café, that operate during centre operating hours, as well as vending services.

The food and drink offerings at each venue were assessed against the state-based ['Healthy Options WA'](#) criteria, with unhealthy food and drink items making up (on average) more than 50 percent of the food and drinks offered in the cafés.

From this point, the City's Public Health Team undertook informal consultation with key stakeholders including the Cancer Council WA, North Metropolitan Health Service and the Telethon Kids Institute, to draft the Policy.



It was evident from this work that the City can positively influence food environments, by providing, promoting and/or advocating for healthier food and drink choices. Food environments within the scope of control include, but are not limited to:

- Cafes at City facilities (including vending machines);
- City run meetings, workshops, functions and events; and
- Community events supported by the City.

Comprehensive research has been undertaken to inform the development of this Policy, including:

- National and State strategies that place the provision and promotion of health food and drink in our community as a priority, including:
  - [State Public Health Plan for Western Australia \(2019 – 2024\)](#);
  - [WA Health Promotion Strategic Framework \(2022 – 2026\)](#);
  - [National Obesity Strategy \(2022 – 2032\)](#); and
  - [National Preventive Health Strategy \(2021 – 2030\)](#).
- Other Local Government policies, including but not limited to:
  - [Upper Hutt City Council – Healthy Food and Drink Guidelines](#);
  - [City of Melton Healthy Food and Drink Policy](#) (click on Policies);
  - [City of Albany Event Approval Guideline](#);
  - [Port Phillip Catering Policy](#); and
  - [Shire of Manjimup Healthy Catering Policy](#).
- Good practice guidelines from [Creating Healthier Local Food Environments. A Guide for Local Government](#) and [Western Australian School Canteen Association – Fuel to Go and Play](#) have also been considered.

The purpose and objectives of the Policy have been developed using best practice examples from the research and consultation carried out. This Policy would enable the City to lead by example by supporting the provision and promotion of healthy food and drink.

The objectives include:

1. Provide and promote healthy and supportive environments where healthy food and drink is valued and encouraged;
2. Create and maintain environments within the City, which support healthy food and drink by:
  - 1.1 increasing provision and promotion of healthy food and drink;
  - 1.2 reducing provision and promotion of unhealthy food and drink; and
  - 1.3 providing environments free from the marketing and promotion of unhealthy food and drink;
3. Increase community members, employees and contractors understanding of the importance of making healthy food and drink widely available;
4. Consider the cultural, religious and dietary needs of the community when providing or promoting food and drink; and
5. Consider the environmental impact of food and drink provision, minimising waste of food and packaging.

The Policy is aligned with the [Australian Dietary Guidelines](#) and the [Australian Guide to Healthy Eating](#) and associated resources and guides.

**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;
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre; and
- letters distributed to relevant local businesses and community groups.

Public notice of this proposed new policy will be provided following endorsement from Council to advertise.

**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 new policy.

**STRATEGIC IMPLICATIONS:**

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

Connected and Healthy Community

*We protect, improve and promote public health and wellbeing within Vincent.*

Innovative and Accountable

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

*We embrace good ideas or innovative approaches to our work to get better outcomes for Vincent and our community.*

**SUSTAINABILITY IMPLICATIONS:**

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

*Waste Reduction***PUBLIC HEALTH IMPLICATIONS:**

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

*Increased healthy eating***FINANCIAL/BUDGET IMPLICATIONS:**

There are no budget implications. The draft Policy would better equip Administration to make guided and informed decisions on the provision and promotion of healthy food and drink.

**COMMENTS:**

Through developing, endorsing, and subsequently implementing the Policy, the City would be adopting a best practice approach that would provide a structured direction for Administration to manage healthy food and drink provision and promotion in a consistent, fair and equitable manner.

The adoption of such a Policy would also contribute to the City delivering outcomes on one of our priority health areas of the PHP, which is Healthy Eating.

Administration has prepared a Policy Implementation Guide included as **Attachment 2** for the application of the draft Policy. This guide is not intended to form part of the Policy but will be used as part of the supporting framework for its implementation.

# HEALTHY FOOD AND DRINK POLICY



Legislation / local law requirements	<i>Public Health Act 2016</i>
Relevant delegations	Not applicable
Related policies, procedures and supporting documentation	<a href="#">City of Vincent Public Health Plan</a> <a href="#">Australian Dietary Guidelines</a> <a href="#">Council of Australian Governments Health Council Promoting and supporting healthy food and drink choices</a> <a href="#">Fuel to Go &amp; Play</a>

## PART 1 – PRELIMINARY

### INTRODUCTION

The City of Vincent (City) [Strategic Community Plan 2022 – 2032](#) (SCP) sets the community vision, priorities and aspirations for the City and includes the Connected and Healthy Community priority with an outcome of 'We protect, improve and promote public health and wellbeing within Vincent.

The City recognises and values the importance of healthy food and drink in promoting public health and wellbeing and has included healthy eating as a priority in the City's [Public Health Plan 2020 – 2025](#).

The City is committed to creating and maintaining environments, which supports community members, visitors, employees and contractors to have healthy food and drink options. The City will achieve this through implementing this policy.

This policy aims to promote the recommendations of the [Australian Dietary Guidelines](#) in our community.

### PURPOSE

The purpose of this policy is to enable the City of Vincent to lead by example by supporting the provision and promotion of healthy food and drink.

### OBJECTIVE

The objectives of this policy are to:

1. Provide and promote healthy and supportive environments where healthy food and drink is valued and encouraged;

# HEALTHY FOOD AND DRINK POLICY



2. Create and maintain environments within the City, which support healthy food and drink by:
  - 2.1 increasing provision and promotion of healthy food and drink;
  - 2.2 reducing provision and promotion of unhealthy food and drink; and
  - 2.3 providing environments free from the marketing and promotion of unhealthy food and drink;
3. Increase community members, employees and contractors understanding of the importance of making healthy food and drink widely available;
4. Consider the cultural, religious and dietary needs of the community when providing and promoting food and drink; and
5. Consider the environmental impact of food and drink provision, minimising waste of food and packaging.

## SCOPE

This Policy is aligned with the [Australian Dietary Guidelines](#) and the [Australian Guide to Healthy Eating](#) and associated resources and guides.

This policy applies to the sale or provision of food and drink to community members, employees and contractors by the City, including:

- City facilities that have onsite cafes, kiosks or vending machines;
- Catering provided for City meetings, workshops and functions; and
- Community events delivered, supported and/or promoted by the City.

This policy also applies to:

- Promotion of food and drinks at City facilities and events;
- Tenders, contracts and leases that include the supply of foods and drinks at City facilities; and
- Food waste and sustainability.

Supporting guidelines will be provided by the City to assist with Policy implementation and will be consistent with the [Australian Dietary Guidelines](#).

# HEALTHY FOOD AND DRINK POLICY



## POLICY PROVISIONS

### DEFINITIONS

**Healthy food and drink** is described in the [Australian Guide to Healthy Eating](#) as:

Drinking plenty of water and eating a wide variety of:

- grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties;
- vegetables and legumes/beans;
- fruit;
- milk, yoghurt, cheese and/or alternatives, mostly reduced fat; and
- lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes/beans.

**Unhealthy food and drink** means high in saturated fat and/or added sugars or salt or alcohol. These foods often displace more nutritious foods from the diet. Examples sugar sweetened drinks, energy drinks, confectionary, processed meats such as bacon and ham, ice-cream, pies and pasties, crisps and other salty snacks, biscuits, cakes, and deep-fried food.

**Sugar sweetened drinks** means any drink with sugars that are added during processing. (Examples are include in [National interim guide to reduce children's exposure to unhealthy food and drink promotion](#) (published by the Council of Australian Governments (COAG) Health Council).

**City facilities** means any building or structure owned or under the care, control or management of the City that have onsite cafes, kiosks or vending machines. This does not apply to sporting clubs or community groups that are tenants of City facilities, or hirers of City facilities.

**Catering** means food and drink catering that is purchased using City of Vincent funds.

**Promotion** means price promotions, advertising, sponsorship, and any other marketing techniques used to encourage consumers to purchase or eat specific foods, drinks, or meals.

**Provision** means the availability and accessibility of food within the community and specific settings.

**Onsite cafes and kiosks** means any Council owned or managed venue that sells food or drink including but not limited to Beatty Park Leisure Centre and Loftus Centre.

### POLICY

1. The City will ensure that healthy food and drink:
  - a) is available where food is sold to community members at City facilities, including in cafes, kiosks and vending machines;
  - b) is predominantly offered and encouraged, and unhealthy food and drink is limited and discouraged when catering is provided at City meetings, workshops, functions and events at City facilities;



# HEALTHY FOOD AND DRINK POLICY



CITY OF VINCENT

- c) are encouraged at community events supported by the City; and
  - d) has priority promotion at City facilities, meetings, workshops and events.
- 2. Where feasible and not in contravention of other City Policies, food and drink is provided in an environmentally sustainable way, meaning that:
  - a) preference will be given to local catering suppliers;
  - b) preference will be given to catering provided in reusable/less packaged/recyclable packaging; and
  - c) consideration will be given to the portion size and amount of food provided.
- 3. Compliance with this Policy to be incorporated by relevant clauses in tender documentation, contractual or tenancy arrangements (where relevant) for the supply of food and drinks at City facilities;
- 4. Promotion of unhealthy foods and drinks at City facilities will be discouraged;
- 5. Content that promotes unhealthy food and drink options will be limited on our Website/Social Media Channels/Marketing and Promotional Material.
- 6. The City will not engage in sponsorship of brands and businesses directly associated with unhealthy food and drink options.
- 7. Information and educational opportunities are offered to community members, employees and contractors to increase the understanding and importance of the [Australian Dietary Guidelines](#) and selecting healthier food and drink options.
- 8. Provision of food and drink is considerate of the cultural, religious and dietary needs of the community.
- 9. In line with the City's Reconciliation Action Plan, where practical, purchase from an Aboriginal or Torres Strait Islander supplier ensuring that healthy food and drink is on offer.

OFFICE USE ONLY	
Responsible Officer	Please use title only
Initial Council Adoption	DD/MM/YYYY
Previous Title	Applicable if the policy has been renamed
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY

**Guide on the Application of the Draft 'Healthy Food and Drink Policy'**

<b>Cafes at City facilities (including vending machines)</b>	<ul style="list-style-type: none"> <li>• Administration has been in conversations with Cafe occupiers/operators/managers that will be impacted by this Policy.</li> <li>• Administration will encourage them to rebalance the proportion of food and drink options towards healthier choices.</li> <li>• Administration will encourage them to minimise the marketing and promotion of unhealthy food and drinks such as remove vending machine decals that promote unhealthy food/drink/brands and placing healthier food items in prominent positions on display.</li> <li>• The requirements to adhere to this Policy will be reflected in the contractual or tenancy arrangements.</li> <li>• This Policy will be incorporated in tender documentation for proposed new cafes at City Facilities to ensure they meet the requirements in the Policy.</li> </ul>
<b>Catering provided at City run meetings, workshops and events</b>	<ul style="list-style-type: none"> <li>• Administration will maintain a current list of preferred local catering suppliers who provide a range of services and meet the basic requirements of this policy.</li> <li>• Healthier food options will be identified from the catering menu to assist Administration with choosing healthier food when ordering catering for City meetings, workshops and events. This includes local Aboriginal or Torres Strait Islander catering suppliers.</li> <li>• Healthier drink options will be predominantly offered and encouraged. Options will be suggested by Administration and will include but not limited to: water (plain, sparkling, with 99% fruit juice), 99% fruit juice &lt;300mL, fruit smoothies, coconut water (no added sugar), coffee, artificially sweetened drinks.</li> <li>• Administration will provide information and educational opportunities to employees to increase awareness and knowledge of the Australian Dietary Guidelines to ensure they are confident to cater for healthy food and drink choices.</li> <li>• Unhealthy food and drink options will be discouraged and limited.</li> </ul>
<b>Community events supported by the City</b>	<ul style="list-style-type: none"> <li>• Administration will encourage community events to consider offering healthy food and drink options.</li> <li>• Administration will encourage event organisers to look at resources produced by the WA School Canteen Associations as part of their Fuel to Go program, to help promote healthy food and drink at events e.g. Catering guidelines for Community Events; Community Events Toolkit; Event Organisers Guide to Healthier Options; and Healthier Vendor Guide.</li> <li>• Administration will encourage event organisers to provide free drinking water and not provide unhealthy food/drink as prizes or awards.</li> <li>• Administration will consider the inclusion a new question in Event Sponsorship Application to ask how event organisers will encourage healthy food and drink options at their events.</li> </ul>

**Guide on the Application of the Draft 'Healthy Food and Drink Policy'**

	<ul style="list-style-type: none"> <li>Administration will strengthen the healthy food and drink recommendations in the Festival and Event Sponsorship Agreement.</li> </ul>
<b>Promotion of healthy foods and drinks at City facilities</b>	<ul style="list-style-type: none"> <li>Administration will work with City facilities to ensure that healthy food and drink promotion has priority placement. Marketing and promotion of unhealthy food and drinks will be discouraged including: <ul style="list-style-type: none"> <li>Removing vending machine decals that promote unhealthy food/drink/brands;</li> <li>Placing unhealthy food and drink items behind healthier options;</li> <li>Removing any unhealthy advertising at City Facilities.</li> </ul> </li> </ul>
<b>Website/Social Media Channels/Marketing and Promotional Material</b>	The Communications and Marketing Team have embedded this principle within their everyday work and will continue to monitor this.
<b>Sponsorship of unhealthy food and drink options and brands</b>	The Communications and Marketing Team have embedded this principle within their everyday work and will continue to monitor this.
<b>Food and drink is provided in an environmentally sustainable way</b>	<ul style="list-style-type: none"> <li>Administration will maintain a current list of preferred local catering suppliers who provide a range of services and meet the basic requirements of this policy including catering provided in reusable/less packaged/recyclable packaging.</li> <li>Administration will ensure consideration is given to the portion size and amount of food provided.</li> <li>Administration has re-usable cups, plates and cutlery to be encouraged and promoted to minimise packaging waste.</li> </ul>
<b>Tenders, contracts and leases that relate to supply of foods and drinks on City premises</b>	Governance and procurement will ensure that compliance with this policy would be incorporated by relevant clauses in tender documentation, contractual or tenancy arrangements for the supply of food and drinks on City premises.
<b>Information and educational opportunities</b>	Administration will organise information sessions in a variety of formats (face to face/online) for community members and employees in 2024. Resources will be developed and promoted to complement the Policy.
<b>Cultural, religious and dietary needs of the community.</b>	Administration will ensure consideration is given for cultural, religious and dietary needs of community members attending workshops, meetings, functions and events and cater for these needs.'

**5.7 REQUEST TO EXCISE, SELL AND AMALGAMATE PORTION OF RESERVE 25675 (ADJACENT TO NO. 404 BULWER STREET, WEST PERTH)**

- Attachments:**
1. Aerial and Indicative location of encroachment [!\[\]\(633dd45d48d71eb51a85c6dd83ee51e9\_img.jpg\)](#) [!\[\]\(bdddf9191a284aa0945448444083c5b0\_img.jpg\)](#)
  2. Site survey including area of encroachment [!\[\]\(944943bcf87a12c5b9337bf7ed1ef546\_img.jpg\)](#) [!\[\]\(77e1e368d53d3ed6ec2a15bf2432e026\_img.jpg\)](#)

**RECOMMENDATION:**

That Council advises Department of Planning Lands and Heritage that it **SUPPORTS:**

1. The excise, sale and amalgamation of a portion of Reserve 25675 identified as Lot 802 on Deposited Plan 166938, Certificate of Title Volume LR3155 Folio 624 and known as Lot 802 Vincent Street, West Perth with the adjacent property known as No.404 (Lot 20) Bulwer Street, West Perth to the extent of encroachment; and
2. Relinquish of the existing management order and grant of a new management order over Reserve 25675 following the boundary realignment.

**PURPOSE OF REPORT:**

To seek Council's consent for modification to the boundaries of Lot 802 Vincent Street, West Perth known as Reserve 25675.

Administration does not have delegation or authorisation to relinquish management orders granted to the Local Government from the Crown under the *Land Administration Act 1997*.

**BACKGROUND:**

Lot 802 Vincent Street shown in **Attachment 1** and known as Reserve 25675 is owned by the State of Western Australia. The City has care, control and management of the Reserve pursuant to section 46 of the *Land Administration Act 1997* to manage the reserve as a park.

The City received an application from the owners of No.404 Bulwer Street, West Perth proposing to replace their existing boundary fence and construct a new fence. The existing fence on the western side of the property was constructed sometime in the 1960s, the owners of the property submitted a site survey (**Attachment 2**) with the proposed fence application which identified that a portion of the fence encroached approximately 31.2 square metres within Reserve 25675. The approximate Encroached Area is shown highlighted in **Attachment 1** and in **Attachment 2**.

**DETAILS:**

As the existing fence is situated within the Encroached Area, the City sought DPLH advice as the landowner regarding the approval process for the owner to seek replacement of the fence located within DPLH land. DPLH has advised that there would be no objections to selling the Encroached Area and has provided their in-principle consent which is subject to the City confirming its support of the excision, sale and amalgamation of Encroached Area with the Property.

A formal submission is required to be made by the owner of No.404 Bulwer Street to DPLH which must be accompanied by the City's consent.

Once the submission has been received by DPLH, they will commence the excision, sale and amalgamation process comprising of:

- Referral and consultation with relevant stakeholders;
- Valuation of land;
- Contract of Sale;
- Payment of sale price;
- Lodgement of documents to reflect tenure change;
- Lifting and re-granting of the management order to the City based on the revised configuration of Reserve 25675.

Public Open Space

Under the Public Open Space Strategy, Reserve 25675 is referred to as the Vincent/Bulwer Street Reserve. This reserve is classified as Local Public Open Space (POS) with a primary purpose as an access way. In 2023, this Reserve was refurbished as an eco-zone through the removal of underutilised grassed areas and replacement with native gardens. This enabled the poorly functioning irrigation system to be turned off to save water whilst improving the amenity of the area and increasing habitat and biodiversity.

Based on the Public Open Space Strategy, West Perth has a shortfall of POS with only 6.52% (6.96ha) of POS within the suburb, which is 3.48% below the recommended target of 10%.

The excision of the Encroached Area is a reduction of POS by 0.13% within the City of Vincent and West Perth and will not impact the functionality and purpose of the Reserve. The fence has existed in this location since the 1960s, and the City has not had use of the Encroached Area during this time.

Development Approval

Development approval would be required for the proposed new fence. Acknowledging that the amalgamation process of the Encroached Area is a lengthy process, DPLH has agreed to sign the development application as the landowner prior to the completion of the amalgamation process.

**CONSULTATION/ADVERTISING:**

There is no legislative requirement for consultation as the Encroached Area is owned by the State.

DPLH will conduct its own referral and consultation process with relevant stakeholders as they consider necessary for the excision, sale and amalgamation process.

Administration does not consider it necessary to carry out community consultation to support DPLH's decision to excise, sell and amalgamate the Encroached Area on the basis that:

- (a) the reduction will not significantly reduce the current area of POS; and
- (b) the reduction does not impact any current useable or accessible areas of the Reserve.

**LEGAL/POLICY:**

The provisions relating to disposition of land in the *Local Government Act* 1995 do not apply.

The Stakeholder Engagement Policy will not apply as the City will not be the determining authority for the excision, sale and amalgamation process. In addition, the surrender of the Encroached Area, in Administration's view, will not, for the reasons mentioned above affect the community or gain community interest.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to support the Department of Planning Lands and Heritage decision in the excision, sale and amalgamation process.

**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.*

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.

**PUBLIC HEALTH IMPLICATIONS:**

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

**FINANCIAL/BUDGET IMPLICATIONS:**

There is no impact on the City's financial budget as the excision, sale and amalgamation process will be undertaken by DPLH and proceeds of sale of the Encroached Area will be paid by the Owners to DPLH.

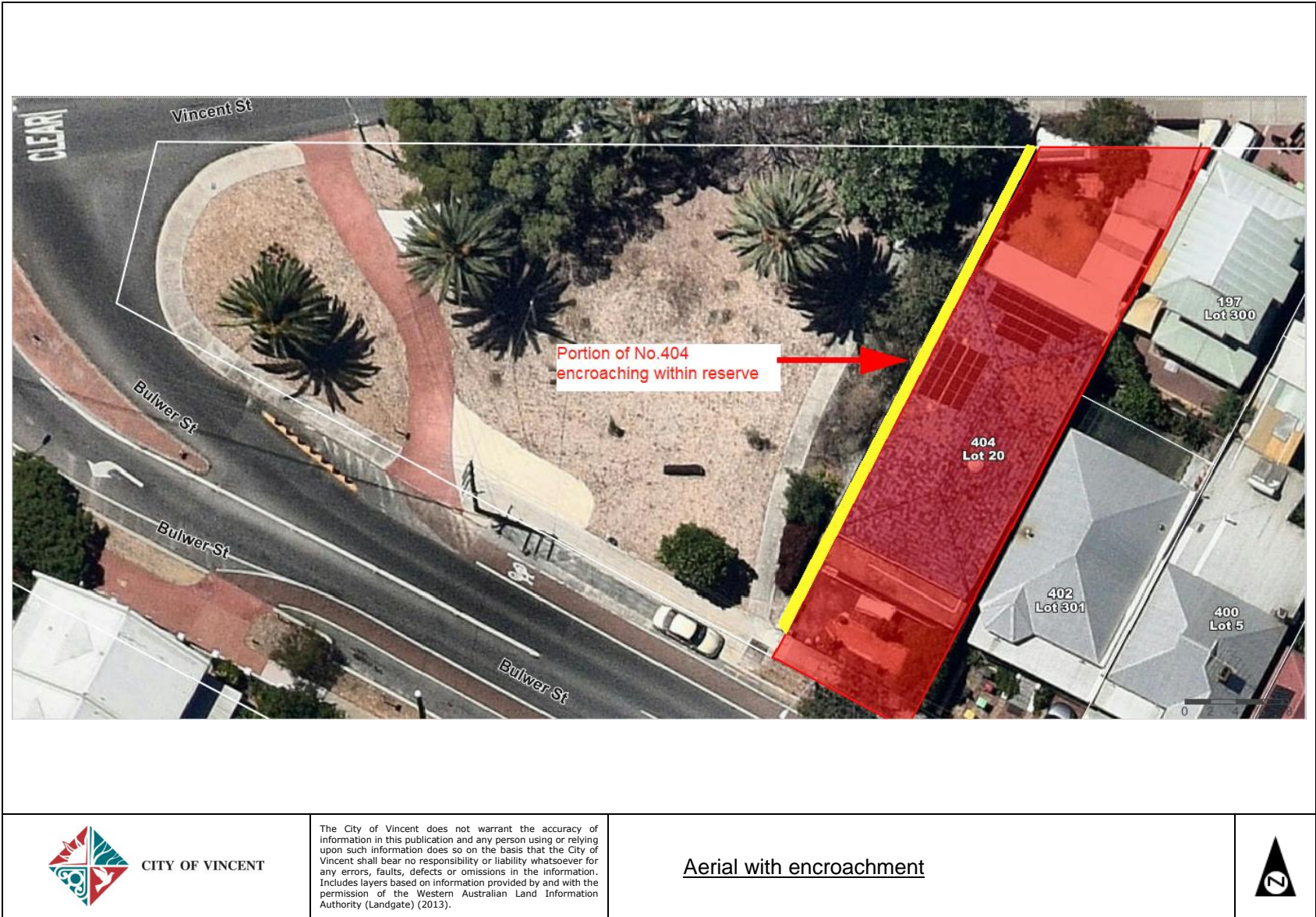
**COMMENTS:**

Administration supports the surrender of the Encroached Area from the POS as the loss of this area will not impact the purpose of the Reserve.









IT SHOULD BE NOTED THAT ALL UNDERGROUND SERVICES NEED TO BE VERIFIED BY THE RELEVANT AUTHORITY PRIOR TO ANY DEMOLITION, EXCAVATION, DESIGN AND/OR CONSTRUCTION. THEREFORE, NO RESPONSIBILITY IS TAKEN FOR SERVICE LOCATIONS. THE CERTIFICATE OF TITLE SHOULD BE CHECKED FOR EASEMENTS AND ENCUMBRANCES.

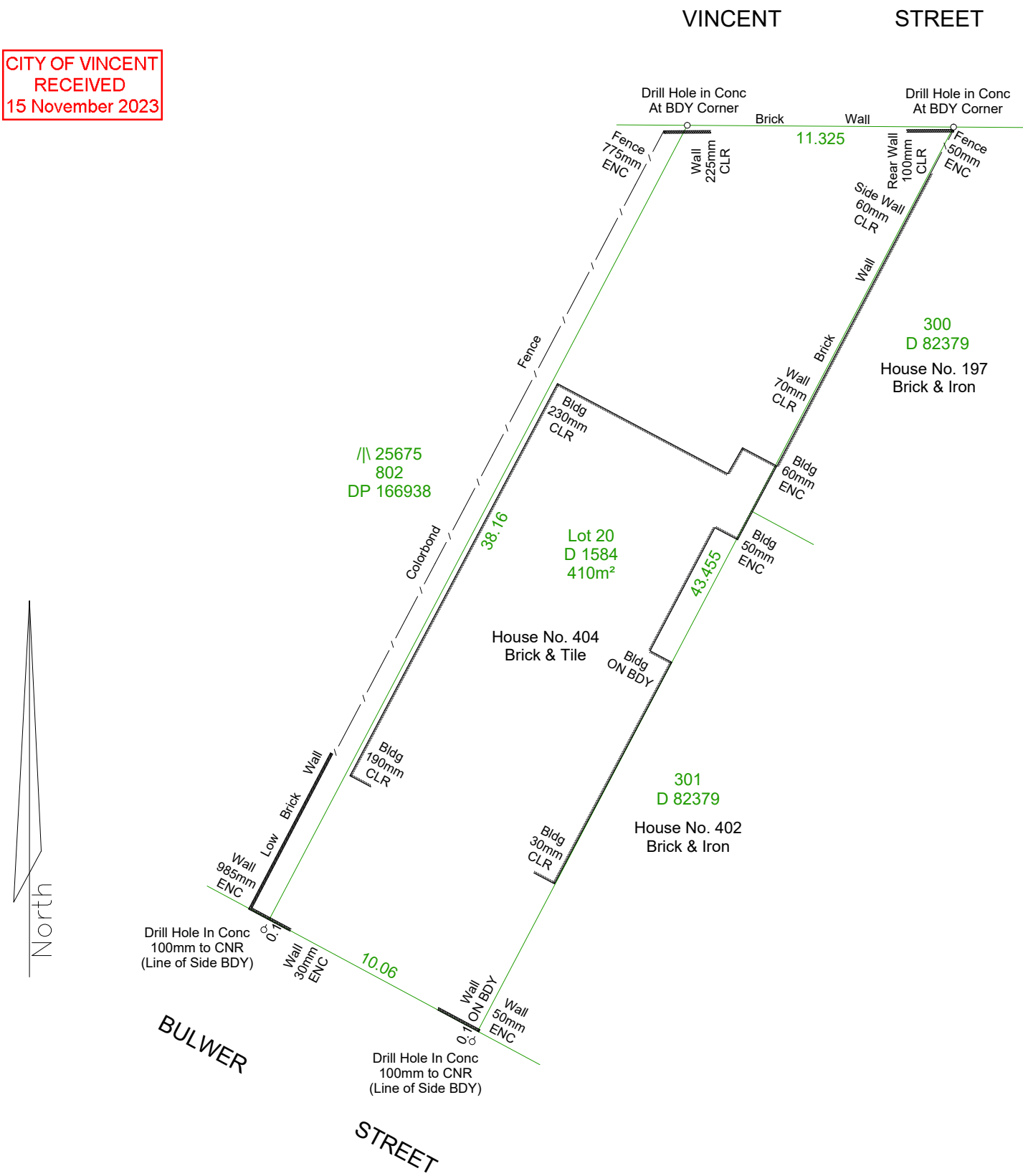
NOTE: THIS PLAN IS ACCURATE AT TIME OF SURVEY. HORIZON SURVEYS ACCEPTS NO RESPONSIBILITY FOR THE ACCURACY OF ANY INFORMATION ADDED.



SCALE – 1:200 @ A3

LOCAL AUTHORITY:  
CITY OF VINCENT

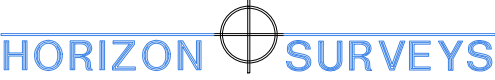
CITY OF VINCENT  
RECEIVED  
15 November 2023



LICENSED SURVEYORS ACT 1909  
SURVEYOR'S CERTIFICATE

I PETER J. BONUS., licensed surveyor, certify that on the 15th day of JUNE 2023, I re-established the boundaries of Lot 20 on Diagram 1584 as shown on the attached plan and that the survey was performed in accordance with relevant written laws.

Date 15/06/2023 Signed *Peter J. Bonus.*

 UNIT 1/94 HAY STREET, SUBIACO WA 6008 PH 9387 8226 Mob 0407 080 073 Email admin@horizonsurveys.com.au	ALEXANDER PETROVSKI		SURVEYED PJB/SDS	DATE 15/06/23	JOB No. 230047	SCALE 1:200 at A3
	RE-PEG		COMPUTED PJB	DATE 15/06/23	HORIZONTAL DATUM LOCAL	VERTICAL DATUM No Heights Shown
	404 BULWER STREET, WEST PERTH 6005		DRAWN SDS	DATE 16/06/23	FIELD BOOK HS 1023	LEVEL BOOK
	(LOT 20 on DIAGRAM 1584)		CHECKED		DRAWING No. 230047_RP_V1	

## 6 INFRASTRUCTURE & ENVIRONMENT

### 6.1 LICENCE TO MINISTER FOR EDUCATION - USE OF BIRDWOOD SQUARE BY HIGHGATE PRIMARY SCHOOL

- Attachments:
1. Licence Area - Birdwood Square [↓](#) 
  2. Birdwood Square Licence - Annual Fee [↓](#) 

#### RECOMMENDATION:

#### That Council:

1. **APPROVES** the City granting a licence to Minister for Education for the use of Lot 123 on Diagram 12063 and known as 301 Beaufort Street, Perth by Highgate Primary School, as shown in Attachment 1, on the following key terms:
  - 1.1 **Term:** 10 years
  - 1.2 **Licence Area:** 19,249 m<sup>2</sup>
  - 1.3 **Licence fee:** \$19,013 per annum plus GST, indexed by CPI annually on 1 July
  - 1.4 **Permitted use:** Non-exclusive priority use for Highgate Primary School to use the Licence Area for sporting and recreational use
  - 1.5 **Authorised times of use:** Between 8.00 am to 4.00 pm on school days or such other times as agreed between the City and the Minister (or their representative)
  - 1.6 **Insurance:** Public liability insurance to a minimum value of \$20,000,000 (per claim)
  - 1.7 **Maintenance:** Highgate Primary School must ensure that the Licence Area is kept clean and free from rubbish after each use
  - 1.8 **Access** The City and public utilities may access the Licence Area at any time in connection with its respective services
2. **AUTHORISES** the Chief Executive Officer to negotiate the Licence Agreement with the Minister for Education and **NOTES** that the agreement will be executed in accordance with the Execution of Documents Policy.

#### PURPOSE OF REPORT:

To consider granting a licence to the Minister for Education (Minister) for Highgate Primary School to use Lot 123 on Diagram 12063 and known as 301 Beaufort Street, Perth (Birdwood Square).

**BACKGROUND:**

Birdwood Square is owned by the City and is a Neighbourhood Public Open Space on the corner of Bulwer and Beaufort Streets in Perth with the primary function of community sport. Located near the southern border with the City of Perth it is also a significant inner City green space. The reserve has a history of poor turf condition due to the presence of the sting nematode worm present in the soil. As an active space with sting nematode and without toilet facilities, it currently serves as an overflow reserve for large club bookings and has two regular hiring groups who use the venue for smaller social sports. The reserve has also served as an overflow parking areas for large scale events at HBF Park, such as the recent FIFA Women World Cup. Finally, the site has a history of antisocial behaviour stemming from various sources including homelessness which has reduced with the increased passive surveillance from organised bookings and general public usage.

Highgate Primary School's southern boundary is situated less than 50 meters away from the reserve on Bulwer Street. The steady expansion of the student enrolments has meant that school's total student numbers is approaching 1000. To cater for the increasing enrolments more classrooms are being constructed and with that comes a loss of green space on the school premises. With the proximity to the reserve there is the potential for it to be used by the school to counteract the loss of school greenspaces. Without an onsite toilet facility, the school is currently limited to using the reserve for large bookings only such as athletics carnivals and hiring portable toilets for these events.

With the upcoming construction of a new toilet block at the reserve due in June 2024, the school is looking to formalise an agreement for its students to use the reserve (including the toilets) during school hours throughout school terms.

**Details:**

Highgate Primary School, via the Education Department, approached the City to request entering into a Licence Agreement for Birdwood Square. The decreasing green space on the school premises, the proximity of the reserve to the school and the project to build new toilets on the reserve were the three contributing factors for this request. The Education Department has similar agreements in place with other Local Governments for local schools to use nearby available public open spaces.

**Licence**

The Minister is classified as a Category 4 tenant pursuant to the Property Management Framework. The following proposed licence terms agreed by the Minister have been negotiated in accordance with the terms of the framework:

1	Term	10 years.
2	Licence Area	19,249 m <sup>2</sup>
3	Licence Fee	\$19,013 per annum plus GST, indexed by CPI annually on 1 July.
4	Permitted Use	Non-exclusive *priority use for Highgate Primary School to use the Licence Area for sporting and recreational use. *Priority use means having priority over competing uses.
5	Authorised times of use	Between 8.00 am to 4.00 pm on school days or such other times as agreed between the City and the Minister (or their representative).
6	Insurance	Public liability insurance to a minimum value of \$20,000,000 (per claim).
7	Maintenance	Highgate Primary School must ensure that the Licence Area is kept clean and free from rubbish after each use.
8	Access	The City and public utilities may access the Licence Area at any time in connection with its respective services.

**Licence Fee Calculation**

The approval of the Licence Agreement will see significant increased use of the reserve for school-based activities upwards of 4 hours per day active use during recess, lunch times and physical education classes. To accommodate the increase the annual maintenance costs borne by the City will also increase. \$19,013 per annum has been calculated as the increase in annual costs and therefore represents the annual fee paid by the Education Department. The breakdown of costs can be seen in Attachment 2 – Birdwood Square Licence – Annual Fee.

**Reserve Hire Bookings**

Data from the SpacetoCo booking platform over the period 2020 to 2023 indicates that utilisation of Birdwood Square during school hours is low and almost exclusively associated with Highgate Primary School:

- 206 bookings occurred during weekdays (on average 1 booking every 4-week days)
- The average booking duration was approximately 2 hours
  - o 61 of the 206 had a start time during school hours booking time of 7am-4pm (on average one booking every 13-week days)
    - 57 of 61 was soccer training associated with Highgate Primary School
    - 2 of the 61 were school carnivals from other City of Vincent schools
    - 2 of the 61 were commercial bookings

Based on the historical booking data over a 3-year period only 4 bookings would be impacted by the proposed Licence agreement, all of which could be accommodated at other City reserves.

**LEGAL/POLICY:**

City Policy 2.1.7 – Parks, Reserves & Hall Facilities – Conditions of Hire and Use states that reserve bookings be made free of charge to local education institutions during school hours. This allows schools to undertake extracurricular activities for example, before and after school sports training and athletics carnivals. The intention of this resolution was not for a school to use a reserve every recess, lunch time and physical education classes, throughout every school day of the year.

This policy was first adopted in 1998 and the loss of school greenspace to cater for growing classroom needs was not an issue.

To facilitate the high level of usage requested by the school in this instance the licence agreement aims to recover the additional costs that will be incurred by the City to maintain the reserve.

Section 3.58 of the *Local Government Act 1995* (WA) (Act) provides that a local government can only dispose of property (which includes to sell or lease property) in accordance with section 3.58(3) unless the disposition falls within the scope of section 3.58(5), which includes:

*“(d) Any other disposition that is excluded by regulations from the application of this section.”*

Regulation 30(2)(c)(ii) of the *Local Government (Functions and General) Regulations 1996* provides that a disposition to a department or agency of the state is an exempt disposition for the purposes of section 3.58(5) of the Act.

Therefore, as the proposed disposition is to an agency of the State, the City is not required to comply with section 3.58.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to grant the licence to the Minister on authority for Highgate Primary School as the City will enter into a Licence Agreement for the Licence Area.

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.*

Connected and Healthy Community

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

Thriving Places

*Efficiently managed and maintained City assets in the public realm.*



**SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*. Increased usage of the reserve by the school may result in the school requiring less off-site reserve access and therefore less bus travel for students and less greenhouse gas emissions.

**PUBLIC HEALTH IMPLICATIONS:**

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

*Increased physical activity*

**FINANCIAL/BUDGET IMPLICATIONS:**

The Licence Agreement will see an annual payment of \$19,013 to cover the additional turf maintenance and toilet cleaning required

**COMMENTS:**

It is recommended that the licence be granted for use by the Highgate Primary School. The availability of suitable green space for physical activity is essential for primary school students physical and mental health and therefore contributing to the public health requirements of the City.

## Birdwood Square – Licence Area



## ANNUAL COSTS

*A breakdown of all additional annual City costs to accomodate the Licence Agreement*

$$\text{Toilet cleaning} = \text{Cleaning rate} \times \text{school days} \times \frac{\text{Daily school hours usage}}{\text{Daily toilet opening hours}}$$

$$= (\$49.10 \text{ per hour} \times 2 \text{ hour minimum}) \times (5 \text{ days} \times 40 \text{ weeks}) \times \frac{8\text{hrs}}{14\text{hrs}}$$

$$\text{Toilet cubicle cleaning} = \$11,222\text{pa}$$

**Toilet Consumables** – toilet paper, paper towels, soap

= percentage of toilet consumables used during school hours from exclusive use toilets

$$= \frac{\text{number of toilets}}{\text{total toilets}} \times \text{annual consumables} \times \text{Exclusive Use Time Ratio}$$

$$= \frac{2}{3} \times (\$300 \text{ monthly} \times 12 \text{ months}) \times 31.3\%$$

$$\text{Toilet Consumables} = \$751\text{pa}$$

**Preventative Maintenance** – pressure cleaning, pest treatment, RCD testing, sanitary bins

= Annual maintenance cost

× (Exclusive Use Toilets area ratio × Exclusive Use Time ratio + 50% storage room area ratio)

$$= (\$350 \text{ monthly} \times 12 \text{ months}) \times (46.6\% \times 31.3\% + 0.15\%)$$

$$\text{Preventative Maintenance} = \$1243\text{pa}$$

$$\text{Turf Renovation allowance} = \frac{\text{Proposed turf renovation schedule} - \text{current schedule}}{\text{Total agreement duration}}$$

$$= \frac{\text{Cost of 1 renovation every 2 years} - \text{Cost of 1 renovation every 3 years}}{10 \text{ years}}$$

$$= \frac{(\$13,000 \times 5) - (\$13,000 \times 3)}{10}$$

$$\text{Additional turf renovations} = \$2,600\text{pa}$$

$$\text{Waste allowance} = \text{annual cost for additional bin servicing} = \$2000\text{pa}$$

**Playground cleaning** = increase from annual to quarterly playground cleans

= Additional cleaning rate × 3

$$= \$400 \times 3$$

$$\text{Playground Cleaning} = \$1,200\text{pa}$$

**Total Annual Cost** = Sum of all annual costs

$$= \$11,222 + \$751 + \$1243 + \$2,600 + \$2,000 + \$1,200$$

$$\text{TOTAL ANNUAL COST} = \$19,013 \text{ per annum}$$

## 7 COMMUNITY & BUSINESS SERVICES

### 7.1 FINANCIAL STATEMENTS AS AT 30 NOVEMBER 2023

Attachments: 1. Financial Statements as at 30 November 2023  

#### RECOMMENDATION:

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

#### PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 30 November 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	6-12
5.	Cash Backed Reserves	13
6.	Receivables: Rates and Other Debtors	14
7.	Beatty Park Leisure Centre Financial Position	15-16

#### 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 2023/2024 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 30 November 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 \$1,351,129 (2.5%). The following items materially contributed to this position:

- A favourable variance of \$1,005,054 in Fees and Charges mostly due to timing variances for:
  - \$538,457 favourable Beatty Park admission, enrolment fee, membership and merchandise income,
  - \$239,840 favourable ranger services due to car parking revenue \$292k partially offset by unfavourable infringement revenue (\$127k),
  - \$125,664 favourable statutory planning services mostly due to development application fees,
- A favourable variance in Interest earnings of \$467,621 mostly due to higher-than-expected interest rates and higher cash balances.
- An unfavourable variance in Other Revenue of \$61,900 due to a timing variance.
- An unfavourable variance in Rates of \$38,541 due to a timing variance.
- An unfavourable variance in Operating grants, subsidies, and contributions of \$21,105 due to timing a variance.

**Expenditure by Nature or Type** (on page 1) is favourable, attributed by an under-spend of \$1,768,043 (6.1%). The following items materially contributed to this position:

- \$1,395,464 favourable Materials and Contracts mainly due to timing variances.
- \$370,021 favourable Employee related costs mostly due to timing variances.
- \$91,537 favourable other expenditure mostly due to timing variances.
- \$83,744 favourable Utility charges due to timing variances.
- \$56,213 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 \$9,050,809 compared to the revised budget amount of \$8,618,713. The closing surplus is \$2,342,541 favourable at November 2023.

### Content of Statement of Financial Activity

An explanation of each report in the Statement of Financial Activity (**Attachment 1**), along with some commentary, is below:

1. Statement of Financial Activity by Nature or Type Report (Note 1 Page 1)  
This statement of financial activity shows revenue and expenditure classified by Nature or Type.
2. Net Current Funding Position (Note 2 Page 2)  
'Net current assets' is the difference between the current assets and current liabilities, less committed 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 6-12)  
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 13)  
The cash backed reserves schedule provides a detailed summary of the movements in the reserve portfolio, including transfers to and from the reserve. The balance as at 30 November 2023 is \$18,846,519.
6. Receivables: Rating Information (Note 6 Page 14)

The notices for rates and charges levied for 2023/24 were issued on 26 July 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 30 November 2023 was \$12,706,229, excluding deferred rates of \$141,838. The outstanding rates percentage at 30 November 2023 was 27.40% compared to 26.81% for the same period last year.

**7. Receivables: Other Debtors (Note 6 Page 14)**

Total trade and other receivables at 30 November 2023 were \$4,924,263.

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

- \$772,692 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.
- \$191,516 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 15-16)**

As at 30 November 2023, the Centre's operating surplus position was \$242,959 (excluding depreciation) compared to the prior YTD surplus amount of \$154,287. The surplus is predominantly driven by Health and Fitness memberships.

**CONSULTATION/ADVERTISING:**

Not applicable.

**LEGAL/POLICY:**

*Section 6.4 of the Local Government Act 1995* requires a local government to prepare an annual financial report for the preceding year and other financial reports as prescribed.

*Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996* requires the local government to prepare a statement of financial activity each month, reporting on the source and application of funds as set out in the adopted annual budget.

A statement of financial activity and any accompanying documents are to be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates. *Section 6.8 of the Local Government Act 1995* specifies that a local government is not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision of Council.

**RISK MANAGEMENT IMPLICATIONS:**

Low: Provision of monthly financial reports to Council fulfils relevant statutory requirements and is consistent with good financial governance.

**STRATEGIC IMPLICATIONS:**

Reporting on the City's financial position is aligned with the City's *Strategic Community Plan 2022-2032*:

**Innovative and Accountable**

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

*Our community is aware of what we are doing and how we are meeting our goals.*

*Our community is satisfied with the service we provide.*

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



**SUSTAINABILITY IMPLICATIONS:**

Expenditure within this report facilitates various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

**PUBLIC HEALTH IMPLICATIONS:**

Expenditure within this report facilitates various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

As contained in this report.

**CITY OF VINCENT**  
**NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY**  
**BY NATURE OR TYPE**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2023**



**CITY OF VINCENT**

	Note	Revised Budget 2023/24 \$	YTD Budget 30/11/2023 \$	YTD Actual 30/11/2023 \$	YTD Variance \$	YTD Variance %
<b>Opening Funding Surplus(Deficit)</b>		<b>8,618,713</b>	<b>8,618,713</b>	<b>9,050,809</b>	<b>432,096</b>	<b>5.0%</b>
<b>Revenue from operating activities</b>						
Rates		42,302,811	42,222,811	42,184,270	(38,541)	-0.1%
Operating Grants, Subsidies and Contributions		968,420	96,561	75,456	(21,105)	-21.9%
Fees and Charges		22,076,584	9,296,299	10,301,353	1,005,054	10.8%
Interest Earnings		1,103,000	803,254	1,270,875	467,621	58.2%
Other Revenue		1,329,647	645,359	583,459	(61,900)	-9.6%
Profit on Disposal of Assets		2,420,775	0	0	0	0.0%
		<b>70,201,237</b>	<b>53,064,284</b>	<b>54,415,413</b>	<b>1,351,129</b>	<b>2.5%</b>
<b>Expenditure from operating activities</b>						
Employee Costs		(31,202,066)	(12,113,522)	(11,743,501)	370,021	-3.1%
Materials and Contracts		(24,120,267)	(9,702,460)	(8,306,996)	1,395,464	-14.4%
Utility Charges		(1,924,678)	(790,694)	(706,950)	83,744	-10.6%
Depreciation on Non-Current Assets		(12,607,088)	(5,252,980)	(5,481,916)	(228,936)	4.4%
Interest Expenses		(503,201)	(175,992)	(119,779)	56,213	-31.9%
Insurance Expenses		(804,195)	(335,080)	(335,080)	0	0.0%
Other Expenditure		(769,251)	(401,323)	(309,786)	91,537	-22.8%
Loss on Disposal of Assets		(47,335)	0	0	0	0.0%
		<b>(71,978,081)</b>	<b>(28,772,051)</b>	<b>(27,004,008)</b>	<b>1,768,043</b>	<b>-6.1%</b>
<b>Operating activities excluded from budget</b>						
Add Deferred Rates Adjustment		0	0	(157,828)	(157,828)	0.0%
Add Back Depreciation		12,607,088	5,252,980	5,481,916	228,936	4.4%
Adjust (Profit)Loss on Asset Disposal		(2,373,440)	0	0	0	0.0%
		<b>10,233,648</b>	<b>5,252,980</b>	<b>5,324,088</b>	<b>71,108</b>	<b>1.4%</b>
<b>Amount attributable to operating activities</b>		<b>8,456,804</b>	<b>29,545,213</b>	<b>32,735,493</b>	<b>3,190,280</b>	<b>10.8%</b>
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions		4,130,332	1,141,925	806,335	(335,590)	-29.4%
Purchase Property, Plant and Equipment	4	(9,607,039)	(2,452,966)	(1,837,766)	615,200	-25.1%
Purchase Infrastructure Assets	4	(10,205,999)	(1,572,436)	(2,051,439)	(479,003)	30.5%
Proceeds from Joint Venture Operations		1,666,666	0	0	0	0.0%
Proceeds from Disposal of Assets		1,763,000	587,667	805,269	217,602	37.0%
<b>Amount attributable to investing activities</b>		<b>(12,253,040)</b>	<b>(2,295,810)</b>	<b>(2,277,601)</b>	<b>18,209</b>	<b>-0.8%</b>
<b>Financing Activities</b>						
Principal elements of finance lease payments		(95,000)	(48,000)	(29,224)	18,776	(39.1%)
Repayment of Loans		(1,585,417)	(683,403)	(683,404)	(1)	0.0%
Transfer to Reserves	5	(6,910,958)	(2,808,566)	(3,216,776)	(408,210)	14.5%
Transfer from Reserves	5	5,722,938	2,472,510	1,563,900	(908,610)	-36.7%
<b>Amount attributable to financing activities</b>		<b>(2,868,437)</b>	<b>(1,067,459)</b>	<b>(2,365,504)</b>	<b>(1,298,045)</b>	<b>121.6%</b>
<b>Closing Funding Surplus(Deficit)</b>		<b>1,954,040</b>	<b>34,800,657</b>	<b>37,143,197</b>	<b>2,342,541</b>	<b>6.7%</b>

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



**CITY OF VINCENT**

	Note	YTD Actual	PY Actual
		30/11/2023	30/11/2022
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted		35,825,180	26,868,927
Cash Restricted		18,846,519	12,588,180
Receivables - Rates	6	12,706,229	11,143,179
Receivables - Other	6	4,924,263	3,318,530
Inventories		1,430,463	262,913
		<u>73,732,654</u>	<u>54,181,729</u>
<b>Less: Current Liabilities</b>			
Payables		(14,203,031)	(9,935,809)
Provisions - employee		(5,322,087)	(4,846,015)
		<u>(19,525,118)</u>	<u>(14,781,824)</u>
<b>Unadjusted Net Current Assets</b>		<b>54,207,536</b>	<b>39,399,905</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>			
Less: Reserves - restricted cash	5	(18,846,519)	(12,588,180)
Less: Land held for sale		(1,209,307)	0
Add: Current portion of long term borrowings		1,608,653	1,218,010
Add: Infringement Debtors transferred to non current asset		1,322,870	1,225,718
		<u>(17,064,339)</u>	<u>(10,144,452)</u>
<b>Adjusted Net Current Assets</b>		<b>37,143,197</b>	<b>29,255,453</b>

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



CITY OF VINCENT

Build a visual ... >>

Visual types

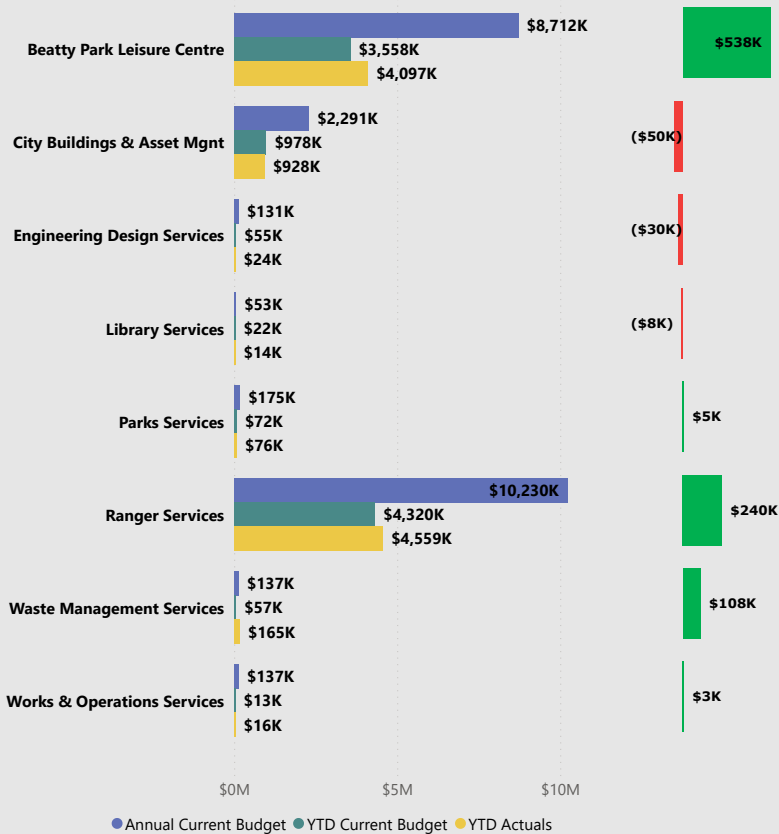
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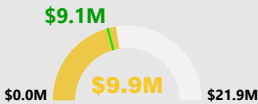
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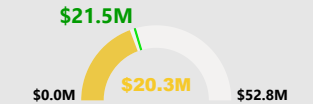
INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



INCOME BUDGET VS ACTUAL



EXPENDITURE BUDGET VS ACTUAL



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

**Beatty Park Leisure Centre**  
\$538k favourable income mostly due to higher admission \$209k, enrolment \$144k, membership \$131k and other fees \$34k.  
\$20k unfavourable expenditure mostly due to timing variance for materials and contracts \$143k and interest expenses \$25k partially offset by higher employee costs \$140k.

**City Buildings & Asset Management**  
\$50k unfavourable income due to timing variance in reimbursements received.  
\$168k unfavourable expenditure mostly due to timing variances in depreciation \$324k, partially offset by favourable expenditure in materials and contracts \$109k and other expenditure \$68k.

**Engineering Design Services**  
\$30k unfavourable income due to a timing variance in fees and charges for advertising fee income \$17k and grants \$13k.  
\$27k favourable expenditure mostly due to a favourable timing variance in utilities \$45k partially offset by an unfavourable timing variance in depreciation \$19k.

**I&E Directorate**  
\$66k favourable expenditure mainly due to timing variances in employee costs \$45k and professional services fees \$19k.

**Library Services**  
\$33k favourable expenditure due to timing variance in materials and contracts \$28k.

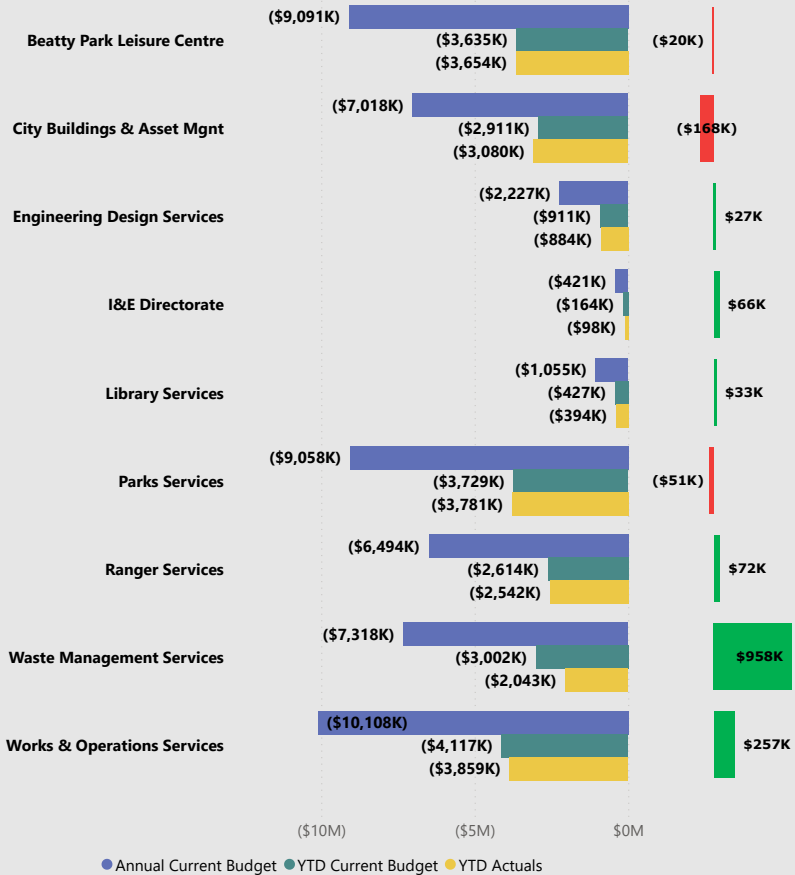
**Parks Services**  
\$51k favourable expenditure mostly due to a timing variance in depreciation.

**Ranger Services**  
\$240k favourable income mostly due to higher car park revenue.  
\$72k favourable expenditure mostly due to a timing variance in depreciation.

**Waste Management Services**  
\$108k favourable income mostly due to timing variances in fees and charges for waste service charges.  
\$958k favourable expenditure mostly due to timing variances for materials and contracts \$853k and employee costs \$66k.

**Works and Operations Services**  
\$257k favourable expenditure mostly due to timing variances in materials and contracts \$117k, employee costs \$77k and depreciation expense \$65k.

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 30 NOVEMBER 2023



Build a visual

Visual types

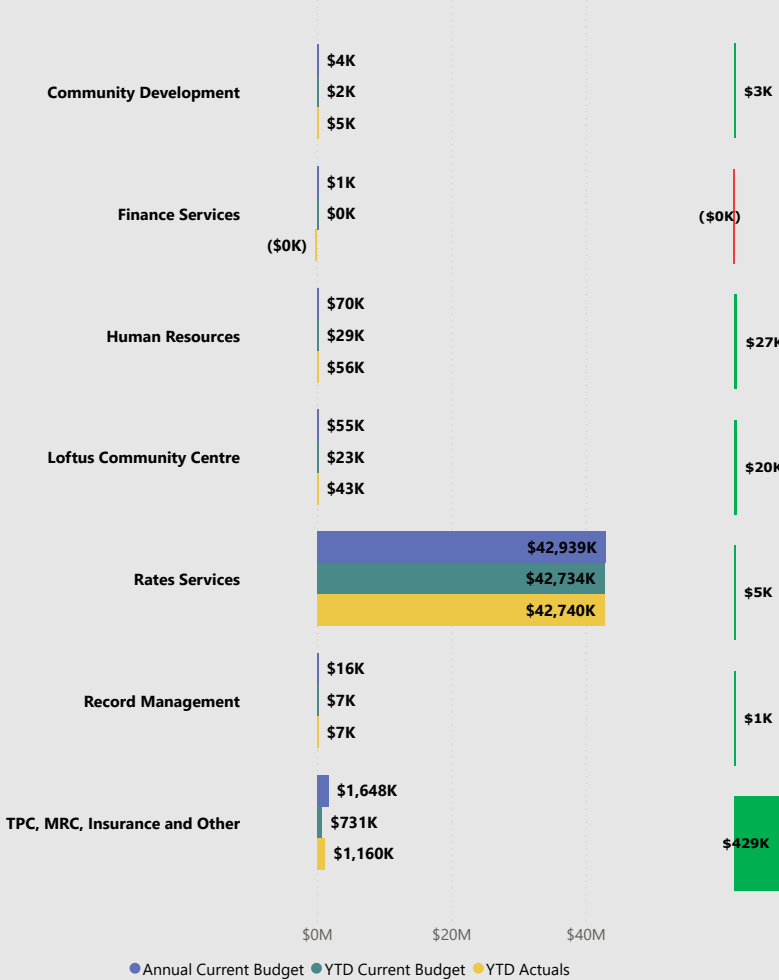
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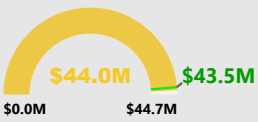
Data

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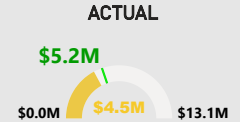
INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



INCOME BUDGET VS ACTUAL



EXPENDITURE BUDGET VS ACTUAL

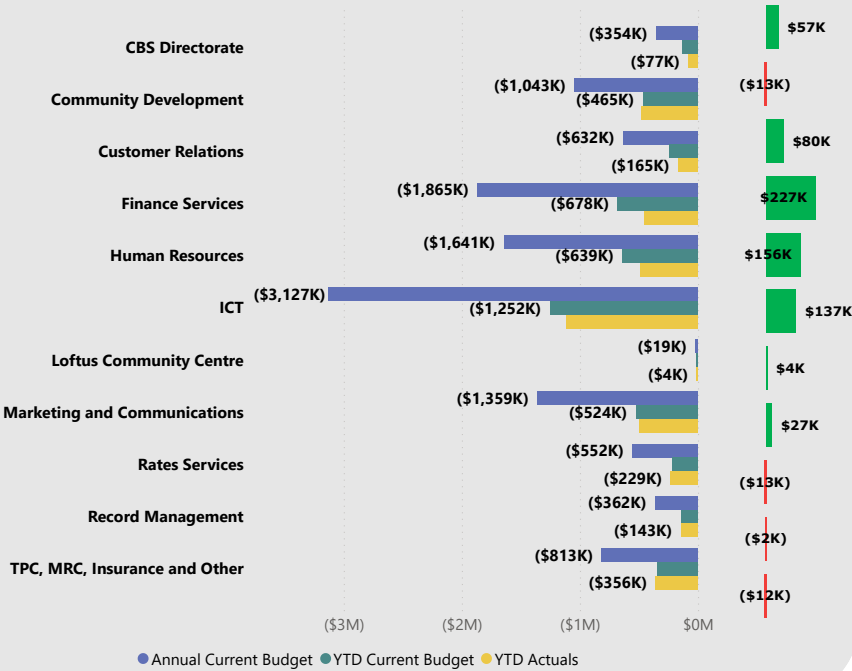


KEY VARIANCE COMMENTARY  
(\$20,000 and 10%)

- CBS Directorate**  
\$57k favourable expenditure due to timing variances in employee costs.
- Customer Relations**  
\$80k favourable expenditure mostly due to timing variances in employee costs.
- Finance Services**  
\$227k favourable expenditure due to timing variances in professional services fees \$80k, other expenses \$67k and employee costs \$63k.
- Loftus Community Centre**  
\$20k favourable income mainly due to higher hire fee income
- Human Resources**  
\$27k favourable income due to a timing variance in parental leave income.  
\$156k favourable expenditure due to timing variance for employee costs \$152k.
- Information Communication and Technology**  
\$137k favourable expenditure mostly due to timing variances in materials and contracts \$85k and employee costs \$52k.
- Marketing and Communications**  
\$27k favourable expenditure mostly due to timing variances in employee costs.
- TPC, MRC, Insurance and other**  
\$429k favourable income due to high interest earnings due to higher interest rates an cash balances \$423k.
- Chief Executive Officer**  
\$38k unfavourable expenditure mostly due to timing variance in materials and contracts.
- Members of Council**  
\$76k favourable expenditure mostly due to timing variances in materials and contracts.

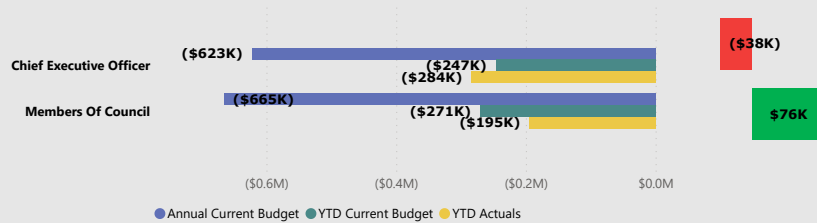
COMMUNITY AND BUSINESS SERVICES DIRECTORATE

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 30 NOVEMBER 2023



CITY OF VINCENT

Build a visual

Visual types

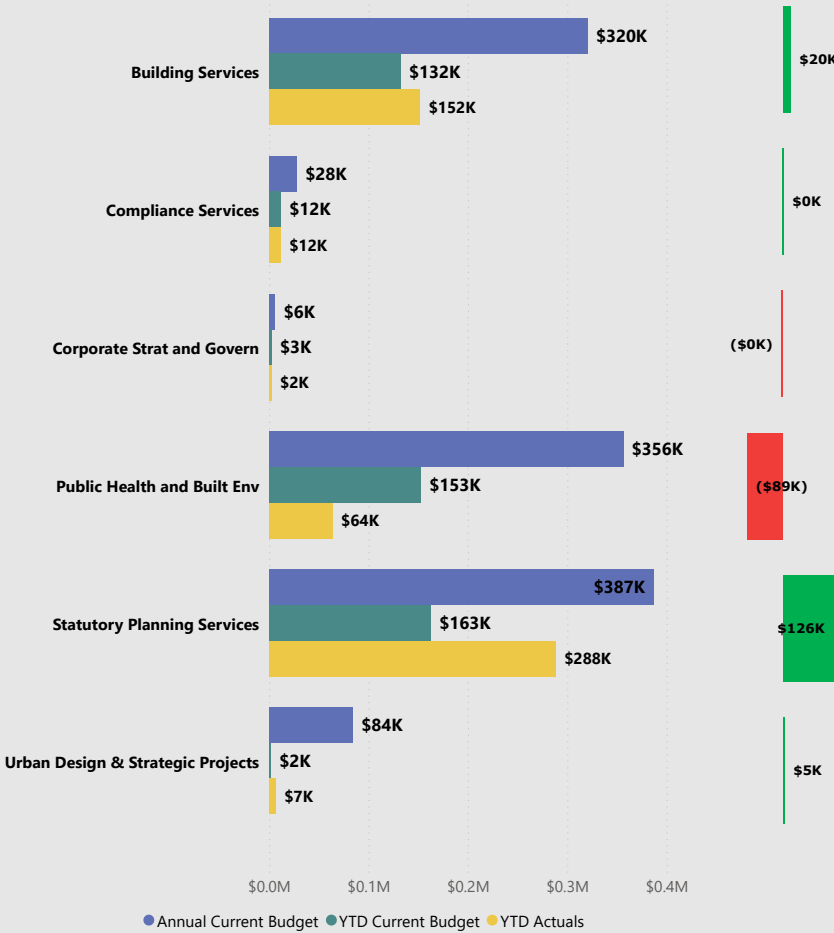
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Suggest a type

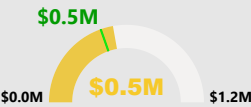
Data

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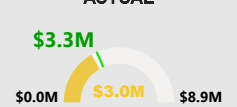
INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



INCOME BUDGET VS ACTUAL



EXPENDITURE BUDGET VS ACTUAL



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

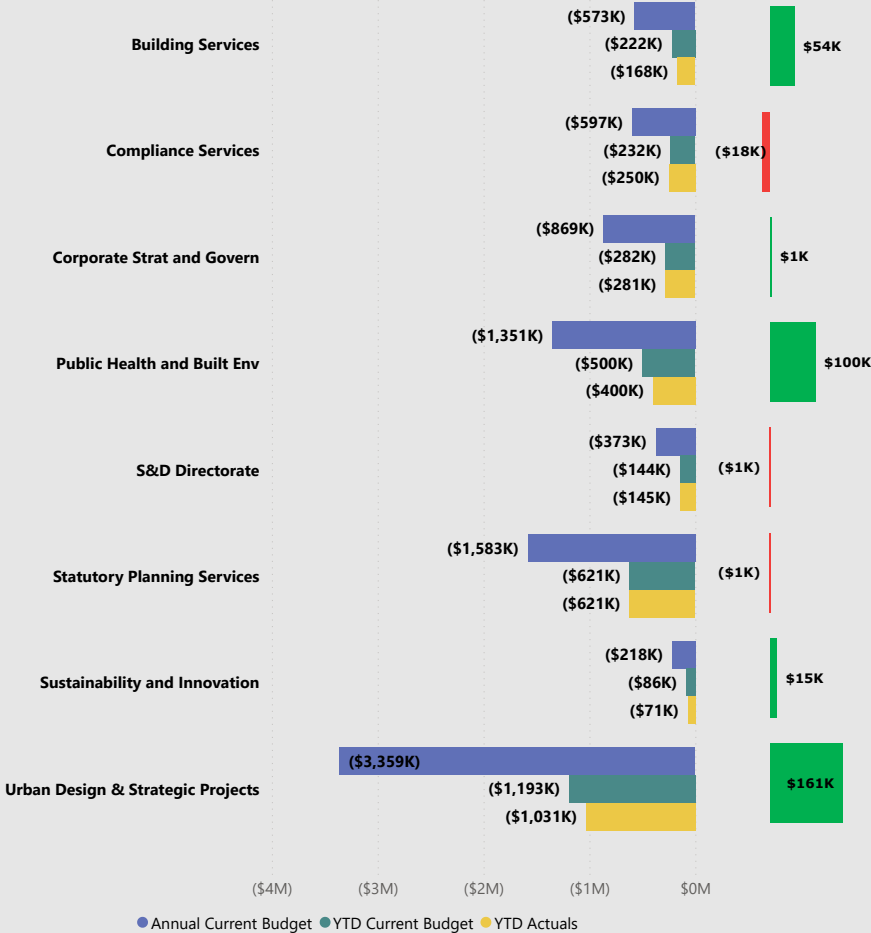
**Building Services**  
\$20k favourable income mostly due to timing variances in fees and charges.  
\$54k favourable expenditure mostly due to timing variance in employee costs.

**Public Health and Built Environment**  
\$89k unfavourable income mostly due to timing variances in fees and charges \$67k and state grants and subsidies \$22k.  
\$100k favourable expenditure due to timing variance in employee costs \$64k and materials and contracts \$34k.

**Statutory Planning Services**  
\$126k favourable income mostly due to timing difference in income received from development application fees \$98k and development application panel fees \$25k.

**Urban Design & Strategic Projects**  
\$161k favourable expenditure mostly due to timing variance for various programmes and events \$210k, partially offset by higher employee costs \$38k.

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

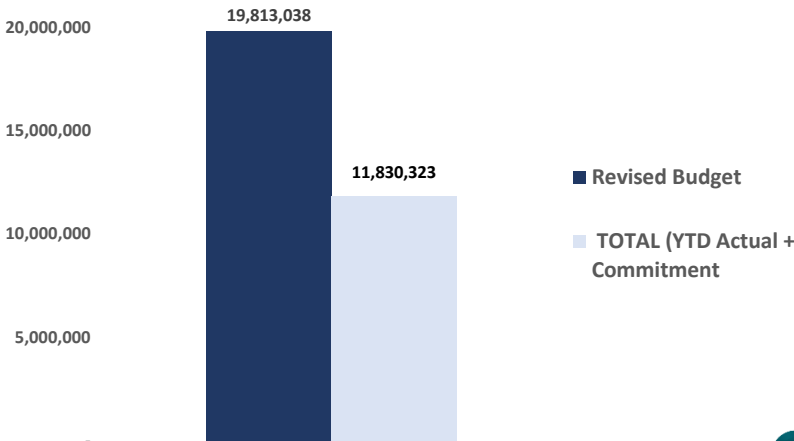




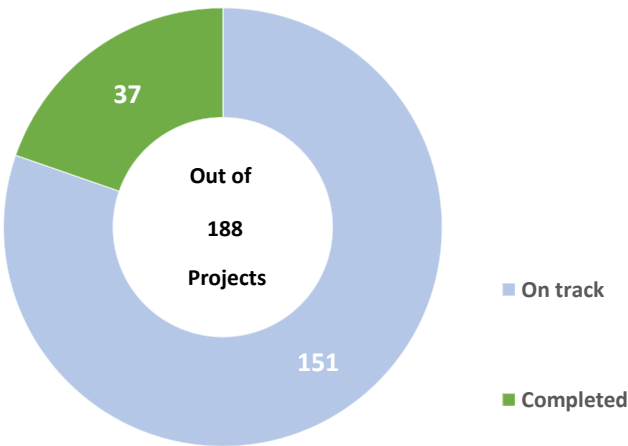


Note 4 - City Of Vincent - Capex Report As At 30 November 2023

Budget vs Total funds spent & committed



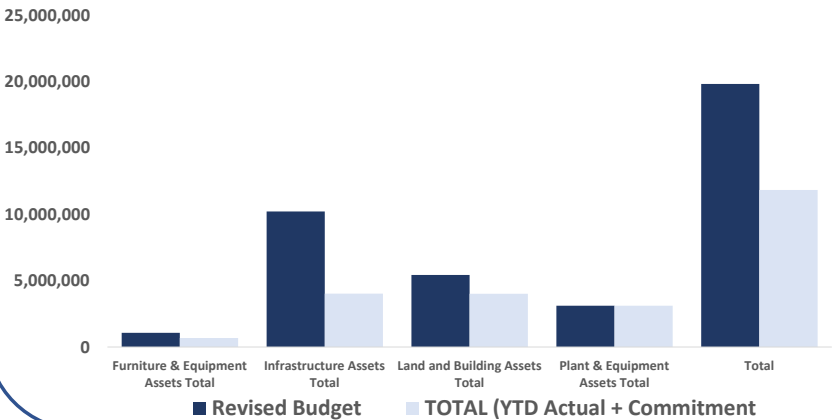
Summary of Project Status



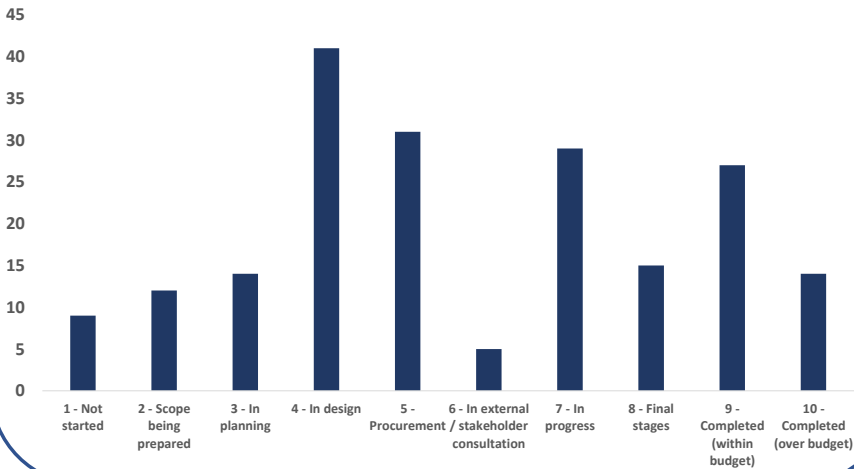
Project Count

188

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 30 NOVEMBER 2023

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
<b>Land and Building Assets</b>									
<b>Air Conditioning &amp; HVAC Renewal</b>									
Air Con & HVAC Renew - Library & Local History Centre	12,301	10,000	-	10,000	-	-	Completed	9 - Completed (within budget)	Researching replacement/scope
Air Con & HVAC Renew - Miscellaneous	50,000	20,000	8,430	11,570	220	8,650	On track	7 - In progress	Split system replacement program as per AMS report
Air Conditioning & HVAC Renewal - Admin	50,000	50,000	-	50,000	200	200	On track	3 - In planning	Detail design to be procured in Feb - works to be done FY25
<b>Public Toilet Renewal Program</b>									
Public Toilet Renewal - General Provision	25,000	25,000	24,541	459	-	24,541	Completed	9 - Completed (within budget)	
<b>Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand</b>									
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand	22,629	-	-	-	-	-	Completed	9 - Completed (within budget)	Retention to be paid this FY
<b>BPLC - Construction of Indoor Changerooms</b>									
BPLC – Construct & Fit Out Indoor Pool Changerooms	722,394	240,000	2,330	237,670	34,936	37,266	On track	6 - In external / stakeholder consultation	Letter of Intent in draft - Contract Award
<b>North Perth Bowling Club Toilet &amp; changeroom refurbishment</b>									
North Perth Bowling Club	145,000	145,000	124,307	20,693	15,982	140,289	Completed	9 - Completed (within budget)	
<b>Litis Stadium changeroom redevelopment</b>									
Infrastructure Works - Litis Stadium	1,724,800	410,799	10,963	399,836	1,639,455	1,650,419	On track	7 - In progress	Contract Award
<b>Beatty Park Leisure Centre - Facilities Infrastructure Renewal</b>									
BPLC - Pool Tiling Works	820,000	560,000	360,313	199,687	347,880	708,194	On track	7 - In progress	Concrete poured - tiling progressing
Plant room remedial works	114,733	20,000	1,941	18,059	93,564	95,504	On track	7 - In progress	Upper plant switchboard renewal underway
BPLC - Facilities Infrastructure Renewal	380,236	200,000	68,984	131,016	62,871	131,855	On track	7 - In progress	Renewal/maintenance program progressing
<b>Miscellaneous Asset Renewal (City Buildings)</b>									
Misc Asset Renewal - City buildings	70,000	20,000	45,815	(25,815)	18,084	63,899	On track	2 - Scope being prepared	Reactive building capital works being planned
North Perth Town Hall - Kitchen and Toilet Renewal - Lesser Hall	47,304	47,304	59,787	(12,483)	-	59,787	Completed	10 - Completed (over budget)	23FY carried forward project
North Perth Town Hall - Kitchen and Toilet Renewal - Main Hall	153,375	153,375	127,720	25,655	10,442	138,162	Completed	9 - Completed (within budget)	23FY carried forward project
Hyde Park West - Public Toilet Renewal	6,598	6,598	6,597	1	-	6,597	Completed	9 - Completed (within budget)	FQBR
Menzies Park Pavilion & Ablutions	6,390	6,390	6,390	0	4,950	11,340	Completed	9 - Completed (within budget)	FQBR
<b>Solar Photovoltaic System Installation</b>									
Solar Installation - DLGSC Building	98,688	-	95,680	(95,680)	-	95,680	Completed	9 - Completed (within budget)	Complete
<b>Water and Energy Efficiency Initiatives</b>									
Water and Energy Efficiency Initiatives	75,000	-	6,978	(6,978)	5,278	12,256	On track	2 - Scope being prepared	Fixtures & Fittings replacements with WELS standards
<b>Land and Building Asset Renewal Projects</b>									
Admin Building - Additional Meeting Spaces	53,356	-	1,810	(1,810)	1,400	3,210	On track	7 - In progress	Combined with project to improve accessibility in the Foyer - UAT upgrades and additional meeting spaces
Administration Centre Renewals	100,000	-	-	-	112,490	112,490	On track	5 - Procurement	Design Completed, Specification development in progress
Leederville Oval Stad Fac Renewal (Leased)	613,747	200,000	121,638	78,362	404,012	525,651	On track	7 - In progress	Awarding tender
Modifications to Litis Stadium Underpass	70,000	30,000	90,153	(60,153)	8,890	99,043	Completed	10 - Completed (over budget)	Currently in progress
Non Fixed Asset Renewals - Works Depot	20,000	-	19,643	(19,643)	7,392	27,035	Completed	9 - Completed (within budget)	Reactive works to box gutters
Lease Property Non Scheduled Renewal	50,000	30,000	18,960	11,040	34,200	53,160	Completed	8 - Final stages	Lease building renewals - program being developed
DLGSC HVAC, Plant & Fire Services Renewals	-	-	8,500	(8,500)	750	9,250	Deferred	8 - Final stages	C/F from 2023FY. Underspend in PY
<b>Land and Building Assets Total</b>	<b>5,431,551</b>	<b>2,174,466</b>	<b>1,211,480</b>	<b>962,986</b>	<b>2,803,946</b>	<b>4,015,426</b>			
<b>Furniture &amp; Equipment Assets</b>									
<b>ICT Renewal Program</b>									
ICT Infrastructure Renewal	45,000	-	49,184	(49,184)	18,240	67,424	On track	7 - In progress	
<b>Beatty Park Leisure Centre - Furniture &amp; Equipment</b>									
BPLC Non-Infrastructure Fixed Asset Renewal	196,170	-	3,775	(3,775)	-	3,775	On track	7 - In progress	
BPLC - Non Fixed Assets Renewal	114,106	-	33,184	(33,184)	10,922	44,106	On track	2 - Scope being prepared	
<b>Public Arts Projects</b>									
COVID-19 Artwork relief project	188,000	80,500	-	80,500	172,000	172,000	On track	7 - In progress	
<b>Accessible City Strategy Implementation Program</b>									
Accessible City Strategy Implementation - Capex for future years subject to Cash-in Lieu Reserve Funds received	317,902	178,000	76,430	101,570	90,633	167,063	On track	8 - Final stages	Link and Place Guidelines progressing



CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24  
AS AT 30 NOVEMBER 2023

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
<b>Parking Machines Asset Replacement Program</b>									
Parking Infrastructure Renewal Program	206,398	-	180,385	(180,385)	26,012	206,397	Completed	9 - Completed (within budget)	
<b><u>Furniture &amp; Equipment Assets Total</u></b>	<b>1,067,576</b>	<b>258,500</b>	<b>342,958</b>	<b>(84,458)</b>	<b>336,275</b>	<b>679,234</b>			
<b><u>Plant &amp; Equipment Assets</u></b>									
<b>Fleet Management Program</b>									
P1276 - Toyota Corolla Hybrid Hatch	40,000	-	-	-	-	-	On track	3 - In planning	Toyotas to be cancelled, lead time is into 2025
P2187 - Fiat Doblo Van	50,000	-	-	-	-	-	On track	3 - In planning	
P2210 - Nissan Navara Dual Cab	35,880	-	-	-	35,880	35,880	On track	5 - Procurement	
P2207 - Nissan Navara Dual Cab	35,880	-	-	-	35,880	35,880	On track	5 - Procurement	
P2203 - Nissan Navara King Cab Tip	42,033	-	-	-	42,033	42,033	On track	5 - Procurement	
P1264 - Toyota Camry	33,936	-	-	-	33,936	33,936	On track	5 - Procurement	Toyotas to be cancelled, lead time is into 2025
P1266 - Toyota Camry Hybrid	45,000	-	-	-	-	-	On track	3 - In planning	Toyotas to be cancelled, lead time is into 2025
P1275 - Toyota Corolla Hybrid Hatch	25,000	-	-	-	25,000	25,000	On track	5 - Procurement	Toyotas to be cancelled, lead time is into 2025
P1274 - Toyota Corolla Hybrid Ascent	25,000	-	-	-	-	-	On track	3 - In planning	
P1269 - Toyota Corolla Hybrid Hatch	25,000	-	-	-	25,000	25,000	On track	5 - Procurement	Toyotas to be cancelled, lead time is into 2025
P1277 - Toyota Corolla Hybrid Hatch	25,000	-	-	-	25,000	25,000	On track	5 - Procurement	Toyotas to be cancelled, lead time is into 2025
P1278 - Toyota Corolla Hybrid Sedan	25,000	-	-	-	25,000	25,000	On track	5 - Procurement	Toyotas to be cancelled, lead time is into 2025
P1263 - Toyota Corolla Hybrid	25,000	-	-	-	25,000	25,000	On track	5 - Procurement	Toyotas to be cancelled, lead time is into 2025
P2212 - Nissan Navara	25,000	-	-	-	-	-	On track	3 - In planning	
P2208 - Nissan Navara	64,558	-	-	-	64,558	64,558	On track	5 - Procurement	
P2206 - Nissan Navara King Cab Tip	42,033	-	-	-	42,033	42,033	On track	5 - Procurement	
P2205 - Nissan Navara King Cab Tip	42,033	-	-	-	42,033	42,033	On track	5 - Procurement	
P2204 - Nissan Navara King Cab Tip	42,033	-	-	-	42,033	42,033	On track	5 - Procurement	
P2202 - Nissan Navara King Cab Tip	42,033	-	-	-	42,033	42,033	On track	5 - Procurement	
P2201 - Nissan Navara King Cab Tip	42,033	-	-	-	42,033	42,033	On track	5 - Procurement	
P1280 - Toyota Corolla Hybrid Sedan	25,000	-	27,789	(27,789)	-	27,789	Completed	10 - Completed (over budget)	
P1279 - Toyota Camry Hybrid SL	28,000	-	-	-	-	-	On track	3 - In planning	Toyotas to be cancelled, lead time is into 2025
P2200 - VOLKSWAGEN Caddy Maxi TDI250	45,000	-	-	-	-	-	On track	3 - In planning	
P1286 - Corolla Sedan Hybrid 1HKS151	50,000	-	-	-	-	-	On track	3 - In planning	
P2209 - VW Caddy Maxi TDI250	40,000	-	-	-	-	-	On track	3 - In planning	
P2171 - Toyota Corolla Hybrid Hatch	25,000	-	-	-	-	-	On track	3 - In planning	Toyotas to be cancelled, lead time is into 2025
P1262 - Toyota Corolla Hybrid	25,000	-	-	-	-	-	On track	3 - In planning	Toyotas to be cancelled, lead time is into 2025
P2168 - Toyota Corolla Hybrid Hatch	25,000	-	-	-	25,000	25,000	On track	5 - Procurement	Toyotas to be cancelled, lead time is into 2025
P1258 - Toyota Corolla Hybrid Hatch	34,430	-	-	-	34,430	34,430	On track	5 - Procurement	Toyotas to be cancelled, lead time is into 2025
P2199 - Nissan Navara King Cab Tip	40,000	-	35,880	(35,880)	-	35,880	Completed	9 - Completed (within budget)	
P2190 - Mitsubishi Triton Tip	42,033	-	-	-	42,033	42,033	On track	5 - Procurement	
P2196 - Nissan Navara King Cab Tip	42,033	-	-	-	42,033	42,033	On track	5 - Procurement	
P2195 - Nissan Navara King Cab Tip	42,033	-	-	-	42,033	42,033	On track	5 - Procurement	
P2194 - Nissan Navara King Cab Tip	42,033	-	-	-	42,033	42,033	On track	5 - Procurement	
P2198 - Nissan Navara King Cab Tip	64,558	-	-	-	64,558	64,558	On track	5 - Procurement	
<b>Major Plant Replacement Program</b>									
Heavy Fleet Replacement Program	1,396,340	-	207,658	(207,658)	1,648,537	1,856,195	On track	5 - Procurement	
5 Tonne Rubbish Compactor Small Rear Loader	337,000	-	-	-	336,040	336,040	On track	8 - Final stages	Ordered - expected delivery May/June 2024
<b>Artlets</b>									
Artlets - Public Art - Sculpture	32,000	20,000	12,000	8,000	2,400	14,400	On track	7 - In progress	Finalising approvals for installation
<b>Parks Irrigation Upgrade &amp;Renewal Program</b>									
Weather Stations and Soil Moisture Probes	40,000	-	-	-	-	-	On track	7 - In progress	FQBR
<b><u>Plant &amp; Equipment Assets Total</u></b>	<b>3,107,912</b>	<b>20,000</b>	<b>283,327</b>	<b>(263,327)</b>	<b>2,826,550</b>	<b>3,109,877</b>			



CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24  
AS AT 30 NOVEMBER 2023

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment	Status	Stage	Commentary
<b>Infrastructure Assets</b>									
<b>Robertson Park Development Plan - Stage 1</b>									
Preliminaries	70,000	-	-	-	-	-	On track	5 - Procurement	
Tennis Centre - Multisport Courts resurfacing, fencing, floodlighting, entry zone, signage, and supporting landscape and drainage works	990,000	-	-	-	-	-	On track	5 - Procurement	
Construction Contingency	58,000	-	-	-	-	-	On track	5 - Procurement	
<b>Parks Fencing Renewal Program</b>									
Multicultural Gardens - renew perimeter fencing	20,000	20,000	19,006	994	-	19,006	Completed	9 - Completed (within budget)	
Royal Park - renew volleyball court fencing	30,000	30,000	-	30,000	-	-	On track	6 - In external / stakeholder consultation	Quote being revised inline with allocated budget
<b>Parks Irrigation Upgrade &amp; Renewal Program</b>									
Sutherland St - renew irrigation, groundwater bore and electrical cabinet	75,000	-	-	-	71,377	71,377	On track	5 - Procurement	P/o issued for cabinet replacement. P/o for design issued
Axford Park - renew in-ground irrigation system and electrical cabinet	80,000	-	-	-	30,749	30,749	On track	4 - In design	Designs being finalised
	145,000	45,000	-	45,000	24,769	24,769	On track	4 - In design	Designs being finalised
Keith Frame Res - renew ground irrigation system and electrical cubicle and bore renewal	250,000	250,000	135,643	114,357	27,269	162,911	On track	8 - Final stages	Practical completion meeting 28/11/23
Charles Veryard - renew in-ground irrigation system and electrical cabinet	45,000	-	83	(83)	-	83	On track	1 - Not started	Works not required - budget to be reallocated MYBR
Forrest Park - renew groundwater bore	45,000	-	-	-	-	-	On track	1 - Not started	Licence from DWER required - works late FY24
Britannia Reserve - renew groundwater bore (south) No 40	15,000	-	19,210	(19,210)	-	19,210	On track	10 - Completed (over budget)	
Brigatti Gardens - renew electrical cabinet	59,110	-	14,825	(14,825)	-	14,825	On track	9 - Completed (within budget)	C/F from 2023FY. Underspend in PY.
Menzies Park - Replace Irrigation System	40,618	-	42,065	(42,065)	-	42,065	On track	10 - Completed (over budget)	C/F from 2023FY. Underspend in PY.
Les Lilleyman - upgrade in-ground irrigation system and electrical cabinet									
<b>Road Maintenance Programs – MRRG</b>									
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	-	20,382	(20,382)	31,513	51,895	On track	7 - In progress	Waiting for Main Roads to complete line marking
MRRG - Brady St (A) - Powis St to Tasman	200,049	-	27,706	(27,706)	199,971	227,677	On track	7 - In progress	
MRRG - Loftus St NB (A) - Leederville Pde to Vincent St	247,921	-	228,690	(228,690)	36,320	265,010	On track	8 - Final stages	Waiting for Main Roads to complete line marking
MRRG - Loftus St SB (B) - Leederville Pde to Vincent St	310,500	-	259,132	(259,132)	48,332	307,464	On track	8 - Final stages	Waiting for Main Roads to complete line marking
MRRG - Lord St - Harold St to Walcott St	168,431	-	109,075	(109,075)	27,170	136,244	On track	8 - Final stages	Waiting for Main Roads to complete line marking
Fitzgerald St (2) - Newcastle to Carr	7,970	-	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	(9,555)	8,472	18,026	Completed	10 - Completed (over budget)	23FY carried forward project
Beaufort St (1) Fore to Brisbane	-	-	5,787	(5,787)	9,555	15,342	Completed	10 - Completed (over budget)	23FY carried forward project
Oxford St - Richmond to Vincent	-	-	6,555	(6,555)	100,855	107,410	Completed	9 - Completed (within budget)	23FY carried forward project
<b>Road Maintenance Programs – Local Road Program</b>									
Annual Local Roads Program - bgt to be split	1,787,472	-	13,821	(13,821)	-	13,821	On track	4 - In design	
LRP - Albert Street - Barnet Street to Charles Street	-	-	1,792	(1,792)	-	1,792	On track	4 - In design	
LRP - Amy Street - Lake Street to End	-	-	-	-	-	-	On track	4 - In design	
LRP - Barnet Street - Bourke Street to Barnet Place	-	-	-	-	-	-	On track	4 - In design	
LRP - Barnet Place - Barnet Street to Cul-De-Sac	-	-	6,966	(6,966)	-	6,966	On track	4 - In design	
LRP - Blake Street - Norham Street to Walcott Street	-	-	20,406	(20,406)	2,232	22,638	On track	4 - In design	
LRP - Bondi Street - Cul-De-Sac to Matlock Street	-	-	-	-	-	-	On track	4 - In design	
LRP - Chamberlain Street - Loftus Street to Pennant Street	-	-	-	-	-	-	On track	4 - In design	
LRP - Dunedin Street - Woodstock Street to Scarborough Beach Road	-	-	-	-	-	-	On track	4 - In design	
LRP - Haley Avenue - Bruce Street to Richmond Street	-	-	-	-	-	-	On track	4 - In design	
LRP - Hardy Street - Howlett Street to Scarborough Beach Road	-	-	-	-	-	-	On track	4 - In design	
LRP - Howlett Street - Pennant Street to Charles Street	-	-	-	-	-	-	On track	4 - In design	
LRP - Kadina Street - Barnet Place to Charles Street	-	-	-	-	-	-	On track	4 - In design	
LRP - Macedonia Place - Albert Street to Cul-De-Sac	-	-	31,098	(31,098)	740	31,838	On track	4 - In design	
	-	-	-	-	15,000	15,000	On track	4 - In design	Sent to service locator for high pressure gas approval. Expected to start Feb 2024
LRP - Melrose Street - Oxford Street to End	-	-	-	-	-	-	On track	4 - In design	
LRP - Pennant Street - Kadina Street to Scarborough Beach Road	-	-	-	-	-	-	On track	4 - In design	
LRP - Richmond Street - Oxford Street to Leicester Street	-	-	16,328	(16,328)	48,648	64,976	On track	4 - In design	
LRP - Stuart Street - Fitzgerald Street to Lake Street	-	-	-	-	-	-	On track	4 - In design	
LRP - Tay Place - Albert Street to Kadina Street	-	-	11,181	(11,181)	740	11,920	On track	4 - In design	
LRP - The Boulevard - Britannia Road to Anzac Road	-	-	-	-	-	-	On track	4 - In design	
LRP - View Street to Alma Road	-	-	-	-	11,000	11,000	On track	4 - In design	



CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24  
AS AT 30 NOVEMBER 2023

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
LRP - Stamford Street – Melrose Street to Freeway off Ramp	-	-	-	-	-	-	On track	4 - In design	Sent to service locator for high pressure gas approval.
Guildford Rd - Walcott to East Parade	11,506	-	11,506	(11,506)	19,132	30,637	Completed	10 - Completed (over budget)	Expected to start Feb 2024 23FY carried forward project
<b>Parks Greening Plan Program</b>									
Greening program - Robertson Park	61,000	-	-	-	-	-	On track	7 - In progress	
Greening plan	150,000	80,000	51,638	28,362	47,541	99,179	On track	4 - In design	Litis Stadium underpass landscaping completed.
<b>Traffic Management Improvements</b>									
Britannia Road Improvements	40,000	-	-	-	-	-	On track	4 - In design	
Minor Traffic Management Improvements	200,000	-	3,759	(3,759)	11,666	15,425	On track	7 - In progress	
Harold and Lord St Intersection	22,850	-	-	-	-	-	On track	1 - Not started	
Alma/Claverton Local Area Traffic Management	421	421	421	0	50,532	50,953	Completed	10 - Completed (over budget)	23FY carried forward project
<b>Parks Playground / Exercise Equipment Upgrade &amp; Renewal Program</b>									
Weld Square - replace basketball backboards	10,000	10,000	6,800	3,200	-	6,800	Completed	9 - Completed (within budget)	
Kyllia Park - soft fall replacement	60,000	60,000	-	60,000	-	-	Completed	9 - Completed (within budget)	Installation late October/early November
Braithwaite Park - playground and soft fall replac (south)	150,000	-	1,250	(1,250)	-	1,250	On track	6 - In external / stakeholder consultation	Designs being finalised - installation early 2024
Ellesmere/Matlock St Res - repl playground soft fall	10,000	10,000	-	10,000	-	-	On track	2 - Scope being prepared	Consultation required - replacement with softfall mulch
Menzies Park - replace playground soft fall	50,000	50,000	-	50,000	55,700	55,700	On track	7 - In progress	Installation November/December
Ellesmere Street Reserve - replace playground soft fall	70,000	70,000	-	70,000	68,540	68,540	On track	7 - In progress	Installation November/December
Ellesmere Street Reserve - replace playground shade sails	18,000	18,000	-	18,000	13,875	13,875	On track	7 - In progress	Installation November
Cricket Wicket Renewal Program	25,000	25,000	23,140	1,860	-	23,140	Completed	9 - Completed (within budget)	Completed - Asset addition form TBC
<b>Parks Infrastructure Upgrade &amp; Renewal Program</b>									
Smith's Lake - resurfacing of boardwalk	25,000	25,000	19,427	5,574	4,300	23,727	Completed	9 - Completed (within budget)	
Street / POS furniture renewal - Town Centres	5,000	-	3,837	(3,837)	-	3,837	On track	7 - In progress	-
Hyde Street Reserve - replace Gazebo	10,000	10,000	4,920	5,080	-	4,920	On track	9 - Completed (within budget)	Works in progress
Parks Infrastructure Upgrade & Renewal - BBQ provision	45,000	45,000	33,872	11,128	-	33,872	Completed	9 - Completed (within budget)	Completed
Hyde Park - Renewal of path lighting poles	76,000	-	75,910	(75,910)	-	75,910	Completed	9 - Completed (within budget)	Completed
<b>Accessible City Strategy Implementation Program</b>									
Wayfinding Implementation Plan - Stage 1	198,000	100,000	28,700	71,300	37,024	65,724	On track	7 - In progress	
<b>Gully Soak-well and Minor Drainage Improvement Program</b>									
Mt Hawthorn West Drain Improv – Stage 1	40,000	-	-	-	40,000	40,000	On track	7 - In progress	
Gully Soak Well Program	134,710	-	24,807	(24,807)	4,662	29,469	On track	7 - In progress	
Minor Drainage Improvement Program	550,000	-	76,547	(76,547)	363,692	440,239	On track	7 - In progress	Drainage study to be conducted - approximately 6 months
Britannia Reserve Main Drain Renewal Stages 1 & 2	21,670	-	-	-	-	-	On track	7 - In progress	
<b>Road Maintenance Programs – State Black Spot</b>									
State Black Spot Programs scheduled annually	80,000	-	-	-	-	-	On track	4 - In design	
Blackspot - Fitzgerald/Lawley, West Perth	64,236	-	9,576	(9,576)	5,845	15,421	On track	8 - Final stages	Underspend. Original funding over estimated.
Blackspot - Fitzgerald/Forrest, North Perth	38,400	-	-	-	1,734	1,734	On track	6 - In external / stakeholder consultation	Funds to be returned, Council report to be drafted.
Blackspot - Broome/Wright, Highgate	248,400	-	-	-	3,990	3,990	On track	4 - In design	WP works progressing.
Blackspot - Brady Street & Tasman Street	-	-	-	-	-	-	On track	4 - In design	
William/Forrest - instal traffic island on eastern leg of Forrest St and provide additional STOP sign	-	-	854	(854)	-	854	Completed	9 - Completed (within budget)	23FY carried forward project
<b>Road Maintenance Programs – Roads to Recovery</b>									
Annual Roads to Recovery Program - bgt to be split	325,582	-	-	-	-	-	On track	4 - In design	
R2R - Brentham Street - Egina and Raglan	-	-	-	-	-	-	On track	4 - In design	Scheduled works in January 2024
R2R - Egina Street - Scarborough Beach Road to Berryman Street	-	-	26,308	(26,308)	3,012	29,320	On track	4 - In design	Works commenced
R2R - Raglan Road - Hutt to Hyde Street	-	-	-	-	-	-	On track	4 - In design	
<b>Car Parking Upgrade/Renewal Program</b>									
Accessibility audits and proposed project implementation	50,000	-	-	-	-	-	On track	2 - Scope being prepared	
Macedonia Place Car Park	40,000	-	39,695	(39,695)	-	39,695	On track	8 - Final stages	
ASSETS Car Park - 286 Beaufort Street	20,000	-	-	-	-	-	On track	4 - In design	
Access and Inclusion (DAIP) – ACROD Parking Improve Program	60,000	-	-	-	-	-	On track	7 - In progress	Audit has been completed. Analysing data



CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24  
AS AT 30 NOVEMBER 2023

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Minor Capital Improv of City Car Parks (General Provision)	37,000	-	6,435	(6,435)	8,251	14,687	On track	4 - In design	
<b>Public Open Space Strategy Implementation Plan</b>									
Birdwood Square - Public Toilets	294,000	-	-	-	-	-	On track	5 - Procurement	
Public Open Space Strategy Implementation	30,000	10,000	1,750	8,250	3,347	5,097	On track	7 - In progress	Park furniture being purchased
<b>Parks Lighting Renewal Program</b>									
Lighting Renewal Program - General Provision	50,000	30,000	17,056	12,944	17,555	34,612	On track	2 - Scope being prepared	Les Lilleyman- procurement underway
<b>Community Safety Initiatives</b>									
Laneway Lighting Program	120,000	-	7,950	(7,950)	76,728	84,678	On track	5 - Procurement	Laneways have been identified and quotes being sought
<b>Banks Reserve Master Plan Implementation</b>									
Walter's Brook Crossing	213,566	-	6,879	(6,879)	2,921	9,800	On track	4 - In design	Pending geotech
Boardwalk - Interpretation Node	20,000	-	-	-	-	-	On track	7 - In progress	
<b>Footpath Upgrade and Renewal Program</b>									
Footpath Upgrade and Renewal Program	258,092	-	7,659	(7,659)	-	7,659	On track	4 - In design	
<b>Haynes Street Reserve Development Plan Implementation</b>									
Haynes St Reserve Development Plan 1 & 2	147,841	47,841	130	47,711	15,669	15,800	On track	7 - In progress	
<b>Rights of Way Rehabilitation Program</b>									
Rights of Way Rehab Program	230,657	-	262,954	(262,954)	48,058	311,011	On track	8 - Final stages	Ongoing works
<b>Parks Eco-Zoning Program</b>									
Jack Marks Reserve - Eco-zoning	10,000	-	-	-	-	-	On track	1 - Not started	Project to be deferred/switched MYBR to allow for
Blackford Street Reserve - Eco-zoning	10,000	-	-	-	-	-	On track	4 - In design	Installation March-May 2024
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	1,404	-	4,441	5,845	Completed	10 - Completed (over budget)	23FY carried forward project - Completed.
<b>Parks Pathways Renewal Program</b>									
Redfern/Norham St Res - re-asphalt existing bitumen pathways	5,000	5,000	-	5,000	-	-	On track	2 - Scope being prepared	To commence
Tony Di Scerni Pathway - re-asphalt existing bitumen pathways	100,000	100,000	37,604	62,396	22,248	59,852	On track	9 - Completed (within budget)	Awaiting final invoices
<b>Car Parking Upgrade/Renewal Program</b>									
HBF Stadium Car Park	49,250	-	-	-	-	-	On track	4 - In design	Overlay will be done after FIFA Women's World Cup.
<b>Bus Shelter Replacement and Renewal Program</b>									
Bus Shelters - Replace & Upgrade	70,000	-	19,552	(19,552)	-	19,552	On track	4 - In design	To refer to Bus Shelter Program. Various Works
<b>Parks Playground / Exercise Equipment Upgrade &amp; Renewal Program</b>									
Ivy Park - upgrade/repl playground equipment	89,934	89,934	90,187	(253)	-	90,187	Completed	10 - Completed (over budget)	
Lynton St Res - Renew/rep playground equipment	79,932	79,932	80,000	(68)	-	80,000	Completed	10 - Completed (over budget)	
Charles Veryard Res - Replac playground	59,904	59,904	60,000	(96)	-	60,000	Completed	10 - Completed (over budget)	
<b>Street Lighting Renewal Program</b>									
<b>Skate Space at Britannia Reserve</b>									
Mt Hawt Skate Park - Youth Skate Facility (Election Commitment)	311,353	300,000	6,200	293,800	319,226	325,426	On track	5 - Procurement	Pending Council decision in December 2023 OCM





CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24  
AS AT 30 NOVEMBER 2023

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
<b>North Perth Town Centre Place Plan</b>									
Tree Up Lighting	60,000	-	-	-	-	-	On track	3 - In planning	RAC grant unsuccessful. Developing project scope
<b>Bicycle Network</b>									
Bicycle Network - Travel Smart Actions	16,000	-	-	-	-	-	On track	2 - Scope being prepared	
Bicycle Network	185,430	-	-	-	3,990	3,990	On track	4 - In design	Scope and modelling to be conducted
<b>Infrastructure Assets Total</b>	<b>10,205,999</b>	<b>1,572,436</b>	<b>2,051,439</b>	<b>(479,003)</b>	<b>1,974,347</b>	<b>4,025,786</b>			
<b>Grand Total</b>	<b>19,813,038</b>	<b>4,025,402</b>	<b>3,889,205</b>	<b>136,197</b>	<b>7,941,118</b>	<b>11,830,323</b>			

Summary	Original Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Land and Buildings	5,431,551	2,174,466	1,211,480	77.70%
Furniture and Equipment	1,067,576	258,500	342,958	67.88%
Plant and Equipment	3,107,912	20,000	283,327	90.88%
Infrastructure Assets	10,205,999	1,572,436	2,051,439	79.90%
<b>Total</b>	<b>19,813,038</b>	<b>4,025,402</b>	<b>3,889,205</b>	<b>80.37%</b>

Funding	Original Budget	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	%
Own Source Funding - Municipal	8,978,963	1,010,967	2,324,072	74.1%
Cash Backed Reserves	5,722,938	2,472,510	1,335,724	76.7%
Capital Grants, Contributions and Loans	4,130,332	541,925	206,335	95.0%
Other (Disposals/Trade In)	980,805	-	23,074	97.6%
<b>Total</b>	<b>19,813,038</b>	<b>4,025,402</b>	<b>3,889,205</b>	<b>80.37%</b>



CITY OF VINCENT

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

Reserve Particulars	Budget Opening Balance 01/07/2023 \$	Actual Opening Balance 01/07/2023 \$	Budget Transfers to Reserve 30/11/2023 \$	YTD Actual Transfers to Reserve 30/11/2023 \$	Budget Interest Earned 30/11/2023 \$	YTD Actual Interest Earned 30/11/2023 \$	Budget Transfers from Reserve 30/11/2023 \$	YTD Actual Transfers from Reserve 30/11/2023 \$	Budget Closing Balance 30/11/2023 \$	Actual Closing Balance 30/11/2023 \$
Asset Sustainability Reserve	7,368,624	7,263,819	1,397,640	1,811,464	52,115	123,111	(1,863,545)	(1,199,171)	6,954,834	7,999,221
Beatty Park Leisure Centre Reserve	308,340	311,189	0	0	1,860	4,394	(35,415)	(3,775)	274,785	311,808
Cash in Lieu Parking Reserve	1,200,761	1,297,503	6,575	0	3,650	8,622	(324,375)	(105,130)	886,611	1,200,995
Hyde Park Lake Reserve	165,950	167,069	0	0	1,385	3,272	0	0	167,335	170,341
Land and Building Acquisition Reserve	307,816	307,816	0	0	2,565	6,059	0	0	310,381	313,875
Leederville Oval Reserve	71,705	71,705	0	0	600	1,417	0	0	72,305	73,122
Loftus Community Centre Reserve	141,125	142,550	0	0	1,175	2,776	0	0	142,300	145,325
Loftus Recreation Centre Reserve	232,511	274,392	27,100	28,163	2,480	5,859	0	0	262,091	308,413
Office Building Reserve - 246 Vincent Street	212,455	205,855	0	0	1,770	4,181	0	0	214,225	210,036
Parking Facility Reserve	109,375	109,375	0	0	910	2,150	0	0	110,285	111,525
Percentage For Public Art Reserve	268,947	284,947	85,511	0	390	921	(92,500)	(27,518)	262,348	258,350
Plant and Equipment Reserve	131	131	0	0	0	0	0	0	131	131
POS reserve - General	652,650	581,457	333,330	782,195	11,715	27,674	(19,935)	0	977,760	1,391,327
POS reserve - Haynes Street	88,049	87,328	16,880	16,882	240	567	(41,665)	(130)	63,504	104,647
State Gymnastics Centre Reserve	129,617	131,853	5,375	5,413	1,190	2,811	0	0	136,182	140,077
Strategic Waste Management Reserve	30,089	30,089	95,885	228,176	2,170	5,126	0	0	128,144	263,391
Tamala Park Land Sales Reserve	3,273,250	3,271,415	694,445	0	41,190	97,303	0	0	4,008,885	3,368,718
Underground Power Reserve	2,448,925	2,426,976	0	0	20,420	48,238	0	0	2,469,345	2,475,214
Waste Management Plant and Equipment Reserve	228,176	228,176	0	0	0	0	(95,075)	(228,176)	133,101	0
	<b>17,238,497</b>	<b>17,193,645</b>	<b>2,662,741</b>	<b>2,872,293</b>	<b>145,825</b>	<b>344,482</b>	<b>(2,472,510)</b>	<b>(1,563,900)</b>	<b>17,574,553</b>	<b>18,846,519</b>

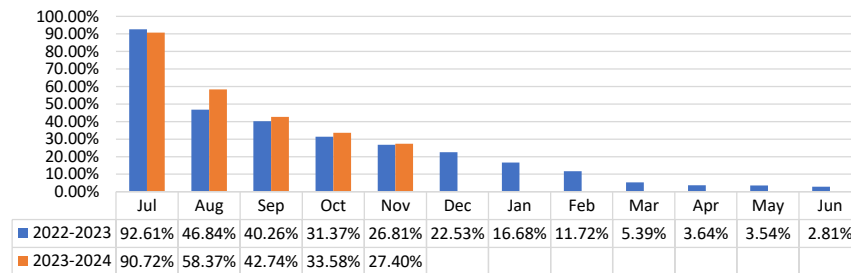
**CITY OF VINCENT**  
**NOTE 6 - RECEIVABLES (RATING & OTHER DEBTORS)**  
**FOR THE MONTH ENDED 30 NOVEMBER 2023**



CITY OF VINCENT

**Rates Outstanding**

	Total
Balance from Previous Year	623,048
Rates Levied - Initial	42,045,635
Rates Levied - Interims	258,261
Rates Waived	(119,626)
Non Payment Penalties	480,444
Other Rates Revenue	178,183
<b>Total Rates Collectable</b>	<b>43,465,945</b>
Outstanding Rates	11,909,696
ESL Debtors	464,017
Pensioner Rebates Not Yet Claimed	458,045
ESL Rebates Not Yet Claimed	16,309
Deferred Rates Debtors	(141,838)
<b>Current Rates Outstanding</b>	<b>12,706,229</b>

**Percentages of Outstanding Collectable Rates Debtors 2023-2024****Receivable - Other Debtors****DESCRIPTION**

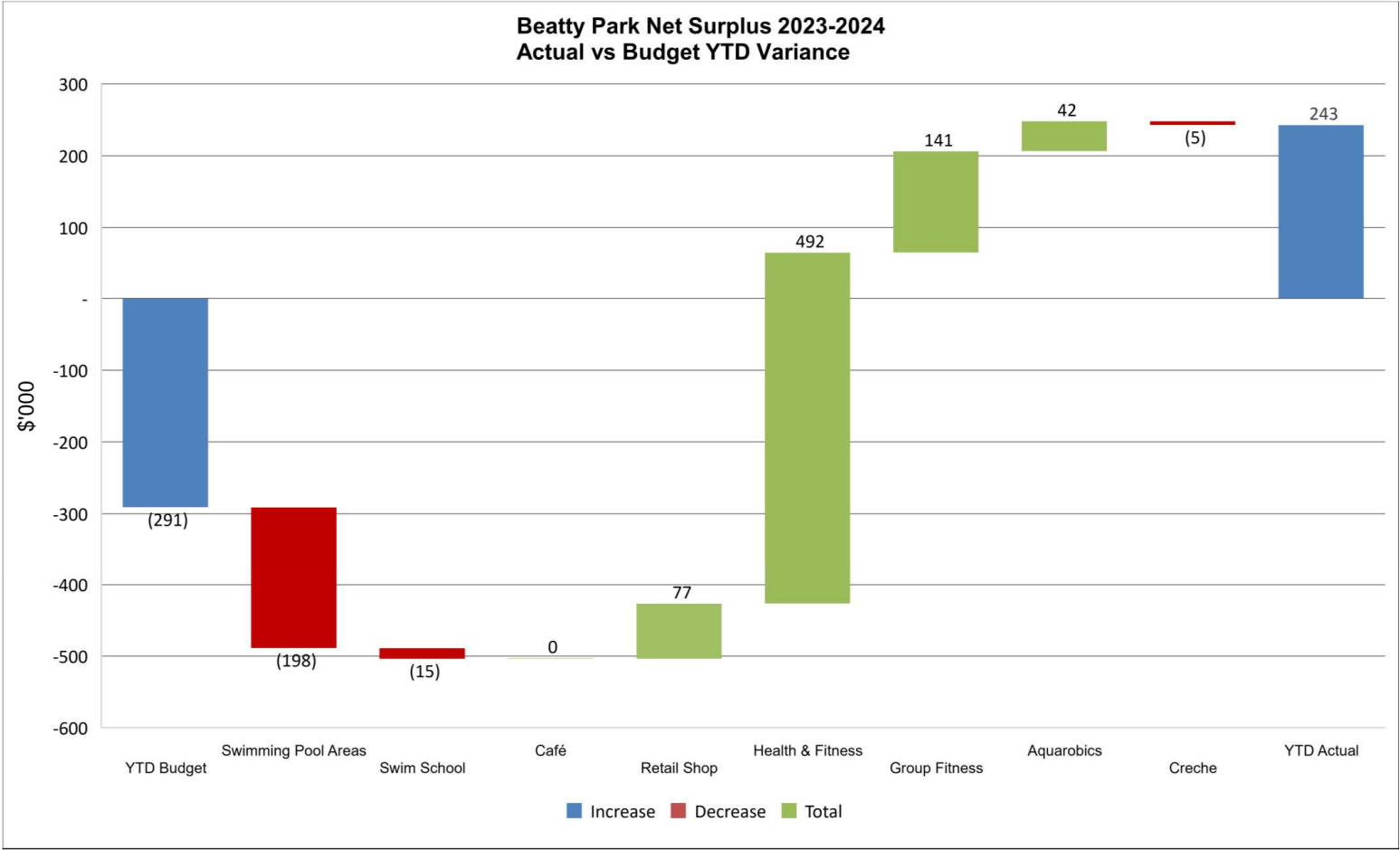
	30 Days	60 Days	90 Days	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	(2,444)	(1,806)	225	136,193	132,168
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	0	0	0	191,516	191,516
DEBTOR CONTROL - PROPERTY INCOME	65,946	(6,357)	(2,327)	4,533	61,795
DEBTOR CONTROL - RECOVERABLE WORKS	1,325	0	0	930	2,254
DEBTOR CONTROL - OTHER	25,284	300	25,573	641,197	692,354
DEBTOR CONTROL - PLANNING SERVICES FEES	398	0	46	255	699
DEBTOR CONTROL - GST	(236,013)	135,836	(30,963)	131,138	(2)
DEBTOR CONTROL - INFRINGEMENT	233,520	103,527	74,042	772,692	1,183,781
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(298,777)	(298,777)
IMPAIRMENT OF RECEIVABLES	0	0	0	(207,793)	(207,793)
<b>TOTAL DEBTORS OUTSTANDING AS AT 31/10/2023</b>	<b>88,015</b>	<b>231,500</b>	<b>66,596</b>	<b>1,371,883</b>	<b>1,757,994</b>
	<b>5.0%</b>	<b>13.2%</b>	<b>3.8%</b>	<b>78.0%</b>	<b>100.0%</b>
ACCRUED INCOME					172,268
ACCRUED INTEREST					1,028,577
PREPAYMENTS					1,965,423
<b>TOTAL TRADE AND OTHER RECEIVABLES</b>					<b>4,924,263</b>



CITY OF VINCENT

**CITY OF VINCENT**  
**NOTE 7 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION**  
**AS AT 30 NOVEMBER 2023**

	Original Budget 2023/24	YTD Budget Nov-23	YTD Actuals Nov-23	YTD Actuals Nov-22	Month Actuals Nov-23	Month Actuals Nov-22
	\$	\$	\$	\$	\$	\$
<b><u>ADMINISTRATION</u></b>						
Revenue	0	0	0	(306,257)	(101,189)	(75,257)
Expenditure	0	0	0	306,429	58,087	75,629
Surplus/(Deficit)	0	0	0	172	(43,102)	372
<b><u>SWIMMING POOLS AREA</u></b>						
Revenue	2,550,517	1,192,901	1,217,402	1,039,822	285,061	236,796
Expenditure	(4,743,305)	(1,892,248)	(2,114,592)	(1,809,223)	(913,306)	(372,174)
Surplus/(Deficit)	(2,192,788)	(699,347)	(897,189)	(769,401)	(628,245)	(135,378)
<b><u>SWIM SCHOOL</u></b>						
Revenue	2,038,129	1,003,408	1,095,504	926,607	257,630	188,660
Expenditure	(1,468,815)	(570,533)	(677,514)	(515,686)	(155,891)	(102,828)
Surplus/(Deficit)	569,314	432,875	417,990	410,922	101,739	85,832
<b><u>CAFÉ</u></b>						
Revenue	0	0	0	0	0	0
Expenditure	0	0	0	0	(0)	100
Surplus/(Deficit)	0	0	0	0	(0)	100
<b><u>RETAIL SHOP</u></b>						
Revenue	726,402	275,264	285,585	254,163	73,125	59,215
Expenditure	(590,781)	(225,761)	(158,757)	(196,251)	(58,140)	(55,830)
Surplus/(Deficit)	135,621	49,503	126,828	57,912	14,985	3,385
<b><u>HEALTH &amp; FITNESS</u></b>						
Revenue	2,109,626	639,672	1,172,934	968,947	262,307	214,650
Expenditure	(1,425,194)	(568,250)	(609,862)	(535,694)	(199,768)	(109,633)
Surplus/(Deficit)	684,432	71,422	563,072	433,253	62,539	105,017
<b><u>GROUP FITNESS</u></b>						
Revenue	746,431	230,498	400,414	343,662	88,217	76,689
Expenditure	(730,671)	(300,578)	(329,385)	(295,860)	(109,991)	(51,377)
Surplus/(Deficit)	15,760	(70,080)	71,029	47,803	(21,774)	25,312
<b><u>AQUAROBIICS</u></b>						
Revenue	300,112	106,723	159,151	140,791	35,840	30,580
Expenditure	(188,260)	(74,853)	(85,586)	(80,008)	(30,362)	(17,567)
Surplus/(Deficit)	111,852	31,870	73,565	60,783	5,478	13,013
<b><u>CRECHE</u></b>						
Revenue	79,938	42,321	43,920	36,187	9,778	7,899
Expenditure	(379,900)	(149,581)	(156,256)	(123,344)	(48,150)	(34,142)
Surplus/(Deficit)	(299,962)	(107,260)	(112,337)	(87,156)	(38,372)	(26,244)
<b>Net Surplus/(Deficit)</b>	<b>(975,771)</b>	<b>(291,017)</b>	<b>242,959</b>	<b>154,287</b>	<b>(546,752)</b>	<b>71,407</b>
Less: Depreciation	(1,446,544)	(602,725)	(706,252)	(448,080)	(706,252)	(99,026)
<b>Surplus/(Deficit)</b>	<b>470,773</b>	<b>311,708</b>	<b>949,211</b>	<b>602,367</b>	<b>159,500</b>	<b>170,434</b>



## 7.2 FINANCIAL STATEMENTS AS AT 31 DECEMBER 2023

Attachments: 1. Financial Statements as at 31 December 2023 [↓](#) 

**RECOMMENDATION:**

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

**PURPOSE OF REPORT:**

To present the statement of financial activity for the period ended 31 December 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 December 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	6-12
5.	Cash Backed Reserves	13
6.	Receivables: Rates and Other Debtors	14
7.	Beatty Park Leisure Centre Financial Position	15-16

**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 2023/2024 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 December 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 \$913,373 (1.6%). The following items materially contributed to this position:

- A favourable variance of \$1,053,671 in Fees and Charges mostly due to timing variances for:
  - \$606,293 favourable Beatty Park admission, enrolment fee, membership and merchandise income,
  - \$198,193 favourable ranger services due to car parking revenue \$411k partially offset by unfavourable infringement revenue (\$189k),
  - \$128,176 favourable statutory planning services mostly due to development application fees.
- A favourable variance in Interest earnings of \$621,586 mostly due to higher-than-expected interest rates and higher cash balances.
- An unfavourable variance in Other Revenue of \$38,264 due to a timing variance.
- An unfavourable variance in Operating grants, subsidies, and contributions of \$20,177 due to timing a variance.
- An unfavourable variance in Profit on Disposal of Assets of \$689,066 due to the timing of vehicle and truck disposals.



**Expenditure by Nature or Type** (on page 1) is favourable, attributed by an under-spend of \$1,878,306 (5.4%). The following items materially contributed to this position:

- \$1,411,255 favourable Materials and Contracts mainly due to timing variances.
- \$346,975 favourable Employee related costs mostly due to timing variances.
- \$210,573 favourable Utility charges due to timing variances.
- \$141,751 favourable other expenditure mostly due to timing variances.
- \$56,313 favourable Interest expenses due to timing variances on loan payments.
- \$284,091 unfavourable Depreciation expense due to time variances.

### Surplus Position – Year End 2022/23

The surplus position brought forward to 2023/24 is \$9,050,809 compared to the revised budget amount of \$8,618,713. The closing surplus is \$8,630,161 favourable at December 2023.

### Content of Statement of Financial Activity

An explanation of each report in the Statement of Financial Activity (**Attachment 1**), along with some commentary, is below:

1. Statement of Financial Activity by Nature or Type Report (Note 1 Page 1)  
This statement of financial activity shows revenue and expenditure classified by Nature or Type.
2. Net Current Funding Position (Note 2 Page 2)  
'Net current assets' is the difference between the current assets and current liabilities, less committed 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 6-12)  
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 13)  
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 December 2023 is \$19,427,456.
6. Receivables: Rating Information (Note 6 Page 14)

The notices for rates and charges levied for 2023/24 were issued on 26 July 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 December 2023
Third Instalment	5 January 2024
Fourth Instalment	8 March 2024

The outstanding rates debtors balance at 31 December 2023 was \$10,396,595, excluding deferred rates of \$141,838. The outstanding rates percentage at 31 December 2023 was 22.21% compared to 22.53% for the same period last year.

**7. Receivables: Other Debtors (Note 6 Page 14)**

Total trade and other receivables at 31 December 2023 were \$3,884,470.

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

- \$739,186 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.
- \$188,281 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 15-16)**

As at 31 December 2023, the Centre's operating surplus position was \$200,461 (excluding depreciation) compared to the prior YTD surplus amount of \$183,926. The surplus is predominantly driven by Health and Fitness memberships.

**CONSULTATION/ADVERTISING:**

Not applicable.

**LEGAL/POLICY:**

*Section 6.4 of the Local Government Act 1995* requires a local government to prepare an annual financial report for the preceding year and other financial reports as prescribed.

*Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996* requires the local government to prepare a statement of financial activity each month, reporting on the source and application of funds as set out in the adopted annual budget.

A statement of financial activity and any accompanying documents are to be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates. *Section 6.8 of the Local Government Act 1995* specifies that a local government is not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision of Council.

**RISK MANAGEMENT IMPLICATIONS:**

Low: Provision of monthly financial reports to Council fulfils relevant statutory requirements and is consistent with good financial governance.

**STRATEGIC IMPLICATIONS:**

Reporting on the City's financial position is aligned with the City's *Strategic Community Plan 2022-2032*:

**Innovative and Accountable**

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

*Our community is aware of what we are doing and how we are meeting our goals.*

*Our community is satisfied with the service we provide.*

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

**SUSTAINABILITY IMPLICATIONS:**

Expenditure within this report facilitates various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

**PUBLIC HEALTH IMPLICATIONS:**

Expenditure within this report facilitates various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

**FINANCIAL/BUDGET IMPLICATIONS:**

As contained in this report.

**CITY OF VINCENT**  
**NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY**  
**BY NATURE OR TYPE**  
**FOR THE PERIOD ENDED 31 DECEMBER 2023**



**CITY OF VINCENT**

	Note	Revised Budget 2023/24 \$	YTD Budget 31/12/2023 \$	YTD Actual 31/12/2023 \$	YTD Variance \$	YTD Variance %
<b>Opening Funding Surplus(Deficit)</b>		<b>8,618,713</b>	<b>8,618,713</b>	<b>9,050,809</b>	<b>432,096</b>	<b>5.0%</b>
<b>Revenue from operating activities</b>						
Rates		42,302,811	42,262,811	42,248,434	(14,377)	0.0%
Operating Grants, Subsidies and Contributions		968,420	112,681	92,504	(20,177)	-17.9%
Fees and Charges		22,076,584	11,120,822	12,174,493	1,053,671	9.5%
Interest Earnings		1,103,000	886,504	1,508,090	621,586	70.1%
Other Revenue		1,329,647	752,119	713,855	(38,264)	-5.1%
Profit on Disposal of Assets		2,420,775	704,109	15,043	(689,066)	-97.9%
		<b>70,201,237</b>	<b>55,839,046</b>	<b>56,752,419</b>	<b>913,373</b>	<b>1.6%</b>
<b>Expenditure from operating activities</b>						
Employee Costs		(31,202,066)	(14,553,794)	(14,206,819)	346,975	-2.4%
Materials and Contracts		(24,120,267)	(11,950,415)	(10,539,160)	1,411,255	-11.8%
Utility Charges		(1,924,678)	(953,268)	(742,695)	210,573	-22.1%
Depreciation on Non-Current Assets		(12,607,088)	(6,303,576)	(6,587,667)	(284,091)	4.5%
Interest Expenses		(503,201)	(214,786)	(149,473)	65,313	-30.4%
Insurance Expenses		(804,195)	(402,096)	(402,096)	0	0.0%
Other Expenditure		(769,251)	(450,623)	(308,872)	141,751	-31.5%
Loss on Disposal of Assets		(47,335)	(47,335)	(60,805)	(13,470)	28.5%
		<b>(71,978,081)</b>	<b>(34,875,893)</b>	<b>(32,997,587)</b>	<b>1,878,306</b>	<b>-5.4%</b>
<b>Operating activities excluded from budget</b>						
Add Deferred Rates Adjustment		0	0	(157,828)	(157,828)	0.0%
Add Back Depreciation		12,607,088	6,303,576	6,587,667	284,091	4.5%
Adjust (Profit) Loss on Asset Disposal		(2,373,440)	(656,774)	45,762	702,536	-107.0%
		<b>10,233,648</b>	<b>5,646,802</b>	<b>6,475,601</b>	<b>828,799</b>	<b>14.7%</b>
<b>Amount attributable to operating activities</b>		<b>8,456,804</b>	<b>26,609,955</b>	<b>30,230,433</b>	<b>3,620,478</b>	<b>13.6%</b>
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions		4,130,332	3,611,105	840,599	(2,770,506)	-76.7%
Purchase Property, Plant and Equipment	4	(9,607,039)	(6,679,805)	(2,038,987)	4,640,818	-69.5%
Purchase Infrastructure Assets	4	(10,205,999)	(7,418,173)	(2,431,577)	4,986,596	-67.2%
Proceeds from Joint Venture Operations		1,666,666	833,328	1,250,000	416,672	50.0%
Proceeds from Disposal of Assets		1,763,000	1,713,000	845,876	(867,124)	-50.6%
<b>Amount attributable to investing activities</b>		<b>(12,253,040)</b>	<b>(7,940,545)</b>	<b>(1,534,089)</b>	<b>6,406,456</b>	<b>-80.7%</b>
<b>Financing Activities</b>						
Principal elements of finance lease payments		(95,000)	(48,000)	(29,224)	18,776	(39.1%)
Repayment of Loans		(1,585,417)	(786,009)	(786,010)	(1)	0.0%
Transfer to Reserves	5	(6,910,958)	(3,353,180)	(3,910,507)	(557,327)	16.6%
Transfer from Reserves	5	5,722,938	2,967,012	1,676,695	(1,290,317)	-43.5%
<b>Amount attributable to financing activities</b>		<b>(2,868,437)</b>	<b>(1,220,177)</b>	<b>(3,049,046)</b>	<b>(1,828,869)</b>	<b>149.9%</b>
<b>Closing Funding Surplus(Deficit)</b>		<b>1,954,040</b>	<b>26,067,946</b>	<b>34,698,107</b>	<b>8,630,161</b>	<b>33.1%</b>

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



**CITY OF VINCENT**

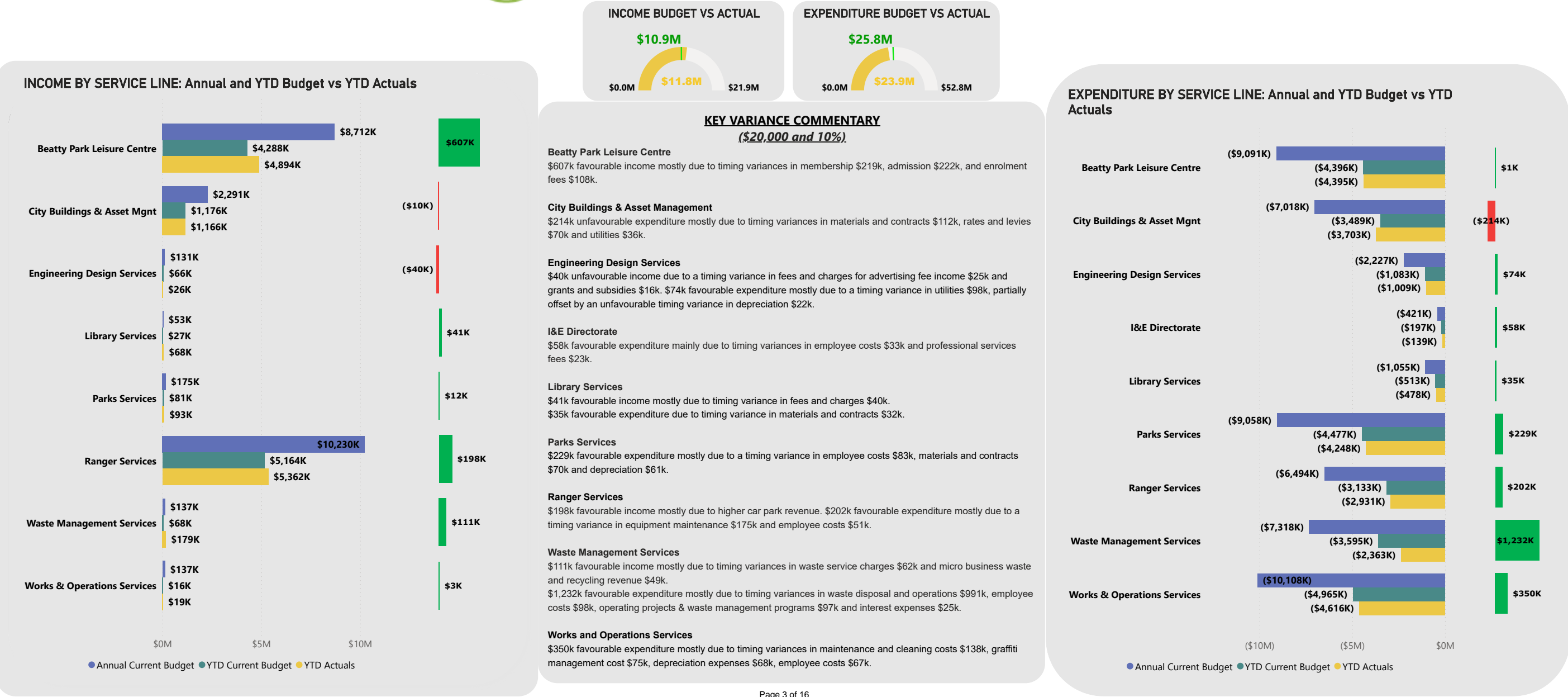
	Note	YTD Actual	PY Actual
		31/12/2023	31/12/2022
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted		32,857,956	25,254,097
Cash Restricted		19,427,456	12,592,008
Receivables - Rates	6	10,396,595	9,431,639
Receivables - Other	6	3,884,470	2,601,950
Inventories		1,439,889	299,150
		<u>68,006,366</u>	<u>50,178,844</u>
<b>Less: Current Liabilities</b>			
Payables		(10,344,779)	(9,016,369)
Provisions - employee		(5,322,087)	(4,998,508)
		<u>(15,666,866)</u>	<u>(14,014,877)</u>
<b>Unadjusted Net Current Assets</b>		<b>52,339,500</b>	<b>36,163,967</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>			
Less: Reserves - restricted cash	5	(19,427,456)	(12,592,008)
Less: Land held for sale		(1,209,307)	0
Add: Current portion of long term borrowings		1,612,536	1,289,925
Add: Infringement Debtors transferred to non current asset		1,322,870	1,225,718
		<u>(17,641,393)</u>	<u>(10,076,365)</u>
<b>Adjusted Net Current Assets</b>		<b>34,698,107</b>	<b>26,087,602</b>

CITY OF VINCENT

NOTE 3 - SUMMARY OF INCOME AND EXPENDITURE

INFRASTRUCTURE AND ENVIRONMENT DIRECTORATE

AS AT 31 DECEMBER 2023

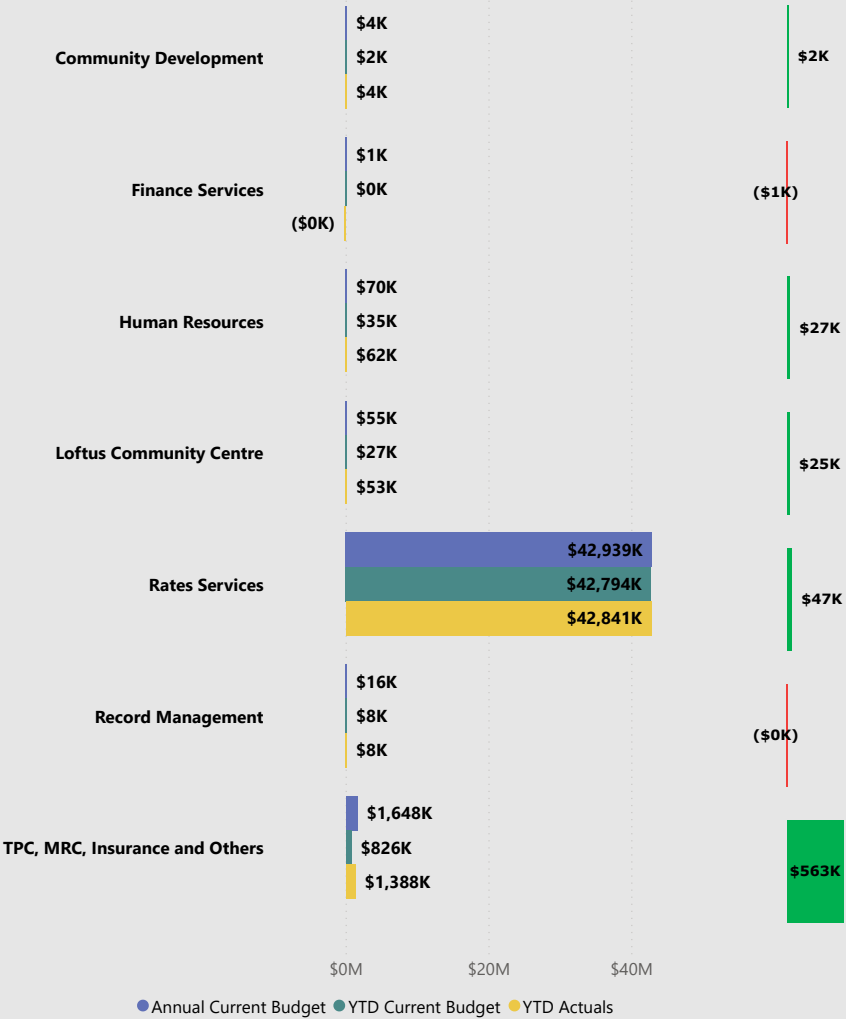




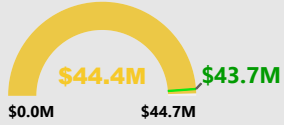
CITY OF VINCENT  
NOTE 3 - SUMMARY OF INCOME AND EXPENDITURE  
COMMUNITY & BUSINESS SERVICES DIRECTORATE  
OFFICE OF THE CEO  
AS AT 31 DECEMBER 2023



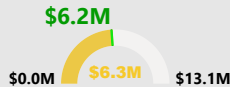
INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



INCOME BUDGET VS ACTUAL



EXPENDITURE BUDGET VS ACTUAL



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

**CBS Directorate**  
\$87k favourable expenditure due to timing variances in employee costs \$82k.

**Community Development**  
\$33k unfavourable expenditure mostly due to timing variances in employee costs.

**Customer Relations**  
\$67k favourable expenditure mostly due to timing variances in employee costs.

**Finance Services**  
\$180k favourable expenditure due to timing variances in employee costs \$86k, other expenditure \$80k and materials and contracts \$14k.

**Human Resources**  
\$27k favourable income due to a timing variance in parental leave income.  
\$172k favourable expenditure due to timing variance for employee costs \$168k.

**Loftus Community Centre**  
\$25k favourable income mainly due to timing variance on hire fees income.

**Rates Services**  
\$47k favourable income mainly due to timing variances on fees and charges and interest earnings.

**Information Communication and Technology**  
\$631k unfavourable expenditure mostly due to timing variances in software licence fees \$524k, professional services fees \$232k, partially offset by favourable furniture and equipment purchase costs \$69k and employee costs \$54k.

**Marketing and Communications**  
\$36k favourable expenditure mostly due to timing variances in employee costs.

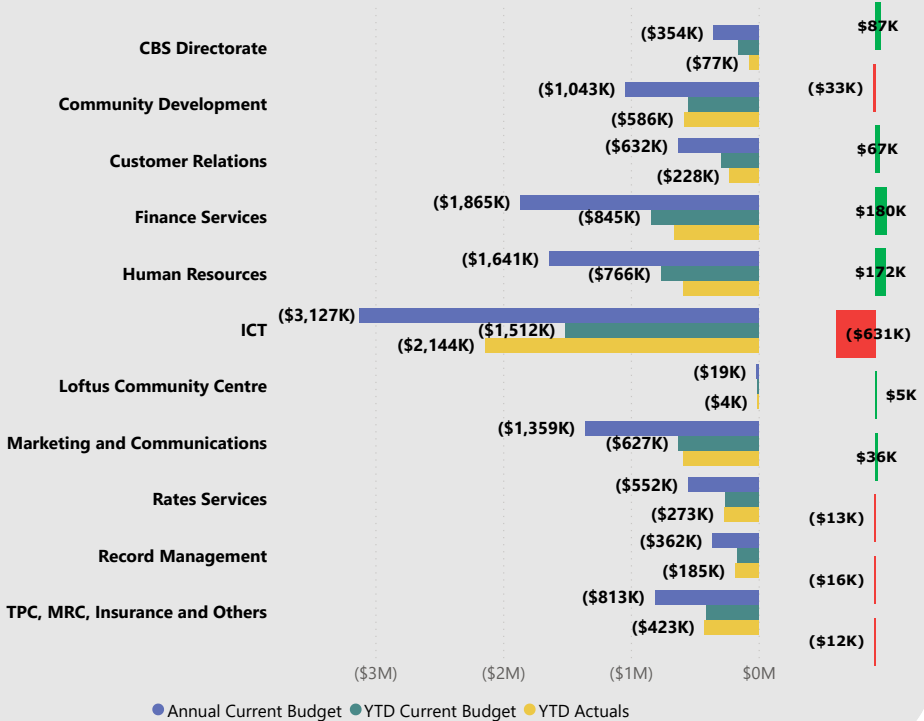
**TPC, MRC, Insurance and other**  
\$563k favourable income due to higher interest rates and cash balances \$569k.

**Chief Executive Officer**  
\$36k unfavourable expenditure mostly due to timing variance in materials and contracts.

**Members of Council**  
\$96k favourable expenditure mostly due to timing variances in materials and contracts.

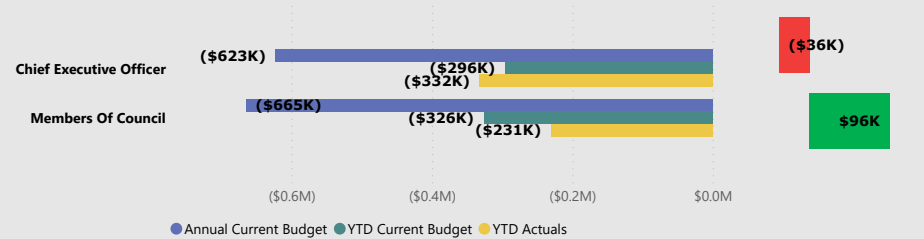
COMMUNITY AND BUSINESS SERVICES DIRECTORATE

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

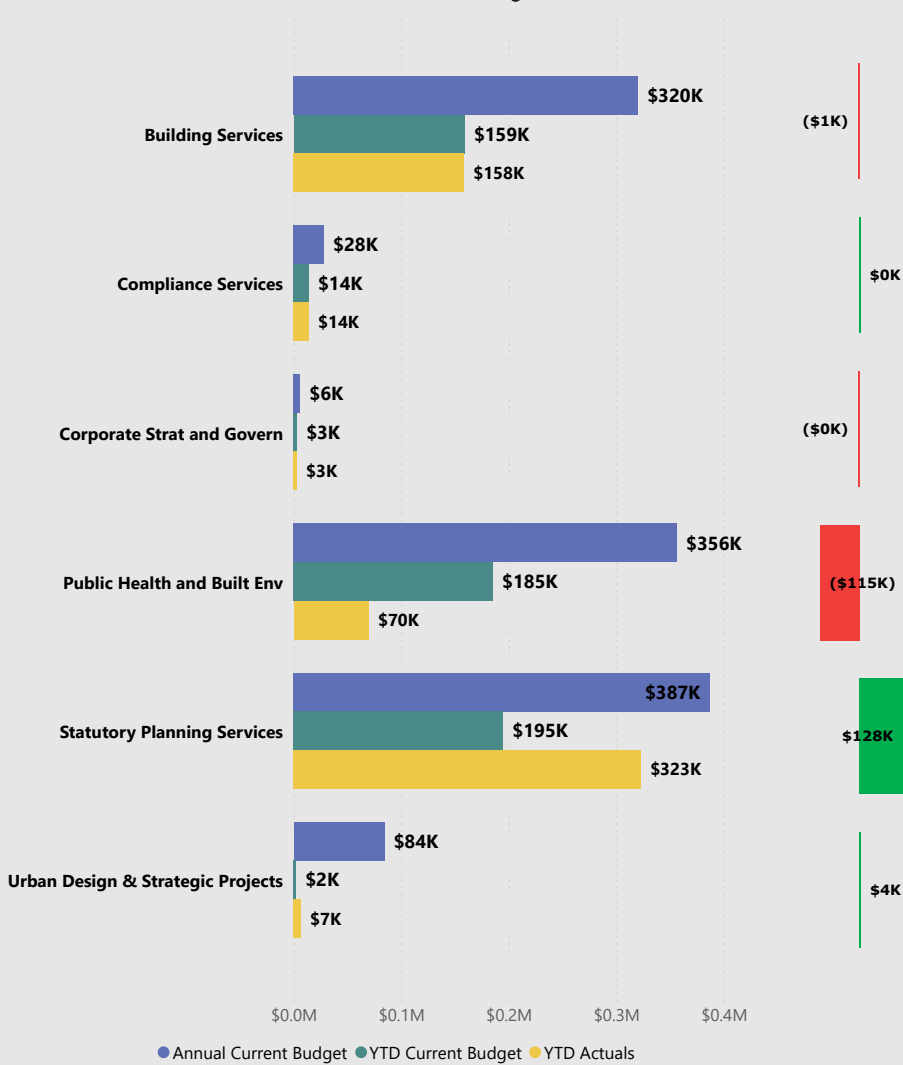
NOTE 3 - SUMMARY OF INCOME AND EXPENDITURE

STRATEGY AND DEVELOPMENT DIRECTORATE

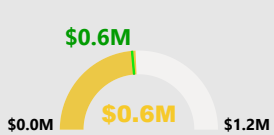
AS AT 31 DECEMBER 2023



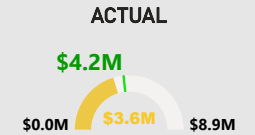
INCOME BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



INCOME BUDGET VS ACTUAL



EXPENDITURE BUDGET VS ACTUAL



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

**Building Services**  
\$63k favourable expenditure mostly due to timing variance in employee costs.

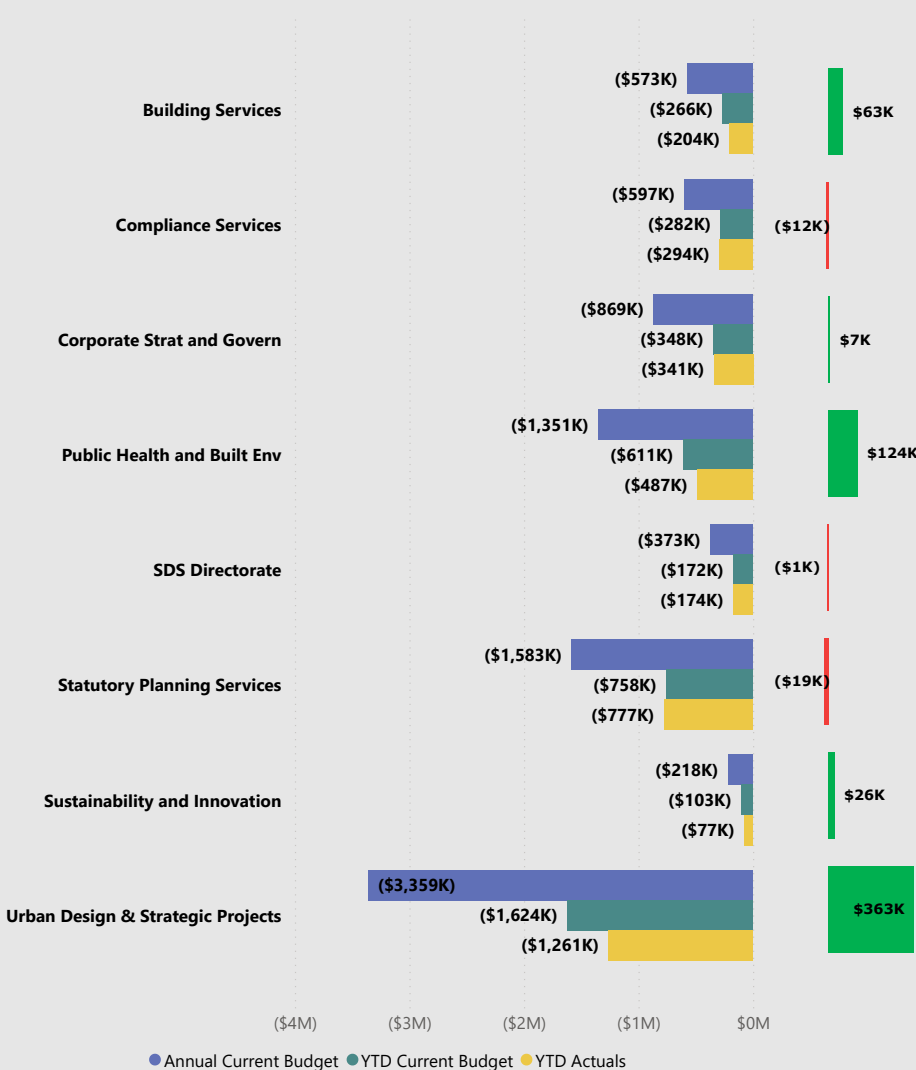
**Public Health and Built Environment**  
\$115k unfavourable income mostly due to timing variances in fees and charges \$89k and state grants and subsidies \$26k.  
\$124k favourable expenditure due to timing variance in employee costs \$58k and materials and contracts \$57k.

**Statutory Planning Services**  
\$128k favourable income mostly due to timing difference in income received from development application fees \$102k and development application panel fees \$23k.

**Sustainability and Innovation**  
\$26k favourable expenditure mostly due to timing variance for employee costs.

**Urban Design & Strategic Projects**  
\$363k favourable expenditure mostly due to timing variance for materials and contracts, specifically various programmes and events.

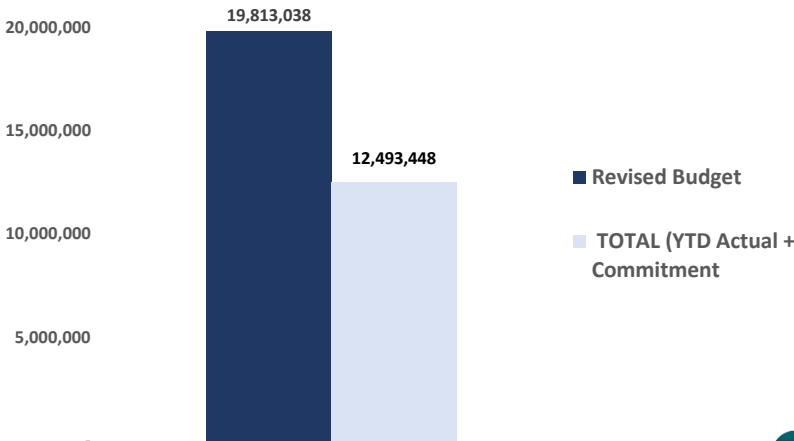
EXPENDITURE BY SERVICE LINE: Annual and YTD Budget vs YTD Actuals



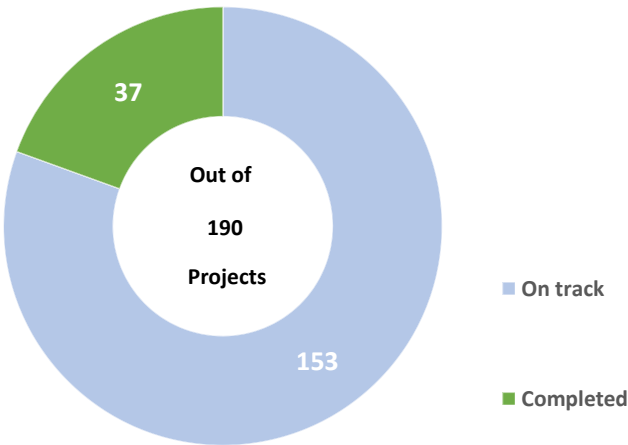


Note 4 - City Of Vincent - Capex Report As At 31 December 2023

Budget vs Total funds spent & committed

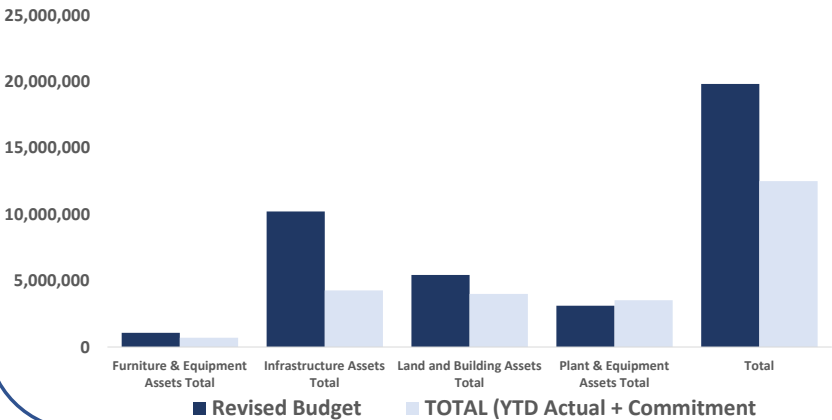


Summary of Project Status

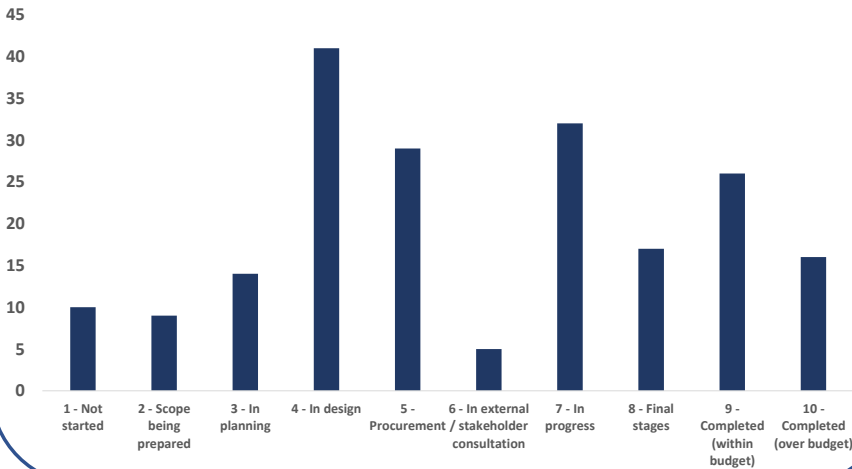


Project Count  
190

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 DECEMBER 2023**

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment	Status	Stage	Commentary
<b><u>Land and Building Assets</u></b>									
<b>Air Conditioning &amp; HVAC Renewal</b>									
Air Con & HVAC Renew - Library & Local History Centre	12,301	11,301	6,220	5,081	-	6,220	Completed	9 - Completed (within budget)	
Air Con & HVAC Renew - Miscellaneous	50,000	20,000	8,430	11,570	220	8,650	On track	7 - In progress	Split system replacement program as per AMS report Design and specification development to kick off in Feb
Air Conditioning & HVAC Renewal - Admin	50,000	50,000	-	50,000	200	200	On track	3 - In planning	
<b>Public Toilet Renewal Program</b>									
Public Toilet Renewal - General Provision	25,000	25,000	24,541	459	-	24,541	Completed	9 - Completed (within budget)	
<b>Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand</b>									
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand	22,629	-	-	-	-	-	Completed	9 - Completed (within budget)	Retention to be paid this FY
<b>BPLC - Construction of Indoor Changerooms</b>									
BPLC – Construct & Fit Out Indoor Pool Changerooms	722,394	360,000	2,330	357,670	34,936	37,266	On track	6 - In external / stakeholder consultation	Comms will be deployed in January, project will commence in February.
<b>North Perth Bowling Club Toilet &amp; changeroom refurbishment</b>									
North Perth Bowling Club	145,000	145,000	126,343	18,657	400	126,743	Completed	9 - Completed (within budget)	
<b>Litis Stadium changeroom redevelopment</b>									
Infrastructure Works - Litis Stadium	1,724,800	560,799	11,203	549,596	1,510,768	1,521,971	On track	7 - In progress	Site works commencing January
<b>Beatty Park Leisure Centre - Facilities Infrastructure Renewal</b>									
BPLC - Pool Tiling Works	820,000	620,000	480,482	139,518	347,880	828,363	On track	7 - In progress	Tiling progressing - on track for completion end of January
Plant room remedial works	114,733	40,000	9,116	30,884	86,388	95,504	On track	8 - Final stages	Upper plant switchboard renewal underway
BPLC - Facilities Infrastructure Renewal	380,236	250,000	68,984	181,016	91,526	160,510	On track	7 - In progress	Renewal/maintennace program progressing
<b>Miscellaneous Asset Renewal (City Buildings)</b>									
Misc Asset Renewal - City buildings	70,000	20,000	45,815	(25,815)	142	45,957	On track	8 - Final stages	Reactive building renewal works
North Perth Town Hall - Kitchen and Toilet Renewal - Lesser Hall	47,304	47,304	59,787	(12,483)	-	59,787	Completed	10 - Completed (over budget)	23FY carried forward project
North Perth Town Hall - Kitchen and Toilet Renewal - Main Hall	153,375	153,375	127,720	25,655	10,442	138,162	Completed	9 - Completed (within budget)	23FY carried forward project
Hyde Park West - Public Toilet Renewal	6,598	6,598	6,597	1	-	6,597	Completed	9 - Completed (within budget)	
Menzies Park Pavillion & Ablutions	6,390	6,390	6,390	0	4,950	11,340	Completed	9 - Completed (within budget)	
<b>Solar Photovoltaic System Installation</b>									
Solar Installation - DLGSC Building	98,688	-	95,680	(95,680)	-	95,680	Completed	9 - Completed (within budget)	Complete
<b>Water and Energy Efficiency Initiatives</b>									
Water and Energy Efficiency Initiatives	75,000	30,000	13,678	16,322	5,278	18,956	On track	7 - In progress	Fixtures & Fittings replacements with WELS standards
<b>Land and Building Asset Renewal Projects</b>									
Admin Building - Additional Meeting Spaces	53,356	53,356	5,610	47,746	8,345	13,955	On track	7 - In progress	Combined with project to improve accessibility in the Foyer - UAT upgrades and additional meeting spaces
Administration Centre Renewals	100,000	-	-	-	112,490	112,490	On track	7 - In progress	As above
Leederville Oval Stad Fac Renewal (Leased)	613,747	316,629	121,638	194,991	284,624	406,263	On track	7 - In progress	Works in progress
Modifications to Litis Stadium Underpass	70,000	30,000	90,153	(60,153)	8,890	99,043	Completed	10 - Completed (over budget)	Currently in progress
Non Fixed Asset Renewals - Works Depot	20,000	10,000	19,643	(9,643)	7,392	27,035	Completed	10 - Completed (over budget)	Reactive works to box gutters
Lease Property Non Scheduled Renewal	50,000	30,000	18,960	11,040	34,200	53,160	Completed	8 - Final stages	Lease building renewals - program being developed
<b><u>Land and Building Assets Total</u></b>	<b>5,431,551</b>	<b>2,815,752</b>	<b>1,364,721</b>	<b>1,451,031</b>	<b>2,633,978</b>	<b>3,998,700</b>			
<b><u>Furniture &amp; Equipment Assets</u></b>									
<b>ICT Renewal Program</b>									
ICT Infrastructure Renewal	45,000	45,000	49,184	(4,184)	12,295	61,479	On track	7 - In progress	



CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24  
AS AT 31 DECEMBER 2023

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
<b>Beatty Park Leisure Centre - Furniture &amp; Equipment</b>									
BPLC Non-Infrastructure Fixed Asset Renewal	196,170	159,573	3,775	155,798	-	3,775	On track	7 - In progress	
BPLC - Non Fixed Assets Renewal	114,106	60,050	40,479	19,571	4,913	45,392	On track	2 - Scope being prepared	
<b>Public Arts Projects</b>									
COVID-19 Artwork relief project	188,000	145,000	-	145,000	172,000	172,000	On track	7 - In progress	
<b>Accessible City Strategy Implementation Program</b>									
Accessible City Strategy Implementation - Capex for future years subject to Cash-in Lieu Reserve Funds received	317,902	188,000	117,115	70,885	75,759	192,874	On track	8 - Final stages	Link and Place Guidelines progressing
<b>Parking Machines Asset Replacement Program</b>									
Parking Infrastructure Renewal Program	206,398	206,398	180,385	26,013	26,012	206,397	Completed	9 - Completed (within budget)	
<b>Furniture &amp; Equipment Assets Total</b>	<b>1,067,576</b>	<b>804,021</b>	<b>390,938</b>	<b>413,083</b>	<b>309,447</b>	<b>700,386</b>			
<b>Plant &amp; Equipment Assets</b>									
<b>Fleet Management Program</b>									
P1276 - Toyota Corolla Hybrid Hatch	40,000	40,000	-	40,000	38,497	38,497	On track	3 - In planning	Toyota changed to Subaru with expected delivery before EOFY
P2187 - Fiat Doblo Van	50,000	50,000	-	50,000	38,497	38,497	On track	3 - In planning	
P2210 - Nissan Navara Dual Cab	35,880	40,000	-	40,000	35,880	35,880	On track	5 - Procurement	
P2207 - Nissan Navara Dual Cab	35,880	35,880	-	35,880	35,880	35,880	On track	5 - Procurement	
P2203 - Nissan Navara King Cab Ttop	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P1264 - Toyota Camry	33,936	33,936	-	33,936	39,355	39,355	On track	5 - Procurement	Toyota changed to Subaru with expected delivery before EOFY
P1266 - Toyota Camry Hybrid	45,000	45,000	-	45,000	-	-	On track	3 - In planning	Toyota changed to Subaru with expected delivery before EOFY
P1275 - Toyota Corolla Hybrid Hatch	25,000	25,000	-	25,000	38,497	38,497	On track	5 - Procurement	Toyota changed to Subaru with expected delivery before EOFY
P1274 - Toyota Corolla Hybrid Ascent	25,000	25,000	-	25,000	38,497	38,497	On track	3 - In planning	
P1269 - Toyota Corolla Hybrid Hatch	25,000	25,000	-	25,000	38,497	38,497	On track	5 - Procurement	Toyota changed to Subaru with expected delivery before EOFY
P1277 - Toyota Corolla Hybrid Hatch	25,000	25,000	-	25,000	38,497	38,497	On track	5 - Procurement	Toyota changed to Subaru with expected delivery before EOFY
P1278 - Toyota Corolla Hybrid Sedan	25,000	25,000	-	25,000	-	-	On track	5 - Procurement	Toyota changed to Subaru with expected delivery before EOFY
P1263 - Toyota Corolla Hybrid	25,000	25,000	-	25,000	38,497	38,497	On track	5 - Procurement	Toyota changed to Subaru with expected delivery before EOFY
P2212 - Nissan Navara	25,000	25,000	-	25,000	38,497	38,497	On track	3 - In planning	
P2208 - Nissan Navara	64,558	64,558	-	64,558	64,558	64,558	On track	5 - Procurement	
P2206 - Nissan Navara King Cab Ttop	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2205 - Nissan Navara King Cab Ttop	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2204 - Nissan Navara King Cab Ttop	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2202 - Nissan Navara King Cab Ttop	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2201 - Nissan Navara King Cab Ttop	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P1280 - Toyota Corolla Hybrid Sedan	25,000	25,000	27,789	(2,789)	-	27,789	Completed	10 - Completed (over budget)	
P1279 - Toyota Camry Hybrid SL	28,000	28,000	-	28,000	-	-	On track	3 - In planning	Toyota changed to Subaru with expected delivery before EOFY
P2200 - VOLKSWAGEN Caddy Maxi TDI250	45,000	45,000	-	45,000	69,894	69,894	On track	3 - In planning	
P1286 - Corolla Sedan Hybrid 1HKS151	50,000	50,000	-	50,000	35,082	35,082	On track	3 - In planning	
P2209 - VW Caddy Maxi TDI250	40,000	40,000	-	40,000	69,894	69,894	On track	3 - In planning	
P2171 - Toyota Corolla Hybrid Hatch	25,000	25,000	-	25,000	-	-	On track	3 - In planning	Toyota changed to Subaru with expected delivery before EOFY
P1262 - Toyota Corolla Hybrid	25,000	25,000	-	25,000	38,497	38,497	On track	3 - In planning	Toyota changed to Subaru with expected delivery before EOFY
P2168 - Toyota Corolla Hybrid Hatch	25,000	25,000	-	25,000	38,497	38,497	On track	5 - Procurement	Toyota changed to Subaru with expected delivery before EOFY
P1258 - Toyota Corolla Hybrid Hatch	34,430	34,430	-	34,430	34,430	34,430	On track	5 - Procurement	Toyota changed to Subaru with expected delivery before EOFY
P2199 - Nissan Navara King Cab Ttop	40,000	40,000	35,880	4,120	-	35,880	Completed	9 - Completed (within budget)	
P2180 - Mitsubishi Triton Ttop	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2196 - Nissan Navara King Cab Ttop	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2195 - Nissan Navara King Cab Ttop	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	



CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24  
AS AT 31 DECEMBER 2023

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
P2194 - Nissan Navara King Cab Top	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2198 - Nissan Navara King Cab Top	64,558	64,558	-	64,558	64,558	64,558	On track	5 - Procurement	
<b>Major Plant Replacement Program</b>									
Heavy Fleet Replacement Program	1,396,340	1,396,340	207,658	1,188,682	1,648,537	1,856,195	On track	5 - Procurement	
5 Tonne Rubbish Compactor Small Rear Loader	337,000	337,000	-	337,000	336,040	336,040	On track	8 - Final stages	Ordered - expected delivery May/June 2024
<b>Artlets</b>									
Artlets - Public Art - Sculpture	32,000	20,000	12,000	8,000	2,400	14,400	On track	7 - In progress	Finalising approvals for installation
<b>Parks Irrigation Upgrade &amp;Renewal Program</b>									
Weather Stations and Soil Moisture Probes	40,000	-	-	-	-	-	On track	7 - In progress	Awaiting funding agreement to proceed
<b>Plant &amp; Equipment Assets Total</b>	<b>3,107,912</b>	<b>3,060,032</b>	<b>283,327</b>	<b>2,776,705</b>	<b>3,241,809</b>	<b>3,525,136</b>			
<b>Infrastructure Assets</b>									
<b>Robertson Park Development Plan - Stage 1</b>									
Preliminaries	70,000	-	-	-	-	-	On track	5 - Procurement	
Tennis Centre - Multisport Courts resurfacing, fencing, floodlighting, entry zone, signage, and supporting landscape and drainage works	990,000	-	-	-	-	-	On track	5 - Procurement	
Construction Contingency	58,000	-	-	-	-	-	On track	5 - Procurement	
<b>Parks Fencing Renewal Program</b>									
Multicultural Gardens - renew perimeter fencing	20,000	20,000	19,006	994	-	19,006	Completed	9 - Completed (within budget)	
Royal Park - renew volleyball court fencing	30,000	30,000	-	30,000	-	-	On track	6 - In external / stakeholder consultation	Awaiting information from Volleyball Australia to proceed
<b>Parks Irrigation Upgrade &amp;Renewal Program</b>									
Sutherland St - renew irrigation, groundwater bore and electrical cabinet	75,000	-	26,892	(26,892)	46,210	73,102	On track	7 - In progress	P/O issued - awaiting installation timeframes
Axford Park - renew in-ground irrigation system and electrical cabinet	80,000	-	-	-	30,749	30,749	On track	4 - In design	Designs being finalised
Keith Frame Res - renew ground irrigation system and electrical cubicle and bore renewal	145,000	145,000	-	145,000	991	991	On track	4 - In design	Designs being finalised
Charles Veryard - renew in-ground irrigation system and electrical cabinet	250,000	250,000	254,858	(4,858)	2,500	257,357	On track	10 - Completed (over budget)	Awaiting final invoice
Forrest Park - renew groundwater bore	45,000	-	83	(83)	-	83	On track	1 - Not started	Works not required - budget to be reallocated MYBR
Britannia Reserve - renew groundwater bore (south) No 40	45,000	-	-	-	-	-	On track	1 - Not started	Licence from DWER required - works late FY24
Brigatti Gardens - renew electrical cabinet	15,000	15,000	19,210	(4,210)	-	19,210	On track	10 - Completed (over budget)	
Menzies Park - Replace Irrigation System	59,110	59,110	14,833	44,277	-	14,833	On track	9 - Completed (within budget)	C/F from 2023FY. Underspend in PY.
Les Lilleyman - upgrade in-ground irrigation system and electrical cabinet	40,618	40,618	42,065	(1,447)	-	42,065	On track	10 - Completed (over budget)	C/F from 2023FY. Underspend in PY.
<b>Road Maintenance Programs – MRRG</b>									
Annual MRRG Program - bgt to be split	119,963	119,963	-	119,963	-	-	On track	7 - In progress	
MRRG - ANZAC Road (Sasse Av RAB)	63,136	63,136	49,502	13,634	24,281	73,783	On track	8 - Final stages	Waiting for Main Roads to complete line marking
MRRG - Brady St (A) - Powis St to Tasman	200,049	200,049	55,159	144,890	77,663	132,822	On track	7 - In progress	
MRRG - Loftus St NB (A) - Leederville Pde to Vincent St	247,921	247,921	228,690	19,231	36,320	265,010	On track	8 - Final stages	Waiting for Main Roads to complete line marking
MRRG - Loftus St SB (B) - Leederville Pde to Vincent St	310,500	310,500	259,132	51,369	48,332	307,464	On track	8 - Final stages	Waiting for Main Roads to complete line marking
MRRG - Lord St - Harold St to Walcott St	168,431	168,431	109,878	58,553	27,170	137,047	On track	8 - Final stages	Waiting for Main Roads to complete line marking
Fitzgerald St (2) - Newcastle to Carr	7,970	7,970	3,405	4,565	5,979	9,384	Completed	9 - Completed (within budget)	23FY carried forward project
Beaufort St (2) - Bulwer to Lincoln	9,555	-	9,555	(9,555)	8,472	18,026	Completed	10 - Completed (over budget)	23FY carried forward project
Beaufort St (1) Fore to Brisbane	-	-	5,787	(5,787)	-	5,787	Completed	10 - Completed (over budget)	23FY carried forward project
Oxford St - Richmond to Vincent	-	-	6,555	(6,555)	100,855	107,410	Completed	9 - Completed (within budget)	23FY carried forward project
<b>Road Maintenance Programs – Local Road Program</b>									
Annual Local Roads Program - bgt to be split	1,787,472	1,787,472	13,821	1,773,651	-	13,821	On track	4 - In design	
LRP - Albert Street - Barnet Street to Charles Street	-	-	1,792	(1,792)	-	1,792	On track	4 - In design	
LRP - Amy Street - Lake Street to End	-	-	-	-	-	-	On track	4 - In design	
LRP - Barnet Street - Bourke Street to Barnet Place	-	-	-	-	-	-	On track	4 - In design	
LRP - Barnet Place - Barnet Street to Cul-De-Sac	-	-	6,966	(6,966)	-	6,966	On track	4 - In design	
LRP - Blake Street - Norham Street to Walcott Street	-	-	20,406	(20,406)	2,232	22,638	On track	4 - In design	
LRP - Bondi Street - Cul-De-Sac to Matlock Street	-	-	-	-	-	-	On track	4 - In design	
LRP - Chamberlain Street - Loftus Street to Pennant Street	-	-	-	-	-	-	On track	4 - In design	
LRP - Dunedin Street - Woodstock Street to Scarborough Beach Road	-	-	-	-	-	-	On track	4 - In design	
LRP - Halsey Avenue - Bruce Street to Richmond Street	-	-	-	-	-	-	On track	4 - In design	
LRP - Hardy Street - Howlett Street to Scarborough Beach Road	-	-	-	-	-	-	On track	4 - In design	
LRP - Howlett Street - Pennant Street to Charles Street	-	-	-	-	-	-	On track	4 - In design	





**CITY OF VINCENT**  
**NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24**  
**AS AT 31 DECEMBER 2023**

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
LRP - Kadina Street - Barnett Place to Charles Street	-	-	-	-	-	-	On track	4 - In design	
LRP - Macedonia Place - Albert Street to Cul-De-Sac	-	-	31,098	(31,098)	2,088	33,186	On track	4 - In design	
LRP - Melrose Street - Oxford Street to End	-	-	-	-	15,000	15,000	On track	4 - In design	Sent to service locator for high pressure gas approval. Expected to start Feb 2024
LRP - Pennant Street - Kadina Street to Scarborough Beach Road	-	-	-	-	-	-	On track	4 - In design	
LRP - Richmond Street - Oxford Street to Leicester Street	-	-	22,907	(22,907)	42,999	65,906	On track	4 - In design	
LRP - Stuart Street - Fitzgerald Street to Lake Street	-	-	-	-	-	-	On track	4 - In design	
LRP - Tay Place - Albert Street to Kadina Street	-	-	11,181	(11,181)	740	11,920	On track	4 - In design	
LRP - The Boulevard - Britannia Road to Anzac Road	-	-	-	-	-	-	On track	4 - In design	
LRP - View Street to Alma Road	-	-	-	-	11,000	11,000	On track	4 - In design	
LRP - Stamford Street - Melrose Street to Freeway off Ramp	-	-	-	-	-	-	On track	4 - In design	Sent to service locator for high pressure gas approval. Expected to start Feb 2024
Guilford Rd - Walcott to East Parade	11,506	-	11,506	(11,506)	19,132	30,637	Completed	10 - Completed (over budget)	23FY carried forward project
<b>Parks Greening Plan Program</b>									
Greening program - Robertson Park	61,000	-	-	-	-	-	On track	7 - In progress	
Greening plan	150,000	100,000	51,638	48,362	47,861	99,499	On track	4 - In design	Litis Stadium underpass landscaping completed.
<b>Traffic Management Improvements</b>									
Britannia Road Improvements	40,000	40,000	-	40,000	-	-	On track	4 - In design	
Minor Traffic Management Improvements	200,000	100,000	4,059	95,941	11,666	15,725	On track	7 - In progress	
Harold and Lord St Intersection	22,850	22,850	-	22,850	-	-	On track	1 - Not started	
Alma/Claverton Local Area Traffic Management	421	421	428	(7)	50,532	50,961	Completed	10 - Completed (over budget)	23FY carried forward project
<b>Parks Playground / Exercise Equipment Upgrade &amp; Renewal Program</b>									
Weld Square - replace basketball backboards	10,000	10,000	6,800	3,200	-	6,800	Completed	9 - Completed (within budget)	
Kyllia Park - soft fall replacement	60,000	60,000	59,200	800	-	59,200	Completed	9 - Completed (within budget)	
Braithwaite Park - playground and soft fall replac (south)	150,000	-	1,298	(1,298)	157,000	158,298	On track	6 - In external / stakeholder consultation	Designs being finalised - installation early 2024
Ellesmere/Matlock St Res - repl playground soft fall	10,000	10,000	-	10,000	-	-	On track	2 - Scope being prepared	Consultation required - replcement with softfall mulch
Menzies Park - replace playground soft fall	50,000	50,000	-	50,000	55,700	55,700	On track	7 - In progress	Installation delayed till Febreuary (after school holidays)
Ellesmere Street Reserve - replace playground soft fall	70,000	70,000	-	70,000	68,540	68,540	On track	7 - In progress	Installation delayed till Febreuary (after school holidays)
Ellesmere Street Reserve - replace playground shade sails	18,000	18,000	-	18,000	13,875	13,875	On track	7 - In progress	Installation delayed till Febreuary (after school holidays)
Cricknet Wicket Renewal Program	25,000	25,000	23,140	1,860	-	23,140	Completed	9 - Completed (within budget)	Completed - Asset addition form TBC
<b>Parks Infrastructure Upgrade &amp; Renewal Program</b>									
Smith's Lake - resurfacing of boardwalk	25,000	25,000	19,427	5,574	4,300	23,727	Completed	9 - Completed (within budget)	
Street / POS furniture renewal - Town Centres	5,000	-	3,837	(3,837)	-	3,837	On track	7 - In progress	-
Hyde Street Reserve - replace Gazebo	10,000	10,000	4,920	5,080	-	4,920	On track	9 - Completed (within budget)	
Parks Infrastructure Upgrade & Renewal - BBQ provision	45,000	45,000	33,872	11,128	11,347	45,219	Completed	9 - Completed (within budget)	Completed
Hyde Park - Renewal of path lighting poles	76,000	24,076	75,910	(51,834)	-	75,910	Completed	9 - Completed (within budget)	Completed
<b>Accessible City Strategy Implementation Program</b>									
Wayfinding Implementation Plan - Stage 1	198,000	130,000	34,720	95,280	37,024	71,744	On track	7 - In progress	
<b>Gully Soak-well and Minor Drainage Improvement Program</b>									
Mt Hawthorn West Drain Improv - Stage 1	40,000	40,000	-	40,000	-	-	On track	7 - In progress	
Gully Soak Well Program	134,710	134,710	27,570	107,140	4,662	32,232	On track	7 - In progress	
Minor Drainage Improvement Program	550,000	550,000	104,761	445,239	230,566	335,327	On track	7 - In progress	Drainage study to be conducted - approximately 6 months
Britannia Reserve Main Drain Renewal Stages 1 & 2	21,670	21,670	-	21,670	-	-	On track	7 - In progress	
<b>Road Maintenance Programs - State Black Spot</b>									
State Black Spot Programs scheduled annually	80,000	80,000	-	80,000	-	-	On track	4 - In design	
Blackspot - Fitzgerald/Lawley, West Perth	64,236	64,236	10,776	53,460	4,795	15,571	On track	8 - Final stages	Underspend. Original funding over estimated.
Blackspot - Fitzgerald/Forrest, North Perth	38,400	36,690	962	35,728	1,734	2,696	On track	6 - In external / stakeholder consultation	Funds to be returned, Council report to be drafted.
Blackspot - Broome/Wright, Highgate	248,400	248,400	975	247,425	3,768	4,743	On track	4 - In design	WP works progressing.
Blackspot - Brady Street & Tasman Street	-	-	-	-	-	-	On track	4 - In design	
William/Forrest - instal traffic island on eastern leg of Forrest St and provide additional STOP sign	-	-	854	(854)	-	854	Completed	9 - Completed (within budget)	23FY carried forward project
<b>Road Maintenance Programs - Roads to Recovery</b>									
Annual Roads to Recovery Program - bgt to be split	325,582	233,740	-	233,740	-	-	On track	4 - In design	
R2R - Brentham Street - Egina and Raglan	-	-	-	-	-	-	On track	4 - In design	Scheduled works in January 2024
R2R - Egina Street - Scarborough Beach Road to Berryman Street	-	-	26,063	(26,063)	3,041	29,105	On track	4 - In design	Works commenced
R2R - Raglan Road - Hutt to Hyde Street	-	-	-	-	-	-	On track	4 - In design	



CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24  
AS AT 31 DECEMBER 2023

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
<b>Car Parking Upgrade/Renewal Program</b>									
Accessibility audits and proposed project implementation	50,000	50,000	-	50,000	-	-	On track	2 - Scope being prepared	
Macedonia Place Car Park	40,000	40,000	39,695	305	-	39,695	On track	8 - Final stages	
ASeTTS Car Park - 286 Beaufort Street	20,000	20,000	-	20,000	-	-	On track	4 - In design	
Access and Inclusion (DAIP) – ACROD Parking Improve Program	60,000	60,000	-	60,000	-	-	On track	7 - In progress	Audit has been completed. Analysing data
Minor Capital Improv of City Car Parks (General Provision)	37,000	37,000	6,435	30,565	8,251	14,687	On track	4 - In design	
<b>Public Open Space Strategy Implementation Plan</b>									
Birdwood Square - Public Toilets	294,000	-	-	-	-	-	On track	5 - Procurement	
Public Open Space Strategy Implementation	30,000	10,000	1,750	8,250	12,028	13,778	On track	7 - In progress	Park furniture being purchased
<b>Parks Lighting Renewal Program</b>									
Lighting Renewal Program - General Provision	50,000	30,000	19,729	10,271	17,555	37,284	On track	2 - Scope being prepared	Les Lilleyman- procurement underway
<b>Community Safety Initiatives</b>									
Laneway Lighting Program	120,000	120,000	23,880	96,120	77,828	101,708	On track	5 - Procurement	Laneways have been identified and quotes being sought
<b>Banks Reserve Master Plan Implementation</b>									
Walter's Brook Crossing	213,566	-	6,879	(6,879)	2,921	9,800	On track	4 - In design	Pending geotech
Boardwalk - Interpretation Node	20,000	-	-	-	-	-	On track	7 - In progress	
<b>Footpath Upgrade and Renewal Program</b>									
Footpath Upgrade and Renewal Program	258,092	258,092	7,659	250,433	-	7,659	On track	4 - In design	
<b>Haynes Street Reserve Development Plan Implementation</b>									
Haynes St Reserve Development Plan 1 & 2	147,841	47,841	130	47,711	5,015	5,145	On track	7 - In progress	
<b>Rights of Way Rehabilitation Program</b>									
Rights of Way Rehab Program	230,657	173,000	273,548	(100,548)	40,318	313,865	On track	8 - Final stages	Ongoing works
<b>Parks Eco-Zoning Program</b>									
Jack Marks Reserve - Eco-zoning	10,000	-	-	-	-	-	On track	1 - Not started	Project to be deferred/switched MYBR to allow for
Blackford Street Reserve - Eco-zoning	10,000	-	-	-	-	-	On track	4 - In design	Installation March-May 2024
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	1,404	-	4,441	5,845	Completed	10 - Completed (over budget)	23FY carried forward project - Completed.
<b>Parks Pathways Renewal Program</b>									
Redfern/Norham St Res - re-asphalt existing bitumen pathways	5,000	5,000	-	5,000	-	-	On track	2 - Scope being prepared	To commence
Tony Di Scerni Pathway - re-asphalt existing bitumen pathways	100,000	100,000	79,031	20,969	20,648	99,679	On track	9 - Completed (within budget)	Awaiting final invoices
<b>Car Parking Upgrade/Renewal Program</b>									
HBF Stadium Car Park	49,250	49,250	-	49,250	-	-	On track	4 - In design	Overlay will be done after FIFA Women's World Cup.
<b>Bus Shelter Replacement and Renewal Program</b>									
Bus Shelters - Replace & Upgrade	70,000	70,000	19,552	50,448	-	19,552	On track	4 - In design	To refer to Bus Shelter Program. Various Works
<b>Parks Playground / Exercise Equipment Upgrade &amp; Renewal Program</b>									
Ivy Park - upgrade/rep playground equipment	89,934	89,934	90,187	(253)	-	90,187	Completed	10 - Completed (over budget)	
Lynton St Res - Renew/rep playground equipment	79,932	79,932	80,000	(68)	-	80,000	Completed	10 - Completed (over budget)	
Charles Veryard Res - Replac playground	59,904	59,904	60,000	(96)	-	60,000	Completed	10 - Completed (over budget)	
<b>Street Lighting Renewal Program</b>									
<b>Skate Space at Britannia Reserve</b>									



CITY OF VINCENT  
NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24  
AS AT 31 DECEMBER 2023

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Mt Hawt Skate Park - Youth Skate Facility (Election Commitment)	311,353	311,353	6,200	305,153	319,226	325,426	On track	5 - Procurement	
<b>North Perth Town Centre Place Plan</b>									
Tree Up Lighting	60,000	30,000	-	30,000	-	-	On track	3 - In planning	RAC grant unsuccessful. Developing project scope
<b>Bicycle Network</b>									
Bicycle Network - Travel Smart Actions	16,000	10,500	-	10,500	-	-	On track	2 - Scope being prepared	
Bicycle Network	185,430	150,000	-	150,000	119,090	119,090	On track	4 - In design	Scope and modelling to be conducted
<b>Infrastructure Assets Total</b>	<b>10,205,999</b>	<b>7,418,173</b>	<b>2,431,577</b>	<b>4,986,596</b>	<b>1,837,650</b>	<b>4,269,227</b>			
<b>Grand Total</b>	<b>19,813,038</b>	<b>14,097,978</b>	<b>4,470,564</b>	<b>9,627,414</b>	<b>8,022,884</b>	<b>12,493,448</b>			

Summary	Original Budget \$	YTD Budget \$	YTD Actual \$	Remaining Budget %
Land and Buildings	5,431,551	2,815,752	1,364,721	74.87%
Furniture and Equipment	1,067,576	804,021	390,938	63.38%
Plant and Equipment	3,107,912	3,060,032	283,327	90.88%
Infrastructure Assets	10,205,999	7,418,173	2,431,577	76.18%
<b>Total</b>	<b>19,813,038</b>	<b>14,097,978</b>	<b>4,470,564</b>	<b>77.44%</b>

Funding	Original Budget \$	YTD Budget \$	YTD Actual \$	Remaining Budget %
Own Source Funding - Municipal	8,978,963	7,189,056	2,717,765	69.7%
Cash Backed Reserves	5,722,938	2,967,012	1,448,519	74.7%
Capital Grants, Contributions and Loans	4,130,332	3,011,105	240,599	94.2%
Other (Disposals/Trade In)	980,805	930,805	63,681	93.5%
<b>Total</b>	<b>19,813,038</b>	<b>14,097,978</b>	<b>4,470,564</b>	<b>77.44%</b>



CITY OF VINCENT

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

Reserve Particulars	Budget Opening Balance 01/07/2023	Actual Opening Balance 01/07/2023	Budget Transfers to Reserve 31/12/2023	YTD Actual Transfers to Reserve 31/12/2023	Budget Interest Earned 31/12/2023	YTD Actual Interest Earned 31/12/2023	Budget Transfers from Reserve 31/12/2023	YTD Actual Transfers from Reserve 31/12/2023	Budget Closing Balance 31/12/2023	Actual Closing Balance 31/12/2023
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Asset Sustainability Reserve	7,368,624	7,263,819	1,677,168	2,339,773	62,538	148,065	(2,236,254)	(1,265,062)	6,872,076	8,486,593
Beatty Park Leisure Centre Reserve	308,340	311,189	0	0	2,232	5,284	(42,498)	(3,775)	268,074	312,698
Cash in Lieu Parking Reserve	1,200,761	1,297,503	7,890	0	4,380	10,370	(389,250)	(151,834)	823,781	1,156,039
Hyde Park Lake Reserve	165,950	167,069	0	0	1,662	3,935	0	0	167,612	171,004
Land and Building Acquisition Reserve	307,816	307,816	0	0	3,078	7,287	0	0	310,894	315,103
Leederville Oval Reserve	71,705	71,705	0	0	720	1,705	0	0	72,425	73,410
Loftus Community Centre Reserve	141,125	142,550	0	0	1,410	3,338	0	0	142,535	145,888
Loftus Recreation Centre Reserve	232,511	274,392	32,520	33,795	2,976	7,046	0	0	268,007	315,233
Office Building Reserve - 246 Vincent Street	212,455	205,855	0	0	2,124	5,029	0	0	214,579	210,884
Parking Facility Reserve	109,375	109,375	0	0	1,092	2,585	0	0	110,467	111,960
Percentage For Public Art Reserve	268,947	284,947	85,511	85,508	468	1,108	(111,000)	(27,718)	243,926	343,845
Plant and Equipment Reserve	131	131	3	0	0	0	0	0	134	131
POS reserve - General	652,650	581,457	399,996	782,195	14,058	33,284	(23,922)	0	1,042,782	1,396,936
POS reserve - Haynes Street	88,049	87,328	20,256	20,258	288	682	(49,998)	(130)	58,595	108,138
State Gymnastics Centre Reserve	129,617	131,853	6,450	6,496	1,428	3,381	0	0	137,495	141,730
Strategic Waste Management Reserve	30,089	30,089	115,062	228,176	2,604	6,165	0	0	147,755	264,430
Tamala Park Land Sales Reserve	3,273,250	3,271,415	833,334	0	49,428	117,026	0	0	4,156,012	3,388,441
Underground Power Reserve	2,448,925	2,426,976	0	0	24,504	58,016	0	0	2,473,429	2,484,992
Waste Management Plant and Equipment Reserve	228,176	228,176	0	0	0	0	(114,090)	(228,176)	114,086	0
	<b>17,238,497</b>	<b>17,193,645</b>	<b>3,178,190</b>	<b>3,496,202</b>	<b>174,990</b>	<b>414,306</b>	<b>(2,967,012)</b>	<b>(1,676,695)</b>	<b>17,624,665</b>	<b>19,427,456</b>

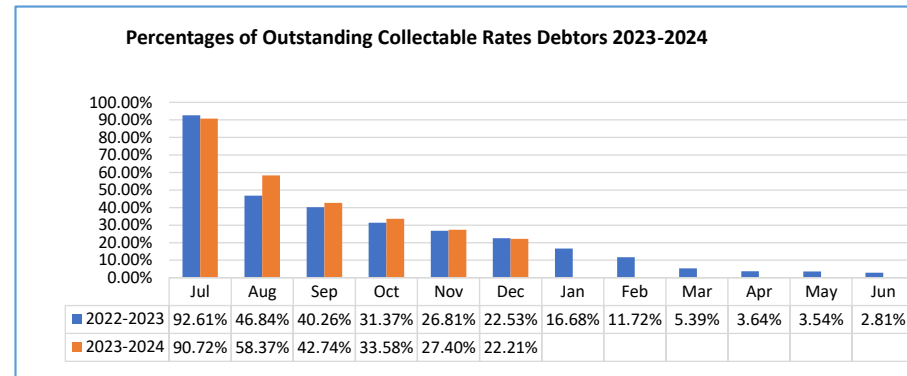
**CITY OF VINCENT**  
**NOTE 6 - RECEIVABLES (RATING & OTHER DEBTORS)**  
**FOR THE MONTH ENDED 31 DECEMBER 2023**



CITY OF VINCENT

### Rates Outstanding

	Total
Balance from Previous Year	725,099
Rates Levied - Initial	42,045,635
Rates Levied - Interims	322,425
Rates Waived	(119,626)
Non Payment Penalties	496,062
Other Rates Revenue	178,402
<b>Total Rates Collectable</b>	<b>43,647,997</b>
Outstanding Rates	9,694,946
ESL Debtors	374,209
Pensioner Rebates Not Yet Claimed	453,708
ESL Rebates Not Yet Claimed	15,569
Deferred Rates Debtors	(141,838)
<b>Current Rates Outstanding</b>	<b>10,396,595</b>



### Receivable - Other Debtors

#### DESCRIPTION

	30 Days	60 Days	90 Days	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	447	(2,556)	(1,858)	134,039	130,072
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	0	0	0	188,281	188,281
DEBTOR CONTROL - PROPERTY INCOME	29,927	2,068	(921)	(2,728)	28,346
DEBTOR CONTROL - RECOVERABLE WORKS	1,325	0	0	930	2,254
DEBTOR CONTROL - OTHER	139,962	300	300	75,674	216,235
DEBTOR CONTROL - PLANNING SERVICES FEES	74	306	0	195	575
DEBTOR CONTROL - GST	0	(19,718)	135,836	(116,121)	(3)
DEBTOR CONTROL - INFRINGEMENT	162,240	153,730	77,633	739,186	1,132,790
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(298,777)	(298,777)
IMPAIRMENT OF RECEIVABLES	0	0	0	(207,793)	(207,793)
<b>TOTAL DEBTORS OUTSTANDING AS AT 31/10/2023</b>	<b>333,974</b>	<b>134,130</b>	<b>210,990</b>	<b>512,886</b>	<b>1,191,980</b>
	<b>28.0%</b>	<b>11.3%</b>	<b>17.7%</b>	<b>43.0%</b>	<b>100.0%</b>
ACCRUED INCOME					218,005
ACCRUED INTEREST					1,181,100
PREPAYMENTS					1,293,385
<b>TOTAL TRADE AND OTHER RECEIVABLES</b>					<b>3,884,470</b>



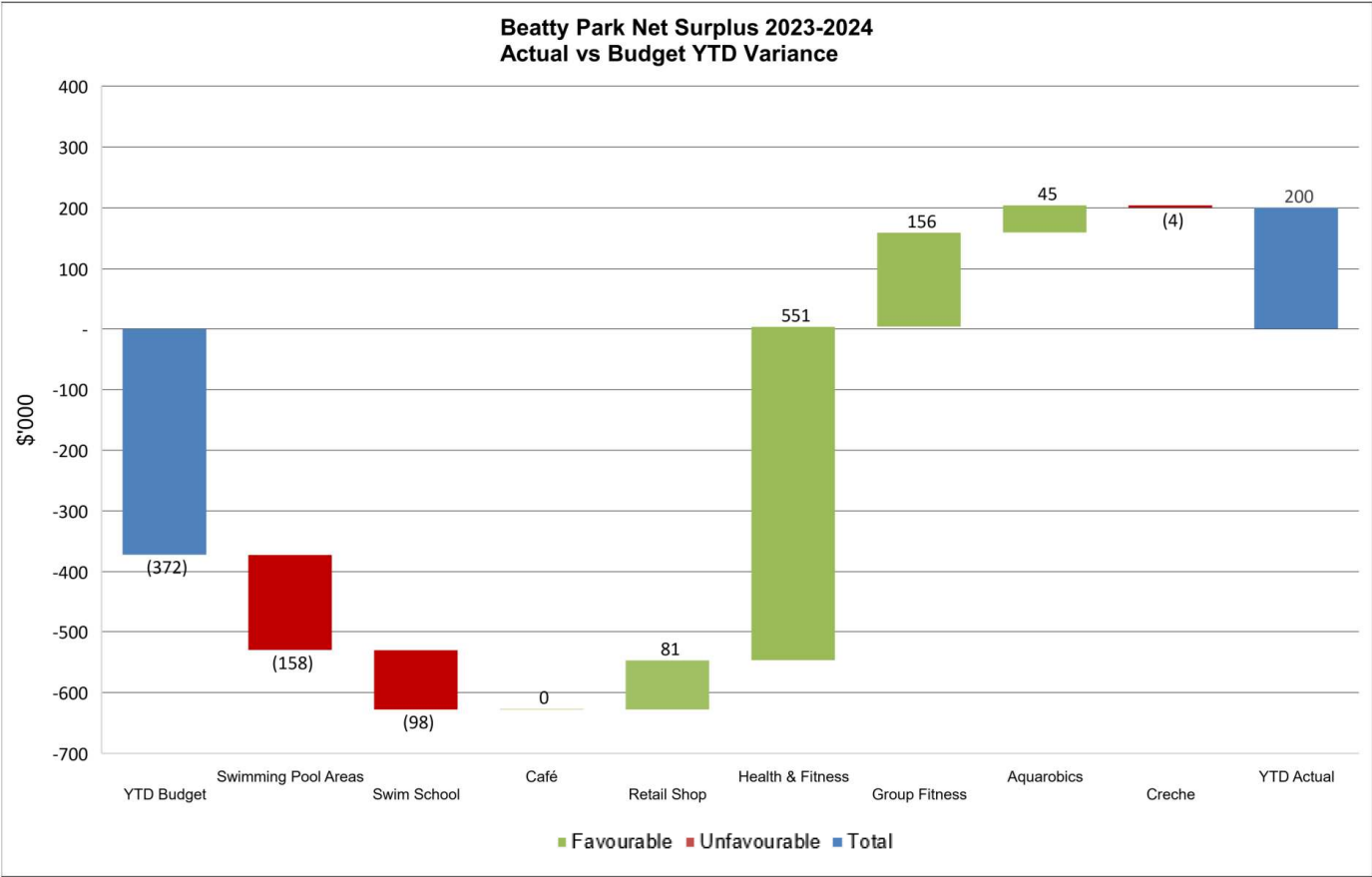
CITY OF VINCENT

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




	Original Budget 2023/24	YTD Budget Dec-23	YTD Actuals Dec-23	YTD Actuals Dec-22	Month Actuals Dec-23	Month Actuals Dec-22
	\$	\$	\$	\$	\$	\$
<b><u>ADMINISTRATION</u></b>						
Revenue	0	0	0	(411,185)	(90,036)	(104,929)
Expenditure	0	0	0	407,128	(262,228)	100,699
Surplus/(Deficit)	0	0	0	(4,058)	(352,264)	(4,230)
<b><u>SWIMMING POOLS AREA</u></b>						
Revenue	2,550,517	1,411,369	1,261,098	1,354,701	293,600	314,879
Expenditure	(4,743,305)	(2,290,071)	(2,298,138)	(2,241,559)	(228,010)	(432,336)
Surplus/(Deficit)	(2,192,788)	(878,702)	(1,037,040)	(886,858)	65,590	(117,457)
<b><u>SWIM SCHOOL</u></b>						
Revenue	2,038,129	1,184,347	1,210,554	1,108,167	152,329	181,560
Expenditure	(1,468,815)	(684,156)	(808,115)	(643,048)	(137,234)	(127,362)
Surplus/(Deficit)	569,314	500,191	402,438	465,120	15,095	54,198
<b><u>CAFÉ</u></b>						
Revenue	0	0	(0)	0	(0)	0
Expenditure	0	0	0	0	0	(16)
Surplus/(Deficit)	0	0	0	0	(0)	(16)
<b><u>RETAIL SHOP</u></b>						
Revenue	726,402	348,908	347,060	330,250	74,715	76,086
Expenditure	(590,781)	(291,540)	(208,724)	(259,911)	(52,287)	(63,643)
Surplus/(Deficit)	135,621	57,368	138,336	70,339	22,428	12,443
<b><u>HEALTH &amp; FITNESS</u></b>						
Revenue	2,109,626	801,121	1,338,284	1,202,291	236,052	233,344
Expenditure	(1,425,194)	(683,621)	(670,050)	(688,577)	(72,768)	(152,883)
Surplus/(Deficit)	684,432	117,500	668,234	513,714	163,284	80,460
<b><u>GROUP FITNESS</u></b>						
Revenue	746,431	287,564	457,238	423,714	78,891	80,051
Expenditure	(730,671)	(358,702)	(372,363)	(360,979)	(46,904)	(65,119)
Surplus/(Deficit)	15,760	(71,138)	84,874	62,734	31,987	14,932
<b><u>AQUAROBICS</u></b>						
Revenue	300,112	127,446	168,731	173,083	31,648	32,292
Expenditure	(188,260)	(90,617)	(86,640)	(100,335)	(4,979)	(20,326)
Surplus/(Deficit)	111,852	36,829	82,092	72,748	26,669	11,966
<b><u>CRECHE</u></b>						
Revenue	79,938	46,153	39,136	44,062	8,458	7,875
Expenditure	(379,900)	(180,320)	(177,610)	(153,876)	(23,710)	(30,532)
Surplus/(Deficit)	(299,962)	(134,167)	(138,474)	(109,814)	(15,252)	(22,657)
<b>Net Surplus/(Deficit)</b>	<b>(975,771)</b>	<b>(372,119)</b>	<b>200,461</b>	<b>183,926</b>	<b>(42,463)</b>	<b>29,638</b>
Less: Depreciation	(1,446,544)	(723,270)	(847,502)	(541,836)	(141,250)	(93,756)
<b>Surplus/(Deficit)</b>	<b>470,773</b>	<b>351,151</b>	<b>1,047,963</b>	<b>725,762</b>	<b>98,788</b>	<b>123,394</b>



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



**7.3 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 NOVEMBER 2023 TO 30 NOVEMBER 2023**

- Attachments:**
1. November 2023 Payment by EFT and Payroll [↓](#) 
  2. November 2023 Payments Listing by Direct Debit [↓](#) 
  3. November 2023 Payments Listing by Cheques [↓](#) 

**RECOMMENDATION:**

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

EFT payments, including payroll	\$6,334,852.48
Cheques	\$68.93
Direct debits, including credit cards	\$110,498.64
<b>Total payments for November 2023</b>	<b>\$6,445,420.05</b>

**PURPOSE OF REPORT:**

To present to Council the list of expenditure and accounts paid for the period 1 November 2023 to 30 November 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 November 2023 to 30 November 2023, covers the following:

<b>FUND</b>	<b>CHEQUE NUMBERS/ BATCH NUMBER</b>	<b>AMOUNT</b>
<b>Municipal Account (Attachment 1, 2 and 3)</b>		
EFT Payments	<b>2999-3007</b>	\$4,848,795.38
Payroll by Direct Credit	<b>November 2023</b>	\$1,486,057.10
<b>Sub Total</b>		<b>\$6,334,852.48</b>
 <b>Cheques</b>		
Cheques		\$68.93
<b>Sub Total</b>		<b>\$68.92</b>

**Direct Debits (including Credit Cards)**

Lease Fees	\$395.83
Loan Repayments	\$78,343.41
Bank Charges – CBA	\$11,958.57
Credit Cards	\$19,800.83
<b>Sub Total</b>	<b>\$110,498.64</b>

**Total Payments** **\$6,445,420.05**

**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 01/11/2023 to 30/11/2023			
Date	Payee	Description	Amount
17/11/2023	A Austin	Fitness instructor fee	\$ 720.00
03/11/2023	A Fink	Fitness instructor fee	\$ 554.40
17/11/2023	A Hodge	Refund for Leederville Car Park - Monthly parking permit	\$ 175.00
17/11/2023	A K Dass	Rates Refund	\$ 2,064.11
03/11/2023	A L Pearce	Rebate for reusable sanitary product purchase	\$ 37.11
17/11/2023	A Sarkis	Rates Refund	\$ 559.84
17/11/2023	A Team Printing	Printing services - Swim School	\$ 429.00
03/11/2023	Abel Property	Rates Refund	\$ 373.30
03/11/2023	Access Icon Pty Ltd	Supply of trafficable covers and cover	\$ 1,615.35
17/11/2023	ACEAM	Building data and long term planning	\$ 30,195.00
03/11/2023	Acurix Networks Pty Ltd	Leederville wifi services - September 23 and October 23	\$ 2,709.00
17/11/2023	Acurix Networks Pty Ltd	Leederville wifi services balance payment - September 23	\$ 129.00
03/11/2023	Adam Cruickshank	Storage public artwork October 23 to November 23	\$ 924.00
17/11/2023	Adam Cruickshank	Storage of public artwork	\$ 3,025.00
03/11/2023	Adelphi Apparel	Uniform supplies	\$ 1,111.00
17/11/2023	Agora Property Group	Rates Refund	\$ 2,209.57
17/11/2023	Alchemy Saunas Pty Ltd	Monthly rental fee for 2 saunas - October 23	\$ 2,860.00
17/11/2023	Alinta Energy	Gas supplies - Leederville Oval and North Perth Town Hall	\$ 1,295.75
03/11/2023	Allmark and Associates Pty Ltd	Name Plates for new council members and staff	\$ 258.50
17/11/2023	Allstate Kerbing and Concrete	Kerbing services - various locations	\$ 3,007.40
17/11/2023	Alsco Pty Ltd	Monthly mat changeover BPLC	\$ 943.06
03/11/2023	Amanzi Group Pty Ltd	Swimwear for retail shop sales - BPLC	\$ 1,801.36
17/11/2023	Ampol Australia Petroleum Pty Ltd	Fuel and Oils for vehicles - October 23	\$ 28,959.48
03/11/2023	AMS Technology Group Pty Ltd	Air handling - Air con and plant room- October 23	\$ 5,063.66
03/11/2023	Anna Cappelletta	Pot plants for yoga studio	\$ 1,530.63
17/11/2023	Anna Cappelletta	Fitness instructor fee	\$ 1,520.00
17/11/2023	Anthea Auld Photographer	Commercial Photo Shoot for Hyde Park Pride Festival	\$ 780.00
03/11/2023	APARC	Sensor maintenance, maintenance of 23 Offline parking meters, software licencing for 21 Android devices , credit card test transactions , ticketor electronic permit system	\$ 10,021.83

17/11/2023	APARC	Maintainence of 129 parking metters, Parking Terminals Credit Card Transactions, Ticketor Mobile LPR, 29 Offline Parking meters, Ticketor electronic permit systems , Software licencing, CMS licencing fee, sensor maintenance	\$ 95,086.23
03/11/2023	Aranmore Catholic Primary School	Student citizenship donation	\$ 250.00
03/11/2023	Arbor Consulting	Arboricultural assessment - Marmion Street North Perth	\$ 198.00
17/11/2023	Arbor Consulting	Arboricultural services - Birdwood Park, Hyde Park, Gldstone Park	\$ 1,633.50
17/11/2023	ARMA Group Holdings Pty Ltd	Debt Collection fee - October 23	\$ 4.97
03/11/2023	Asphaltech Pty Ltd	Asphalt supplies	\$ 1,607.10
17/11/2023	Asphaltech Pty Ltd	Asphalt supplies Hamill Lane	\$ 17,492.30
17/11/2023	Asphaltech Pty Ltd	Asphalt supplies Loftus street	\$ 197,812.01
17/11/2023	Asphaltech Pty Ltd	Asphalt supplies Loftus street North Bound	\$ 181,453.82
17/11/2023	Aussie Gold	Uniform supplies	\$ 35.20
17/11/2023	Australasian Performing Right Association Ltd	Music for Councils - October 23 to December 23	\$ 1,707.45
03/11/2023	Australia Post (Agency Commission)	Post commission charges September 23	\$ 826.49
03/11/2023	Australian HVAC Services Pty Ltd	Air-conditioning maintenance - Various Locations	\$ 1,394.25
17/11/2023	Australian HVAC Services Pty Ltd	Air-conditioning maintenance - Various Locations	\$ 4,111.14
03/11/2023	Australian Institute of Management	Training - Thinking on your feet and change management	\$ 3,133.20
10/11/2023	Australian Services Union	Payroll Deductions	\$ 185.50
23/11/2023	Australian Services Union	Payroll Deductions	\$ 185.50
10/11/2023	Australian Taxation Office	Payroll Deductions	\$ 231,676.00
23/11/2023	Australian Taxation Office	Payroll Deductions	\$ 237,609.00
03/11/2023	Award Contracting	Locating services Baithwaite Park	\$ 1,254.00
17/11/2023	Award Contracting	Locating services Toni di Scerni pathway & Menzies Park	\$ 2,612.50
17/11/2023	Award Contracting	Locating services William Street	\$ 9,876.90
17/11/2023	B L O'Donnell	Refund for lost book	\$ 35.70
17/11/2023	B Nguyen	Prizes for R U ok day	\$ 49.90
03/11/2023	Bagsmart Pty Ltd t/as Smart Bag	Paper gift bags for citizenship ceremony	\$ 351.38
03/11/2023	Bar Code Data Systems	Supply of Bixelon case series printer	\$ 566.50
03/11/2023	Bardfield Engineering	Supply and install of Basketball unit at Weld Square	\$ 7,480.00
03/11/2023	Base Imagery	Videography services	\$ 429.00
03/11/2023	Baylink Holdings Pty Ltd	Rates Refund	\$ 1,175.89
17/11/2023	BCITF Building & Construction Industry Training	Levy collection - October 23	\$ 3,559.54
03/11/2023	Beacon Equipment Canning Vale	Supply of vibration plate VPH70	\$ 13,530.00
03/11/2023	Beacon Equipment Canning Vale	Plate compactor	\$ 9,350.00
17/11/2023	Beatty Park Physiotherapy Pty Ltd	Pilates classes - October 23	\$ 720.00
17/11/2023	Beaufort Street Network Inc.	Beaufort street event funding FY 23-24	\$ 7,000.00



17/11/2023	Beaurepaires	Tyre replacement and maintenance	\$ 702.69
03/11/2023	Bing Technologies Pty Ltd	Printing and photocopying services	\$ 1,703.43
17/11/2023	Bing Technologies Pty Ltd	Printing and photocopying services	\$ 7,456.93
17/11/2023	Blackburne Property Group	Rates Refund	\$ 833.90
17/11/2023	Blackwoods	Hardware supplies	\$ 2,535.97
03/11/2023	Blue Print Screen Art	Printing services - BPLC	\$ 1,529.00
17/11/2023	Blue Print Screen Art	Printing services - BPLC	\$ 3,547.50
17/11/2023	BOC Limited	Supply co2 beverage- BPLC	\$ 664.84
17/11/2023	Boral Construction Materials Group Limited	Supply of Concrete	\$ 1,577.52
03/11/2023	Boya Equipment	Spray Unit - Depot	\$ 572.80
03/11/2023	Boyan Electrical Services	Electrical services various locations	\$ 3,569.84
17/11/2023	Boyan Electrical Services	Electrical services - Les Lilleyman Reserve	\$ 6,795.80
17/11/2023	Briotti Group Pty Ltd	Rates Refund	\$ 1,762.63
03/11/2023	Briskleen Supplies Pty Ltd	Supply of toiletry and cleaning supplies BPLC	\$ 1,318.81
17/11/2023	Briskleen Supplies Pty Ltd	Supply Toiletry and Cleaning Supplies BP	\$ 6,031.35
17/11/2023	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 3,023.17
03/11/2023	Bunnings Trade	Hardware supplies	\$ 1,066.30
17/11/2023	Bunnings Trade	Hardware supplies	\$ 655.33
03/11/2023	Burn Professional Conveyancing	Rates Refund	\$ 881.31
17/11/2023	C Beasley	Fitness instructor fee	\$ 126.00
17/11/2023	C Chinnery	Op Shop Event Services November 23	\$ 150.00
17/11/2023	C Gagne	Refund of planning application fee	\$ 295.00
17/11/2023	C Kosick	Reimbursement for payment for BPLC expense	\$ 43.88
03/11/2023	C M Donnelly	Refund of infrastructure bond	\$ 1,000.00
17/11/2023	C M Hollis	Rates Refund	\$ 1,723.85
17/11/2023	C Watson	Wages for pay period bounced payment	\$ 681.71
17/11/2023	Catalina Regional Council	Account for GST payable and receiveable Oct 23	\$ 12,363.28
17/11/2023	Chardon Holdings Pty Ltd	Rates Refund	\$ 2,453.31
03/11/2023	Choiceone Pty Ltd	Hire of agency staff - various departments	\$ 13,300.74
17/11/2023	Choiceone Pty Ltd	Hire of agency staff - various departments	\$ 17,344.13
03/11/2023	Christou Design Group Pty Ltd	Architectural Services	\$ 440.00
17/11/2023	City Of Perth	Building archive retrievals	\$ 147.28
03/11/2023	City of South Perth	Dog impound fees - September 23	\$ 423.50
03/11/2023	City of Stirling	Meals on Wheels - Sept 23	\$ 1,159.04
10/11/2023	City of Vincent	Payroll Deductions	\$ 798.90

23/11/2023	City of Vincent	Payroll Deductions	\$ 798.90
10/11/2023	City of Vincent Staff Social Club	Payroll Deductions	\$ 496.00
23/11/2023	City of Vincent Staff Social Club	Payroll Deductions	\$ 446.00
03/11/2023	City Of Wanneroo	24 x Talking my Language Kits	\$ 1,080.02
03/11/2023	Civica Pty Limited	Payroll on demand- August 23	\$ 115.50
03/11/2023	Cleanaway Pty Ltd	140L residential waste bin collection 30.06.23	\$ 17,211.81
17/11/2023	Cleanaway Pty Ltd	Recyclable processing Sep 23	\$ 53,520.62
03/11/2023	Coates Hire Operations Pty Ltd	Engineering - Hire Plant and Machinery	\$ 777.03
17/11/2023	Coates Hire Operations Pty Ltd	Hire of breaker	\$ 338.06
17/11/2023	Cobblestone Concrete Pty Ltd	Concrete path repairs	\$ 5,788.68
03/11/2023	Cockburn Party Hire	Jazz Brunch umbrella	\$ 192.00
17/11/2023	Code Bloom	Wreath - Remembrance Day	\$ 320.00
03/11/2023	Commercial Aquatics Australia	Maintenance services - pool foot valves	\$ 3,052.50
17/11/2023	Commercial Aquatics Australia	Water Treatment at BPLC	\$ 594.00
17/11/2023	Compu-Stor	Disposal and replacement of 10 bins	\$ 697.75
17/11/2023	Connect Call Centre Services	After hours calls service - July 23 and August 23	\$ 4,695.47
03/11/2023	Constable Care Child Safety Foundation (Inc)	Community partnership MOU agreement FY 2023-24	\$ 11,841.50
03/11/2023	Contraflow Pty Ltd	Traffic management services - various locations	\$ 22,328.12
17/11/2023	Contraflow Pty Ltd	Traffic management services - various location	\$ 48,166.09
17/11/2023	Corsign WA Pty Ltd	Sign supplies - No unauthorized parking on verge	\$ 880.00
15/11/2023	Cr A Castle	Council meeting fee - October 23 and November 23	\$ 3,786.08
15/11/2023	Cr Ashlee La Fontaine	Council meeting fee - October 23 and November 23	\$ 3,848.93
15/11/2023	Cr Ashley Wallace	Council meeting fee - October 23 and November 23	\$ 3,848.93
15/11/2023	Cr J Hallett	Council meeting fee - November 23	\$ 2,014.17
15/11/2023	Cr Nicole Woolf	Council meeting fee - October 23 and November 23	\$ 3,848.93
15/11/2023	Cr Ron Alexander	Council meeting fee - November 23	\$ 2,014.17
15/11/2023	Cr Sophie Greer	Council meeting fee - October 23 and November 23	\$ 3,848.93
15/11/2023	Cr Suzanne Worner	Council meeting fee - October 23 and November 23	\$ 3,848.93
17/11/2023	CSE Crosscom Pty Ltd	Software access October 23 to December 23	\$ 6,688.00
17/11/2023	CSE Crosscom Pty Ltd	Supervisor two way radio or belt clip	\$ 257.40
17/11/2023	CSP Group Pty Ltd	Supply of 400 ML multispray	\$ 1,134.00
03/11/2023	D Emmett	Gratuity payment for Queer D&D event September 23	\$ 150.00
17/11/2023	D Morrissey	Reimbursement for BPLC expenses paid - Pool cleaning stones	\$ 163.71
17/11/2023	Danica Zuks Photography	Photography for e-scooters launch.	\$ 297.00
17/11/2023	Darryl Bellotti	Final payment for artwork and design of meeting room	\$ 2,970.00

17/11/2023	David Gray & Co Pty Ltd	Supply of green bins	\$ 1,966.80
03/11/2023	Department of Fire and Emergency Services (DFES)	ESL section 36L & 36M - FY 2023/24	\$ 83,673.91
03/11/2023	Department of Justice	Payments for FER	\$ 1,196.40
17/11/2023	Department of Premier and Cabinet	Publishing notice of Scheme Amendment No.9	\$ 78.00
10/11/2023	Department of Social Services	Payroll Deductions	\$ 849.16
23/11/2023	Department of Social Services	Payroll Deductions	\$ 849.16
03/11/2023	Department of Transport	Vehicle Ownership Searches September 23	\$ 3,612.40
03/11/2023	Designer Christmas	Publishing notice of Scheme Amendment No.9	\$ 3,740.00
03/11/2023	Devco Builders	Maintenance and repairs - Beatty Park	\$ 6,125.93
17/11/2023	Devco Builders	Maintenance and repairs - Royal Park Hall	\$ 17,758.95
17/11/2023	Devco Builders	Maintenance and repairs -Works Depot	\$ 9,526.00
17/11/2023	Devco Builders	Maintenance and repairs -Library	\$ 6,755.38
17/11/2023	Devco Builders	Maintenance and repairs - Smith Lake	\$ 21,369.15
17/11/2023	Devco Builders	Maintenance and repairs- BPLC	\$ 22,612.20
17/11/2023	Devco Builders	Maintenance and repairs - Various locations	\$ 19,077.26
03/11/2023	Devco Builders	Maintenance and repairs - Litis Stadium	\$ 10,024.34
03/11/2023	Devco Builders	Maintenance and repairs - Various locations	\$ 46,058.20
03/11/2023	Dexion Balcatta	Shelving unit for depot	\$ 93.50
17/11/2023	Diplomatik Pty Ltd	Hire of agency staff - Parks	\$ 4,056.82
03/11/2023	Diversus	FY 2023-24 - Nintex promapp renewal	\$ 48,425.20
03/11/2023	DNX Energy Pty Ltd	Check up on solar system - City of Vincent Admin Building	\$ 484.00
03/11/2023	Dominic Snellgrove	DRP advice	\$ 800.00
17/11/2023	Donegan Enterprises Pty Ltd	Playground repairs and maintenance various location	\$ 6,575.80
17/11/2023	Downer EDI Engineering Power Pty Ltd	Implementation cost of security system upgrade	\$ 30,017.20
17/11/2023	Downer EDI Engineering Power Pty Ltd	Variation 2 and 3 to security systems upgrade	\$ 9,856.00
03/11/2023	Drew Sweet	Gratuity payment for Queer D&D event September 23	\$ 150.00
17/11/2023	E Bentley	Payment for Les Mills quarterly workshops	\$ 149.48
10/11/2023	Easi Group	Payroll Deductions	\$ 4,973.66
23/11/2023	Easi Group	Payroll Deductions	\$ 4,973.66
03/11/2023	Ed Art Supplies	Supplies for Library	\$ 215.38
03/11/2023	Emilia Jayne Hawcroft	Gratuity payment for Queer D&D event September 23	\$ 150.00
17/11/2023	Environmental Industries Pty Ltd	Spraying of weedkiller - Passive parks	\$ 24,865.15
17/11/2023	Environmental Industries Pty Ltd	Annual footpath and kerblane spraying	\$ 6,776.00
03/11/2023	EnvisionWare Pty Ltd	Envisionware licenses	\$ 14,462.80
03/11/2023	EOS Electrical	Electrical services - Brisbane, Wade street park, Terrace and Breame	\$ 880.00
17/11/2023	EOS Electrical	Electrical services- Install GPO to storage cupboar, Leederville Oval Toilet, Weld Square , Works Depot, Berryman Street, Menzine Pavillion Female	\$ 1,691.64

17/11/2023	Espresso On The Go	Reimbursement for Mobile coffee service 01 November 23	\$ 400.00
03/11/2023	Evolve Events	Training program and course	\$ 315.00
03/11/2023	Exteria	Supply of Park bench	\$ 1,918.40
17/11/2023	F Arto	Refund for cancelled seniors bus trip	\$ 100.00
17/11/2023	Facile Futuro Holdings Pty LtdL C Ryan	Rates Refund	\$ 1,620.33
17/11/2023	Firstaidpro	First aid - Training	\$ 3,054.00
17/11/2023	Flex Fitness Equipment	Supply of fitness equipment - BPLC	\$ 728.62
03/11/2023	Flexi Staff Group Pty Ltd	Hire of agency staff - various departments	\$ 13,093.18
17/11/2023	Flexi Staff Group Pty Ltd	Hire of agency staff - various departments	\$ 36,218.01
03/11/2023	Flick Anticimex Pty Ltd	Pest control services - Kidz Galore, Works depot, Lee Hops Cottage	\$ 1,249.54
17/11/2023	Flick Anticimex Pty Ltd	Pest control services - various location	\$ 11,161.12
03/11/2023	Focus Networks	Managed services - October 23	\$ 29,293.00
03/11/2023	Focus Networks	Managed ICT services, WIFI Installation Ruckus access points manage	\$ 8,899.00
17/11/2023	Focus Networks	Installation of people counter at BPLC and Library	\$ 2,044.43
03/11/2023	Forestvale Trees Pty Ltd	Supply of trees	\$ 924.00
03/11/2023	Found Wayfinding Pty Ltd	Wayfinding Strategy - Phase 2 draft implementation plan report	\$ 19,800.00
03/11/2023	G J Aylmore	Refund for cancellation of seniors bus	\$ 50.00
03/11/2023	G Scolaro	Gratuity payment for Queer D&D event September 23	\$ 150.00
03/11/2023	GHD Pty Ltd	463-507 Newcastle St TIA peer review	\$ 8,270.90
17/11/2023	Giant Autos (1997) Pty Ltd	Vehicle Services & Repairs - 1GRN513	\$ 2,125.35
17/11/2023	Gymcare	Equipment maintenance - gym	\$ 540.76
03/11/2023	H J MacLennan	Gratuity payment for Queer D&D event September 23	\$ 150.00
17/11/2023	H Skantzos	Refund for seniors christmass lunch tickets	\$ 140.00
03/11/2023	Hames Sharley WA Pty Ltd	Link & Place Guidelines	\$ 10,463.20
10/11/2023	Health Insurance Fund of WA	Payroll Deductions	\$ 192.60
23/11/2023	Health Insurance Fund of WA	Payroll Deductions	\$ 192.60
03/11/2023	Helene Pty Ltd t/as LO-GO Appointments	Hire of agency staff Customer Services	\$ 6,067.23
17/11/2023	Helene Pty Ltd t/as LO-GO Appointments	Hire of agency staff - various departments	\$ 2,166.87
03/11/2023	Highgate Primary School	Student citizenship donation	\$ 250.00
03/11/2023	Hire Intelligence International Ltd	Rental ipads for smoke free town centre project	\$ 1,346.29
17/11/2023	HLB Mann Judd	Fee for audit of Roads to Recovery annual certification FY 2023	\$ 9,537.00
03/11/2023	I C Ahn	Refund of part dog registration fee	\$ 30.00
17/11/2023	ID Consulting Pty Ltd	Vincent Precinct Analysis - Economic profiles	\$ 3,300.00
03/11/2023	IMCO Australasia	Supply of concrete repairing product	\$ 16,060.00
03/11/2023	Infocouncil Pty Ltd	Inforcouncil web hosting and training	\$ 605.00

17/11/2023	Initial Hygiene	Payment for syringe collection July 23 to 29 August 23	\$ 1,008.98
17/11/2023	Integrated Power Pty Ltd	Supply and install 24 W bollard lights	\$ 2,222.00
03/11/2023	IPEC Pty Ltd	Courier services for Library	\$ 458.34
17/11/2023	IPWEA Ltd	Staff training-Certificate in Asset Management Planning	\$ 2,420.00
03/11/2023	iSUBSCRiBE Pty Ltd	Subscription payment for library magazines	\$ 709.78
17/11/2023	iSUBSCRiBE Pty Ltd	Renewal of yearly magazine subscription - Library	\$ 1,089.84
17/11/2023	J C Sparling	Refund of crossover subsidy	\$ 535.00
17/11/2023	J Chung	Fitness instructor fee	\$ 360.00
17/11/2023	J Colli	Graduate certificate Executive Leadership Management	\$ 11,000.00
03/11/2023	J Iliev	Rebate for reusable sanitary product purchases	\$ 50.00
03/11/2023	J Lowden	Fitness instructor fee	\$ 120.00
17/11/2023	J Lowden	Fitness instructor fee	\$ 120.00
03/11/2023	J M Warner	Refund of part dog registration fee	\$ 30.00
03/11/2023	J Meakins	Gratuity payment for Queer D&D event September 23	\$ 150.00
17/11/2023	J Neugebauer	Reimbursement for morning tea and lunch for new councillors 27 October 23	\$ 123.91
17/11/2023	Jack Lockers	Hire of long term locker - BPLC	\$ 1,333.00
03/11/2023	Jackson McDonald	Leederville carpark redevelopment and sale	\$ 13,106.50
03/11/2023	Jackson McDonald	Legal services - The Avenue and Framecourt car park	\$ 51,484.65
03/11/2023	Jackson McDonald	Sale and redevelopment - The Avenue and Framecourt car park	\$ 35,385.35
03/11/2023	Jackson McDonald	Sale and redevelopment - The Avenue and Framecourt car park	\$ 925.65
17/11/2023	Jackson McDonald	Legal services - local law review	\$ 5,712.30
03/11/2023	Janet Verburg	Fitness instructor fee	\$ 1,004.00
17/11/2023	JB Hi-Fi Solutions	Purchase of IT Hardware	\$ 1,353.35
17/11/2023	JB Hi-Fi Solutions	Purchase of hardware supplies	\$ 6,290.13
03/11/2023	Jisun Kim Pty Ltd	Rates Refund	\$ 3,485.17
17/11/2023	Jisun Kim Pty Ltd	Rates Refund	\$ 3,414.75
17/11/2023	Joyce Property Investments	Rates Refund	\$ 833.90
03/11/2023	K Johnston	Gratuity payment for Queer D&D event September 23	\$ 150.00
17/11/2023	K Larcombe	Reimbursement for work related police clearance	\$ 58.70
17/11/2023	K M Allen	Reimbursement for parking fee and pride event 3 November 23	\$ 25.56
03/11/2023	K M Leen	Rates Refund	\$ 523.15
03/11/2023	K McCumiskey	Fitness instructor fee	\$ 113.68
17/11/2023	K McCumiskey	Fitness instructor fee	\$ 60.00
17/11/2023	Karri Real Estate	Parking revenue distribution July 23 to September 23	\$ 46,539.51
07/11/2023	Kennards Hire	Equipment hire	\$ 230.20

17/11/2023	Kleen West Distributors	Cleaning supplies	\$ 2,054.58
17/11/2023	Kone Elevators Pty Ltd	Servicing of lift Pctpber23 to December 23	\$ 1,179.82
03/11/2023	Konica Minolta Business Solutions Australia Pty Ltd	Printing services for Admin, Library , Beatty Park, Depot	\$ 2,731.45
03/11/2023	KS Black Pty Ltd	Bore/pump maintenance - Brigatti Gardens	\$ 21,131.00
03/11/2023	KS Black Pty Ltd	Bore/pump maintenance - Scarborough ANZAC	\$ 4,125.00
03/11/2023	KS Black Pty Ltd	Bore Development and Pump Service Robertson Park	\$ 3,201.00
03/11/2023	KS Black Pty Ltd	Bore Development and Pump ServiceRobertson Park	\$ 8,474.40
03/11/2023	KS Black Pty Ltd	Bore/pump maintenance - Charles Veryard	\$ 374.00
03/11/2023	KS Black Pty Ltd	Bore Development and Pump Service Les Lilleyman	\$ 46,271.50
03/11/2023	KS Black Pty Ltd	Bore Development and Pump Service Keith Frame Rese	\$ 10,630.76
03/11/2023	KS Black Pty Ltd	Bore Development and Pump Service Keith Frame	\$ 3,201.00
03/11/2023	Kuditj Pty Ltd	Catering - Council meeting 25	\$ 286.00
17/11/2023	Kuditj Pty Ltd	Catering - End of term function 12 October 23	\$ 1,863.13
03/11/2023	Kyilla Primary School	Student citizenship donation	\$ 250.00
03/11/2023	L E O'Brien	Refund for additional collections	\$ 152.14
17/11/2023	L F Moon	Rates Refund	\$ 498.63
03/11/2023	L Hutchinson	Catering - Reimbursement PHBE team building day	\$ 60.50
03/11/2023	L J Sharp	Fitness instructor fee	\$ 180.00
03/11/2023	L K Elliott	Rates Refund	\$ 203.64
17/11/2023	L McGuirk	Reimbursement car parking fee	\$ 38.87
10/11/2023	L.G.R.C.E.U.	Payroll Deductions	\$ 22.00
03/11/2023	Lalli Consulting Engineers	Additional inspection of Ceiling Leederville Oval	\$ 3,843.40
03/11/2023	Landgate	GRV rentals valuations 30 September 23 to 13 October 23	\$ 108.93
03/11/2023	Leederville Cameras	Printing services Pride fairday A4 signs	\$ 168.50
17/11/2023	Leederville Cameras	Printing services Pride Plant Sign	\$ 2.50
17/11/2023	Leo Heaney Pty Ltd	Street tree watering and pruning services	\$ 1,056.00
17/11/2023	Les Mills Asia Pacific	Registration and music fees November 23	\$ 1,757.55
17/11/2023	LGISWA	Excess motor vehicle claim	\$ 500.00
03/11/2023	LGISWA	LGISWA Insurance services FY24	\$ 536,973.81
03/11/2023	Line Marking Specialists	Line Marking services various location	\$ 4,461.60
17/11/2023	Line Marking Specialists	Line Marking services various location	\$ 6,928.90
17/11/2023	Little Pride Pin Shop	Pins for pride event	\$ 400.00
03/11/2023	Local Government Professionals Australia WA	Comm intelligence forum and Monthly Webinar Series	\$ 430.00
17/11/2023	Local Government Professionals Australia WA	Council planning network event - training session	\$ 60.00
17/11/2023	Luke Riley Creative	Professional fee - Garden Comp Judging event, Jazz Brunch picnic parade and Seniors week event	\$ 2,555.00
17/11/2023	Luna Palace Joint Venture	Refreshments for Movie for Seniors Week -14 November 23	\$ 445.00

17/11/2023	M Cardenas Albarracin	Wages for pay period bounced payment	\$ 336.84
03/11/2023	M E McKahey	Catering - Reimbursement for COV event 26 October 23	\$ 182.07
03/11/2023	M G Jajko	Fitness instructor fee	\$ 60.00
17/11/2023	M Saraceni	Heritage assistance fund - repairs to roof	\$ 5,000.00
03/11/2023	M Slater	Fitness instructor fee	\$ 189.00
17/11/2023	M Slater	Fitness instructor fee	\$ 126.00
03/11/2023	M Tognini	Payment for the guest speaker	\$ 374.00
03/11/2023	Majestic Plumbing Pty Ltd	Plumbing services - various locations	\$ 6,316.38
17/11/2023	Majestic Plumbing Pty Ltd	Plumbing services - various locations	\$ 3,045.25
17/11/2023	Major Motors Pty Ltd	Purchase of truck - 11AV199	\$ 161,602.57
17/11/2023	Margaret River Agencies	Catering supply for council meeting	\$ 297.00
17/11/2023	Marshall Beattie Pty Ltd	Inspection of main exit auto gate, gym entry gate not closing correctly	\$ 638.00
03/11/2023	Massey's Herd	Milk supplies - Depot - June 23 to October 23	\$ 1,815.60
15/11/2023	Mayor Alison Xamon	Council meeting fee - October 23 and November 23	\$ 11,822.58
03/11/2023	McLeods Barristers & Solicitors	Legal services - dog attack prosecution	\$ 3,791.15
24/11/2023	Mercer Spectrum	Superannuation	\$ 3,435.53
17/11/2023	Metal Artwork Badges	Name badges for new elected members in 2023	\$ 123.20
03/11/2023	Miltom Pty Ltd t/as Classic Hire	Accessible toilet clean ups	\$ 703.45
03/11/2023	Mindarie Regional Council	Non processable waste September 23 & October 23	\$ 8,120.63
03/11/2023	Mindarie Regional Council	Processable waste September 23 and October 23	\$ 113,852.19
17/11/2023	Mindarie Regional Council	Non processable waste october 23, Road sweeps disposal and boom gate repairs Tamala Park	\$ 4,442.53
03/11/2023	Miracle Recreation Equipment	Supply of pommel swing seat and delivery for playgrounds	\$ 467.50
03/11/2023	Mount Hawthorn Education Support Centre	Student citizenship donation	\$ 250.00
03/11/2023	Mount Hawthorn Primary School	Student citizenship donation	\$ 250.00
17/11/2023	Mt Hawthorn Community Church	Community support grant	\$ 1,000.00
17/11/2023	Nao Williams	Fitness instructor fee	\$ 520.00
03/11/2023	Natale Group Australia Pty Ltd	Security services	\$ 2,845.98
17/11/2023	Natural Area Holdings Pty Ltd	Maintenance work	\$ 19,283.00
17/11/2023	Natural Area Holdings Pty Ltd	Maintenance work	\$ 1,199.00
03/11/2023	Nearmap Australia Pty Ltd	Annual licence subscription September 23 to September 24	\$ 23,680.80
17/11/2023	News Limited	26 weeks newspaper subscription for library	\$ 624.01
17/11/2023	Nicholas Jolly & Associates	Fitness instructor fee	\$ 198.00
03/11/2023	Nightlife Music Pty Ltd	Crowd DJ November 23 - BPLC	\$ 417.94
17/11/2023	Noma Pty Ltd	Design review panel advice - various location	\$ 1,870.00
03/11/2023	North Perth Primary School	Student citizenship donation	\$ 250.00



03/11/2023	Northsands Resources	Construction waste disposal services July 23, August 23 and September 23	\$ 8,929.80
17/11/2023	Northsands Resources	Sand Paving	\$ 253.40
17/11/2023	Northshore Unit Inc. - SES	FESA SES Contribution - Quarter 2	\$ 15,499.00
03/11/2023	O Dedic	Reimbursement - milk supplies	\$ 134.80
03/11/2023	Officeworks Ltd	Office supplies and consumables	\$ 2,160.84
17/11/2023	Officeworks Ltd	Office supplies and consumables	\$ 207.00
03/11/2023	Omnicom Media Group Australia Pty Ltd	Advertisements - Adopted Policies	\$ 595.78
17/11/2023	OPAM Consulting	Consultant report -7 Grams Chicken	\$ 2,057.00
03/11/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Professional Support Services-Project September 2023	\$ 18,353.50
03/11/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Professional Support Services-Support September 23	\$ 20,033.75
03/11/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Professional Support Services-Payroll September 23	\$ 30,244.50
03/11/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Payment for power automate plan, Power BI pro and premium	\$ 64.24
03/11/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Professional services - Payroll Project August 23	\$ 19,516.75
03/11/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Professional Services - Project August 23	\$ 12,666.50
03/11/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Professional Services - Support August 23	\$ 9,047.50
03/11/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Subscription true up team - October 23 to December 23	\$ 8,910.00
03/11/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Payment for Power Automa , Power BI pro and premium	\$ 64.24
03/11/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Microsoft Azure September 23	\$ 1,092.59
03/11/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Professional services - Payroll September 23	\$ 19,516.75
03/11/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Professional Services - Project September 23	\$ 12,925.00
03/11/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Professional Services - Project Management September 23	\$ 16,156.25
17/11/2023	P E Sullivan Fernandez Custodian Pty Ltd	Rates Refund	\$ 446.07
17/11/2023	P Saraceni & J T Davies	Rates Refund	\$ 2,261.91
03/11/2023	P Toia-Johnston	Payment for photo/ video shoot	\$ 400.00
17/11/2023	P Toia-Johnston	City Scooter photo/ Video Shoot	\$ 400.00
03/11/2023	P Tran	Fitness instructor fee	\$ 596.00
17/11/2023	P Tran	Fitness instructor fee	\$ 300.00
17/11/2023	Parks and Leisure Australia	Staff Training	\$ 759.00
17/11/2023	PeopleSense by Altius	EAP Service October 23	\$ 1,615.08
03/11/2023	Perth Garden Games	Lawn game hire - staff events BPLC	\$ 285.00
17/11/2023	Pixelcase Group Pty Ltd	Aero Ranger ALPR Hardware vehicle kits December 23	\$ 5,689.12
17/11/2023	PJA Holdings (Australia) Pty Ltd	Stage 2- Traffic and urban consultation	\$ 4,950.00
17/11/2023	Princi The Butcher	Refund of planning application fee	\$ 73.00
03/11/2023	Print and Sign Co	Printing services - Postcards	\$ 1,407.65
17/11/2023	Print and Sign Co	Printing services 16 Bollard Cover	\$ 1,146.20

03/11/2023	Professional Tree Surgeons	Tree pruning & removal services - various location	\$ 3,399.00
17/11/2023	Professional Tree Surgeons	Tree pruning & removal services-Marmion St	\$ 7,007.00
17/11/2023	Professional Tree Surgeons	Tree pruning & removal services- Hyde Park, Robertson Park Britaninia Road, Vincent Street, Les Lillyman , William Street	\$ 8,237.35
03/11/2023	Profounder Turfmaster Pty Ltd	Turf maintenance - Litis Stadium and Leederville oval	\$ 12,651.83
03/11/2023	Profounder Turfmaster Pty Ltd	Supply and application of Herbicide for various grounds	\$ 8,006.15
03/11/2023	Programmed Skilled Workforce Limited	Hire of agency staff - various departments	\$ 4,068.63
17/11/2023	Programmed Skilled Workforce Limited	Hire of agency staff - various departments	\$ 4,727.56
17/11/2023	Protector Fire Services Pty Ltd	Fire equipment maintenance - Admin Build	\$ 737.00
03/11/2023	QuickMail	Seniors lunch invites and mailout.	\$ 807.03
17/11/2023	QuickMail	Printing service & Direct mail Seniors	\$ 971.30
03/11/2023	R Freitas	Fitness instructor fee	\$ 240.00
03/11/2023	R G Leen	Rates Refund	\$ 172.56
03/11/2023	Rada & Neso Services	Monthly cleaning services - BPLC	\$ 770.00
17/11/2023	Rada & Neso Services	Monthly cleaning services - BPLC	\$ 1,650.00
03/11/2023	Regents Commercial	Water services September 23 to 31 October 23	\$ 324.46
03/11/2023	Regents Commercial	Council Rates 23/24 Lot 49 payment of 2nd of 4th installment	\$ 1,541.10
03/11/2023	Regents Commercial	Rent - Barlee St CP November 23	\$ 8,656.37
17/11/2023	Rent Choice	Rates Refund	\$ 406.97
17/11/2023	Rentokil Initial Pty Ltd	Pest Control Services BPLC	\$ 2,397.60
17/11/2023	Repeat Plastics (WA)	Supply of wheel stops and spikes	\$ 6,954.20
03/11/2023	Retech Rubber	Repairs to softfall play area - Hyde Park	\$ 2,062.50
17/11/2023	Richard Harrison	Bee removal - New Castle st and Hyde park wedding gazebo	\$ 500.00
03/11/2023	Richgro Garden Products	Supply of fertiliser	\$ 1,067.00
17/11/2023	Rosemount Hotel	Catering - Citizenship ceremony 29 November 23	\$ 1,480.00
17/11/2023	Rosemount Hotel	Parking revenue distribution June 23 to 30 September 23	\$ 18,397.92
03/11/2023	Rosevale Fire & Electrical	Electrical work - BPLC	\$ 144.00
17/11/2023	Rosevale Fire & Electrical	Electrical works at BPLC	\$ 1,925.50
17/11/2023	RPG Auto Electrics	Plant repairs and maintenance P3526	\$ 698.50
03/11/2023	RSEA Pty Ltd	30 X Trading cone traffic 700mm reflective sleeve	\$ 679.80
03/11/2023	RTRfm 92.1	RTRFM Partnership - Arts Plan Action	\$ 9,295.00
17/11/2023	Rubek Automatic Doors	Servicing door- Mt Hawthorn Halls	\$ 264.00
03/11/2023	S E Hill	Reimbursement -Urban rewilding workshop	\$ 93.00
03/11/2023	S P Miles	Refund of planning application fee	\$ 885.00
03/11/2023	S Patchett	Fitness instructor fee	\$ 276.00
17/11/2023	S Patchett	Fitness instructor fee	\$ 552.00

03/11/2023	S R Khangure	Refund of infrastructure bond	\$ 1,000.00
03/11/2023	S Ramachandran	Reimbursement for medical consultation	\$ 154.18
03/11/2023	S Smart	Fitness instructor fee	\$ 180.00
17/11/2023	S Smart	Fitness instructor fee	\$ 120.00
17/11/2023	S Stibora	Fitness instructor fee	\$ 120.00
03/11/2023	S Vertigan	Gratuity payment for Queer D&D event September 23	\$ 150.00
03/11/2023	Sacred Heart Primary School	Student citizenship donation	\$ 250.00
17/11/2023	Sam's Repairs & Maintenance	Sign installation and maintenance	\$ 4,796.00
03/11/2023	Sanax Medical & First Aid Supplies	First aid supplies - BPLC	\$ 145.38
17/11/2023	Sanax Medical & First Aid Supplies	First aid supplies - BPLC	\$ 44.28
03/11/2023	Sanderson's Outdoor Power Equipment	Plant repairs and maintenance	\$ 595.00
17/11/2023	Sanderson's Outdoor Power Equipment	Plant repairs and maintenance	\$ 120.00
03/11/2023	SAS Locksmiths	Key cutting and lock maintenance service	\$ 132.72
03/11/2023	Securus	Security services - Woodville Res Pavillion	\$ 232.10
17/11/2023	Securus	Security services - Loftus Recreation	\$ 714.96
03/11/2023	ServiceFM Pty Ltd	Washroom consumables, general cleaning services and extra cleaning	\$ 7,111.72
17/11/2023	ServiceFM Pty Ltd	General cleaning various locations August 2023	\$ 22,674.55
17/11/2023	ServiceFM Pty Ltd	General cleaning various locations September 2023	\$ 30,808.18
03/11/2023	Shamir Australia	Purchase of safety glasses	\$ 3,300.00
03/11/2023	Shred-X Pty Ltd	Security bin exchange - BPLC	\$ 190.41
17/11/2023	Sigma Chemicals	Supply pool chemicals for BPLC	\$ 13,903.56
03/11/2023	Slater-Gartrell Sports	Replacement mats for cricket nets - Britannia road	\$ 3,938.00
03/11/2023	SoCo Studios	Videography - Resident Garden Interview	\$ 330.00
17/11/2023	Solo Resource Recovery	Pressure cleaning services - Depot	\$ 6,133.60
17/11/2023	Soundtown	Fitness Audio E-Mic	\$ 598.00
17/11/2023	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling	\$ 660.00
03/11/2023	Speedo Australia Pty Ltd	Merchandise for BPLC	\$ 6,306.30
17/11/2023	Speedo Australia Pty Ltd	Merchandise for BPLC	\$ 16,181.00
17/11/2023	Sportsworld Of WA	Zoggs stock for sale in retail shop - BPLC	\$ 300.30
17/11/2023	St John Ambulance Western Australia Ltd	First aid kit servicing - Depot	\$ 368.06
17/11/2023	St Vincent de Paul Society WA (Inc)	30 x \$20 vouchers for Op Shop and Style	\$ 600.00
03/11/2023	State Law Publisher	Publish Bush Fire notice in the Government Gazette	\$ 499.20
24/11/2023	Steeg Banham Superannuation Fund	Superannuation	\$ 476.33
03/11/2023	StrataGreen	Garden equipment supplies	\$ 529.32
03/11/2023	Subiaco Football Club Inc.	Refund of Section 39 Fee application	\$ 208.00

03/11/2023	Sun Bum Australia Pty Ltd	Merchandise for BPLC	\$ 2,591.16
24/11/2023	SuperChoice Services Pty Ltd	Superannuation	\$ 299,063.98
03/11/2023	Synergy	Electricity and gas charges - various locations	\$ 19,626.82
03/11/2023	Synergy	Electricity and gas charges - various locations	\$ 37,528.91
17/11/2023	Synergy	Electricity and gas charges - various locations	\$ 69,365.10
17/11/2023	Synergy	Electricity and gas charges - various locations	\$ 66,807.71
17/11/2023	Synergy	Electricity and gas charges - various locations	\$ 20,478.03
17/11/2023	TAMA Management Consulting Pty Ltd	Consultancy for COV serice plan approach	\$ 12,155.00
17/11/2023	Technogym Australia Pty Ltd	4 Education sessions	\$ 3,960.00
17/11/2023	Technogym Australia Pty Ltd	12 months subcription live premium content	\$ 2,112.00
17/11/2023	Technology One Ltd	Spatial Consulting Services October 23	\$ 4,730.00
03/11/2023	Teena Smith	Fitness instructor fee	\$ 453.00
17/11/2023	Teena Smith	Fitness instructor fee	\$ 377.50
03/11/2023	The BBQ Man	Pressure cleaning - Oxford street reserve October 23	\$ 440.00
17/11/2023	The BBQ Man	BBQ cleaning at various locations - October 23	\$ 4,405.22
03/11/2023	The de Mol Group of Companies Pty Ltd ATFT DGC Trust t/a	Electricity reimbursement for CCTV equipment usage	\$ 33.00
03/11/2023	The Good Grocer Leederville IGA	Catering - Election day and 24 October 23	\$ 490.00
03/11/2023	The Good Guys	Purchase of kitchen equipment	\$ 651.00
03/11/2023	The Owners of Ecco SP 62127	Refund of duplicate payment made on 29 August 23	\$ 550.00
17/11/2023	The Poster Girls	Printing and distribution of A3 posters	\$ 638.00
17/11/2023	The Royal Life Saving Society Western Australia Inc	AIDS Memorial pond servicing - October 23	\$ 8,957.16
24/11/2023	The Trustee for Fergco Family Super Fund	Superannuation	\$ 2,523.04
17/11/2023	The Wilson Family Trust t/a Storyline Designs	Admin Building - Lobby design fee stage 2 50% fee	\$ 2,904.00
17/11/2023	Thomson Reuters (Professional) Australia Ltd	E-recruitment licence October 2023	\$ 16,510.51
03/11/2023	TJ Depiazzi & Sons	Supply of Mulch	\$ 3,314.80
03/11/2023	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 6,823.30
17/11/2023	Tom Lawton - Bobcat Hire	Bobcat hire	\$ 7,984.90
03/11/2023	Total Workplace Safety Compliance	Local Government Compliance Seminar	\$ 291.50
03/11/2023	Totally Workwear Mt Hawthorn	Uniform supplies	\$ 796.55
17/11/2023	Totally Workwear Mt Hawthorn	Uniform supplies for various departments	\$ 5,466.66
17/11/2023	T-Quip	Plant repairs and maintenance - P5051	\$ 348.15
17/11/2023	Traffic Logistics Australia	Payment for completed traffic survey	\$ 1,925.00
03/11/2023	Tree Amigos	Street trees and parks pruning/removal - various locations zone 1, 2,3	\$ 59,484.92

17/11/2023	Tree Amigos	Street trees and parks pruning/removal - various locations zone 1, 2,3,4,5	\$ 78,619.20
17/11/2023	Trustees for The Folan Family Trust t/a Inspired Development	Executive staff coaching and training	\$ 1,925.00
17/11/2023	Tyres4U Pty Ltd	Tyre replacement and maintenance	\$ 2,217.16
03/11/2023	Universal Bar	End of Term function on in October 23	\$ 371.25
03/11/2023	Universal Diggers	Plant Hire - depot	\$ 1,100.00
17/11/2023	Universal Diggers	Plant Hire - depot	\$ 33,202.40
17/11/2023	Urbis Pty Ltd	Design review panel advice and meetings	\$ 2,200.00
03/11/2023	V Forbes	Fitness instructor fee	\$ 851.40
03/11/2023	V McGuire	Citizenship Ceremony welcome to country 29 October 23	\$ 2,310.00
03/11/2023	Veolia Recycling & Recovery Pty Ltd	Waste collection - BPLC September 23	\$ 2,062.99
17/11/2023	Vita Property Group	Rates Refund	\$ 2,563.00
03/11/2023	Vorgee Pty Ltd	Merchandise for BPLC	\$ 1,478.40
03/11/2023	W J Cronin	Refund of planning application fee	\$ 147.00
17/11/2023	W.A. Limestone Co	Supply of limestone	\$ 1,496.84
03/11/2023	WA Library Supplies	Library supplies	\$ 165.00
03/11/2023	Walcott Industries	North Perth Bowling Club toilet renewals	\$ 43,984.60
03/11/2023	Water Corporation	Water charges - various locations	\$ 26,333.63
17/11/2023	Water Corporation	Hydrant Water Usage 15.08.23-15.09.23	\$ 26,022.97
03/11/2023	Way Funky Company Pty Ltd	Merchandise for BPLC	\$ 15,775.43
03/11/2023	WC Convenience Management Pty Ltd	Maintenance exelooos - Various Locations - November 23	\$ 4,295.87
17/11/2023	West Coast Profilers Pty Ltd	Profiling services - Loftus St	\$ 9,726.20
17/11/2023	West Coast Profilers Pty Ltd	Profiling services - Loftus St	\$ 13,780.89
17/11/2023	West Coast Profilers Pty Ltd	Profiling services - Anzac st and Sussex street	\$ 11,536.80
17/11/2023	Western Irrigation Pty Ltd	Retic Parts	\$ 7,632.34
03/11/2023	Western Metropolitan Regional Council	Processing of FOGO Material 2.10.23 to 13.10.23	\$ 24,810.01
03/11/2023	Western Metropolitan Regional Council	Delivery of compost soil	\$ 633.38
03/11/2023	Western Metropolitan Regional Council	Verge waste collection and processing - Sept 23	\$ 25,517.54
03/11/2023	Western Metropolitan Regional Council	Processing of FOGO Material 118 September 23 to 29 September 23	\$ 27,050.70
03/11/2023	Western Metropolitan Regional Council	Processing of FOGO Material 1 September 23 - 15 September 23	\$ 29,398.56
03/11/2023	West-Sure Group Pty Ltd	Monthly charges for cash collection at BPLC - September 23	\$ 395.34
03/11/2023	Wheelers Books Pty Ltd	Library books supplies	\$ 86.22
17/11/2023	Wheelers Books Pty Ltd	Supply of library books	\$ 422.68
17/11/2023	Wilson Security	Security services - AdminBuilding	\$ 71.50
03/11/2023	Winc Australia Pty Ltd	Office supplies and consumables	\$ 1,952.98
17/11/2023	Winc Australia Pty Ltd	Office and stationery supplies for various locations	\$ 492.87
17/11/2023	Wizard Training Solutions	Training - Dealing with difficult behaviour November 23	\$ 4,125.00
17/11/2023	Woodlands Distributors Pty Ltd	Compostable dog bags	\$ 8,537.76
17/11/2023	Work Reap Ventures Pty Ltd	Sustainable Style Workshop - 3 November 23	\$ 825.00

03/11/2023	Workwear Supplies	Uniform supplies - Staff	\$ 763.58
17/11/2023	Workwear Supplies	Uniform supplies - Staff	\$ 401.12
03/11/2023	Worldwide East Perth	Printing services - Business cards	\$ 880.00
17/11/2023	Worldwide East Perth	Printing services - Smoke free pole	\$ 4,675.00
03/11/2023	Wow Wipes	Supply anti bacterial wipes for use in gym -BPLC	\$ 1,265.00
17/11/2023	Wow Wipes	Supply anti bacterial wipes for use in gym -BPLC	\$ 2,530.00
17/11/2023	Xceed Real Estate	Rates Refund	\$ 407.86
03/11/2023	Yolande Gomez	Fitness instructor fee	\$ 438.00
17/11/2023	Yolande Gomez	Fitness instructor fee	\$ 1,074.00
17/11/2023	Zenien	CCTV upgrade at COV depot	\$ 5,627.16
17/11/2023	Zenien	New CCTV camera for the Avenue Carpark	\$ 2,508.55
17/11/2023	Zenien	CCTV consulting	\$ 136.13
			\$ 4,848,795.38
	Payroll		
07/11/2023	Payroll	Payroll Pay Period 10	\$ 737,315.20
21/11/2023	Payroll	Payroll Pay Period 11	\$ 748,741.90
	Total Payroll		\$ 1,486,057.10
	Total Payment		\$ 6,334,852.48

Creditors Report - Payments by Direct Debit				
01/11/2023 to 30/11/2023				
Credit Card Transactions for the Period 06/10/2023 - 06/11/2023				
Card Holder	Date	Payee	Description	Amount
CEO	09/10/2023	Local Government Management	Registration - LG Professionals Forum - 30/10/23	\$ 320.00
	22/10/2023	Whole food circus	Catering for Local Government Election Day	\$ 94.76
	22/10/2023	Good Grocer	Catering for Local Government Election Day	\$ 83.88
	23/10/2023	Wanewsdti	West Australian Newspaper - Monthly Subscription	\$ 83.60
	25/10/2023	Nespresso Australia	Catering for City Events - Council Meetings	\$ 200.10
	30/10/2023	City of Perth Parking Perth	LG Pro Comms Event - CEO Parking	\$ 4.54
	01/11/2023	Wilson Parking Australia	Parking Opening reception for world energy cities	\$ 11.14
	03/11/2023	Wilson Parking Australia	CEO Parking - World Energy Cities Conference	\$ 25.31
				\$ 823.33
Director Infrastructure & Environment				
	11/10/2023	Institute of Public Works Engineering Australia	IPWEA Subscription	\$ 618.75
	23/10/2023	Dan Murphy's	Alcohol - Function Room	\$ 438.27
	26/10/2023	Harvey Norman	Vacuum Cleaner	\$ 499.00
	30/10/2023	JB Hi Fi online	Coffee Machine	\$ 197.00
	01/11/2023	JB Hi Fi Online	Refund/Discount - Coffee Machine	-\$ 48.00
	02/11/2023	EB *Symposium-Net Zero	Net Zero Symposium	\$ 950.00
	02/11/2023	EB *Symposium-Net Zero	Net Zero Symposium	\$ 950.00
				\$ 3,605.02
Manager Marketing and Partnerships				
	09/10/2023	Woolworths Online	Seniors cooking workshop supplies	\$ 13.09
	09/10/2023	Woolworths Online	Seniors cooking workshop supplies	\$ 90.58
	06/10/2023	IKEA Pty Ltd	Certificates - Spirit of Christmas competition	\$ 283.00
	16/10/2023	Wembley Police Station	Road closure application fee for halloween event	\$ 90.20
	10/10/2023	Mailchimp Misc	Enewsletter platform	\$ 760.78
	23/10/2023	Asana.com	Marketing and Comms scheduling tool	\$ 968.66
	23/10/2023	Asana.com	Marketing and Comms scheduling tool Int'l fee	\$ 24.22
	16/10/2023	Woolworths Online	Food order for Seniors Nutrition Class	\$ 61.11
	24/10/2023	SQ Bunn Mee	Escooter photo shoot lunch	\$ 45.00
	26/10/2023	Shutters stock Ireland	Stock photo subscription	\$ 99.00
	23/10/2023	EZI*Character Solutio	Pride Fair day stall decorations	\$ 101.42






<b>Card Holder</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
	23/10/2023	EZI*Character Solutio	Pride Fair day stall decorations	\$ 16.86
	27/10/2023	TM *Ticketmaster	Rugby SVNS tickets	\$ 286.00
	30/10/2023	City of Perth Parking	Parking for LGPro conference	\$ 14.64
	03/11/2023	ChatGPT subscription	Chat GPT upgrade trial	\$ 31.48
	03/11/2023	ChatGPT subscription	Chat GPT international transaction fee	\$ 0.79
	01/11/2023	Artlist	Stock music for promotional video	\$ 315.26
	01/11/2023	Artlist	Music for promo video Int'l transaction fee	\$ 7.88
	31/10/2023	Facebook PC	Facebook advertising	\$ 87.86
				<b>\$ 3,297.83</b>
<b>Council Liaison Officer</b>				
	18/10/2023	Tsukeba* online	Catering for SCM 24 October 2023	\$ 38.00
	24/10/2023	Good Grocer L0030	Catering for 24 October 2023 - welcome of new coun	\$ 65.55
	24/10/2023	Tsukeba* online	Catering for Election staff - 21 October 2023	\$ 63.32
	30/10/2023	A1 Quality Laundromat	Laundry of tablecloths for chamber	\$ 32.00
	02/11/2023	SQ *Bunn Mee	Food for Council Induction 2 November 2023	\$ 342.00
				<b>\$ 540.87</b>
<b>Branch Librarian</b>				
	24/10/2023	Kmart 1139	F&E Purchase: White tablecloths for events	\$ 39.40
	24/10/2023	Kmart 1139	F&E Purchase: Black tablecloths for events	\$ 30.00
	24/10/2023	7BSL9UTBG2	Virtual Reality Game: Beat Saber	\$ 46.99
				<b>\$ 116.39</b>
<b>Manager ICT</b>				
	05/10/2023	Twilio Sendgrid	SendGrid Payment	\$ 143.16
	05/10/2023	Twilio Sendgrid	Transaction Fees for SendGrid	\$ 3.58
	05/10/2023	Landis Technologies LL	Landis Contact Centre	\$ 1,400.54
	05/10/2023	Landis Technologies LL	Landis Contact Centre Transaction Fee	\$ 35.01
	11/10/2023	SP JB HI-FI online	Samsung TV for Directorate Rooms	\$ 1,805.99
	15/10/2023	Chez Jean Clause Patis	Purchase of refreshments for IT Team Meeting	\$ 233.00
	17/10/2023	Noneone.COM.AU	Node1 Payment Late Payment	\$ 849.00
	19/10/2023	Zoom.US 888-799-9666	Zoom Video Conferencing	\$ 338.68
	19/10/2023	SP JB HI-FI Online	iPad Pro for new Councillors	\$ 1,909.99
	19/10/2023	EZI*M2M One Pty Ltd	Sim Card for Parks Reticulation	\$ 518.06
	28/10/2023	Blue Skys app	Timer App for Zoom	\$ 19.83
	28/10/2023	Blue Skys app	Timer App for Zoom	\$ 0.50

<b>Card Holder</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
	01/11/2023	NODE1 Internet	Node1 Internet	\$ 119.00
	02/11/2023	Assetonar.com	Asset Sonar ICT Asset Management	\$ 601.53
	02/11/2023	Assetonar.com	Asset Sonar ICT Asset Management	\$ 15.04
	03/11/2023	Deputy	Deputy Timesheet App	\$ 156.75
	03/11/2023	EasyPark	Inner City Group Managers Meeting	\$ 9.68
	04/11/2023	Intruder. IO Pro 250.80US Dollar	Intruder Systems - Intruder IO	\$ 391.19
	04/11/2023	Intruder. IO Pro 250.80US Dollar	Intruder Systems - Intruder IO	\$ 9.78
	05/11/2023	Landis Technologies LL	Landis Contact Centre	\$ 1,372.59
	05/11/2023	Landis Technologies LL	Landis Contact Centre	\$ 34.31
				<b>\$ 9,967.21</b>
<b>Manager Engineering</b>				
	12/10/2023	Reef Group Pty Ltd	Tree Lighting Leederville	\$ 446.16
				<b>\$ 446.16</b>
<b>Procurement and Contracts Officer</b>				
	05/10/2023	4 Day week global	Training for ED of Strategy & Development	\$ 794.17
	05/10/2023	4 Day week global	Intl fee for training for ED of S&D	\$ 19.85
	18/10/2023	EB *Online Board Chair	Board Chair Training for Place Planner	\$ 190.00
				<b>\$ 1,004.02</b>
<b>Total Corporate Credit Cards</b>				<b>\$ 19,800.83</b>
<b>Direct Debits</b>				
	21/11/2023	PB Leasing		\$ 395.83
			<b>Total Leasing</b>	<b>\$ 395.83</b>
<b>Loan Repayments</b>				
	01/11/2023	Treasury Corporation		\$ 78,343.41
			<b>Total Treasury Corporation</b>	<b>\$ 78,343.41</b>
<b>Bank Fees and Charges</b>				
	30/11/2023	Commonwealth Bank		\$ 11,958.57

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			Bank fees	\$ 11,958.57
Total Direct Debits including Credit Cards				\$ 110,498.64

Creditors Report - Payments by Cheque				
01/11/2023 to 30/11/23				
<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
82761	17/11/2023	Commissioner of State Revenue	Refund Rates ESL Rebate 24361	\$ 68.93
<b>Total Net Cheque Payments</b>				<b>\$ 68.93</b>

<b>7.4</b>	<b>AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 DECEMBER 2023 TO 31 DECEMBER 2023</b>
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- Attachments:**
1. December 2023 Payment by EFT and Payroll [↓](#) 
  2. December 2023 Payments Listing by Direct Debit [↓](#) 
  3. December 2023 Payments Listing by Cheques [↓](#) 

**RECOMMENDATION:**

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

EFT payments, including payroll	\$8,574,401.14
Cheques	\$194.20
Direct debits, including credit cards	\$161,836.85
<b>Total payments for December 2023</b>	<b>\$8,736,432.19</b>

**PURPOSE OF REPORT:**

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

<b>FUND</b>	<b>CHEQUE NUMBERS/ BATCH NUMBER</b>	<b>AMOUNT</b>
<b>Municipal Account (Attachment 1, 2 and 3)</b>		
EFT Payments	<b>3009-3015</b>	\$7,058,332.74
Payroll by Direct Credit	<b>December 2023</b>	\$1,516,068.40
<b>Sub Total</b>		<b>\$8,574,401.14</b>
<b>Cheques</b>		
Cheques	<b>82762</b>	\$194.20
<b>Sub Total</b>		<b>\$194.20</b>

**Direct Debits (including Credit Cards)**

Lease Fees	\$395.83
Loan Repayments	\$132,300.26
Bank Charges – CBA	\$11,702.29
Credit Cards	\$17,438.47
<b>Sub Total</b>	<b>\$161,836.85</b>

**Total Payments** **\$8,736,432.19**

**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 01/12/2023 to 31/12/2023			
Date	Payee	Description	Amount
15/12/2023	A A Stewart	Heritage assistance fund	\$ 2,381.50
15/12/2023	A Arco	Part refund of Beatty Park Leisure Centre fees	\$ 561.00
15/12/2023	A Austin	Fitness instructor fee	\$ 660.00
15/12/2023	A Fink	Fitness instructor fee	\$ 900.90
01/12/2023	A Fratelle	Refund of Infrastructure bond	\$ 3,000.00
01/12/2023	A J Hanson	Rebate for purchase of reusable sanitary products	\$ 27.50
01/12/2023	A Knowler-Pook	Rebate for purchase of reusable sanitary products	\$ 50.00
15/12/2023	A Kordic	Part refund of BPLC fees	\$ 411.89
15/12/2023	A Team Printing	Printing services - Swim School Pads	\$ 609.40
15/12/2023	Abel Property	Rates Refund - multiple locations	\$ 14,671.64
01/12/2023	Action Logistics (WA) Pty Ltd t/a Action Couriers	Courier collection for two-way radios	\$ 32.12
01/12/2023	Acurix Networks Pty Ltd	Leederville wifi services -November 2023	\$ 1,419.00
15/12/2023	Acurix Networks Pty Ltd	Leederville wifi services -December 2023	\$ 1,419.00
01/12/2023	Adam Cruickshank	Storage public artwork - 20 November 2023 - 20 December 2023	\$ 814.00
01/12/2023	Addstyle Constructions Pty Ltd	Refund of Infrastructure bond	\$ 3,000.00
01/12/2023	Adelphi Apparel	Staff uniforms - ranger services	\$ 220.00
01/12/2023	A-Flex Technology	High Pressure blower for inflatables - BPLC	\$ 385.00
15/12/2023	Aha Consulting	Community engagement - training for elected members	\$ 1,237.50
15/12/2023	Alchemy Saunas Pty Ltd	Sauna rental- November 2023- BPLC	\$ 2,860.00
15/12/2023	Aline Brick Paving	Brick paving services - Macedonia Place	\$ 7,502.00
01/12/2023	Alinta Energy	Gas Charges - View Street	\$ 63.35
15/12/2023	Alinta Energy	Gas Charges - Banks reserve	\$ 39.75
15/12/2023	Allflow Industrial	Service oil/water separator	\$ 363.00
01/12/2023	Allstate Kerbing and Concrete	Kerbing Services - Brady Street and Forrest Street	\$ 7,233.11
15/12/2023	Allstate Kerbing and Concrete	Kerbing services - Federation street, Albert street, Blake street, Macedonia street	\$ 18,244.82
19/12/2023	Allstate Kerbing and Concrete	Kerbing Services - Coogee Street & Green Street	\$ 594.00
01/12/2023	ALS Library Services Pty Ltd	Book covering service - paperback contacting and purchasing of library books	\$ 2,719.82
01/12/2023	Alsco Pty Ltd	Air freshner supplies - July 2023 to September 2023	\$ 67.66

15/12/2023	Alsco Pty Ltd	Monthly mat changeover- BPLC	\$ 822.11
01/12/2023	Amanzi Group Pty Ltd	Supply amanzi bathers for resale- BPLC	\$ 4,116.97
19/12/2023	Amart Furniture	Leather sofa for café - BPLC	\$ 2,798.00
15/12/2023	Ampol Australia Petroleum Pty Ltd	Fuel and Oil November 2023	\$ 30,853.05
01/12/2023	AMS Technology Group Pty Ltd	Air conditioning preventative maintenance programme - BPLC	\$ 5,063.66
19/12/2023	AMS Technology Group Pty Ltd	Investigate spa boiler malfunction- BPLC	\$ 649.00
01/12/2023	Anna Cappelletta	Fitness instructor fee	\$ 1,600.00
19/12/2023	Anna Cappelletta	Fitness instructor fee	\$ 2,960.00
01/12/2023	Apace Aid (INC.)	Supply of plants	\$ 244.50
15/12/2023	Apace Aid (INC.)	Supply of plants	\$ 1,481.25
01/12/2023	APARC	Maintenance parking meters - July 2023	\$ 7,351.84
01/12/2023	APARC	Maintenance parking meters - September 2023	\$ 7,351.84
15/12/2023	APARC	Central management system, Ticketor enforcement, meter maintenance, sensors maintenance, software licensing and credit card test transactions	\$ 31,271.21
15/12/2023	Aquatic Services WA Pty Ltd	Repair indoor pool filter- BPLC	\$ 14,839.00
15/12/2023	Aqueo Import & Distribution Pty Ltd	Baby Havianas for resale in the retail shop- BPLC	\$ 238.92
01/12/2023	Arboribus Pty Ltd	Professional services - Tree Survey - Banks Reserve	\$ 5,940.00
01/12/2023	ARM Security	Alarm monitoring - various locations - July 2023 to September 2023	\$ 2,100.18
15/12/2023	ARM Security	Alarm monitoring - various locations - October 2023 to December 2023	\$ 233.34
01/12/2023	Arthur D. Riley & Company Pty Ltd	TicketOr2 permit solution	\$ 29,947.50
01/12/2023	Arthur D. Riley & Company Pty Ltd	TicketOr2 licensing monthly support November 2023	\$ 4,729.16
15/12/2023	Arthur D. Riley & Company Pty Ltd	TicketOr2 licensing monthly support December 2023	\$ 4,729.16
01/12/2023	Aspect Studios Pty Ltd	Design advisory meeting fee	\$ 440.00
01/12/2023	Asphaltech Pty Ltd	Asphalt supplies - Lord Street	\$ 91,705.34
01/12/2023	Asphaltech Pty Ltd	Asphalt supplies	\$ 6,972.90
19/12/2023	Asphaltech Pty Ltd	Asphalt supplies- Angove street	\$ 11,905.60
19/12/2023	Asphaltech Pty Ltd	Asphalt supplies	\$ 1,709.40
15/12/2023	Atom Supply	Spill kit signage	\$ 47.72
01/12/2023	Auslan Inspired	Training facilitation - Introduction to Auslan Program - 05 October 2023 to 23 November 2023	\$ 2,160.00
01/12/2023	Aussie Gold	Supply of bath and gym towels - BPLC	\$ 14,410.00
15/12/2023	Aussie Gold	Lifeguard supplies	\$ 4,033.54
19/12/2023	Aussie Gold	Lifeguard supplies	\$ 858.00
01/12/2023	Australia Post	Postage charges - October 2023	\$ 6,059.79

15/12/2023	Australia Post	Postage charges November 2023	\$ 7,243.49
01/12/2023	Australia Post (Agency Commission)	Commission charges - October 2023	\$ 517.69
15/12/2023	Australia Post (Agency Commission)	Commission charges November 2023	\$ 561.48
01/12/2023	Australian HVAC Services Pty Ltd	Air-conditioning maintenance - BPLC	\$ 9,046.94
15/12/2023	Australian HVAC Services Pty Ltd	Air-conditioning maintenance - various locations	\$ 9,146.50
14/12/2023	Australian Services Union	Payroll Deductions - PP 12	\$ 185.50
15/12/2023	Australian Swim Schools Association	WA seminar ASSA member attendance	\$ 356.00
14/12/2023	Australian Taxation Office	Payroll Deductions - PP 12	\$ 238,897.00
15/12/2023	B Patterson	Local History award 2023	\$ 50.00
15/12/2023	Baileys Living Pty Ltd	Refund of infrastructure bond	\$ 8,275.00
15/12/2023	BCA Consultants (WA) Pty Ltd	DLGSC Mechanical service design and documentation	\$ 7,590.00
19/12/2023	BCITF Building & Construction Industry Training	Levy collection December 2023	\$ 4,327.70
15/12/2023	Beatty Park Physiotherapy Pty Ltd	Fitness instructor fee	\$ 900.00
15/12/2023	Bing Technologies Pty Ltd	Printing and photocopying -November 2023	\$ 1,992.19
01/12/2023	Bladerunner Contracting	Bobcat Hire	\$ 10,763.50
15/12/2023	Bladerunner Contracting	Bobcat Hire	\$ 1,017.50
15/12/2023	Bladon WA Pty Ltd	Thermal drink bottles with COV logo	\$ 1,047.20
15/12/2023	Blue Print Screen Art	Printing services - BPLC	\$ 5,476.63
01/12/2023	BOC Limited	Medical oxygen supplies	\$ 636.82
15/12/2023	BOC Limited	Medical oxygen supplies - BPLC	\$ 113.78
15/12/2023	Boya Equipment	Purchase of relief valve	\$ 18.65
15/12/2023	Boyan Electrical Services	Electrical services - Little Parry St	\$ 17,523.00
15/12/2023	Brandconnect (WA)	Printing on protein shaker - BPLC	\$ 819.50
01/12/2023	Bridgestone Australia Ltd	Tyre services	\$ 743.55
15/12/2023	Briskleen Supplies Pty Ltd	Supply toiletry and cleaning supplies BPLC	\$ 8,990.34
01/12/2023	Bucher Municipal Pty Ltd	Plant repairs and maintenance	\$ 3,443.00
01/12/2023	Bunnings Trade	Plant supplies - Parks	\$ 874.36
15/12/2023	Bunnings Trade	Hardware supplies	\$ 2,842.09
19/12/2023	Bunnings Trade	Hardware supplies	\$ 896.47
19/12/2023	C De Zoysa	Reimbursement for CPA fees -Semester 2	\$ 630.00
01/12/2023	C Della Primavera	Reimbursement for purchase or christmas arts and crafts for creche	\$ 61.79
01/12/2023	C F Chisholm J A Turton	Rates Refund	\$ 433.28
01/12/2023	C Harman	Partial refund of dog registration	\$ 150.00

15/12/2023	C Kosick	Reimbursement - expenses for community event	\$ 1,538.29
15/12/2023	C Kosick	Reimbursement - expenses for BPLC	\$ 198.64
08/12/2023	C Miller	Cycle 12 payment	\$ 2,270.47
15/12/2023	C Suttie	Part refund of Beatty Park Leisure Centre fees	\$ 207.73
15/12/2023	CAB911 Pty Ltd	Rates Refund	\$ 3,262.76
15/12/2023	Cambridge Homes WA Pty Ltd	Refund of infrastructure bond	\$ 3,000.00
01/12/2023	Capital Recycling	Revised scope of works and pricing for Litis stadium and demolition and redevelopment of Brittainia Road	\$ 54,052.35
01/12/2023	Capital Recycling	Revised scope of works and pricing for Litis stadium and demolition and redevelopment of Brittainia Road	\$ 29,659.85
01/12/2023	Castledine Gregory	Professional Service - Concrete Batching Plants - 71 Edward street and 123 Claisebrook road - July 2023 -October 2023	\$ 4,452.80
15/12/2023	Castledine Gregory	Additions to service station 41-46 Angove street - Jly 2023-October 2023	\$ 7,590.00
15/12/2023	Catalina Regional Council	GST for sale of land - November 2023	\$ 18,897.76
15/12/2023	CCA Productions	Garden Comp Dinner - Screens and AV	\$ 1,360.00
15/12/2023	Centrestage Promotions Pty Ltd	Event Sponsorship 2 December 2023 and 3 December 2023	\$ 11,000.00
15/12/2023	Cherry's Catering	Catering services - Seniors Lunch 8 December 2023	\$ 10,156.00
01/12/2023	Chindarsi Architects	Design advisory meeting fee	\$ 385.00
15/12/2023	Chindarsi Architects	Design advisory meeting fee	\$ 440.00
01/12/2023	Choiceone Pty Ltd	Permanent Placement fee and hire of temporary staff various department	\$ 16,285.73
15/12/2023	Choiceone Pty Ltd	Pay for the hire agency staff - various department	\$ 24,763.83
19/12/2023	Choiceone Pty Ltd	Pay for the hire agency staff	\$ 8,347.68
15/12/2023	Christine Coyne & Associates	Consultancy services on the Aboriginal Engagement Guideline	\$ 1,980.00
01/12/2023	Christou Design Group Pty Ltd	Design advisory meeting fee - various locations	\$ 1,265.00
15/12/2023	Christou Design Group Pty Ltd	Design advisory meeting fee	\$ 880.00
15/12/2023	City Of Perth	Building Archive Retrievals - November 2023	\$ 140.18
01/12/2023	City of South Perth	Impound cat fees - October 2023	\$ 412.50
01/12/2023	City of Stirling	Green waste tipping - October 2023	\$ 1,052.04
15/12/2023	City of Stirling	Green waste tipping - November 23	\$ 491.20
14/12/2023	City of Vincent Staff Social Club	Payroll Deductions - PP 12	\$ 476.00
01/12/2023	Civica Pty Limited	Purchase of Authority PPS with 10% uplift	\$ 22,000.00
01/12/2023	Civica Pty Limited	Rates on demand consulting service- October 2023, Payroll on Demand - September 2023 & October 2023	\$ 346.50
15/12/2023	Civica Pty Limited	Rates on demand consulting service November 2023	\$ 288.73
15/12/2023	Civica Pty Limited	Rates on demand 07 November 2023 to 06 November 2024	\$ 6,050.00

19/12/2023	Civil Engineering Assignments	Tender documentation - Broome and Wright	\$ 1,485.00
01/12/2023	Cleanaway Pty Ltd	Customer service fee October 2023	\$ 2,119.07
15/12/2023	Cleanaway Pty Ltd	Customer Services centre 30 November 2023	\$ 2,119.07
19/12/2023	Cleanaway Pty Ltd	Residential and commercial waste bin collection October 2023	\$ 36,945.73
01/12/2023	Coates Hire Operations Pty Ltd	Hire of breaker	\$ 1,088.55
19/12/2023	Coates Hire Operations Pty Ltd	Hire of breaker	\$ 162.04
01/12/2023	Cobblestone Concrete Pty Ltd	Concrete path repairs - Milton and Birrell St	\$ 8,090.99
01/12/2023	Cobblestone Concrete Pty Ltd	Concrete path repairs - Ashby and Coogee St	\$ 4,644.45
15/12/2023	Cobblestone Concrete Pty Ltd	Concrete path repairs - various locations	\$ 10,175.66
01/12/2023	Cockburn Party Hire	Chairs Hire - Remembrance Day 11 November 2023	\$ 512.50
15/12/2023	Cockburn Party Hire	Citizenship Ceremony chairs hire for 29 November 2023	\$ 390.00
01/12/2023	Colgan Industries Pty Ltd	Refund of infrastructure bond	\$ 1,000.00
01/12/2023	Commercial Aquatics Australia	Electrical inspection of Spa UV	\$ 528.00
15/12/2023	Commercial Aquatics Australia	Water Treatment at BPLC	\$ 1,259.50
15/12/2023	Compu-Stor	Off-site Storage and Digitisation	\$ 789.86
15/12/2023	Connect Call Centre Services	After hours call provider -October 2023	\$ 2,609.31
01/12/2023	Contraflow Pty Ltd	Traffic Management services- various locations	\$ 47,945.88
15/12/2023	Contraflow Pty Ltd	Traffic Management services - various locations	\$ 12,999.53
19/12/2023	Contraflow Pty Ltd	Traffic Management services - various locations	\$ 13,457.69
01/12/2023	Corporate Hands Pty Ltd	Corporate Massage Wellness Expo for staff	\$ 646.80
15/12/2023	Corsign WA Pty Ltd	Sign supplies - various	\$ 18,930.56
15/12/2023	Cr A Castle	Deputy mayor allowance-December 23	\$ 3,387.40
15/12/2023	Cr Ashlee La Fontaine	Meeting attendance fee- December 23	\$ 2,014.17
15/12/2023	Cr Ashley Wallace	Meeting attendance fee- December 23	\$ 2,014.17
15/12/2023	Cr J Hallett	Meeting attendance fee- December 23	\$ 2,014.17
15/12/2023	Cr Nicole Woolf	Meeting attendance fee- December 23	\$ 2,014.17
15/12/2023	Cr Ron Alexander	Meeting attendance fee- December 23	\$ 2,014.17
15/12/2023	Cr Sophie Greer	Meeting attendance fee- December 23	\$ 2,014.17
15/12/2023	Cr Suzanne Worner	Meeting attendance fee- December 23	\$ 2,014.17
01/12/2023	CSE Crosscom Pty Ltd	Two Way Radio Base Station Inspections	\$ 222.75
01/12/2023	D A Deany	Refund of infrastructure bond	\$ 1,000.00
01/12/2023	D Aleksandrow	Refund of infrastructure bond	\$ 5,000.00
15/12/2023	D C Phillips	GIS Consulting Services - 29 August 2023 to 27 November 2023	\$ 8,215.00
15/12/2023	D Chau	Refund payment for cancellation senior bus tour	\$ 100.00
01/12/2023	D Cusworth	Remembrance Day Service	\$ 250.00
15/12/2023	D Dama	Fitness instructor fee	\$ 60.00

01/12/2023	D Nikolic	Refund of infrastructure bond	\$ 1,000.00
15/12/2023	Danica Zuks Photography	North Perth Bowling Club toilet block opening photography and videography	\$ 297.00
19/12/2023	Daniela Toffali	Fitness instructor fee	\$ 1,430.00
01/12/2023	De.Mem-Capic Pty Ltd	Quarterly water treatment -October 2023-BPLC	\$ 211.20
15/12/2023	Department of Communities	Return of funding for Thank a Volunteer	\$ 1,023.00
01/12/2023	Department of Fire and Emergency Services (DFES)	Added property to COV - ESL income	\$ 5,895.14
15/12/2023	Department of Fire and Emergency Services (DFES)	ESL quarter 2 contribution - FY 2023-2024	\$ 2,313,342.53
01/12/2023	Department of Mines, Industry Regulation and Safety	Levy collection fee - October 2023	\$ 7,015.27
15/12/2023	Department of Mines, Industry Regulation and Safety	Levy collection fee November 2023	\$ 10,440.41
15/12/2023	Department of Planning Lands and Heritage	DAP fee	\$ 22,633.00
14/12/2023	Department of Social Services	Payroll Deductions - PP 12	\$ 849.16
01/12/2023	Department of Transport	Vehicle Ownership Searches - October 2023	\$ 2,961.20
15/12/2023	Department of Transport	Vehicle Ownership Searches November 23	\$ 12,262.10
01/12/2023	Devco Builders	Maintenance and repairs - Britannia Pavillion	\$ 18,337.41
01/12/2023	Devco Builders	Maintenance and repairs - Loftus recreation	\$ 16,822.11
01/12/2023	Devco Builders	Maintenance and repairs - Broome street	\$ 17,954.75
01/12/2023	Devco Builders	Maintenance and repairs - Forrest park	\$ 8,511.81
01/12/2023	Devco Builders	Maintenance and repairs - various location	\$ 92,525.17
15/12/2023	Devco Builders	Maintenance and repairs - Litis Stadium	\$ 9,886.25
15/12/2023	Devco Builders	Maintenance and repairs BPLC	\$ 14,987.31
15/12/2023	Devco Builders	Maintenance and repairs -various locations	\$ 9,177.84
15/12/2023	Diabolik Books	Gift vouchers for Student Citizenship	\$ 1,280.00
19/12/2023	Diplomatik Pty Ltd	Hire of temporary staff - Parks	\$ 1,795.05
15/12/2023	Discus Digital Print	Supply of signs - BPLC	\$ 220.00
01/12/2023	Diversity Council Australia Limited	Membership subscription until 31 October 2024	\$ 3,049.00
15/12/2023	Donegan Enterprises Pty Ltd	Playground repairs & maintenance - various locations	\$ 2,915.00
01/12/2023	Downer EDI Engineering Power Pty Ltd	Security system upgrade- Variation V-004	\$ 7,524.00
15/12/2023	E Gray	Refund of infrastructure bond	\$ 3,000.00
14/12/2023	Easi Group	Payroll Deductions - PP 12	\$ 4,973.66
15/12/2023	East Perth Football Club (Inc)	East Perth FC naming rights sponsorship	\$ 35,200.00
15/12/2023	EasyPark ANZ Pty Ltd	Digital permit setup cost and fee - 30 June 2024	\$ 8,772.50
01/12/2023	Eclipse Soils Pty Ltd	Supply of Mulch	\$ 9,042.00
15/12/2023	Eftsure Pty Ltd	Annual software subscription October 2023 to September 2024	\$ 11,567.56
15/12/2023	Elite Compliance Pty Ltd	Design services - Admin building and north perth bowling club	\$ 5,830.00
15/12/2023	Enviroblast Cannington	Pressure Cleaning Services - November 2023	\$ 1,663.50

15/12/2023	Environmental Industries Pty Ltd	COV Footpaths and Kerblines - Hardstands	\$ 4,950.00
15/12/2023	Environmental Industries Pty Ltd	COV Footpaths and Kerblines -Footpaths	\$ 23,925.00
01/12/2023	EOS Electrical	Electrical services various location	\$ 3,378.16
15/12/2023	EOS Electrical	Electrical services - various locations	\$ 9,262.95
19/12/2023	Europcar WA	Vehicle hire fee multiple days - Depot	\$ 8,458.88
01/12/2023	Exteria	Supply of Park bench	\$ 2,302.30
15/12/2023	Exteria	Frankland Bin surround 240L- BPLC	\$ 7,147.80
01/12/2023	F J Gardner	Rates Refund	\$ 527.00
01/12/2023	FE Technologies Pty Ltd	Annual Maintenance -Dec 23 to Nov 24	\$ 523.60
15/12/2023	FE Technologies Pty Ltd	Annual Maintenance Jan 24 to Dec 24	\$ 2,706.00
15/12/2023	Financial Counsellors Association of Western Australia Inc	Financial Wellbeing Wellness expo	\$ 550.00
15/12/2023	Fitness Australia	Registration renewal 07 January 204 to 6 January 2025	\$ 699.00
15/12/2023	Fitzgerald Photo Imaging	Plaque design	\$ 348.35
01/12/2023	Flex Fitness Equipment	Supply of fitness equipment - BPLC	\$ 1,047.42
01/12/2023	Flexi Staff Group Pty Ltd	Hire of temporary staff - various departments	\$ 8,789.06
15/12/2023	Flexi Staff Group Pty Ltd	Hire of temporary staff- various department	\$ 6,973.09
01/12/2023	Flick Anticimex Pty Ltd	Pest control services - various departments	\$ 6,638.72
15/12/2023	Flick Anticimex Pty Ltd	Pest control services - various departments	\$ 563.36
01/12/2023	Focus Networks	Payment of monthly MPS Devices	\$ 30,569.00
01/12/2023	Focus Networks	Overdue interest charges , 4 cabling network, addiitonal support time,	\$ 5,366.81
15/12/2023	Focus Networks	Domain registration, cabling overdue charges	\$ 2,785.42
15/12/2023	Focus Networks	Managed applications - October 2023	\$ 16,205.48
15/12/2023	Focus Networks	Monthly charges for SaaS- November 2023	\$ 16,480.26
15/12/2023	Focus Networks	Monthly charges for SaaS - December 2023	\$ 15,818.33
19/12/2023	Focus Networks	Monthly MPS devices	\$ 30,415.00
15/12/2023	Found Wayfinding Pty Ltd	Phase 2 Manufacture and installation of wayfinding strategy	\$ 6,622.00
15/12/2023	Galvins Plumbing Supplies	Plumbing supplies - Depot	\$ 1,154.29
01/12/2023	Gather Foods	Catering for Six Seasons event- Kambarang 21 November 2023	\$ 514.25
01/12/2023	Gerard Butler Real Estate	Rates Refund	\$ 17,357.30
01/12/2023	GHD Pty Ltd	Pase 2 Delivery 2 533-545 Newcastle Street West Perth	\$ 2,355.10
15/12/2023	GHD Pty Ltd	Mt Hawthorn and Lake Monger flood investigation	\$ 4,730.28
01/12/2023	Giant Autos (1997) Pty Ltd	Vehicle service and repairs	\$ 1,126.00
15/12/2023	Greenwood Party Hire	Hire of marquee/table	\$ 4,749.00
15/12/2023	Gymcare	Equipment maintenance - gym	\$ 174.46



15/12/2023	H Carlisle	Refund of part dog registration fee	\$ 30.00
01/12/2023	H Ellwood	Reimbursement for car parking	\$ 71.50
15/12/2023	Hames Sharley WA Pty Ltd	Link & Place Guidelines	\$ 17,050.00
14/12/2023	Health Insurance Fund of WA	Payroll Deductions - PP 12	\$ 192.60
15/12/2023	Heat Exchangers WA Pty Ltd	Service to heat exchanges - BPLC	\$ 1,012.00
01/12/2023	Hempel (Wattyl) Australia Pty Ltd	Supply of paint	\$ 129.23
15/12/2023	Herman Property Pty Ltd	Payment of commission - New Stadium Naming Rights	\$ 26,400.00
15/12/2023	Holcim (Australia) Pty Ltd	Supply of Concrete	\$ 623.04
01/12/2023	Iconic Property Services Pty Ltd	Monthly cleaning services - November 23	\$ 46,832.48
15/12/2023	Iconic Property Services Pty Ltd	Monthly cleaning services - October 2023	\$ 101,595.36
15/12/2023	Imagesource Digital Solutions	Appraisal Cards for the gym	\$ 1,094.50
01/12/2023	Inlogik Pty Limited	Monthly subscription September 23	\$ 3,146.11
15/12/2023	Inlogik Pty Limited	Monthly subscription November 23	\$ 258.94
01/12/2023	Insight Enterprises Aust Pty Ltd	Adobe Licensing Photoshop 1 December 2023 to 30 November 2024	\$ 35,607.29
15/12/2023	Insight Enterprises Aust Pty Ltd	Insight plus - Nitro prod adobe pdf editor - 1 year subscription	\$ 27,442.80
15/12/2023	Insight Enterprises Aust Pty Ltd	Microsoft office 365 licencing	\$ 24,285.95
15/12/2023	Insight Enterprises Aust Pty Ltd	Microsoft exchange for online subscription	\$ 359,209.83
15/12/2023	Insight Enterprises Aust Pty Ltd	Teams premium introductory pricing	\$ 51.48
15/12/2023	Intuitive Baby Massage	4 Week Baby Massage Course - attendance	\$ 480.00
15/12/2023	iSUBSCRIBE Pty Ltd	Magazine subscription	\$ 403.00
01/12/2023	J & K Hopkins	4 desk drawers for the engineering room	\$ 1,324.01
15/12/2023	J A Lee	Refund of part dog registration	\$ 150.00
15/12/2023	J Barwell	Christmas Bauble Workshop	\$ 360.00
15/12/2023	J C Sparling	Refund of infrastructure bond	\$ 1,275.00
15/12/2023	J Chung	Fitness instructor fee	\$ 300.00
15/12/2023	J Colli	Staff reward and recognition	\$ 295.00
15/12/2023	J Comfort	Second prize local history award 2023	\$ 150.00
15/12/2023	J E MacLiver & V McGuire	Citizenship Ceremony welcome to country	\$ 605.00
15/12/2023	J Hunt	Reimbursement for payment of expenses for seniors christmas lunch	\$ 461.38
01/12/2023	J Lowden	Fitness instructor fee	\$ 120.00
15/12/2023	J Lowden	Fitness instructor fee	\$ 120.00
01/12/2023	J M Edwards	Refund for cancellation of bus tour	\$ 100.00
15/12/2023	J McAndrew	Refund of part dog registration	\$ 150.00
01/12/2023	J P Marsland	Fitness instructor fee	\$ 816.00

01/12/2023	J Smith	Refund for crossover subsidy	\$ 1,200.00
15/12/2023	J Wells	First prize photography local history awards	\$ 200.00
15/12/2023	Jackson McDonald	Hanson concrete relocation, land purchase and new city depot	\$ 9,900.00
15/12/2023	Jackson McDonald	Sale and development - Avenue and Frame Car Parks	\$ 19,585.50
15/12/2023	Jackson McDonald	Lease - Portion of 41 Britannia Rd Leederville	\$ 8,644.92
01/12/2023	Jake Robinson Acoustic	Supply of live aucostic performance at Citizenship ceremony 29 November 2023	\$ 420.00
15/12/2023	Janet Verburg	Fitness instructor fee	\$ 972.00
15/12/2023	JB Hi-Fi Solutions	Purchase of Apple I pad teams trial tablets	\$ 9,455.14
15/12/2023	JBA Surveys	Street light setout survey - Broome and Wright st intersections	\$ 1,320.00
15/12/2023	Johnson Hicks Conveyancing	Rates Refund	\$ 1,280.25
15/12/2023	K A Righton	Refund of infrastructure bond and crossover subsidy	\$ 860.00
01/12/2023	K Barnes	Bounced payment refund	\$ 1,251.03
15/12/2023	K D Clennett	Refund of part dog registration fee	\$ 150.00
15/12/2023	K Greener	Rebate for purchase of reusable sanitary products	\$ 50.00
01/12/2023	K L Haykin	Refund of infrastructure bond	\$ 2,000.00
15/12/2023	K Reynolds	Reimbursement for Team building and reflection exercise, parking fee and team training catering	\$ 99.86
15/12/2023	K Smith	Fitness instructor fee	\$ 1,358.00
15/12/2023	K Ward	Design advice for 62 Alma Road	\$ 400.00
01/12/2023	Kelyn Training Services	Staff training for Basic Worksite Traffic control and management	\$ 620.00
01/12/2023	Kennards Hire	Equipment hire - 3x 2 tonne tipper trucks	\$ 6,273.70
15/12/2023	Komatsu Australia Pty Ltd	Supply of side mirror	\$ 264.98
01/12/2023	Konica Minolta Business Solutions Australia Pty Ltd	Printing costs - various locations October 2023	\$ 2,281.64
15/12/2023	Konica Minolta Business Solutions Australia Pty Ltd	Copy costs - various locations	\$ 2,252.83
01/12/2023	KS Black Pty Ltd	Bore development and pump services - various location	\$ 4,675.00
15/12/2023	KS Black Pty Ltd	Bore development and pump services - various location	\$ 8,261.00
19/12/2023	KS Black Pty Ltd	Bore development and pump services - various location	\$ 27,683.70
15/12/2023	L A Lacrimini	Reimbursement catering & activities ICT Planning day 8 December 2023	\$ 281.05
15/12/2023	L E Hinton	Refund of part dog registration	\$ 150.00
15/12/2023	L J Sharp	Fitness instructor fee	\$ 300.00
15/12/2023	L M Richmond	Refund of the gym membership fee- BPLC	\$ 857.12
01/12/2023	L McGuirk	Reimbursement for car parking	\$ 12.16
15/12/2023	L Swart	Study reimbursement completion of CA exam	\$ 475.50
15/12/2023	L Zoccali	Refund for cancellation of bus tour	\$ 100.00
15/12/2023	Lalli Consulting Engineers	Additional Slab inspection - BPLC	\$ 418.00

01/12/2023	Landgate	Gross rental valuations for interims	\$ 184.82
15/12/2023	Landgate	Gross rental valuations for interims	\$ 1,733.46
01/12/2023	Lawton Projects Pty Ltd t/a Red Cloud Building Co	Bond refund 1378835	\$ 5,000.00
01/12/2023	Leederville Cameras	Printing service- Student citizenship awards certificate	\$ 21.00
15/12/2023	Leederville Cameras	Printing Services - A1 Poster	\$ 275.00
01/12/2023	Leo Heaney Pty Ltd	Street tree watering and pruning services - various locations	\$ 117,051.00
01/12/2023	LGISWA	Excess motor vehicle claim	\$ 500.00
15/12/2023	LGISWA	Excess motor vehicle claim	\$ 500.00
01/12/2023	Line Marking Specialists	Line marking services - various location	\$ 16,403.86
01/12/2023	Local Government Planners Association	Meet the Minister LGPA Breakfast - 3 tickets -15 November 2023	\$ 255.00
15/12/2023	Local Government Professionals Australia WA	Registration for Ignite Leadership Program- February 2024	\$ 3,510.00
15/12/2023	Local Government Professionals Australia WA	Registration for Ignite Leadership Program- February 2024	\$ 3,510.00
19/12/2023	Local Government Professionals Australia WA	Registration for Project Management essentials - February 2024	\$ 1,180.00
14/12/2023	Local Government, Racing and Cemeteries Employees Union	Payroll Deductions - PP 12	\$ 44.00
15/12/2023	Luke Riley Creative	Main photo shoot for Nature Play ( Hyde Park) photography 1 November 2023	\$ 255.00
01/12/2023	M C Kiddie	Refund for crossover subsidy	\$ 395.00
01/12/2023	M G Jajko	Fitness instructor fee	\$ 240.00
15/12/2023	M G Jajko	Fitness instructor fee	\$ 120.00
15/12/2023	M Lynch	Third prize writtern entry local history award 2023	\$ 100.00
15/12/2023	M Peach	Repay of cancel cheque 76458- Key deposit refund for BPLC	\$ 250.00
01/12/2023	M Slater	Fitness instructor fee	\$ 252.00
15/12/2023	M Slater	Fitness instructor fee	\$ 63.00
15/12/2023	M Vasquez	Donation towards catering for Matlock Street Christmas Party	\$ 250.00
01/12/2023	M Wong	Reimbursement of parking expense for attending seminar on 21 November 2023	\$ 15.14
01/12/2023	Mackay Urban Design	Design advisory meeting fee	\$ 440.00
01/12/2023	Main Roads WA	Final Invoice - Payment for MRRG works completed - Vincent to Richmond Street	\$ 7,210.79
01/12/2023	Majestic Plumbing Pty Ltd	Plumbing services BPLC	\$ 7,381.73
15/12/2023	Majestic Plumbing Pty Ltd	Hot water pipe repairs	\$ 21,613.28
01/12/2023	Major Motors Pty Ltd	Major Service of Isuzu Maintenance Truck	\$ 2,008.44
15/12/2023	Major Motors Pty Ltd	Major Service of Isuzu Maintenance Truck	\$ 1,540.35
01/12/2023	Margaret River Agencies	Catering for City Functions	\$ 99.00
15/12/2023	Mark Digital Print Solutions	Printing services - BPLC	\$ 993.30
19/12/2023	Mark Digital Print Solutions	Induction Booklets for new staff	\$ 603.90

15/12/2023	Marsh Pty Ltd	Infrastructure valuation for financial reporting	\$ 97,900.00
01/12/2023	Massey's Herd	Milk supplies 14 October 2023 tp 10 November 2023	\$ 424.00
01/12/2023	Masterprint Pty Ltd	Supply of Photo cards	\$ 1,193.50
01/12/2023	Matt Biocich	Local History Awards photos and general photo shoot	\$ 649.00
15/12/2023	Max Wax Auto Detailing	Vehicle detailing service	\$ 300.00
15/12/2023	Mayor Alison Xamon	Meeting attendance fee- December 23	\$ 8,193.75
15/12/2023	Mayor Alison Xamon	Reimbursement for Parking Fee	\$ 27.23
15/12/2023	McIntosh & Son WA	Plant repairs and maintenance	\$ 184.80
01/12/2023	McLeods Barristers & Solicitors	Legal services - Dog prosecution	\$ 1,940.95
15/12/2023	McLeods Barristers & Solicitors	Legal services - 7 Grams Chicken Ref PO	\$ 4,794.35
01/12/2023	MessageMedia	SMS integrating for Phoenix	\$ 211.81
15/12/2023	MessageMedia	SMS integrating for Phoenix	\$ 247.12
15/12/2023	Metal Artwork Badges	Name Badges for staff	\$ 351.78
01/12/2023	Miles Noel Studio	Photography and editing	\$ 566.50
01/12/2023	Miltom Pty Ltd t/as Classic Hire	Supply of accessible disable unisex toilets- North Perth Bowling Club	\$ 2,516.70
15/12/2023	Miltom Pty Ltd t/as Classic Hire	Supply of accessible disable unisex toilets- Farmer Street and North Perth Bowling Club	\$ 589.60
01/12/2023	Mindarie Regional Council	Processable and non processable waste 4 September 2023 to 16 November 2023	\$ 98,108.93
15/12/2023	Mindarie Regional Council	Processable and non processable waste 3 November 2023 to 5 December 2023	\$ 46,340.27
19/12/2023	Mindarie Regional Council	Processable waste 1 December 2023 to 7 December 2023	\$ 14,470.62
19/12/2023	Minter Ellison	Leederville Oval Sponsorship Agreement	\$ 2,346.30
01/12/2023	Miracle Recreation Equipment	Tighten and adjust flying fox at Braithwaite Park	\$ 577.50
15/12/2023	Moray & Agnew	Planning and Compliance LG officers conference 14 November 2023	\$ 214.50
15/12/2023	Mozeek Promotions	Marketing services-'Smoke free' campaign	\$ 6,930.00
15/12/2023	My Best Friend Veterinary Centre	Animal Sterilisations November 23	\$ 4,020.00
01/12/2023	N A Vrachnas	Fitness instructor fee	\$ 1,056.00
15/12/2023	N Groves	Refund for infirmingement notice 1970321	\$ 624.70
15/12/2023	N Grozotis	Refund of the gym membership fee	\$ 285.62
01/12/2023	N Kumar	Flyer distributions services	\$ 129.00
15/12/2023	N Kumar	Distribution of 1000 A6 flyers	\$ 129.00
15/12/2023	N Leggat	Rebate for purchase of reusable sanitary products	\$ 50.00
15/12/2023	Nao Williams	Fitness instructor fee	\$ 210.00
01/12/2023	Natale Group Australia Pty Ltd	Security services 3 November 2023 to 5 November 2023	\$ 1,224.86

15/12/2023	Natale Group Australia Pty Ltd	Security services 21 November 2023 to 26 November 2023	\$ 5,691.95
15/12/2023	Natural Area Holdings Pty Ltd	Weed control - Smiths Lake Reserve	\$ 649.00
01/12/2023	Newground Water Services Pty Ltd	Charles Veryard Reserve - Claim 1	\$ 144,862.11
15/12/2023	Newground Water Services Pty Ltd	Irrigation system - Charles Veryard Claim 2	\$ 128,111.20
15/12/2023	Newground Water Services Pty Ltd	Irrigation design - Southerland st redevelopment	\$ 1,897.50
15/12/2023	Nicholas Jolly & Associates	Fitness instructor fee	\$ 528.00
01/12/2023	Nightlife Music Pty Ltd	Supply Crowd DJ for the gym 1 December 2023 to 31 December 2023	\$ 417.94
01/12/2023	Noma Pty Ltd	Design advisory meeting fee	\$ 1,320.00
15/12/2023	Noma Pty Ltd	Design advisory meeting fee	\$ 2,640.00
01/12/2023	Northsands Resources	Sand supplies	\$ 5,532.12
19/12/2023	Northsands Resources	Paving Sand- November 23	\$ 1,242.96
01/12/2023	Nutrien Ag Solutions Limited (formerly Landmark Operations Lim	Supply of weedkiller	\$ 140.37
01/12/2023	O Dedic	Reimbursement of milk supplies various departments	\$ 158.50
15/12/2023	O Dedic	Reimbursement for milk supplies various departments	\$ 176.60
01/12/2023	O L Monte	Mural for backyard wall	\$ 3,050.00
01/12/2023	Officeworks Ltd	Office supplies and consumables	\$ 973.00
15/12/2023	Officeworks Ltd	Office supplies and consumables	\$ 967.50
01/12/2023	Omnicom Media Group Australia Pty Ltd	Advertisement for Membership on the City	\$ 5,380.62
15/12/2023	Omnicom Media Group Australia Pty Ltd	Advertising services - bi-monthly ads in the Perth Voice, Public notices	\$ 4,190.44
15/12/2023	Open Systems Technology Pty Ltd (T/A CouncilFirst)	Microsoft Azure subscription October 23 and November 2023, Subscription true up teams, tenancy database	\$ 42,420.43
15/12/2023	Optus Billing Services Pty Ltd	Monthly charges for internet phone subscription 4 months	\$ 28,647.85
15/12/2023	Otis Elevator Company Pty Ltd	Supply and install new panahome door sensors and 4G upgrade	\$ 10,112.67
01/12/2023	Vikka Pty Ltd	Christmas party vegan/vego catering FY 2023-2024	\$ 463.00
15/12/2023	P Gall	First prize writtern entry local historyawads 2023	\$ 250.00
15/12/2023	P Matson	Second prize writtern entry local history award 2023	\$ 150.00
15/12/2023	P Meyerkort	Fitness instructor fee	\$ 6,407.70
15/12/2023	P R MacLiver	Heritage assistance fund 50% - Chimney repairs	\$ 5,000.00
01/12/2023	P S Arnett	Rates Refund	\$ 416.95
01/12/2023	P Tran	Fitness instructor fee	\$ 300.00
15/12/2023	P Tran	Fitness instructor fee	\$ 300.00
01/12/2023	Paragon Construction Solutions Pty Ltd	30 meter and 12 meter pool tile renewal progress claim 4	\$ 132,186.16

01/12/2023	Paragon Construction Solutions Pty Ltd	Supply and install Metz 27M Waterproofing membrane - BPLC	\$ 26,400.00
01/12/2023	Paragon Construction Solutions Pty Ltd	Supply and install Pool plaster	\$ 14,575.00
01/12/2023	Paragon Construction Solutions Pty Ltd	Repair to 12 metre pool gutter	\$ 2,122.35
01/12/2023	Paragon Construction Solutions Pty Ltd	Repair rust spots	\$ 3,201.69
15/12/2023	Paragon Construction Solutions Pty Ltd	30 meter flow control valve supplied and replace	\$ 2,087.80
15/12/2023	Paragon Construction Solutions Pty Ltd	30 meter and 12 meter pool tile renewal progress claim 5	\$ 132,186.16
19/12/2023	Paragon Construction Solutions Pty Ltd	Supply and install Tiles for water polo field markings	\$ 3,659.28
15/12/2023	PBF Australia Ltd	Stall PBF Wellness Expo	\$ 1,200.00
15/12/2023	PeopleSense by Altius	EAP Service 2023- 2024	\$ 1,615.08
15/12/2023	Perth Harmony Chorus	Christmas carols chorus for Seniors Christmas Lunch	\$ 400.00
15/12/2023	Perth International Jazz Festival Inc.	Event Sponsorship 2023/2024 - Jazz festival	\$ 27,500.00
15/12/2023	Perth Playground and Rubber Pty Ltd	Installation of softfall at Kyilla Playground	\$ 65,120.00
01/12/2023	Perth Sail Shades & Umbrellas	Annual shade sail install on children creche courtyard- BPLC	\$ 3,944.60
01/12/2023	Picking Platters	Catering for Seniors Week Event - Morning Melodies	\$ 625.50
15/12/2023	Pirtek Malaga	Plant repairs and maintenance	\$ 598.21
19/12/2023	Pirtek Malaga	Plant repairs and maintenance	\$ 1,810.56
15/12/2023	Planning Institute Australia	Development Compliance Workshop - 22 November 2023	\$ 300.00
01/12/2023	Plantercraft	Supply of planter pots	\$ 528.00
15/12/2023	PriceMark Pty Ltd	10 boxes of WAW Bands, 16 boxes of Plain Tyre and silicon wristbands	\$ 1,792.45
01/12/2023	Print and Sign Co	Printing services - various departments	\$ 5,586.24
15/12/2023	Print and Sign Co	Printing services - Business Cards, Ecosign inserts, retractable pull up banner, print posters, print PVC banners, events calender map, A5 Brochure, A6 Postcards and Corflutes	\$ 10,940.82
01/12/2023	Pro Turf Services	Supply LPR power to beacon roof rack - Rangers	\$ 1,375.00
01/12/2023	Professional Tree Surgeons	Tree pruning and removal services - various locations	\$ 1,408.00
01/12/2023	Proficiency Group Pty Ltd	IM and ICT Support Services 08 Octber 2023 to 21 October 2023	\$ 440.00
01/12/2023	Profounder Turfmaster Pty Ltd	Turf maintenance- Leederville oval - October 2023	\$ 4,914.25
01/12/2023	Profounder Turfmaster Pty Ltd	Turf maintenance- Litis stadium - October 2023	\$ 3,868.79
01/12/2023	Profounder Turfmaster Pty Ltd	Turf maintenance- Britannia Road Reserve- October 2023	\$ 54,879.00
15/12/2023	Profounder Turfmaster Pty Ltd	Turf maintenance Litis stadium - November 2023	\$ 3,868.79
15/12/2023	Profounder Turfmaster Pty Ltd	Turf maintenance - Leederville Oval November 2023	\$ 4,914.25
15/12/2023	Programmed Skilled Workforce Limited	Hire of temporary agency staff	\$ 4,189.63
19/12/2023	Programmed Skilled Workforce Limited	Hire of temporary staff - various departments	\$ 6,246.63
01/12/2023	Protector Fire Services Pty Ltd	Fire equipment maintenance - BPLC	\$ 3,063.83
15/12/2023	Protector Fire Services Pty Ltd	Fire equipment maintenance - various locations	\$ 2,117.50

19/12/2023	Protector Fire Services Pty Ltd	Fire equipment maintenance - BPLC	\$ 767.03
01/12/2023	PWE Consulting (WA) Pty Ltd	Market Licence Fee Valution - Brika Bar & Restaurarant and Spritz at	\$ 2,268.75
15/12/2023	R Duane	Refund of infrastructure bond	\$ 3,000.00
15/12/2023	R Elmitt	Local History award 2023	\$ 50.00
15/12/2023	R Freitas	Fitness instructor fee	\$ 600.00
19/12/2023	R Freitas	Fitness instructor fee	\$ 180.00
01/12/2023	R Gullello	Refund payment due to not attending lunch event	\$ 70.00
01/12/2023	R Turner	Reimbursement for catering for procurement event	\$ 310.00
15/12/2023	R Vredenburg	First prize writtern entry local history award	\$ 250.00
01/12/2023	Rada & Neso Services	Cleaning services - BPLC December 2023	\$ 770.00
15/12/2023	Rada & Neso Services	After hours cleaning of BPLC October 2023	\$ 25,750.00
01/12/2023	REALMstudios Pty Ltd	Design advisory meeting fee	\$ 440.00
01/12/2023	Red Spear Pty Ltd	Noongar Six Seasons Workshop with Barry McGuire	\$ 968.00
15/12/2023	Regents Commercial	Rent - Barlee street CP - December 2023	\$ 8,656.37
15/12/2023	Regents Commercial	Council rates 23/24 - Lot 50	\$ 4,521.95
15/12/2023	Regents Commercial	Council rates 23/24 - Lot 49	\$ 1,541.10
01/12/2023	Renew Property Maintenance	Clearing rights of way & tipping fees-October 2023	\$ 26,400.00
15/12/2023	Renew Property Maintenance	Seniors mowing	\$ 6,556.00
19/12/2023	Repco	Back up Alarm Fixed	\$ 675.23
01/12/2023	Revelation Perth International Film Festival Inc.	City of Vincent Film Project 2023	\$ 5,500.00
01/12/2023	Richard Harrison	Bee removal services - various locations	\$ 750.00
15/12/2023	Richard Harrison	Bee removal services - Hyde Park	\$ 250.00
15/12/2023	Rogue Australia	Merchandise - BPLC	\$ 300.00
01/12/2023	Rohan Jewellers	Mayoral chain engraving	\$ 1,150.00
01/12/2023	Rosevale Fire & Electrical	Electrical services - BPLC	\$ 419.10
15/12/2023	Rosevale Fire & Electrical	Electrical works at BPLC	\$ 1,479.20
15/12/2023	RPG Auto Electrics	Plant repairs and maintenance	\$ 480.37
15/12/2023	S E Hill	Reimbursement of expenses - Garden competition	\$ 677.78
15/12/2023	S Hutt	Reimbursement for catering Economic Development Profile ID	\$ 364.04
15/12/2023	S J Kennedy	Refund of part dog registration	\$ 150.00
15/12/2023	S Kashyap	Refund of the gym membership fee BPLC	\$ 14.00
01/12/2023	S Patchett	Fitness instructor fee	\$ 276.00
01/12/2023	S Schur	Payment Heritage assistance fund 50%	\$ 506.00
01/12/2023	SafetyCulture Pty Ltd	Annual iAuditor subscription renewal	\$ 349.75
01/12/2023	Sanderson's Outdoor Power Equipment	Plant repairs and maintenance	\$ 245.00



01/12/2023	SAS Locksmiths	Key cutting and lock maintenance service	\$ 1,876.14
15/12/2023	SAS Locksmiths	Key cutting and lock maintenance service	\$ 1,116.05
01/12/2023	Scarboro Toyota	Vehicle service and repairs	\$ 1,958.92
15/12/2023	Scarboro Toyota	Vehicle service and repairs	\$ 426.58
15/12/2023	Securus	Security services - Mt Hawthorn Hall	\$ 85.00
15/12/2023	SEEK Limited	Job adverts - October 2023	\$ 2,552.00
01/12/2023	ServiceFM Pty Ltd	General Cleaning Various locations - September 2023	\$ 9,190.84
01/12/2023	Shire of Broome	Long service leave claim	\$ 8,521.74
15/12/2023	Shred-X Pty Ltd	Monthly security bin hire fee	\$ 234.96
01/12/2023	Sigma Chemicals	Supply pool chemicals for BPLC	\$ 2,043.80
15/12/2023	Sigma Chemicals	Supply pool chemicals for BPLC	\$ 9,782.96
01/12/2023	Smart Office Systems	Professional services - July 2023- August 2023	\$ 383.63
15/12/2023	Smoke and Mirrors Audio Visual	Portable PA system - Remembrance Day	\$ 254.90
01/12/2023	SoCo Studios	Videography - Voice to Parliament Reside	\$ 330.00
15/12/2023	SoCo Studios	Videography services- Young Makers Mothe	\$ 495.00
15/12/2023	Solo Resource Recovery	Pressure cleaning services - various locations	\$ 11,139.98
15/12/2023	SpacetoCo Pty Ltd	Facilities weekly reporting and financial handling	\$ 660.00
01/12/2023	Speedo Australia Pty Ltd	Speedo stock for resale in the retail shop - BPLC	\$ 586.30
15/12/2023	Speedo Australia Pty Ltd	Speedo stock for resale in the retail shop- BPLC	\$ 21,977.45
01/12/2023	Sportsworld Of WA	Merchandise - BPLC	\$ 247.50
19/12/2023	Sportsworld Of WA	Merchandise - BPLC	\$ 16,256.68
01/12/2023	SRS Australia Pty Ltd Trading as Fluidra Commercial	4 x Stainless steal ladders for 30 meter pool - BPLC	\$ 12,020.80
15/12/2023	SRS Australia Pty Ltd Trading as Fluidra Commercial	Pool Rope Tensioners - BPLC	\$ 409.53
01/12/2023	St John Ambulance Western Australia Ltd	Depot service first aid kits - August 2023	\$ 264.42
15/12/2023	St John Ambulance Western Australia Ltd	CPR stall wellness expo	\$ 1,151.66
01/12/2023	State Law Publisher	Advertise the Animal Amendment Local Law	\$ 280.00
01/12/2023	Stephen Carrick Architects Pty Ltd	Heritage Assessment - various locations	\$ 880.00
01/12/2023	Stott Hoare	Purchase of smart TV for BPLC and Council Admin building	\$ 4,185.50
15/12/2023	Stott Hoare	Purchase of Yea link A30 meeting bar, cameras electric privacy shutter	\$ 6,912.40
01/12/2023	StrataGreen	Garden equipment supplies - various	\$ 12,022.93
15/12/2023	StrataGreen	Garden equipment supplies	\$ 398.50
15/12/2023	Subiaco Football Club Inc.	Sponsorship fee - Sullivan Logistics 2024	\$ 35,200.00
01/12/2023	Synergy	Electricity and gas charges - BPLC	\$ 61,204.53

15/12/2023	Synergy	Electricity and gas charges - various locations	\$ 22,163.77
19/12/2023	Synergy	Electricity and gas charges - various locations	\$ 8,548.12
01/12/2023	T A ArnettJ Lewis	Rates Refund	\$ 3,018.31
15/12/2023	T A Denham	Donation for Dunedin Street Party	\$ 75.00
15/12/2023	T Chiranakorn	Frame court parking permit refund	\$ 210.00
15/12/2023	T Khoo	Refund of the gym membership fee- BPLC	\$ 468.62
01/12/2023	T Muller	Reimbursement for expenses - Pride Parade event	\$ 104.47
15/12/2023	T&H Wilkes Pty Ltd	Gravel supplies	\$ 2,860.00
01/12/2023	Talis Consultants Pty Ltd - ATF Talis Unit Trust	Consultancy services September 2023	\$ 31,732.94
01/12/2023	Talis Consultants Pty Ltd - ATF Talis Unit Trust	Consultancy services Forrest and Fitzgerald Blackspot peer review	\$ 1,001.00
01/12/2023	Talis Consultants Pty Ltd - ATF Talis Unit Trust	Consutancy services Highage Precint Traffic safety upgrade assessment	\$ 4,477.00
15/12/2023	Talis Consultants Pty Ltd - ATF Talis Unit Trust	Consultancy Services - Highgate Precinct	\$ 1,663.75
01/12/2023	Teena Smith	Fitness instructor fee	\$ 226.50
15/12/2023	Teena Smith	Fitness instructor fee	\$ 302.00
15/12/2023	The BBQ Man	BBQ cleaning - November 2023 and pressure cleaning oxford street reserve November 2023	\$ 4,845.22
01/12/2023	The Factory (Australia) Pty Ltd	2023 Town Centre Christmas Decorations - Payment 2	\$ 55,000.00
15/12/2023	The Pickle District Inc	Special mention photographic entry award 2023	\$ 50.00
19/12/2023	The Posy Factory	12 Floral arrangements in glass bowls for seniors christmas lunch 8 December 2023	\$ 960.00
01/12/2023	The Royal Life Saving Society Western Australia Inc	Servicing of Hyde Park Water Playground -November 2023	\$ 6,787.67
15/12/2023	The Royal Life Saving Society Western Australia Inc	Servicing of AIDS memorial fountain, Hyde park water playground maintenance November 2023	\$ 14,534.61
01/12/2023	The Trustee for Adams Family Trust t/as Precise Building Solution	Refund of bond for right of way	\$ 500.00
15/12/2023	The Wilson Family Trust t/a Storyline Designs	Construction documentations - Admin Building Lobby	\$ 7,260.00
15/12/2023	Theatre 180 Inc (Agelink)	Performance fee- Morning Melodies	\$ 880.00
01/12/2023	Thinkproject Australia Pty Ltd	Consultancy services - to create UDT Pram ramp, path defects and bu	\$ 2,002.00
15/12/2023	Thomson Reuters (Professional) Australia Ltd	E-recruitment licence November 23	\$ 1,430.00
01/12/2023	TJ Depiazzi & Sons	Supply of mulch	\$ 7,000.72
01/12/2023	Tom Lawton - Bobcat Hire	Bobcat Hire	\$ 3,703.70
15/12/2023	Tom Lawton - Bobcat Hire	Bobcat Hire	\$ 2,599.85
01/12/2023	Toolmart Australia Pty Ltd	Hardware supplies - Depot	\$ 1,258.00
19/12/2023	Total Packaging WA Pty Ltd	Supply of bin liners	\$ 4,259.20
01/12/2023	Totally Workwear Mt Hawthorn	Uniform supplies	\$ 7,037.08
15/12/2023	Totally Workwear Mt Hawthorn	Uniform supplies	\$ 249.75
19/12/2023	Totally Workwear Mt Hawthorn	Uniform supplies	\$ 2,551.37
15/12/2023	Travis Mitchell Construction	Refund of infrastructure bond	\$ 750.00

01/12/2023	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 19,791.20
15/12/2023	Tree Amigos	Street trees and parks pruning/removal - various locations	\$ 45,838.10
01/12/2023	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 4,866.62
15/12/2023	Truck Centre (WA) Pty Ltd	Truck repairs and maintenance	\$ 1,802.85
15/12/2023	Trustees for The Folan Family Trust t/a Inspired Development So	Staff training - Executive coaching	\$ 1,485.00
01/12/2023	Tuart Hill Yokine Scout Group	Donation Young makers christmas market 31 December 2023	\$ 500.00
19/12/2023	Tyres4U Pty Ltd	Tyre replacements and maintenance	\$ 1,108.80
01/12/2023	Unicare Health	Cost to repair remote to loan Ceiling hoist - BPLC	\$ 465.75
15/12/2023	Unicare Health	Service ceiling hoist - BPLC	\$ 1,242.86
01/12/2023	Universal Diggers	Plant Hire - Depot	\$ 20,660.75
15/12/2023	Universal Diggers	Plant Hire - Depot	\$ 10,366.95
19/12/2023	Universal Diggers	Plant Hire - Depot	\$ 7,176.40
15/12/2023	Urbis Pty Ltd	Design advisory meeting fee	\$ 1,760.00
15/12/2023	V Forbes	Fitness instructor fee	\$ 330.00
15/12/2023	V Lucano	Refund of the cancel bus tour	\$ 50.00
01/12/2023	Veolia Recycling & Recovery Pty Ltd	General waste collection- November 2023	\$ 1,779.32
15/12/2023	Veolia Recycling & Recovery Pty Ltd	General waste collection- BPLC	\$ 3,786.52
19/12/2023	Veolia Recycling & Recovery Pty Ltd	General waste collection - September 2023	\$ 8,015.04
19/12/2023	Vorgee Pty Ltd	Merchandise - BPLC	\$ 1,792.45
15/12/2023	W.A. Hino Sales & Service	Plant repairs and maintenance	\$ 1,808.45
15/12/2023	W.A. Limestone Co	Supply of limestone	\$ 1,453.19
01/12/2023	Walcott Industries	North Perth Bowling Club toilet renewals	\$ 13,346.30
01/12/2023	WALGA	Walga Training Course - various courses	\$ 6,303.00
15/12/2023	WALGA	Introduction to LG elearning subscription FY 2023-2024 and contribution to IR Transition fund	\$ 4,972.00
01/12/2023	Waste Management and Resource Recovery Association of Australia	Membership subscription FY 2023-2024	\$ 936.00
01/12/2023	Water Corporation	Water charges - various locations	\$ 2,179.89
15/12/2023	Water Corporation	Water charges - various locations	\$ 7,822.42
15/12/2023	Water Corporation	Rates Refund	\$ 1,060.66
01/12/2023	WC Convenience Management Pty Ltd	Maintenance exeloo October 2023 - various locations	\$ 4,295.87
15/12/2023	WC Convenience Management Pty Ltd	Maintenance exeloo November 2023 - various locations	\$ 4,295.87
15/12/2023	West Australian Newspapers Limited	Library newspaper delivery 29 December 2024 to 26 December 2024	\$ 1,247.99
01/12/2023	West Coast Profilers Pty Ltd	Profiling services - Lord street	\$ 8,104.27
01/12/2023	Western Irrigation Pty Ltd	Retic Parts	\$ 7,153.87
15/12/2023	Western Irrigation Pty Ltd	Retic Parts	\$ 1,266.15
01/12/2023	Western Metropolitan Regional Council	Processing of FOGO Material 16 October 23 to 31 October 2023	\$ 34,595.01

15/12/2023	Western Metropolitan Regional Council	Processing of FOGO Material 01 November 2023 to 15 November 2023	\$ 30,967.65
01/12/2023	Western Resource Recovery Pty Ltd	Grease trap maintenance - BPLC	\$ 766.70
01/12/2023	West-Sure Group Pty Ltd	Cash collection services - various locations - October 2023	\$ 428.29
15/12/2023	West-Sure Group Pty Ltd	Cash Collection - BPLC November 2023	\$ 1,694.45
15/12/2023	Wheelers Books Pty Ltd	Supply of library books	\$ 294.38
01/12/2023	Wilson Security	Security services - various locations	\$ 71.50
01/12/2023	Winc Australia Pty Ltd	Office supplies and consumables	\$ 577.55
15/12/2023	Winc Australia Pty Ltd	Stationary Supplies for BPLC	\$ 830.34
19/12/2023	Wizard Training Solutions	Training dealing with aggressive behaviour 23 November 2023	\$ 4,125.00
01/12/2023	Work Health Professionals Pty Ltd	Immunisation program for staff	\$ 607.20
15/12/2023	Work Metrics Pty Ltd	Online Induction Platform	\$ 220.00
15/12/2023	Workwear Supplies	Uniform Supplies - Library	\$ 1,330.26
01/12/2023	Worldwide East Perth	Printing services - various departments	\$ 1,881.00
15/12/2023	Worldwide East Perth	Printing services - posters	\$ 88.00
19/12/2023	Wow Wipes	Supply anti bacterial wipes for use in gym- BPLC	\$ 1,265.00
15/12/2023	Y T Lau	Refund of the gym membership fee	\$ 234.52
01/12/2023	Yolande Gomez	Fitness instructor fee	\$ 664.00
15/12/2023	Yolande Gomez	Fitness instructor fee	\$ 424.00
01/12/2023	Youth Affairs Council Of WA	Annual membership FY - 2023-2024	\$ 300.00
15/12/2023	ZIP Heaters Aust Pty Ltd	Hydrotap maintenance - Administration Building	\$ 544.75
15/12/2023	Zipform	Rates notices 2022/23 -3rd instalment FY 2023-2024	\$ 6,268.20
			\$ 7,058,332.74
	Pay Period 12		\$ 756,790.09
	Pay Period 12 Adhoc		\$ 3,353.44
	Pay Period 13		\$ 741,352.70
	Pay Period 13 Adhoc		\$ 14,572.17
	<b>Total Payroll</b>		<b>\$ 1,516,068.40</b>
	<b>Toal Payments</b>		<b>\$ 8,574,401.14</b>

Creditors Report - Payments by Direct Debit				
01/12/2023 to 31/12/2023				
Credit Card Transactions for the Period 07 November 2023 to 06 December 2024				
Card Holder	Date	Payee	Description	Amount
CEO	13/11/2023	CBDC	Claisebrook Community Workshop - Venue Hire	\$ 330.00
	15/11/2023	City of Perth Parking	Parking for meeting with State Government	\$ 6.56
	02/12/2023	NEURONAU* Trip-5Z	Neuron staff trip	\$ 14.78
	09/12/2023	NEURONAU* Trip-H7	Neuron scooter staff trip	\$ 15.79
	08/12/2023	CPP Elder Street	Parking for meeting with DPLH	\$ 11.11
	09/12/2023	NEURONAU* TriP-N8	Neuron staff trip	\$ 15.28
	13/11/2023	Wholefood circus	Catering for City Events - Staff Event	\$ 85.69
	20/11/2023	WANEWSDTI	Monthly Subscription to West Australian Newspaper	\$ 83.60
	28/11/2023	The Herdsman Market	Catering for City Events - CEO Meeting	\$ 98.89
	04/12/2023	Cleaver Heritage	Meeting with Town of Cambridge Mayor and CEO	\$ 18.00
	04/12/2023	City of Stirling	Parking: Meeting with Department of Finance	\$ 3.40
				\$ 683.10
Director Strategy and Development				
	30/11/2023	ASIC	ASIC Search - 109-117 Oxford Street	\$ 10.00
				\$ 10.00
Director Infrastructure and Environment				
	08/12/2023	InstitutePu	IPWEA Fleet Training	\$ 1,287.00
	16/11/2023	Miaflora Garden Centre	2023 Garden Competition Winner Gift Cards	\$ 350.00
	16/11/2023	Bunnings 456000	2023 Garden Competition Winner Gift Cards	\$ 400.00
	16/11/2023	Acquasaleriest231116NB	2023 Garden Competition Winner Gift Cards	\$ 151.99
	16/11/2023	Daphsrestauran231116NB	2023 Garden Competition Winner Gift Cards	\$ 152.98
	16/11/2023	Improntaespre231116NB	2023 Garden Competition Winner Gift Cards	\$ 101.90
	16/11/2023	Lerebelle231116NB	2023 Garden Competition Winner Gift Cards	\$ 101.99
	16/11/2023	Madeline231116NB	2023 Garden Competition Winner Gift Cards	\$ 150.00
	16/11/2023	TheBeaufort-GI231116NB	2023 Garden Competition Winner Gift Cards	\$ 103.74
	16/11/2023	WILLST.231116NB	2023 Garden Competition Winner Gift Cards	\$ 103.49
	16/11/2023	Bar Botanik	2023 Garden Competition Winner Gift Cards	\$ 450.00
	16/11/2023	SQ *Ischia Restaurant	2023 Garden Competition Winner Gift Cards	\$ 150.00
	06/12/2023	Woolworths Online	Consumables - Tea/Coffee/Sugar	\$ 111.88

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
				<b>\$ 3,614.97</b>
<b>Manager Marketing and Partnerships</b>				
	07/12/2023	Big W 0443	Customer service Christmas tree	\$ 229.00
	10/11/2023	Coles Online	Supplies for Seniors Christmas Lunch	\$ 62.60
	09/12/2023	Kmart	Supplies for Seniors Christmas Lunch	\$ 512.00
	09/12/2023	Kmart	Refund for Supplies for Seniors Christmas Lunch	-\$ 12.00
	10/11/2023	Kmart	Supplies for Seniors Christmas Lunch	\$ 210.00
	11/11/2023	Kmart	Refund for supplies for Seniors Christmas Lunch	-\$ 3.00
	16/11/2023	Officeworks	Label packs for Underground Power mailings	\$ 64.96
	10/11/2023	Mailchimp *MISC	Enewsletter monthly subscription	\$ 751.65
	16/11/2023	Officeworks 0622	Labels for Underground Power mailing	\$ 87.84
	20/11/2023	Wembley Police Station	Road Closure Application - Provedore Markets	\$ 90.20
	21/11/2023	Kmart 1374	Pride Parade	\$ 32.00
	21/11/2023	Bunnings 454000	Pride Parade	\$ 78.00
	22/11/2023	Leederville Cameras	Camera equipment	\$ 464.00
	21/11/2023	Kmart	Refund for Seniors Christmas lunch supplies	-\$ 84.00
	10/11/2023	Kmart	Refund for Seniors Christmas Lunch supplies	-\$ 268.00
	23/11/2023	Asana.com	Marketing and Comms scheduling tool	\$ 935.26
	23/11/2023	Intl transaction fee	International transaction fee for Marketing and Co	\$ 23.38
	05/12/2023	Officeworks	Refund for cancelled order	-\$ 64.96
	03/12/2023	Chatgpt Subscription	Chat GPT trial	\$ 30.32
	03/12/2023	Intl transaction fee	Chat GPT trial int'l transaction fee	\$ 0.76
	27/11/2023	Leederville Cameras	Certificate printing	\$ 1.50
	27/11/2023	Leederville Cameras	Certificate printing	\$ 1.50
	27/11/2023	Leederville Cameras	Certificate print	\$ 1.50
	27/11/2023	Good Grocer L0030	Equipment for launch of NP bowling club	\$ 1.79
	28/11/2023	Spotlight Innaloo	Scissors	\$ 49.00
	26/11/2023	Shutterstock Ireland	Stock Photo Subscription	\$ 99.00
	30/11/2023	Facebk *W68TMWK8R2	Facebook advertising	\$ 382.65
				<b>\$ 3,676.95</b>
<b>Council Liaison Officer</b>	07/12/2023	SQ *Bunn Mee	Catering for Mock Council Meeting 6 November 2023	\$ 296.00
	14/11/2023	Tsuke BA	Tsuke Ba catering for Mock Council Meeting 6 November 2023	\$ 225.50
	05/12/2023	SQ *Bunn Mee	Food for Council Briefing 5 December 2023	\$ 190.00

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
	05/12/2023	Tsuke BA	Catering for Council Briefing 5 December 2023	\$ 102.40
				<b>\$ 813.90</b>
<b>Branch Librarian</b>				
	17/11/2023	Good Grocer L0030	Local History Programs: Local History Awards Cater	\$ 115.95
	17/11/2023	Good Grocer L0030	Local History Programmes: Awards Ceremony	\$ 279.98
	17/11/2023	Zo an Co Desserts MOU	Local History Programmes: Awards Ceremony	\$ 355.00
	17/11/2023	The RE STORE	Local History Programmes: Award Prizes	\$ 98.70
	18/11/2023	SP Business Base	F&E Purchase: Flip Table for Media Room	\$ 400.15
	21/11/2023	Business Base	Postage and Courier: Table Delivery	\$ 90.00
	20/11/2023	Booktopia Pty Ltd	Materials Purchased: Books	\$ 408.73
	05/12/2023	Myer Pty Ltd	Refund: Myer Duplo Train Set	-\$ 99.99
	23/11/2023	Myer Pty Ltd	Duplo Train Set Purchase	\$ 99.99
				<b>\$ 1,917.41</b>
<b>Manager ICT</b>				
	07/12/2023	Twilio Sendgrid	Sendgrid Email Service	\$ 140.50
	07/12/2023	Intl Transaction Fee	Sendgrid Email	\$ 3.51
	08/12/2023	Tickets*WA Public	WAPSIN Innovation Event	\$ 7.88
	08/12/2023	Tickets*WA Public	WAPSIN Innovation Event	\$ 80.00
	13/11/2023	SEC*ACMA	Payment for ACMA on CCTV	\$ 240.00
	15/11/2023	Assetonar.com	Asset Sonar Payments	\$ 8.95
	15/11/2023	Intl Transaction Fee	Asset Sonar Payments	\$ 0.22
	18/11/2023	Amazon Marketplace AU	Amazon Refund	-\$ 207.58
	19/11/2023	Zoom.US 888-799-9666	Zoom License Fee	\$ 338.68
	20/11/2023	Microsoft G031906216	Azure Storage for Security Software	\$ 36.17
	20/11/2023	Nodeone.com.au	Node1 Wireless Network	\$ 109.00
	21/11/2023	Officeworks	USB C to HDMI Adapter	\$ 45.00
	26/11/2023	ISACA	ISACA Professional Membership	\$ 294.02
	26/11/2023	Intl Transaction Fee	ISACA Professional Membership	\$ 7.35
	22/11/2023	SimplyBookME	SimpleBookMe Payment Booking by Creche	\$ 91.52
	22/11/2023	Intl Transaction Fee	SimpleBookMe Payment Booking by Creche	\$ 2.29
	30/11/2023	Netregistry	Domain Renewal for BeattyParkcomau	\$ 27.15
	01/12/2023	Node1 Internet	Node1 Wireless Internet	\$ 119.00
	28/11/2023	Blue Skys App	Zoom Timer App	\$ 19.03



<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
	28/11/2023	Intl Transaction Fee	Zoom Timer App	\$ 0.48
	29/11/2023	Buildingpoint Aust	Additional Licenses for SketchUp	\$ 517.00
	02/12/2023	ASSETSONAR.COM	Asset Sonar ICT Asset Management	\$ 591.07
	02/12/2023	INTNL TRANSACTION FEE	Asset Sonar ICT Asset Management	\$ 14.78
	04/12/2023	INTRUDER.IO PRO	Intruder Systems - Intruder IO	\$ 447.96
	04/12/2023	Deputy	Deputy Timesheet App	\$ 173.25
	04/12/2023	INTNL TRANSACTION FEE	Deputy Timesheet App	\$ 11.20
	04/12/2023	EZI*M2M One Pty Ltd	Sim Card for Parks Reticulation	\$ 969.14
	05/12/2023	Landis Technologies LL	Landis Contact Centre	\$ 1,331.92
	05/12/2023	INTNL TRANSACTION FEE	Landis Contact Centre Transaction Fee	\$ 33.30
				<b>\$ 5,452.79</b>
<b>Procurement and Contracts Officer</b>				
	08/12/2023	Bunnings 454000	Building inspections equipment	\$ 486.00
	08/12/2023	Bunnings 454000	Building inspections equipment	\$ 101.65
	28/11/2023	SQ *BUNN MEE	Catering	\$ 304.00
	21/11/2023	Evermack Pty Ltd	Council Honour Board Engraving	\$ 377.70
				<b>\$ 1,269.35</b>
<b>Total Corporate Credit Cards</b>				<b>\$ 17,438.47</b>
<b>Direct Debits</b>				
	21/12/2023	PB Leasing		\$ 395.83
			<b>Total Leasing</b>	<b>\$ 395.83</b>
<b>Loan Repayments</b>				
	01/12/2023	WA Treasury corporation		\$ 78,434.41
	04/12/2023	WA Treasury corporation		\$ 53,865.85
			<b>Total Treasury Corporation</b>	<b>\$ 132,300.26</b>
<b>Bank Fees and Charges</b>				
	30/12/2023	Bank fees		\$ 11,702.29

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
			Bank fees	\$ 11,702.29
Total Direct Debits including Credit Cards				\$ 161,836.85

Creditors Report - Payments by Cheque				
01/12/2023 to 31/12/23				
<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
82762	05/12/2023	Petty Cash - Depot	Recoup petty cash 5 December 2023	\$ 194.20
Total Net Cheque Payments				\$ 194.20

**7.5 INVESTMENT REPORT AS AT 30 NOVEMBER 2023**

**Attachments:** 1. Investment Statistics as at 30 November 2023  

**RECOMMENDATION:**

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

**PURPOSE OF REPORT:**

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

There was one matured term deposit and one investment made during the month of November 2023.

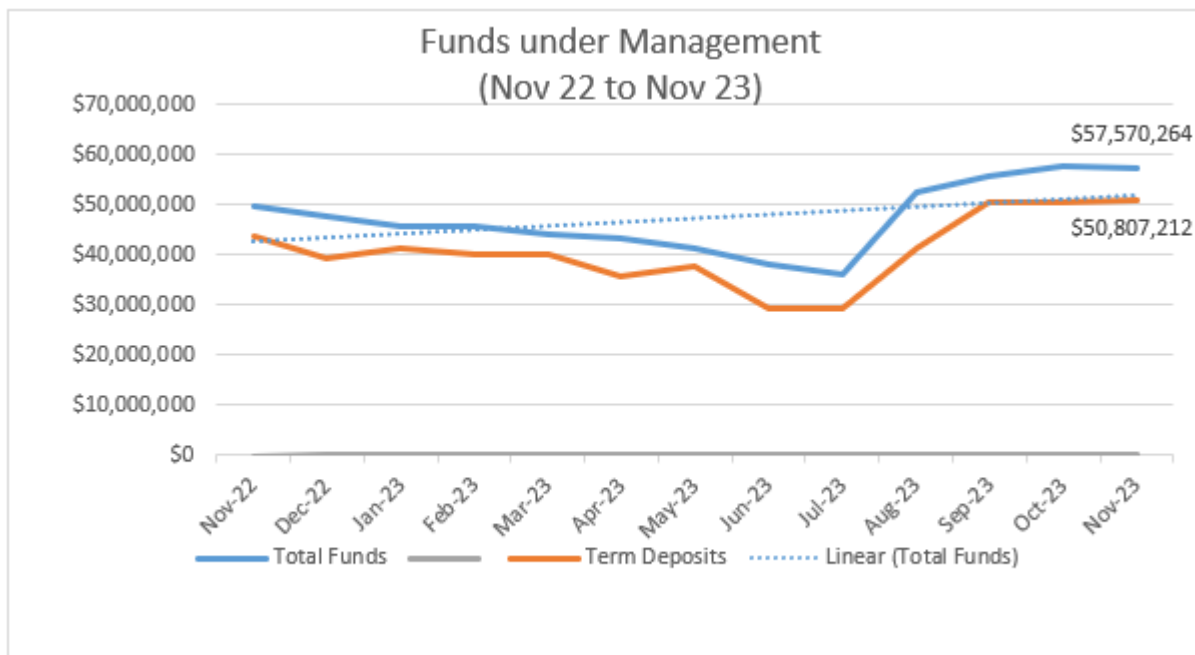
**Investment Status**

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

As at 30 November 2023, the total funds held in the City's operating accounts (including on call) was \$57,570,264 compared to \$49,762,257 for the period ended 30 November 2022. All funds are interest bearing as at 30 November 2023.

The total term deposit investments for the period ended 30 November 2023 were \$50,807,212 compared to \$43,731,994 for the period ended 30 November 2022.

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



### Interest Status

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

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of YTD Budget
Municipal	\$400,000	\$260,000	\$575,175	221.2%
Reserve	\$350,000	\$236,254	\$344,482	145.8%
<b>Subtotal</b>	<b>\$750,000</b>	<b>\$496,254</b>	<b>\$919,657</b>	<b>185.3%</b>
Leederville Gardens Inc Surplus Trust*	\$0	\$0	\$79,218	N/A
<b>Total</b>	<b>\$750,000</b>	<b>\$496,254</b>	<b>\$998,875</b>	<b>201.3%</b>

\*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 4.95% for current investments compared to the Reserve Bank 90 day accepted bill rate for November 2023 of 4.38%.

### 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 financial institutions at 90% as reflected in the below table. The majority of financial 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%	33.0%	90%	53.9%
A-1	25%	0%	90%	0%
A-2	20%	12.2%	90%	46.1%

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 30 NOVEMBER 2023**

<b>Funds</b>	<b>Institution</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Principal \$</b>
<b><u>OPERATING ACCOUNTS</u></b>					
Municipal	Commonwealth Bank of Australia			4.10%	2,002,700
Municipal	Commonwealth Bank of Australia	Ongoing		4.35%	2,320,064
Reserve	Commonwealth Bank of Australia	Ongoing		4.35%	1,551,597
Leederville Gardens Inc Surplus Trust	Commonwealth Bank of Australia	Ongoing		4.35%	888,691
<b>Total Operating Funds</b>					<b>6,763,052</b>
<b><u>TERM DEPOSITS</u></b>					
Leederville Gardens Inc Surplus Trust	National Australia Bank	12/01/2023	11/01/2024	4.53%	908,677
Leederville Gardens Inc Surplus Trust	Commonwealth Bank of Australia	30/06/2023	28/06/2024	5.32%	2,058,536
Municipal	AMP Bank	29/03/2023	28/03/2024	4.90%	3,500,000
Municipal	Bank of Queensland	03/03/2023	05/03/2024	5.05%	1,000,000
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
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
Municipal	G&C Mutual	20/09/2023	22/04/2024	5.10%	2,500,000
Municipal	G&C Mutual	20/09/2023	06/05/2024	5.10%	4,500,000
Municipal	Hume Bank	20/09/2023	19/12/2023	4.85%	4,000,000
Municipal	National Australia Bank	20/02/2023	20/02/2024	4.83%	4,000,000
Municipal	Police and Nurses	01/11/2023	31/10/2024	5.50%	1,000,000
Reserve	Bendigo and Adelaide Bank	30/08/2023	29/04/2024	5.00%	2,500,000
Reserve	Commonwealth Bank of Australia	09/08/2023	08/08/2024	5.55%	5,200,000
Reserve	Hume Bank	29/03/2023	28/03/2024	4.78%	2,540,000
Reserve	National Australia Bank	12/01/2023	11/01/2024	4.53%	4,500,000
Reserve	National Australia Bank	24/05/2023	23/05/2024	4.87%	1,600,000
Reserve	National Australia Bank	24/08/2023	06/06/2024	5.12%	1,000,000
<b>Total Term Deposits</b>					<b>50,807,212</b>
<b>Total Funds available</b>					<b>57,570,264</b>

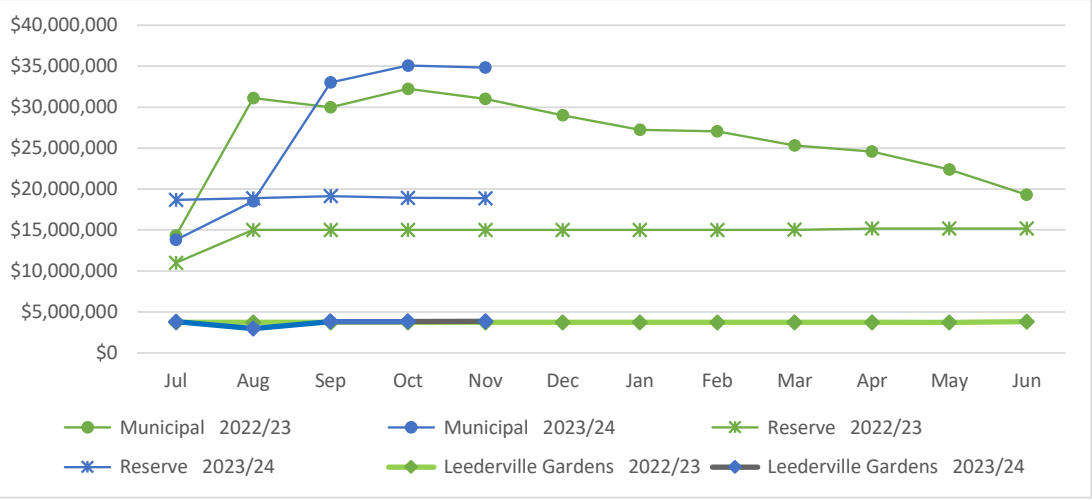


**CITY OF VINCENT  
INVESTMENT PORTFOLIO  
AS AT 30 NOVEMBER 2023**

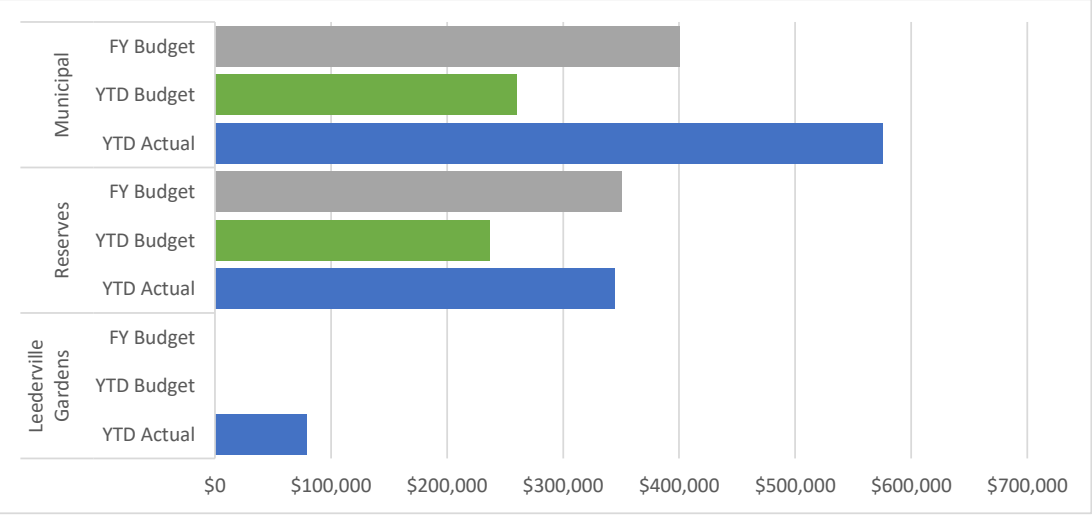
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	%
<b>BY INVESTMENT HOLDINGS</b>					
Municipal Account	2,002,700	0	0	2,002,700	3.5%
Online Saver	2,320,064	1,551,597	888,691	4,760,352	8.3%
Term Deposits	30,500,000	17,340,000	2,967,212	50,807,212	88.2%
	<b>34,822,765</b>	<b>18,891,597</b>	<b>3,855,903</b>	<b>57,570,264</b>	<b>100.0%</b>
<b>BY INSTITUTION</b>					
Bank of Queensland	6,000,000	0	0	6,000,000	10.4%
Bendigo and Adelaide Bank	0	2,500,000	0	2,500,000	4.3%
Commonwealth Bank of Australia	9,322,765	6,751,597	2,947,227	19,021,587	33.0%
National Australia Bank	4,000,000	7,100,000	908,677	12,008,677	20.9%
AMP Bank	3,500,000	0	0	3,500,000	6.1%
Hume Bank	4,000,000	2,540,000	0	6,540,000	11.4%
G&C Mutual	7,000,000	0	0	7,000,000	12.2%
Police and Nurses	1,000,000	0	0	1,000,000	1.7%
	<b>34,822,765</b>	<b>18,891,597</b>	<b>3,855,903</b>	<b>57,570,264</b>	<b>100.0%</b>
<b>BY CREDIT RATINGS (SHORT-TERM ISSUE)</b>					
A-1+	13,322,765	13,851,597	3,855,903	31,030,264	53.9%
A-1	0	0	0	0	0.0%
A-2	21,500,000	5,040,000	0	26,540,000	46.1%
	<b>34,822,765</b>	<b>18,891,597</b>	<b>3,855,903</b>	<b>57,570,264</b>	<b>100.0%</b>
<b>BY TERMS</b>					
0-30 days	4,322,765	1,551,597	888,691	6,763,052	11.7%
31-90 days	4,000,000	0	0	4,000,000	6.9%
181-270 days	9,500,000	2,500,000	0	12,000,000	20.8%
271-365 days	16,000,000	14,840,000	2,967,212	33,807,212	58.7%
> 1 year	1,000,000	0	0	1,000,000	1.7%
	<b>34,822,765</b>	<b>18,891,597</b>	<b>3,855,903</b>	<b>57,570,264</b>	<b>99.8%</b>
<b>BY MATURITY</b>					
0-30 days	8,322,765	1,551,597	888,691	10,763,052	18.7%
31-90 days	4,000,000	4,500,000	908,677	9,408,677	16.3%
91-180 days	14,000,000	6,640,000	0	20,640,000	35.9%
181-270 days	7,500,000	6,200,000	2,058,535	15,758,535	27.4%
271-365 days	1,000,000	0	0	1,000,000	1.7%
	<b>34,822,765</b>	<b>18,891,597</b>	<b>3,855,903</b>	<b>57,570,264</b>	<b>100.0%</b>
<b>BY FOSSIL FUEL EXPOSURE</b>					
Fossil Fuel Investments	20,822,765	16,391,597	3,855,903	41,070,264	71.3%
Non Fossil Fuel Investments	14,000,000	2,500,000	0	16,500,000	28.7%
	<b>34,822,765</b>	<b>18,891,597</b>	<b>3,855,903</b>	<b>57,570,264</b>	<b>100.0%</b>

CITY OF VINCENT  
INVESTMENT PERFORMANCE  
AS AT 30 NOVEMBER 2023

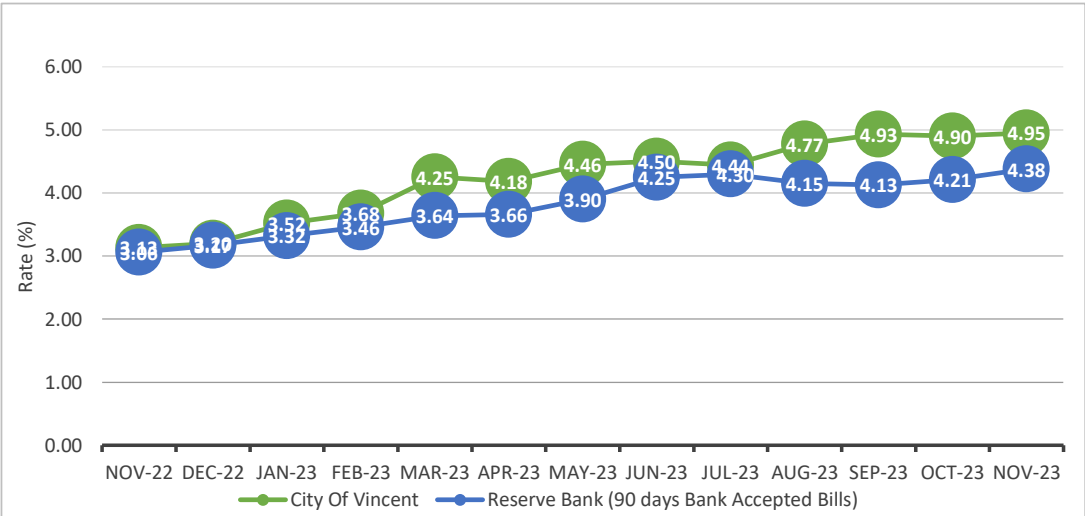
FUNDS INVESTED (TERM DEPOSITS ONLY)



INTEREST EARNINGS

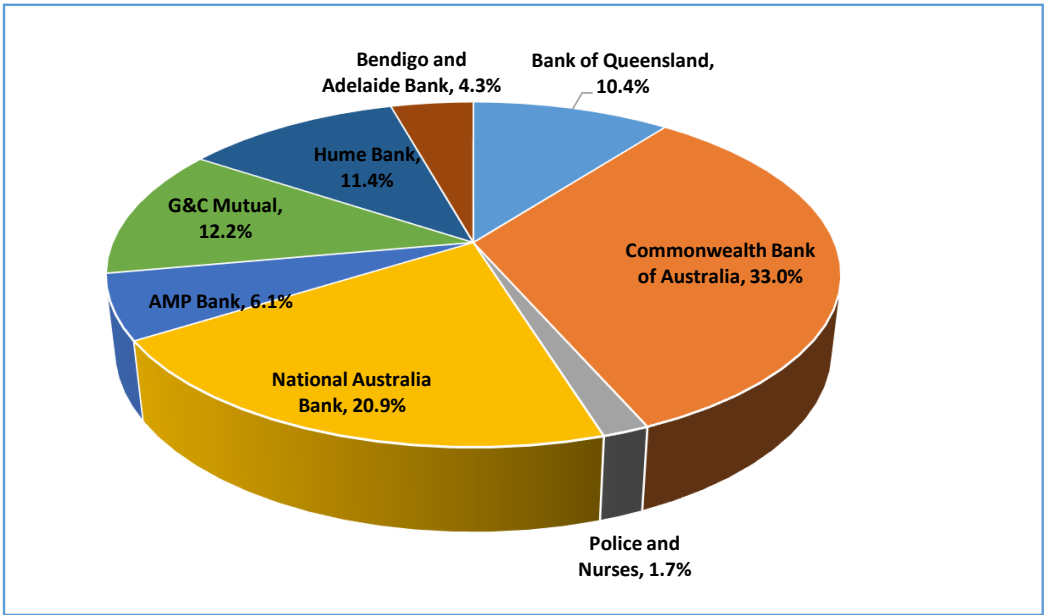


INTEREST RATE COMPARISON

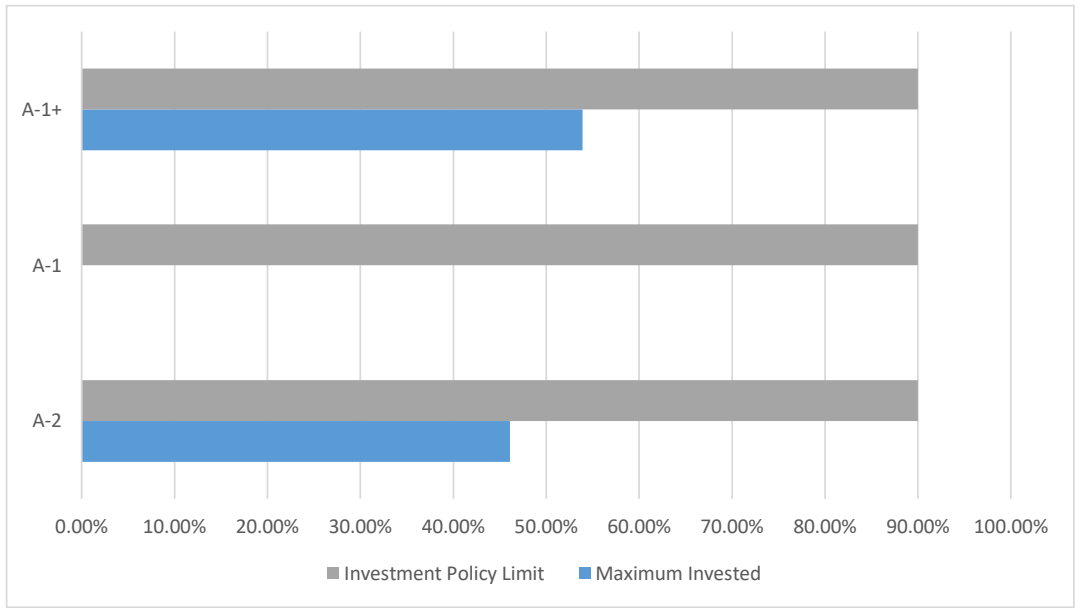


CITY OF VINCENT  
INVESTMENT POLICY COMPLIANCE  
AS AT 30 NOVEMBER 2023

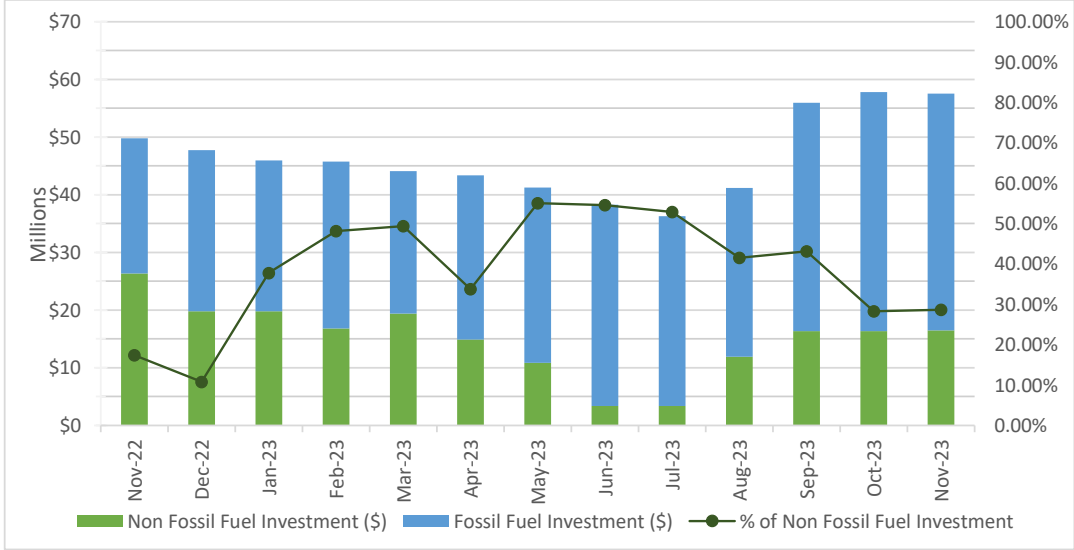
TOTAL PORTFOLIO EXPOSURE



TOATL CREDIT EXPOSURE



FOSSIL FUEL EXPOSURE



\* Selection of non fossil fuel investments is based on information provided by [www.marketforces.org.au](http://www.marketforces.org.au).

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

	YTD 30/11/2023	PY YTD 30/11/2022	FY 2023/24	PY FY 2022/23
	\$	\$	\$	\$
<b>MUNICIPAL FUNDS</b>				
Budget	260,000	50,000	400,000	500,000
Interest Earnings	575,175	253,400	575,175	827,395
% Income to Budget	221.2%	506.8%	143.8%	165.5%
<b>RESERVE FUNDS</b>				
Budget	236,254	33,335	350,000	450,000
Interest Earnings	344,482	171,230	344,482	497,011
% Income to Budget	145.8%	513.7%	98.4%	110.5%
<b>LEEDERVILLE GARDENS INC SURPLUS TRUST</b>				
Budget	0	0	0	0
Interest Earnings	79,218	41,859	79,218	134,290
% Income to Budget	0.0%	0.0%	0.0%	0.0%
<b>TOTAL</b>				
Budget	496,254	83,335	750,000	950,000
Interest Earnings	998,875	466,489	998,875	1,458,696
% Income to Budget	201.3%	559.8%	133.2%	153.6%
Variance	502,621	383,154	248,875	508,696
% Variance to Budget	101.3%	459.8%	33.2%	53.6%
<b>TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)</b>				
Budget	496,254	83,335	750,000	950,000
Interest Earnings	919,657	424,630	919,657	1,324,406
% Income to Budget	185.3%	509.6%	122.6%	139.4%
Variance	423,403	341,295	169,657	374,406
% Variance to Budget	85.3%	409.6%	22.6%	39.4%

**7.6 INVESTMENT REPORT AS AT 31 DECEMBER 2023**

**Attachments:** 1. **Investment Statistics as at 31 December 2023**  

**RECOMMENDATION:**

That Council **NOTES** the Investment Statistics for the month ended 31 December 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 December 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**

One term deposit matured, and one investment was made during the month of December 2023.

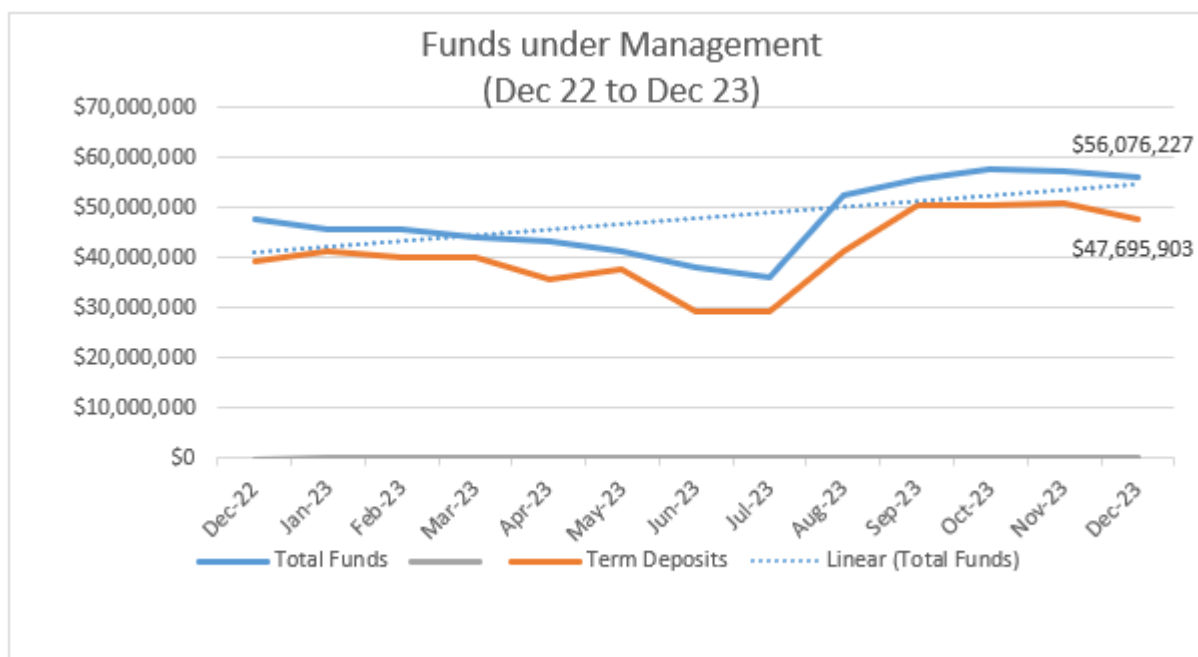
**Investment Status**

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

As at 31 December 2023, the total funds held in the City's operating accounts (including on call) was \$56,076,227 compared to \$47,753,021 for the period ended 31 December 2022. All funds are interest bearing as at 31 December 2023.

The total term deposit investments for the period ended 31 December 2023 were \$47,695,903 compared to \$39,231,994 for the period ended 31 December 2022.

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



### Interest Status

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

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of YTD Budget
Municipal	\$400,000	\$320,000	\$710,880	222.2%
Reserve	\$350,000	\$252,504	\$414,305	164.1%
<b>Subtotal</b>	<b>\$750,000</b>	<b>\$572,504</b>	<b>\$1,125,185</b>	<b>196.5%</b>
Leederville Gardens Inc Surplus Trust*	\$0	\$0	\$97,091	N/A
<b>Total</b>	<b>\$750,000</b>	<b>\$572,504</b>	<b>\$1,222,276</b>	<b>213.5%</b>

\*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 4.93% for current investments compared to the Reserve Bank 90 day accepted bill rate for December 2023 of 4.35%.

### 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 financial institutions at 90% as reflected in the below table. The majority of financial institutions lie within A-2 and A-1+ categories.

Short Term Rating (Standard & Poor's) or Equivalent	Direct Investments Maximum %with any one institution		Maximum % of Total Portfolio	
	Guideline	Current position	Guideline	Current position
A1+	30%	36.8%	90%	58.2%
A-1	25%	0%	90%	0%
A-2	20%	12.5%	90%	41.8%

Administration will continuously explore options to ascertain if a balanced investment strategy can be developed where investments in divested banks can be increased with a minimal opportunity cost of loss in interest rate returns for instances when banks not divested in fossil fuel activities offer a higher rate of return.

### RISK MANAGEMENT IMPLICATIONS

Low: Administration has developed effective controls to ensure funds are invested in accordance with the City's Investment Policy. This report enhances transparency and accountability for the City's investments.

### STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 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 DECEMBER 2023**

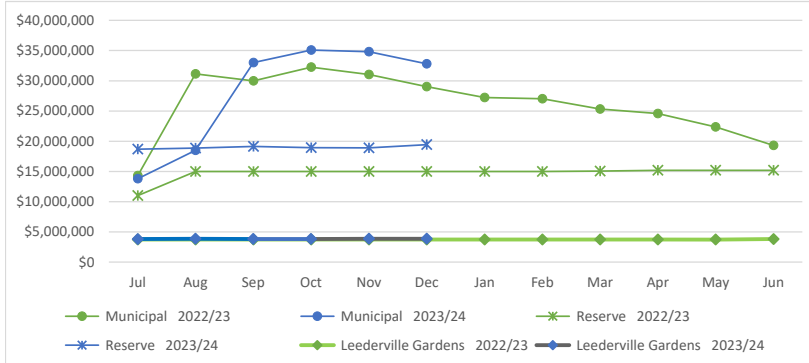
<b>Funds</b>	<b>Institution</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Principal \$</b>
<b><u>OPERATING ACCOUNTS</u></b>					
Municipal	Commonwealth Bank of Australia	Ongoing		4.10%	4,832,516
Reserve	Commonwealth Bank of Australia	Ongoing		4.10%	2,087,456
Municipal	Commonwealth Bank of Australia	Ongoing		4.35%	1,460,352
<b>Total Operating Funds</b>					<b>8,380,324</b>
<b><u>TERM DEPOSITS</u></b>					
Leederville Gardens Inc Surplus Trust	National Australia Bank	12/01/2023	11/01/2024	4.53%	908,677
Leederville Gardens Inc Surplus Trust	Commonwealth Bank of Australia	30/06/2023	28/06/2024	5.32%	2,058,536
Leederville Gardens Inc Surplus Trust	AMP Bank	19/12/2023	18/12/2024	5.25%	888,691
Municipal	AMP Bank	29/03/2023	28/03/2024	4.90%	3,500,000
Municipal	Bank of Queensland	03/03/2023	05/03/2024	5.05%	1,000,000
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
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
Municipal	G&C Mutual	20/09/2023	22/04/2024	5.10%	2,500,000
Municipal	G&C Mutual	20/09/2023	06/05/2024	5.10%	4,500,000
Municipal	National Australia Bank	20/02/2023	20/02/2024	4.83%	4,000,000
Municipal	Police and Nurses	01/11/2023	31/10/2024	5.50%	1,000,000
Reserve	Bendigo and Adelaide Bank	30/08/2023	29/04/2024	5.00%	2,500,000
Reserve	Commonwealth Bank of Australia	09/08/2023	08/08/2024	5.55%	5,200,000
Reserve	Hume Bank	29/03/2023	28/03/2024	4.78%	2,540,000
Reserve	National Australia Bank	12/01/2023	11/01/2024	4.53%	4,500,000
Reserve	National Australia Bank	24/05/2023	23/05/2024	4.87%	1,600,000
Reserve	National Australia Bank	24/08/2023	06/06/2024	5.12%	1,000,000
<b>Total Term Deposits</b>					<b>47,695,903</b>
<b>Total Funds available</b>					<b>56,076,227</b>

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

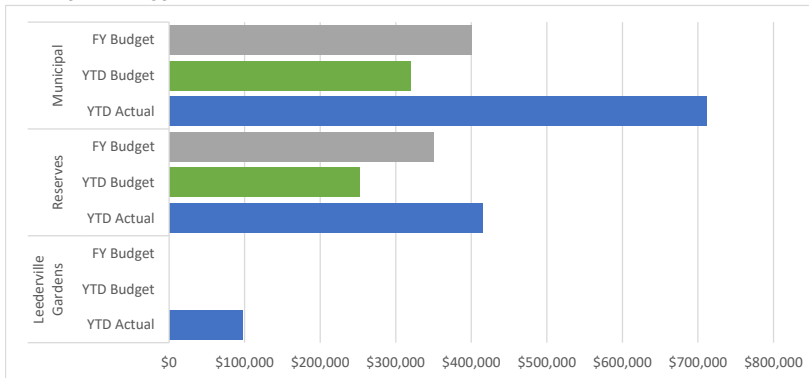
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	%
<b>BY INVESTMENT HOLDINGS</b>					
Municipal Account	4,832,516	2,087,456	0	6,919,972	12.3%
Online Saver	1,460,352	0	0	1,460,352	2.6%
Term Deposits	26,500,000	17,340,000	3,855,903	47,695,903	85.1%
	<b>32,792,868</b>	<b>19,427,456</b>	<b>3,855,903</b>	<b>56,076,227</b>	<b>100.0%</b>
<b>BY INSTITUTION</b>					
Bank of Queensland	6,000,000	0	0	6,000,000	10.7%
Bendigo and Adelaide Bank	0	2,500,000	0	2,500,000	4.5%
Commonwealth Bank of Australia	11,292,868	7,287,456	2,058,536	20,638,859	36.8%
National Australia Bank	4,000,000	7,100,000	908,677	12,008,677	21.4%
AMP Bank	3,500,000	0	888,691	4,388,691	7.8%
Hume Bank	0	2,540,000	0	2,540,000	4.5%
G&C Mutual	7,000,000	0	0	7,000,000	12.5%
Police and Nurses	1,000,000	0	0	1,000,000	1.8%
	<b>32,792,868</b>	<b>19,427,456</b>	<b>3,855,903</b>	<b>56,076,227</b>	<b>100.00%</b>
<b>BY CREDIT RATINGS (SHORT-TERM ISSUE)</b>					
A-1+	15,292,868	14,387,456	2,967,212	32,647,536	58.2%
A-1	0	0	0	0	0.0%
A-2	17,500,000	5,040,000	888,691	23,428,691	41.8%
	<b>32,792,868</b>	<b>19,427,456</b>	<b>3,855,903</b>	<b>56,076,227</b>	<b>100.0%</b>
<b>BY TERMS</b>					
0-30 days	6,292,868	2,087,456	0	8,380,324	14.9%
181-270 days	9,500,000	2,500,000	0	12,000,000	21.4%
271-365 days	16,000,000	14,840,000	3,855,903	34,695,903	61.9%
> 1 year	1,000,000	0	0	1,000,000	1.8%
	<b>32,792,868</b>	<b>19,427,456</b>	<b>3,855,903</b>	<b>56,076,227</b>	<b>100.0%</b>
<b>BY MATURITY</b>					
0-30 days	6,292,868	6,587,456	908,677	13,789,001	24.6%
31-90 days	8,500,000	2,540,000	0	11,040,000	19.7%
91-180 days	14,500,000	5,100,000	2,058,535	21,658,535	38.6%
181-270 days	2,500,000	5,200,000	0	7,700,000	13.7%
271-365 days	1,000,000	0	888,691	1,888,691	3.4%
	<b>32,792,868</b>	<b>19,427,456</b>	<b>3,855,903</b>	<b>56,076,227</b>	<b>100.0%</b>
<b>BY FOSSIL FUEL EXPOSURE</b>					
Fossil Fuel Investments	18,792,868	16,927,456	3,855,903	39,576,227	70.6%
Non Fossil Fuel Investments	14,000,000	2,500,000	0	16,500,000	29.4%
	<b>32,792,868</b>	<b>19,427,456</b>	<b>3,855,903</b>	<b>56,076,227</b>	<b>100.0%</b>

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

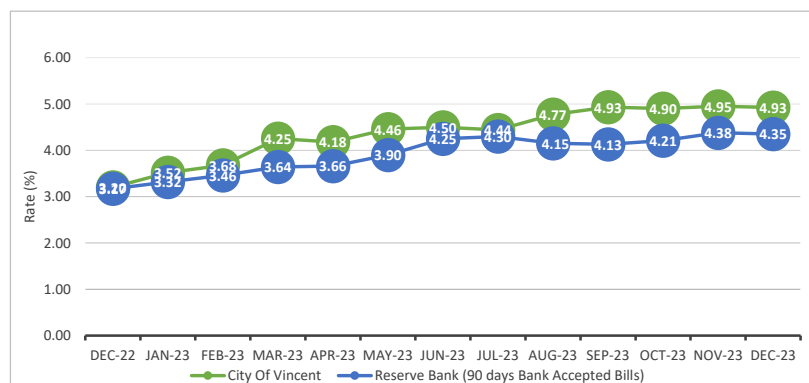
**FUNDS INVESTED (TERM DEPOSITS ONLY)**



**INTEREST EARNINGS**

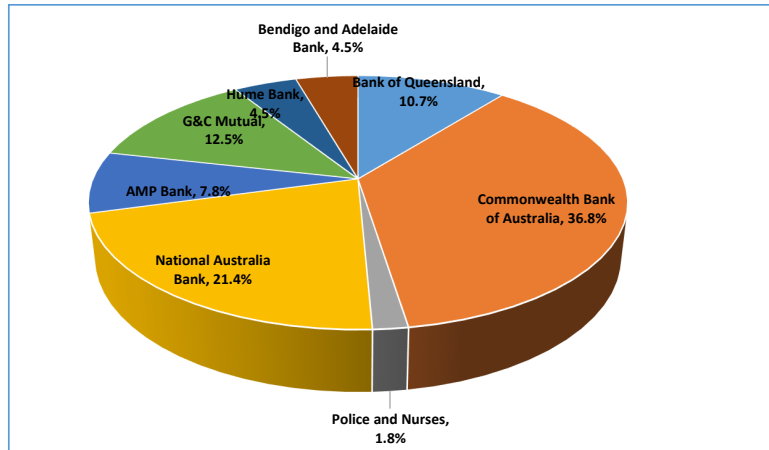


**INTEREST RATE COMPARISON**

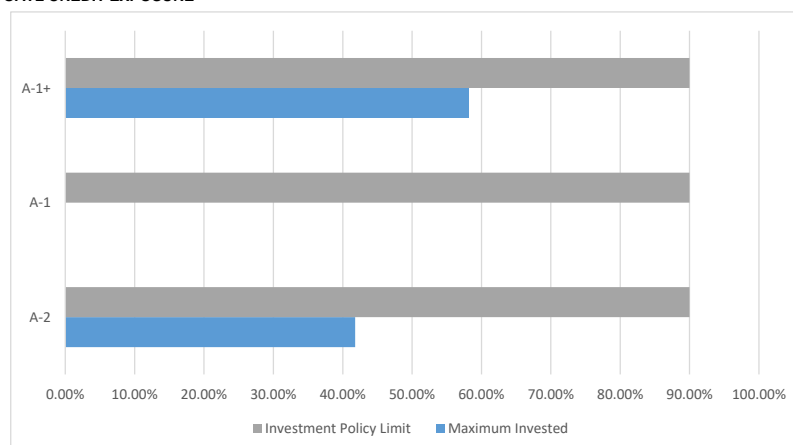


**CITY OF VINCENT  
INVESTMENT POLICY COMPLIANCE  
AS AT 31 DECEMBER 2023**

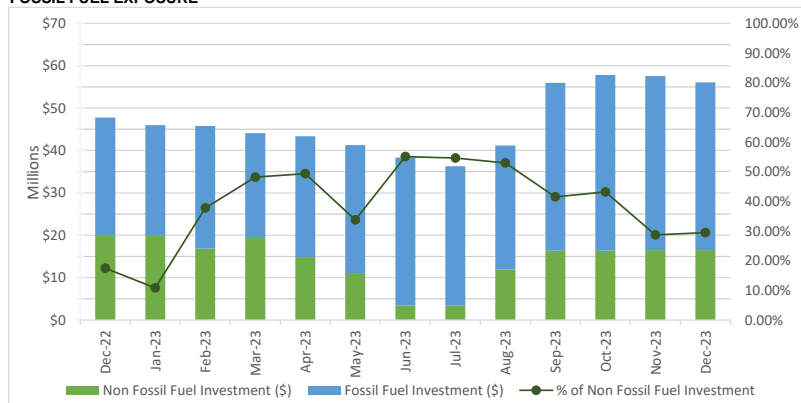
**TOTAL PORTFOLIO EXPOSURE**



**TOATL CREDIT EXPOSURE**



**FOSSIL FUEL EXPOSURE**



\* Selection of non fossil fuel investments is based on information provided by [www.marketforces.org.au](http://www.marketforces.org.au).

**CITY OF VINCENT  
INVESTMENT INTEREST EARNINGS  
AS AT 31 DECEMBER 2023**

	YTD 31/12/2023 \$	PY YTD 31/12/2022 \$	FY 2023/24 \$	PY FY 2022/23 \$
<b>MUNICIPAL FUNDS</b>				
Budget	320,000	50,000	400,000	500,000
Interest Earnings	710,880	253,400	710,880	827,395
% Income to Budget	222.2%	506.8%	177.7%	165.5%
<b>RESERVE FUNDS</b>				
Budget	252,504	33,335	350,000	450,000
Interest Earnings	414,305	171,230	414,305	497,011
% Income to Budget	164.1%	513.7%	118.4%	110.5%
<b>LEEDERVILLE GARDENS INC SURPLUS TRUST</b>				
Budget	0	0	0	0
Interest Earnings	97,091	41,859	97,091	134,290
% Income to Budget	0.0%	0.0%	0.0%	0.0%
<b>TOTAL</b>				
Budget	572,504	83,335	750,000	950,000
Interest Earnings	1,222,276	466,489	1,222,276	1,458,696
% Income to Budget	213.5%	559.8%	163.0%	153.6%
Variance	649,772	383,154	472,276	508,696
% Variance to Budget	113.5%	459.8%	63.0%	53.6%
<b>TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)</b>				
Budget	572,504	83,335	750,000	950,000
Interest Earnings	1,125,185	424,630	1,125,185	1,324,406
% Income to Budget	196.5%	509.6%	150.0%	139.4%
Variance	552,681	341,295	375,185	374,406
% Variance to Budget	96.5%	409.6%	50.0%	39.4%

**7.7 OUTCOME OF COMMUNITY CONSULTATION ON NAMING OF BANKS RESERVE**

- Attachments:**
1. **Community Consultation on Naming of Banks Reserve - Summary of Submissions** [↓](#) 
  2. **Consultation timeline for Banks Reserve naming** [↓](#) 

**RECOMMENDATION:**

**That subject to the endorsement of the Boordiya Reference Group Council APPROVES the submission of an application to Landgate to rename Banks Reserve to Warndoolier.**

**PURPOSE OF REPORT:**

For Council to approve the submission of an application to Landgate to rename Banks Reserve as Warndoolier.

**BACKGROUND:**

The City is home to many significant sites and waterways that are spiritually intertwined with Aboriginal culture and we acknowledge that the relationship our Aboriginal and Torres Strait Islander peoples have with the land remains fundamental to their identity and way of life.

Banks Reserve is intrinsically connected to the Whadjuk people, speaking to their history and culture. Capturing and recording the original place name and the relationship of the Traditional Owners to a particular location is an important way that we can acknowledge the history of Aboriginal people and help to preserve Aboriginal culture and Noongar language.

Extensive consultation relating to the dual naming/renaming of Banks Reserve has been in progress since 2012, with Traditional Owners, Aboriginal Elders, the Reconciliation Action Plan Working Group (RAPWG) as well as relevant Aboriginal organisations involved as detailed in attachment 2.

At its [22 August 2023 Meeting](#), Council resolved to consult with the community on the renaming of Banks Reserve to Warndoolier as the final step in the consultation process.

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation was undertaken for a period of 22 days between 26 October 2023 and concluded on 16 November 2023.

**DETAILS:**

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

- Public notice in Perth Now Central on 26 October
- Public notice in Perth Voice on 28 October
- News item on the City's website on 26 November
- Six corflute signs located at Banks Reserve between 2 November and 16 November - 44 scans of the QR code linking to the Imagine Vincent survey page
- Social media post on 31 October - reach 5,936 people
- Social media post on 8 November reach 2,784 people
- 547 people viewed the Imagine Vincent page

Coverage of the matter was also published in Perth Voice on 30 August and Perth Now on 6 September.

Summary of community consultation outcome

- 258 surveys completed
- Five written submissions received
- 13 responses via social media

Preferred option	No of responses
Renaming as Warndoolier	154
Dual Naming of Warndoolier / Banks Reserve	62
No Change	55
Whichever the Traditional Owners prefer	1
Banks / Warndoolier	1
Walters Brook Banks Reserve	1
Warndoolier / Banks Reserve	1
Mandjar (meeting place)	1
<b>TOTAL</b>	<b>276</b>

**Attachment 1** details the comments received during the consultation period.

Banks Family

City officers made direct contact with members of the Banks Family to inform them that community consultation was taking place, providing them with the opportunity to make a formal submission on the proposal.

The invitation to provide feedback was distributed by local family members to a number of other Banks family members across Australia and abroad.

During the consultation period, five family members provided written statements confirming their preference to dual name Banks Reserve for the contribution made by Ronald Frederick Banks to continue to be recognised.

Submission to Landgate

Landgate's [Aboriginal and Dual Naming Guidelines](#) sets out the process for Aboriginal naming and dual naming of geographical features and places in Western Australia.

Landgate will consider nominations to rename by a local government where the proposal has been endorsed by the relevant Traditional Owner group(s).

With the outcome of the consultation demonstrating community support, the next step in this process, subject to Council approval, is to obtain endorsement by the Boordiya Reference Group and with this, make a submission to Landgate requesting Banks Reserve be renamed Warndoolier. In the event that endorsement not be obtained the renaming proposal will be returned to Council for further consideration.

**CONSULTATION/ADVERTISING:**

No further consultation is required.

**LEGAL/POLICY:**

The *Land Administration Act 1997*, states that the Minister for Lands has the authority to officially approve all geographic features and place names in Western Australia. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities which include the development of policies and procedures for formal approval of submissions seeking to use Aboriginal and dual names.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to approve an application to Landgate.

**STRATEGIC IMPLICATIONS:**

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

Connected and Healthy Community

*We recognise, engage and partner with the Whadjuk Noongar people and culture.*

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.



## Community Consultation on Naming of Banks Reserve - Summary of Submissions

Renaming as Warndoolier (154 responses)	Comments
	I was part of the Vincent Reconciliation Group who organised the Reconciliation Place ceremony at Warndoolier, so am excited that this is progressing!
	It's the original name so I support recognising that. I would also be ok with Dual Naming.
	There is no question that the Traditional Owners name for the place should be used out of respect. It is unlikely to cause any grievance to the relatives of the person after whom the park is currently named for that to occur.
	I believe the name with the oldest association to the land should be used
	Warndoolier is a name that will be better understood by everyone. I always thought it was Banks reserve because it was on the riverbank. Naming features after council members is very old fashioned and inappropriate in this case where the area had significance long before settlement.
	I am happy for either dual naming or the full name change proposed, so long as the original Noongar name for the place is officially reinstated. I do not have Aboriginal heritage, but I believe that using the Noongar name for what is known currently as Banks Reserve, acknowledges and respects the history of the place and the connection of Noongar people to it. Also, I believe in dual naming/using Aboriginal names wherever possible. It is respectful to Aboriginal people and also will improve everybody's knowledge of the ancient languages spoken on the land within the Town of Vincent many thousands of years before colonisation. In the Town of Vincent, we should use Whadjuk Noongar naming wherever possible. We will all learn some of the Whadjuk Noongar language that way. Language is powerful, and use of Noongar in our area should have very positive effects in years to come in terms of acknowledging and respecting our First Nations peoples and their longstanding connection with the land.
	It is time we acknowledge the history of our spaces, and pay respects to this history PRE colonisation. My family has lived at the border of Banks reserve since 1946. We have experienced the changes in the parkland area over the years, I grew up swinging under those big trees, as did my own children. Change the name so as a community we can acknowledge the past and start learning more about the history of the area.
	It is the right name for the place. There is little connection to Banks as Perth councillor.
	It is appropriate
	The park has had a number of names changes, it's now the right thing to return to its original noongar name
	I think it's inclusive and respectful. I like the meaning of the Noongar name.
	History is clearly on the Noongar side vs naming it after a councillor.
	I'm equally ok with dual naming. Yes, we should use the original Aboriginal names for places. It is respectful and increases awareness about Aboriginal heritage.
	A rename encourages the public to use the aboriginal name
	Because it is respectful of First Nations people.
	It is important to acknowledge the first nation's people and their name of areas
	It's the name of the park, it doesn't matter to me one bit but I think we should take these types of opportunities to pay our respects to elders past and present. Small easy wins could help build more momentum to make bigger more meaningful change and help to heal out collective culture.
	Because the Noongar name has always been the name for the area
	First Nations people need to be recognised as First Nations peoples. This is an educational opportunity
	I feel that we should recognise the Traditional Owners names for natural locations. I might suggest a small info board at the location, adding the name change to historical details and points of interest.
	This is its original name, it had that name a lot longer than it has had the current name. Using the original name is an important part of acknowledging the history of this place not simply it's colonisation.
	Important cultural location
	Cooler more unique name and it has greater heritage significance
	Feel that single name will help embed the transition
	I think it's a nice gesture. And I have no idea who "banks" was.
	We should completely re-name all Aboriginal places of significance. I think it is really important that we embed their language and culture into our city.
	I think it's the least we can do
	A dual name will be tokenism and no one will use the aboriginal name. A complete name change recognises the long history of the location and it's importance to the Noongar peoples as well as its continuing importance.
	I'd rather fully honour Aboriginal history
	We should accept the invitation to walk hand in hand with the oldest peoples in the world
	For respect
	It acknowledges its original name
	Just do it! Why even ask? Always was, always will be Aboriginal land. Show you're better than your neighbouring Stirling council. Just do it and be better
	It's important for our history to reclaim Indigenous names. It's creating a sense of real identify for us as Australians. NZ has done this well but we're so far behind.
	It takes nothing and shows respect for a history longer than our colonial one
	Original name is more respectful.

## Community Consultation on Naming of Banks Reserve - Summary of Submissions

	It has more meaning to me as a resident. It makes me want to learn even more about the history of the area and enjoy my local area more. It makes me feel prouder of the local area.
	Support dual naming too but prefer renaming
	It would be such a celebration and respectful thing to do to acknowledge and use more traditional/original names of our beautiful places
	We need to respect that this land had purpose for the Noongar people prior to colonisation. It feels respectful to rename it.
	Good to recognise Indigenous place name. Will not ever be called that though if dual named.
	I like it when places are returned to their original names, like Uluru
	Because that is it's original name. Why do we care of what white person discovered it when it was already a known Aboriginal location. Let's embrace the new name and celebrate it.
	The name better represents the uniqueness of WA and its nature and heritage
	It's the right thing to do.
	Warndoolier has a connection to the location. From the description Banks has no link to the area
	Always was, always will be! I believe the indigenous place names are culturally appropriate. I also believe it's time for all Australians to acknowledge the history of this land, not just white history.
	It is the original place name. No permission was sought to change it to banks reserve.
	It should be one name and the Noongar name is the correct choice
	The noongar name I believe holds more significance and we should welcome and respect our country's true heritage
	It's been known under that name for thousands of years and we should honour that legacy.
	To acknowledge Aboriginal culture and bring awareness of the site as being significant to Noongar people.
	Because we owe our respect to the original occupants of this land
	Great to support and display Noongar cultural significance and language everywhere it can be.
	It should be called the original name which is beautiful. It was documented on early maps as Warndoolier and has real meaning
	This is a positive step towards reconciliation
	It's time our community educated itself about the true history of our country. Returning to the first names of country is a small but important step in the process of reconciliation. Please make this change.
	It is its original name and we should honour our First Nations people.
	Important place for aboriginal people
	It's the best option
	Dual naming is confusing and discourages people from using the new (or original, in this case) name.
	Respect for indigenous culture, language and history.
	Respect for aboriginal owners.
	I would prefer for the name of the reserve to reflect its Aboriginal cultural significance.
	I'm sure Mr Banks was a nice fellow and a very competent financial controller. However, now that this urban fringe waste has been re-developed into a beautiful place to be, I think the ancient name should return to celebrate the tens of thousands of years of human culture here. In the spirit of reconciliation, I am keen to become a part of a shared future.
	The original name should be restored
	Should be the original Noongar name
	Happy to have dual name as well
	It's a beautiful name, the old name is boring. I would also support the dual name but I don't think it's necessary.
	It's name was always Warndoolier. We should respect the original and rightful names of places.
	It's a small, easy way to respect and recognise the Traditional Owners of this place.
	Renaming with traditional Aboriginal names demonstrates respect and is much more appropriate than a name (in honour of a 1960s person who is hardly recognised).
	Culturally respective naming

## Community Consultation on Naming of Banks Reserve - Summary of Submissions

	It is a place of such significance for Noongar people. If Banks needs to be recognised in some way, this doesn't feel like the right way - his accomplishments seem to be irrelevant to this particular natural landmark.
	I'm from Wollongong and almost all of the place names use the Koori language. When moving to Perth I was surprised how many places were named after mere civil servants rather than great Australians or the traditional names.
	that is the correct original name
	Noongar name has more significance/relevance
	Place names are important for reconciliation with First Nations people
	About time. thanks for the awareness! :)
	Clearer and simpler to use a single name. And more respectful.
	Passionate about using more original Noongar names and cultivating connection to this land
	This is a respectful gesture and acknowledges the name that non-Aboriginal people also initially recognised). Councillor Banks should be remembered for something more contemporary such as the construction of Council House.
	Reflects the Aboriginal name for the area and keeps it streamlined with one name
	Its unique and interesting
	I'm in favour of the renaming and its motivations, I just think it's more practical to retain the reference to the site's nature and usage.
	It is the original name of the reserve.
	let's be wholehearted about this, in acknowledging the history of the place
	We need to be incorporating more Noongar language into the Australian language as a sign of respect. Two names will cause confusion.
	I think it is a significant way to acknowledge Aboriginal lands
	To better reflect the cultural significance of this space
	It should go back to its rightful name of Warndoolier. However maybe a temporary arrangement where there is reference to Banks Reserve so people can still find it.
	Respect for the long heritage of the name. Banks has no relevance to this beautiful and spiritual place.
	I think it's important for reconciliation to make symbolic and visible changes like these which recognise the Noongar people as the traditional custodians of this land.
	Named Warndoolier for likely many 1000s of years. A spate of western name changes in the last century or so (ie those names are clearly not of sustained importance). Name a building after Banks as that is far more relevant to his contribution, not boodja. Why should it be that something so significant is named after a councillor- the naming of things after councillors needs to be done with great humility and caution. Bank's family needs to be consulted specifically.
	It is time to honour the Traditional Owners and place names.
	Returning the name of this place to Warndoolier acknowledges the enduring history and culture of the First Peoples of this place.
	This is the original name. It's time to properly recognise our indigenous heritage in a meaningful way.
	I would like everywhere to have the original indigenous name! This is a great initiative by Vincent.
	Because we are on Indigenous land and at a very minimum that should be acknowledged.
	Respect to Noongar people and culture. It's the right thing to do - Vincent should also consider changing their name
	Because the name change of name acknowledges the cultural significance of the area for Noongar people. It also provides an opportunity for non- aboriginal Western Australia to learn more about the culture of aboriginal people.
	The proposed change is restoration of the site's traditional name, which it has had forever, long before its re-naming after a generally forgotten councillor. It is an appropriate acknowledgement of the place's indigenous history. The reserve seems to have had many names over the years, but this one should be permanent.
	It has several name changes all for the wrong reasons so back to the original name with a proviso - Never to be changed again !!
	I'd like to know what Noongar elders think about Noongar only or dual naming of this place and be led by them. At this point I'd fully support Noongar only naming to acknowledge and pay overdue full respect to Noongar First Nations, they been here 65,000 years!
	Recognition of the site as an Aboriginal site of significance is worthy.

## Community Consultation on Naming of Banks Reserve - Summary of Submissions

	The name should never have been changed. This takes appropriate steps in addressing cultural recognition and true connection to country for all Australians
	I think it is important to recognise the original name of the place.
	Out of respect
	The name banks reserve has no significant meaning other than a nowadays routine construction project. It may have in the past been the way to take things from people by making a improvement or claim thus rebranding it to hide the history. In this particular case it was already done before. While an easier to use name may be better, we cannot choose history and 2 names would be confusing and is literally insulting to the history significance as it would literally show the area was taken by the rebrand of showing the original name and rebranded name. It would be the equivalent of having a sign with the word "Warndoolier" crossed out and "banks" graffitied over.
	Seems the right thing to do.
	That's it's real name. It's about respect for our First Peoples.
	I think this history has more relevance and is more worthy of celebration today than what is represented by the current name.
	One name only and it should be Warndoolier
	If First Nations people support that, it would be a privilege to use its Noongar name.
	I love the original name and wish I knew it 40 years ago. This place is spiritual and special.
	I'm not Noongar but am delighted to use its traditional name of Warndoolier
	I have already begun to think of it as Warndoolier. It's beautiful
	My understanding is that since colonisation the site has had a t least 3 settler names - meaning there hasn't been a huge attachment to the 3 most recent names. I have no idea why the Perth Councillor was thought to need a space named after them, but Len Collard has provided the cultural significance of the place and so all the more reason to re-instate the Noongar name.
	I support the renaming of Banks Reserve to Warndoolier, with no dual name, although dual name is preferred over retention of the name Banks Reserve alone. I have lived on Joel Terrace and Zebina Street in the past and used this park frequently. Thank you for being proactive and providing the opportunity for this progressive change.
	<b>Dual naming Warndoolier / Banks Reserve</b>
	<b>Comments</b>
	<b>(61 responses)</b>
	I support any program that acknowledges First Nation connection to the land. I have also lived in the area for 56 years and Banks Reserve has deep meaning for me. For this reason I strongly support DUAL naming.
	We are well aware of the move across Australia in the renaming of areas in recognition of our Aboriginal heritage, paying credit to the history of our land through the oldest race of people in the world. We as all Australians are most proud of Australia and its acceptance of people from the world over. History is made of ancient records and modern records from more modern times all are important to a nation. The recording of history in this manner must carry a worth. In this instance the naming of Banks Reserve was given by the Perth City Council not because of a name but in recognition of outstanding effort and work by Ronald Banks to the state of Western Australia.
	It is important that we equally respect our proud indigenous history with recent figures who have helped to shape our City.
	It is our belief that the combination of both names would recognise both our old and new history.
	My surname is Banks so it is sad to lose the name but I support recognition of Aboriginal heritage
	The Historical journey aims to provide a comprehensive representation of its entirety, avoiding the omission of critical parts in the greater story by isolating it to only one segment. Therefore, adopting a joint name is the most practical and common sense way forward.
	I totally appreciate the original origin of the name but would like to see a dual naming. Whilst our (Banks) family history here is short it is still a part of our history, so would like it to be kept.
	I support the dual naming of Banks Reserve as Warndoolier/ Banks Reserve as it acknowledges both the Aboriginal and non-Aboriginal histories of this area. It also shows a continued partnership between Aboriginal Australians and non-Aboriginal Australians in showing each are prepared to acknowledge and recognize each other's historical stories. Ideally, the City of Vincent also wants to include all members of the community along on this journey of inclusion.
	I would like to suggest, The City's Boordiya (Elders) Reference Group provide an explanation of Warndoolier on the naming plaque. In my opinion, it will assist non-Aboriginal people in understanding the meaning and significance of the traditional dual naming of Banks Reserve. Otherwise, the traditional name will only be an Aboriginal word which would be meaningless to non-Aboriginal people.
	As Nelson Mandela said, "Education is the most powerful weapon you can use to change the world."
	I think it preserves both histories which is important.

## Community Consultation on Naming of Banks Reserve - Summary of Submissions

	I prefer history to be 'explained' rather than a cancel culture approach which denies history. It makes sense to include the Aboriginal name and acknowledge both the indigenous and the post-colonial history.
	I believe that recognition of indigenous land names is important but as a family member of the Banks family I would also like to see the current name maintained as well.
	An interpretive sign near to the Walters Brook bridge has been in Banks Reserve for several years explaining the story of that location. The name Banks Reserve is well known, and many people are familiar with it. Local residents know of the indigenous name Warndoolier and of a reconciliation ceremony conducted a few years ago. To avoid confusion both names should be used together.
	I think it is easier for people to find if dual named
	It recognises the Indigenous history of the area whilst also not confusing people about the location they are familiar with. In time as people are familiar with the Indigenous name it may become possible to have the Indigenous name only
	Dual so there is no cause for confusion as to the location.
	It achieves two objectives - keeping a known placename and recognising aboriginal interest.
	Respect for Traditional Owners
	Warndoolier Banks - two words one name - sounds best. Walking together
	I think both names are significant to the history of Perth we know today.
	Because both histories are valid
	Recognising the past and acknowledging the present
	Banks is easier to say and remember. Still would like to respect the traditional name of the area though.
	It's always had ancient naming and so we should arc back to this. European naming is new and doesn't actually understand or communicate the significance of this place.
	continuity with a familiar name while still giving acknowledgement to the indigenous name
	Would be confusing to completely rename banks reserve. As someone who lives downtown road to banks reserve, it would be funny to refer it as warndoolier. In saying that, naming the reserve to warndoolier will be able to acknowledge our culture which would be nice without making a wholesale change
	It's important to use the original name, and I think people will continue to use the old name for some time, so dual names is a good solution
	Dual naming reflects the coexistence of the two cultures harmoniously. I think that is a good thing. changing the name suddenly might be confusing for people. Banks made a significant contribution to Perth and it is right that there be some tribute paid to him. As far as I am aware, there are no negative parts to his story that would mean it is inappropriate for his name to be celebrated or to sit alongside a place of indigenous significance.
	Both names reflect our history.
	It's the only reasonable option. Our history embodies European and Aboriginal cultures and both should be remembered & acknowledged in the appropriate circumstances.
	the joint name refers to both sides of the "equation"
	The significant contribution of Ronald Banks should not be erased from history. It is important that the contribution of all citizens of the City of Vincent are acknowledged, regardless of their cultural background.
	The name is going to change despite what the survey says. Need a history nod to the original naming.
	One place can share multiple histories. Respecting both is a good way forward
	Adding original name respectful, maintaining Banks Reserve avoids confusion. Could transition to Noongar name with time.
	People are able to use either of the two options
	More inclusive
	To recognise both our indigenous heritage and key figures in recent times. Enables a union of historical significance
	Most residents will know it as bank reserve and I like the new name.
	Banks Reserve is well known locally and for visitors. Retaining current name preserves the historical local link to the Banks name. Adding Warndoolier to allow dual naming would seem a good inclusive option to address earlier usage than the Banks naming time. Note. Have accessed Banks Reserve as a local resident for over 30 years.
	It would be good to acknowledge the place's ancient heritage and preserve the Noongar name.
	I live in the area of Warndoolier of Banks Reserve at 3 Leslie Street. I was active in the Banks Precinct Action Group when it was active. In my opinion, the adoption of a Joint name has a much greater chance of acceptance than a change from Banks Reserve to Warndoolier. Over time the Aboriginal name may take precedence over the present name of Banks Reserve.
	All our histories need to be reserved. Erasing one heritage to promote another is not the way of a multicultural society.
	Would cause too much confusion if just the new name was used. It's been Banks reserve for a very long time.
	Love the idea and incentive well done.
	Absolutely love the name. The council has done a wonderful job so far of the redevelopment. I love seeing so many people of all different ages and backgrounds using our park.

## Community Consultation on Naming of Banks Reserve - Summary of Submissions

	Just do it.
	Both names is the most appropriate way to go in my opinion
	Both names. Everybody except the Noongar people will continue to call it Banks Reserve
	I am a tad tired of all the renaming of places. They are what they are, and people know that by where you are referring to. By all means add the second name.
	Both names. It's a bit mean to take away a place named after someone. So do the right thing by all and add the traditional name but still honour his.
	I think Banks Reserve should have the Dual name Warndoolier/ Banks.
<b>No Change</b> <b>(55 responses)</b>	<b>Comments</b>
	Changing the name of a park to a traditional name is pure tokenism and doesn't help anyone. Instead allocate more funding to actually help the local indigenous community.
	This is a needless change and tone deaf in light of the referendum result. People are not interested in this pandering and your time, money and attention are better spent elsewhere.
	What does the name change benefit? Leave it as is 1 it's easier to say and pronounce 2 kids know how to say it
	Take note of the voice referendum results.
	This place is beloved and sacred to all already as is as Banks Reserve. I do not support the changing of existing names to indigenous names.
	Waste of council resources.
	The name is fine as it is
	Waste of money.
	There is absolutely no need to change the name of this reserve. Council's efforts would be better vested in making services available for First Nations residents in City's boundaries rather than change the name of a park.
	For what reason given nobody seems to be concerned in the first place? It's insulting to think someone was honoured with the naming of a park only to have it taken away from them.
	Ridiculous. Just leave it in memory of someone's contribution to this city
	Renaming just causes confusion when you want to organise where to meet etc
	I see cultural value for current residents of Vincent in retaining this familiar & accepted name of Banks Reserve. It has meaning for many people in Perth and also the advantage of ease of recognition for all Perth residents. I see little point in the expense of an unnecessary name change. Banks Reserve is a name that is easily remembered and spelt, the proposed alternative name is not easy to recognise or to identify with and could be mistaken for other similar names. I would feel unhappy if this name was changed, as if my cultural heritage was being denied.
	Waste of rates
	I don't see a good enough reason to change as it's on the banks of the river so this is more appropriate
	Banks Reserve is a perfectly good name. In the 1930's the area in front of the East Perth Power Station (where my grandfather was Head) was a popular swimming and canoe area, especially for school children after school in summer. The children called Banks Reserve (500m to the north) "The Mucks" for obvious reasons. It was horrible - dirty, smelly, muddy and choked with tangled vegetation. It is most unlikely that the Aboriginal people held it in high esteem. It would be dishonest/fraudulent to pretend it has any aboriginal value. Banks Reserve is a good name. Aboriginal activism is not appropriate here. Please don't insult the wishes of the silent majority.
	Changing the names of places does not help anyone including Aboriginal people. People don't pay council rates for you do endlessly spend time advocating for social justice causes. Stay in your lane.
	I wish council would focus on what they are there for. You take lots of money from ratepayers every year and waste it on anything and everything except what you are meant to do. The kerbing and footpaths are in dire need of repair, but you don't seem to be very interested. You seem to have forgotten why you are here. And there is absolutely nothing wrong with the name of the park now. Leave it alone.
	If you want to genuinely help the aboriginal people in our community then do something positive with those who need it most in the community such as aboriginal homelessness or disengaged aboriginal young people. Maybe even commit some money to support a program in a remote community where people are still dying of third world diseases. Changing a name does nothing. It is pure tokenism and cheap politics. I have spent time working with aboriginal people and I have seen firsthand that inner city wokeness has done nothing to help them in areas where there is genuine need. People are getting really tired of this type of empty virtue signalling.
	Dual naming will cause confusion and the Banks name should continue to be honoured.
	The name doesn't need to be changed in order to recognise the Indigenous association with Banks reserve. There are various installations already in existence at Banks reserve detailing the Indigenous association with the area.
	No means no. 61% of the Australian people have spoken
	It isn't broken so why change...didn't the referendum make this obvious. And I would like to know how you have put my photo and husband's on display boards without our permission. we are fed up being asked why we condone the name change

## Community Consultation on Naming of Banks Reserve - Summary of Submissions

	<p>These obscure references to an Aboriginal meeting place and a place of cultural significance are often fanciful. They could be attributed to almost any place in Australia if all the "stories" are to be believed. Kings Square, for example, in Fremantle, which has recently been renamed to an Aboriginal name, when researched, was found to be a swamp in pre- colonial times and therefore would not have been a meeting place at all. Renaming all of our existing place names with Aboriginal names will do nothing for reconciliation. It will, however, increase resentment in our community. The outcome of the recent referendum has shown that most Australians are sick and tired of the wokeism and virtue signalling that had started to permeate through our society. There are plenty of place names in WA that are Aboriginal in origin. Let's keep a balance here. Aboriginals make up only 3.5% of our population. We need to retain a pride in our Anglo heritage as well as our Aboriginal heritage. Some people seem hellbent on getting rid of the former. A heritage that has helped make us the great nation we are today, and I am proud of that heritage.</p>
	<p>We live close to Banks Reserve and would much prefer it remain as is. It has a history other than Aboriginal and the proposed name simply doesn't roll of the tongue.</p>
	<p>Renaming excludes anyone who isn't aboriginal, and are too hard to pronounce especially for immigrants or people who have English as a 2nd language</p>
	<p>I feel that it is not necessary</p>
	<p>We all know what the outcome will be. You're just ticking a box to show you did this part of the show.</p>
	<p>Anything newly constructed I would agree to a suitable indigenous name, but totally against renaming existing infrastructure and landmarks that forms part of our history</p>
	<p>Too many changes</p>
	<p>There is no need to start changing names of places. We are all Australian and places should not be changed to racially alienate the Australians based on race. This is racial virtue signalling and the council is better served in proving better outcomes for residents rather than focusing on issues to make you feel better. Names do not need to be changed for any reason.</p>
	<p>I have lived at this location since 1995 and see no reason that the name should change.</p>
	<p>I do not support the renaming or double naming of Banks Reserve as "Warndoolier". The assertion that "Warndoolier"/"Warndoolier" is the Noongar name for Banks Reserve is unsupported and appears to be incorrect.</p> <p>As per the Museum of Perth, "Warndoolier" was the name for a stretch of the Swan River around the Burswood Peninsula (<a href="https://www.museumofperth.com.au/warndoolier">https://www.museumofperth.com.au/warndoolier</a>). I note that Warndoolier Boulevard has already been adopted as the name of a street in Burswood near Perth Stadium. Rather than recognising an existing name, this appears to be a case of a local government adopting the name of a different geographical feature for the sake of having an Indigenous name. I note that the Indigenous consultant engaged for the City of Vincent's own "Banks Reserve Masterplan Design Report" dated 7 February 2019 did not endorse "Warndoolier" as the name of Banks Reserve, and in fact provided five other proposed Noongar names for the park. As such the notion that this would be a "revival" of a traditional name in line with the City's Innovate Reconciliation Action Plan is false; there is no "traditional name" for Banks Reserve as it is a post-settlement creation with arbitrary borders that have nothing to do with pre-settlement geographical features. I further note that the webpage associated with this feedback request also makes an unsupported assertion that "Historic maps from the 1900s to 1940s show the reserve's Noongar name was Warndoolier".</p> <p>I am happy to be corrected, but I believe this to be false - again, the council's own Masterplan Design Report does not say anything of the sort, there are no historic records of this name being used and it makes no sense for official maps to use a different name to the officially gazetted name of Swan Street Reserve.</p> <p>I would suggest that future community feedback requests that make reference to historical information or data clearly reference the sources they reply upon, rather than making unsupported assertions that may be misleading. In sum, I do not support the renaming or double naming Banks Reserve with any Noongar name. The reserve is a post-settlement creation and the Masterplan Design Report did not identify any specific Noongar recognition of the site of the reserve as a separate geographical feature with a separate name. Local governments should not adopt Indigenous names simply for branding purposes, this is just window dressing.</p> <p>The Noongar people may have used this area at some point for a camp but they also were known to be nomadic so just walking through the area would be enough to claim a connection. We have lived in close proximity to this reserve for a number of years and the only people we see camping here overnight are the homeless, rough sleepers. Never ever have we seen any aboriginals meeting here or camping in the vicinity. So, we would say any connection they may have once had is now long gone, it seems. This seems like a guilt trip to appease what was done many generations ago. Nothing can change what was done and changing a name won't do anything to rectify the damage that was done by others. You cannot rewrite history.</p>
	<p>Your woke behaviour fuels division. There is no need to change the name of existing places.</p>
	<p>Not necessary, I'm sure there must be more important issues with which to deal. What's the next name change on the agenda.</p>
	<p>No reason/ need to change it. All locals know it by its current name and so far as I'm aware nobody asked for a change. Any change will involve unnecessary expense.</p>

## Community Consultation on Naming of Banks Reserve - Summary of Submissions

	<p>No need for change. The proposed name means "digging stick spirit/mist big leaves". This statement below suggests Vincent has a predetermined outcome regardless of community feedback "Following the consultation period, a report will be prepared for Council outlining the community's feedback and seeking endorsement to apply to Landgate for the name change."</p> <p>Because there are already enough places and towns in Western Australia with Aboriginal names. We DO NOT need more. Embrace our heritage!</p> <p>Names are history and should be left as is</p> <p>As a living member of The Banks Family, ultimately it is my first choice to leave the current name of Banks Reserve as it stands, reflecting the dedication and hard-working efforts my uncle had committed his life to providing the people of East Perth during his time employed by the City of Perth in his numerous roles over many years.</p> <p>I feel that it is just to his honourable service to leave Banks Reserve named as it is currently. However, I am also aware of the significance of the indigenous culture and its heritage's significance to the Swan River and vicinities around it and offer my second choice of a dual name of Banks Reserve / Warndoolier Reserve as an amicable offering of collaboration between the two considerations to be a possible solution when considering further with all parties of the community involved.</p>
<b>Whichever the Traditional Owners prefer</b> <b>(1 response)</b>	<b>Comments</b>
	I thought the final decision on renaming vs dual naming was up to Landgate based on the wishes of Traditional Owners?
<b>Banks / Warndoolier</b> <b>(1 response)</b>	<b>Comments</b>
	Generations know and love banks
<b>Walters Brook Banks Reserve</b> <b>(1 response)</b>	<b>Comments</b>
	I would have thought the recent referendum would have given the council some direction to move on with things that matter rather than wasting time on a name change for a park. Either keep it the same or bring back in part its origin name of Walters Brook, or combine.
<b>Warndoolier/Banks Reserve</b> <b>(1 response)</b>	<b>Comments</b>
	This is the original aboriginal name and just as easy to pronounce as Warndoolier, which might not be the original name for this section of the Swan River.
<b>Mandjar</b> <b>(1 response)</b>	<b>Comments</b>
	<p>Whilst I do not object to the proposed name I feel that a more appropriate name would be the Noongar word for "meeting place". My brief search of the internet found that a Noongar word originally used for "meeting place" was "mandjar". Whilst this might be the only word for "meeting place" any word that covers that description could be used. it has been a meeting place for many and varied people, including a local sea scouts group, a community kindergarten, a ballet school (all happening in the now demolished community hall), family picnics, children's birthday parties, social cricket and soccer matches (when the reserve had soccer goals), community film nights, concerts and so much more. It would be wonderful to see the reserve used as a means to educate non-indigenous Australians about the cultural heritage and practices of those who came before us as well as continuing all that currently happens in and around Banks Reserve.</p> <p>it has been a meeting place for many and varied people, including a local sea scouts group, a community kindergarten, a ballet school (all happening in the now demolished community hall), family picnics, children's birthday parties, social cricket and soccer matches (when the reserve had soccer goals), community film nights, concerts and so much more. It would be wonderful to see the reserve used as a means to educate non-indigenous Australians about the cultural heritage and practices of those who came before us as well as continuing all that currently happens in and around Banks Reserve.</p>





## BANKS RESERVE RENAMING TIMELINE

May 2012	Installation of reconciliation plaque at Banks Reserve endorsed by past elders: <i>"Banks Reserve, which rests of land originally known and Warndoolier, was recognised by the City of Vincent and by Nyungah Elders as a Place of Reconciliation."</i>
September 2018	Sense of Place Study undertaken by Len Collard that informed the masterplan and reaffirmed that the area is known as Warndoolier
October 2018	RAPWG consulted on the renaming of Banks Reserve to Warndoolier.  The project team presented the draft Banks Reserve Master Plan concept and informed them the City engaged with Elder, Uncle Noel Nannup, Professor Len Collard, the Whadjuk Working Party and the River Journeys Project Team to ensure that Noongar culture and tradition were recognised and respected.  Professor Len Collard proposed a number of Noongar names that may be suitable for dual or renaming of the reserve.
October 2018	Council Workshop Report on Len Collard's literature review including the naming of Warndoolier
November 2018	Draft Banks Reserve Master Plan presented to Whadjuk Working Party. The key outcome was a desire to share stories and experiences of their time in the East Perth area. These stories will add significant value to the interpretive features and design elements at Banks Reserve and Administration committed to liaising with the Whadjuk Working Party to ensure this occurs.
December 2018	Report to Council on 11 December 2018 for the endorsement of the Banks Reserve Master Plan. Recommendation that: <i>Council Authorises Administration to consult with the Whadjuk Working Party and other relevant stakeholders regarding the potential renaming of Banks Reserve in accordance with the Policies and Standards for Geographical Naming in Western Australia.</i>  Motion deferred to Council Meeting on 5 February 2019.
February 2019	Banks Reserve Master Plan Design Report citing Warndoolier but noting that other place names associated with its significance might be more suitable to give it more meaning for a "sense of place"
March 2019	Council Report – Endorsement of Banks Reserve Masterplan.
February 2022	Len Collard commissioned to undertake a Noongar Naming Project for a series of places (including Banks Reserve). Agreed to Warndoolier for Banks Reserve.  <i>warn/wana</i> = digging stick <i>dool</i> = spirit or misty fog <i>doolya</i> = big leaves Possibly a place related to women's spirit. It could also be a place where the spirit mist dwells.
May 2022	Boordiya Reference Group were taken on a site visit to several key Registered Aboriginal sites in Vincent and were consulted on the Banks Reserve Interpretation Node.  Consensus that Warndoolier was the appropriate name for Banks Reserve.

**BANKS RESERVE RENAMING TIMELINE**

February 2023	Presentation to the Boordiya with discussion about past consultation with Elders who confirmed that the traditional name of this site was 'Warndulier/Warndoolier'. The group agreed that name could have many possible meanings and that the preferred spelling was 'Warndoolier', this was based on pronunciation by non-indigenous people.
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**8 CHIEF EXECUTIVE OFFICER****8.1 COUNCIL RECESS PERIOD 2023-2024 - RECEIVING OF ITEMS DEALT WITH UNDER DELEGATED AUTHORITY BETWEEN 13 DECEMBER 2023 AND 5 FEBRUARY 2024**

- Attachments:**
1. RFT272/2023 Robertson Park Redevelopment Stage 1 - Separable Portion A Construction [↓](#) 
  2. RFT272/2023 Robertson Park Redevelopment Stage 1 - Separable Portion A Construction - Attachment 1 - Confidential
  3. Tender RFT IE216/2022 Traffic Management Services [↓](#) 
  4. Tender RFT IE216/2022 Traffic Management Services - Attachment 1 - Confidential

**RECOMMENDATION:**

That Council **RECEIVES** the report on the items of business dealt with under delegated authority during the over the Council recess period, 13 December 2023 and 5 February 2024:

1. RFT 272/2023 Robertson Park Redevelopment Stage 1 – Separable Portion A Construction; and
2. Tender No. IE216/2022 Traffic Management Services.

**PURPOSE OF REPORT:**

To advise Council of the items approved under delegated authority during the 2023-24 Council recess period, being 13 December 2023 and 5 February 2024.

**BACKGROUND:**

At the Ordinary Meeting of Council held on 12 December 2023 Council resolved as follows:

*That Council DELEGATES BY ABSOLUTE MAJORITY, pursuant to section 5.42 of the Local Government Act 1995, to the Chief Executive Officer, the power to deal with any items of business that may arise between 13 December 2023 to 5 February 2024, and which are not the subject of delegated authority already granted by Council, subject to:*

1. *Reports being issued to all Council Members for a period of three business days with Council Members notified by phone prior to the delegated decision being made and no requests for 'call-in' of the matter being received from Council Members;*
2. *Reports being displayed on the City's website for a period of three business days prior to the delegated decision being made;*
3. *A report summarising the items of business dealt with under delegated authority being submitted for information to Council at its Ordinary Meeting to be held on 13 February 2024; and*
4. *A Register of Items Approved under this Delegated Authority being kept and made available for public inspection on the City's website during the period that the delegation applies.*

**DETAILS:**

The following reports were tabled over the Council recess period and approved under delegation by the CEO.

Item	Responsible Directorate	Subject	Decision and Date
1	Strategy & Development	RFT 272/2023 Robertson Park Redevelopment Stage 1 – Separable Portion A Construction	Approved under delegated authority on 21 December 2023 by the Chief Executive Officer.
2	Infrastructure & Environment	Tender No. IE216/2022 Traffic Management Services	Approved under delegated authority on 18 January 2024 by the Acting Chief Executive Officer.

**RFT 272/2023 Robertson Park Redevelopment Stage 1 – Separable Portion A Construction**

This report was circulated to Council Members on 18 December 2023 and displayed on the City's website for a period of three business days, commencing on 18 December 2023.

The City received no requests from Council Members for the report to be called in to be considered at the 13 February 2024 Council Meeting. A point of clarification was provided in respect to the scoring.

On this basis, and following appropriate due diligence, the Chief Executive Officer authorised the report under delegated authority on 21 December 2023.

**Tender No. IE216/2022 Traffic Management Services**

This report was circulated to Council Members on 12 January 2024 and displayed on the City's website for a period of three business days, commencing on 12 January 2024.

The City received no requests from Council Members for the report to be called in to be considered at the 13 February 2024 Council Meeting. Clarification was provided in respect to the reason the report is required to be approved during the recess period, registration under the Workplace Gender Equality Agency and requesting information on pricing and competitiveness of the costs compared to providing the service in house.

On this basis, and following appropriate due diligence, the Acting Chief Executive Officer authorised the report under delegated authority on 18 January 2024.

**CONSULTATION/ADVERTISING:**

All reports were displayed on the City's website during the notification period and a copy of the delegated decision was published on the website [here](#).

**LEGAL/POLICY:**

Section 5.42(1) of the *Local Government Act 1995* provides that a local government may delegate to the CEO any of its powers or the discharge of any of its duties under this Act, other than those requiring an absolute or special majority decision (see section 5.43).

**RISK MANAGEMENT IMPLICATIONS:**

Low: It is low risk for Council to receive this report on items dealt with under delegated authority during the Council Recess Period.

## DELEGATED AUTHORITY REPORT AGENDA

15 DECEMBER 2023

**RFT PP272/2023 ROBERTSON PARK REDEVELOPMENT - STAGE 1 - SEPARABLE PORTION A CONSTRUCTION**

- Attachments:**
1. Evaluation Summary - Confidential
  2. Robertson Park Staging Plan

**RECOMMENDATION**

**That the Chief Executive under delegation from Council:**

**1. NOTES:**

- 1.1 That the report and attachments were circulated to Council Members Friday 15 December 2023 for three business days with no requests received to call in the item for Council determination; and
- 1.2 That the report and attachments were placed on the City's website from Friday 15 December 2023 for access by members of the public, with no comments received;

2. **NOTES the outcome of the evaluation process for Tender PP272/2023 Robertson Park Redevelopment – Stage 1 – Separable Portion A Construction; and**
3. **ACCEPTS the tender submission of Phase3 Landscape Construction for Tender PP272/2023 Robertson Park Redevelopment – Stage 1 – Separable Portion A Construction.**

**PURPOSE OF REPORT:**

For the CEO under delegation from Council to accept the tender submission of Phase3 Landscape Construction for Tender PP272/2023 Robertson Park Redevelopment – Stage 1 – Separable Portion A Construction.

**BACKGROUND:**

Robertson Park is a vital community asset providing a variety of community recreational and sporting opportunities within Vincent. The Robertson Park Development Plan (Development Plan) was endorsed by Council at its OCM on 14 September 2021 (item 9.5).

The Development Plan includes the following key components:

- Conversion of 6 existing tennis courts to 4 multi-sports courts with a tennis hitting wall.
- A landscaped 'entry zone' incorporating a multi-sports halfcourt, footpaths, and seating walls.
- Resurfacing of 18 existing tennis courts with new perimeter fencing and LED floodlighting.
- A widened thoroughfare between the tennis courts to better manage stormwater runoff and address the on-site drainage issues, with new shade structures and native planting.
- Conversion of surplus grass courts to public open space incorporating a native rain garden.
- New nature playground, outdoor exercise equipment, and picnic settings.
- Improvements to the dog exercise area, footpath extensions, and pedestrian lighting.
- A new public restroom.

These key components are to be implemented in stages, as outlined in the City's Four-Year Capital Works Program 2023/24 - 2026/27 (CWP).

Since Council's endorsement of the Development Plan, the detailed design for Stage 1 - Separable Portion A has been prepared. This forms the basis of the tender request package and incorporates technical drawings and specifications prepared by the City's Landscape Architect, with associated electrical, structural, civil, geotechnical, arborist, and irrigation design documentation.

## DELEGATED AUTHORITY REPORT AGENDA

15 DECEMBER 2023

This tender request relates to the implementation of Stage 1 - Separable Portion A only which comprises the conversion of 6 tennis courts to 4 multisport courts inclusive of resurfacing, fencing and floodlighting works, the tennis hitting wall, and the landscaped 'entry zone' as described above. This is the first stage of implementation for the Development Plan and was identified in the draft annual budget for 2023/24 which Council approved at its OCM on 20 June 2023 (item 11.5).

**DETAILS:****Tender Submissions**

Submissions were received from five (5) Respondents:

- Civcon Civil & Project Management Pty Ltd;
- Grand Slam Sports Equipment;
- MG Group WA;
- Phase3 Landscape Construction;
- Tracc Civil Pty Ltd.

**Evaluation Panel**

The Evaluation Panel comprised of four members, being:

- one with tender preparation skills;
- two with the appropriate operational expertise and involvement in supervising contracts;
- one with probity advice provided by a Procurement and Contracts Officer.

**Compliance Assessment**

Four of the offers received were assessed as fully compliant and progressed to the qualitative assessment.

One submission, that of Grand Slam Sports Equipment, was assessed as non-compliant and did not proceed to the qualitative stage for failing to provide any of the required documentation.

**Evaluation Method and Weighting**

The qualitative weighting method of tender evaluation was selected to evaluate the offer.

The qualitative criteria and weighting used in evaluating the submission received were as follows:

Qualitative Criteria		Weighting
1	Project Understanding and Construction Methodology	40%
2	Capacity, Skills and Experience	55%
3	Environmental and Social	5%

**Qualitative Assessment**

Respondent #	Respondent Name	Weighted Percentage Score	Qualitative Ranking
Respondent 4	Phase3 Landscape Construction	76%	1

Refer to **Confidential Attachment 1** for further detail.

**Price Assessment**

The panel carried out an assessment of the submitted pricing offered.

Respondent #	Respondent Name	Fixed Price	Rank
Respondent 4	Phase3 Landscape Construction	\$1,178,162.99 ex GST	1

Refer to **Confidential Attachment 1** for further detail.

## DELEGATED AUTHORITY REPORT AGENDA

15 DECEMBER 2023

**Evaluation Summary**

The panel concluded that the tender from Phase3 Landscape Construction provides value for money to the City and is therefore recommended for the provision of Tender PP272/2023 Robertson Park Redevelopment – Stage 1 – Separable Portion A Construction for the following reasons:

- Compliance with the submission requirements;
- Ranked first in the qualitative assessment;
- Ranked first in the pricing assessment;
- References conducted and verified claims; and
- Pricing demonstrates value for money.

It is therefore recommended that Council accepts the tender submitted by Phase3 Landscape Construction for Tender PP272/2023 Robertson Park Redevelopment – Stage 1 – Separable Portion A Construction.

**CONSULTATION/ADVERTISING:**

The Request for Tender PP272/2023 Robertson Park Redevelopment – Stage 1 – Separable Portion A Construction was advertised in the West Australian on Wednesday 2 August 2023 and on both the City's website and VendorPanel between 2 August 2023 and 15 September 2023.

**LEGAL/POLICY:**

The Request for Tender was prepared and advertised in accordance with:

- Section 3.57 of the *Local Government Act 1995*;
- Part 4 of the *Local Government (Functions and General) Regulations 1996*; and
- City of Vincent Purchasing Policy.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for the City to accept the preferred Respondent.

**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.*

Connected and Healthy Community

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

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

*We protect, improve and promote public health and wellbeing within Vincent.*

Thriving Places

*Efficiently managed and maintained City assets in the public realm.*

Sensitive Design

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

Innovative and Accountable

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

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

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

## DELEGATED AUTHORITY REPORT AGENDA

15 DECEMBER 2023

**SUSTAINABILITY IMPLICATIONS:**

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

*Sustainable Energy Use/Greenhouse Gas Emission Reduction*

*Urban Greening and Biodiversity*

*Water Use Reduction/Water Quality Improvement*

The project incorporates Water Sensitive Urban Design (WSUD) principles in the application of garden beds and waterwise plant species.

**PUBLIC HEALTH IMPLICATIONS:**

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

*Increased physical activity*

**FINANCIAL/BUDGET IMPLICATIONS:**

Prior to the first quarter budget review, the CWP outlined a total project budget of \$5,641,000 over four years, with an additional \$672,000 to be provided through the City's Greening Program. In the 2023/24 financial year, \$938,000 was allocated in project budget and \$50,000 from the Greening Program provision for the implementation of Stage 1 – Separable Portion A.

Phase3 Landscape Construction has quoted a fixed sum of \$1,178,162.99 ex GST to deliver the works, resulting in a budget shortfall of \$190,162.99. To proceed with awarding the Tender as recommended, sufficient budget has been made available in the 2023/24 financial year. As per the first quarter budget review, the following amendments have been made:

- An additional \$180,000 has been allocated to the project budget in FY23/24.
- An additional \$11,000 has been allocated in FY23/24 from the Greening Program.

These amendments do not prompt any financial/budget implications to the project budget outlined in the CWP; the total project budget remains at \$5,641,000 over four years, and the total Greening Program provision remains at \$672,000.

**COMMENTS:**

The tender submission from Phase3 Landscape Construction complies with all tender requirements. The submission was well presented and included all relevant and specific information required and requested within the tender specification.

The Evaluation Panel deemed the response to be convincing and credible, demonstrating the capability, capacity and experience for key evaluation criteria.

**APPROVAL:**

<b>Approved</b> <input checked="" type="checkbox"/>	CEO Signature:   Date: 21 / 12 / 2023
<b>Comments:</b>	





Robertson Park Development Plan  
176 Fitzgerald Street, Perth WA

## DELEGATED AUTHORITY REPORT AGENDA

12 JANUARY 2024

## TENDER RFT IE216/2022 TRAFFIC MANAGEMENT SERVICES

Attachments: 1. Evaluation Worksheet RFT IE216-2022 - Confidential

**RECOMMENDATION**

That the Chief Executive Officer:

1. **NOTES** the outcome of the evaluation process for Tender RFT IE216-2022 Traffic Management Services; and
2. **ACCEPTS** the tender submission of Contra-Flow Pty Ltd for Tender RFT IE216-2022 Traffic Management Services per delegated authority approved for the 2023-24 Council Recess period.

**PURPOSE OF REPORT:**

For the Chief Executive Officer to consider and approve the outcome of Tender RFT IE216/2022 Traffic Management Services and to enter into contract negotiations with the preferred respondent, Contra-Flow Pty Ltd.

**BACKGROUND:**

The City requires Traffic Management Services across directorates to deliver Capital Projects, Operational Maintenance and events. To complete the various road resurfacing projects, provide ongoing maintenance and events for the City, the City requires to secure the services of Traffic Management.

A procurement plan was developed and approved by the Executive Director Infrastructure and Environment on 3 November 2023 to procure the services of a traffic management company through a public tender process.

A public request for tender was released on Saturday 11 November 2023 and closed on Monday 4 December 2023.

**DETAILS:**

A procurement plan was developed and approved by the Executive Director Infrastructure and Environment on 3 November 2023 to procure the services of a traffic management company through a public tender process.

A public request for tender was released on Saturday 11 November 2023 and closed on Monday 4 December 2023.

Submissions were received from seven (7) Respondents.

**Evaluation Panel**

The Evaluation Panel comprised of four (4) members, being:

- three with the appropriate operational expertise and involvement in supervising the contract (including one with tender preparation skills);
- one with probity advice provided by a Procurement and Contracts Officer.

## DELEGATED AUTHORITY REPORT AGENDA

12 JANUARY 2024

**Compliance Assessment**

Compliance assessment was carried out on all submissions. Out of the seven (7) submissions, four (4) were assessed as fully compliant and progressed to the qualitative assessment stage.

Three (3) submissions were assessed as non-compliant and did not progress to the qualitative assessment stage. The non-compliance issues included the following reasons:

Respondent #	Reason(s) for non-compliance	RFT Compliance Item Reference
Respondent 4	Submission marked as Non-compliant due to the Respondent being listed on the Workplace Gender Equality Agency's non-compliant list	1.8 (c) – A Tender will be rejected without consideration of its merits in the event that: The Tenderer is listed on the Workplace Gender Equality Agency non-compliant list.
Respondent 5	Submission marked as Non-compliant as the following documents were not submitted: - Signed Form of Tender - Qualitative Criteria - Pricing Table in the format requested in the RFT - OSH Questionnaire - Tenderers Safety Record - Project Reference Sheet - Tenderers Resource Schedule	1.8 (d) – A Tender will be rejected without consideration of its merits in the event that: The Tenderer does not submit an Offer form which has been completed and signed together with all the required Attachments.
Respondent 6	Submission marked as Non-compliant as the following documents were not filled out: - Tenderers Safety Record - Project Reference Sheet - Tenderers Resource Schedule	1.8 (d) – A Tender will be rejected without consideration of its merits in the event that: The Tenderer does not submit an Offer form which has been completed and signed together with all the required Attachments.

**Evaluation Method and Weighting**

The qualitative weighting method of tender evaluation was selected to evaluate the offer.

The qualitative criteria and weighting used in evaluating the submission received were as follows:

Qualitative Criteria		Weighting
1	Relevant Experience of the Contractor	40%
2	Resources	40%
3	Safety	20%

**Qualitative Assessment**

The qualitative assessment on all compliant submission were as follows:

Respondent #	Weighted Percentage Score	Qualitative Ranking
Respondent 2	80%	1
Respondent 1	68%	2
Respondent 7	47%	3
Respondent 3	38%	4

Refer to **Confidential Attachment 1** for further detail.

Respondent 7 and Respondent 3 did not progress through to the price assessment due to the low qualitative scores.



## DELEGATED AUTHORITY REPORT AGENDA

12 JANUARY 2024

**Price Assessment**

The panel carried out an assessment of the submitted rates offered by the two (2) highest ranked submissions and were ranked by price as follows:

Respondent #	Qualitative Ranking
Respondent 2	1
Respondent 1	2

The rates submitted by Respondent 2 are competitive and provide value for money.

**Evaluation Summary**

The panel concluded that the tender submission from Respondent 2 Contra-Flow Pty Ltd provides value for money to the City and is recommended for the provision of RFT IE216/2022 Traffic Management Services for the following reasons:

- Compliance with the submission requirements;
- Ranked first in the qualitative assessment;
- Ranked first in the pricing assessment; and
- Pricing demonstrates value for money.

It is therefore recommended that the Chief Executive Officer accepts the tender submitted by Contra-Flow Pty Ltd for Tender RFT IE216/2022 Traffic Management Services.

**CONSULTATION/ADVERTISING:**

The Request for Tender RFT IE216/2022 Traffic Management Services was advertised in the West Australian on Saturday 11 November 2023 and on both the City's website and VendorPanel between 11 November 2023 and 4 December 2023.

**LEGAL/POLICY:**

The Request for Tender was prepared and advertised in accordance with:

- Section 3.57 of the Local Government Act 1995;
- Part 4 of the Local Government (Functions and General) Regulations 1996; and
- City of Vincent Purchasing Policy.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to accept the recommended Respondent.

**STRATEGIC IMPLICATIONS:**

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

Accessible City

*We have embraced emerging transport technologies.*

Thriving Places

*Our physical assets are efficiently and effectively managed and maintained.*

Innovative and Accountable

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

## DELEGATED AUTHORITY REPORT AGENDA

12 JANUARY 2024

**SUSTAINABILITY IMPLICATIONS:**

This does not contribute to any specific sustainability outcomes of the City's Sustainable Environment Strategy 2019-2024.

**PUBLIC HEALTH IMPLICATIONS:**

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

**FINANCIAL/BUDGET IMPLICATIONS:**

Traffic Management Services will be procured through individual Capital and Operational Budgets as required. The estimated value for the provision of traffic management services over three years is \$6 million dollars.

**COMMENTS:**

The tender submission from Contra-Flow Pty Ltd complies with all tender requirements. The submission was well presented and included all relevant and specific information required and requested within the tender specification.

The Evaluation Panel deemed the response to be of an excellent standard, convincing and credible, demonstrating the capability, capacity and experience for key evaluation criteria and therefore recommend award of Tender RFT IE216/2022 Traffic Management Services to Contra-Flow Pty Ltd.

**APPROVAL:**

<b>Approved</b> <input checked="" type="checkbox"/>	 A/CEO Signature: Date: 18 January 2024
<b>Comments:</b>	

## 8.2 ADVERTISING OF NEW POLICY - PROPERTY INVESTMENT AND DISPOSAL POLICY

Attachments: 1. Draft Policy Investment and Disposal Policy 

### RECOMMENDATION

That Council **APPROVES** the proposed Property Investment and Disposal Policy, at Attachment 1, for the purpose of community consultation.

### PURPOSE OF REPORT:

For Council to approve, for the purpose of community consultation, the new Property Investment and Disposal 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 June 2023.

Council at its meeting on 17 November 2020 resolved to adopt the [Property Management Framework](#) (Framework) to ensure any City owned and managed properties that are leased or licenced are managed in a consistent, fair and transparent manner. The Framework established an equitable methodology for calculating tenancy fees and a set of terms and conditions according to the classification of tenants.

The Framework and associated Property Management Policy adopted on 17 November 2020, do not incorporate any provisions in relation to the strategic investment, management, acquisition and/or disposal of City owned and controlled land and/or assets.

### DETAILS:

The Policy aims to provide a framework to:

1. Maximise the performance of the City's Property Portfolio and ensure that the acquisition, management, capital investment and disposal of property:
  - (a) is consistent, transparent and compliant;
  - (b) makes best use of the City's Property Portfolio; and
  - (c) leverages the City's Property Portfolio in the pursuit of the community aspirations as contained within the Strategic Community Plan and Corporate Business Plan.
2. Support the City in maintaining a property portfolio that is resilient to changes in market conditions and generates a diversified revenue to ensure the long-term best interests of the community; and
3. Ensure that the acquisition and disposal of property is undertaken in an open market format to ensure due probity of process and optimal financial return within an acceptable level of risk.

Definitions: The definitions below apply to this Policy only.	
City's Property Portfolio	Includes all freehold land owned by the City either vacant or developed with infrastructure (except property which is an 'otherwise unvested facility' within section 3.53 of the <i>Local Government Act 1995</i> ).
Strategic Property Management	Acquisition, management, capital investment and disposal of City's Property Portfolio.

**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 new policy will be provided following endorsement from Council to advertise.

**LEGAL/POLICY:**

- Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.
- The City's [Property Management 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 Property Investment and Disposal policy.

**STRATEGIC IMPLICATIONS:**

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

Connected and Healthy Community

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

Thriving Places

*Efficiently managed and maintained City assets in the public realm.*

Sensitive Design

*Our built form character and heritage is protected and enhanced.*

Innovative and Accountable

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

**FINANCIAL/BUDGET IMPLICATIONS:**

The Policy would better equip Administration to make guided and informed decisions on each Strategic Property Management and encourage achieving the 'highest and best use' of the City's Property Portfolio.

**COMMENTS:**

The Policy would inform, guide and equip Administration when undertaking any Strategic Property Management of the City's Property Portfolio and aims to primarily assist with:

- providing clarity of the City's overarching management, investment and disposal strategies;
- investigating potentials and opportunity costs of each Strategic Property Management;
- preparing business cases;
- maximising and allocating profits efficiently;
- managing strategic and emerging issues; and
- responding to changes in the economy, community expectation and/or consumer demand.



# PROPERTY INVESTMENT AND DISPOSAL POLICY

<b>Legislation / local law requirements</b>	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> <i>Transfer of Land Act 1893 (WA)</i> <i>Land Administration Act 1997 (WA)</i>
<b>Relevant delegations</b>	2.2.17 Disposing of Property
<b>Related policies, procedures and supporting documentation</b>	Property Management Policy Risk Management Policy Corporate Business Plan Strategic Community Plan Long Term Financial Plan Asset Management Strategy Local Planning Scheme No. 2 and relevant planning policies

## PRELIMINARY

### INTRODUCTION

The City of Vincent owns and controls various land assets within the district, some of which, have the potential to secure the optimum use of those assets and to achieve positive long term planning, economic and environmental outcomes for the City.

### PURPOSE

The purpose of this policy is to provide a framework for the Strategic Property Management of the City's Property Portfolio.

### OBJECTIVE

The objective of the Policy is to provide a framework to facilitate the effective and strategic management of the City's Property Portfolio by:

1. Maximising the performance of the City's Property Portfolio and ensuring that the acquisition, management, capital investment, development and/or disposal of property:
  - (a) is consistent, transparent and compliant;
  - (b) makes best use of the City's Property Portfolio; and
  - (c) leverages the City's Property Portfolio in the pursuit of the community aspirations as contained within the Strategic Community Plan and Corporate Business Plan.
2. Maintaining a property portfolio that is resilient to changes in market conditions and generates a diversified revenue to ensure the long-term best interests of the community; and
3. Ensuring that the acquisition and disposal of property is undertaken in an open market format to ensure due probity of process and optimal financial return within an acceptable level of risk.





# PROPERTY INVESTMENT AND DISPOSAL POLICY

## SCOPE

The Policy applies to the decision making of all transactions related to the City's Property Portfolio, including acquisition, management, capital investment, development and disposal.

The Policy does not apply to Crown Land where the use or development of the land by the City must be consistent with the relevant Management Order or other basis for the City's control of the land.

## POLICY PROVISIONS

### 1. DEFINITIONS

#### 1.1 GENERAL DEFINITIONS

<b>City's Property Portfolio</b>	<i>Includes all freehold land (owned in fee simple) either vacant or developed with infrastructure except property which is an 'otherwise unvested facility' within section 3.53 of the Local Government Act 1995).</i>
<b>Crown Land</b>	<i>Land owned by the State of Western Australia, vested to the City under a Management Order, or otherwise, under the care, control and management of the City.</i>
<b>Future Development Potential</b>	<i>Future potential of the whole or any part of a Property to be developed, redeveloped, improved, altered, repurposed or demolished for the construction of new buildings, to increase income generation, stimulate economic or population growth and/or provide community infrastructure or facilities for the City in the pursuit of the community aspirations contained within the Strategic Community Plan and/or Corporate Business Plan.</i>
<b>Property</b>	<i>The whole or any part of a parcel of land and/or all buildings, structures and improvements located thereon that forms part of the City's Property Portfolio.</i>
<b>Strategic Property Management</b>	<i>Acquisition, management, capital investment, development and disposal of City's Property Portfolio.</i>

### 2. KEY PRINCIPLES FOR STRATEGIC PROPERTY MANAGEMENT

The City will assess and make determinations on Strategic Property Management opportunities on a case-by-case basis having regard to the objectives of the Policy and the following principles as they are relevant to the opportunity. The list of principles is not ranked in order of priority:

- Alignment with current or future service delivery outcomes identified in the Strategic Community Plan or Corporate Business Plan.

# PROPERTY INVESTMENT AND DISPOSAL POLICY



- Financial return or Future Development Potential including long term yield on property investment and positive economic development outcomes.
- Contribution to economic, environmental or community benefit to the City of Vincent district.
- Compliance with statutory requirements in particular the requirements of the *Local Government Act 1995*.
- Fair and equitable.

## 2.1 Disposal Guidelines

In addition to the key principles, the following matters may be taken into consideration (although not exhaustive) when disposing of the City's Property Portfolio:

- The land is identified in a Council adopted strategy, budget, analysis, policy or planning scheme as being surplus to its requirements or not required to be owned by Council
- The sale price would be equal or more than the current market value assessed by a licensed valuer, unless Council can justify the circumstances to sell the land at less than market value;
- Matters affecting the land:
  - any proposed sale or lease of Public Open Space (POS) would be subject to an assessment of the demand, supply, quality and quantity of POS in the vicinity;
  - sale would not result in net loss of public open space;
  - undertake due diligence including confirmation of land boundaries, encroachments on the land, planning and appropriate zoning, before the disposal transaction is commenced;
  - due regard to environmental constraints or requirements that may apply to the land. Duty to manage risks of harm and notify the relevant agencies;
  - consideration of conservation values including historical, cultural, heritage and native title and Traditional Owners/Custodians of the land rights. Consultation with relevant agencies;
  - long term lease options with income generating opportunities and service to the community,
  - risk considerations and if the land presents unacceptable risks which are too great to proceed with the transaction.

## 2.2 Acquisition Guidelines

In addition to the key principles, the following guidelines may be taken into consideration (although not exhaustive) when acquiring land:



# PROPERTY INVESTMENT AND DISPOSAL POLICY

- Identified in a Council adopted strategy, budget, analysis, policy or planning scheme as being a required asset for financial reasons, economic development reasons and/or to support or facilitate the delivery of a service within the City's strategic objectives
- Offer based on up-to-date market valuation assessed by a licensed valuer
- Building asset condition and maintenance considerations
- Matters affecting the land:
  - any proposed sale or lease of Public Open Space (POS) would be subject to an assessment of the demand, supply, quality and quantity of POS in the vicinity.
  - undertake due diligence including confirmation of land boundaries, encroachments on the land, planning and appropriate zoning, before the disposal transaction is commenced;
  - due regard to environmental constraints or requirements that may apply to the land.
  - consideration of conservation values including historical, cultural, heritage and native title and Traditional Owners/Custodians of the land rights. Consultation with relevant agencies.
  - risk considerations and if the land presents unacceptable risks which are too great to proceed with the transaction.

## 3. Council Resolution and Statutory Compliance

In accordance with the provisions of the *Local Government Act 1995* (LGA) and the corresponding regulations including but not limited to s 3.58 of LGA on disposing of property, the following will apply:

### 3.1 Disposal

A decision of Council is required for approval to commence the statutory process to effect and negotiate the sale of the City's Property Portfolio and for a final decision on the proposed sale after the completion of the statutory process.

### 3.2 Acquisition

Where a land assessment review has been completed and it has been determined that the land should be acquired, a decision by Council is required for approval to commence the acquisition process, negotiate the acquisition terms and to consider how to fund the proposed acquisition.

## 4. Proceeds of Sale

Proceeds of sale from disposal of the City's Property Portfolio will generally be allocated to the City's Municipal Account unless otherwise directed by Council or set out in the annual budget.

## 5. Major Land Investments

# PROPERTY INVESTMENT AND DISPOSAL POLICY



Any major land transactions which strategically represent major investment opportunities/proposals for the City, are dealt with outside the Policy given they involve a variety of strategic investment and operational considerations.

## 6. Unsolicited offers

- 8.1 Where an organisation or individual intends to make an unsolicited offer to purchase any one of the City's Property Portfolio, it must present an official written offer, addressed to the Chief Executive Officer.
- 6.2 Such a request must be signed by that person or a person who is an authorised officer of the organisation, and forwarded to the Executive Manager Corporate Strategy and Governance.
- 6.3 Details of the offer will be presented by the Executive Manager Corporate Strategy and Governance to the Executive Director, Strategy and Development or the Chief Executive Officer for consideration.
- 6.4 If the offer meets the key principles and disposal guidelines, the offer will be referred to Council for consideration.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy & Governance
Initial Council Adoption	DD/MM/YYYY
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY

**8.3 INFORMATION BULLETIN**

- Attachments:**
1. **Unconfirmed Minutes of the Mindarie Regional Council Meeting held on 30 November 2023** [↓](#) 
  2. **Unconfirmed Minutes of the Mindarie Regional Council Meeting held on 14 December 2023** [↓](#) 
  3. **Minutes of the Catalina Regional Council Meeting held on 7 December 2023** [↓](#) 
  4. **Minutes of the Catalina Regional Council - Special Meeting held on 20 December 2023** [↓](#) 
  5. **Statistics for Development Services Applications as at the end of December 2023** [↓](#) 
  6. **Register of Legal Action and Prosecutions Monthly - Confidential**
  7. **Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 25 January 2024** [↓](#) 
  8. **Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current** [↓](#) 
  9. **Register of Applications Referred to the Design Review Panel - Current** [↓](#) 
  10. **Street Tree Quarterly Report** [↓](#) 
  11. **Register of Petitions - Progress Report - February 2024** [↓](#) 
  12. **Register of Notices of Motion - Progress Report - February 2024** [↓](#) 
  13. **Register of Reports to be Actioned - Progress Report - February 2024** [↓](#) 
  14. **Council Statistics December 2023** [↓](#) 
  15. **Council Workshop Items since 22 November 2023** [↓](#) 
  16. **Council Briefing Notes - 5 December 2023** [↓](#) 

**RECOMMENDATION:**

That Council **RECEIVES** the Information Bulletin dated February 2024.



## MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

30 NOVEMBER 2023  
TOWN OF VICTORIA PARK

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*Constituent Members: Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo  
Towns of Cambridge and Victoria Park*



MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 2

## CONTENTS

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	3
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE .....	3
3	DECLARATION OF INTERESTS .....	4
4	PUBLIC QUESTION TIME .....	4
5	ANNOUNCEMENT BY THE PRESIDING PERSON .....	4
6	APPLICATION FOR LEAVE OF ABSENCE .....	4
7	PETITIONS/DEPUTATIONS/PRESENTATIONS .....	4
8	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....	5
8.1	ORDINARY COUNCIL MEETING – 21 September 2023 .....	5
8.2	SPECIAL COUNCIL MEETING – 23 November 2023 .....	5
14	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC ...	7
14.1	CATERPILLAR (CAT 836K) LANDFILL WASTE COMPACTOR ASSET PROPOSAL .....	7
14.2	LATE ITEM - AUDIT AND RISK COMMITTEE 23 NOVEMBER 2023 RECOMMENDATIONS .....	8
9.5	ANNUAL REPORT 2023 .....	12
9	CHIEF EXECUTIVE OFFICER REPORTS .....	16
9.1	FINANCIAL STATEMENTS FOR THE PERIODS ENDED .....	16
	30 SEPTEMBER 2023 AND 31 OCTOBER 2023 .....	16
9.2	LIST OF PAYMENTS MADE FOR THE PERIODS ENDED .....	19
	30 SEPTEMBER 2023 AND 31 OCTOBER 2023 .....	19
9.3	FURTHER REVIEW - DELEGATIONS TO THE CEO AND COUNCIL POLICIES .....	21
9.4	MINDARIE REGIONAL COUNCIL ORDINARY COUNCIL MEETING AND STRATEGY WORKSHOP DATES FOR 2024 .....	27
9.6	MRC PROPOSED RECLASSIFICATION TO BAND 2 .....	31
10	MEMBERS INFORMATION BULLETIN – ISSUE NO. 79 .....	39
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	39
12	URGENT BUSINESS .....	39
13	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....	39
15	NEXT MEETING .....	39
16	CLOSURE .....	39

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 3

## 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.30 pm

## 2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Cr P Miles (Paul) - Chair	City of Wanneroo
Cr S Proud, JP (Stephanie) – Deputy Chair	City of Stirling
Cr A Jacob, JP (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 J Ferrante (Joe)	City of Stirling
Cr M Dudek (Michael)	City of Stirling
Cr A Castle (Alex)	City of Vincent
Cr J Wright (Jordan)	City of Wanneroo
Cr J Cutler (Jane)	Town of Cambridge

### MRC Officers

Ms A Arapovic (Acting CEO)  
Mr M Hattingh (Executive Manager Operations)  
Mr A Griffiths (Project and Procurement Manager)  
Ms S Cherico (Human Resources Officer)  
Ms D Toward (Executive Assistant)

### Apologies

Cr K Vernon Town of Victoria Park

### Approved leave of absence

Nil

### Member Council Observers

Mr M Pennington	City of Joondalup
Mr G Taylor	City of Perth
Mr A Murphy	City of Stirling
Mr P Varris	City of Vincent
Mr J Wong	Town of Victoria Park
Mr H Singh	City of Wanneroo
Mr G Chettleburgh	City of Wanneroo
Mr K Hincks	Town of Cambridge

### Visitors:

Mr K Neoh Office of the Auditor General  
Mr R Lau Office of the Auditor General



MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 4

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<b>3</b>	<b>DECLARATION OF INTERESTS</b>
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Nil

<b>4</b>	<b>PUBLIC QUESTION TIME</b>
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Nil

<b>5</b>	<b>ANNOUNCEMENT BY THE PRESIDING PERSON</b>
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Nil

<b>6</b>	<b>APPLICATION FOR LEAVE OF ABSENCE</b>
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Cr Albert Jacob requested Leave of Absence from Council duties for the period 11 to 15 December 2023

**Moved Cr Wright, Seconded Cr May**  
**RESOLVED**

**That Council approve the request for Leave of Absence from Council duties for Cr Jacob for the period 11 to 15 December 2023.**

CARRIED 11/0

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright*  
*Against: Nil*

<b>7</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS</b>
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Nil

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 5

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<b>8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>
---

**8.1 ORDINARY COUNCIL MEETING – 21 September 2023**

The Minutes of the Ordinary Council Meeting held on 21 September 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 21 September 2023 be confirmed as a true record of the proceedings.**

**Moved Cr Gobbert, Seconded Cr Jacob  
RESOLVED**

**That the recommendation be adopted  
(CARRIED UNANIMOUSLY 11/0)**

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright  
Against: Nil*

**8.2 SPECIAL COUNCIL MEETING – 23 November 2023**

The Minutes of the Special Council Meeting held on 23 November 2023 have been printed and circulated to members of the Council.

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Minutes of the Special Meeting of Council held on 23 November 2023 be confirmed as a true record of the proceedings.**

**Moved Cr Hatton, Seconded Cr Wright  
RESOLVED**

**That the recommendation be adopted  
(CARRIED UNANIMOUSLY 11/0)**

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright  
Against: Nil*

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 6

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### **Procedural Motions**

1. To suspend the operation of clause 5.2 – **Order of Business** - in accordance with clause 10.1(j) of the Mindarie Regional Council Meeting Procedures Local Law 2020.

**Reasons:**

For efficiency of the meeting to enable consideration of item 9.5 and Confidential Items 14.1 and 14.2 allowing the representatives from the Office Auditor General (OAG), Mr Neoh and Mr Lau, to participate in items 9.5 and 14.2 and then leave once these items have been completed.

**Moved Cr Miles, Seconded Cr Proud**

(CARRIED UNANIMOUSLY 11/0)

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright*

*Against: Nil*

2. 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, I request that Council meet “**behind closed doors**” to allow the Council to consider items 14.1 and 14.2 as the items are of a confidential nature.

**Moved Cr Proud, Seconded Cr Dudek**

(CARRIED UNANIMOUSLY 11/0)

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright*

*Against: Nil*

1. The meeting closes to members of the public at 6.36 pm to consider item 14.1 and 14.2 in accordance with Section 5.23 of the *Local Government Act 1995*.
2. Permits the MRC Acting Chief Executive Officer, MRC staff and member council officers seated in the gallery to remain in the Council Chambers during the discussion.

(CARRIED UNANIMOUSLY 11/0)

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright*

*Against: Nil*

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 7

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<b>14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC</b>
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<b>This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2)(c) of <i>The Local Government Act 1995</i> as the report deals with a matter where a contract may be entered into</b>	
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<b>14.1</b>	<b>Caterpillar (CAT 836K) Landfill Waste Compactor Asset Proposal</b>
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<b>File No:</b>	<b>GF-23-0000244</b>
<b>Attachment(s):</b>	<b>Nil</b>
<b>Date:</b>	<b>6 November 2023</b>
<b>Responsible Officer:</b>	<b>Executive Manager Operations</b>

**RESPONSIBLE OFFICER RECOMMENDATION**

**That Council:**

Approve the sale of the Caterpillar 836K Landfill Compactor (CAT836K) as per the details contained within the confidential report.

**Moved Cr Proud, Seconded Cr Gobbert**

**RESOLVED**

**That the recommendation be adopted**

(CARRIED UNANIMOUSLY 11/0)

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright*

*Against: Nil*

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 8

The Chair invited Ms Arapovic, Executive Manager, Corporate Services to speak to item 14.2.

Ms Arapovic provided a brief overview of the Financial Year 2023 Audit and Final Audit Report and responded to questions from Council.

The Chair invited Mr Neoh, Director Financial Audit, Office of the Auditor General (OAG), to speak to the item.

Mr Neoh presented to Council the key points of Financial Year 2023 Audit and Final Audit Report, the Council had no questions for Mr Neoh.

On behalf of the Council, the Chair thanked Mr Neoh and Mr Reagan for attending the Council meeting and for their work on the MRC Audit.

14.2 LATE ITEM – AUDIT AND RISK COMMITTEE 23 NOVEMBER 2023 – RECOMMENDATIONS	
File No.	GF-22-0000089
Attachment(s):	Audit and Risk Committee Minutes dated 23 November 2023 – as published and circulated to Council Members
Date:	28 November 2023
Responsible Officer:	Executive Manager Corporate Services

#### BACKGROUND

This report presents for Council's consideration, the matters considered by the Audit and Risk Committee at its meeting on 23 November 2023. Minutes were published on the MRC website and were distributed to Council Members on 28 November 2023.

The Annual Financial Report 2022/2023 was considered by the Audit and Risk Committee as item 6.1 of the 23 November 2023 meeting. The Committee's recommendation is provided for Council's consideration at Item 9.5 of this meeting.

Moved Cr Hatton, seconded Cr Ferrante

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 9

The remaining Audit and Risk Committee recommendations are extracted below for Council's consideration:

This report is confidential and dealt with in a confidential session, under Section 5.23 (2) (f)(ii) of The Local Government Act 1995 as the report deals with matters concerning risks to the MRC.	
<b>Audit and Risk Committee ITEM 7.1 Annual Financial Report Audit Planning 2022/2023</b>	
File No.	GF-21-0000314
Attachment(s):	Audit and Risk Committee Minutes – 23 November 2023: <ul style="list-style-type: none"> <li><u>Confidential Attachment 2</u> – Annual Financial Audit Planning Summary Year Ended 30 June 2023</li> </ul>
Date:	13 November 2023
Responsible Officer:	Executive Manager Corporate Services

#### OFFICER AND COMMITTEE RECOMMENDATION

**That Council note the Audit and Risk Committee's review of the scope and effectiveness of the 2022/2023 Annual Financial Audit Planning Summary issued by the Auditors.**

This report is confidential and dealt with in a confidential session, under Section 5.23(2)(f)(ii) of The Local Government Act 1995 as the report deals with matters concerning risks to the MRC	
<b>Audit and Risk Committee ITEM 7.2 Audit Completion Report</b>	
File No.	
Attachment(s):	Audit and Risk Committee Minutes – 23 November 2023: <ul style="list-style-type: none"> <li><u>Confidential Attachment 4</u> - Auditor General Independent Auditors Report 2023</li> <li><u>Confidential Attachment 4a</u> - Annual Financial Audit Exit Brief Year ended 30 June 2023</li> <li><u>Confidential Attachment 4b</u> - Management Representation Letter Year ended 30 June 2023</li> </ul>
Date:	13 November 2023
Responsible Officer:	Executive Manager Corporate Services

#### OFFICER AND COMMITTEE RECOMMENDATION

**That Council:**

- Note the Auditor General Independent Auditors Report for year ended 30 June 2023 issued by the Auditors.**
- Note the Annual Financial Audit Exit Brief for year ended 30 June 2023 issued by the Auditors.**
- Note the Representation Letter for the year ended 30 June 2023**

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 10

This report is confidential and dealt with in a confidential session, under Section 5.23(2)(f)(ii) of The Local Government Act 1995 as the report deals with matters concerning risks to the MRC.	
<b>Audit and Risk Committee 23 November 2023 ITEM 7.3 Full Risk Register</b>	
File No.	GF-22-0000089
Attachment(s):	Audit and Risk Committee Minutes – 23 November 2023: <ul style="list-style-type: none"><li>• <u>Confidential Attachment 5</u> - Full Risk Register</li><li>• <u>Confidential Attachment 5a</u> - Risk Assessment and Acceptance Criteria V3</li><li>• <u>Confidential Attachment 6</u> - Risk Management Plan and Appetite Statement</li></ul>
Date:	10 November 2023
Responsible Officer:	Chief Executive officer

#### OFFICER AND COMMITTEE RECOMMENDATION

**That Council note the full risk register as presented.**

The Chair advised Council that Audit and Committee Items 7.1, 7.2, and 7.3 be put 'en bloc', and Item 7.4 would be put separately.

#### ITEMS APPROVED "EN BLOC":

**Moved Cr Hatton, Seconded: Cr Ferrante**

**Resolved**

**That the following unopposed items be adopted "En Bloc":**

**Audit and Risk Committee Items 7.1, 7.2 and 7.3 only**

(CARRIED UNANIMOUSLY 11/0)

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright*

*Against: Nil*

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 11

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This report is confidential and dealt with in a confidential session, under Section 5.23(2)(f)(ii) of The Local Government Act 1995 as the report deals with matters concerning risks to the MRC.	
<b>Audit and Risk Committee ITEM 7.4 External Audit Committee Member</b>	
File No.	GF-22-0000089
Attachment(s):	Audit and Risk Committee Minutes – 23 November 2023: <ul style="list-style-type: none"><li>• Confidential Attachment 7 - Candidate Applications</li></ul>
Date:	10 November 2023
Responsible Officer:	Chief Executive officer

#### OFFICER RECOMMENDATION

That the Audit and Risk Committee recommend to Council that \_\_\_\_\_ be appointed as an external audit committee member, subject to their acceptance of the appointment, for the period ending November 2024.

#### COMMITTEE RECOMMENDATION

**That the Audit and Risk Committee recommend to Council that Mr Aswin Kumar be appointed as an external audit committee member, subject to their acceptance of the appointment, for the period ending November 2024.**

**Moved Cr Hatton, seconded Cr Ferrante**

#### RESOLVED

**That the recommendation be adopted**

(CARRIED UNANIMOUSLY 11/0)

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright*

*Against: Nil*

**Moved Cr Proud, seconded Cr Wright**

#### Procedural Motion

1. Reopens the meeting to members of the public at 6.56 pm

(CARRIED UNANIMOUSLY 11/0)

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright*

*Against: Nil*

The Chair noted the resolutions passed behind closed doors.



MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 12

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<b>9.5</b>	<b>ANNUAL REPORT 2023</b>
	<b>GF-21-0000035</b>
<b>Appendices:</b>	<b>Appendix 10</b>
<b>Date:</b>	<b>17 November 2023</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

### BACKGROUND

The *Local Government Act 1995* (the Act) requires every local government to prepare an Annual Report for each financial year and to accept it prior to 31 December following the end of the financial year (section 5.53 and 5.54 of the Local Government Act 1995). The Act also specifies the contents required to be included in the Annual Report. If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than two months after the auditor's report becomes available.

The annual audit of the Mindarie Regional Council (MRC) has been completed and the Financial Report for the financial year ended 30 June 2023 has been considered by the Audit and Risk Committee.

### DETAIL

The Annual Financial Report for the financial year ended 30 June 2023 is now submitted to Council for adoption. The Annual Report contains the Annual Financial Report of the MRC for 2023. This includes the Statement of Financial Position, Statement of Changes in Equity, Statements of Comprehensive Income, Statement of Cash Flows and notes to and forming part of the accounts. The Auditor, in accordance with the Local Government (Audit) Regulations 1996 Sections 10.2 and 10.3 is required to issue an audit report after the completion of the annual audit that expresses an opinion on the financial position and results of the operations of the local government for each financial year. Under S7.9 of the Local Government Act 1995, the auditor must prepare and sign a report on the financial audit and present the report to the Chairperson, the CEO and the Minister.

The OAG issued an unqualified report and expressed that in their opinion, the financial report of the MRC gives a true and fair view of the financial position as at 30 June 2023 and complies with the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) and the Australian Accounting Standards.

The Auditor has not issued an interim management letter for 2023. There were no significant matters identified during the final audit.

The Audit and Risk Committee met on 23 November 2023 to consider the Financial Report for the year ended 30 June 2023 and have recommended that the Council accept the report.

A copy of the Annual Report, including the Financial Report, is included at **Appendix 10**.

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 13

The MRC, in accordance with the Local Government (Financial Management) Regulations 1996 Section 51.1, is required to include in the Annual Financial Report a signed Statement of Declaration by the Chief Executive Officer after this report has been audited in accordance with the Local Government Act 1995. This declaration is included in the Annual Report.

#### STATUTORY ENVIRONMENT

Relevant Extracts from the Local Government Act 1995

##### *“5.53. Annual reports*

- (1) The local government is to prepare an annual report for each financial year.*
- (2) The annual report is to contain —*
  - (a) a report from the mayor or president; and*
  - (b) a report from the CEO; and*
  - [(c), (d) deleted]*
  - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
  - (f) the financial report for the financial year; and*
  - (g) such information as may be prescribed in relation to the payments made to employees; and*
  - (h) the auditor's report prepared under section 7.9(1) or s7.12AD(1) for the financial year; and*
  - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
  - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —*
    - (i) the number of complaints recorded in the register of complaints; and*
    - (ii) how the recorded complaints were dealt with; and*
    - (iii) any other details that the regulations may require;**and*
    - (i) such other information as may be prescribed.*

*[Section 5.53 amended by No. 44 of 1999 s. 28(3); No. 49 of 2004 s. 42(4) and (5); No. 1 of 2007 s. 6.]*

##### *5.54. Acceptance of annual reports*

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.*

*\* Absolute majority required.*
- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to*

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 14

*accepted by the local government no later than 2 months after the auditor's report becomes available.*

5.55. *Notice of annual reports*

*The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.*

5.55A *Publication of annual reports*

*The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.*

7.9. *Audit to be conducted*

- (1) *An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —*
  - (a) *the mayor or president; and*
  - (b) *the CEO of the local government; and*
  - (c) *the Minister."*

Relevant Extracts form the Local Government (Audit) Regulations 1996

"10. *Report by auditor*

- (1) *An auditor's report is to be forwarded to the persons specified in section 7.9(1) within 30 days of completing the audit.*
- (2) *The report is to give the auditor's opinion on —*
  - (a) *the financial position of the local government; and*
  - (b) *the results of the operations of the local government.*
- (3) *The report is to include —*
  - (a) *any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the local government; and*
  - (b) *any matters indicating non-compliance with Part 6 of the Act, the Local Government (Financial Management) Regulations 1996 or applicable financial controls in any other written law; and*
  - (c) *details of whether information and explanations were obtained by the auditor; and*
  - (d) *a report on the conduct of the audit; and*
  - (e) *the opinion of the auditor as to whether or not the following financial ratios included in the annual financial report are supported by verifiable information and reasonable assumptions —*
    - (i) *the asset consumption ratio; and*
    - (ii) *the asset renewal funding ratio.*

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 15

- (4) *Where it is considered by the auditor to be appropriate to do so, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) with the auditor's report."*

#### **POLICY IMPLICATIONS**

Not applicable.

#### **FINANCIAL IMPLICATIONS**

The MRC's net result for the financial year ended 30 June 2023 is \$6,430,026. Having taken into account \$726,281 of net transfer to reserves, the MRC's accumulated losses reduced to \$29,893,807.

#### **STATUTORY IMPLICATIONS**

The Annual Report for the MRC has been prepared in accordance with the requirements of Local Government Act 1995 and applicable Australian Accounting Standards.

#### **AMENDMENTS**

There have been no amendments made to the Financial Statements presented to the Audit and Risk Committee.

#### **VOTING REQUIREMENT**

Absolute Majority

#### **RESPONSIBLE OFFICER RECOMMENDATION**

That Council resolve to:

1. **Notes the recommendation of the Audit and Risk Committee meeting held on 23 November 2023 to accept the Financial Report for the year ended 30 June 2023; and**
2. **Accept the Annual Report for the year ended 30 June 2023, which includes the Financial Report detailed in point 1 above.**

*(Absolute Majority Required)*

**Moved Cr Gobbert, seconded Cr Hatton**

#### **RESOLVED**

**That the recommendation be adopted**

(CARRIED UNANIMOUSLY 11/0)

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright*

*Against: Nil*

Mr Neoh and Mr Reagan from the Office of the Auditor General left the meeting at 7.03 pm.

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 16

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<b>9 CHIEF EXECUTIVE OFFICER REPORTS</b>
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<b>9.1</b>	<b>FINANCIAL STATEMENTS FOR THE PERIODS ENDED 30 SEPTEMBER 2023 AND 31 OCTOBER 2023</b>
<b>Reference:</b>	<b>GF-23-000000019</b>
<b>Appendix(s):</b>	<b>Appendix No. 1, 2 and 3</b>
<b>Date:</b>	<b>10 November 2023</b>
<b>Responsible Officer:</b>	<b>Executive Manager Corporate Services</b>

### SUMMARY

The purpose of this report is to provide Council with a set of financial reports in line with statutory requirements, which provides information on the financial performance of the Mindarie Regional Council (MRC).

### BACKGROUND

Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996 defines reporting requirements.

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 Position
- Statement of Cash Flow
- Statement of Reserves
- Statement of Investing Activities
- Tonnage Report

### DETAIL

The attached reports provide an overview of the MRC's financial performance for the months ending 30 September 2023 and 31 October 2023 and have been prepared in accordance with the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 and the Australian Accounting Standards. The reports fairly represent, in all material respects, the results of the MRC's operations for the months being reported. As the audit of the 2022/23 financial statements has not yet been finalised, these reports represent interim results as at 31 October 2023.

The Interim Financial Statements for the months ended 30 September 2023 and 31 October 2023 are attached at **Appendix No. 1 and 2** to this Item. The Tonnage Report closing position up to 31 October 2023 is attached at **Appendix No. 3**.

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 17

Summary of results for the year to date period ended 31 October 2023

	YTD Budget	YTD Actual	Variance
	t	t	t
Tonnes – Members	59,511	59,038	(473)
Tonnes – Others	8,336	7,381	(955)
<b>TOTAL TONNES</b>	<b>67,847</b>	<b>66,419</b>	<b>(1,428)</b>
	\$	\$	\$
Revenue – Fees & Charges	10,697,367	10,432,596	(264,771)
Revenue – Other	2,307,222	2,254,860	217,638
<b>TOTAL REVENUE</b>	<b>13,004,589</b>	<b>12,957,456</b>	<b>(47,133)</b>
 EXPENSES	 (10,916,908)	 (10,592,667)	 324,241
 <b>NET SURPLUS/(DEFICIT)</b>	 <b>2,087,681</b>	 <b>2,364,789</b>	 <b>277,108</b>

Mindarie Regional Council interim financial result for the period ending 31 October 2023 reflects its performance from 1 July 2023 to 31 October 2023. These are interim results pending finalisation of end of the year reconciliation. Council's operations have been conducted in line with the adopted budget. As per the MRC's 2023/2024 budget approved at the OCM 13 July 2023 and in line with materiality adopted by the Council, variances below \$50k do not attract comments.

MRC's interim net result for the year to date period was a profit of \$2.4m with a favourable variance of 13% or \$277k. This positive variance is a direct result of combined effects of actual revenue of \$47k and expenditure of \$324k both being under budget.

**REVENUE**

**Fees and Charges**

This revenue resulted in an unfavourable variance of \$265k at the end of October. Explanations for major contributing factors are as follows:

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 18

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Member council tonnage aligned closely to budget at 1%, 473 tonnes behind budget year to date. Tonnage of 54,604 tonnes is above the tonnage at the same time last year of 52,838 tonnes.

Casual and Trade members' fees has a negative variance of \$172k as compared to budget.

The timing of trade discount contract, which started to deliver waste mid-month in October, has affected trade tonnage variance.

### **Interest Earnings**

Interest earning is \$217k above budget. Over 2023, there have been another four increases of the RBA cash rate, which has moved from 3.10% to 4.10%. The current investment portfolio has a weighted average expected interest rate of 4.55%.

As term deposits mature, MRC has and will continue to secure improved rates on new term deposits.

### **EXPENDITURE**

#### **Materials and Contracts**

Materials and Contracts are \$199k below budget and predominantly affected by DWER landfill levy being \$160k below budget. DWER landfill levy is payable to the Department of Water and Environment Regulation and has a direct relationship to tonnage collected. Due to reasons mentioned under fees and charges, the tonnage is lower and therefore the levy paid is lower.

### **STATUTORY IMPLICATIONS**

Section 6.4 of the Local Government Act 1995 and regulation 34(1) of the Local Government (Financial Management) Regulations 1996

### **VOTING REQUIREMENT**

Simple Majority

### **RESPONSIBLE OFFICER RECOMMENDATION**

**That Council:**

**Receive the Financial Statements set out in Appendix No. 1 and 2 for the periods ended 30 September 2023 and 31 October 2023.**

**Moved Cr Gobbert, seconded Cr Wright**

(CARRIED UNANIMOUSLY 11/0)

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright*

*Against: Nil*

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 19

9.2 LIST OF PAYMENTS MADE FOR THE PERIODS ENDED 30 SEPTEMBER 2023 AND 31 OCTOBER 2023	
File No:	GF-23-000019
Appendix(s):	Appendix No. 4 and 5
Date:	10 November 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 30 September 2023 and 31 October 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 30 November 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
30 September 2023	General Municipal	Cheques	\$590.00
		EFT	\$798,267.68
		DP	\$406,155.86
		Inter account transfers	\$0.00
		<b>Total</b>	<b>\$1,205,013.54</b>
31 October 2023	General Municipal	Cheques	\$580.00
		EFT	\$4,018,000.65
		DP	\$396,392.56
		Inter account transfers	\$0.00
		<b>Total</b>	<b>\$4,414,973.21</b>

#### VOTING REQUIREMENT

Simple Majority



MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 20

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#### RESPONSIBLE OFFICER RECOMMENDATION

##### That Council:

**Note the list of payments made under delegated authority to the Chief Executive Officer, for the months ended 30 September 2023 and 31 October 2023.**

##### **Moved Cr May, seconded Cr Proud**

(CARRIED UNANIMOUSLY 11/0)

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright*

*Against: Nil*

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 21

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<b>9.3</b>	<b>FURTHER REVIEW - DELEGATIONS TO THE CEO AND COUNCIL POLICIES</b>
<b>File No:</b>	GF-22-0000484 GF-23-0000098
<b>Attachment(s):</b>	Appendix 6 – Delegation 1.2 Appendix 7 – Council Policy CP14 Appendix 8 – Council Policy CP23 Appendix 9 – Delegation 1.7
<b>Date:</b>	02 October 2023
<b>Responsible Officer:</b>	Chief Executive Officer

#### SUMMARY

The report seeks endorsement of the further reviews undertaken by the Chief Executive Officer (CEO) on the following:

1. Delegation 1.2 'Appoint an employee of the MRC to the position of Acting CEO',
2. Council Policy CP14 Acting Chief Executive Officer Appointment,
3. Council Policy CP23 Conducting Electronic Meetings and Attendance by Electronic Means Policy, and
4. Delegation 1.7.1 Disposing of Property

#### BACKGROUND

Sections 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. The MRC also conducts an annual review of all Council policies.

The last review for Delegations and Council Policies was conducted in August 2023 and brought to Council on 21 September 2023.

At the 21 September 2023 Ordinary Council Meeting the Administration presented the reviewed Register of Delegations to the CEO, and the reviewed suite of Council Policies, the Council resolved the following:

#### 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*

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 22

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)

**DETAIL**

**CHIEF EXECUTIVE OFFICER FURTHER REVIEW**

1. **DELEGATION 1.2** - Appoint an employee of the MRC to the position of Acting Chief Executive Officer
2. **COUNCIL POLICY CP14** – Acting Chief Executive Officer Appointment

During the Ordinary Council meeting held on 21 September 2023, the MRC presented a proposal to remove delegation 1.2, which concerns the appointment of an acting CEO. This proposal was based on the following:

- s5.39 of the *Local Government Act 1995* renders the delegation unnecessary
- the MRC has an existing Council Policy for an Acting CEO

Council requested the MRC to carry out a further review of Delegation 1.2 'Appoint an employee of the MRC to the position of Acting CEO.'

The Administration conducted a further review and sought advice from the Department of Local Government, Sport and Cultural Industries and WALGA, both expressed their support for the perspective that there is no requirement for a delegation to appoint an employee to act in the position of CEO. Instead, both confirmed that in accordance with s5.39C of the *Local Government Act 1995*, a policy is required for the temporary employment or acting appointment of a CEO.

Although Council Policy CP14 was endorsed at the Ordinary Council meeting on 21 September 2023, Administration considered the advice from the Department and WALGA that such a policy should also include a provision for temporary employment of a CEO not just provision for an acting appointment of a CEO. The Administration also took into account comments made during the Council meeting regarding the need for Council to have oversight on the MRC positions designated to act as CEO. In response to the feedback, Administration has modified the policy to closely align with the WALGA template 'Council Policy for the Temporary Employment or Acting Appointment of CEO'.

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 23

A summary of the proposed amendments to CP14 include:

- Title change to 'Council Policy 14 - Temporary Employment or Acting Appointment of Chief Executive Officer'
- Inclusion of positions that can act in the role of CEO
- Acting CEO is to be appointed in circumstances where the CEO is on leave or unplanned leave for any leave periods greater than 4 days
- Inclusion of clauses covering the employment of a Temporary CEO
- Inclusion of clause covering remuneration of an Acting or Temporary CEO

See Appendix 6 – Delegation 1.2

See Appendix 7 – CP14

### **3. COUNCIL POLICY CP23 - Conducting Electronic Meetings and Attendance by Electronic Means Policy**

During the Ordinary Council meeting on 21 September 2023, Council moved an amendment for CP23 to be further reviewed. The discussion during the meeting concerned electronic attendance highlighting the importance of attendees being visible on the screen. This visibility would assure members of the public that councillors are fully engaged during the meeting.

The following minor amendment is proposed to Clause 3 of CP23:

To Clause 3 add a new subclause (5) that reads:

***(5) Cameras** - MRC requests that Members cameras are turned on for the duration of the meeting. Members must ensure that they are visible on screen at all times during the meeting. Member's visibility is crucial to assure members of the public that Council is fully engaged during the meeting. Members must indicate to the Chair if they are leaving or re-joining a meeting. The time a member leaves and re-joins a meeting will be reflected in the minutes.*

Subsequent sub-clauses will be renumbered to accommodate the new sub-clause 5.

See Appendix 8 - CP23.

### **4. DELEGATION 1.7.1 – Disposing of Property**

At the Ordinary Council meeting held on 21 September 2023, Council endorsed Delegation 1.7.1 Disposing of Property. Since that meeting, Administration has further reviewed this delegation for the purposes of disposing of MRC plant, when necessary. Administration has concluded that the current delegation, as worded, has the potential to hinder administrative efficiency by preventing timely decision-making. To enable the Administration to manage high value assets, excluding land, an amendment to Council condition (b) on this delegation is proposed to raise the limit to \$500,000. This figure is proposed following review of member councils' similar delegations.

See Appendix 9, tracked changes to Delegation 1.7.1

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 24

## 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.*

#### **5.39C. Policy for temporary employment or appointment of CEO**

(1) *A local government must prepare and adopt\* a policy that sets out the process to be followed by the local government in relation to the following —*

- (a) *the employment of a person in the position of CEO for a term not exceeding 1 year;*
- (b) *the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.*

*\* Absolute majority required.*

(2) *A local government may amend\* the policy.*

*\* Absolute majority required.*

(3) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

(4) *The CEO must publish an up-to-date version of the policy on the local government's official website.*

#### **5.42. Delegation of some powers and duties to CEO**

- (1) *A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
  - (a) *this Act other than those referred to in section 5.43; or*
  - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

*\* Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

#### **5.43. Limits on delegations to CEO**

*A local government cannot delegate to a CEO any of the following powers or duties —*

- (a) *any power or duty that requires a decision of an absolute majority of the council;*
- (b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) *appointing an auditor;*
- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 25

- (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**

This report discusses the proposed changes to Council Policy CP14 and CP23, it does not impact other policies.

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC/COMMUNITY AND CORPORATE/BUSINESS PLAN IMPLICATIONS**

<b>Strategic Community Plan 2023 -2032</b>	
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**

Nil

#### **VOTING REQUIREMENT**

Absolute Majority

#### **RESPONSIBLE OFFICER RECOMMENDATION**

That the Council:

1. Endorses the removal of the Delegation number 1.2 'Appoint an employee of the MRC to the position of Acting CEO' as detailed in Appendix 6 from the Delegation Register.
2. Endorses the changes to Council Policy CP14 'Acting Chief Executive Officer Appointment' as detailed in Appendix 7.
3. Endorses the change to Council Policy CP23 'Conducting Electronic Meetings and Attendance by Electronic means' as detailed in Appendix 8.
4. Endorses the change to Delegation 1.7.1 'Disposal of Property' as detailed in Appendix 9.

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 26

The substantive motion was moved by Cr Wright and seconded Cr May

Cr Cutler proposed an amendment to the value in Delegation 1.7.1 Disposal of Property, Council Condition 'b' from \$500,000 to \$150,000.

The Chair facilitated discussion and the meeting proposed an increased value of \$250,000, With the agreement of the mover and seconder the value included in the substantive motion, detailed in Appendix 9, was amended from \$500,000 to \$250,000.

The substantive motion, as amended, was put:

**SUBSTANTIVE RECOMMENDATION AS AMENDED**

1. **Endorses the removal of the Delegation number 1.2 'Appoint an employee of the MRC to the position of Acting CEO' as detailed in Appendix 6 from the Delegation Register.**
2. **Endorses the changes to Council Policy CP14 'Acting Chief Executive Officer Appointment' as detailed in Appendix 7.**
3. **Endorses the change to Council Policy CP23 'Conducting Electronic Meetings and Attendance by Electronic means' as detailed in Appendix 8.**
4. **Endorses the change to Delegation 1.7.1 'Disposal of Property' as detailed in Appendix 9 subject to the change in Council Condition 'b' limiting the value to \$250,000**

(CARRIED UNANIMOUSLY 11/0)

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright*  
*Against: Nil*

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 27

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<b>9.4</b>	<b>MINDARIE REGIONAL COUNCIL ORDINARY COUNCIL MEETING AND STRATEGY WORKSHOP DATES FOR 2024</b>
<b>File No:</b>	<b>GF-23-0000047</b>
<b>Appendix(s):</b>	<b>Nil</b>
<b>Date:</b>	<b>27 October 2023</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

#### SUMMARY

The purpose of this report is to provide notice of the dates, times and locations for the Mindarie Regional Council's (MRC) Ordinary Council Meetings (OCM) and to provide advice regarding Strategy Workshops (SW) and Budget Workshops (BW) for 2024.

#### BACKGROUND

In accordance with the *Local Government Act 1995*, the MRC is required to schedule OCMs for the forthcoming calendar year and provide public notice of their dates, times and locations. In addition, the MRC also sets at least two SW dates for the year.

#### DETAIL

In setting the dates for the 2024 OCMs consideration is given to the following:

- The Catalina Regional Council meeting dates for 2024
- The WALGA Metropolitan Zone meeting dates for 2024
- The Australian Local Government Association (ALGA) Annual Conference
- Relevant Waste Conferences
- Availability of Member Councils' Chambers.

Wherever possible, alternative dates to those already specified for the meetings above are proposed by the administration and assessed for suitability.



MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 28

### Catalina Regional Council

There are currently no meeting date clashes, in addition, no councillors participate in both CRC and MRC meetings.

### WALGA North Metro Zone

North Metro WALGA Zone meeting dates are usually arranged on a Thursday, as are the MRC's. Currently there are no proposed clashes, the NMZ dates are due to be confirmed at their meeting on 23 November 2023.

### Australian Local Government Association (ALGA) Annual Conference

The relevant dates for 2024 have as yet not been released. The draft proposed date options provided to the MRC are first week in June 2024 or first week in July 2024. No MRC meetings are proposed during these weeks.

### Waste Conferences

There are no known meeting date clashes with the proposed dates for the 2024 waste conferences.

### Financial Reporting

The MRC must arrange its council meetings to ensure that financial reports are presented to council within 2 months after the end of the month to which the statement of financial activity relates in accordance with *s.6.4 of the Local Government Act 1995* and *s.34(4) of the Local Government (Financial Management) Regulations 1996*.

### Proposed Ordinary Council Meeting Schedule

<b>29 February 2024</b>	6.30pm	City of Joondalup	OCM
<b>28 March 2024</b>	6.30pm	City of Wanneroo	OCM
<b>30 May 2024</b>	6.30pm	City of Stirling (tbc)	OCM
<b>27 June 2024</b>	6.30pm	Town of Cambridge	OCM
<b>18 July 2024</b>	6.30pm	City of Stirling (tbc)	OCM
<b>26 September 2024</b>	6.30pm	City of Vincent	OCM
<b>28 November 2024</b>	6.30pm	Town of Victoria Park	OCM
<b>12 December 2024</b>	6.30 pm	City of Perth	OCM

### Strategic and Budget Workshops

The MRC also propose to hold a budget workshop and 5 strategic workshops during the year ahead. These workshops are important as they provide Councillors, member council CEOs and representatives on the Strategic Working Group an opportunity to review and discuss the MRC's strategic direction and have oversight on the budget proposals.

29 February 2024	After OCM	City of Joondalup	Strategy Workshop
17 March 2024	6.30pm	tbc	Strategy Workshop
04 April 2024	6.30pm	tbc	Budget Workshop
30 May 2024	After OCM	tbc	Strategy Workshop
22 August 2024	6.30 pm	tbc	Strategy Workshop
31 October 2024	6.30pm	tbc	Strategy Workshop

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 29

#### STATUTORY ENVIRONMENT

Local Government Act 1995  
Local Government (Administration) Act 1996

#### POLICY IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### COMMENT

The administration has sought, through the dates proposed, to set an OCM and Workshop schedule which provides council the opportunity to make all necessary decisions in accordance with its statutory requirements, and takes into account the effects thereafter on individual member councils' obligations under the *Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996*, whilst allowing sufficient provision for adequate briefing through workshops on matters relevant to council.

Workshops are seen as important as they provide Councillors and member council administrations an opportunity to review and discuss the MRC's strategic direction and have oversight on the administration's budget proposals.

Efforts have been made wherever possible to reduce the potential impact on councillors' already busy schedules due to their individual member council responsibilities.

The proposed meeting schedule for 2024 is submitted for approval.

#### VOTING REQUIREMENT

Simple Majority

#### RESPONSIBLE OFFICER RECOMMENDATION

##### That Council:

1. Adopt the meeting dates as follows:

29 February 2024	6.30pm	City of Joondalup	OCM
28 March 2024	6.30pm	City of Wanneroo	OCM
30 May 2024	6.30pm	City of Stirling (tbc)	OCM
27 June 2024	6.30pm	Town of Cambridge	OCM
18 July 2024	6.30pm	City of Stirling (tbc)	OCM
26 September 2024	6.30pm	City of Vincent	OCM
28 November 2024	6.30pm	Town of Victoria Park	OCM
12 December 2024	6.30pm	City of Perth	OCM

2. Issue a Public Notice on the meeting locations, dates and times as detailed in (1) above in accordance with Part 12 (1) of the *Local Government (Administration) Regulations 1996* and the *Local Government Act 1995*.

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 30

3. Note the following Budget Workshop and Strategy Workshops dates planned for 2024, as follows:

29 February 2024	After OCM	City of Joondalup	Strategy Workshop
17 March 2024	6.30pm	tbc	Strategy Workshop
04 April 2024	6.30pm	tbc	Budget Workshop
30 May 2024	After OCM	tbc	Strategy Workshop
22 August 2024	6.30pm	tbc	Strategy Workshop
31 October 2024	6.30pm	tbc	Strategy Workshop

*Meeting note:*

*The Chair advised Council that the venues for the Ordinary Council meetings in point no 2 were confirmed and that the date 17 March 2024, in point no 3 was a typographical error and should read 14 March 2024.*

**Moved Cr Proud, seconded Cr Jacob  
RESOLVED**

1. Adopt the meeting dates as follows:

29 February 2024	6.30pm	City of Joondalup	OCM
28 March 2024	6.30pm	City of Wanneroo	OCM
30 May 2024	6.30pm	City of Stirling	OCM
27 June 2024	6.30pm	Town of Cambridge	OCM
18 July 2024	6.30pm	City of Stirling	OCM
26 September 2024	6.30pm	City of Vincent	OCM
28 November 2024	6.30pm	Town of Victoria Park	OCM
12 December 2024	6.30pm	City of Perth	OCM

2. Issue a Public Notice on the meeting locations, dates and times as detailed in (1) above in accordance with Part 12 (1) of the *Local Government (Administration) Regulations 1996* and the *Local Government Act 1995*.
3. Note the following Budget Workshop and Strategy Workshops dates planned for 2024, as follows:

29 February 2024	After OCM	City of Joondalup	Strategy Workshop
14 March 2024	6.30pm	tbc	Strategy Workshop
04 April 2024	6.30pm	tbc	Budget Workshop
30 May 2024	After OCM	tbc	Strategy Workshop
22 August 2024	6.30pm	tbc	Strategy Workshop
31 October 2024	6.30pm	tbc	Strategy Workshop

**Moved Cr Proud, seconded Cr Jacob  
(CARRIED UNANIMOUSLY 11/0)**

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright  
Against: Nil*

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 31

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<b>9.6</b>	<b>MRC PROPOSED RECLASSIFICATION TO BAND 2</b>
<b>File No:</b>	<b>GF-23-0003162</b>
<b>Appendices:</b>	<b>Nil</b>
<b>Date:</b>	<b>05 OCTOBER 2023</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>

#### SUMMARY

This report provides the detail of a review by the Chief Executive Officer (CEO) on the band classification for the Mindarie Regional Council (MRC).

The MRC is seeking Council approval to lodge a submission to the Salaries and Allowances Tribunal for it to review and amend the MRC's current classification as a Band 3 Local Government to a Band 2 Local Government.

#### BACKGROUND

On 06 July 2017, Council received a Notice of Motion relating to the MRC's band classification from then Councillor Russ Fishwick suggesting that a review of the MRC's banding at that time may be appropriate. Council resolved that a review should be undertaken. However, this did not take place as the MRC's strategic future was unclear, and council subsequently revoked its resolution.

Council endorsed a new Strategic Community Plan on 27 April 2023 and subsequent Corporate Business Plan on 01 June 2023.

On 21 September 2023, Council received a further Notice of Motion relating to the MRC's band classification from Councillor Paul Miles, seeking a similar review of the MRC's band classification to that previously proposed. This report provides details on that review.

#### DETAIL

##### Outcome of the 2017 Notice of Motion

Between 2017 and 2022 Administration opted not to proceed with the Council's resolution for a review as the MRC's strategic direction was unclear at the time.

In 2022, during a review of pending Council resolutions, the CEO observed that the 2017 resolution had not been executed and, through consultation with councillors, it was determined that it may be more appropriate for it to be revoked rather than continue not to be fulfilled. At that time, the MRC was in the process of developing a new Strategic Community Plan in consultation with Council and member council administration stakeholders.

Subsequently, on 24 March 2022, a report was brought forth to Council seeking the revocation of the previous Notice of Motion resolution, which was supported.

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 32

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### MRC Strategic Direction

Between 2020 and 2021, the MRC experienced a period of change which impacted strategy setting, such as:

- The streamlining of operations at Tamala Park resulting in a complete organisational restructure
- The entry into a contract with an external provider to operate the Re-Use shop and the public recycling areas at Tamala Park
- The conclusion of a major contract for the management of the MRC's Resource Recovery Facility (RRF) at its Neerabup site
- A change of CEO in late 2021

During 2022 and 2023 strategic workshops with Council were undertaken that resulted in the development of a draft Strategic Community Plan, which Council adopted on 27 April 2023.

### Notice of Motion – 21 September 2023

On 21 September 2023, Councillor Miles brought forth the following Notice of Motion:

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#### Notice of Motion:

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:*

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 33

*Table 1: Perth Metropolitan Area Regional Local Government Comparison*

<i>Council</i>	<i>Band</i>	<i>Services Delivered</i>	<i>Population Served (approx.)</i>	<i>Assets</i>	<i>Revenue</i>
<i>Catalina Regional Council (CRC)</i>	<i>2</i>	<i>Land Development</i>	<i>0</i>	<i>\$27M</i>	<i>\$0.9M</i>
<i>Eastern Metropolitan Regional Council (EMRC)</i>	<i>2</i>	<i>Waste Management</i>	<i>290,000</i>	<i>\$207M</i>	<i>\$45M</i>
<i>Mindarie Regional Council</i>	<i>3</i>	<i>Waste Management</i>	<i>750,000</i>	<i>\$151M</i>	<i>\$39M</i>
<i>Resource Recovery Group (RRG)</i>	<i>2</i>	<i>Waste Management</i>	<i>150,000</i>	<i>\$38M</i>	<i>\$19M</i>
<i>Rivers Regional Council (RRC)</i>	<i>3</i>	<i>Waste Management</i>	<i>440,000</i>	<i>\$0.35M</i>	<i>\$0.003M</i>
<i>Western Metropolitan Regional Council (WMRC)</i>	<i>4</i>	<i>Waste Management</i>	<i>45,000</i>	<i>\$1.5M</i>	<i>\$8M</i>

*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.*

**Moved Cr Miles, seconded Cr Shannon**

**RESOLVED**

**That the motion be adopted**

(CARRIED UNANIMOUSLY 11/0)

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 34

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### State Government Guidance

In response to part '2' of Council's resolution, the MRC consulted with the Department of Local Government, Sport and Cultural Industries (the Department) with regard to the application process required for any proposed reclassification.

The Department confirmed that should the MRC wish to make a submission, then it should be sent direct to the State Administrative Tribunal (SAT), and that there is no standard application form or template in place for this process. SAT make determinations once per year, in April. Applications must be made prior to this, by January each year.

### Justification

#### MRC Description

The MRC is the State's largest waste management authority by population served, carrying out essential waste management services to the community on behalf of its members, the Cities of Joondalup, Perth, Stirling, Vincent and Wanneroo, and the Towns of Cambridge and Victoria Park.

The MRC was constituted in 1987 and work began on the development of an engineered landfill site known as "Tamala Park" located at 1700 Marmion Avenue, Tamala Park.

The site was opened to receive waste from the Cities of Perth and Wanneroo in February 1991. Community utilisation began in June 1991.

Since that time the City of Vincent and the Towns of Cambridge and Victoria Park (formed from the City of Perth restructure) commenced disposal. The City of Stirling commenced utilisation of the facility in April 1999. The City of Joondalup (formed from the City of Wanneroo restructure) commenced disposal from 1 July 1999 as a separate entity to that of the City of Wanneroo.

Tamala Park landfill accepts in the region of 200,000 tonnes of residual waste per annum. The site continues to deliver the same services to member councils as those in place when first opened.

#### Increased Population

In 1991, when the Tamala Park landfill opened, the MRC serviced approximately 430,000 residents. Since then the Mindarie Regional District has developed and the MRC now serves an increased population of over 750,000 residents. This figure is forecasted to rise substantially in the future according to state government estimates.

#### Increased Services/Activities since Formation

Upon its formation, the MRC delivered only landfill disposal services to its member councils.

Since 1991, the MRC has increased its offering to member councils to include the community recycling and drop-off services that exist on site, at Tamala Park. These services are recognised as the second-busiest services in the state, servicing the neighbouring populations of the Cities of Joondalup and Wanneroo; two of Western Australia's three most populated local governments.

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 35

A renewable energy generation plant has been developed on site at Tamala Park since opening to transform the landfill gas produced in the landfill in to electricity which is then transferred to the main South West Interconnected Network, operated by Western Power. The Tamala Park system routinely generates 5MW of power; the largest of its kind in Western Australia.

In 2009, the RRF opened in land that had been acquired by the MRC since its formation, extending its original property portfolio. The RRF provided mixed general waste recycling services for organics materials, receiving 100,000 tonnes per annum of waste. The RRF is a highly automated production facility with no other comparable plant of its kind in Western Australia, whether local government or privately owned. The RRF was closed in September 2021, but is recognised as having the potential to operate as an organics recycling facility. The MRC is currently engaged in a Request for Tender (RFT) process to identify a suitable processing opportunity for its member councils' Food Organics and Garden Organics (FOGO) materials. The RRF is envisioned through the RFT process to be repurposed to process those materials. If successful, this could substantially increase the MRC's annual turnover and asset valuation.

#### New Strategic Community Plan

Council adopted a new Strategic Community Plan in April 2023, including both a new Vision and Mission to align with the State Government's objectives of sustainability and the circular economy.

*Our Vision: Collaborating for a regional Circular Economy*

*Our Mission: To deliver sustainable waste management options for members*

The MRC will achieve this through the following objectives:

1. Deliver best practice services
2. Position MRC to provide world class waste management options
3. Deliver best practice governance processes and structures

In alignment with the new SCP, a number of actions have been developed within the MRC's Corporate Business Plan to deliver upon the strategic objectives listed above.

#### Labour and Skills

More than nine of every ten councils in Australia currently face labour and skills shortages which are acting as a handbrake on local productivity. (*Local Government Workforce Skills and Capability Survey 2022*). Alongside the general issues shared with other local governments, the MRC is in direct competition with the commercial and industrial jobs market for staff, specifically the resource recovery and mining industries, given their similar operational natures. The organisation's inability to attract the skills necessary to progress has in the past and continues to impact upon the organisation's ability to deliver upon its strategic objectives.



MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 36

Other Regional Local Government Comparisons

A comparison with the Perth Metropolitan Area's other regional local governments can be found below, in Table 1:

<b>Council</b>	<b>Band</b>	<b>Services Delivered</b>	<b>Population Serviced (approx.)</b>	<b>Assets</b>	<b>Revenue</b>
<i>Catalina Regional Council (CRC)</i>	2	<i>Land Development</i>	0	\$27M	\$0.9M
<i>Eastern Metropolitan Regional Council (EMRC)</i>	2	<i>Waste Management</i>	290,000	\$207M	\$45M
<b>Mindarie Regional Council (MRC)</b>	<b>3</b>	<b>Waste Management</b>	<b>750,000</b>	<b>\$165M</b>	<b>\$39M</b>
<i>Resource Recovery Group (RRG)</i>	2	<i>Waste Management</i>	150,000	\$38M	\$19M
<i>Rivers Regional Council (RRC)</i>	3	<i>Waste Management</i>	440,000	\$0.35M	\$0.003M
<i>Western Metropolitan Regional Council (WMRC)</i>	4	<i>Waste Management</i>	45,000	\$1.5M	\$8M

*Table 1: Perth Metropolitan Area Regional Local Government Comparison*

The following comparative information taken from Table 1 provides a summary comparison of the MRC with other contemporary regional local governments:

- The MRC's substantial asset base of \$165 million, revenue of \$39 million and population of 750,000 far exceed that of the CRC, who operates at band 2.
- The EMRC services a substantially lesser population than the MRC (39%), but operates at band 2.
- The RRG services 150,000 residents (20% of the MRC), with a considerably lesser assets base (25%) and revenue (49%), whilst operating at band 2.
- MRC and RRC operate under the same band 3 classification. The MRC services a significantly larger population of 750,000 compared to RRC's 440,000 (70% greater). The Assets and Revenue figures illustrate a substantial disparity between the RRC's annual revenue, at \$0.03 million, and the MRC's, at \$39 million. The MRC's assets are assessed as \$165 million in contrast to RRC's \$0.35 million.

**CONSULTATION**

Guidance has been sought and received from the Department of Local Government, Sport and Cultural Industries on the process required to make an application for a banding reclassification.

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 37

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#### STATUTORY ENVIRONMENT

Salaries and Allowances Act 1975  
Part 5 Division 8 of the Local Government Act 1995

#### POLICY IMPLICATIONS

No immediate policy implications.

In 2025 Band 3 Councils will be required to Audio record council meetings and Band 2 Councils will be required to live stream Council meetings. All of the MRC member councils are either band 1 or 2 and currently live stream so MRC Councillors will be familiar with the process and the MRC does not envisage any major challenges.

#### FINANCIAL IMPLICATIONS

There is no financial impact relating to fees and allowances for MRC Councillors. The fees and allowances set by SAT in respect of Regional Councillors remain the same.

If successful, the MRC's upgrading to Band 2 would result in an increase in the banding available for CEO salaries. Any increase in salary would in future be considered by the CEO Recruitment and Performance Review Committee and Council will consider any committee recommendations at that time.

The 2023/24 budget has accounted for the cost of the Local Government Reform implications in terms of recording and/or live streaming of council meetings.

#### STRATEGIC IMPLICATIONS

STRATEGIC COMMUNITY PLAN 2023 – 2032
Strategic Objective 2 : Position MRC to provide world class waste management options
Strategic Objective 3 : Deliver best practice governance processes and structures

#### COMMENT

The Chief Executive Officer supports the proposal to lodge a submission to SAT to increase the classification from Band 3 to Band 2. The CEO considers that sufficient grounds exist to justify a Band 2 Local Government classification.

#### Summary

In 1991 the MRC was classed as a Band 3 Council; the Mindarie Regional District's population at that time was approximately 430,000. In 2023 its population is now approximately 750,000 strong; an increase of 74%. Substantial population growth is expected to continue within the district in to the future given the high number of land development projects currently ongoing and planned over the next ten to twenty-year period.

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 38

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The MRC originally consisted of the City of Perth, City of Stirling and the Shire of Wanneroo. Between 1991 and 1999 the Cities of Joondalup and Vincent and the Towns of Cambridge and Victoria Park joined the MRC.

Since its formation, given the increases in population serviced by the MRC, the diversity of services it delivers, the complexity of those services, and the magnitude of the assets it controls and manages, it is arguable that the MRC's band classification could have been challenged over the years; which mirrors the Council resolution from 06 July 2017.

When this is taken in to account alongside the comparison with the Perth Metropolitan Area's other regional local governments' magnitude and services delivered, there appears to be an even greater justification for the MRC's banding to be amended which would result in equitable treatment.

Any proposed application seeks, in the first instance, to ensure consistency with other regional local governments. However, reclassification also has the potential, in the medium term, to better allow the MRC to deliver upon its strategic objectives, by providing a more solid platform to access those skills which are necessary to deliver its Strategic Community Plan. This has arguably proven to be challenging for the MRC in the past due to the recruitment market for professionals with relevant operational and technical skills and experience, and may go some way to explaining the organisation's challenges in delivering upon its previous Strategic Community Plan.

The MRC would welcome an independent review by the State Administrative Tribunal.

#### **VOTING REQUIREMENT**

Simple Majority

#### **RESPONSIBLE OFFICER RECOMMENDATION**

**That Council:**

**Authorise the Chief Executive Officer to make a submission to the Salaries and Allowances Tribunal for the 2024 Determination requesting that the Mindarie Regional Council be upgraded from a Band 3 Local Government to a Band 2 Local Government.**

**Moved Cr Proud, seconded Cr Miles**

**RESOLVED**

**That the recommendation be adopted**

**(CARRIED 8/3)**

*For: Crs Castle, Dudek, Hatton, May, Miles, Ferrante, Proud, Wright*

*Against: Crs Cutler, Gobbert, Jacob*

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MNUTES  
30 NOVEMBER 2023

Page 39

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**10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 79**

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Members Information Bulletin Issue No. 79 be received.**

**Moved Cr Wright, seconded Cr Hatton**

**RESOLVED**

**That the recommendation be adopted**

(CARRIED UNANIMOUSLY 11/0)

*For: Crs Castle, Cutler, Dudek, Ferrante, Gobbert, Hatton, Jacob, May, Miles, Proud, Wright*

*Against: Nil*

**11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12 URGENT BUSINESS**

Nil

**13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**15 NEXT MEETING**

The next Ordinary Council meeting is to be held on Thursday 14 December 2023 at the City of Perth commencing at 6.30 pm.

**16 CLOSURE**

The Chair closed the meeting at 7.42 pm and thanked the Town of Victoria Park for their hospitality and use of their meeting facilities.

Signed .....Chair

Dated.....day of .....2023

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## MINUTES

### ORDINARY COUNCIL MEETING

TIME: 6.30 PM

14 DECEMBER 2023  
CITY OF PERTH

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*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

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 2

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**MINDARIE REGIONAL COUNCIL  
NOTICE OF MEETING**

9 December 2023

Councillors of the Mindarie Regional Council are advised that an Ordinary Meeting of the Council will be held at the City of Perth at 6.30 pm on 14 December 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 S Proud, JP (Stephanie) - Deputy Chair	City of Stirling
Cr A Jacob, JP (Albert)	City of Joondalup
Cr C May (Christopher)	City of Joondalup
Cr L Gobbert, JP (Liam)	City of Perth
Cr A Creado (Andrea)	City of Stirling
Cr J Ferrante (Joe)	City of Stirling
Cr C Hatton (Chris)	City of Stirling
Cr A Castle (Alex)	City of Vincent
Cr J Wright (Jordan)	City of Wanneroo
Cr G Mack (Gary)	Town of Cambridge
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.

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 3

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## CONTENTS

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....	4
2	ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE .....	4
3	DECLARATION OF INTERESTS .....	5
4	PUBLIC QUESTION TIME .....	5
5	ANNOUNCEMENT BY THE PRESIDING PERSON .....	5
6	APPLICATION FOR LEAVE OF ABSENCE .....	5
7	PETITIONS/DEPUTATIONS/PRESENTATIONS .....	5
8	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	
8.1	ORDINARY COUNCIL MEETING – 30 NOVEMBER 2023 .....	6
9	CHIEF EXECUTIVE OFFICER REPORTS .....	7
9.1	FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 NOVEMBER 2023 .....	7
9.2	LIST OF ACCOUNTS PAID – 30 NOVEMBER 2023 .....	11
9.3	SCOPING STUDY – MINDARIE REGIONAL COUNCIL AND CATALINA REGIONAL COUNCIL COLLABORATION OPPORTUNITIES .....	13
10	MEMBERS INFORMATION BULLETIN – ISSUE NO. 80 .....	17
11	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	17
12	URGENT BUSINESS .....	17
13	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....	17
14	MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC ..	17
15	NEXT MEETING .....	17
16	CLOSURE .....	17

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 4

## 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.32 pm

## 2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Cr S Proud, JP (Stephanie) Chair	City of Stirling
Cr C May (Christopher) <i>arrived 6.40 pm</i>	City of Joondalup
Cr L Gobbert, JP (Liam)	City of Perth
Cr C Hatton (Chris)	City of Stirling
Cr J Ferrante (Joe)	City of Stirling
Cr A Creado (Andrea)	City of Stirling
Cr A Castle (Alex)	City of Vincent
Cr J Wright (Jordan)	City of Wanneroo
Cr G Mack (Gary)	Town of Cambridge
Cr K Vernon (Karen)	Town of Victoria Park

### MRC Officers

Mr S Cairns (Chief Executive Officer)  
Ms A Arapovic (Executive Manager Corporate Services)  
Mr A Griffiths (Project and Procurement Manager)  
Ms D Toward (Executive Assistant)

### Apologies

Cr P Miles (Paul)	City of Wanneroo
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### Approved leave of absence

Cr A Jacob, JP (Albert)	City of Joondalup
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### 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

### Visitors:

Nil



MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 5

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<b>3</b>	<b>DECLARATION OF INTERESTS</b>
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Nil

<b>4</b>	<b>PUBLIC QUESTION TIME</b>
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Nil

<b>5</b>	<b>ANNOUNCEMENT BY THE PRESIDING PERSON</b>
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Nil

<b>6</b>	<b>APPLICATION FOR LEAVE OF ABSENCE</b>
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Nil

<b>7</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS</b>
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Nil

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 6

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<b>8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>
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**8.1 ORDINARY COUNCIL MEETING – 30 November 2023**

The Minutes of the Ordinary Council Meeting held on 30 November 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 30 November 2023 be confirmed as a true record of the proceedings.**

**Moved Cr Hatton, Seconded Cr Ferrante  
RESOLVED**

**That the recommendation be adopted  
(CARRIED UNANIMOUSLY 9/0)**

*For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Mack, Proud, Vernon, Wright  
Against: Nil*

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 7

---

<b>9 CHIEF EXECUTIVE OFFICER REPORTS</b>
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<b>9.1</b>	<b>FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 NOVEMBER 2023</b>
<b>Reference:</b>	<b>GF-23-000000019</b>
<b>Appendix(s):</b>	<b>Appendix No. 1</b>
<b>Date:</b>	<b>14 December 2023</b>
<b>Responsible Officer:</b>	<b>Executive Manager Corporate Services</b>

### SUMMARY

The purpose of this report is to provide Council with a set of financial reports in line with statutory requirements, which provides information on the financial performance of the Mindarie Regional Council (MRC).

### BACKGROUND

Financial Management Regulations 34 of the Local Government (Financial Management) Regulations 1996 defines reporting requirements.

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 Position
- Statement of Cash Flow
- Statement of Financial Activity
- Statement of Reserves
- Statement of Investing Activity
- Cash and Cash Equivalents and Schedule of Investments
- Tonnage Report

### DETAIL

The attached report provide an overview of the MRC's financial performance for the period ending 30 November 2023 and has been prepared in accordance with the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 and the Australian Accounting Standards. The report fairly represents, in all material respects, the results of the MRC's operations for the month being reported.

The Financial Report for the period ended 30 November 2023 is attached at **Appendix No. 1** to this Item. The Schedule of Investments and Tonnage Report up to 30 November 2023 are also contained within the Appendix No.1.

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 8

Summary of results for the year to date period ended 30 November 2023

	YTD Budget	YTD Actual	Variance
	t	t	t
Tonnes – Members	74,841	73,936	(906)
Tonnes – Others	10,224	9,539	(685)
<b>TOTAL TONNES</b>	<b>85,065</b>	<b>83,475</b>	<b>(1,591)</b>
	\$	\$	\$
Revenue – Fees & Charges	13,424,905	13,094,872	(330,033)
Revenue – Other	2,834,582	3,155,392	320,810
<b>TOTAL REVENUE</b>	<b>16,259,487</b>	<b>16,250,264</b>	<b>(9,223)</b>
EXPENSES	(13,693,976)	(13,394,271)	299,705
<b>NET SURPLUS</b>	<b>2,565,511</b>	<b>2,855,993</b>	<b>290,482</b>

Mindarie Regional Council's financial result for the period ending 30 November 2023 reflects its performance from 1 July 2023 to 30 November 2023. Council's operations have been conducted in line with the adopted budget. As per the MRC's 2023/2024 budget approved at the OCM 13 July 2023 and in line with materiality adopted by the Council, variances below \$50k do not attract comments.

MRC's net result for the year to date period was a profit of \$2.8m with a favourable variance of 11% or \$290k. This positive variance is a direct result of combined effects of actual revenue of \$8k and expenditure of \$300k, both being under budget.

**REVENUE**

**Fees and Charges**

This revenue from Fees and Charges resulted in an unfavourable variance of \$330k at the end of November. Explanations for major contributing factors are as follows:

- Member council tonnage aligned closely to budget at (1.6%), 906 tonnes behind budget year to date. Tonnage of 73,936 tonnes is in line with the tonnage at the same time last year of 73,741 tonnes.

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 9

- Casual and Trade customers' fees show a negative variance of \$154k resulting from 685 fewer tonnes delivered to date.
- The timing of trade discount contracts has affected the casual and trade customers' variance. One of the MRC trade discount parties signed up for the trade discount at the beginning of the year, while the other party signed up only recently.

#### **Interest Earnings**

Interest earning is \$321k above budget. There has been one increase in the RBA cash rate since the start of July 2023, which occurred in November. The RBA Cash Rate has moved from 4.10% to 4.35%. The current investment portfolio has a weighted average expected interest rate of 4.70%. As term deposits mature, MRC has and will continue to secure improved rates on new term deposits, improving interest returns.

#### **EXPENDITURE**

##### **Materials and Contracts**

Materials and Contracts expenditure are \$215k below budget and predominantly affected by DWER landfill levy being \$226k below budget. DWER landfill levy is payable to the Department of Water and Environment Regulation and has a direct relationship to tonnage collected. Due to reasons mentioned under fees and charges, the tonnage is lower and therefore so is the levy paid.

#### **STATEMENT OF FINANCIAL POSITION**

- End of November the MRC's cash position is solid due to collection of fees and charges and positive earnings from the investments. Capital expenditure timing changes and increases to the RBA rate have improved both the rate of investments and the amount reinvested.
- Trade payables reduction contributed towards \$1.2m decrease in current liabilities.

#### **Capital Expenditure**

During the five-month period ended on 30 November 2023, the following significant events / activities have taken place with respect to MRC's capital expenditure.

- \$1.8m Leachate processing infrastructure project planned to be delivered next financial year
- \$3.5m installation of Piggy Back liner has had the initial design complete and processing into detailed design.
- \$3.5m capping and revegetation design is now complete. The tender phase started and will end in January 2024.
- The three building projects totalling \$310k are to commence in the first half of 2024.
- Replacement of skid steer loader \$175k and roller \$245k are both in the procurement phase with the tender due to close 20th December.

#### **STATUTORY IMPLICATIONS**

Section 6.4 of the Local Government Act 1995 and regulation 34(1) of the Local Government (Financial Management) Regulations 1996.

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 10

---

**VOTING REQUIREMENT**

Simple Majority

**RESPONSIBLE OFFICER RECOMMENDATION**

**That Council:**

**Receive the Financial Statements set out in Appendix No. 1 for the month ended 30 November 2023.**

**Moved Cr Vernon, Seconded Cr Creado**

**RESOLVED**

**That the recommendation be adopted**

**(CARRIED UNANIMOUSLY 9/0)**

*For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Mack, Proud, Vernon, Wright*

*Against: Nil*

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 11

9.2 LIST OF ACCOUNTS PAID – 30 NOVEMBER 2023	
File No:	GF-23-000019
Appendix(s):	Appendix No. 2
Date:	14 December 2023
Responsible Officer:	Executive Manager Corporate Services

#### SUMMARY

The purpose of this report is to provide details of payments made during the period 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.

#### DETAILS

In accordance with section 13(1) of the Local Government Financial Management Regulations 1996, Council has delegated to the Chief Executive Officer (CEO) the exercise of its power to make payments from its Municipal and Trust Funds. A list of accounts paid by the CEO is to be prepared each month (Fin Reg 13(2)) and be presented to the next Ordinary Council Meeting following such payments (Fin Reg 13(3)). The lists of accounts paid for the month ended 30 November 2023 is attached at **Appendix 2** to this Item.

A new regulation 13A has been added to the Local Government Financial Management Regulations 1996 to increase transparency and accountability in local government through greater oversight of incidental spending. Regulation covers purchasing cards such as Bunnings and Fuel cards issued by local government to their employees. Under the new regulation, a transaction listing is included for the MRC's fuel cards and Bunnings Power Pass cards.

Month Ended	Account	Vouchers	Amount
30 November 2023	General Municipal	Cheques	\$1,604.01
		EFT	\$1,001,275.37
		DP	\$10,609,024.74
		Inter account transfers	-
		<b>Total</b>	<b>\$11,611,904.12</b>

#### STATUTORY IMPLICATIONS

Regulation 13 of the Local Government (Financial Management) Regulations 1996

#### FINANCIAL IMPLICATIONS

Nil

#### VOTING REQUIREMENT

Simple Majority

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 12

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#### RESPONSIBLE OFFICER RECOMMENDATION

**That Council resolve to:**

**Note the list of accounts paid under delegated authority to the Chief Executive Officer for November 2023, in accordance with regulation 13(1) of the Local Government (Financial Management) Regulation 1996.**

**Moved Cr Vernon, Seconded Cr Creado**

**RESOLVED**

**That the recommendation be adopted**

**(CARRIED UNANIMOUSLY 9/0)**

*For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Mack, Proud, Vernon, Wright*

*Against: Nil*



MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 13

---

9.3	SCOPING STUDY – MINDARIE REGIONAL COUNCIL AND CATALINA REGIONAL COUNCIL COLLABORATION OPPORTUNITIES
File No:	GF-22-0000072
Appendices:	Appendix 3
Date:	08 December 2023
Responsible Officer:	Chief Executive Officer

#### SUMMARY

This report provides Council the opportunity to consider the outcome of an independent study undertaken by Learning Horizons on the findings of a Scoping Study into collaboration opportunities between the Mindarie Regional Council (MRC) and Catalina Regional Council (CRC) and provide direction as to any next steps required.

#### BACKGROUND

At its 13 July 2023 Ordinary Council Meeting, the Council considered a report on the potential to explore collaboration opportunities between the MRC and CRC (Note: At the time of the report CRC was known as the Tamala Park Regional Council, but has since been renamed the CRC). At that meeting the Council resolved to:

*APPROVE the co-funding of a Scoping Study with Tamala Park Regional Council that explores options, opportunities, risks, costs and impediments for potential greater collaboration and/or resource sharing between the two entities.*

At its meeting on 22 June 2023 the TPRC considered a similar report and also resolved to support undertaking the scoping study.

Subsequent to these resolutions, quotes were sought from three management consultancy firms which had experience in local government matters. Two quotes were received with the third consultancy firm electing not to quote on the project as they did not have the resources available to meet the project timelines. An assessment of the quotes was undertaken by MRC and CRC staff and Learning Horizons was selected to undertake the work on behalf of the two organisations. Learning Horizons has completed its study and provided a report to both the MRC and CRC administrations.

#### DETAIL

The Scoping Study brief required the consultant to consider:

- Options for future collaboration and/or resource sharing between the MRC and CRC;
  - Opportunities and Risks associated with each option; and
  - Process and timeframes that would be required (including legal, financial, etc.) to implement preferred/recommended option/s.
-

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 14

The methodology deployed by Learning Horizons included:

- Reviewing relevant documentation provided by the CRC and MRC;
- Exploring options for future collaboration between the CRC and MRC; and
- Extensive key stakeholder consultation, including interviews and discussions with:
  - Chairpersons (both);
  - Deputy Chairpersons (both);
  - Selected Councillors;
  - Selection of Mayors and CEOs of member councils;
  - MRC CEO;
  - CRC CEO; and
  - Executives of both the MRC and CRC.

The options that were explored by Learning Horizons included:

1. Merger into one regional Council.
2. Sell remaining land, except the landfill site buffer zone, and gift the buffer to the MRC.
3. Remain as is - conduct all business within a member Council utilising that Council's workforce.
4. Remain as is, with greater sharing of some resources between CRC and MRC.
5. Maintain existing organisations (status quo).

For each option, high level consideration was given to the issues of:

- Benefits;
- Risks;
- Efficiency/Effectiveness/Gains; and
- Process/Timelines.

Learning Horizons noted that:

*"Whilst each member Council holds differing views, all appreciated that the current governance structures were overly complex which could not be addressed given the current legislation and structures of the regional council model".*

The consultant has advised that Option 2, member councils to sell the remaining undeveloped CRC land and gift the adjacent buffer zone to the MRC, as the preferred option. Should that option not proceed Learning Horizons has recommended that Option 1, a merger of both current organisations into one regional council, should be explored.

#### **CONSULTATION**

Learning Horizons consulted with a number of councillors and employees across the MRC, CRC and member councils during the development, delivery and completion of the Scoping Study report.

#### **STATUTORY ENVIRONMENT**

Nil.

#### **POLICY IMPLICATIONS**

Nil.

MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 15

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#### FINANCIAL IMPLICATIONS

Council previously endorsed a maximum spend of \$50k for any Scoping Study, to be shared on a 50:50 basis with Learning Horizons. Total costs for the study reached \$16K.

Any future costs associated with a potential combined workshop are covered in the 2023/24 budget.

#### STRATEGIC IMPLICATIONS

STRATEGIC COMMUNITY PLAN 2023 – 2032
Strategic Objective 3 : Deliver best practice governance processes and structures

#### COMMENT

Given that the MRC and CRC manage land that is directly adjacent to each other and owned by the same member councils, there is arguably sense in considering options for closer alignment between the LGAs, the realisation of which previously precipitated the Scoping Study that has been undertaken.

While some direction has been obtained from the Study, both the MRC and CRC administrations agree that the report is not definitive as to what steps and processes should be undertaken to progress this matter.

The impact on the MRC of CRC's operations and activities has and continues to be minimal. However, given CRC's apparent continual high number of land sales, and therefore potentially shortening operational life, member councils may wish to find a short to medium term strategy for the management of the buffer zone which impacts both organisations but which is currently managed by CRC.

Both administrations expect there to be a range of views across the two stakeholder groups. This, allied to the associated complexities that may be forthcoming from a legislative and process perspective make it difficult to identify a common way forward for both regional councils at this time.

To provide greater clarity, and in attempt to define what alignment there may be between both councils, it is recommended that the next step in this process should be to hold further discussions between the MRC and CRC Councils together in a combined workshop.

#### VOTING REQUIREMENT

Simple Majority

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 16

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#### RESPONSIBLE OFFICER RECOMMENDATION

That Council resolves to:

1. Receive the Scoping Study Report (Oct 2023) prepared by Learning Horizons Pty Ltd on collaboration opportunities that may exist between the Catalina Regional Council and the Mindarie Regional Council.
2. HOLD a joint strategic planning session with Catalina Regional Council in January/February 2024 to explore potential collaboration opportunities/actions that are recommended in the report.

Moved Cr Ferrante, seconded Cr Creado

*Cr May entered the chambers at 6.40 pm*

#### PROPOSED AMENDMENT

Moved Cr Ferrante, seconded Cr Creado

That the administration seek high level advice as to the legislative and legal implications and impediments to consider for merger and with the transfer of the buffer and limitations under respective establishment agreements.

#### Reasons:

Legal Advice will assist with future workshop discussions.

(CARRIED UNANIMOUSLY 10/0)

*For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Mack, May, Proud, Vernon, Wright*  
*Against: Nil*

#### SUBSTANTIVE MOTION AS AMENDED:

That Council resolves to:

1. Receive the Scoping Study Report (Oct 2023) prepared by Learning Horizons Pty Ltd on collaboration opportunities that may exist between the Catalina Regional Council and the Mindarie Regional Council.
2. Hold a joint strategic planning session with Catalina Regional Council in January/February 2024 to explore potential collaboration opportunities/actions that are recommended in the report.
3. That the administration seek high level advice as to the legislative and legal implications and impediments to consider for merger and with the transfer of the buffer and limitations under respective establishment agreements.

(CARRIED UNANIMOUSLY 10/0)

*For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Mack, May, Proud, Vernon, Wright*  
*Against: Nil*

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MINDARIE REGIONAL COUNCIL  
ORDINARY COUNCIL MEETING MINUTES  
14 December 2023

Page 17

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**10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 80**

**RESPONSIBLE OFFICER RECOMMENDATION**

**That the Members Information Bulletin Issue No. 80 be received.**

**Moved Cr Wright, Seconded Cr Gobbert**

**RESOLVED**

**That the recommendation be adopted**

(CARRIED UNANIMOUSLY 10/0)

*For: Crs Castle, Creado, Ferrante, Gobbert, Hatton, Mack, May, Proud, Vernon, Wright*

*Against: Nil*

**11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12 URGENT BUSINESS**

Nil

**13 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

Nil

**14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC**

Nil

**15 NEXT MEETING**

The next Ordinary Council meeting is to be held on Thursday 29 February 2024 at the City of Joondalup commencing at 6.30 pm.

**16 CLOSURE**

The Chair closed the meeting at 7.14 pm and thanked the City of Perth for their hospitality and use of their meeting facilities.

Signed .....Chair

Dated.....day of .....2024

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## Ordinary Meeting of Council

Thursday 7 December 2023

# MINUTES

**City of Stirling**  
**25 Cedric Street, Stirling WA, 6021**

*Constituent Members:*  
*Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo*  
*Towns of Cambridge and Victoria Park*

## Minutes CRC Council Meeting – 7 December 2023

## TABLE OF CONTENTS

MEMBERSHIP .....	4
1. OFFICIAL OPENING.....	6
2. APOLOGIES AND LEAVE OF ABSENCE.....	6
3. DISCLOSURE OF INTERESTS .....	6
4. PUBLIC STATEMENT/QUESTION TIME.....	6
5. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION).....	6
6. PETITIONS .....	6
7. CONFIRMATION OF MINUTES.....	6
8. ADMINISTRATION REPORTS AS PRESENTED .....	7
8.1 BUSINESS REPORT – PERIOD ENDING 31 OCTOBER 2023.....	7
8.2 PROJECT FINANCIAL REPORT – SEPTEMBER 2023.....	7
8.3 STATEMENT OF FINANCIAL ACTIVITY FOR OCTOBER 2023.....	7
8.4 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR OCTOBER 2023 .....	7
8.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 31 OCTOBER 2023.....	8
8.6 ANNUAL REPORT FOR YEAR ENDING 30 JUNE 2023 .....	8
8.7 COUNCIL MEETING SCHEDULE 2024.....	8
8.8 PROJECT BUDGET FYE 2024 – MID YEAR REVIEW .....	9
8.9 LIVE STREAMING OF COUNCIL MEETINGS.....	9
8.10 SCOPING STUDY – CRC AND MRC COLLABORATION OPPORTUNITIES.....	10
8.11 REVIEW OF CODE OF CONDUCT FOR ELECTED MEMBERS, COMMITTEE MEMBERS AND CANDIDATES.....	10
8.12 POTENTIAL ENVIRONMENTAL, SOCIAL AND GOVERNANCE INITIATIVES IN CATALINA GREEN.....	11
8.13 DEPOSIT REQUIREMENTS FOR THE SALE OF LAND IN CATALINA GREEN.....	11
8.14 REVISED RESIDENTIAL DESIGN GUIDELINES – CATALINA BEACH & CATALINA GREEN .....	12
9. COMMITTEE REPORTS.....	12
9.1 REVIEW OF DELEGATION OF AUTHORITY REGISTER.....	12
9.2 REVIEW OF PAYMENT OF ACCOUNTS POLICY .....	12
9.3 REVIEW OF FRAUD AND CORRUPTION POLICY.....	13
10. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN .....	13
11. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN .....	13
12. URGENT BUSINESS APPROVED BY THE CHAIR.....	13
13. GENERAL BUSINESS .....	13

---

**Minutes CRC Council Meeting – 7 December 2023**

---

14. DECISION TO MOVE INTO CONFIDENTIAL SESSION.....	13
14.1 MINDARIE REGIONAL COUNCIL LANDFILL SITE MONITORING UPDATE .....	14
14.2 REVIEW OF THE TPRC RISK MANAGEMENT FRAMEWORK.....	15
14.3 CATALINA CENTRAL COMMERCIAL SITE (LOT 800 AVIATOR BOULEVARD) – DEVELOPMENT UPDATE .....	15
14. FORMAL CLOSURE OF MEETING .....	16



## Minutes CRC Council Meeting – 7 December 2023

---

**MEMBERSHIP**

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Jane Cutler	Cr Michael Le Page
City of Joondalup	Cr John Chester Cr Lewis Hutton	Cr Russ Fishwick Cr Phillip Vinciullo
City of Perth	Cr Brent Fleeton	Cr Viktor Ko
City of Stirling	Cr Tony Krsticevic Cr Suzanne Migdale Cr David Lagan Cr Karlo Perkovic	Cr Teresa Olow Cr Rob Paparde
Town of Victoria Park	Cr Claire Anderson	Cr Bronwyn Ife
City of Vincent	Cr Ashley Wallace	Cr Suzanne Worner
City of Wanneroo	Cr Helen Berry Cr Sonet Coetzee	Cr Phil Bedworth Cr Vinh Nguyen

## Minutes CRC Council Meeting – 7 December 2023

---

**PRESENT**

<b>Councillors</b>	Cr Claire Anderson Cr John Chester Cr Sonet Coetzee Cr Jane Cutler Cr Lewis Hutton Cr Tony Krsticevic Cr David Lagan Cr Suzanne Migdale Cr Karlo Perkov
<b>Alternate Members</b>	Cr Phil Bedworth
<b>Staff</b>	Mr Chris Adams (Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Mr Daniel Govus (Senior Governance Advisor – City of Stirling)
<b>Apologies Councillors</b>	Cr Brent Fleeton
<b>Leave of Absence</b>	Nil
<b>Absent</b>	Cr Ashley Wallace
<b>Consultants</b>	Mr Alan Abel (Satterley Property Group) Mr Drew Tomkins (Satterley Property Group)
<b>Apologies Participant Councils' Advisers</b>	Mr David MacLennan (City of Vincent) Mr James Pearson (City of Joondalup) Ms Michelle Reynolds (City of Perth) Mr Stevan Rodic (City of Stirling) Mr Gary Tuffin (Town of Cambridge) Mr Anthony Vuleta (Town of Victoria Park)
<b>In Attendance Participant Councils' Advisers</b>	Mr Bill Parker (City of Wanneroo) Mr Mark Dickson (City of Wanneroo)
<b>Members of the Public</b>	Nil
<b>Press</b>	Nil

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Minutes CRC Council Meeting – 7 December 2023

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**1. OFFICIAL OPENING**

The Chair declared the meeting open at 6:02pm.

**2. APOLOGIES AND LEAVE OF ABSENCE**

**Apologies:** Cr Helen Berry (*Cr Phil Bedworth present as alternate*)  
Cr Brent Fleeton

**3. DISCLOSURE OF INTERESTS**

Nil

**4. PUBLIC STATEMENT/QUESTION TIME**

Nil

**5. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)**

Nil

**6. PETITIONS**

Nil

**7. CONFIRMATION OF MINUTES**

Moved Cr Perkov, Seconded Cr Cutler.

**That the minutes of the Ordinary Meeting of Council held 19 October 2023 and the Special Meeting of Council held 16 November 2023 be CONFIRMED as true and accurate records of proceedings.**

The Motion was put and declared CARRIED (10/0).

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

## Minutes CRC Council Meeting – 7 December 2023

---

**8. ADMINISTRATION REPORTS AS PRESENTED****8.1 BUSINESS REPORT – PERIOD ENDING 31 OCTOBER 2023**

Moved Cr Chester, Seconded Cr Migdale.

**That the Council RECEIVES the Business Report for the period ending 31 October 2023.**

The Motion was put and declared CARRIED (10/0).

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

**8.2 PROJECT FINANCIAL REPORT – SEPTEMBER 2023**

Moved Cr Migdale, Seconded Cr Lagan.

**That the Council RECEIVES the Project Financial Report (September 2023) submitted by the Satterley Property Group.**

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

**8.3 STATEMENT OF FINANCIAL ACTIVITY FOR OCTOBER 2023**

Moved Cr Migdale, Seconded Cr Lagan.

**That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 31 October 2023.**

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

**8.4 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR OCTOBER 2023**

Moved Cr Migdale, Seconded Cr Lagan.

**That the Council:**

- 1. RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for October 2023:**

**October 2023 - \$2,212,908.45**

- 2. APPROVES the Credit Card Statement for October 2023.**

## Minutes CRC Council Meeting – 7 December 2023

---

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

### 8.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 31 OCTOBER 2023

Moved Cr Chester, Seconded Cr Migdale.

**That the Council RECEIVES the Sales and Settlement Report for the period ending 31 October 2023.**

The Motion was put and declared CARRIED (10/0).

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

### 8.6 ANNUAL REPORT FOR YEAR ENDING 30 JUNE 2023

Moved Cr Migdale, Seconded Cr Perkov.

**That the Council ADOPTS the Annual Report of the Catalina Regional Council for the FYE 2023.**

The Motion was put and declared CARRIED (10/0) by ABSOLUTE MAJORITY.

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

### 8.7 COUNCIL MEETING SCHEDULE 2024

Moved Cr Lagan, Seconded Cr Migdale.

**That the Council:**

**1. ADOPT the CRC Ordinary Council Meetings for 2024 as follows:**

- |   |                  |                  |           |
|---|------------------|------------------|-----------|
| • | 15 February 2024 | City of Stirling | 6pm start |
| • | 18 April 2024    | Zoom meeting     | 6pm start |
| • | 20 June 2024     | City of Stirling | 6pm start |
| • | 15 August 2024   | Zoom meeting     | 6pm start |
| • | 17 October 2024  | City of Stirling | 6pm start |
| • | 5 December 2024  | Zoom meeting     | 6pm start |

**2. HOST CRC Strategy and Project Advisory Meetings noting that:**

- The Advisory Meetings are not formal meetings of the CRC under the provisions of S5.8 of the *Local Government Act 1995*.

## Minutes CRC Council Meeting – 7 December 2023

- 
- The intent/purpose of the Advisory Meetings is to:
    - Receive updates on key project matters including the development of special sites, land access and approval matters, land, and housing market conditions and/or other matters of relevance to the strategic direction of the CRC.
    - Workshop strategies/options related to land release, staging and development of the CRC land estate.
    - Review opportunities for innovation and best practice in line with the CRC's Strategic Community Plan Objectives of Built Environment, Natural Environment, Social Development, Economic Development and Governance and Corporate Accountability.
  - All CRC Councillors are invited to attend Advisory Meetings.
  - The CRC Strategy and Advisory meetings will have no Delegated Authority to make any decision/s on behalf of the CRC Council.
3. Hold CRC Strategy and Project Advisory Meetings on the following dates:
- |                     |                  |           |
|---------------------|------------------|-----------|
| • 1 February 2024   | CRC Sales Office | 6pm start |
| • 21 March 2024     | City of Stirling | 6pm start |
| • 16 May 2024       | City of Stirling | 6pm start |
| • 18 July 2024      | City of Stirling | 6pm start |
| • 19 September 2024 | City of Stirling | 6pm start |
| • 21 November 2024  | City of Stirling | 6pm start |

The Motion was put and declared CARRIED (10/0).

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

## 8.8 PROJECT BUDGET FYE 2024 – MID YEAR REVIEW

Moved Cr Migdale, Seconded Cr Cutler.

**That the Council ADOPTS the Mid-Year Project Budget FYE 2023 Review (as contained in the Attachments) and uses it as the basis for financial planning, including for the statutory Mid-Year CRC Budget FYE 2024 Review.**

The Motion was put and declared CARRIED (10/0) by ABSOLUTE MAJORITY.

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

## 8.9 LIVE STREAMING OF COUNCIL MEETINGS

Moved Cr Migdale, Seconded Cr Lagan.

**That the Council DEFERS the live streaming of its meetings until January 2025.**

## Minutes CRC Council Meeting – 7 December 2023

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The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

#### 8.10 SCOPING STUDY – CRC AND MRC COLLABORATION OPPORTUNITIES

Moved Cr Migdale, Seconded Cr Lagan.

**That the Council:**

1. **NOTE the findings of the Scoping Study Report (Oct 2023) prepared by Learning Horizons Pty Ltd on collaboration opportunities that may exist between the Catalina Regional Council and the Mindarie Regional Council.**
2. **HOLD a joint strategic planning session with the Mindarie Regional Council in January/February 2024 to explore potential collaboration opportunities/actions that are recommended in the report.**

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

#### 8.11 REVIEW OF CODE OF CONDUCT FOR ELECTED MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Moved Cr Migdale, Seconded Cr Lagan.

**That the Council APPROVES:**

1. **The Code of Conduct for Elected Members, Committee Members and Candidates for 2023; and**
2. **The Complaint About Alleged Breach Form; Code of Conduct for Elected Members, Committee Members and Candidates.**

The Motion was put and declared CARRIED (10/0) by ABSOLUTE MAJORITY.

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

## Minutes CRC Council Meeting – 7 December 2023

**8.12 POTENTIAL ENVIRONMENTAL, SOCIAL AND GOVERNANCE INITIATIVES IN CATALINA GREEN**

Moved Cr Chester, Seconded Cr Perkov.

**That the Council SUPPORTS further investigation and potential implementation of the following ESG initiatives that have been identified as having high ESG outcome and relatively low effort (time and resources) in Catalina Green:**

- 1. Alternate pavement methods**
- 2. Energy management devices with solar PV**
- 3. Communal battery**
- 4. Recycling of construction waste**
- 5. Recycling materials in roadworks**
- 6. Public EV charging systems**
- 7. Use of cleared vegetation for landscaping**
- 8. 'Green' site offices**

The Motion was put and declared CARRIED (10/0).

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

**8.13 DEPOSIT REQUIREMENTS FOR THE SALE OF LAND IN CATALINA GREEN**

[The recommendation in the agenda]

That the Council:

- 1. APPROVES an amendment to the approved Purchaser Terms and Conditions for the sale of lots in Catalina Green to increase the deposit requirement to \$5,000/lot.**
- 2. REQUIRES the Satterley Property Group to review the deposit requirement for the sale of lots in Catalina Green as part of the required review of Purchaser Terms, Conditions, and Incentives for Catalina to be presented to Council for consideration in August 2024.**

Moved Cr Chester, Seconded Cr Migdale.

- 1. APPROVES an amendment to the approved Purchaser Terms and Conditions for the sale of lots in Catalina Green to increase the deposit requirement to \$5,000/lot for all purchasers, with the exception of bona fide first home purchasers for whom the deposit requirement will remain at \$2,000/lot.**
- 2. REQUIRES the Satterley Property Group to review the deposit requirement for the sale of lots in Catalina Green as part of the required review of Purchaser Terms, Conditions, and Incentives for Catalina to be presented to Council for consideration in August 2024.**



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Minutes CRC Council Meeting – 7 December 2023

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The Motion was put and declared CARRIED (10/0).

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

#### **8.14 REVISED RESIDENTIAL DESIGN GUIDELINES – CATALINA BEACH & CATALINA GREEN**

Moved Cr Migdale, Seconded Cr Lagan.

**That the Council APPROVES:**

- 1. The revised Catalina Beach (West) Design Guidelines (November 2023); and**
- 2. The Catalina Green Stage 36 Cottage Lot Design Guidelines (November 2023).**

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

### **9. COMMITTEE REPORTS**

#### **AUDIT AND RISK COMMITTEE (7 DECEMBER 2023)**

##### **9.1 REVIEW OF DELEGATION OF AUTHORITY REGISTER**

Moved Cr Migdale, Seconded Cr Perkov.

**That the Council APPROVES the amended Delegation of Authority Register (November 2023).**

The Motion was put and declared CARRIED (10/0) by ABSOLUTE MAJORITY.

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

##### **9.2 REVIEW OF PAYMENT OF ACCOUNTS POLICY**

Moved Cr Migdale, Seconded Cr Perkov.

**That the Council APPROVES the Payment of Accounts Policy (November 2023).**

The Motion was put and declared CARRIED (10/0) by ABSOLUTE MAJORITY.

## Minutes CRC Council Meeting – 7 December 2023

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**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

### 9.3 REVIEW OF FRAUD AND CORRUPTION POLICY

#### Audit and Risk Committee Recommendation

Moved Cr Perkov, Seconded Cr Krsticevic.

That the Council DELETES the Fraud and Corruption Policy (November 2023).

The Motion was put and declared CARRIED (4/0).

Moved Cr Anderson, Seconded Cr Migdale.

**That the Council ADOPTS the Fraud and Corruption Prevention Policy (December 2023) as contained in Appendix 9.3.**

The Motion was put and declared CARRIED (10/0).

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

### 10. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

### 11. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

### 12. URGENT BUSINESS APPROVED BY THE CHAIR

Nil

### 13. GENERAL BUSINESS

Nil

### 14. DECISION TO MOVE INTO CONFIDENTIAL SESSION

Moved Cr Cutler, Seconded Cr Migdale.

**That:**

## Minutes CRC Council Meeting – 7 December 2023

- 
1. Item 14.1 – MINDARIE REGIONAL COUNCIL LANDFILL SITE MONITORING UPDATE be CONSIDERED Behind Closed Doors in accordance with Sections 5.23(2)(d) and (e) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:
    - d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and*
    - e) *a matter if disclosed would reveal –*
      - i. *a trade secret*
  2. Item 14.2 – REVIEW OF CRC RISK MANAGEMENT FRAMEWORK be CONSIDERED Behind Closed Doors in accordance with Sections 5.23(2)(c) and (e) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:
    - c) *A contract entered into, or which may be entered into, by the CRC and which relates to a matter to be discussed at a meeting (section 5.23(2)(c)); and*
    - e) *A matter that if disclosed, would reveal –*
      - i. *Information that has a commercial value to a person; or*
      - ii. *Information about the business, professional, commercial, or financial affairs of a person where the information is held by, or is about, a person other than the CRC (section 5.23(2)(e)).*
  3. Item 14.3 – CATALINA CENTRAL COMMERCIAL SITE be CONSIDERED Behind Closed Doors in accordance with Sections 5.23 (2)(c) and (e) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:
    - c) *A contract entered into, or which may be entered into, by the CRC and which relates to a matter to be discussed at a meeting (section 5.23(2)(c)); and*
    - e) *A matter that if disclosed, would reveal –*
      - i. *Information that has a commercial value to a person; or*
      - ii. *Information about the business, professional, commercial, or financial affairs of a person where the information is held by, or is about, a person other than the CRC (section 5.23(2)(e)).*

The Motion was put and declared CARRIED (10/0).

At 6:47pm the meeting was closed to the public, and all attendees who were not required left the meeting prior to consideration of Item 14.1.

#### 14.1 MINDARIE REGIONAL COUNCIL LANDFILL SITE MONITORING UPDATE

Moved Cr Migdale, Seconded Cr Anderson.

**That the Council:**

## Minutes CRC Council Meeting – 7 December 2023

- 
1. **PROCEEDS** with the confidential recommendation as outlined in the Confidential Agenda.
  2. **RESOLVES** that this report, attachments and resolution remain confidential in accordance with section 5.23(2)(c) and (e) of the Local Government Act 1995.

The Motion was put and declared CARRIED (10/0).

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

#### 14.2 REVIEW OF THE TPRC RISK MANAGEMENT FRAMEWORK

Moved Cr Migdale, Seconded Cr Anderson.

**That the Council:**

1. **PROCEEDS** with the confidential recommendation as outlined in the Confidential Agenda.
2. **RESOLVES** that this report, attachments and resolution remain confidential in accordance with section 5.23(2)(c) and (e) of the Local Government Act 1995.

The Motion was put and declared CARRIED (10/0).

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

#### 14.3 CATALINA CENTRAL COMMERCIAL SITE (LOT 800 AVIATOR BOULEVARD) – DEVELOPMENT UPDATE

Moved Cr Migdale, Seconded Cr Anderson.

**That the Council:**

1. **PROCEEDS** with the confidential recommendation as outlined in the Confidential Agenda.
2. **RESOLVES** that this report, attachments and resolution remain confidential in accordance with section 5.23(2)(c) and (e) of the Local Government Act 1995.

The Motion was put and declared CARRIED (10/0).

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

Moved Cr Lagan, Seconded Cr Cutler.

**That the meeting be REOPENED to the public.**

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Minutes CRC Council Meeting – 7 December 2023

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The Motion was put and declared CARRIED (10/0).

**For:** Councillors Anderson, Bedworth, Chester, Coetzee, Cutler, Hutton, Krsticevic, Lagan, Migdale, and Perkov.

**Against:** Nil.

At 6:48pm the meeting was reopened to the public.

#### **14. FORMAL CLOSURE OF MEETING**

The Chair declared the meeting closed at 6:49pm.



## **Special Meeting of Council**

Wednesday 20 December 2023

# **MINUTES**

### **Online Zoom Meeting**

*Constituent Members:  
Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo  
Towns of Cambridge and Victoria Park*

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Minutes CRC Special Meeting of Council – 20 December 2023

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**TABLE OF CONTENTS**

MEMBERSHIP .....	3
1. OFFICIAL OPENING .....	5
2. APOLOGIES AND LEAVE OF ABSENCE.....	5
3. DISCLOSURE OF INTERESTS .....	5
4. PUBLIC STATEMENT/QUESTION TIME.....	5
5. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION) .....	5
6. PETITIONS.....	5
7. ADMINISTRATION REPORTS AS PRESENTED .....	5
7.1 STATEMENT OF FINANCIAL ACTIVITY FOR NOVEMBER 2023.....	5
7.2 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR NOVEMBER 2023.....	5
8. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN .....	6
9. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAVE BEEN GIVEN .....	6
10. URGENT BUSINESS APPROVED BY THE CHAIR.....	6
11. GENERAL BUSINESS .....	6
12. FORMAL CLOSURE OF MEETING .....	6

## Minutes CRC Special Meeting of Council – 20 December 2023

**MEMBERSHIP**

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Jane Cutler	Cr Michael Le Page
City of Joondalup	Cr John Chester Cr Lewis Hutton	Cr Russ Fishwick Cr Phillip Vinciullo
City of Perth	Cr Brent Fleeton	Cr Viktor Ko
City of Stirling	Cr Tony Krsticevic (CHAIR) Cr Suzanne Migdale (DEPUTY CHAIR) Cr David Lagan Cr Karlo Perkovic	Cr Teresa Olow Cr Rob Papparde
Town of Victoria Park	Cr Claire Anderson	Cr Bronwyn Iffe
City of Vincent	Cr Ashley Wallace	Cr Suzanne Worner
City of Wanneroo	Cr Helen Berry Cr Sonet Coetzee	Cr Phil Bedworth



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Minutes CRC Special Meeting of Council – 20 December 2023

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**PRESENT**

<b>Chair</b>	Cr Tony Krsticevic
<b>Deputy Chair</b>	Cr Suzanne Migdale
<b>Councillors</b>	Cr John Chester Cr Sonet Coetzee Cr Jane Cutler Cr David Lagan Cr Karlo Perkovic
<b>Alternate Members</b>	Nil
<b>Staff</b>	Mr Chris Adams (Chief Executive Officer) Ms Vickie Wesolowski (Executive Assistant/Office Manager) Mr Daniel Govus (Senior Governance Officer – City of Stirling)
<b>Apologies Councillors</b>	Cr Claire Anderson Cr Helen Berry Cr Brent Fleeton
<b>Leave of Absence</b>	Nil
<b>Absent</b>	Cr Lewis Hutton Cr Ashley Wallace
<b>Consultants</b>	Nil
<b>Apologies Participant Councils' Advisers</b>	Mr David MacLennan (City of Vincent) Mr Gary Tuffin (Town of Cambridge) Mr Anthony Vuleta (Town of Victoria Park) Mr Stev Rodic (City of Stirling) Mr James Pearson (City of Joondalup) Ms Michelle Reynolds (City of Perth)
<b>In Attendance Participant Councils' Advisers</b>	Ms Noelene Jennings (City of Wanneroo)
<b>Members of the Public</b>	Nil
<b>Press</b>	Nil

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Minutes CRC Special Meeting of Council – 20 December 2023

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**1. OFFICIAL OPENING**

The Chair declared the meeting open at 12:06pm.

**2. APOLOGIES AND LEAVE OF ABSENCE**

**Apologies:** Cr Claire Anderson  
Cr Helen Berry  
Cr Brent Fleeton

**3. DISCLOSURE OF INTERESTS**

Nil

**4. PUBLIC STATEMENT/QUESTION TIME**

Nil

**5. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)**

Nil.

**6. PETITIONS**

Nil.

**7. ADMINISTRATION REPORTS AS PRESENTED**

**7.1 STATEMENT OF FINANCIAL ACTIVITY FOR NOVEMBER 2023**

Moved Cr Migdale, Seconded Cr Cutler.

[The recommendation in the agenda]

**That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 30 November 2023.**

The Motion was put and declared CARRIED (7/0).

**7.2 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR NOVEMBER 2023**

Moved Cr Chester, Seconded Cr Coetzee.

[The recommendation in the agenda]

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Minutes CRC Special Meeting of Council – 20 December 2023

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That the Council:

1. **RECEIVES and NOTES** the list of accounts paid under Delegated Authority to the CEO for November 2023:  
November 2023 - \$3,940,751.57
2. **APPROVES** the Credit Card Statement for November 2023.

The Motion was put and declared CARRIED (7/0).

**8. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Nil

**9. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAVE BEEN GIVEN**

Nil

**10. URGENT BUSINESS APPROVED BY THE CHAIR**

Nil

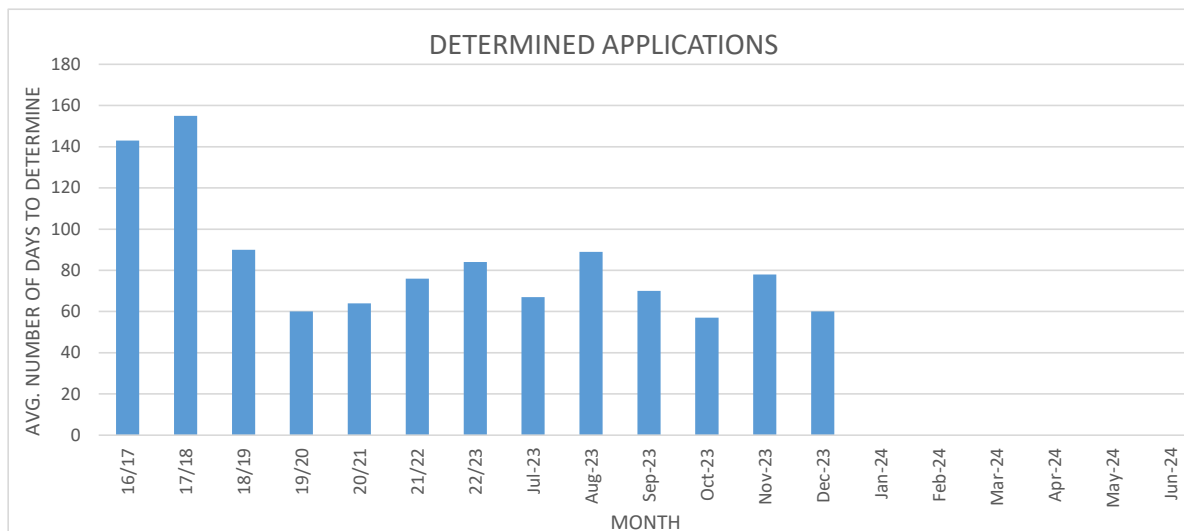
**11. GENERAL BUSINESS**

Nil

**12. FORMAL CLOSURE OF MEETING**

The Chair declared the meeting closed at 12:11pm.

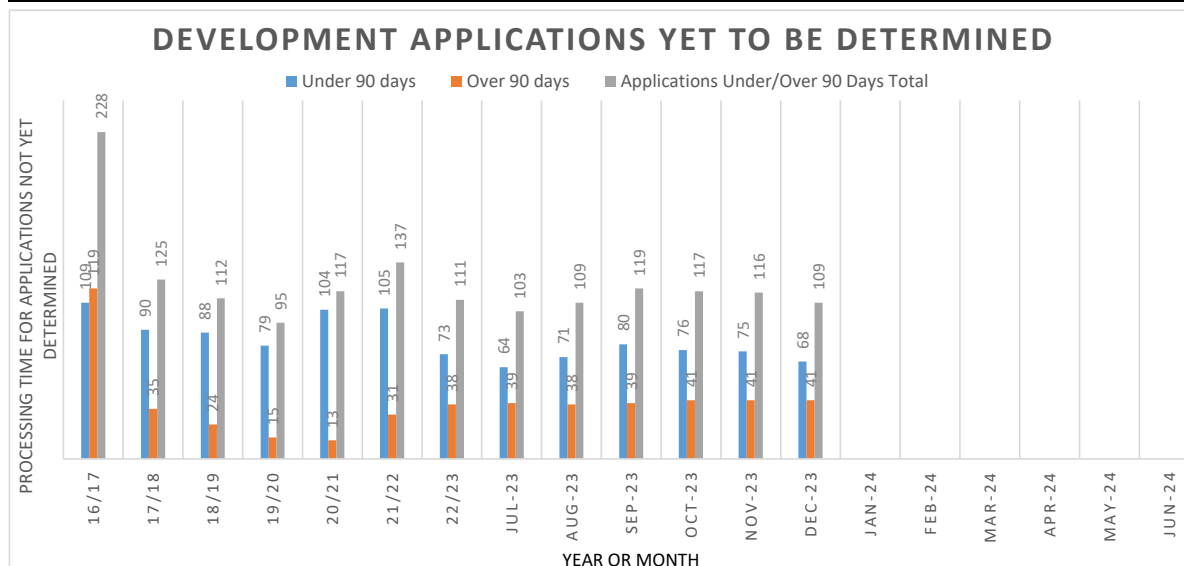
### Statistics for Development Applications As at the end of December 2023



**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	Sep-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	7	14	7						
Average	143	155	85	60	64	76	84	67	89	70	57	78	60						
Maximum	924	1008	787	499	268	298	280	301	362	89	89	159	89						

	20/21	21/22	22/23	Jul-23	Aug-23	Sep-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	28	18	31						
Value of Determined DA's (in millions)	217	143	417	12.1	66.42	3.43	10.3	237.3	9.85						



	Jul-23	Aug-23	Sep-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	27	24	27						
DA's to be Determined	103	109	119	117	116	109						
Value of DA's to be Determined (in millions)	268.68	252.92	257.1	260.5	78.1	76.2						

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 25 JANUARY 2024**

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 was listed for a directions hearing on 29 September 2023. Within the timeframe specified by the Order, the City and the Applicant lodged their statements of issues, facts and contentions.</p> <p>As at 30 October 2023 – matter has been listed for a final hearing, commencing 18 March 2024.</p> <p><i>Representation by: McLeods</i></p>

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 25 JANUARY 2024**

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. Mediation was scheduled for 24 August 2023 and 8 November 2023, which were both vacated. Mediation has now been rescheduled for 31 January 2024.</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 was rescheduled to 10 October 2023 and was subsequently vacated. The matter was listed for a directions hearing on 10 November 2023 to schedule a new date for mediation. This was vacated. The matter has been listed for a directions hearing on 2 February 2024 with the applicant to provide additional information by 11 January 2024. The applicant has yet to provide any additional information and the matter is still proceeding to the directions hearing on 2 February 2024.</p> <p><i>Representation by: JDAP Presiding Member</i></p>
4.	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 and 3 November 2023. Further Directions hearings held on 17 November 2023, 24 November 2023 and 11 December 2023 to program the matter for a final hearing. The SAT issued Orders on 11 December 2023 with the following key dates for final hearing:</p> <ul style="list-style-type: none"> <li>• 12 January 2024 – Respondent Statement of Issues, Facts and Contentions due to SAT.</li> <li>• 2 February 2024 – Applicant Statement of Issues, Facts and Contentions due to SAT.</li> <li>• 23 February 2024 – Applicant and Respondent witness statement's due to SAT.</li> <li>• 8 March 2024 – Respondent without prejudice draft conditions due to SAT.</li> <li>• 15 March 2024 – Applicant response to without prejudice conditions due to SAT.</li> <li>• 3 April 2024 – SAT final hearing.</li> </ul> <p><i>Representation by: Altus Planning and Appeals</i></p>
5.	No. 37-43 Stuart Street, Perth (DR184 of 2023)	20 December 2023	Planning Solutions	<p>Application for review of conditions of a Joint Development Assessment Panel decision to approve an application for an Unlisted Use (Community Purpose) and Alterations and Additions on 10 November 2023.</p> <p>*****</p> <p>Directions hearing vacated and mediation scheduled for 14 February 2024.</p> <p><i>Representation by: JDAP Presiding Member</i></p>

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)  
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT  
AS AT 25 JANUARY 2024**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	Nos. 38-44 Brisbane Street, Perth	Rowe Group	Form 1 – Mixed Use Development	2 June 2023	30 November 2023	The application was approved unanimously at the DAP meeting on 30 November 2023 as per the City's recommendation.  The minutes of this meeting are available <a href="#">here</a> .
2.	Nos. 367-373 Fitzgerald Street and 103 Alma Road, North Perth	Celsius Property	Form 1 – Mixed Use Development	30 June 2023	30 November 2023	The application was approved at the DAP meeting on 30 November 2023 as per the City's recommendation 3-1.  Cr Castle voted to refuse the application.  The minutes of this meeting are available <a href="#">here</a> .
3.	No. 168 Scarborough Beach Road, Mount Hawthorn	Rowe Group	Form 1 – Mixed Use Development	22 August 2023	Not yet scheduled	The application has been granted an extension of time to allow the applicant to prepare additional information and for the City to finalise its assessment.  Responsible Authority Report is currently due on 1 March 2024.
4.	No. 299 Charles Street, North Perth	Space Collective	Form 1 – Mixed Use Development	29 November 2023	Not yet scheduled	The application is out for public comment until 6 February 2024.  Responsible Authority Report is currently due on 22 February 2024.
5.	No. 141 West Parade, Mount Lawley	Planning Solutions	Form 2 – Amendment to Mixed Use Development	6 December 2023	Not yet scheduled	The application is currently under assessment.  Responsible Authority Report is currently due on 29 February 2024.

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)  
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT  
AS AT 25 JANUARY 2024**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
6.	Nos. 289-295 Vincent Street, Leederville	PTS Town Planning	Form 2 – Amendment to Mixed Use Development	11 December 2023	Not yet scheduled	The application is currently under assessment.  Responsible Authority Report is currently due on 14 March 2024.
7.	No. 195 Beaufort Street, Perth	Lateral Planning	Form 1 – Mixed Use Development	5 January 2024	Not yet scheduled	The application is currently under assessment.  Responsible Authority Report is currently due on 8 April 2024.

**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 25 JANUARY 2024**

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
Nos. 501, 503, 503B, 505-509 & 511-513 Charles Street, 4 Carrington Street, and 118-122 Eton Street, North Perth	Allerding & Associates	Local Development Plan	29 November 2023	Lodged Application – Previously Referred. To consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 9 December 2020 and 3 November 2021.
Nos. 197-199 Oxford Street, Mount Hawthorn	Giorgi	Four Storey Commercial Development	13 December 2023	Pre-lodgement Application. The proposal would benefit from referral to the Design Review Panel to consider departures to the City's Policy No. 7.1.1 – Built Form (Built Form Policy) and the appropriateness of the development within its setting..
No. 2 Venn Street, North Perth	Lawrence Mann	Six Multiple Dwellings	10 January 2024	Pre-lodgement Application. The proposal would benefit from referral to the Design Review Panel to consider the amendments made to the previous approval in relation to the City's Policy No. 7.1.1 – Built Form (Built Form Policy) and Residential Design Codes (R Codes), and the appropriateness of the development within its setting.
No.177 Scarborough Beach Road, Mount Hawthorn	PLAN	Commercial Development (Restaurant)	10 January 2024	Pre-lodgement Application – Previously Referred. To consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 23 February 2022.
No. 299 Charles Street, North Perth	Space Collective	Eight storey Mixed Use Development	17 January 2024	Lodged Application – Previously Referred. 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, 5 July 2023 and 20 September 2023.
Nos. 394-398 Newcastle Street, West Perth	Vandar Properties Pty Ltd	Amendment to Mixed Use Development	17 January 2024	Pre-lodgement Application – Previously Referred. The proposal would benefit from referral to the Design Review Panel to consider the amendments made to the previous approval in relation to the City's Policy No. 7.1.1 – Built Form (Built Form Policy) and Residential Design Codes (R Codes), and the appropriateness of the development within its setting.



## INFORMATION BULLETIN

<b>SUBJECT:</b>	<b>Quarterly Street Tree Removal Request Report</b>
<b>DATE:</b>	<b>29 January 2024</b>
<b>AUTHOR:</b>	<b>Sarah Hill, Manager Parks</b>
<b>AUTHORISER:</b>	<b>Peter Varris, Executive Director Infrastructure &amp; Environment</b>

### PURPOSE:

To present Council with a quarterly update on street tree removal requests within the City of Vincent.

### BACKGROUND:

At the Ordinary Meeting of Council on the 5 December 2017, a Notice of Motion was presented requesting Administration provide a monthly Information Bulletin to Council summarising all requests for street tree removal within the City and the outcome of each.

This decision was subsequently altered to require the report be provided on a quarterly basis at the 3 December 2019 Ordinary Meeting of Council.

### COMMENTS:

Please find below listing for the period 29 August 2023 to the 13 December 2023.



CITY OF VINCENT

## INFORMATION BULLETIN

Date	Requested By	Address	Suburb	Reason for Removal	Tree Species	Inspection Comments	No. of Trees	Approved	Replacement Species
23/08/2023	Resident	79 Chelmsford Road	Mount Lawley	Tree is dead	<i>Brachychiton</i> sp.	Tree is confirmed dead	1	Yes	TBD
23/08/2023	Resident	581 Beaufort Street	Mount Lawley	Tree is damaged and leaning	<i>Jacaranda mimosifolia</i>	Tree is leaning significantly, damaged and presenting a hazard	1	Yes	<i>Jacaranda mimosifolia</i>
23/08/2023	Resident	1 Egina Street	Mount Hawthorn	Tree in serious decline	<i>Jacaranda mimosifolia</i>	Tree in very poor health and needs removing	1	Yes	<i>Jacaranda mimosifolia</i>
06/08/2023	Development	31 Knutsford Street	North Perth	Crossover requirement for subdivision	<i>Jacaranda mimosifolia</i>	Small, stunted tree. Condition for applicant to plant minimum 2 new additional verge trees specified by the City.	1	Yes	TBD
07/09/2023	Resident	145 Joel Terrace	Mount Lawley	Tree is dead	<i>Callistemon</i> 'Kings Park Special'	Tree in severe decline	1	Yes	TBD
12/09/2023	Parks Services	3 Bouverie Place	Leederville	Tree is dead	<i>Eucalyptus torquata</i>	Tree is confirmed dead	1	Yes	<i>Melaleuca viridiflora</i>
17/09/2023	Arbor Consulting	27 Marmion Street	North Perth	Declining management Agonis	<i>Agonis flexuosa</i>	Over mature, very poor structure	1	Yes	<i>Agonis flexuosa</i>
17/09/2023	Arbor Consulting	30 Marmion Street	North Perth	Declining management Agonis	<i>Agonis flexuosa</i>	Over mature, very poor structure	1	Yes	<i>Agonis flexuosa</i>
17/09/2023	Arbor Consulting	4 Cattle Street	Perth	Declining management Agonis	<i>Agonis flexuosa</i>	Over mature, very poor structure	1	Yes	<i>Agonis flexuosa</i>
17/09/2023	Arbor Consulting	26 Gladstone Street	Perth	Likely to fail	<i>Lophostemon confertus</i>	Very poor health and requires removal	1	Yes	TBD
19/09/2023	<a href="#">Resident</a>	16 Auckland Street	North Perth	Old Agonis leaning over	<i>Agonis flexuosa</i>	Tree unsound and leaning over	1	Yes	<i>Agonis flexuosa</i>
20/09/2023	Arbor Consulting	126 Egina Street	Mount Hawthorn	Very poor health	<i>Agonis flexuosa</i>	Over mature, very poor structure	1	Yes	TBD
20/09/2023	Arbor Consulting	124 Egina Street	Mount Hawthorn	Very poor health	<i>Agonis flexuosa</i>	Over mature, very poor structure	1	Yes	TBD
20/09/2023	Arbor Consulting	96 Egina Street	Mount Hawthorn	Very poor health	<i>Agonis flexuosa</i>	Over mature, very poor structure	1	Yes	TBD
20/09/2023	Arbor Consulting	88 Egina Street	Mount Hawthorn	Very poor health	<i>Agonis flexuosa</i>	Over mature, very poor structure	1	Yes	TBD
20/09/2023	Arbor Consulting	85 Egina Street	Mount Hawthorn	Very poor health	<i>Agonis flexuosa</i>	Over mature, very poor structure	1	Yes	TBD
20/09/2023	Arbor Consulting	91 Buxton Street	Mount Hawthorn	Very poor health	<i>Melaleuca ericifolia</i>	Very poor structure	1	Yes	TBD
20/09/2023	Arbor Consulting	29 Burt Street	Mount Lawley	Very poor health	<i>Olea europaea</i>	Very poor structure	1	Yes	TBD
20/09/2023	Arbor Consulting	4 Camelia Street	North Perth	Very poor health	<i>Callistemon viminalis</i>	Very poor health	1	Yes	TBD



CITY OF VINCENT

## INFORMATION BULLETIN

20/09/2023	Arbor Consulting	70 Broome Street	Highgate	Very poor health	<i>Melaleuca nesophila</i>	Very poor health	1	Yes	TBD
20/09/2023	Arbor Consulting	97 Harold Street	Mount Lawley	Very poor health	<i>Melaleuca styphelioides</i>	Very poor health	1	Yes	TBD
20/09/2023	Arbor Consulting	4 McCarthy Street	Perth	Very poor health	<i>Ficus macrocarpa</i>	Very poor health	1	Yes	TBD
20/09/2023	Arbor Consulting	132 Anzac Road	Mount Hawthorn	Very poor health	<i>Lophostemon confertus</i>	Very poor health	1	Yes	TBD
20/09/2023	Arbor Consulting	8 Leslie Street (Stanley Street frontage)	Mount Lawley	Very poor health	<i>Agonis flexuosa</i>	Very poor health	1	Yes	TBD
20/09/2023	Arbor Consulting	13 Leslie Street (Stanley Street frontage)	Mount Lawley	Very poor health	<i>Grevillea robusta</i>	Very poor health	1	Yes	TBD
21/09/2023	Resident	105 Bourke Street	Leederville	Tree is dead	Unknown	already been pollarded/ stump needs removing	1	Yes	TBD
22/09/2023	Arbor Consulting	141 West Parade	Highgate	Tree is dead	<i>Eucalyptus</i>	Tree is confirmed dead	1	Yes	TBD
22/09/2023	Arbor Consulting	135A West Parade	Highgate	Tree is dead	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	TBD
22/09/2023	Parks Services	Newcastle / Braid Street	Perth	Tree leaning dangerously	<i>Corymbia maculata</i>	Tree leaning dangerously	1	Yes	TBD
30/09/2023	Arbor Consulting	106 Loftus Street	North Perth	Disease / removal	<i>Acer negundo</i>	PSHB target species	1	Yes	Native species TBD
30/09/2023	Arbor Consulting	6 Hanover Place	North Perth	Tree is dead	<i>Robinia pseudoacacia</i>	PSHB target species	1	Yes	TBD
30/09/2023	Arbor Consulting	291 Bulwer Street	Perth	Tree is dead	<i>Robinia pseudoacacia</i>	PSHB target species	1	Yes	TBD
30/09/2023	Parks Services	Loftus Street median	West Perth	Tree hit by car - structurally unsound	<i>Eucalyptus sideroxylon</i>	Tree hit by car - structurally unsound	1	Yes	TBD
01/10/2023	Resident	74 Albert Street	North Perth	Tree failed - appeared decayed at base	<i>Callistemon viminalis</i>	Tree failed - appeared decayed at base	1	Yes	TBD
03/10/2023	DPIRD	Mabel Street	North Perth	Positive for PSHB	<i>Erythrina x sykesii</i>	DPIRD arranged for removal	1	Yes	TBD
03/10/2023	Resident	Cavendish Street median (Lincoln Street end)	Highgate	Tree in decline	<i>Tipuana tipu</i>	Tree is confirmed dead	1	Yes	<i>Tipuana tipu</i>
04/10/2023	Western Power	16 Stuart Street (Orange Ave frontage)	Perth	Tree leaning into power pole	<i>Eucalyptus erythrocorys</i>	Power pole to be replaced	1	Yes	TBD
05/10/2023	Arbor Consulting	East Parade	Mount Lawley	Self-seeded trees - PSHB target species	<i>Robinia pseudoacacia</i>	Likely to be removed by development project	2	Yes	TBD



CITY OF VINCENT

## INFORMATION BULLETIN

17/10/2023	Resident	16 Vine Street	North Perth	Tree hazardous - leaning over path	<i>Melaleuca sp.</i>	Root heave indicating structurally unsound	1	Yes	<i>Melaleuca sp.</i>
17/10/2023	Tree Amigos	corner Edinboro / Ellesmere Street	Mount Hawthorn	Invasive weed species	<i>Schinus terebinthifolia</i>	Invasive weed species	1	Yes	TBD
18/10/2023	Resident	22 Chatworth Road	Highgate	Tree is in decline	<i>Agonis flexuosa</i>	Tree is in serious decline and will not recover	1	Yes	TBD
19/10/2023	Resident	68/60 Palmerston Street	Perth	Tree is dead	<i>Callistemon 'Kings Park Special'</i>	Tree is confirmed dead	1	Yes	TBD
06/11/2023	Christiana	136 Eaton Street	North Perth	Tree at end of life	<i>Callistemon 'Kings Park Special'</i>	Tree beyond saving	1	Yes	TBD
11/11/2023	Parks Services	Bourke Street cul-de-sac	Leederville	Tree is dead	<i>Ficus</i>	Tree is confirmed dead	1	Yes	TBD
11/11/2023	Parks Services	163 Walcott Street (Burt Street frontage)	Mount Lawley	Tree is in decline	<i>Callistemon 'Kings Park Special'</i>	Tree is in serious decline and will not recover	2	Yes	TBD
12/11/2023	Resident	83 Redfern Street	North Perth	Tree at end of life	<i>Lophostemon confertus</i>	Tree is in serious decline and will not recover	1		TBD
12/11/2023	Resident	19 London Street	North Perth	Tree at end of life	<i>Callistemon 'Kings Park Special'</i>	Tree is in serious decline and will not recover	1		TBD
12/11/2023	Resident	11 Paddington Street	North Perth	Tree at end of life	<i>Callistemon 'Kings Park Special'</i>	Tree is in serious decline and will not recover	1		TBD
13/11/2023	Resident	2A Highlands Road	North Perth	Tree at end of life	<i>Callistemon 'Kings Park Special'</i>	Tree is in serious decline and will not recover	1	Yes	TBD
13/11/2023	Resident	63 Coogee Street	Mount Hawthorn	Agonis at end pf life	<i>Agonis flexuosa</i>	Tree is in serious decline and will not recover	1	Yes	TBD
14/11/2023	Resident	Opposite 224 Carr Place	Leederville	Jacaranda dead	<i>Jacaranda</i>	Tree is confirmed dead	1	Yes	<i>Jacaranda mimosifolia</i>
14/11/2023	Resident	17 Stamford	Leederville	Tree at end of life	<i>Callistemon 'Kings Park Special'</i>	Tree is in serious decline and will not recover	1	Yes	TBD
14/11/2023	Resident	18 Blake Street	North Perth	Trees at end of life	<i>Callistemon 'Kings Park Special'</i>	Tree is in serious decline and will not recover	2	Yes	TBD
14/11/23	Parks Services	38 Shakespeare Street	Mount Hawthorn	At end of life dropping large limbs	<i>Agonis flexuosa</i>	Tree in poor health and breaking down	1	Yes	TBD
17/11/2023	DPIRD	4 McCarthy Street	Perth	PHSB	<i>Ficus rubiginosa</i>	DPIRD to remove	1	Yes	TBD
21/11/2023	Resident	470 William Street	Perth	Tree is dead	<i>Lophostemon confertus</i>	Tree is confirmed dead			TBD
29/11/2023	Resident	Laneway behind 226 Lake Street	Perth	Self-seeded Ficus	<i>Ficus hillii</i>	Tree is self-seeded and will cause damage	1	Yes	TBD
30/11/2023	Resident	39 Sasse Avenue	Mount Hawthorn	Tree is dead	<i>Triadica</i>	Tree is confirmed dead	1	Yes	TBD



CITY OF VINCENT

## INFORMATION BULLETIN

30/11/2023	Resident	88 Palmerston Street	Perth	Tree is in serious decline	<i>Callistemon</i> Park Special'	'Kings	Tree in severe decline	1	Yes	TBD
30/11/2023	Resident	32 Raglan Road	Mount Lawley	Tree is dead	<i>Callistemon</i> Park Special'	'Kings	Tree is confirmed dead	1	Yes	TBD
30/11/2023	Resident	1 Myrtle Street	Perth	Tree is dead	<i>Callistemon</i> Park Special'	'Kings	Tree is confirmed dead		Yes	TBD
30/11/2023	Resident	101 Eton Street (Loch Street frontage)	North Perth	Tree is in serious decline	3x <i>KPS</i> 1x <i>Golden Wattle</i>		Tree is confirmed dead	4	Yes	N/A Verge overcrowded
04/12/2023	Resident	173 Grosvenor Road	North Perth	Tree is dead	<i>Corymbia Ficiifolia</i>		Tree is confirmed dead	1	Yes	TBD
13/12/2023	Resident	10a Bonnievale Street	Mount Hawthorn	Tree is in serious decline	<i>Agonis flexuosa</i>		Tree is in serious decline and will not recover	1	Yes	TBD
13/12/2023	Resident	39 Barlee Street	Mount Lawley	Tree is dead	<i>Lophostemon Confertus</i>		Tree is confirmed dead	1	Yes	TBD
13/12/2023	Resident	58 Palmerston Street	Perth	Tree is in serious decline	<i>Callistemon</i> Park Special'	'Kings	Tree is in serious decline and will not recover	1	Yes	TBD



## INFORMATION BULLETIN

<b>TITLE:</b>	<b>Register of Petitions – Progress Report – February 2024</b>
<b>DIRECTORATE:</b>	<b>Chief Executive Officer</b>

### DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

#### 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 31 January 2024**



CITY OF VINCENT

## INFORMATION BULLETIN

<b>TITLE:</b>	<b>Register of Notices of Motion – Progress Report – February 2024</b>
<b>DIRECTORATE:</b>	<b>Chief Executive Officer</b>

**DETAILS:**

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

**Key Index:**

CEO: Office of the CEO  
EDCBS: Executive Director Community & Business Services  
EDIE: Executive Director Infrastructure & Environment  
EDSD: Executive Director Strategy & Development

Details	Action Officer	Comment
No outstanding Notices of Motion		



ACTION REGISTER

Item Number	Meeting Type	Council Meetir	Agenda Report Item	Resolution Action Item	Action Required	Council Decision	Responsible Officer	Director	Comments	Time frame for Completion
10.2	OCM	12/12/2023	Response to Petition - Ellesmere Street, North Perth Parking	RECEIVES a further report at the conclusion of the collection of traffic data and public consultation.	Return to Council	Carried 7/0	MEng	EDIE	LM - 20.01.2023 Traffic Data to be obtained in February 2024.	Feb-24
10.1	OCM	12/12/2023	Response To Petition - Corner Scarborough Beach Road and Killarney Street - Maintenance and Infrastructure	REQUESTS administration to complete a review of the location of Scarborough Beach Road and Killarney Street for improved and additional signage and if warranted, provide a concept design on road infrastructure improvements to address road safety concerns which will be included in the wider precinct wide traffic modelling for the Mount Hawthorn area.	Return to Council	Carried 7/0	MEng	EDIE	LM - 20.01.2024 Traffic data and concept design to be issued for community consultation with residents and school in March 2024.	Mar-24
17.1	OCM	21/11/2023	Undertakings relating to the Parking Local Law 2023	NOTES that any submissions received as a result of the public notice provided as set out in recommendation 2 above will be presented to Council for consideration; and	Return to Council	Carried 8/0	MRS	EDIE	Amendment process commenced.	Amendment to Council by April 2024
10.1	OCM	21/11/2023	Advertising of amended policy - Street Trees	That Council APPROVES the proposed amendments to the Street Tree Policy, at Attachment 1, for the purpose of community consultation.	Return to Council	Carried en bloc	MP	EDIE	public consultation initiated.	March 2024
9.2	OCM	17/10/2023	Amendment to the Municipal Heritage Inventory: 40 Guildford Road, Mount Lawley <sup>2</sup>	That the motion be deferred to seek further advice from the Department of Planning, Lands and Heritage and Main Roads WA regarding the justification for widening in this particular location, supported by traffic studies, applicable standards and potentially requesting some level of detailed design around what is proposed in this area that would necessitate demolition of this structure. An updated report is to be provided to Council by March 2024.	Return to Council	Deferred 7-1	MP&P	EDSD	Applicant is considering Council's deferral reasons and request for additional information.	March 2024.
9.3	OCM	17/10/2023	Advertising of Proposed Revocation - Local Planning Policy No. 7.4.9 - Encroachments Over Crown Lands	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.	Return to Council	Carried en bloc	MD&D	EDSD	Advertising of revocation published in October 2023. No submissions received. Notice published in November 2023 that Policy revoked.	End of 2023
11.4	OCM	17/10/2023	Advertising of amended policy – Diversity, Access and inclusion	That Council APPROVES the proposed amendments to the Diversity, Access and Inclusion Policy, at Attachment 1, for the purpose of community consultation.	Return to Council	Carried en bloc	EMC&E	EMC&E	Advertising commenced 26 October 2023. Outcome of advertising report will be presented to Council in early 2024.	Early 2024
9.3	OCM	19/09/2023	Community Sporting and Recreation Facilities Fund - Annual and Forward Planning Round Application	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	Return to Council	Carried as recommended 6/0	EMCS&G	EDIE	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	OCM	19/09/2023	Advertising of Proposed Revocation - Local Planning Policy No. 7.4.2 - Aged or Dependent Persons' Dwellings	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.	Return to Council	Carried en bloc	MD&D	EDSD	Advertising of revocation published in October 2023. No submissions received. Public notice published in November 2023 that Policy revoked.	End of 2023
11.4	OCM	19/09/2023	Advertising of New Policy – Child Safe Awareness	That Council APPROVES the proposed Child Safe Awareness Policy, at Attachment 1, for the purpose of community consultation.	Return to Council	Carried en bloc	EMC&E	EMC&E	Advertising commenced 26 October 2023.	Outcome of advertising report will be presented to Council in early 2024.
9.9	OCM	22/08/2023	Community Sporting and Recreation Facilities Fund - July Small Grants Round Application	That Council ENDORSES the: 1. Community Sporting and Recreation Facilities Fund – 2023/24 July Small Grants Round application for consideration by the Department of Local Government, Sport and Cultural Industries, as follows: 1.1 Priority 1 – Robertson Park Development Plan – Tennis Precinct – Multi Sports Courts conversion; and 2. Club Night Lights Program – 2023/24 July Small Grants Round application for consideration by the Department of Local Government, Sport and Cultural Industries, as follows: 2.1 Priority 1 – Robertson Park Development Plan – Tennis Precinct – Multi Sports Courts flood lighting.	Return to Council	Carried en bloc	MP&P	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	OCM	22/08/2023	Lease to Association for Services to Torture and Trauma Survivors Inc (ASeTTS) - No. 286 Beaufort Street, Perth		Return to Council	Carried en bloc	EMCS&G	EDSD	Council approval to enter into a five year lease. CEO to finalise negotiation on key terms and execution of lease.	November 2023

Item Number	Meeting Type	Council Meeting Date	Agenda Report Item	Resolution Action Item	Action Required	Council Decision	Responsible Officer	Director	Comments	Time frame for Completion
				2. 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, the Beaufort Street Network Place Management and Main Roads by March 2024; and 3. 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	Return to Council	Carried with alternative	MEng	EDIE	MRWA contacted in regards City return of prepaid black spot funds. Project investigations initiated.	March 2024
10.2	OCM	22/08/2023	Harold Street - Black Spot Project						LM 20.01.2024 - Beuron and BEAM engaged for the 12-month trial. Report to be issued to council on the trial in August 2024.  Launch of EES achieved 12 November 2023. One provider (Bird) has withdrawn from trial. Initial report of first week of operations to Council Workshop November 2023.	
10.4	OCM	22/08/2023	Tender - Escooter Shared Scheme Trial	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.	Return to Council	Carried with amendment 7/1	MEng	EDIE		August 2024
11.4	OCM	22/08/2023	Advertising of amended policy - Customer Service Complaints Policy		Return to Council	Carried en bloc	EMC&E	EMC&E	Policy adopted at October 2023 Council meeting.	Completed.
11.5	OCM	22/08/2023	Dual Naming of Warndoolier / Banks Reserve		Return to Council	Carried 8-0 with amendment	EMC&E	EMC&E	Community consultation to commence after LG elections.	Estimated to be reported back to Council Feb 2024
9.10	OCM	25/07/2023	Request for Proposals for Redevelopment of Leederville Carparks		Return to Council	Carried 8/0	MP&P	EDSD	Business Plan approved for state-wide consultation.	The results of consultation presented to Council at November 2023 meeting. Business Plan and Major Land Transaction approved by Council.
9.1	OCM	20/06/2023	No. 80 (Lot: 102; D/P: 413590) Auckland Street, North Perth - Proposed Single House		Return to Council	Deferred	MD&D	EDSD	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 presented to Council at its November 2023 Ordinary Meeting and Refused.
5.5	Audit Committ	04/05/2023	Review of Audit Committee Terms of Reference		Return to Council	Deferred	EMCS&G	EDSD	Comprehensive review completed. Deferred to the December Meeting.	Completed December Audit Committe and Minutes adopted December OMC.
									"Council endorsed:  - Lacey Street Design Guidelines and revocation of Appendix 3, 12, 14, 15, 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  No submissions received on amendment to Local Planning Policy No. 7.1.1 – Built Form to align building height requirements with the heights outlined in Appendix 18 – Design Guidelines for William Street. An Administrative update to the Built Form Policy will be made to correct building height. Council requested that the WAPC proceed with a Minor Amendment to the Metropolitan Region Scheme to remove the Primary Regional Road reservation.	
9.2	OCM	04/04/2023	Review of Design Guidelines		Return to Council	Carried in two sections – 7/0 and 6/0	MP&P	EDSD		Completed
9.5	OCM	14/03/2023	Minor Amendment to Metropolitan Region Scheme - Leederville Parade Primary Regional Road Reserve		Return to Council	Carried as Recommended	MP&P	EDSD		Advertising carried out by the WAPC. To be determined by the Minister.
10.3	OCM	14/03/2023	Waste Strategy Project – Verge Valet Vincent Trial Update		Return to Council	Carried En bloc	MW&R	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.
12.4-4.2(1)	AGM	14/03/2023	Development Green Space - 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.		Return to Council	Carried En bloc	MP&P	EDSD	Administration completed a review of the City's Built Form Policy against the State's Medium Density Code. Commencement of this Code has now been deferred by the State Government to enable them to make changes to their approach to medium density development.	Administration will present this review and the impact to the Built Form Policy to Council once the approach to the approach to medium density development is determined by the State Government.
			"Pedestrian Safety (Newcastle / Fitzgerald): ""4.5.1That 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. "" ""4.5.2That 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).""		Return to Council	Carried 8/0	MEng	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.	
Motion 4.5	AGM	14/03/2023	"Speed Humps 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."		Return to Council	Carried 8/0	MEng	EDIE	Workshop item 29/11/2024. Info Bulletin Item for OCM December 2023	December 2023
12.4-4.11	AGM	14/03/2023			Return to Council	Carried unanimously	MEng	EDIE		

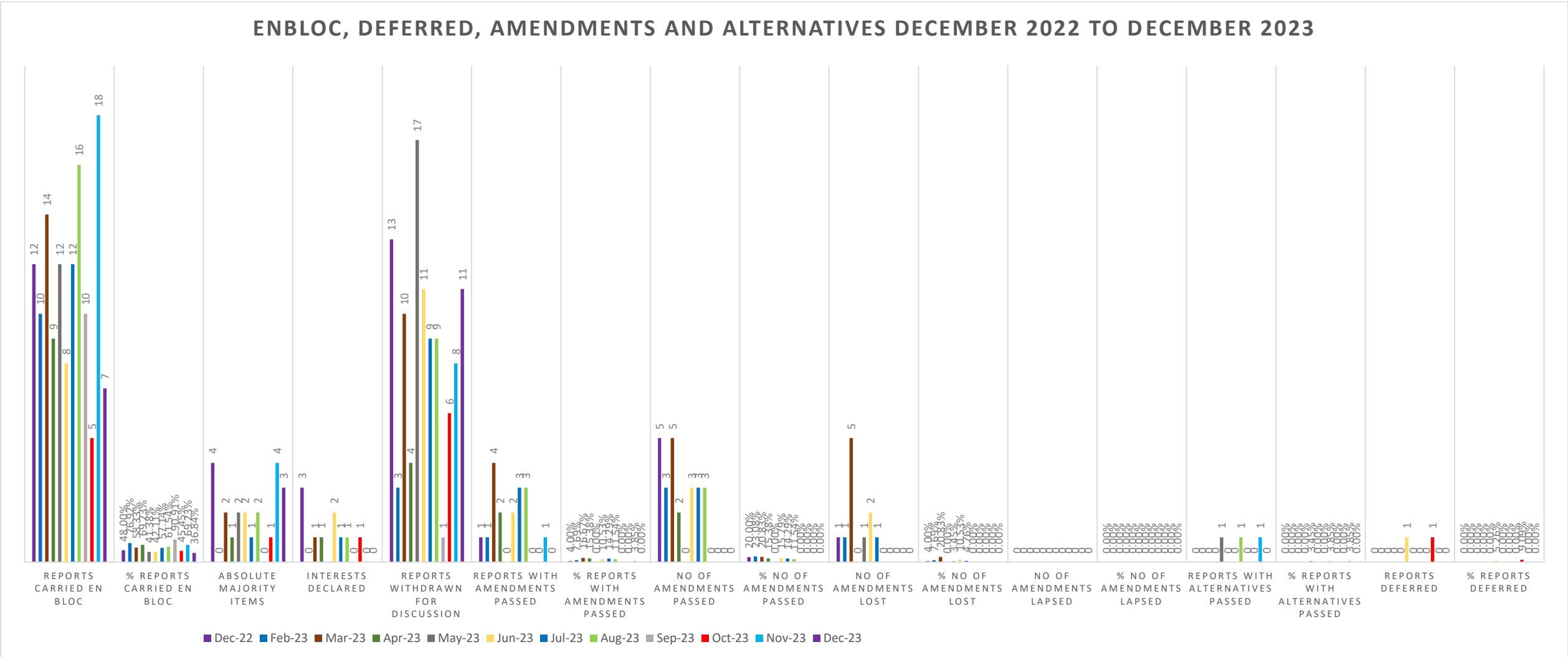
Item Number	Meeting Type	Council Meeting Agenda Report Item	Resolution Action Item	Action Required	Council Decision	Responsible Officer	Director	Comments	Time frame for Completion
12.4-4.16(3)	AGM	14/03/2023	"E-Waste  That Council NOTES the various e-waste disposal options already available to residents and REQUESTS Administration to advertise these disposal options to increase community awareness; and REQUESTS:"	Return to Council	Carried with amendments	MW&R	EDIE	Investigation to be commenced.	To be presented to Council at the end of the trial. First trial drop-off day highly successful. Second drop-off day being scheduled.
			Proposal to Council Workshop for information.						
10.1	OCM	13/12/2022	Stormwater Drainage	Return to Council	Unanimous 9/0	MEng	EDIE	Commencing within the Mount Hawthorn precinct; Hydraulic modelling to be undertaken in 2023 – 2024 financial year (estimated cost of \$80,000 - \$160,000). Initial works undertaken to address flooding in William Street. Designs finalised for works in Lynton Street.	Anticipated be undertaken during the 2023 - 2024 financial year (funded through the above modelling project); and 2023 - 2024 Annual Budget preparations.
10.4	OCM	13/12/2022	Full Median Strip for Angove Street and Woodville Street Intersection	Return to Council	Carried En bloc	MEng	EDIE	Workshop item 29/11/2024. Info Bulletin Item for OCM December 2023	December 2023
9.7	OCM	26/07/2022	Beaufort Street and Grosvenor Road Pedestrian Improvement Projects	Return to Council	Carried 5/2	EMUD&SP	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.	Presented to November Workshop.
9.3	OCM	05/04/2022	Proposed Amendment No. 9 to Local Planning Scheme No. 2 - No. 21 (Lot: 373; D/P: 1939) Eucla Street, Mount Hawthorn	Return to Council	Carried en bloc	MD&D	EDSD	Amendment advertised and determined by Council at the 22 October Council Meeting. Amendment has been forwarded to the WAPC and approved by the Minister for Planning.	Completed 22/10/2023
9.4	OCM	08/03/2022	Sale of No. 26 Brentham Street, Leederville	Return to Council	Carried with Amendments from Mayor Cole and Cr Loden – 9/0	EMCS&G	EDSD	Scheme Amendment approved. Liaising with potential purchaser. Confirmation with adjoining landowner, interested in making offer for purchase.	June 2024
9.7	OCM	14/09/2021	Outcomes of Advertising: Draft Precinct Structure Plan and Draft Place Plan – Leederville; and Preparation of Amendment 7 to Local Planning Scheme No. 2	Return to Council	Carried with Amendment	MP&P	EDSD	LPSP referred to WAPC for comment and endorsement. Previous comments: Final comments not expected until mid late 2022 early mid late 2023. Statutory Planning Committee anticipated to consider before the end of 2023.	Late 2023
12.5	OCM	30/05/2017	Perth Parking Levy	Return to Council	Carried Unanimously with an Amendment (8-0)	MRS	EDIE	Item presented to Council Workshop September 2023 noting affected CoV car parking, cost of levy, income from parking, etc. Change of use of levy fund opens opportunity for CoV to access for projects within CoV levy area.	Completed

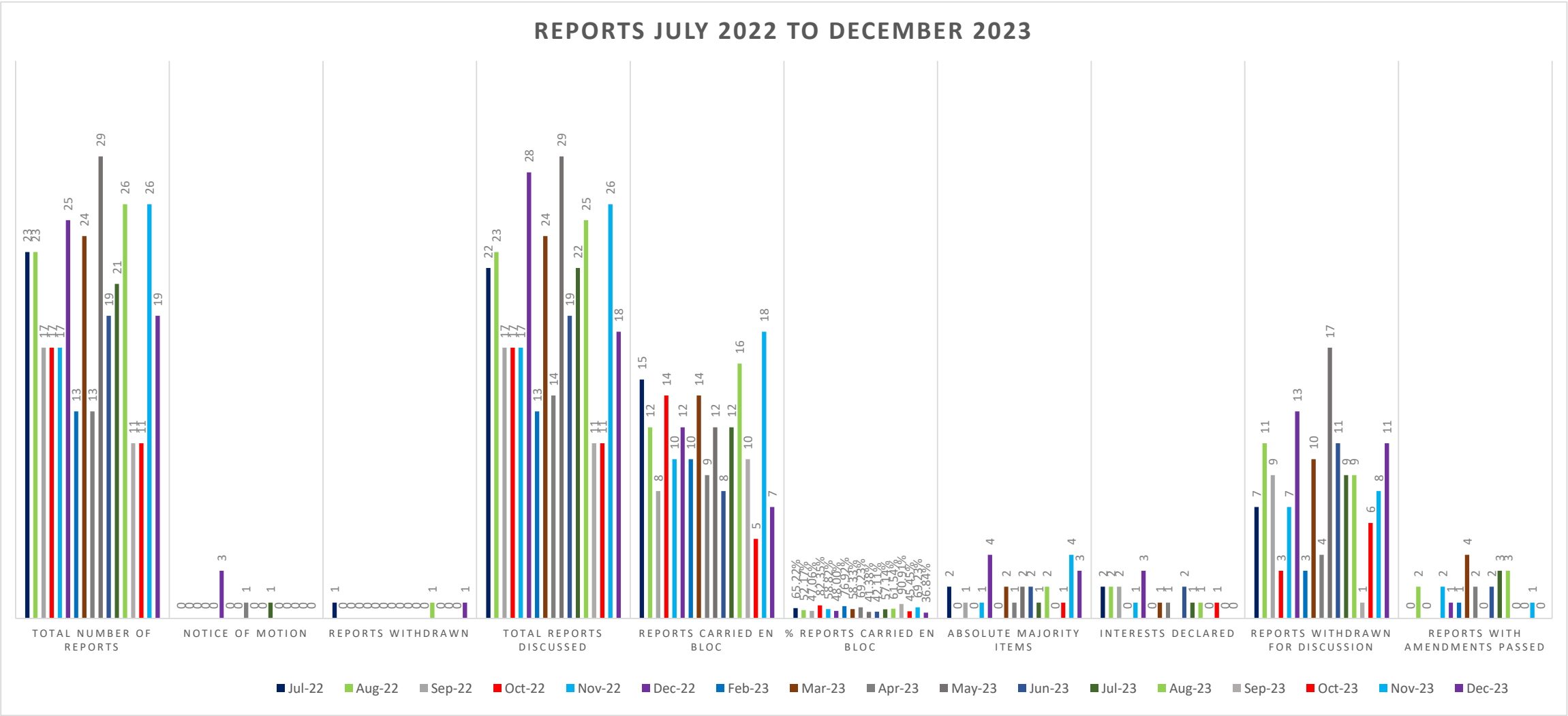




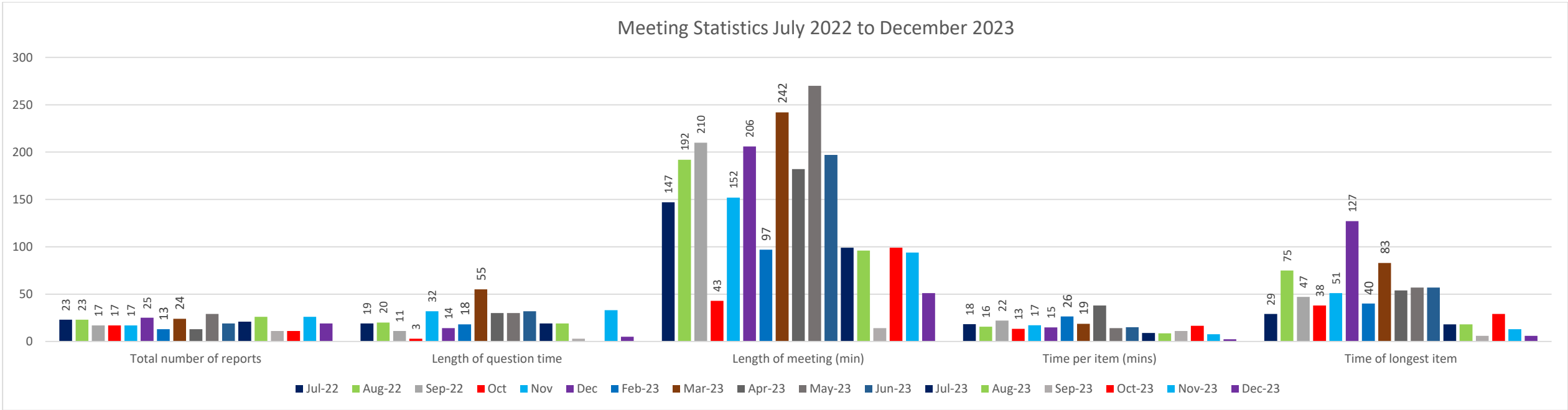
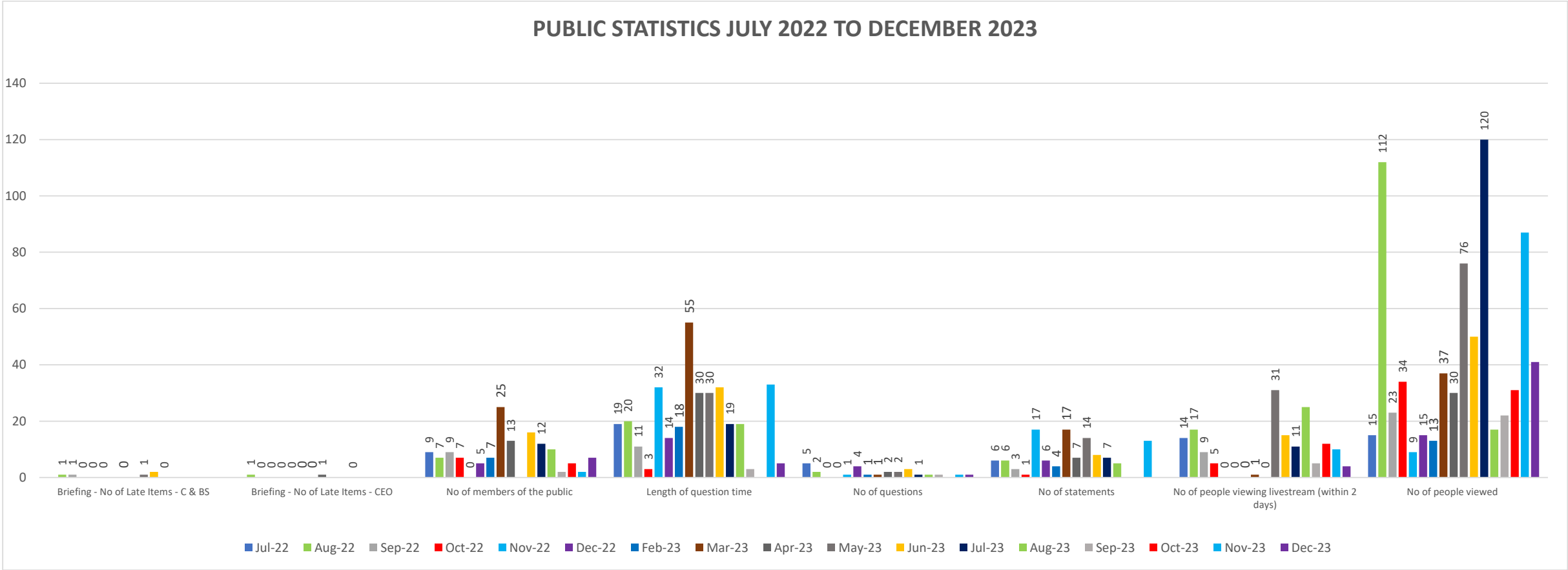


Council Meeting Statistics – December 2023









**COUNCIL WORKSHOPS**

One workshop has been held since 22 November, on 28 November 2023.

The items on the agenda were:

- Main Roads Western Australia – Scarborough Beach Road, Green Street and Brady Street – Blackspot Roundabout Project
- Governance Scorecard
- Grosvenor Road Trial Outcomes - Options Analysis
- Children & Young People Advisory Group
- Update on Innovate Reconciliation Action Plan, Reconciliation Action Plan Working Group and Stretch Reconciliation Action Plan
- Advisory Groups - Transport & Sustainability
- Speed Hump Condition Assessment
- Traffic Calming Project Update
- Community Facilities Unfunded Priorities
- Update of the Strategic Projects in the Corporate Business Plan 2023/24 - 2026/27
- Update on Vincent Underground Power Program (VUPP)
- Update on North Perth Planning Framework (NPPF)
- Council Capacity Building Program and Decision Making Forward Agenda 2024
- Council Capacity Building Schedule 2024
- Administration Foyer - Disability Access Upgrades and Additional Meeting Spaces
- Neuron Mobility



**CITY OF VINCENT**

# **NOTES**

**Council Briefing**

**5 December 2023**

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

## Table of Contents

<b>1</b>	<b>Declaration of Opening / Acknowledgement of Country</b>	<b>3</b>
<b>2</b>	<b>Apologies / Members on Approved Leave of Absence</b>	<b>3</b>
<b>3</b>	<b>Public Question Time and Receiving of Public Statements</b>	<b>4</b>
<b>4</b>	<b>Declarations of Interest</b>	<b>7</b>
<b>5</b>	<b>Strategy &amp; Development</b>	<b>8</b>
5.4	Mount Hawthorn Youth Skate Space Revised Location	8
5.1	No. 500 (Lot: 41; D/P: 418433) Fitzgerald Street, North Perth - Proposed Change of Use from Restaurant/Cafe to Restaurant/Cafe and Small Bar	9
5.2	No. 276 (Lot: 63; D/P: 97776) Newcastle Street, Perth - Proposed Office and Showroom (Amendment to Approved) (Unauthorised Existing Development)	12
5.3	Nos. 378 and 380 (Lots: 68 & 67; D/P: 613) William Street, Perth - Proposed Change of Use from Warehouse/Storage to Tavern, Restaurant/Cafe and Shop Including Alterations and Additions	14
5.5	RFT PP272/2023 Robertson Park Redevelopment - Stage 1 - Separable Portion A Constructi	15
	Report will be presented to Council Meeting on 12 December 2023.	15
5.6	Licence to Broadway Unit Trust (trading as Spritz Spizzicheria Italiana) on road reserve adjacent to No. 148 (Lot: 600) Scarborough Beach Road, Mount Hawthorn	16
<b>6</b>	<b>Infrastructure &amp; Environment</b>	<b>18</b>
6.1	Response To Petition - Corner Scarborough Beach Road and Killarney Street - Maintenance and Infrastructure	18
6.2	Response to Petition - Ellesmere Street, North Perth Parking	19
6.3	Outcome of advertising and adoption of amendments to Asset Management Policy	20
6.4	Kyilla Community Farmers Market - Waiver of Fees	21
<b>7</b>	<b>Community &amp; Business Services</b>	<b>22</b>
7.1	Financial Statements as at 31 October 2023	22
7.2	Authorisation of Expenditure for the Period 01 October 2023 to 31 October 2023	23
7.3	Investment Report as at 31 October 2023	24
7.4	Outcome of Advertising and Adoption of New Child Safe Awareness Policy	25
7.5	Outcome of advertising and adoption of amendments to Diversity Access and Inclusion Policy	26
7.6	Annual Report 2022/23 [ABSOLUTE MAJORITY DECISION REQUIRED]	27
<b>8</b>	<b>Chief Executive Officer</b>	<b>28</b>
8.1	Council Recess Period 2023-24 - Delegated Authority to the Chief Executive Officer [ABSOLUTE MAJORITY DECISION REQUIRED]	28
8.2	Appointment of Council Members and Community Representatives to Advisory Groups	29
8.3	Information Bulletin	30
<b>9</b>	<b>Motions of Which Previous Notice Has Been Given</b>	<b>31</b>
<b>10</b>	<b>Representation on Committees and Public Bodies</b>	<b>31</b>
<b>11</b>	<b>Confidential Items/Matters For Which the Meeting May be Closed</b>	<b>31</b>
<b>12</b>	<b>Closure</b>	<b>31</b>

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

44NOTES OF CITY OF VINCENT  
COUNCIL BRIEFING  
HELD AS E-MEETING AND AT THE ADMINISTRATION AND CIVIC CENTRE,  
244 VINCENT STREET, LEEDERVILLE  
ON TUESDAY, 5 DECEMBER 2023 AT 6.00PM

<b>PRESENT:</b>	Mayor Alison Xamon Cr Alex Castle Cr Nicole Woolf Cr Ron Alexander Cr Suzanne Worner Cr Jonathan Hallett Cr Sophie Greer Cr Ashlee La Fontaine	Presiding Member North Ward North Ward North Ward North Ward South Ward South Ward (electronically) South Ward
<b>IN ATTENDANCE:</b>	David MacLennan Peter Varris  John Corbellini  Rhys Taylor Luke McGuirk Jay Naidoo  Jayde Robbins  Paul Morrice  Janine Neugebauer  Joslin Colli  Wendy Barnard	Chief Executive Officer Executive Director Infrastructure & Environment Executive Director Strategy & Development Chief Financial Officer Manager Engineering Executive Manager Development & Design & Strategic Planning Manager City Buildings & Asset Management (left at 6.38pm after Item 6.3) Manager Rangers Services (left at 6.40pm after Item 7.1) Executive Assistant Infrastructure & Environment (left at 6.41pm after Item 7.2) Executive Manager Corporate Strategy & Governance Council Liaison Officer
<b>Public:</b>	Approximately two members of the public.	

## 1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Alison Xamon, 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 Ashley Wallace was an apology for this meeting.

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

**3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS**

The following is a summary of questions and submissions received and responses provided at the meeting. This is not a verbatim record of comments made at the meeting.

**3.1 Linda Harris of Leederville – Item 5.4**

- Spoke in support of the recommendation
- Queried if the soil is unsuitable for a skate park will there be a similar problem for the proposed mobile phone tower? Will the soil be able to support the tower?

*The Presiding Member, Alison Xamon, thanked Ms Harris for her comments.*

**3.2 Grace Orifici of Leederville – Item 5.4**

- Spoke in support of the recommendation
- Mentioned that the skate park is being used by young children and families and encourages Council to approve the recommendation

*The Presiding Member, Alison Xamon, thanked Ms Orifici for her comments.*

The following questions and statements were received in writing prior to the meeting.

**Sam Russell of Mt Hawthorn – Item 5.4**

I had sent a query a few weeks ago asking about the status as I was interested in what was going on.

This location seems significantly inferior to the previous one. The previous location had better accessibility and integration with a space already well used.

Primarily my concern is around safety though - the cycle path sees a lot of traffic, often at high speed. The carpark is often full with cars and is heavily utilised. A large number of the skate park users will be young - such as my daughters. How will the council ensure the mix of uses will be safe for users? For example, interaction between cars in the car park and kids entering the skate park. How will the council manage interaction between cyclists on the bike path and small kids who are at the skate park - who have a tendency to wander.

Is there another way for the council to find the additional funds to move to the earlier location or proposal #2 - which both largely solve the safety problems?

**Administration response:**

*The costing received to enable the skate space to be suitably constructed in the previous location near the pump track was well beyond the suitability and capacity of a facility of this scale. This was agreed to by the City, project working group and contractor as not being a good value-for-money outcome. In addition, the City could not ensure a skate space at the previously endorsed location would have a suitably long asset life due to subsoil movement. This would subsequently be an expensive asset for the City to maintain.*

*The proposed location represents an underutilised area of the reserve, it is located 50 metres away from residential housing which is considered appropriate for a local-level skate facility and it has the potential with minor investment to connect into the existing footpath and road network in Mount Hawthorn. In addition, the halfcourt basketball court immediately to the south of the proposed skate space location is reaching the end of its asset life and can be refurbished as part of the broader project to interact with the skate space.*

*Safety and accessibility featured highly in the discussion and although some interpretive buffering and access measures have been identified in the indicative design as per Attachment 1, Administration and Skate Sculpture will be further refining this through a detailed design process. All skateable elements have been designed to or below 1m high, which will enable clear sight lines for parents and carers across this area.*

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

*During the detailed design process, Administration and Skate Sculpture will ensure the interface between the skate space and car park is safe through strategic placement of safety measures including grass embankments, picnic shelters, landscaping, footpaths and kerb ramps to ensure users of the facility do not inadvertently skate between the skate space and the car park. The connecting pathways will also be designed to limit speed and momentum to and from the access points of the skate space.*

*There is currently no proposed formal connection between the skate park and Principal Shared Path with existing trees and landscaping providing a natural buffer. During a detailed design process, Administration and Skate Sculpture will investigate further elements including grass embankments and additional landscaping.*

**Tracey and Neil Gray of Perth – Item 5.2**

We are the owners of Unit 9/117 Lake Street but we are unfortunately unable to attend the Briefing as we are currently overseas. We will attempt to watch the live stream of the proceedings if possible. Our unit is only 3-4 m from the new development.

As stated in the Briefing Agenda the development was granted conditions to be built in breach of the applicable Building Codes. Unfortunately the developer has not installed the privacy screening as shown in the original proposal drawings and is now seeking to obtain a retrospective modification to the conditions of the DA to allow approval of a solution that we believe is unacceptable.

**Administration response:**

*The development at No. 276 Newcastle Street did not breach building codes. The development proposed setbacks to the rear boundary that did not meet the then-applicable Acceptable Outcome standard of the Built Form Policy.*

*The Built Form Policy did not include specific visual privacy standards or objectives when the original development application was considered.*

*The original application was assessed against Element Objectives of the Built Form Policy relating to setbacks and satisfied these objectives.*

We have a number of issues with the responses from the Developer as detailed in the Council Briefing Agenda

- The shared garden and courtyard area does constitute a private place as it used by the occupants in a number of ways and forms an important part of the amenity of the entire complex. For example our daughter used to sunbake and read in the garden area. It also gives the occupants the opportunity to spend time in the gardens. Any green space in an urban area like this is very important to the welfare of the occupants.
- Only the option of a permanently affixed structure gives a guarantee of privacy into the future. It would also guarantee that there are no privacy issues with view lines into either our bedroom or main living areas. While there is some screening afforded by plants on our property they are deciduous so not a guarantee of year round privacy.
- Our experiences with this project to date has not given us great confidence in the reassurances by the developer that the bamboo planting option will be adequately maintained into the future. Furthermore it is likely that any future disputes regarding privacy will be time consuming and difficult to resolve. What happens if the bamboo does not provide an adequate screen? Surely it makes more sense for everyone to implement the screening as originally approved and fix the situation now.
- We have experience using this bamboo in another of our properties where we found it quite difficult to maintain a lush enough screening while staying within the Perth watering restrictions. After several years we removed the bamboo and installed a fence to provide adequate screening.

Frankly we have been disappointed that a company with the reputation and depth of experience of the developer would not meet the requirements of the DA and would propose a clearly inadequate solution. It would be interesting to see their response if a similar privacy issue arose in their “backyard”. We can see no reason why this development should not meet planning regulations.

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

In summary we believe that the amenity of our property has been severely compromised through the loss of privacy. The developer has chosen not to implement the relaxed conditions of the DA and is seeking to obtain retrospective approval using a solution that we believe is inferior to the original proposal.

We would ask that the Council not approve the modifications to the DA and instruct the Developer to either implement the permanent external screening (11.2 (b)) or offer an equivalent solution.

**Paula Babic of North Perth – Item 5.1**

I am a residential property owner directly affected by this development.

Since this cafe opened it has caused car parking and traffic safety issues in Venn Street, and these problems are still existing today.

Since its opening the cafe staff and patron cars have been taking up street and verge parking that residents of Venn Street use and need.

And have been parking in the 'no-park' areas, causing danger for residents trying to access/egress between Venn & Fitzgerald Streets.

The vehicle access gate to the development was installed in Sept 2020 without authorization or approval. It was only last month, over 3 years later, that this gate was retrospectively approved. However the gate is still closed during the cafe business hours.

During these 3 years of restricted access to the carparking, the 8 bays which are proposed to be designated for use by cafe staff/patrons, have been occupied by the residential tenants and/or their visitors.

So I ask the question what will happen now to ensure these bays, which have been used and occupied by the residents cars for over 3 years now, are actually always available for the cars of cafe staff/patrons? There is no guarantee that a simple sign marking the bays will stop the residents from using the bays. Who will be responsible for ensuring the carboys are not used by the residents?

**Administration response:**

*It is the operator and landowner's responsibility to ensure that the development is in compliance with the terms of the development approval. This includes the requirement for car parking bays allocated for exclusive use by the commercial tenancy being set aside for that purpose.*

And the next question is where will the cars that have been utilizing these 8 bays for the past 3 years now park? Will those residents and visitors cars now also park on Venn Street to again cause parking and safe access/egress for cars in Venn Street?

**Administration response:**

*There are 20 resident bays and two residential visitor bays provided on-site. This is as per previous approvals issued for the site and was considered adequate to meet the demands of the residential component of the development. This allocation of parking is not changing as part of this application. Residents and residential visitors would park in these bays.*

Since the applicant submitted for the change of use, the problems of carpeting problems and dangers have been raised by concerned residents.

But at no time during this process has the applicant shown any affirmative action to resolve these problems. So the residents of Venn Street have no assurance that anything will change, all we are been given in the Planning Departments Recommendations, is a proposal that the vehicle access gate is kept open during the cafe operational hours, which is not sufficient given the problems we have been having since the cafe opened.



## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

In my previous submission on this matter I commented that a trial period should be held, to test and determine:

1. If the vehicle access gate will in reality be open during the entire cafe operation hours
2. If the 8 designated commercial carboys will actually be vacant and available for the use of the cafe staff/patrons
3. If there is continued parking problems or issues from this development affecting Venn Street residents

This trial period should be required prior to any new approvals given on this application change of use or increase in patron numbers.

**Administration response:**

*A trial period or time-limited approval would not be appropriate in this circumstance.*

*Car parking provided for the proposed change of use complies with the car parking standard prescribed in the City's Non-Residential Parking Requirements Policy. This means that adequate car parking is provided. Compliance with conditions of approval, including ensuring that the allocated car parking bays are made available for use by the commercial tenancy, is not a matter to be addressed via a time-limited condition. A time-limited condition imposed on this basis would not be reasonable.*

*The City has a Development Compliance Enforcement Policy that sets out mechanisms and enforcement action available to the City to ensure compliance with the terms of development approval. This would be the appropriate response to deal with any alleged non-compliance that arises.*

It would be a mis-use of Council's privilege to grant a discretion for this application, without the above proposed trial period been done.

I ask Council to insist on this action before any approval for change of use, or increase in patron numbers in granted.

There being no further speakers, Public Question Time closed at approximately 6.05pm.

**4 DECLARATIONS OF INTEREST**

Cr Ashlee La Fontaine declared an impartiality interest in Item 8.2 Appointment of Council Members and Community Representatives to Advisory Groups. The extent of her interest is that she has social contact with two of the applicants.

Cr Ashlee La Fontaine declared an impartiality Interest in Item 12.3 Information Bulletin. The extent of her interest is that she owns and resides at a property on Forrest Street, North Perth, which is referred to in the Infobulletin.

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

## 5 STRATEGY &amp; DEVELOPMENT

## 5.4 MOUNT HAWTHORN YOUTH SKATE SPACE REVISED LOCATION

- Attachments:
1. Mount Hawthorn Youth Skate Space - Revised Location Plan 
  2. Mount Hawthorn Youth Skate Space - Alternate Locations Map 
  3. Britannia Rd Reserve North West - Amended Development Plan 

## RECOMMENDATION:

That Council:

## 1. NOTES:

- 1.1 the findings and advice on the previously endorsed location; and
- 1.2 that Administration will inform and engage the local community in relation to the new location; and

## 2. ENDORSES the:

- 2.1 revised location at Attachment 1 for the purpose of varying the current project contract; and
- 2.2 revised Britannia Rd Reserve North West Development Plan at Attachment 3.

**CR CASTLE:**

What consideration has there been around how this site would connect with exiting activity within the reserve?

**EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

*The proposed location represents an underutilised area of the reserve, it is located 50 metres away from residential housing which is considered appropriate for a local-level skate facility and it has the potential with minor investment to connect into the existing footpath and road network in Mount Hawthorn. In addition, the halfcourt basketball court immediately to the south of the proposed skate space location is reaching the end of its asset life and can be refurbished as part of the broader project to interact with the skate space.*

*If the new location is adopted, Administration and Skate Sculpture will undertake a detailed design process that considers the Britannia North West Reserve Development Plan and the broader site conditions. It will address safe and efficient connections between the skate space and a refurbished basketball court, the new Litis Stadium changerooms and public toilets, the Litis Stadium car park, Britannia Road, the pump track and the mountain bike trail network.*

*Engagement will occur with the working group and immediate community during the detailed design process.*

**CR CASTLE:**

What safety measures could be implemented in relation to the sites proximity to the car park?

**EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

*The proposed concept plan at Attachment 1 has a 10 metre buffer between the skate park and the existing car park. In this 10 metre buffer, there is currently a number of physical barriers including trees, bollards and grass.*

*During the detailed design process, Administration and Skate Sculpture will ensure the interface between the skate space and car park is safe through strategic placement of safety measures including grass embankments, picnic shelters, landscaping, footpaths and kerb ramps to ensure users of the facility do not inadvertently skate between the skate space and the car park. The connecting pathways will also be designed to limit speed and momentum to and from the access points of the skate space.*

**CR HALLETT:**

Would the soil issues impacting the original skate park also affect the proposed telecommunications tower?








**EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

*Prior to entering into a Lease with the City the proponent of the telecommunications tower completed a geotechnical report. The findings of the report will inform detailed design for the tower and will need to be incorporated in the submission of a building permit.*

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

**5.1 NO. 500 (LOT: 41; D/P: 418433) FITZGERALD STREET, NORTH PERTH - PROPOSED CHANGE OF USE FROM RESTAURANT/CAFE TO RESTAURANT/CAFE AND SMALL BAR****Ward:** South

- Attachments:**
1. Consultation and Location Plan 
  2. Development Plans 
  3. Parking Management Plan 
  4. Previous Joint Development Assessment Panel Approval 
  5. Summary of Submissions - Applicant's Response 
  6. Summary of Submissions - Administration's Response 
  7. Determination Advice Notes 

**RECOMMENDATION:**

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the development application for a proposed Change of Use from Restaurant/Café to Restaurant/Café and Small Bar at No. 500 (Lot: 41; D/P: 418433) Fitzgerald Street, North Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 7:

**1. Development Approval**

This approval is for a Change of Use from Restaurant/Café to Restaurant/Café and Small Bar as shown on the approved plans dated 18 August 2023. No other development forms part of this approval;

**2. Use of Premises**

- 2.1 This approval is for a Restaurant/Café and Small Bar as defined in the City of Vincent Local Planning Scheme No. 2. The use of the subject land for any other land use may require further approval from the City;
- 2.2 The total number of persons attending the Restaurant/Cafe and Small Bar at any one time, including staff and customers, shall be limited to 32 persons; and
- 2.3 The Restaurant/Café and Small Bar shall be limited to the following hours of operation:
  - Monday to Sunday: 8:00am to 5:00pm; and
  - All deliveries shall be limited to 7:00am to 2:00pm, Monday to Friday; and

**3. Venue Management**

- 3.1 Prior to commencement of the approved development, a Venue Management Plan shall be submitted to and approved by the City. The Venue Management Plan shall be prepared in accordance with City's Policy No. 7.5.7 – Licensed Premises, to the satisfaction of the City (refer advice note 8); and
- 3.2 The premises shall operate in accordance with the approved Venue Management Plan, to the satisfaction of the City;

**4. Waste Management**

The approved development shall operate in accordance with the approved Waste Management Plan dated 28 September 2018 at all times, to the satisfaction of the City;

**5. Façade Design**

- 5.1 Doors and windows and adjacent floor areas fronting Fitzgerald Street and Venn Street shall maintain an active and interactive relationship with the street, to the satisfaction of the City;

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

- 5.2 Glazing and/or tinting shall have a minimum of 70 percent visible light transmission to provide unobscured visibility between the street and the interior of the tenancy, to the satisfaction of the City; and
- 5.3 Internal security and privacy treatments shall be located and installed internally behind the glazing line or recessed, and shall be transparent and visually permeable to allow views inside the building and enable internal light sources to be seen from the street, to the satisfaction of the City;

## 6. Car Parking

Prior to operation of the approved development, eight parking bays on-site shall be line marked for the exclusive use of the Restaurant/Café and Small Bar;

## 7. Bicycle Facilities

A minimum of two short-term bicycle bays shall be provided in the Venn Street verge adjacent to the subject site, in a location approved by the City. These bicycle bays shall be designed in accordance with AS2890.3 prior to the use of the approved development, to the satisfaction of the City; and

## 8. Parking Management

8.1 Prior to commencement of the approved development, a revised Parking Management Plan shall be submitted to and approved by the City. The Parking Management Plan shall include the following, to the satisfaction of the City:

- The revised parking bay numbers available to the proposed development, being eight bays;
- The revised customer and staff numbers, being a maximum total number of persons attending the venue of 32 persons;
- Details of Parking Management Strategies that include:
  - The promotion for customers to use the rear car parking bays; and
  - The vehicle access gate remaining open during the operating and delivery hours of the tenancy; and

8.2 The premises shall operate in accordance with the approved Parking Management Plan at all times, to the satisfaction of the City.

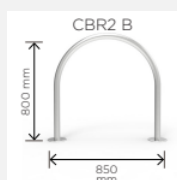
**MAYOR XAMON:**

In relation to the bike racks can I ask what is the favoured design of bikes racks for that particular area?

Certain designs of bike racks are better with e-scooters than others. And so, I am aware that as a Council we are trying to encourage more alternative means of transport. As we are looking at these designs we can look at what is not simply good for a bike but what is good for e-scooters as well.

**MANAGER DEVELOPMENT & DESIGN & STRATEGIC PLANNING:**

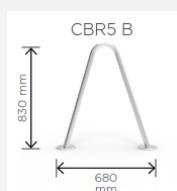
*The Engineering Team advised that the City has been installing bike racks of the design pictured below (CBR2 B) as standard in the past.*



*The Engineering Team has consulted with the City's bike rack provider who advised that the design (CBR5 B), pictured below, is the most suitable design to provide flexibility to accommodate parking both bicycles and e-scooters.*

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023



*The condition of approval included in the officer recommendation requires the provision of a bike rack to the City's satisfaction and an accompanying advice note 11 has been included in Attachment 7 of the officer report that outlines it should be provided in the design specification of CBR5 B.*

**CR LA FONTAINE:**

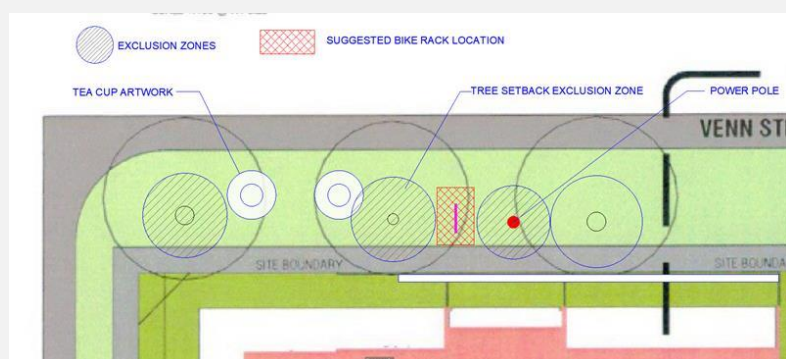
With the bike racks that are provided, they are said to be installed on the verge on Venn Street. There are two trees and also two tea cups where most people usually lean their bikes up against them?  
Are the tea cups going to stay and where are the bike racks going to go?

**MANAGER DEVELOPMENT & DESIGN & STRATEGIC PLANNING:**

*The tea cups and street trees would be retained and would not be altered or modified as part of installing the bike rack.*

*The Engineering Team has advised that the location as indicated in red on the plan below would be the most suitable location within the Venn Street verge for the bike rack to be positioned.*

*The condition of approval included in the officer recommendation requires the provision of a bike rack to the City's satisfaction and an accompanying advice note 11 has been included in Attachment 7 of the officer report that sets out it should be positioned in the location identified below.*

**CR HALLETT:**

Do we have parameters around distance from public art that things are allowed to be installed in terms of maintaining integrity of viewing as opposed to just fitting in that location?

**MANAGER DEVELOPMENT & DESIGN & STRATEGIC PLANNING:**

*There are no applicable standards which determine the location of infrastructure in relation to public art.*






*Decisions regarding placement of infrastructure in proximity to existing public art is made on case-to-case basis.*

*In determining the suitable locations for infrastructure in relation to public art consideration would be given the objectives and provisions of the City's Public Art Policy. This includes the need for public art to be in clear public view and not to be obstructed.*

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

**5.2 NO. 276 (LOT: 63; D/P: 97776) NEWCASTLE STREET, PERTH - PROPOSED OFFICE AND SHOWROOM (AMENDMENT TO APPROVED) (UNAUTHORISED EXISTING DEVELOPMENT)****Ward:** South

- Attachments:**
1. Consultation and Location Plan 
  2. Development Plans 
  3. Existing Development Approval Notices and Approved Plans 
  4. Summary of Submissions - Administration Response 
  5. Summary of Submissions - Applicant 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 development application for Office and Showroom (Amendment to Approved) (Unauthorised Existing Development) at No. 276 (Lot: 63; D/P: 97776) Newcastle Street, 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 5.2020.57.1 granted on 14 April 2020 and 5.2021.486.1 granted on 10 January 2022 continue to apply to this approval except as follows:
  - 1.1 Condition 10 is deleted and replaced as follows:
    10. All landscaping works shown in the approved plans dated 9 November 2023 shall be undertaken within 28 days of the date of this approval and maintained thereafter at the expense of the owners/occupiers, to the satisfaction of the City.
  - 1.2 Condition 11 is deleted and replaced as follows:
    - 11.1 The obscure glazing privacy screen to the north east elevation of the first floor, as indicated on the approved plans dated 9 November 2023, shall be durable and visually impermeable to a minimum height of 1.6 metres above the first-floor finished floor level, to the satisfaction of the City.
    - 11.2 The north-east elevation of the ground floor shall be screened by either:
      - (a) The provision of bamboo planting along the north east lot boundary, as shown on the approved plans dated 9 November 2023. The bamboo shall be maintained to a minimum height of 1.6 metres above the ground floor finished floor level to restrict views of the adjoining property; or
      - (b) The installation of privacy screening to the portion of the north-east elevation of the ground floor indicated in red on the approved plans dated 9 November 2023. The screening shall be fixed, durable and visually impermeable to restrict views of the adjoining property;

The privacy screening and/or bamboo planting are to be maintained at all times from the date of the issue of this decision, to the satisfaction of the City

**CR WOOLF:**

Honey Locust trees are proposed to the car park at the front of the development. Were any native trees considered for this area?

**MANAGER DEVELOPMENT & DESIGN & STRATEGIC PLANNING:**

Yes, the City has a tree selection tool with recommended tree species. This includes both native and exotic tree species that are considered in the assessment of proposals. Honey locust tree is a recommended tree species in the City's tree selection tool. This tool is [available to the public](#) on the City's website.

The proposed honey locust trees would be located within a 0.8 metre wide planting strip within a car park



## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

which is a challenging planting environment. Honey locust trees are able to cope with urban environments including heat, pollution, a variety of soils and provide a wide canopy spread.

The City's Parks team has advised that the honey locust tree is faster growing and provides greater canopy cover compared to native trees, and is supported to be planted in these 0.8 metre wide planting areas.

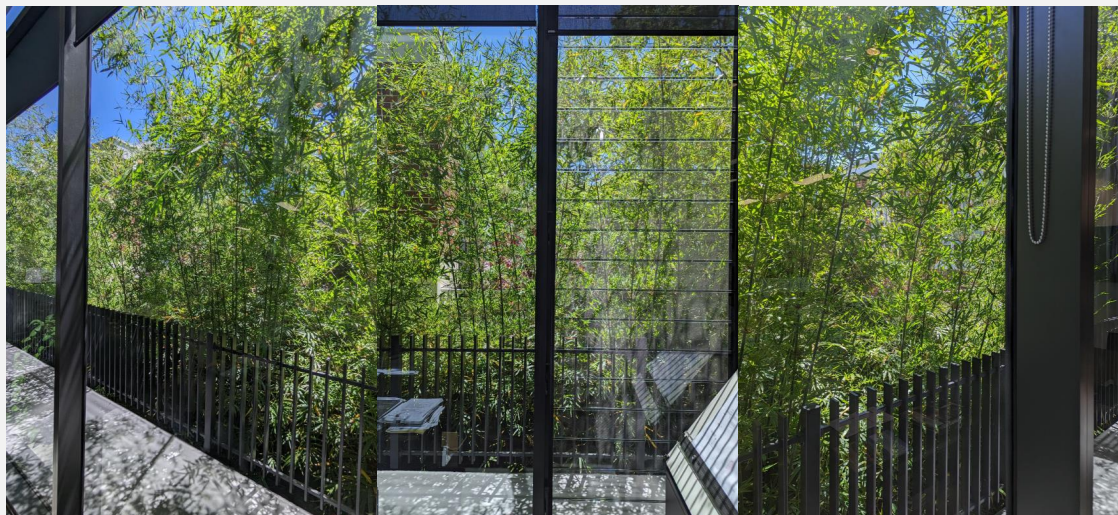
**ADDITIONAL INFORMATION:**Screening Provided by the Bamboo

The existing condition of the development approval requires the screening to comply with the deemed-to-comply standards of Clause 5.4.1 of the R Codes Volume 1. These are for screening to be at least 1.6 metres high and at least 75 percent obscure.

The R Codes design principles and the Built Form Policy element objectives aim to minimise direct overlooking of adjoining properties. As outlined in the R Codes Explanatory Guidelines, 'minimisation of overlooking should not be interpreted as an absolute prohibition on visual interaction'. This is reflected in the deemed-to-comply standards of the R Codes which seek to interrupt sight lines with screening to be 75 percent obscure rather than 100 percent.

Landscaping is specified as an accepted screening method in the design principles of the R Codes.

Figures included below are also in the officer report. These images views from the ground floor of the subject site looking towards the adjoining property. These images demonstrate that views towards the adjoining property are interrupted by the bamboo and effectively minimise overlooking of the adjoining property. The bamboo would continue to grow and increase in foliage density with time, providing further screening of views towards the adjoining property.



**View from ground floor of No. 276 Newcastle Street looking north towards No. 117 Lake Street.**

**View from ground floor of No. 276 Newcastle Street looking north-east towards No. 117 Lake Street.**

**View from ground floor of No. 276 Newcastle Street looking east towards No. 117 Lake Street.**

Updates to Officer Report

- The Privacy section in the Detailed Assessment table has been updated to remove references to the screening on the first floor. This is to avoid confusion because the screening that has been provided to the first floor is consistent with the conditions of the existing development approval and is not subject to Council's consideration as part of this application.
- Figure 2 has been replaced to correct the unit numbers of No. 117 Lake Street that adjoin the subject site. 'Unit 8' has been updated to read 'Unit 9' and 'U7' has been replaced to read 'Unit 8'.

Clarification of Original Decision Maker

The original development on the subject site was approved by Administration under delegated authority in July 2019, as referred to in the officer report. A response provided at Council's Briefing Session incorrectly referred to the decision being made by the Development Assessment Panel.

COUNCIL BRIEFING NOTES

5 DECEMBER 2023

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- 5.3 NOS. 378 AND 380 (LOTS: 68 & 67; D/P: 613) WILLIAM STREET, PERTH - PROPOSED CHANGE OF USE FROM WAREHOUSE/STORAGE TO TAVERN, RESTAURANT/CAFE AND SHOP INCLUDING ALTERATIONS AND ADDITIONS

WITHDRAWN BY APPLICANT
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**COUNCIL BRIEFING NOTES****5 DECEMBER 2023**

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**5.5 RFT PP272/2023 ROBERTSON PARK REDEVELOPMENT - STAGE 1 - SEPARABLE PORTION  
A CONSTRUCTI**

Report will be presented to Council Meeting on 12 December 2023.

<b>NO QUESTIONS</b>
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## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

# 5.6 LICENCE TO BROADWAY UNIT TRUST (TRADING AS SPRITZ SPIZZICHERIA ITALIANA) ON ROAD RESERVE ADJACENT TO NO. 148 (LOT: 600) SCARBOROUGH BEACH ROAD, MOUNT HAWTHORN

- Attachments:
1. Plan of Licence Area 
  2. Structure Plan 
  3. 2018 Development Application Approval 
  4. 2023 Development Approval Application 
  5. Market Valuation - Confidential

## RECOMMENDATION:

That Council:

1. APPROVES the City granting a licence to Broadway Unit Trust trading as Spritz Spizzicheria Italiana (ABN 87 196 418 066) tenant of Lot: 600 on Deposited Plan: 47025, Certificate of Title Volume 2598, Folio 388, known as No. 148 Scarborough Beach Road, Mount Hawthorn, for a portion of the road reserve adjacent to No. 148 Scarborough Beach Road, Mount Hawthorn, as shown in Attachment 1, on the following key terms:

- |      |                       |  |
|------|-----------------------|--|
| 1.1  | Term:                 | 5 years  |
| 1.2  | Licence Area:         | 48m <sup>2</sup> (3.9m x 13m) of Scarborough Beach road reserve (verge area);  |
| 1.3  | Licence fee:          | \$1,680 per annum plus GST, indexed by CPI annually on 1 July;   |
| 1.4  | Permitted use:        | <p>non exclusive right to use the Licence Area as an outdoor dining area and liquor consumption in connection with the operation of Spritz Spizzicheria Italian restaurant; and</p> <p>to locate alfresco canopy structure, motorised café blinds, lighting and heat lamps and outdoor fixtures and furniture on the Licence Area as approved by the City, as shown on the plan at Attachment 2 (Structure);</p> |
| 1.5  | Removal of furniture: | All furniture used (unless affixed to the ground) within the Licence Area must be removed by the Applicant at the close of each business   |
| 1.6  | Cleaning:             | Applicant must, keep the Licence Area clean and tidy at all times, at its cost;  |
| 1.7  | Insurance:            | Applicant must effect and maintain public liability insurance to a minimum value of \$20,000,000 (per claim);  |
| 1.8  | Indemnity:            | Applicant will indemnify the City and the Minister for Lands against loss or damage to property or persons occurring as a result of the Applicant's structure and use of the Licence Area;   |
| 1.9  | Assignment            | Applicant may not assign or transfer its right under this Licence;   |
| 1.10 | Maintenance:          | Applicant must, at its cost, keep the Licence Area in good repair including repairing damage to structures, fittings or fixtures and the road reserve on the Licence   |

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

- Area;
- |      |                             |  |
|------|-----------------------------|--|
| 1.11 | Outdoor Eating Area Permit: | Applicant must (for the duration of the Licence) maintain a valid Outdoor Eating Permit for the Licence;   |
| 1.12 | Liquor Licence              | Applicant must (for the duration of the Licence) maintain a current liquor licence for the Licence Area in order to serve alcohol in this area;  |
| 1.13 | Access                      | the City, State and public utilities may access the Licence Area at any time in connection with its respective services, and no compensation is payable to the Applicant for any resultant loss; |
| 1.14 | Make Good:                  | Upon expiry or termination of licence to remove any Structure and make good the Licence Area, at Applicant's cost, to the satisfaction of the City; and  |
2. Subject to final satisfactory negotiations being carried out by the Chief Executive Officer, **AUTHORISES** the Mayor and Chief Executive Officer to affix the common seal and execute the licence in recommendation 1. above.

**ADDITIONAL INFORMATION FROM EXECUTIVE MANAGER CORPORATE STRATEGY AND GOVERNANCE:**

Key Term 1.4 relating to Permitted Use has been amended as follows:

**Non-exclusive right to use the Licence Area as an outdoor dining area and liquor consumption in connection with the operation of Spritz Spizzicheria Italian restaurant; and**

**~~to locate alfresco canopy structure, motorised café blinds, lighting and heat lamps and outdoor fixtures and furniture on the Licence Area as approved by the City, as shown on the plan at Attachment 2 (Structure);~~**

*This is to reflect that this decision relates to an approval for a licence to use the land for alfresco dining. Approval for the alfresco structure will be subject to a development application should this licence be approved.*

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

**6 INFRASTRUCTURE & ENVIRONMENT****6.1 RESPONSE TO PETITION - CORNER SCARBOROUGH BEACH ROAD AND KILLARNEY STREET - MAINTENANCE AND INFRASTRUCTURE**

Attachments: 1. Petition - Cnr Scarborough Beach Rd & Killarney Str. - Maintenance & Infrastructure - Confidential

**RECOMMENDATION:**

That in response to a petition received by the Council on 21 November 2023 in relation to maintenance and infrastructure issues on the corner of Scarborough Beach Road and Killarney Street, Mount Hawthorn, Council:

1. **NOTES** that Administration is required to liaise with Main Roads WA to explore options regarding improved signage, line marking around and approaching the corner of Scarborough Beach Road and Killarney Street; and
2. **REQUESTS** administration to complete a review of the location of Scarborough Beach Road and Killarney Street for improved and additional signage and if warranted, provide a concept design on road infrastructure improvements to address road safety concerns which will be included in the wider precinct wide traffic modelling for the Mount Hawthorn area.

<b>NO QUESTIONS</b>
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## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

**6.2 RESPONSE TO PETITION - ELLESMERE STREET, NORTH PERTH PARKING****Attachments:** 1. Petition - Parking on Ellesmere Street, North Perth - Confidential**RECOMMENDATION:**

That in response to a petition received by the Council on 21 November 2023 in relation to parking issues on Ellesmere Street, North Perth, Council:

1. **NOTES** the specific requests of the residents of Ellesmere Street and Highlands Road, between London Street and Charles Street, North Perth, as presented by the lead petitioners;
2. **NOTES** Administration's comments in respect to the residents list of requests;
3. **REQUESTS** Administration to investigate further traffic related issues along Ellesmere Street from Charles Street to London Street in conjunction with the new development proposal on the Charles Hotel site;
4. **CONSULTS** with the residents on the potential 'No Right Turn' sign at the Charles Street intersection; and
5. **RECEIVES** a further report at the conclusion of the collection of traffic data and public consultation.

**CR LA FONTAINE:**

Point 4 of petition it mentioned high speed over the hill, could Admin provide info on the number of vehicles travelling over the speed limit both up and down the hill? Between Eaton Street and London Street?



**MANAGER ENGINEERING:**

*Further information has been included in the report.*

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

**6.3 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO ASSET MANAGEMENT POLICY**

- Attachments:
1. DRAFT - Asset Management Policy review 2023 
  2. Policy 2.2.12 - Asset Management 

**RECOMMENDATION:****That Council**

1. **NOTES** that at the conclusion of the local public notice period, no public submissions were received in relation to the Asset Management Policy, at Attachment 1;
2. **ADOPTS** the Asset Management Policy at Attachment 1; and
3. **REPEALS** Policy 2.2.12 Asset Management Policy at Attachment 2.

<b>NO QUESTIONS</b>
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At 6.38pm Manager City Buildings & Asset Management left the meeting and did not return.

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

**6.4 KYILLA COMMUNITY FARMERS MARKET - WAIVER OF FEES****Attachments:** Nil**RECOMMENDATION:****That Council:**

- 1. ACKNOWLEDGES** the success of the Kyilla Community Farmers Market, and the efforts of the Kyilla Primary and Pre Primary Parents and Citizens Association Inc. to operate the Market over the last ten year period;
- 2. APPROVES BY ABSOLUTE MAJORITY** a waiver of the following fees and charges:
  - 2.1 Reserve hire fees of \$8,788 per annum totalling \$43,940 over a five (5) year period;**
  - 2.2 Waste service fees of \$1,971 per annum totalling \$9,855 over a five (5) year period**

**CR ALEXANDER:**

Cr Alexander noted 2.1 and 2.2 above and asked whether administration approved of waiving the waste service fee, given that the service fee is waived.

**EXECUTIVE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT:**

*Yes Administration approves of a waiving of the waste fees as well as the reserve hire fees.*

*Administration has discussed the waste fee component with the City Waste and Event teams and believes waiving the waste fee of \$1,971 per annum will continue to directly benefit the school and children that attend. It will also continue to provide opportunity for the Waste team to promote FOGO and other waste initiatives in the community at a regular event that may be lost if offered by an outside contractor at a reduced cost.*

*The recommendation is replicating two (2) previous approvals for five (5) year periods of operation of the Kyilla Markets.*

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

**7 COMMUNITY & BUSINESS SERVICES****7.1 FINANCIAL STATEMENTS AS AT 31 OCTOBER 2023**

Attachments: 1. Financial Statements as at 31 October 2023 

**RECOMMENDATION:**

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

That Council **BY ABSOLUTE MAJORITY APPROVES** the purchase of a rubbish truck for \$520,000 to be funded from the 2024/2025 annual budget.

<b>NO QUESTIONS</b>
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At 6.40pm Manager Rangers Services left the meeting and did not return.



## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

## 7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 OCTOBER 2023 TO 31 OCTOBER 2023

- Attachments:
1. October 2023 Payments by EFT and Payroll 
  2. October 2023 Payments by Direct Debit 
  3. October 2023 Payments by Cheques 

## RECOMMENDATION:

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

EFT payments, including payroll	\$5,513,607.25
Cheques	\$689.55
Direct debits, including credit cards	\$139,208.30
<b>Total payments for August 2023</b>	<b>\$5,653,505.10</b>

**CR WORNER:**

Could I get some further information about the cost to *Transport public artwork to Titan storage?*

**EXECUTIVE MANAGER CORPORATE STRATEGY AND GOVERNANCE:**

*As a result of delays by Western Power the City has not been able to install power required in Leederville Village square for the installation of the COVID Arts Relief commissioned piece. As the artist has completed the art work and this is unable to be installed until power is connected at the site, the artwork has been collected from the artist and is being stored in an appropriate facility by the City.*

**CR WOOLF:**

Removal of existing and new equipment at Charles Veryard Reserve, what was that?

**CHIEF FINANCIAL OFFICER:**

*The Forpark invoice for \$66,000 was for the removal of existing and supply and installation of new exercise equipment and associated rubber soft fall at Charles Veryard Reserve. The description in the expenditure report has also been updated.*

At 6.41pm Executive Assistant Infrastructure & Environment left the meeting and did not return.

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

## 7.3 INVESTMENT REPORT AS AT 31 OCTOBER 2023

Attachments: 1. Investment Statistics as at 31 October 2023 

## RECOMMENDATION:

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

NO QUESTIONS
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## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

## 7.4 OUTCOME OF ADVERTISING AND ADOPTION OF NEW CHILD SAFE AWARENESS POLICY

Attachments: 1. Child Safe Awareness Policy 

## RECOMMENDATION:

That Council ADOPTS the Child Safe Awareness Policy at Attachment 1.

NO QUESTIONS
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## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

**7.5 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO DIVERSITY ACCESS AND INCLUSION POLICY**

- Attachments:
1. Diversity Access and Inclusion Policy 
  2. Community Consultation Comments 
  3. Diversity Access and Inclusion Policy - Marked Up 

**RECOMMENDATION:**

That Council **ADOPTS** the amended Diversity Access and Inclusion Policy at Attachment 1.

**CR GREER:**

Were any disable people part of the public submission process?

**EXECUTIVE MANAGER COMMUNICATIONS AND ENGAGEMENT:**

*The Diversity Access and Inclusion Policy supports the Access and Inclusion Plan (AIP). During consultation for the AIP, it was noted that the Policy would be reviewed following the adoption of the AIP to ensure that the two documents are aligned.*

*Organisations such as Developmental Disability WA, Visibility, Carers WA, Mission Australia, People with Disabilities WA, Life Without Barriers and Access, and WA Deaf were included in the consultation on the AIP and the Policy. The Youth Disability Advocacy Network were involved in the survey design, reviewing data, reviewing the draft AIP and providing input into the Policy.*

*Consultation on the draft policy was recently advertised via the City of Vincent website, e-news, social media, and through the display of public notices at the City's Administration and Library and Local History Centre.*

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

## 7.6 ANNUAL REPORT 2022/23

- Attachments:
1. Annual Report 2022/23 
  2. CEO KPI report 2023 

## RECOMMENDATION:

That Council:

1. Pursuant to Section 5.54(1) of the *Local Government Act 1995*, ACCEPTS BY AN ABSOLUTE MAJORITY the City of Vincent Annual Report for the 2022/23 Financial Year included as Attachment 1
2. Pursuant to Section 5.27 of the *Local Government Act 1995*, CONVENES an Annual Meeting of Electors of the City of Vincent to be held at 7pm on Thursday 1 February 2024 at the City of Vincent Administration and Civic Centre, to present the City of Vincent Annual Report for the 2022/23 Financial Year; and
3. NOTES that:
  - 3.1 the City of Vincent Annual Report may be subject to further formatting and styling, to be determined by the Chief Executive Officer prior to publication. The 2022/23 Financial Statements will be presented to Council as part of the recommendations of the Audit Committee and will be included in the Annual Report following adoption by Council;
  - 3.2 pursuant to Sections 5.29 and 5.55 of the *Local Government Act 1995*, the Chief Executive Officer will give local public notice of the Annual Meeting of Electors to be held on 1 February 2024, and of the availability of the City of Vincent Annual Report for the 2022/23 financial year, and will make the report available on the City of Vincent website within 14 days.

NO QUESTIONS
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## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

**8 CHIEF EXECUTIVE OFFICER****8.1 COUNCIL RECESS PERIOD 2023-24 - DELEGATED AUTHORITY TO THE CHIEF EXECUTIVE OFFICER**

Attachments: Nil

**RECOMMENDATION:**

That Council **DELEGATES BY ABSOLUTE MAJORITY**, pursuant to section 5.42 of the *Local Government Act 1995*, to the Chief Executive Officer, the power to deal with any items of business that may arise between 13 December 2023 and 5 February 2024, and which are not the subject of delegated authority already granted by Council, subject to:

1. Reports being issued to all Council Members for a period of three business days prior to the delegated decision being made and no requests for 'call-in' of the matter being received from Council Members;
2. Reports being displayed on the City's website for a period of three business days prior to the delegated decision being made;
3. A report summarising the items of business dealt with under delegated authority being submitted for information to Council at its Ordinary Meeting to be held on 13 February 2024; and
4. A Register of Items Approved under this Delegated Authority is being kept and made available for public inspection on the City's website during the period that the delegation applies.

**CR HALLETT:**

If any reports are circulated, can Council Members be contacted via a text message or phone call as well as email?

**EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

*Yes, the recommendation has been amended to include reference to this requirement.*

## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

**8.2 APPOINTMENT OF COUNCIL MEMBERS AND COMMUNITY REPRESENTATIVES TO ADVISORY GROUPS**

- Attachments:
1. DRAFT Sustainability & Transport Advisory Group Terms of Reference 
  2. Sustainability and Transport Advisory Group nominations - November 2023 - Confidential

**RECOMMENDATION:**

That Council:

1. **APPROVES** the Terms of Reference for the Sustainability and Transport Advisory Group, as at Attachment 1; and
  - 1.1 **APPOINTS** the following Council Members as Council's representatives Sustainability and Transport Advisory Group for a term expiring on 18 October 2025;

**Members:**

    1. Cr \_\_\_\_\_;
    2. Cr \_\_\_\_\_

and the Chair of the Advisory Group will be Cr \_\_\_\_\_; and
  - 1.2 **APPOINTS** the following community members to the Sustainability and Transport Advisory Group, as detailed in Confidential Attachment 2;
    1. Applicant 1;
    2. Applicant 2;
    3. Applicant 3;
    4. Applicant 4;
    5. Applicant 5;
    6. Applicant 6;

<b>NO QUESTIONS:</b>
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## COUNCIL BRIEFING NOTES

5 DECEMBER 2023

## 8.3 INFORMATION BULLETIN

- Attachments:
1. Minutes of the Catalina Regional Council - Special Meeting held on 16 November 2023 
  2. Statistics for Development Services Applications as at the end of November 2023 - to follow due to end of Month 
  3. Register of Legal Action and Prosecutions Monthly - Confidential
  4. Register of Legal Action - Orders and Notices Quarterly - Confidential
  5. Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 28 November 2023 
  6. Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current 
  7. Register of Applications Referred to the Design Review Panel - Current 
  8. Register of Petitions - Progress Report - November 2023 
  9. Register of Notices of Motion - Progress Report - November 2023 
  10. Register of Reports to be Actioned - Progress Report - November 2023 
  11. Council Workshop Items since 18 October 2023 
  12. Council Briefing Notes - 14 November 2023 

## RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated December 2023.

**ADDITIONAL INFORMATION:**

*The Register of State Administrative Tribunal (SAT) Appeals has been updated to reflect two SAT appeals that have recently been withdrawn and their upcoming directions hearings vacated. These two appeals relate to development applications for a Proposed Single House at No. 80 Auckland Street, North Perth and Proposed Alterations and Additions to a Single House at No. 12 Brookman Street, Perth.*



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COUNCIL BRIEFING NOTES

5 DECEMBER 2023

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**9        MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10       REPRESENTATION ON COMMITTEES AND PUBLIC BODIES**

Nil

**11       CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE  
CLOSED**

Nil

**12       CLOSURE**

There being no further business, the meeting closed at 6.51pm.

**9        MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10       REPRESENTATION ON COMMITTEES AND PUBLIC BODIES**

**11 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED ("BEHIND CLOSED DOORS")****11.1 APPOINTMENT OF SUSTAINABILITY DESIGN REVIEW PANEL MEMBER**

The Chief Executive Officer is of the opinion that this report is of a confidential nature as it contains information concerning:

**Local Government Act 1995 - Section 5.23(2):**

- (b) the personal affairs of any person
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting

**LEGAL:****2.14 Confidential business**

- (1) All business conducted by the Council at meetings (or any part of it) which are closed to members of the public is to be treated in accordance with the Local Government (Rules of Conduct) Regulations 2007.

Confidential reports are provided separately to Council Members, the Chief Executive Officer and Directors.

In accordance with the legislation, confidential reports are to be kept confidential until determined by the Council to be released for public information.

At the conclusion of these matters, the Council may wish to make some details available to the public.

**12 CLOSURE**